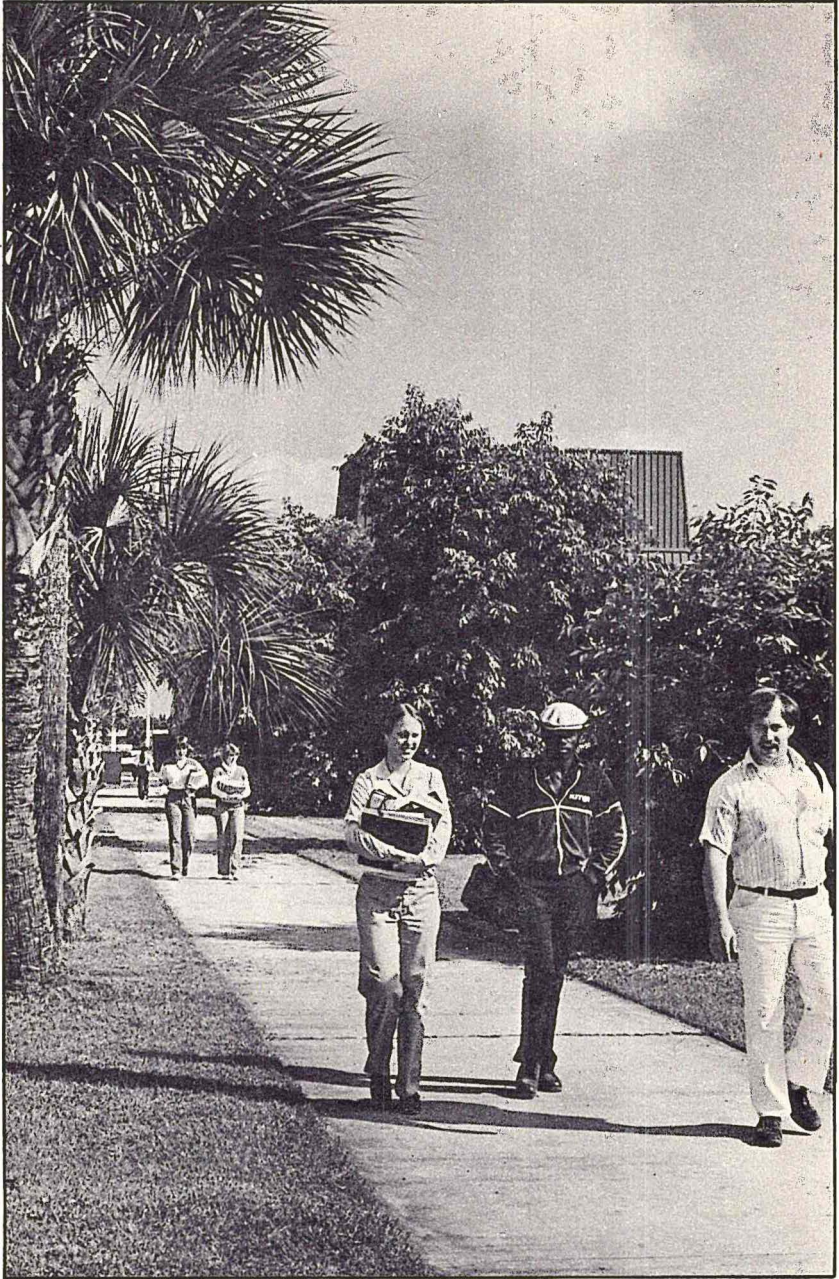


**INDIAN
RIVER
COMMUNITY
COLLEGE
1981-1982**



INDIAN RIVER COMMUNITY COLLEGE

Main Campus
3209 Virginia Ave.
Fort Pierce, FL
33450
305-464-2000

Stuart Site
South U.S. 1
Stuart, FL
33494
305-283-6550

Okeechobee Site
1075 S.W. 2nd Ave.
Okeechobee, FL
33472
813-763-3473

Mueller Center
Lundberg Rd.
Vero Beach, FL
32960
305-569-0333

INDIAN RIVER COMMUNITY COLLEGE FORT PIERCE, FLORIDA 1981-82 Catalog

Accredited by:

The Southern Association of Colleges and Schools

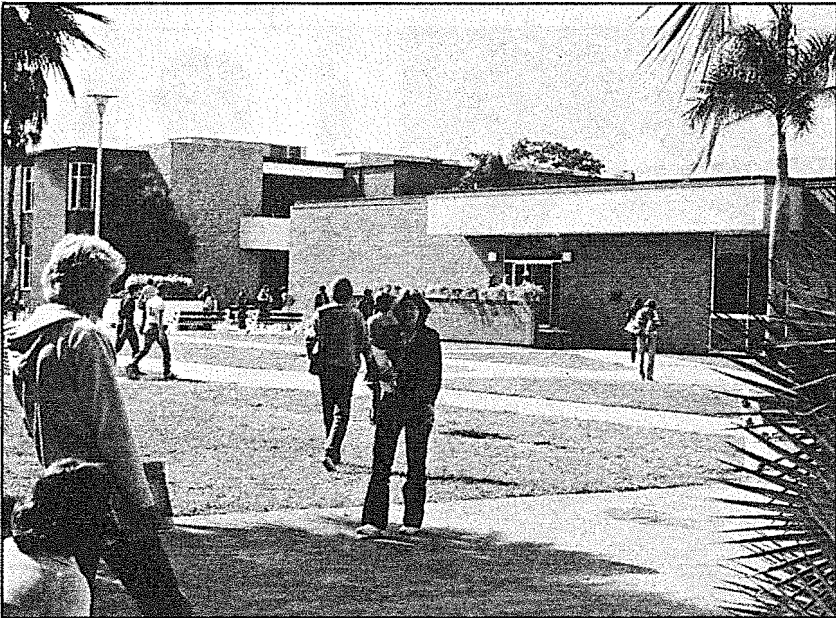
The Florida State Board of Nursing

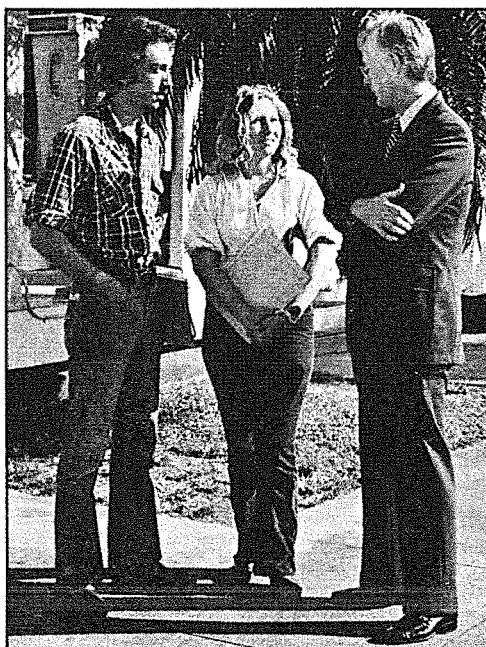
National League for Nursing, Board of Review
for Associate Degree Programs

Joint Review Committee on Education in
Radiologic Technology

Council on Education American Dental Association
Dental Assisting and Dental Technology

Commission on Accreditation of
Rehabilitative Facilities

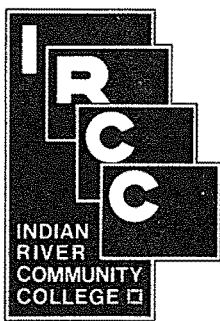




Vice President John W. Muir, on the Main Campus in Fort Pierce, shows that IRCC administrators are accessible and open to student input inquiries and opinions.



Emphasized by Wendall Martin, Assistant Dean of Instruction at the Stuart Site, are the individualized counseling and instruction available to all students at IRCC. Now under construction in Stuart is IRCC's new instructional center.



Students from Vero Beach find that John Avril, Assistant Dean of Instruction at the IRCC Mueller Center, takes a genuine personal interest in the progress of each student enrolled there.

At the Okeechobee Site, Assistant Dean of Instruction Sylvia Wolff taps into IRCC's modern computer system, used to speed up the registration process and facilitate the vital one-to-one contact between student and advisor.

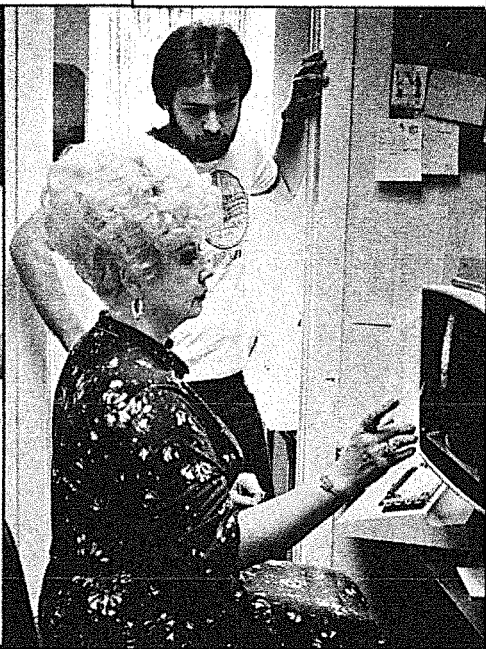
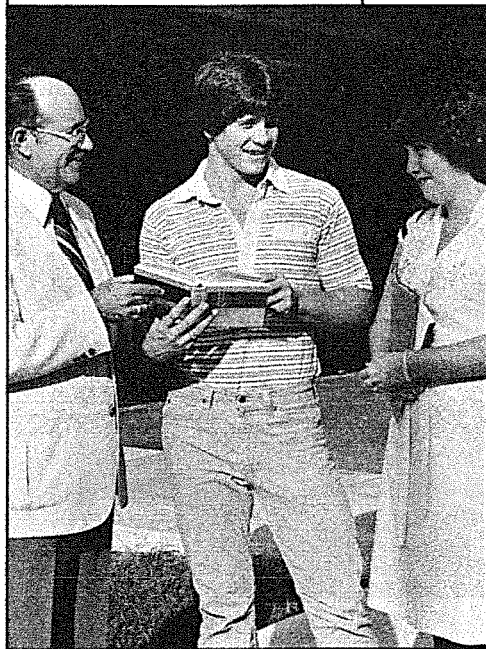


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Statement of Nondiscriminatory Policies inside back cover

Please note that the application for admissions is inserted in the back cover of the catalog.



INDIAN RIVER COMMUNITY COLLEGE



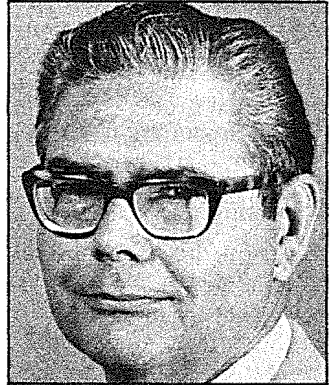
DISTRICT BOARD OF TRUSTEES

The District Board of Trustees of Indian River Community College is appointed by the Governor of Florida and serves Indian River, Martin, Okeechobee and St. Lucie counties.

Ira M. McAlpin, Jr., Chairman St. Lucie County
William L. Hendry, Vice-Chairman .. Okeechobee County
Ben L. Bryan, Sr. St. Lucie County
Standish L. Crews Indian River County
Guy N. Cromwell Martin County
Ben F. Dixon Okeechobee County
Juanita D. Geary Martin County
Ida C. Morgan St. Lucie County
John R. Wyatt Indian River County
Herman A. Heise, Ph.D., L.H.D. Secretary to the
Board of Trustees



Ira M. McAlpin, Jr.
Chairman



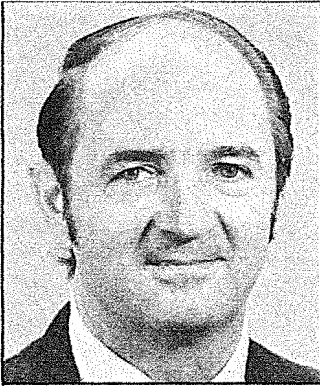
William L. Hendry
Vice-Chairman



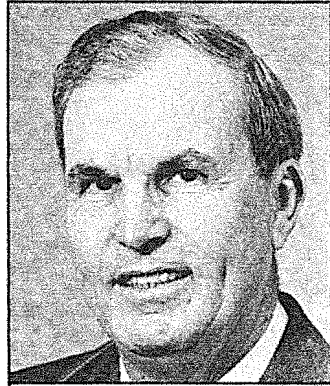
Ben L. Bryan, Sr.



Standish L. Crews



Guy N. Cromwell



Ben F. Dixon



Juanita D. Geary



Ida C. Morgan



John R. Wyatt



Chester B. Griffin
College Attorney



President Herman A. Heise with IRCC student Frances Kiernan.

AN INTERVIEW WITH THE PRESIDENT

Excerpts from an interview with Dr. Herman A. Heise, President of Indian River Community College, on August 25, 1980.

DR. HEISE, WHAT SETS IRCC APART FROM OTHER COLLEGES?

We never forget that students are our only real priority. For example, at IRCC, there are fewer administrators than at most other colleges of this size. Rather than attempting to solve problems that come up by hiring more administrators, we attack the problems ourselves. We would rather spend money on student activities, the faculty, the areas that directly benefit our students, than on administrative salaries. In regard to faculty selection, we are extremely selective and constantly re-evaluate to make sure the students get the very best instruction available. Finally, we never stop striving for improvement. The channels of communication among the students, faculty, staff, and administration are kept open so that new ideas, innovations, and suggestions can be given the consideration that they deserve.

IS THERE A SINGLE, OVERRIDING PHILOSOPHY UNDER WHICH YOU DIRECT IRCC?

I have always wanted my children to attend this college, so of course, I want it to be the very best institution possible. I believe that if you set as your goal preparing something for the best-loved people in your life, as I have with IRCC, you will inevitably get the best results for others, too. Incidentally, two of my children are graduates of, and another will soon attend, this college.

WHAT DOES IRCC OFFER ITS STUDENTS?

Students who attend IRCC — and statistics back us up on this — actually do better than those who go directly into a four-year college or university. The reason for this, I feel, is the difference in instruction. At four-year institutions, the best teachers are found at the upper levels, while new teachers and student assistants teach on the freshman and sophomore levels. All of the classes at IRCC are taught by qualified instructors, and, in fact, the scholarship level of the faculty here is almost even with that of a university. Many of our instructors have doctoral degrees, and we do all we can to encourage the continued scholastic development of our faculty.

FINALLY, DR. HEISE, WHY DO IRCC GRADUATES SUCCEED?

Among other community colleges, IRCC is known as “the most spirited school.” This sort of enthusiasm stimulates excellence. And, too, the faculty and administration here want to do more than educate; we want to truly help our students. Most importantly, and I feel that this is the key: The greatest reward for success is continued success. IRCC students realize that their success here is related to later success, and that what they gain here will be with them throughout their lives. Because we experience success with our students, our students experience success with life.

1981-82 ACADEMIC CALENDAR**Fall Semester, 1981**

August 18, Tuesday	New Faculty report.
August 19, Wednesday	Returning Faculty report.
August 20, 21, Thursday, Friday	Registration 8 a.m. to 8:30 p.m.
August 24, Monday	All credit classes begin. Late registration period begins. Late fee charged on and after this date. Drop and Add period begins.
September 2, Wednesday	Drop and Add period ends - 8 a.m. to 8:30 p.m. NO REFUNDS AFTER THIS DATE.
September 4, Friday	Last day of late registration period 8 a.m. to 5:00 p.m. Last day to register in an "Institutional Credit" course.
September 7, Monday	Labor Day - Holiday
September 8, Tuesday	Classes resume.
September 25, Friday	Last day to apply for the January Licensed Practical Nursing Program.
October 7, Wednesday	Mid-term grades due in Records Center by 5 p.m.
October 8, Thursday	*Last day to apply for Fall '81 degree without penalty.
October 14, Wednesday	Last day to withdraw from a course with a "W".
October 29, Thursday	Last day to apply for Spring '82 Cosmetology Program.
November 11, Wednesday	Veterans Day - Holiday.
November 12, Thursday	Classes resume.
November 26, 27, Thursday, Friday	Thanksgiving Holidays
November 30, Monday	Classes resume.
December 4, Friday	*No late applications for degree for '81 accepted after this date.
December 16, 17, 18 Wednesday, Thursday, Friday	Semester Exams.
*Diplomas will be mailed by December 30	

Spring Semester, 1982

January 5, 6, Tuesday, Wednesday.	Registration - 8 a.m. to 8:30 p.m. Faculty report.
January 7, Thursday	All credit classes begin. Late registration period begins. Late fee charged on and after this date. Drop and Add period begins.

January 12, Tuesday	Drop and Add period ends — 8 a.m. to 8:30 p.m. NO REFUNDS AFTER THIS DATE.
January 15, Friday	Last day of late registration - 8 a.m. to 5:00 p.m. Last day to register in an "Institutional Credit" course.
February 5, Friday	Last day to apply for commencement '82 without penalty.
March 4, 5, Thursday, Friday	Spring Recess.
March 8, Monday	Classes resume. Mid-Term grades are due in Records Center by 5 p.m. Last day to apply for the Associate Degree Nursing Program.
March 11, Thursday	Last day to withdraw from a course with a "W".
March 15, Monday	Last day to apply for Summer Cosmetology Program.
March 29, Monday	Last day to apply for the June Licensed Practical Nursing Program. Last day to apply for June Dental Assistant Program, and for Fall Dental Laboratory Tech Program. Last day to apply for Radiologic Tech Program. Last day to apply for Medical Laboratory Tech Program.
March 31, Wednesday	Last day to apply for financial aid for Summer Session I.
April 5, Monday	No late applications for commencement for Spring '82 accepted after this date.
April 26, 27, 28, Monday, Tuesday, Wednesday	Semester Exams.
May 2, Sunday	Commencement — Duty day

Summer Semester I, 1982

May 6, Wednesday	Registration — 8 a.m. to 8:30 p.m. Faculty report.
May 6, Thursday	All credit classes begin. Late registration fee charged on and after this date. Drop and Add period begins.
May 11, Tuesday	Drop and Add period ends — 8 a.m. to 8:30 p.m. NO REFUNDS AFTER THIS DATE.
May 13, Thursday	Last day of late registration — 8 a.m. to 8:30 p.m. Last day to register in an "Institutional Credit" course. *Last day to apply for Summer I degree without penalty.
May 20, Thursday	Mid-Term grades due in Records Center by 5 p.m.

May 26, Wednesday	Last day to withdraw from a course with a "W".
May 31, Monday	Memorial Day — Holiday.
June 1, Tuesday	Classes resume. Last day to apply for LPN/ADN Transitional Program.
June 7, Monday	No late applications for degree for Summer I accepted after this date.
June 22, 23, Tuesday, Wednesday	Semester Exams.

*Diplomas will be mailed by June 29.

Summer Semester II, 1982

June 23, Wednesday	Registration — 8 a.m. to 8:30 p.m. Faculty report.
June 24, Thursday	All credit classes begin. Late registration period begins. Late fee charged on and after this date. Drop and Add periods begins.
June 25, Friday	Last day to apply for Fall Cosmetology Program.
June 29, Tuesday	Drop and Add period ends — 8 a.m. to 8:30 p.m. NO REFUNDS AFTER THIS DATE.
July 1, Thursday	Last day of late registration — 8 a.m. to 8:30 p.m. Last day to register in an "Institutional Credit" course. Last day to apply for graduation for Summer II without penalty.
July 5, Monday	Independence Day — Holiday
July 6, Tuesday	Classes resume.
July 13, Tuesday	Mid-Term grades are due in Records Center by 5 p.m.
July 20, Tuesday	Last day to withdraw from a course with a "W".
July 21, Wednesday	*No late applications for graduation for Summer II accepted after this date.
August 11, 12, Wednesday, Thursday	Semester Exams.

*Diplomas will be mailed by August 16.



OVERVIEW

INDIAN RIVER COMMUNITY COLLEGE

Located on the tropical Treasure Coast of Florida, Indian River Community College stands out as a two-year public post-secondary institution dedicated to serving the educational and cultural needs of its surrounding area.

ACADEMIC PROGRAMS

Linking Indian River, Martin, Okeechobee and St. Lucie Counties together with four modern campuses, IRCC offers a wide range of degree and certificate programs, including Associate in Arts, Associate in Science, and Associate in Applied Science Degrees, as well as shorter-term technical certificates. The college strives to provide its students with a maximum of educational options; programs are offered not only for students who plan to transfer to upper-level colleges or universities, but also for students who wish to pursue careers immediately upon completion of their IRCC programs.

With its community in mind, IRCC provides a full curriculum for non-degree seeking students who want to take classes simply to expand their interests or to enhance specific job skills. Programs covered by this blanket of Continuing Education include the Adult Basic Education Program, the General Equivalency Diploma Program, the Adult Non-credit Program, the Individualized Manpower Training Lab, and the Adult High School for St. Lucie County.

ACCREDITATION

Accredited by the Southern Association of Colleges and Schools, the Florida State Board of Nursing, the National League for Nursing, the Joint Review Committee on Education in Radiologic Technology, the American Dental Association Council on Education, and the Commission on Accreditation of Rehabilitative Facilities, IRCC is totally committed to supplying its students with the most modern facilities and most relevant program choices.

ADMISSIONS

IRCC is truly an “equal access, equal opportunity educational institution.”

Discrimination is non-existent as IRCC welcomes students of all ages, races, religions, nationalities, sexes, and physical abilities. Special adjustments within the college, such as architectural modifications throughout for the handicapped and classes in English for the foreign-born, insure that all students have equal opportunities for success at IRCC. The “open door policy” in force at the college guarantees that anyone who holds a high school, or high school equivalency diploma will be admitted to the college. Every effort is made to keep costs to a minimum at IRCC, without sacrificing academic excellence. Close cooperation between the administration and faculty, and a general atmosphere of open communication and concern for the overall success of the student

allows IRCC to give its students a high quality-education at a reasonable cost. In addition, many financial aid and scholarship programs are readily available to eligible students at IRCC.

A college bus service runs to all corners of the four-county service area to give every student an opportunity to pursue higher education.

High school students who wish to get a headstart on college can discover new challenges and broaden their experience through IRCC's Dual Enrollment and Early Admissions Programs.

FACILITIES

Twenty-one major buildings on a lovely 87-acre campus comprise IRCC's main facility in the coastal city of Fort Pierce; in addition, there are convenient "satellite sites" located throughout the four-county district.

Reflecting the diversity of IRCC students and their interests, the Main Campus encompasses such specialized facilities as a sophisticated aquatic complex, a regional crime lab, a fire science training center, a modern child care and development center, a physical fitness lab, a fully-equipped dental lab, and a large, comfortable student center. With the recent acquisition and renovation of the historical Coast Guard building in Fort Pierce, IRCC now provides an oceanside setting for its environmental and marine sciences programs. One of the newest additions to the Main Campus, the McAlpin Fine Arts Center, emphasizes IRCC's commitment to the development of the well-rounded student. Encompassing a professional 600-seat theatre, elaborate music and drama rehearsal rooms, and an operating FM radio station, the Fine Arts Center allows students to expand their interests, both through participation in the arts and through exposure to professional performers brought to the college. Broadway plays, famous lecturers, and outstanding musical productions studded the first season at the Fine Arts Center, enriching students with a wealth of cultural experiences.

More than a library, the 50,000-volume Charles S. Miley Learning Resources Center supplements the traditional library services with a multi-media learning laboratory for students and a complete audio-visual service. Nearly 400 periodicals, 15 newspapers, and books for reference, research, and enjoyment encourage students to explore the written word, while an extensive microfilm collection facilitates research.

The innovative learning laboratory is designed with the concept in mind that visual materials are valuable teaching aids. Students may use the slides, tapes, transparencies, and filmstrips housed here on an independent basis or on class assignment, and individual audio-visual study booths are available.

Audio-visual services, also housed in the Learning Resources Center, employs professionals who produce and maintain the college's extensive audio-visual collection, distribute equipment for classroom use, and do 8mm film production.

HISTORY

Authorized by the Florida legislature in 1959, Indian River Community College has grown in the past twenty years from a one-building facility to its present status as a dominant academic and cultural center in the community. The college took up residence at its present campus on Virginia Avenue when the City of Fort Pierce donated 87 acres of land to IRCC in 1963. As the College grew in scope and role, the Board of Trustees felt that a name more representative of the entire area was appropriate, and, in accordance with the State Board of Education, changed the name of the College in 1970 to Indian River Community College. The past decade has been one of notable growth at IRCC, and although students from nearly every state and many foreign countries attend the college, it has maintained its dedication to providing vocational, technical, cultural, academic, and service programs that meet the needs of its rapidly growing community.

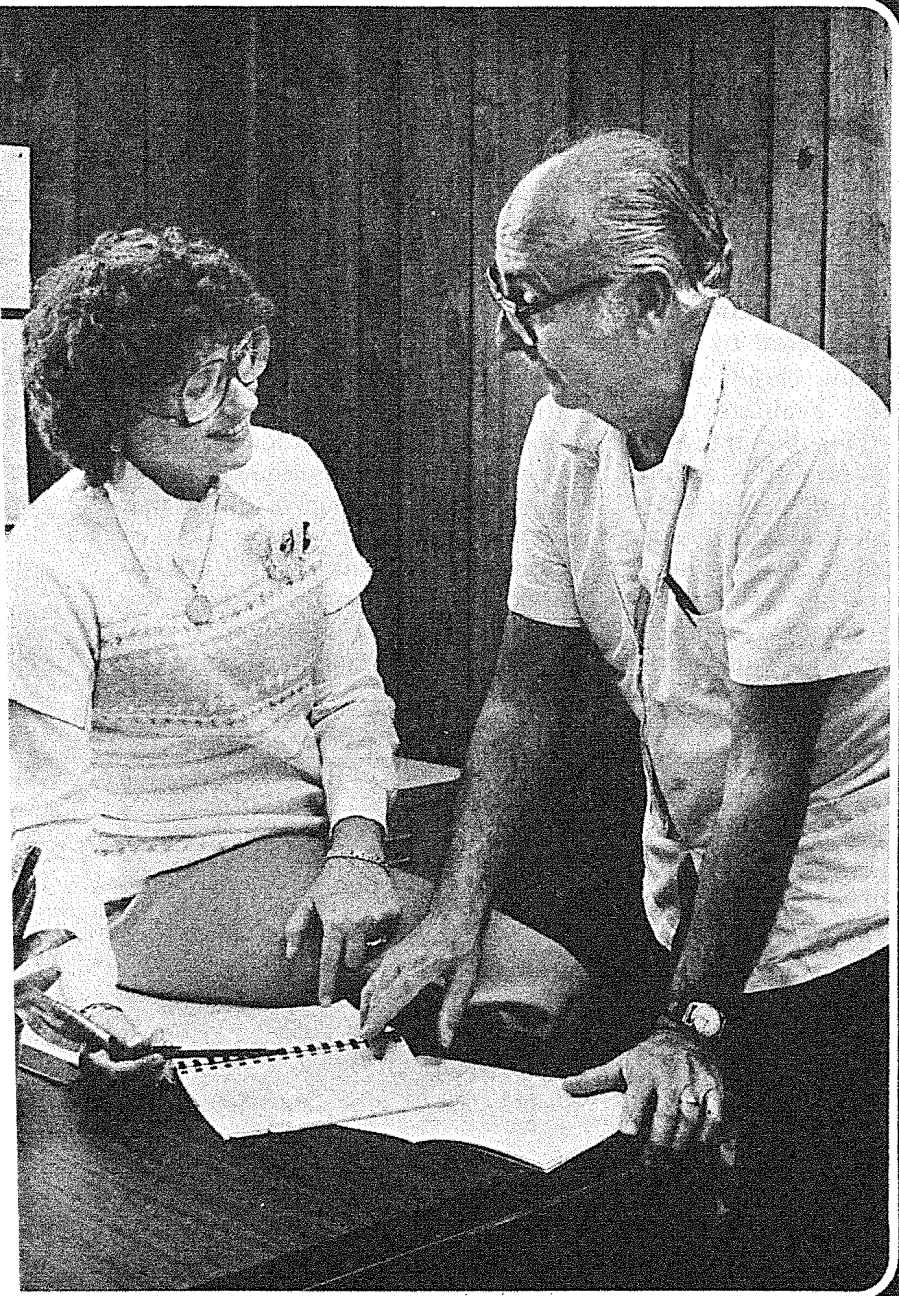
Administered by a District Board of Trustees representative of the four-county district that it serves, and directed by President Herman A. Heise, IRCC maintains an open, innovative administration, dedicated staff, and concerned, well-qualified faculty. College faculty and staff members actively contribute to the community in which they live, through their involvement with many local organizations.

STUDENT LIFE

As might be expected from a college located in an area of unspeakable natural beauty, mild weather, and closeness to the sea, IRCC is oriented toward outdoor life. Many open areas have been planned between the buildings on campus to give students places to gather or study, and classes are frequently conducted outdoors. With Lake Okeechobee to the west, the Indian River to the east, and the white sandy beaches of the Atlantic Ocean only minutes away from the campus, activities such as swimming, surfing, fishing, SCUBA and snorkeling are always within easy access. The cities of Fort Pierce, Vero Beach, and Stuart offer an array of recreational and cultural events; and leisure-time activities such as Jai-Alai, rodeos, professional baseball, shopping, restaurants, and night spots are also readily available.

Within an hour's drive on Sunshine State Parkway or I-95 are the City of West Palm Beach, two senior universities, many natural attractions, Cape Kennedy, and a multitude of job opportunities, while only a short distance further are the Florida Keys, Orlando, Disney World, and by air or boat, the Bahamas.

On campus, an unlimited number of organizations, formal and informal gatherings, and stimulating special events insure that IRCC students always have the opportunity to explore their interests, discover new ones, and make friends to share them with. Students find that challenges, work, research, study, activities, discovery, and fun all have a place at IRCC.



GUIDANCE

GUIDANCE DIVISION

The Guidance Division, which serves as an “umbrella” for the academic advisement, Financial Aid, Veteran’s Affairs, and Career Planning and Placement services at IRCC, insures that each student’s program of study will be uniquely suited to his or her interests and abilities.

Every student meets individually with academic counselors before each term begins to select and schedule classes that meet the degree requirements for the student’s major, that can be transferred as part of an upper division program if the student so desires, and that are appropriate for the student’s future plans and goals. Personal counseling and therapy are not included in the services offered by the Guidance Division.

Working closely with the Dean of Instruction, the Guidance Division evaluates the specifications of senior universities concerning the transfer of credits, and advises students on the courses available at IRCC that fulfill these requirements. The Director of the Guidance Division keeps the Dean of Instruction informed of changes and expansions needed in the area of curriculum, so that the programs of study offered at IRCC are the most current and relevant possible. In this manner, students are assured that the courses in which they enroll at IRCC will be truly beneficial, both in transfer to an upper level college or university and in employment in a chosen career.

Guidance counselor Pat Pressley helps a student schedule classes.



ADMISSIONS

The first step to be taken by any person planning to enroll at Indian River Community College is the completion of an IRCC Application for Admissions. (Attached to this catalog, or available through the Guidance Division, IRCC, 3209 Virginia Avenue, Fort Pierce, FL 33450, and the satellite sites.) All applicants should complete the Affidavit of Residency included on the application, and Florida residents who intend to take advantage of in-state tuition fees should have the affidavit notarized. Once completed, the application should be submitted, along with a \$10 application fee, to the IRCC Admissions Office. Applications may be submitted well in advance of the term of enrollment, and all admission papers must be on the file in the Admissions Office on or before the registration dates noted in the college calendar near the front of this catalog. Special notice should be given to deadlines for specific programs, such as the Health Education and Cosmetology Programs.

It is the responsibility of the applicant to make sure that official transcripts from the high school and college previously attended are on file in the Admissions Office before the date of registration.

Any other required papers, such as references or Health Certificates for athletes and applicants to the health programs, should also be submitted prior to the time of enrollment.

Applicants who take these steps and who meet the admission requirements listed below will receive formal notification of acceptance to IRCC.

ADMISSION REQUIREMENTS AND PROCEDURES:

1. Under the "open door admissions policy" in effect at IRCC, any graduate of an accredited high school, or any person who holds a high school equivalency diploma, will be accepted as a student at IRCC.
2. Transfer students, that is, all applicants who have previously attended or enrolled in another college or university, must supply official transcripts from all colleges and universities attended.
3. Applicants who are not graduates of accredited high school or high school equivalency programs, or who do not have evidence of honorable withdrawal from colleges or universities previously attended will be considered on an individual basis by the IRCC Admissions Committee. If accepted into IRCC, students are expected to honor the conditions specified by the Admissions Committee.
4. Academically superior students may be admitted to IRCC while still in high school, once they have obtained the approval of their high school principals or others designated by their county's Superintendent of Schools. (See Dual Enrollment and Early Admissions).
5. Certain specialized programs at IRCC have additional requirements for admission and early application deadlines. Applicants to the Associate Degree Nursing, Cosmetology,

Dental Assisting, Dental Lab Technology, Emergency Medical Technician, LPN/ADN Transitional Program, Medical Lab Technology, Paramedic, Practical Nursing, and Radiologic Technology Programs should contact the IRCC Guidance Office for information about special requirements.

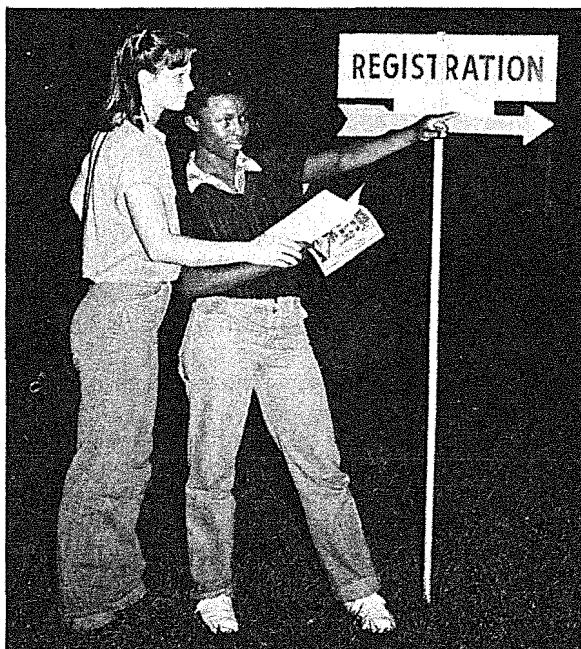
6. Students will submit ACT, SAT, or equivalent scores for purposes of assessment and placement.

CLASSIFICATION OF STUDENTS

Students may enroll at IRCC on a full-time or part-time basis. Students who enroll for 12 or more semester hours are classified as full-time, while those who enroll for fewer than 12 hours are part-time students. The number of semester hours credit earned determines whether a student is classified as a freshman, sophomore, or special student. Freshmen have earned fewer than 24 semester hours credit; sophomores have 24 or more, but fewer than 64 semester hours credit; and special students have earned more than 64 semester hours credit or already hold a degree.

ATTENDANCE

Class attendance policies at IRCC are set at the discretion of individual instructors. Students are expected to adhere to the attendance regulations set by each instructor. (Students who receive financial aid or V.A. benefits should refer to the "Financial Aid" section of this catalog for applicable attendance policies.)



For the convenience of the student, registration is conducted during both day and evening hours. Students find that once they arrive on campus, almost everyone is willing to give directions or offer helpful advice.

SPECIAL ADMISSIONS

EARLY ADMISSIONS PROGRAM

Academically superior students may complete their senior year in high school and their first year in college simultaneously; with the approval of their high school principal and parents, they may enroll as full-time students at IRCC immediately upon completion of the eleventh grade. Students interested in the Early Admissions Program should follow the regular application procedures, and, upon acceptance, are granted the same rights and responsibilities as any other student admitted to IRCC.

DUAL ENROLLMENT

Some students may wish to get a head start on their college education, but still follow a traditional high school sequence. Under dual enrollment, the student remains classified at the high school grade level, yet supplements his or her high school classes with more challenging courses at IRCC. Dual enrollment students earn “deferred credit” at IRCC; once they graduate from high school and enroll at IRCC as regular, degree-seeking students, up to 18 hours of deferred credit can be changed in status to college credit and applied toward the student’s degree programs.

FOREIGN STUDENTS

The admission of foreign students to IRCC is identical to that of American students except for these added criteria:

- 1) The official transcripts of completed high school and college work, including the dates of attendance, courses taken, and grades received, should accompany a notarized translation to be submitted with the application,
- 2) The Admissions Committee evaluates the student’s application and transcripts to determine acceptance at IRCC, and
- 3) Foreign students receive the Form I-20 (Immigration Certificate of Acceptance) upon approval of the application.

ADMISSION TO HEALTH PROGRAMS

Although the admission requirements for most of the programs at IRCC are minimal, the Health Education Division requires that applicants to some of its programs meet additional “selective admission” conditions, including appropriate academic preparation and acceptable scores on various aptitude tests. Students who need refresher or remedial help before being accepted into the health programs are referred to the IMTS Health Lab, where individualized instruction is available on a one-to-one basis.

TRANSFER STUDENTS

IRCC welcomes transfer students from other colleges and universities, and provides academic advisement, through the Guidance Division, to insure that as many earned credit hours as possible will be applied toward their program of study at IRCC.

FEES

Every effort is made at IRCC to provide a high-quality education at a reasonable cost. Many financial aid and scholarship programs are available to eligible students to assist with the financing of their college education at IRCC.

The fee schedule in effect at IRCC is as follows:

Application Fee	\$10.00
(A non-refundable fee required of all applicants, except those to Adult and Continuing Education courses.)	
Matriculation (per credit hour)	
In-State	15.00
Out-of-State	30.00
Institutional Credit (per semester hour)	9.00
Adult Non-credit Courses (per course)	5.00
Community Services (per course)	5.00
Deferred Credit and CLEP (per semester hour)	
In-State	15.00
Out-of-State	30.00



Students pay their fees at the Business Office as the final step in registration.

Special fees, in addition to matriculation, tuition and registration.

Late Registration	\$ 10.00
Commencement — Spring Semester (includes regalia)	20.00
Graduation Fee — Fall, Summer I & II Semesters	5.00
Late Application for Graduation	15.00
Internal Testing	5.00
Agri-Mechanics (per course)	10.00
Air Conditioning (per lab course)	10.00
Applied Music (per course)	75.00
Auto Body Repair (per lab course)	20.00
Auto Mechanics (per lab course)	10.00
Biology (per lab course)	10.00
Brick and Block Construction (per course)	10.00
Ceramics (per course)	10.00
Chemistry (per lab course)	10.00
Child Care (per child, per week)	25.00
Cosmetology (1200 hour course) (excluding uniforms)	150.00
Cosmetology Refresher	40.00
Cosmetology Specialist (500 hour course) (excluding uniforms)	40.00
Cosmetology Transfer Student	60.00
Criminal Justice	
Basic Recruit Training	45.00
Basic Refresher Course	20.00
Tactical and Night Firing	5.00
Auxiliary Course	30.00
Intermediate Course	20.00
Advanced Course	5.00
Dental Science (varies per course)	10.00 or 15.00
Diesel Mechanics	10.00
Drivers Training (behind the wheel)	45.00
Electronics (per lab course)	10.00
Emergency Medical Training (per lab course)	10.00
Basic Fire Recruit Training	37.00
Food for the Family	10.00
Food Preparation	10.00
Quantity Baking	10.00
Furniture Reupholstery (per course)	10.00
Graphics	10.00
Jewelry Making (per course)	10.00
Fundamentals of Nursing (Practical Nursing) (excluding uniforms)	65.00

Medical Laboratory Technology (per Fall, Spring and Summer I Semesters)	30.00
Motorcycle Repair (per course)	10.00
Nursing Assistant Program	10.00
Physics (per lab course)	10.00
Radio and Television (per lab course)	10.00
Radiologic Technology (per Fall, Spring and Summer I Semesters)	30.00
Reprographics	10.00
Sculpture	10.00
Typing (per course)	10.00
Welding (per fab course)	20.00

ADULT HIGH SCHOOL FEES

Registration (per course)	5.00
Graduation (does not include regalia)	5.00
I.D. Photos	1.00

REGISTRATION

Registration is not complete until all fees are paid. Although classes may be scheduled in advance, that schedule is not effective until all fees are paid. Registration deadlines are noted in the college calendar near the front of this catalog.

REFUNDS

Students who withdraw from college credit or vocational non-credit classes within the Drop and Add period specified on the college calendar near the front of this catalog will receive a full refund of all fees, except application and late fees.

A full refund will also be given to students who withdraw from Continuing Education and Adult High School courses before the first class session, or anytime such a class is cancelled.

No exceptions to this refund policy are made, regardless of circumstances.

INSURANCE

All students are encouraged to take advantage of the student accident insurance made available to them at the time of registration; however, students in such programs and activities as athletics, allied health, and shop are required to carry accident insurance.

Students enrolled in the Allied Health and Cosmetology Programs are required to carry liability insurance coverage; this insurance should be purchased at the time of registration.

FINANCIAL AID

Because Indian River Community College believes that no person should be denied a college education due to a lack of funds, the college makes available to eligible students a variety of scholarships, grants, work opportunities, and loans. Although students and their parents are expected to make every effort to meet the costs of education, many students do qualify for some form of financial aid and are encouraged to determine their eligibility through the IRCC Financial Aid Office.

All of the federal- and state-funded financial aid programs are offered to eligible students at IRCC. These are:

- Basic Educational Opportunity Grant (BEOG)
- Supplemental Educational Opportunity Grant (SEOG)
- Florida Student Assistant Grant (FSAG)
- Federal Nursing Student Loan (FNSL)
- Federal Nursing Student Scholarship (FNSS)
- National Direct Student Loan (NDSL)
- College Work Study Program (CWSP)
- Federally Insured Student Loan (FISL)
- Guaranteed Student Loan (GSL)
- Institutional Aid (Music/Academic/Athletic Scholarships, etc.)

Applications and information on any of these programs are available to students through their high school guidance counselor or the IRCC Financial Aid Office.

SCHOLARSHIPS

There are two types of merit scholarships awarded by Indian River Community College. The IRCC Trustees Scholarship, which covers two years of tuition and books at IRCC, is offered each year to the high school valedictorians in the four-county area. The IRCC Academic Scholarship, which covers two years' tuition at IRCC, is awarded partly on a financial basis, but more importantly, on academic ability. Students who qualify for this scholarship must have earned a 3.5 average in high school, score at least 26 on the American College (ACT) or 1200 on the Scholastic Aptitude Test (SAT), and intend to enroll on a full-time basis at IRCC. Recipients of scholarships are expected to maintain a 3.0 average while attending IRCC.

Athletic and music scholarships, as well as other scholarships with varied eligibility requirements, are also awarded by Indian River Community College. In addition, many area clubs, professional organizations, and businesses offer scholarships to students enrolled in certain fields of study at IRCC.

VETERANS

Under the G.I. Bill, veterans are entitled to educational benefits; Indian River Community College has been approved for the training of veterans. It is important that veterans who plan to attend IRCC apply early through the Veterans' Affairs Office on the IRCC Main Campus, so that certification of eligibility may be obtained from the State Regional Office (P.O. Box 1437, St. Petersburg, FL 33731). In order to receive their benefits, veterans should follow certain procedures and assume specified responsibilities. For example; it is the veteran's responsibility to make sure that he or she meets all of the veteran requirements, and reads and understands the regulations and policies that govern the V.A. benefit program. Veterans must enroll for at least 12 semester hours during the Fall and Spring Terms, and for at least 6 semester hours during the Summer Terms to receive full benefits; if fewer semester hours are attempted, monthly allotments are reduced proportionately. Every semester, the college reports the veteran's status and certifies his or her enrollment to the Veteran's Administration. Veterans should report all changes in semester hours or any other change in status, to the IRCC Veteran's Office. At least 45 to 60 days should be allowed for the paperwork to be processed before the veteran can expect his or her first payment.

ATTENDANCE

All students at IRCC who receive any sort of government assistance, including Veteran's benefits, financial aid, Social Security, or disability income, must attend all class sessions. Unexcused absences are not permitted. Also, students covered by any of these programs must make satisfactory educational progress to maintain their eligibility.

There are specific attendance policies for each financial aid program, so students should check with the Financial Aid office.

CAREER PLANNING AND PLACEMENT

One of the most important and difficult decisions facing any student is his or her choice of a career. With thousands of careers from which to choose, many students find the selection confusing and overwhelming. In recognition of this, IRCC provides professional career counseling, exploration of interests, and evaluation of talents and abilities through the Career Planning and Placement Office. An extensive library of films, books, magazines, and pamphlets informs students of the jobs that exist, the outlook for future employment, the qualifications and characteristics that each job demands, and the rewards and drawbacks of the various occupations. Students are invited to make an appointment or stop by Career Planning anytime during office hours to take a Strong Campbell Interest Assessment, a valuable tool used by career counselors to match up a student's interest and personality traits to corresponding careers.

Students who use the services of Career Planning and Placement not only get the opportunity to uncover many career options, but also become aware of jobs that exist in the four-county area. Acting as liaison between students and alumni and potential employers in the

community, Career Planning prepares and distributes weekly JOB GRAMs, which list permanent positions, as well as part-time, temporary, summer, and intern positions open to qualified students. On-campus interviews, advisement in job search skills and techniques, and assistance in preparing resumes, insure that IRCC students are given every opportunity to pinpoint their interests and obtain a job that corresponds with those interests.

ORIENTATION

After applicants complete and submit the proper admission forms, are accepted into IRCC, schedule their classes through the Guidance Division, and pay their fees, only one preparatory step to enrollment remains. That recommended step, for new full-time students, is orientation. An excellent way to get acquainted with fellow students and the IRCC campus orientation also familiarizes students with the policies and procedures of the college, the programs of study available, and a wealth of other useful information. For their convenience, out-of-state students are invited to attend the orientation sessions scheduled just before the beginning of each term.

ADD AND DROP PROCEDURES

Students who wish to change their class schedules after registration has been completed should return to the Guidance Division and, once again, meet with an academic counselor to amend the schedule. An Add and Drop card will be filled out, signed by the counselor, and taken to the computer center in Guidance for processing and confirmation. It is up to the student to make sure that the necessary fee adjustments are made. The Add and Drop period is noted in the calendar near the front of this catalog; state regulations prohibit IRCC from allowing changes once the deadline for Add and Drop has passed.

ACADEMIC PROBATION SUSPENSION

A full-time student failing to maintain a 1.5 grade point average will be placed on academic probation the following semester. If the student on probation fails to improve his grade point average by the end of the probationary semester, he or she will be placed on probation an additional semester. If by the close of the second probationary semester, the student fails to improve his or her grade point average he or she will be placed on academic suspension. A student on academic suspension must appeal to the admissions committee for readmission to the college. Academic suspension is the action taken by the college to suspend or drop a student because of poor scholarship. Students who have been suspended for poor scholarship will be re-admitted to the college on probationary status only.

Summer terms One and Two are exceptions to the academic probation/suspension rule, which pertains to Fall and Spring semesters only. The student may attend the summer terms in an effort

to upgrade his or her scholastic standing. Academic probation/suspension pertains to students in the Associate in Arts degree program.

GRADING SYSTEM

Final grades are mailed to each student (or his parents or guardian if the student is under 18 years of age) within a few days after the completion of each semester or summer session.

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 satisfy 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 reregister 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”.

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 or she has earned a “D” or “F” in which case only the final grade earned will be computed in the cumulative grade point average.

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 who are carrying 12 or more semester hours, will be placed on the Dean’s List.

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.



STUDENTS

STUDENTS

As is true of most processes, any student's education at IRCC is enhanced if that student knows of the services that are available to help him or her reap the maximum benefits from college. By the same token, there are certain regulations and responsibilities that the student is expected to honor while enrolled at IRCC.

KOBLEGARD STUDENT UNION

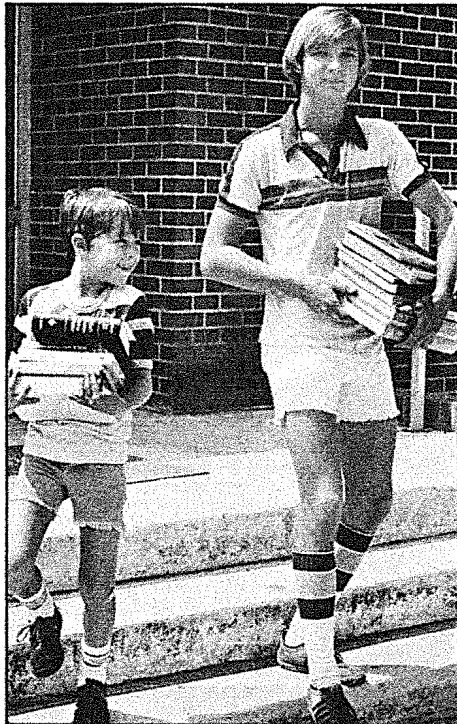
Designated the "hub" of the Main Campus, the Koblegard Student Union houses a number of student-oriented activities. Located in this modern and comfortable student center are the cafeteria, a student lounge for relaxation and study, the Dean of Students Office, the Campus Coalition Government Offices, the Guidance Division, the college bookstore, first aid facilities, and the college newspaper office. In addition, the KSU serves as the informational outlet for students; notices, activities bulletins, and student publications are distributed here, and bulletin boards are available for the students' use.

PIONEER BOOKSTORE

Conveniently situated in the Koblegard Student Union, the well-stocked Pioneer Bookstore sells new and used textbooks, classroom supplies and miscellaneous items to students and faculty, and also houses the campus post office. As part of a continuing effort to keep the cost of education at IRCC to a minimum, the bookstore buys and resells used books with two stipulations: that the books are in good condition and that they will be used in upcoming classes at IRCC.

CHILD CARE:

Students who have children between the ages of 2- and 4-years old may opt to utilize the services of the IRCC Child Care Center. Staffed by well-qualified and experienced teachers, as well as IRCC child care students, the Center maintains a structured, creative program for two- and three-year-olds, and a separate pre-kindergarten program for four-year-olds. Offered at



An IRCC student finds that buying books for classes involves less hassle when there's a young friend along to help.

reasonable cost and open each day that college classes are scheduled, the Child Care Center provides worthwhile learning experiences and a caring environment for the young child while his or her parents attend classes at IRCC.

TRANSPORTATION AND PARKING

Most students who attend IRCC travel to and from the campus in private vehicles, either driving or carpooling to class. The college does, however, provide a free bus service for IRCC students from all four counties to the Main Campus; a commercial bus line also runs between Fort Pierce and Port St. Lucie.

Student parking areas on campus, which are constantly being expanded to accommodate the growth of the college, are clearly designated and conveniently located. Students should get parking decals for every vehicle to be parked in campus parking lots; these decals are available at no expense to the student upon registration of the vehicle with the Dean of Students Office. At the time of registration, each student is given a copy of the IRCC Traffic Regulations.

Certain regulations pertinent to parking and traffic have been set up for the safety and convenience of all; it is up to the individual to adhere to speed limits, parking decal rules, and restricted parking designations. Measures taken in parking infractions include tickets, fines, and having vehicles towed away at the owner's expense; failure to pay traffic fines could result in withheld grades. An avenue open to students who wish to appeal traffic citations is the student Traffic Court, an arm of the Campus Coalition Government and Dean of Students Office.

STUDENT I.D. CARDS

During registration, each student will be supplied with a college Identification Card, which may be used for free or reduced rate admission to many activities held on campus, and which is needed to obtain a college library card.

MEDICAL FACILITIES

Although IRCC does not maintain a medical clinic, first aid for minor injuries is available in the Dean of Students Office. In the case of real emergencies, the instructors of the Nursing and Emergency Medical Training Programs may be called upon for assistance, and there is an excellent hospital located near the college. If serious accidents or illnesses do occur, the college will immediately notify the student's parents, and will take steps to see that the student receives proper care in the meantime. Of course, students and their parents are responsible for the cost of emergency treatment and hospitalization.

STUDENT ACCIDENT INSURANCE

All students are encouraged to take advantage of the student accident insurance made available to them at the time of

registration. This accident insurance is required, rather than optional, for students who participate in inter-collegiate sports, or the allied health or shop programs at IRCC.

HOUSING

Because, by their very nature, community colleges are within easy commuting distance for the majority of students, no provisions for on-campus housing have been made. For this reason, IRCC encourages students from out of this area to begin looking for suitable housing early, certainly before registration.

The Dean of Students Office solicits and posts listings of rental property that may be available to students, but it is the student's responsibility to obtain and work out the arrangements for housing.

TRANSCRIPTS

Transcripts of academic records are available at the IRCC Records Center, upon the student's written or personal request. Any transcript requested from IRCC will show the grades earned in all courses taken at IRCC and previously attended colleges; in repeated courses, however, only the final grade will be computed into the student's cumulative grade point average.

ACCESS TO EDUCATIONAL RECORDS

Every student has certain rights regarding access to his or her own educational records and the disclosure of information from those records to others. Under two important rulings by the District Board of Trustees, the rights of IRCC students in these areas are clearly specified and protected by law. (These Board Rules are: #6Hx11-5.13 entitled "Students Records - Directory Information" and #6Hx11-5.131 entitled "Students Rights Regarding Limited Access Records." Copies of these Board Rules are available in the IRCC Dean of Students Office or in the Records Center.) Unless a student specifically requests in writing that the college not release information, IRCC generally provides certain data about its students, called "Directory Information," to anyone who requests it. This "Directory Information" includes: the student's name, address, date of birth, place of birth, major field of study, participation in college-sanctioned activities and sports, weight and height if the student is a member of an athletic team, dates of college attendance, dates and types of degrees and awards received, and the name of the most recently attended educational institution. All other information on file at the college about students is classified "Limited Access Information," and is released only under very rigid conditions. Limited Access Information includes: health and medical records, disciplinary records, records of personal counseling, student and family financial records, transcripts and other student academic records, student permanent records, and all other personally identifiable data except for the "Directory Information" listed above.

In brief, here is a summary of the rights stipulated by the Board of Trustees that are guaranteed to all students 18 years of age or

older and to all parents or guardians of students under the age of 18 years.

1. The right to be provided with a list of the types of data that this institution maintains for each student;
2. The right to be shown any of the records maintained in each student's own file;
3. The right to receive copies of such records at a fee not to exceed the actual cost of making such copies;
4. The right to waive access to confidential information in the student's files, if done in writing. The College will notify the student of the identity of the source of such confidential information.
5. The right to challenge the content of any record in the student's files. If the student and the college officials cannot agree as to the correctness of such records, further hearings may be held pursuant to Florida Statute #228.093.
6. The right of privacy with respect to the student's educational records. No identifiable information shall be released without the student's written consent, except to: (a) Officials of educational institutions in which the student may be seeking enrollment; (b) IRCC officials having a legitimate educational interest in your records; (c) Certain U.S. Government and State of Florida officials having legitimate interests in such data; (d) Other IRCC officials concerned with the granting of financial aid if the student has filed an application; (e) Individuals or organizations conducting studies for or on behalf of an institution or organization for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, and if such information will be destroyed when no longer needed for the purpose of conducting such studies; (e) Accrediting organizations, in order to carry out their functions; (f) For use as evidence in any due process hearings held in accordance with the Administrative Procedures Act; (g) Appropriate persons in connection with an emergency, or if the knowledge of such record contents is necessary to protect the safety or health of the student or other individuals; (h) The student's parent or guardian, if the student has not yet reached the age of eighteen (18); (i) The student's parent or guardian if he or she is a student dependent as defined in Section #152 of the Internal Revenue Code; or (j) Upon order of a court of competent jurisdiction.
7. The right to prevent disclosure of "Directory Information" from the student's records. For a complete description of such information, please see Board Rule #6Hx11-5.13 (Revised) entitled "Student Records-Directory Information."

All universities are instructed to refuse admission to any applicant who has, in the past, shown disruptive behavior or misconduct that might not reflect well on the university. Each college was charged by the Board of Regents to implement this policy and to set up a procedure for appeals.

WITHDRAWAL FROM A COURSE:

Students may withdraw from any course and have a “W” recorded for that course provided certain conditions are met: the withdrawal must occur before the deadline noted in the calendar near the front of this catalog, and the withdrawal must be officially completed through the Guidance Division. Students who simply do not attend class and who do not officially withdraw from the course will receive a failing grade.

WITHDRAWAL FROM IRCC:

Students who must withdraw from all classes at IRCC may do so up until the first day of final examinations for that term; again, the student must follow the proper procedure to receive a “W” rather than an “F” in the courses. Official Withdrawal Forms are available in the Guidance Office, and an academic advisor will answer any questions that the student may have.

CHANGE OF ADDRESS

Students should report any change of address to the Guidance Office within 24 hours; it is important that records of this type be kept up to date since grades are sent through the mail.

STUDENT RESPONSIBILITY

In many ways, Indian River Community College resembles society as a whole: the students are treated as mature adults who are responsible for their own actions, there are rules and regulations that are followed for the benefit of all, and each person has a right to expect courtesy, integrity, and good citizenship in dealing with others. Upon enrollment at IRCC, all students assume the responsibility of compliance and cooperation with college and Campus Coalition Government policies, just as each student is responsible to the larger community, state, and nation in which he or she lives.

The college does not permit the possession or use of alcoholic beverages on campus or at any college function. Possession of illegal narcotics is not allowed and will result in suspension of the student from the college; gambling is also prohibited. Students who violate the college regulations or who display misconduct either on or off campus can expect that appropriate disciplinary measures will be taken; these measures include disciplinary probation, suspension and expulsion. If the college finds it necessary to impose these measures for disruptive behavior or other forms of misconduct, such will be noted on the student’s transcript and sent to any senior university requesting academic records. In all disciplinary matters, the decision of the President of IRCC is final.

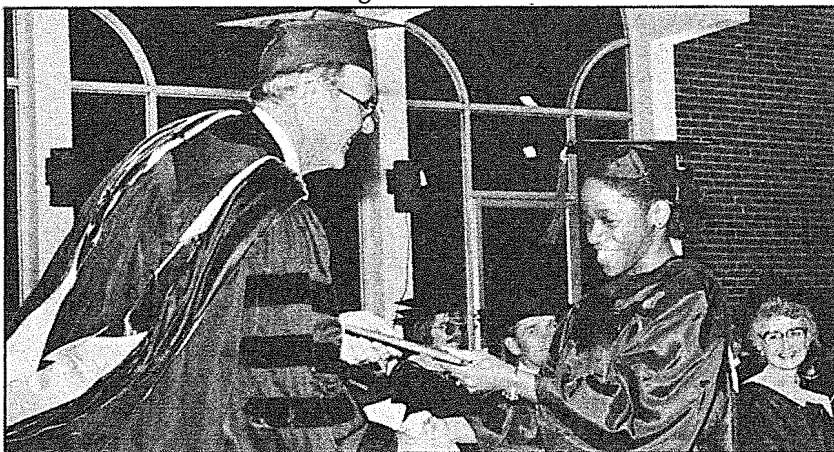
The Florida Board of Regents, in 1970, directed all educational institutions under its control to consider the behavior and character of all applicants, as well as their academic ability, before accepting those applicants into the college or university.



Coach of the gold-medal U.S. Olympic hockey team, Herb Brooks, spoke to the 1980 graduates of IRCC about success.

COMMENCEMENT

The student's graduation from college is a noteworthy event, and IRCC periodically holds commencement ceremonies to mark this milestone. All candidates are required to attend the appropriate commencement ceremony, during which degrees and certificates are awarded by the college president. Both degree-seeking and certificate-seeking candidates who plan to graduate at the end of a certain term should complete an application for graduation in the Guidance Office by the deadline noted in the calendar near the front of the catalog. In order to graduate, the candidate will take the required IRCC exit examination. Students will not graduate unless they follow this procedure; it notifies the college that the student has completed all the course requirements for his or her major and deserves to be awarded a degree or certificate.



Commencement ceremonies at IRCC are times of pride and accomplishment, expressed here by 1980 graduate Sandra Burnett who is being presented with her degree by President Heise.

STUDENT ACTIVITIES

Although classes and coursework are the primary concerns at IRCC, they comprise only one part of the students' education. Beyond academics are on-campus clubs for just about every imaginable interest, many opportunities to develop leadership skills, several professional and honorary societies, and a well-respected intercollegiate and intramural-sports program. Campus activities exist to enlarge and expand the total learning experience available to students at IRCC, and all students are encouraged to choose and participate in the activities of their choice.

The on-campus organizations include:

CLUBS AND ORGANIZATIONS

Art Club	Intramurals (men)
Assoc. of Teacher Educators	Intramurals (women)
Auto Body & Refinishing	Math Club
Baseball	Medical Lab. Tech.
Basketball (men)	Phi Beta Lambda
Basketball (women)	Phi Theta Kappa
Cheerleaders	Philosophy Club
Chess & Backgammon	Pioneer Christian Fellowship
Child Care Club	Practical Nursing
Circle K	Radiology
Class Representatives	Shutterbugs
College Chorale	Stage Band
Company	SNAF
Concert Band	Swimming (men)
Cosmetology	Swimming (women)
County Representatives	Tennis (men)
Cultural Exchange	Tennis (women)
Data Processing Club	Volleyball
DECA	
Dental Assistants	
Dental Lab Assoc.	
Indian River Runners	

CAMPUS COALITION GOVERNMENT

The body of student government at IRCC, the Campus Coalition Government (CCG), consists of elected officers and representatives along with club-appointed representatives from each campus organization. All of the student organizations are budgeted and directed by the CCG, and the CCG oversees all club-sponsored student activities. Since the CCG represents all segments of the student body, it actively seeks out student preferences and input as to college activities, student policies, and the way that student activities' funds are distributed. Some of the most popular events sponsored by the CCG include the annual Welcome Dance held at the beginning of each term, Christmas Spirit Week, IRCC Week, various movies, lectures, and programs, and the annual Leadership Conference.

Held each year just before Fall Term begins, the Leadership Conference is conducted to encourage the development of student leadership skills. Incoming freshman who have been recommended by their high school counselors, and other interested students who plan to attend IRCC during that Fall Term are invited to participate in a weekend-long series of leadership workshops held at a local motel or resort. Interesting lecturers and experts in a number of different fields give students practical advice on how they can best use their talents and abilities to reach their potential. The cost of the Leadership Conference is largely underwritten by the CCG, so that any interested student can attend, regardless of financial circumstance.

PHI THETA KAPPA

As a society which honors high academic achievement, the Nulota Chapter of this national scholastic fraternity promotes scholarship, encourages the development of character, and cultivates fellowship among students of community colleges. Students eligible for membership must be regularly enrolled as degree-seeking students at IRCC and must be carrying at least 12 semester hours per term. In addition, the eligible student must meet the following levels of achievement:

- a. a 4.0 grade point average (GPA) for the first semester at IRCC.
- b. a 3.85 or higher cumulative GPA for two consecutive semesters.
- c. a 3.70 or higher cumulative GPA for three consecutive semesters.
- d. a 3.50 or higher cumulative GPA for four consecutive semesters.

If a member of Phi Theta Kappa allows his or her GPA to drop below 3.25 while enrolled as a student at IRCC, he or she will be given one semester in which to raise the GPA. If the GPA is not raised within one semester, that member will be dropped from the organization.

ATHLETICS

INTERCOLLEGIATE:

As a member of the Florida Junior College Conference and the National Junior College Athletic Association, IRCC competes on a state-wide and national level in men's and women's basketball, swimming and tennis, as well as men's baseball and women's volleyball.

Although academics never take a backseat to athletics at IRCC, the athletic teams are given the administrative support and backing necessary to perform to the best of their ability.

Winners of the 1979 Florida Championship in baseball, holders for the past six years of the men's national swimming and diving championship as well as holders of the women's national swimming and diving title from 1976-1979, and recognized every year at the district

level in many sports, IRCC's athletic teams have accumulated an impressive record. In 1980, Dr. Herman A. Heise, IRCC's president, was honored with the prestigious Florida Governor's Council Leadership Award for Physical Fitness.

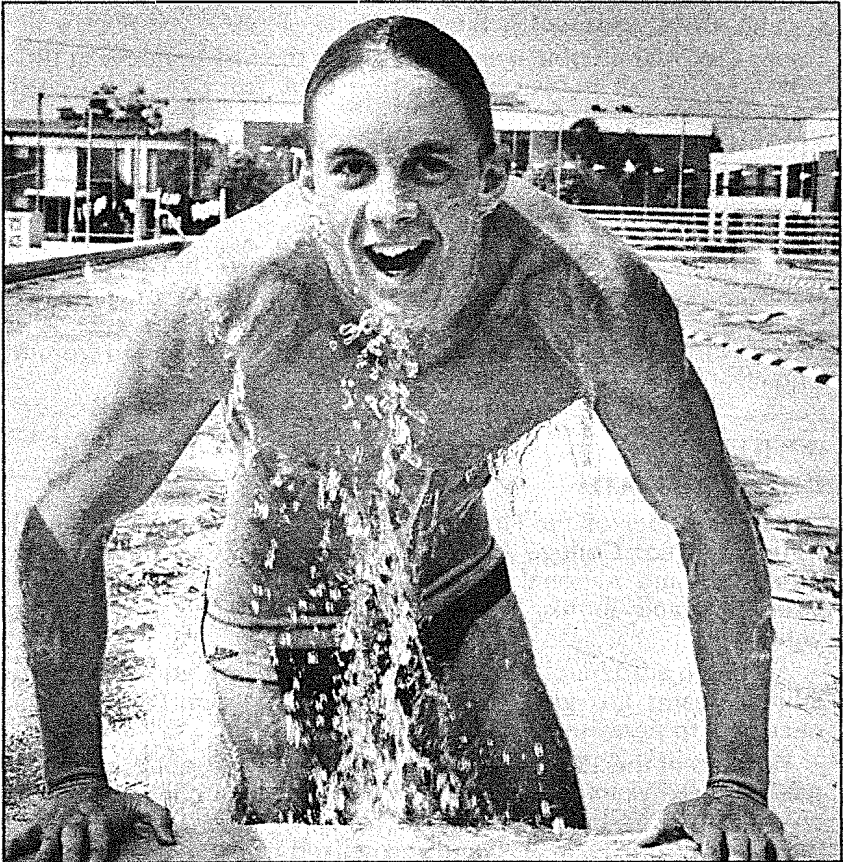
With unsurpassed athletic facilities, including two pools, racquetball and tennis courts, and a weight training room open for use by all students, IRCC can back up its commitment toward encouraging the complete intellectual, emotional, and physical growth of its students.

INTRAMURAL SPORTS:

Every student who attends IRCC has the option of participating in some type of recreational sport or activity through the Intramural Program. Intramural events are planned, administered and carried out by students, and it is the students' friendly rivalry in many different forms of competition that makes the program a success.

A few extramural athletic events are held with other area community colleges, and are separate from Inter-Collegiate Athletics.

Participants in the college athletic programs, such as swimmer Don Wik, enjoy the opportunity to do "IRCC PROUD."





OUTREACH

OUTREACH

While every college tends to place emphasis on its program of instruction, its facilities, and its curriculum, one aspect takes precedence over all: that of people helping other people to learn. Nowhere is this human link in education more evident than in IRCC's Outreach Program.

CONTINUING EDUCATION:

The Continuing Education Division at IRCC offers six distinct choices in "lifelong learning" for students who are not necessarily seeking a degree or certificate, but who want to enrich their lives through education.

ADULT BASIC EDUCATION

The Adult Basic Education (ABE) Program exists for students who have less than a high school education or who need to review the basics before continuing with their education. The courses in this program will start the student on a path to the GED, or high school equivalency, exam and diploma.

HIGH SCHOOL COMPLETION PROGRAMS

There are two routes that a student may follow to obtain a high school diploma through IRCC. The Adult High School is the more traditional route, with a full schedule of high school level classes offered in the evenings for students aged 16 and over. Also available is the General Education Development Program, which helps students to prepare for and pass the GED exam, and which, if successfully completed, results in a GED high school equivalency diploma.

ADULT NON-CREDIT PROGRAM

The diversity of classes and seminars offered under the Adult Non-Credit Program extends just about as far as the imagination can reach. There are classes to help people improve nearly every area of their lives: at home, on the job, in leisure time activities, in sports, and in self-improvement. If a need for a particular class is demonstrated and if there are enough people interested in the class, then chances are good that the class will be offered through Adult Non-Credit; in this way, IRCC remains responsive to the community. Some of the most popular Adult Non-Credit courses are painting, cosmetology, nursing assistant, languages, floral design, sewing, music, photography, ornithology, horticulture, safe boating skills, effective parenting, and interior design.

INDIVIDUALIZED MANPOWER TRAINING (IMT) LAB

Individualized instruction is the concept behind the IMT Lab, and the great number of students who have strengthened their basic skills in reading, math, and language are proof of its effectiveness. Highly-qualified teachers work with students on a one-to-one basis, and no fees are charged for the services of the IMT Lab. Set up for the



Steady progress is the key to the IMT Lab. Students find that the individualized instruction and remedial studies available in the IMT Lab lead to a rewarding, worthwhile, and successful learning experience.

convenience of the student, the Lab gives students a chance to correct learning deficiencies that may stand between the student and success on the job and in continued education.

INSTITUTIONAL CREDIT

Institutional credit classes are for students who do not want to take college credit classes and who are not seeking a degree, but who do wish to take college-level courses of an academic or vocational nature. Many of the classes offered at IRCC for college credit may also be taken for institutional credit.

WOMEN'S PROGRAM

Since 1979, the Women's Program at IRCC has been helping women to build up the skills and gain the confidence necessary to enter the work force or return to school, and also offering programs and seminars of special interest to today's woman. As the program has grown both in number and scope, its fundamental purpose, that of enabling women to re-establish themselves outside the home, has been enlarged. The Women's Program was placed under the Continuing Education Division in 1980, a reflection of the Program's now more diversified aim: to help both men and women realize the alternatives available in their lives, to provide interested adults access to experts in a number of fields, and to give any interested person practical and sound advice on how best to achieve his or her potential. The Women's Program is the newest and most personal of the ways that the Continuing Education Division reaches out to its community.

VOCATIONAL REHABILITATION

Unique because it is the only vocational rehabilitation facility located on a college campus in the state, and one of only five in the entire country, IRCC's Voc-Rehab Center was granted accreditation by the Commission on Accreditation of Rehabilitative Facilities in 1980. The purpose of the Vocational Rehabilitation Center is to help those who are chronically unemployed because of physical or emotional problems get back on their feet and back to work. Clients are referred to the Center by the State Vocational Rehabilitation Agency, evaluated as to job interests and abilities, and then placed in rehabilitation programs individually planned for the clients by experienced counselors. Eventually, the Client is ready to return to competitive employment outside the Voc-Rehab Center. For the few clients who never reach the point of outside employment, the Voc-Rehab Center Maintains a "sheltered workshop," a way to provide these clients with meaningful work and a sense of usefulness without placing them in a work environment with which they are physically or emotionally unable to cope.

FLORIDA SCHOOL FOR BOYS, OKEECHOBEE TRAINING DIVISION

Under the direction of Indian River Community College, the educational program at the Okeechobee Training Division of the Florida School for Boys stresses practical, appropriate instruction. With its emphasis on fundamental skills, individualized learning, and vocational classes, the program enables the boys to reach such

educational goals as completing high school or earning a G.E.D. diploma.



One-to-one instruction and hands-on experience were emphasized during the Grumman Aerospace Corporation training series recently conducted by IRCC. The education and training of employees for local industry is an important function of the IRCC Public and Industry Services Division.

PUBLIC AND INDUSTRY SERVICES

IRCC not only welcomes students into the college who wish to expand their knowledge in their career fields, it also reaches out to various businesses and industries in the community to provide on-site or specialized instruction for employees. Members of the American Banking Association, the four-county law enforcement services, and Grumman Aerospace Corporation are only a few of the local enterprises that have taken advantage of the valuable employee training opportunities afforded by the Public and Industry Services Division at IRCC.

PERFORMING ARTS SERIES

Education is a cultural, as well as an academic and vocational, matter, and the IRCC Performing Arts Series is the college's contribution to cultural enrichment in the four-county area. Initiated in 1980 with the completion of the McAlpin Fine Arts Center on the IRCC Main Campus, the Performing Arts Series gives students and members of the community a chance to experience and enjoy various forms of cultural entertainment. The premier season of the Performing Arts Series included such notable and diverse lecturers and performers as: jazz great Count Basie, undersea explorer Jean-

Michel Cousteau, The Amazing Kreskin, NBC newsman Irving R. Levine, and former star of the Boston Celtics Bill Russell. Professional productions of THE FANTASTICKS, AIN'T MISBEHAVIN', and JACQUES BREL IS . . . rounded out the season. Season and individual tickets are offered to students and the public at reduced rates, so that cost is not a significant factor in the enjoyment of this cultural series.



Undersea explorer Jean-Michel Cousteau held his audience spellbound with his fascinating and informative multi-media presentation about ocean ecology. Cousteau's lecture at IRCC was part of the premier season of the IRCC Performing Arts Series.

CETA

Indian River Community College operates and oversees the CETA (Comprehensive Employment and Training Act of 1973) program for St. Lucie and Indian River Counties, and, in cooperation with the Heartland Consortium, for Okeechobee County.

The purpose of CETA is to provide job training and employment opportunities for economically disadvantaged, unemployed and

underemployed persons, and to assure that this training leads to maximum employment for these participants.

Through IRCC, the CETA staff provides the student with academic and career counseling, job-search skills, vocational and academic instruction, and many other services to help the participants train for, obtain, and keep a job.

PUBLIC INFORMATION:

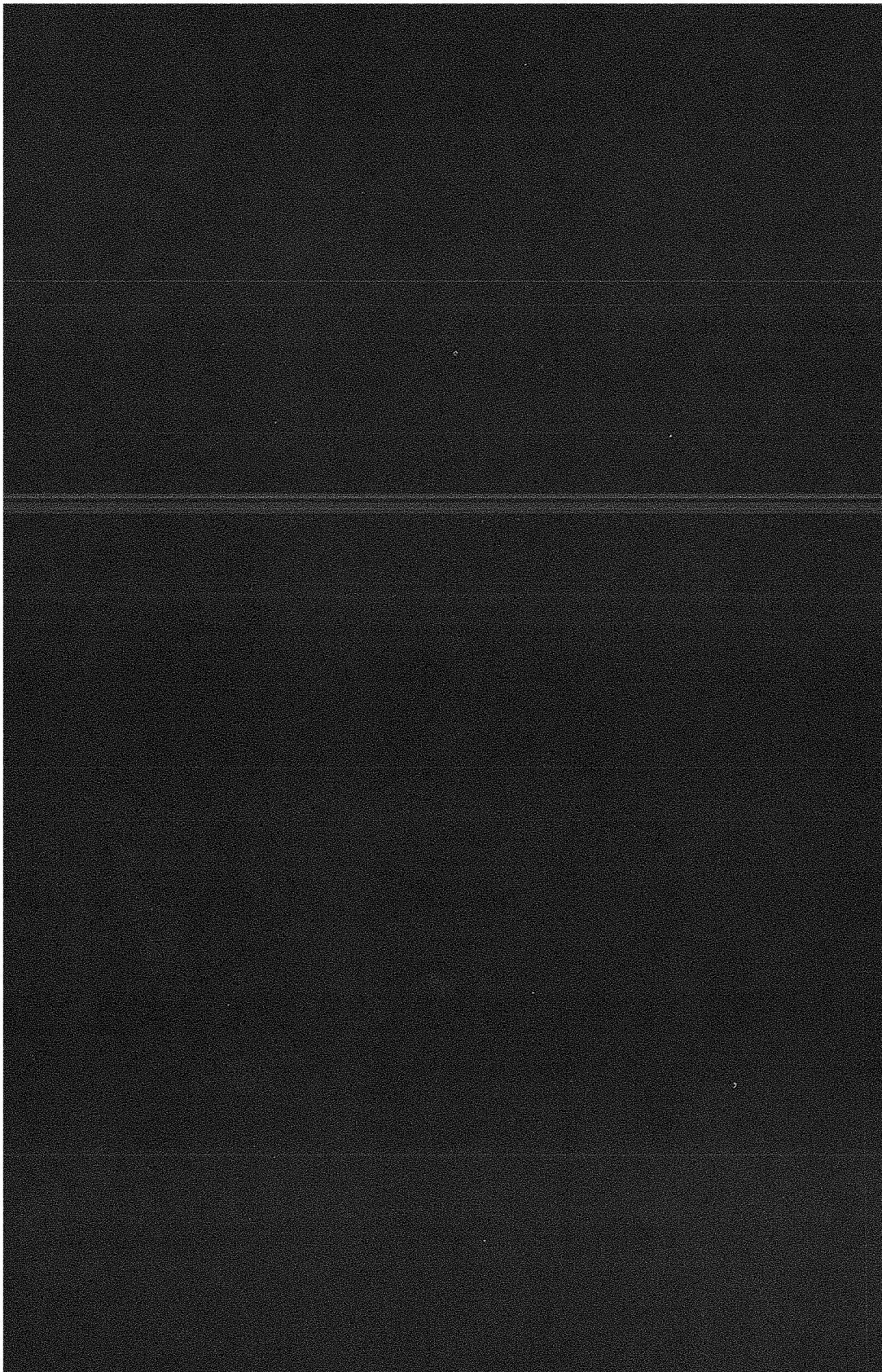
An important component of the courses, programs, services and events at IRCC is the public's awareness of the college. The Public Information Office on the Main Campus serves to keep the community informed of college news, and also strengthens the link between the college and the community through tours of the campus and the IRCC Speakers' Bureau.

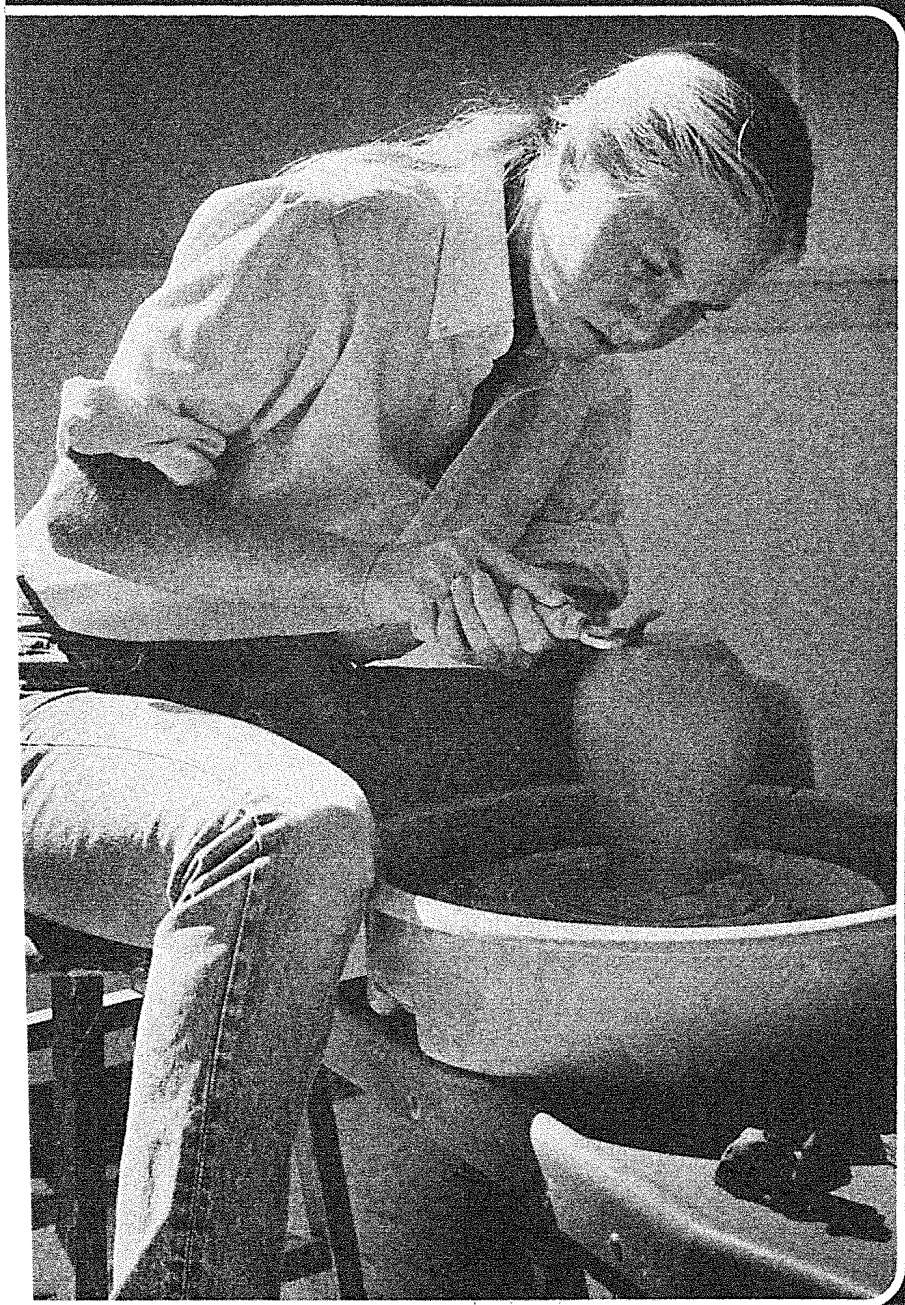
Tours can be arranged to accommodate almost any academic or vocational interest, and are available both to groups and individuals. The "welcome mat" is always out at IRCC, and those interested in seeing the campus, exploring specific programs, or just asking a few questions are invited to stop by the Public Information Office at any time with or without an appointment.

The IRCC Speakers' Bureau consists of members of the college faculty, staff, and administration who have volunteered to speak free of charge to area clubs and organizations, schools, and businesses. Over 90 different topics are listed by the Speakers' Bureau, and all arrangements are coordinated through the Public Information Office. The Speakers' Bureau encourages the public to take a personal, people-oriented view of the college, and provides IRCC with vital feedback concerning what the community desires and needs from the college.

Dr. David L. Anderson, Dean of Students, is one of the many members of the IRCC administration, faculty, and staff who eagerly shares his experience and knowledge with various community organizations through the IRCC Speakers' Bureau.







**DEGREES AND
CERTIFICATES**

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 — College Technical Programs

Associate in Applied Science Degree — College Vocational 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 or her own time pattern.

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 the community regardless of his or her 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 or herself and a higher regard for others. One important and specific way to realize this philosophy is to guarantee teaching of the highest caliber. 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 or her fullest potential.

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 which 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 in preparation for continued success in his or her college career. A major component of the A.A. 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 Hu-

*No occupational courses are permitted in the A.A. degree program.

manities. A large segment of the Associate in Arts program is devoted to the pursuit of elective courses, *(excluding occupational courses)*, which introduce the student to a selection of areas possible as majors for upper division studies.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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. Submit the required ACT, SAT, or equivalent scores upon acceptance to IRCC and take the required exit examination upon graduation.
3. 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).
4. 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.
5. Participate in all phases of the graduation exercise. (Those graduating in absentia will not receive the diploma.)
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 or her record to be sure that the above graduation requirements are satisfied. A Guidance Counselor will assist the student at any time in checking course selections and graduation requirements.

GENERAL EDUCATION REQUIRED COURSES FOR GRADUATION (AA DEGREE)

English *6 semester hours*

The English requirement is met through completion of ENC 1101 and ENC 1102.

Science *6 semester hours*

The Science requirement may be met through completion of 6 semester hours in biological and/or physical science courses. (Chemistry, Physics, Geology or a combination of these). Laboratory courses are generally recommended for transfer purposes.

Physical Education *4 semester hours*

The Physical Education requirement is met through the completion of PEM 1102C, and at least one semester hour of swimming. The two remaining hours must be ACTIVITY courses.

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

The Physical Education requirement is met through regular class participation.

The Physical Education Curriculum will be required of all students with the exception of those who have medical exemptions, those who are veterans, or those who are 26 years of age or older at the time of entrance.

History *6 semester hours*

The History requirement is met through completion of EUH 1000 and EUH 1001.

Social Science *3 semester hours*

The Social Science requirements may be met through completion of any course from the following: ECO 2013, PSY 2012, EDP 2002, GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1010, PHI 1103, PHI 2100, PHI 2300, PHI 2660, POS 1041, POS 2112, INR 2002, ANT 2410, ANT 2511.

Mathematics *3 semester hours*

The Mathematics requirements may be met through completion of any of the following math courses: MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311.

Humanities *8 semester hours*

To meet this requirement a student must take the following courses: ART, ARH 2000; Literature, LIT 2002; Music, MUH 2001, and in Philosophy, PHI 2000 or PHI 1010.

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. Please refer to program guidelines and description of courses on the following pages.

NOTE: No occupational courses are permitted in the Associate in Arts Degree programs. In the catalog section on "Curriculum and Course Descriptions," courses are designated with code letters "A" for Academic "O" for Occupational, and "D" for Dual.

"D" courses are permitted in the A.A. degree only if specifically required in the student's transfer major field. This must be verified through the Guidance Division.

INTERIM STUDIES

Interim studies courses do not satisfy the general education requirements for the Associate in Arts Degree.

MULTIPLE DEGREES

An additional or "second" degree may be earned provided the student completes all appropriate general education requirements and earns at least an additional 21 credits (usually as an additional major) beyond the 64 earned for the award of the first degree.

"Dual" courses are permitted in the Associate in Arts degree only if required in specific, declared major field programs and cannot be used for general elective transfer credit.

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

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

Pre-Agriculture	Biology
Pre-Architecture	Biology-Education
Art	Chemical Dependency
Art Education	Chemistry
Pre-Business Administration	Education
Pre-Business Education	Pre-Engineering
English	Music Education
Pre-Forestry	Ocean Engineering
French	Pharmacy with Specialization in
Geology	General Practice
German	Philosophy
Health Education	Physical Education
History	Physical Education-Recreation
Italian	Pre-Physical Therapy
Journalism	Physics
Journalism-Public Relations	Physics-Education
Liberal Arts	Political Science
Marine Science	Psychology
Math	Social Studies Education
Math Education	Social Welfare
Pre-Medical Technology	Sociology
Pre-Medicine	Spanish
Music	Speech

THE NEW STATEWIDE COMMON COURSE NUMBERING SYSTEM

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

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

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

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC -000 at a community college, he or she cannot be required to repeat SOC -000 at the school to which he or she transfers. Further,

credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

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

GENERAL RULE FOR COURSE EQUIVALENCIES

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC -000.

FIRST DIGIT

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered — i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does **not** affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

TITLES

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

LAB INDICATORS

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes “L” and “C” are used as follows to indicate laboratories:

“L” means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

“C” means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples:	Marine Biology	OCB -013 (lecture only)
		OCB -013L (lab only)
	Marine Biology	OCB -013C (lecture and lab combined)

Therefore, OCB -013C is equivalent to OCB -013 plus OCB -013L.

EQUIVALENCY OF SEQUENCES

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

tions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

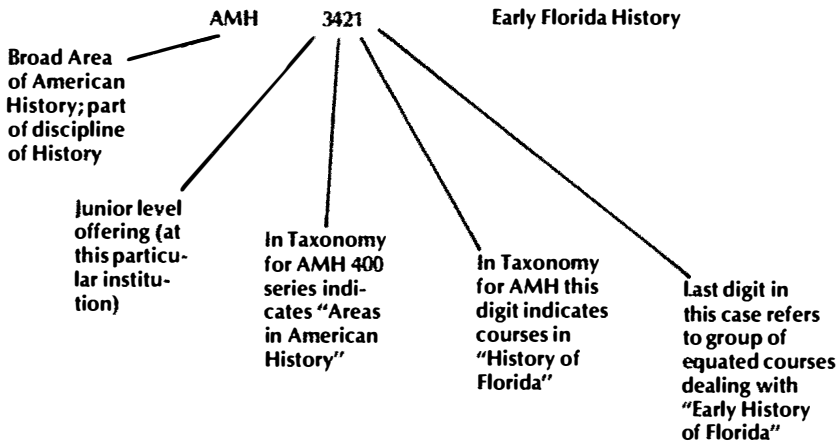
EXPLANATION OF PREFIXES AND NUMBERS

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

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

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

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating in-

situations may have had only one alpha prefix for his or her major (e.g., HY-History) and now will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

EXCEPTIONS TO THE RULE FOR EQUIVALENCIES

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

A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.

B. All numbers which have a second digit of 9 (Ex.: ART 2905 are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with -900 numbers must be evaluated individually and are not automatically transferable.

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

D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

PROGRAM GUIDES

To earn the Associate in Arts Degree, certain general education requirements and elective courses must be satisfactorily completed. It is in the area of electives that the greatest freedom of choice is afforded the student. It is also in the elective area that the student must select courses which will best prepare him or her for transfer into a particular major field at a specific college or university. For students planning to pursue a Bachelor's Degree, the following suggested programs meet the requirements for the Associate in Arts Degree and include the electives generally recommended for certain majors at most of the state universities.

Listing all recommendations and requirements for all major fields at all colleges and universities is not possible. Therefore, it is imperative that the student, who has already selected the senior college or university to which he wishes to transfer, plan his or her pre-professional program at Indian River Community College with the aid of a counselor. In this way the student's program of study can be made to conform to the specific requirements for the major field he or she intends to enter at the senior institution chosen.

In planning the program of study at Indian River Community College, the student is advised to review the overall requirements of his or her chosen major field before making selection from the courses acceptable for meeting general education requirements, since specific general education courses may be recommended for a particular major. The student should also review the upper level requirements of his or her major field in order to become acquainted with necessary prerequisites and any particular sequence of courses which may be required.

The suggested programs listed below do not necessarily have to be taken in the order presented. In some cases, courses are not offered each semester and the student is advised to plan ahead so as to enroll in courses when they are available.

Final responsibility for choice of program and courses selected rests with the student.

TIME SHORTENED DEGREE OPPORTUNITIES

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 or her 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 or her entrance.

CLEP PROGRAM

Consideration for CLEP credits (College Level Examination Program) will be given to those students who complete formal application through the Guidance Division to the Admissions Committee. Students may be awarded credit through the CLEP program to the extent specified in the CLEP amendment of the Articulation Agreement. A maximum of six credits may be earned in each of the five general examination areas. The minimum acceptable performance level is the 75th percentile for the general examinations.

Students may seek CLEP credit in the following courses: Mathematics MGF 1113 and MAC 1104; English ENC 1101 and ENC 1102; three of the four Humanities Courses; History EUH 1000 and EUH 1001; Psychology PSY 2012, Sociology SOC 2000; Chemistry CHM 1045C and CHM 1046C, or Biology PCB 2703C and PCB 2704C or BSC 1010C and BSC 1011C; or Physical Science PSC 1341 and PSC 1311, or Geology GLY 1000 or GLY 1100.

CLEP credit for subject examination areas may be awarded through special arrangement. The student must petition the Admissions Committee through the Guidance Division if he or she plans to pursue CLEP credit in any of the subject examination areas. The Guidance Division will inform the student of those subject examination areas in which CLEP credit can be earned.

In all cases, at least the minimum criteria specified in the CLEP amendment to the Articulation Agreement will be followed.

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 college 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 or her "deferred credit" course work. In no cases will work beyond 18 hours be transferred from the deferred category to the standard college 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 credit."

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 Division 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 DIS contract does not constitute registration, which is an additional responsibility.

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.

PROCEDURE FOR COMPLETION OF DIRECTED INDEPENDENT STUDY FORM

After counseling the student for a directed independent study, the counselor will figure the student's grade point average and enter this on the DIS form and then give the form to the student.

The student must complete the top of the form by filling in the date, name, address, and social security number. The student will also be required to fill in the course abbreviation and number, complete title of the course, the credit hours, and the semester in which the course will be completed.

The instructor will sign the form **if, and only if**, he or she agrees to administer the directed independent study and will list the requirements for the completion of the course.

After the form has been completed, the student or instructor will send the form to the Dean of Instruction's office for approval. The student, instructor, Guidance Division, and Records Center will then be notified by mail of the action taken on this form.

CHALLENGE EXAMINATION (CREDIT BY EXAMINATION)

Through special arrangement by petition to the Admissions Committee through the Guidance Division or the Dean of Instruction, a student at Indian River Community College may be given the opportunity to earn credit for course work through challenge examination in certain specified areas. A student may earn credit in authorized courses by successfully completing relevant subject matter area tests. Generally limited to the following courses: Mathematics MGF 1113 and MAC 1104; English ENC 1101 and ENC 1102; three of the four Humanities Courses; History EUH 1000 and EUH 1001; Psychology PSY 2012, Sociology SOC 2000; Chemistry CHM 1045C and CHM 1046C, or Biology PCB 2703C and PCB 2704C, or BSC 1010C and BSC 1011C; or physical science PSC 1341 and PSC 1311 or Geology GLY 1000 or GLY 1100. These examinations are considered under the Directed Independent Study procedure only.

EXTENDED COURSE LOAD

Those academically superior students who are qualified may, with special permission, take up to 20 semester credits in the regular term (12 semester credits in the summer session), thus telescoping the time required to earn a degree at Indian River Community College.

PRE-AGRICULTURE

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
CHM 1045C and CHM 1046C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002	
GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1103	
PHI 2100, POS 1041, POS 2112, INR 2002	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114,	
MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	

(See page 47 for further information)

COURSES FOR MAJOR FIELD:

GLY 1015	Earth Science.....	3 credits
MAC 1104	College Algebra	3 credits
MAC 1114	Plane Trigonometry	3 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
ECO 2013	Principles of Economics I	3 credits
BOT 2010C	General Botany 1	4 credits
BOT 2011C	General Botany II	4 credits
Optional Course Work		various credits

PRE-ARCHITECTURE

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
BSC 1010C and BSC 1011C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002,	
PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104,	
MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits



Students get a chance to uncover hidden talents and develop their own personal styles of artistic expression through the well-rounded art programs available at IRCC.

ARH 2000, LIT 2002, MUH 2001, PHI 2000
 or PHI 1010
 (See page 47 for further information)

COURSES FOR MAJOR FIELD:

MAC 1132	Pre-Calculus.....	5 credits
MAC 2311	Calculus 1	5 credits
ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II	3 credits
PHY 2053C	General Physics	4 credits
PHY 2054C	General Physics.....	4 credits
EGN 1120C	Engineering Graphics.....	3 credits
ECO 2013	Principles of Economics.....	3 credits

ART

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
Select from APB 1150, APB 1151, PCB 2703C, PCB 2704C, MCB 1010C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015, PSC 1341, PSC 1311.	
Physical Education.....	4 credits
PEM 1102C, and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002, GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1103, PHI 2100, POS 1041, POS 2112	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II	3 credits
ART 1205C	Color and Design	3 credits
ART 1206C	Color and Design	3 credits
ART 2400C	Graphics	3 credits
ART 2510C	Introduction to Painting.....	3 credits
ART 2050	Introduction to History of Art.....	3 credits
ART 1701C	Sculpture	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

SPC 1022	Fundamentals of Speech	3 credits
Physical Science	(Chemistry, Physics, Geology)	6 credits

ART EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 1010C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

ART 1300C	Drawing I	3 credits
ART 1301C	Drawing II	3 credits
ART 1205C	Color and Design	3 credits
ART 1206C	Color and Design	3 credits
ART 2400C	Graphics	3 credits
REA 1105	Developmental Reading	3 credits
SPC 1022	Fundamentals of Speech	3 credits
EDP 2002	Educational Psychology	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits
Optional Course Work	various credits	

PRE-BUSINESS ADMINISTRATION

REQUIRED PROGRAM:

English	6 credits
ENC 1103 and ENC 1136	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits

EUH 1000 and EUH 1001	
Social Science.....	3 credits
ECO 2013	
Mathematics	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

SPC 1022	Fundamentals of Speech	3 credits
ACC 2001	Principles of Accounting I.....	3 credits
ACC 2021	Principles of Accounting II.....	3 credits
ACC 2022	Principles of Accounting III	3 credits
STA 2025	Elementary Statistics.....	3 credits
ECO 2023	Principles of Economics II	3 credits
COM 2100	Business Communications	3 credits
COC 1300	Introduction to Data Processing	3 credits
MAC 1104	College Algebra.....	3 credits
BUL 2111	Business Law I.....	3 credits
BUL 2112	Business Law II	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

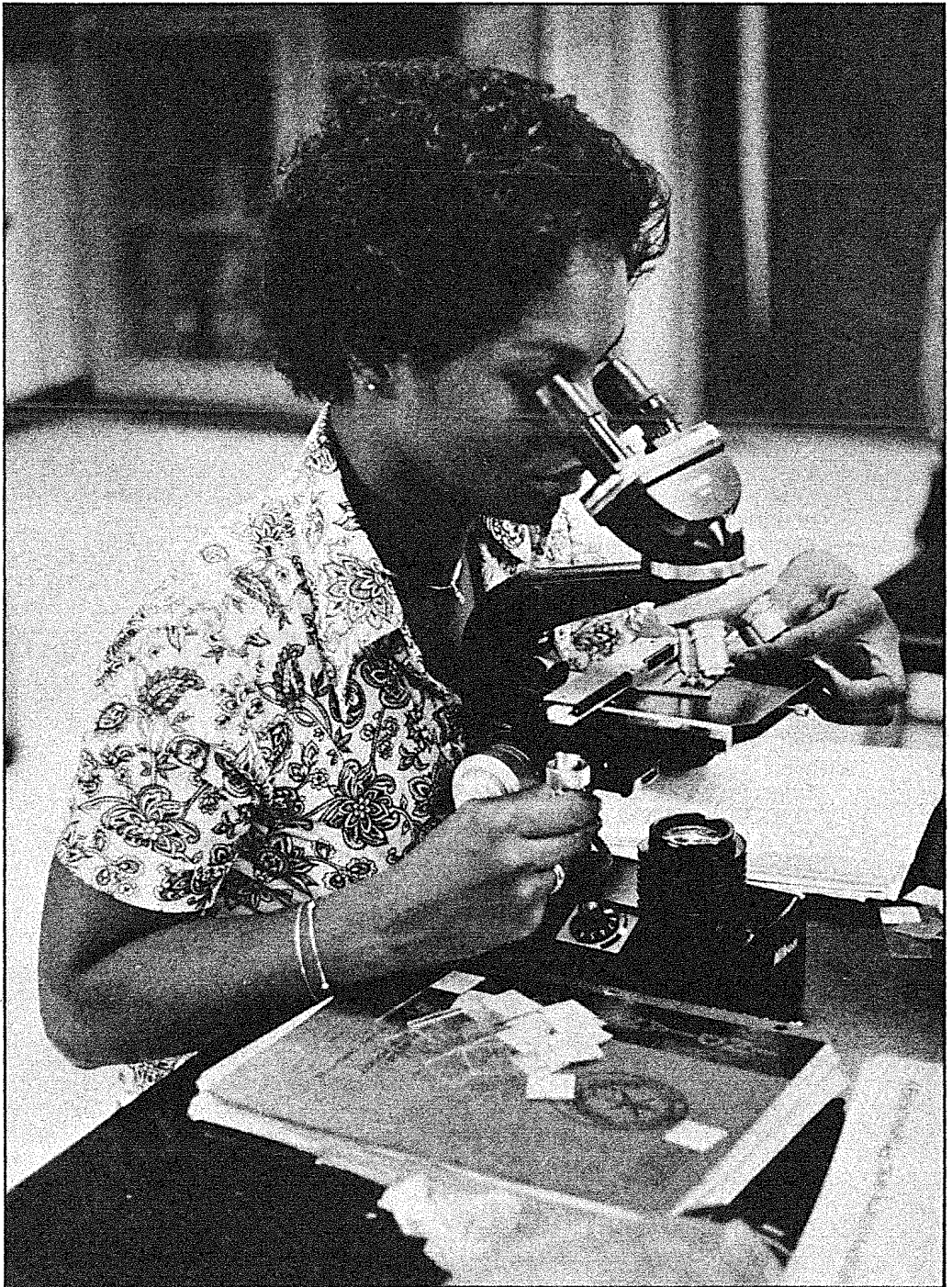
PRE-BUSINESS EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 1010C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
ECO 2013	
SOC 2000	
Mathematics	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits



Students enrolled in the many science courses offered at IRCC are encouraged to discover new worlds through the lenses of a microscope.

SES 1210	Introductory Shorthand	3 credits
SES 1211	Intermediate Shorthand.....	3 credits
SES 2212	Dictation and Transcription	3 credits
ACC 2001	Principles of Accounting I	3 credits
ACC 2021	Principles of Accounting II.....	3 credits
ACC 2022	Principles of Accounting III	3 credits
ECO 2023	Principles of Economics II	3 credits
BUL 2111	Business Law I.....	3 credits
SPC 1022	Fundamentals of Speech	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

BIOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
BSC 1010C and BSC 1011C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2511, ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010	

(See page 47 for further information)

COURSES FOR MAJOR FIELD:

PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II	4 credits
MCB 2020C	Microbiology	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology	4 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II	4 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
MAC 2311	Calculus I	5 credits
BOT 2010C	General Botany I	4 credits
BOT 2011C	General Botany II	4 credits
Foreign Language		
PHI 1103	Critical and Creative Thinking (A)	3 credits

BIOLOGY-EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and 1102	
Science	6 credits
BSC 1010C and BSC 1011C	
Physical Education	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2511, ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114 MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II	4 credits
MCB 2020C	Microbiology.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
EDP 2002	Educational Psychology	3 credits
PHI 2100	Introduction to Logic	3 credits
REA 1105	Development Reading	3 credits
SPC 1022	Fundamentals of Speech	3 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II	4 credits
MAC 1104	College Algebra.....	3 credits
BOT 2010C	General Botany I	4 credits
BOT 2011C	General Botany II.....	4 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

CHEMICAL DEPENDENCIES

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from Biological and/or Physical Science	
Physical Education	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
PSY 2012	
Mathematics.....	3 credits
MGF 1113 or above	

Humanities 8 credits
 ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010

(See page 47 for further information)

COURSES FOR MAJOR FIELD

PPE 2000	Person and Personality Development	3 credits
EAB 2430	Narcotics and Other Drugs	3 credits
EAB 2470	Reality and Reason in Therapy	3 credits
PSB 2440	Chemical Dependence, Alcohol Studies I	3 credits
PSB 2441	Chemical Dependence, Alcohol Studies II	3 credits
SOC 2110	Deviant Behavior	3 credits
SPC 1520	Advanced Speech	3 credits
SPC 1300	Interpersonal Communication	3 credits
MAF 2200	Family	3 credits
PCO 2202	Techniques of Interviewing and Intervention	3 credits

CHEMISTRY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	8 credits
CHM 1045C and CHM 1046C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114 MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	

(See page 47 for further information)

COURSES FOR MAJOR FIELD:

CHM 2210C	Organic Chemistry I	5 credits
CHM 2211C	Organic Chemistry II	5 credits
PHY 2053C	General Physics I	4 credits
PHY 2054C	General Physics II	4 credits
MAC 1104 and	College Algebra	3 credits
MAC 1114 or	Plane Trigonometry	3 credits
MAC 1132	Pre-Calculus.....	5 credits
BSC 1010C	General Biology I	4 credits
BSC 1011C	General Biology II	4 credits
MAC 2311	Calculus I	5 credits

PHI 1103 Critical and Creative Thinking (A) 3 credits

EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB2020C, Z002203C, Z002303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114 MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	

(See page 47 for further information)

COURSES FOR MAJOR FIELD:

EDF 2005	Introduction to Education	3 credits
EDF 2604	Social Foundations of Education.....	3 credits
EDF 2110	Human Development.....	3 credits
EDP 2002	Educational Psychology	3 credits
SOC 2000	Introduction to Sociology	3 credits
SPC 1022	Fundamentals of Speech	3 credits
REA 1105	Developmental Reading I.....	3 credits
REA 1106	Developmental Reading II	3 credits
SOC 2020	Social Problems	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

PRE-ENGINEERING

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
PHY 2048C and PHY 2049C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	

History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002	
GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1103,	
PHI 2100, POS 1041, POS 2112	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114,	
MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

MAC 1104 and	College Algebra.....	3 credits
MAC 1114 or	Plane Trigonometry	3 credits
MAC 1132	Pre-Calculus.....	5 credits
MAC 2311	Calculus I.....	5 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
MAC 2424	Differential Equations.....	3 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II	4 credits
STA 2025	Elementary Statistics.....	3 credits
PHI 2100	Introduction to Logic	3 credits
EGN 1120C	Engineering Graphics.....	3 credits
EGN 1130C	Descriptive Geometry.....	3 credits
GLY 1015	Earth Science.....	3 credits

ENGLISH

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C	
MCB 1010C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C,	
CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C,	
PHY 2054C, PHY 2048C, PHY 2049C, GLY1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002,	
GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1103,	
PHI 2100, POS 1041, POS 2112	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132	
MAC 2311	
Humanities	8 credits

ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010
(See page 47 for further information)

COURSES FOR MAJOR FIELD:

LIT 2215	World Literature I.....	3 credits
LIT 2224	World Literature II.....	3 credits
ENL 2010	English Literature I.....	3 credits
ENL 2020	English Literature II.....	3 credits
AML 2010	American Literature to 1865.....	3 credits
AML 2020	American Literature after 1865.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
Foreign Language	
PHI 1103	Critical and Creative Thinking (A).....	3 credits
Optional Course Work	various credits

PRE-FORESTRY

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
BSC 1010C and BSC 1011C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History.....	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
ECO 2013	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities.....	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

MAC 1132	Pre-Calculus.....	5 credits
MAC 2311	Calculus I.....	5 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
GLY 1015	Earth Science.....	3 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
ECO 2023	Principles of Economics.....	3 credits
STA 2025	Elementary Statistics.....	3 credits

FRENCH

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, PSY 2012, EDP 2002, ECO 2013, GEA 2002, POS 2112	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

FRE 1100	Elementary French I.....	3 credits
FRE 1101	Elementary French II.....	3 credits
FRE 2200	Intermediate French I.....	3 credits
FRE 2201	Intermediate French II	3 credits
INR 2002	Introduction to International Politics.....	3 credits
REA 1105	Developmental Reading.....	3 credits
SPN 1100	Elementary Spanish I	3 credits
SPN 1101	Elementary Spanish II.....	3 credits
SPC 1022	Fundamentals of Speech	3 credits
Second Foreign Language.....		

GEOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
GLY 1015 and GLY 1100	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
ANT 2410, ECO 2013, PSY 2012, EDP 2002, GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1103, PHI 2100, POS 1041, POS 2112	

Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities.....	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

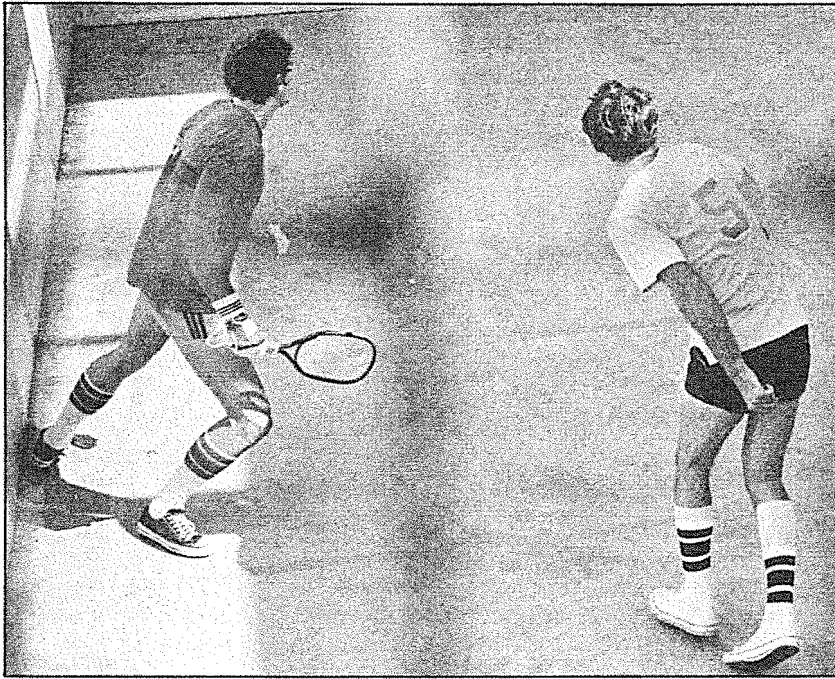
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
APB 1150	General Biology I.....	3 credits
APB 1151	General Biology II.....	3 credits
MAC 1104	College Algebra.....	3 credits
MAC 1114	Plane Trigonometry.....	3 credits
MAC 2311	Calculus I.....	5 credits
Foreign Language.....		
PHI 1103	Critical and Creative Thinking (A).....	3 credits

GERMAN**REQUIRED PROGRAM:**

English.....	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C(PCB 2704C MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History.....	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, PHI 2100, POS 2112, POS 1041, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities.....	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

GER 1100	Elementary German I.....	3 credits
GER 1101	Elementary German II.....	3 credits
GER 2200	Intermediate German I.....	3 credits
GER 2201	Intermediate German II.....	3 credits
INR 2002	Introduction to International Politics.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
EDF 2110	Human Development.....	3 credits



One of the most visited areas on campus is the elaborate athletic complex, which includes six lighted four-wall racquetball courts, tennis courts, two swimming pools, a sophisticated sports timing system, a weight training room, and the modern gymnasium.

Second Foreign Language
 Optional Course Work various credits

HEALTH EDUCATION

REQUIRED PROGRAM:

- English 6 credits
 ENC 1101 and ENC 1102
- Science 6 credits
 Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C,
 MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C,
 CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C,
 PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015
- Physical Education..... 4 credits
 PEM 1102C and Swimming plus two activities courses
- History 6 credits
 EUH 1000 and EUH 1001
- Social Science..... 3 credits
 ANT 2410, ECO 2013, POS 1041, PSY 2012, SOC 2000
- Mathematics..... 3 credits
 Select from MAT 1033, MAC 1104, MAC 1114,
 MAC 1132, MAC 2311
- Humanities 8 credits
 ARH 2000, LIT 2002, MUH 2001, PHI 2000, PHI 2000, or PHI 1010
 (See page 47 for further information)

COURSES FOR MAJOR FIELD:

HES 2000	Personal Health	3 credits
EDF 2110	Human Development	3 credits
SPC 1022	Fundamentals of Speech	3 credits
PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II	4 credits
MAC 1104	College Algebra.....	3 credits
MAC 1114	Plane Trigonometry	3 credits
HES 2400	First Aid & Safety	3 credits
CHM 1045	General Chemistry I.....	4 credits

HISTORY**REQUIRED PROGRAM:**

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activities courses	
History.....	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2511, ANT 2410, ECO 2013, PHI 2100, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities.....	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

AMH 2010	American History I	3 credits
AMH 2020	American History II.....	3 credits
WOH 2240	The World in the Twentieth Century	3 credits
POS 1041	American Government	3 credits
INR 2002	Introduction to International Politics.....	3 credits
POS 2112	State and Local Government.....	3 credits
REA 1105	Developmental Reading	3 credits
EDP 2002	Educational Psychology	3 credits
AML 2022	American Literature after 1865.....	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits
Foreign Language		

ITALIAN

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PBC 2703C, PCB 2704C, MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activities courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, GEA 2002, PHI 2100, POS 1041, POS 2112, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

ITA 1100	Elementary Italian I	3 credits
ITA 1101	Elementary Italian II.....	3 credits
ITA 2200	Intermediate Italian III	3 credits
ITA 2201	Intermediate Italian IV	3 credits
INR 2002	Introduction to International Politics.....	3 credits
EDP 2002	Educational Psychology	3 credits
EDF 2110	Human Development	3 credits
Second Foreign Language		
Optional Course Work		various credits

JOURNALISM

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 20210C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015.	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two additional activity courses	
History	6 credits
EUH 1000 and EUH 1001	

Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PHI 2100	Introduction to Logic	3 credits
SPC 1022	Fundamentals of Speech	3 credits
JOU 1101L	Journalistic Communications I	3 credits
JOU 1102	Journalistic Communications II	3 credits
AMH 2010	American History I	3 credits
AMH 2020	American History II.....	3 credits
CRW 2132	Creative Writing I.....	3 credits
POS 1041	American Government	3 credits
INR 2002	Introduction to International Politics.....	3 credits
POS 2112	State and Local Government.....	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

JOURNALISM-PUBLIC RELATIONS**REQUIRED PROGRAM:**

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2202, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

MAN 2100	Human Relations in Business.....	3 credits
EDP 2002	Educational Psychology	3 credits
POS 1041	American Government	3 credits
INR 2002	Introduction to International Politics.....	3 credits
POS 2112	State and Local Government.....	3 credits

LIBERAL ARTS

REQUIRED PROGRAM:

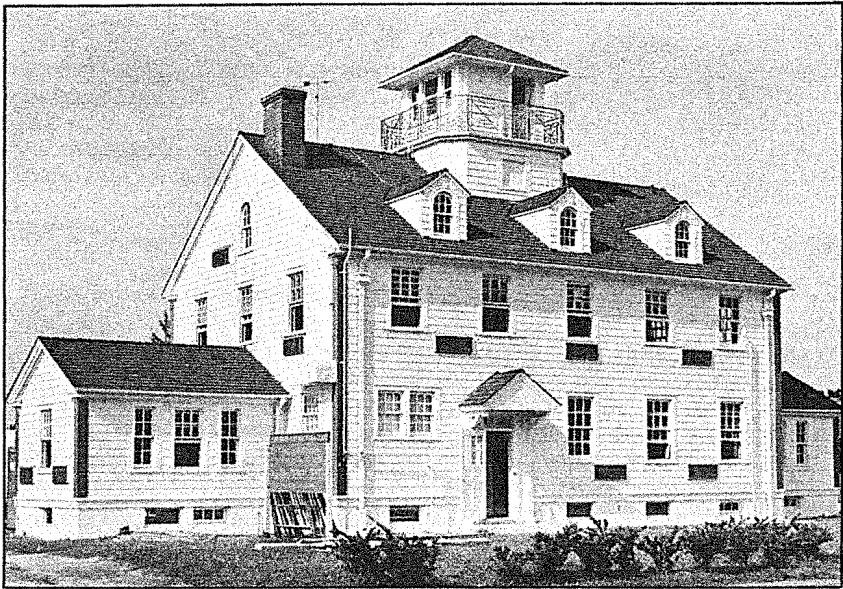
English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

MAC 1104 and	College Algebra	3 credits
MAC 1114 or	Plane Trigonometry	3 credits
MAC 1132	Pre-Calculus	5 credits
AMH 2010	American History	3 credits
AMH 2020	American History	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
PHI 2100	Introduction to Logic	3 credits
ENL 2010	English Literature I	3 credits
ENL 2020	English Literature II.....	3 credits
Any elementary level foreign language and/or.....		3 credits
Corresponding intermediate level course.....		3 credits

COURSES FOR MAJOR FIELD:

JOU 1101L	Journalistic Communications I	3 credits
JOU 1102	Journalistic Communications II.....	3 credits
PHI 2100	Introduction to Logic	3 credits
SPC 1022	Fundamentals of Speech	3 credits



No facility could be more appropriate for marine science courses than this Coast Guard station on the seacoast in Fort Pierce. The historical building was recently purchased and renovated by IRCC into classrooms and marine labs.

MARINE SCIENCE

REQUIRED PROGRAMS:

English	6 credits
ENC 1101, ENC 1102	
Science	6 credits
BSC 1010, BSC 1011	
Physical Education.....	4 credits
PEM 1102C, PEN 1136C plus one activity course	
History	6 credits
EUH 1000, EUH 1001	
Social Science.....	3 credits
Select from PSY 2012, POS 1041, INR 1002, POS 2112, ECO 2013	
Mathematics.....	3 credits
Select from MAC 1104, MAC 1114, MAC 1142, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010	
(See page for further information)	

COURSES FOR MAJOR FIELD:

OCE 2001	Introduction to Oceanography.....	3 credits
OCB 2013C	Introduction to Marine Biology.....	4 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II	4 credits
GLY 1015	Earth Science.....	3 credits
GLY 1100	Historical Geology.....	3 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
COP 2110	Fortran IV.....	3 credits

MATH

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

COC 1300	Introduction to Data Processing	3 credits
MAT 1033	Intermediate Algebra	3 credits
MAC 1104 and	College Algebra	3 credits
MAC 1114 or	Plane Trigonometry	3 credits
MAC 1132	Pre-Calculus	5 credits
MAC 2311	Calculus I	5 credits
MAC 2412	Calculus II	3 credits
MAS 2103	Linear Algebra.....	3 credits
MAC 2413	Calculus III	5 credits
PHI 2100	Introduction to Logic	3 credits
PHY 2053C	General Physics I	4 credits
PHY 2054C	General Physics II.....	4 credits
MAC 2424	Different Equations	3 credits
COP 2110	Fortran IV	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

MATH EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits

PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

MAT 1033	Intermediate Algebra	3 credits
MAC 1104 and	College Algebra	3 credits
MAC 1114 or	Plane Trigonometry	3 credits
MAC 1132	Pre-Calculus.....	5 credits
MAC 2311	Calculus I.....	5 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
EDP 2002	Educational Psychology	3 credits
PHI 2100	Introduction to Logic	3 credits
SPC 1022	Fundamentals of Speech	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

PRE-MEDICAL TECHNOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
CHM 1045C and CHM 1046C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002, GEA 2002 SOC 2000, SOC 2020, MAF 2200, PHI 1103, PHI 2100, POS 1041 POS 2112	
Mathematics.....	3 credits
MAC 1104	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

CHM 2210C	Organic Chemistry I	5 credits
CHM 2211C	Organic Chemistry II	5 credits
BSC 1010C	General Biology I	4 credits
BSC 1011C	General Biology II	4 credits

PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II	4 credits
MCB 2020C	Microbiology	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
MAC 1114	Plane Trigonometry	3 credits
MAC 2311	Calculus I	5 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits

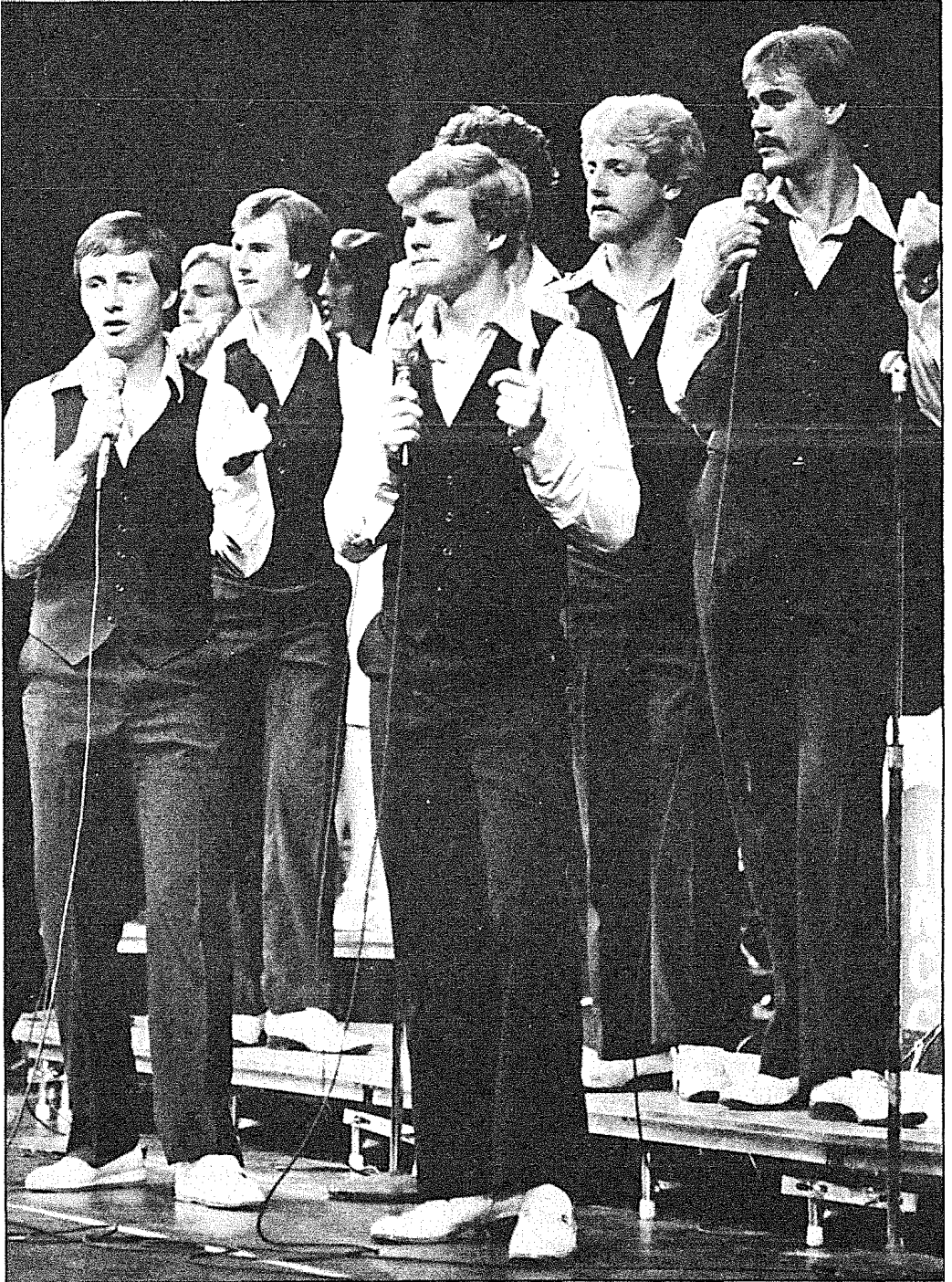
PRE-MEDICINE

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
CHM 1045C and CHM 1046C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002, GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1103, PHI 2100, POS 1041, POS 2112	
Mathematics.....	3 credits
MAC 1104	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

CHM 2210C	Organic Chemistry I	5 credits
CHM 2211C	Organic Chemistry II	5 credits
BSC 1010C	General Biology I	4 credits
BSC 1011C	General Biology II	4 credits
PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II	4 credits
MCB 2020C	Microbiology	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
MAC 2311	Calculus I	5 credits
PHY 2053C	General Physics I	4 credits
PHY 2054C	General Physics II.....	4 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits
Any elementary level foreign language and/or.....	3 credits	
Corresponding intermediate level course.....	3 credits	



Performing before a live audience is nothing new to the students in IRCC's "Company" and Stage Band; both groups are becoming well-known in the area for their lively song and dance shows in local restaurants.

MUSIC

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

MUT 1111	Theory of Music I	3 credits
MUT 1112	Theory of Music II.....	3 credits
MUT 2116	Theory of Music III	3 credits
MUT 2117	Theory of Music IV	3 credits
MUH 2111	History, Analysis and Form of Music Literature	3 credits
SPC 1022	Fundamentals of Speech	3 credits
Applied	Lessons in major instrument or voice	
Music	each semester	4 credits
or		
Performing	Membership in College Chorale, Concert Band Organization or Stage Band.....	4 credits
Optional Course Work		various credits

MUSIC EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits

EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities.....	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

MUT 1111	Theory of Music I.....	3 credits
MUT 1112	Theory of Music II.....	3 credits
MUT 2116	Theory of Music III.....	3 credits
MUT 2117	Theory of Music IV.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
PHI 1103	Critical and Creative Thinking (A).....	3 credits
Applied	Lessons in major instrument or voice	
Music	each semester.....	4 credits
or		
Performing	Membership in College Choral, Concert Band,	
Organization	or Stage Band.....	4 credits
Optional Course Work.....		various credits

OCEAN ENGINEERING**REQUIRED PROGRAM:**

English.....	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
BSC 1010C and BSC 1011C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History.....	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from PSY 2012, POS 1041, POS 2112, SOC 2000, GEA 2002	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities.....	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
CHM 2210C	Organic Chemistry I.....	5 credits
CHM 2211C	Organic Chemistry II.....	5 credits
MCB 2020C	Microbiology.....	4 credits

PHI 2100	Introduction to Logic	3 credits
MAC 2311	Calculus I	3 credits
MAC 2412	Calculus II	3 credits
MAC 2413	Calculus III	5 credits
MAC 2424	Differential Equations	3 credits
MAS 2103	Linear Algebra	3 credits
PHY 2053C	General Physics I	4 credits
PHY 2054C	General Physics II	4 credits
GLY 1015	Earth Science	3 credits

PHARMACY WITH SPECIALIZATION IN GENERAL PRACTICE

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
PHY 2053C and PHY 2054C	
Physical Education	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002, GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 1103, PHI 2100, POS 1041, POS 2112	
Mathematics	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

CHM 1045C	General Chemistry I	4 credits
CHM 1046C	General Chemistry II	4 credits
CHM 2210C	Organic Chemistry I	5 credits
CHM 2211C	Organic Chemistry II	5 credits
BSC 1010C	General Biology I	4 credits
BSC 1011C	General Biology II	4 credits
MAC 2311	Calculus I	5 credits

PHILOSOPHY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 2048C, PHY 2049C, GLY 1015	

Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000, or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PHI 1010	Introduction to Philosophy.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
PHI 2100	Introduction to Logic	3 credits
PHI 2300	Introduction to Problems of Knowledge.....	3 credits
PHI 2500	Introduction to Metaphysics	3 credits
PHI 2660	Introduction to Ethics	3 credits
REA 1105	Developmental Reading.....	3 credits
SPC 1022	Fundamentals of Speech	3 credits
EDP 2002	Educational Psychology	3 credits
MAC 1104	College Algebra.....	3 credits
Foreign Language		

PHYSICAL EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II	4 credits
EDF 2110	Human Development	3 credits
EDP 2002	Educational Psychology	3 credits
SPC 1022	Fundamentals of Speech	3 credits
PEL 1341L	Tennis.....	1 credit
PEN 1122L	Swimming II.....	1 credit
PEL 1011L	Team Sports for Women and Men.....	1 credit
DAA 1340L	Folk, Social, and Square Dance	1 credit
PEL 1110L	Archery and Bowling.....	1 credit
PEN 1113L	Life Saving	1 credit
HES 2000	Personal Health	3 credits
HES 2400	First Aid and Safety	3 credits
PEO 2003C	Sports Officiating.....	3 credits
LEI 2433L	Community Recreation.....	3 credits

PHYSICAL EDUCATION-RECREATION**REQUIRED PROGRAM:**

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PEN 1122L	Swimming II.....	1 credit
PEN 1113L	Life Saving.....	1 credit
PEL 1341L	Tennis.....	1 credit
DAA 1340L	Folk, Social and Square Dance	1 credit
PEL 1111L	Bowling	1 credit
PEL 1011L	Team Sports for Women & Men.....	1 credit
SOC 2000	Introduction to Sociology	3 credits
SOC 2020	Social Problems.....	3 credits

EDF 2110	Human Development.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
Optional Course Work	various credits

PRE-PHYSICAL THERAPY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
PHY 2053C and PHY 2054C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History.....	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities.....	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
MCB 2020C	Microbiology.....	4 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
MAC 1104	College Algebra.....	3 credits
MAC 1114	Plane Trigonometry.....	3 credits

PHYSICS

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
CHM 1045C and CHM 1046C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History.....	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, PSY 2012, EDP 2002, GEA 2002, SOC 2000, SOC 2020, MAF 2200, PHI 2010, PHI 2100, POS 1041,	

POS 2112	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PHY 2048C	Physics for Engineers I.....	5 credits
PHY 2049C	Physics for Engineers II	5 credits
MAC 1104 and MAC 1114 or	College Algebra.....	3 credits
MAC 1132	Plane Trigonometry.....	3 credits
MAC 1132	Pre-Calculus.....	5 credits
MAC 2311	Calculus I.....	5 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
GLY 1015	Earth Science.....	3 credits
MAC 2413	Calculus III	5 credits
MAC 2424	Differential Equations	3 credits
PHI 1103	Critical and Creative Thinking (A).....	3 credits
Foreign Language		

PHYSICS-EDUCATION**REQUIRED PROGRAM:**

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
CHM 1045C and CHM 1046C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
SPC 1022	Fundamentals of Speech	3 credits
PSY 2012	Educational Psychology	3 credits
EDF 2110	Human Development	3 credits
PHI 2100	Introduction to Logic	3 credits
PHI 1103	Critical and Creative Thinking (A).....	3 credits

Foreign Language	
Optional Course Work	various credits

POLITICAL SCIENCE

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 204BC, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

GEA 2002	World Geography	3 credits
POS 1041	American Government	3 credits
INR 2002	Introduction to International Politics.....	3 credits
POS 2112	State and Local Government.....	3 credits
AMH 2010	American History I.....	3 credits
AMH 2020	American History II.....	3 credits
AMH 2240	The World in the Twentieth Century	3 credits
MAC 1104	College Algebra.....	3 credits
MAC 1114	Plane Trigonometry	3 credits
SOC 2000	Introduction to Sociology	3 credits
PSY 2012	Introduction to Psychology.....	3 credits
ECO 2013	Principles of Economics.....	3 credits
ANT 2511	Emergence of Man	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

PSYCHOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science.....	6 credits
BSC 1010C and BSC 1011C	
Physical Education.....	4 credits

PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

ECO 2013	Principles of Economics I	3 credits
EDP 2002	Educational Psychology	3 credits
EDF 2110	Human Development	3 credits
STA 1014	Elementary Statistics.....	3 credits
SOC 2000	Introduction to Sociology	3 credits
SOC 2020	Social Problems.....	3 credits
PHI 2100	Introduction to Logic	3 credits
MAC 1104	College Algebra	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits
Optional Course Work	various credits	

SOCIAL STUDIES EDUCATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

GEA 2002	World Geography	3 credits
AMH 2010	American History I	3 credits

AMH 2020	American History II.....	3 credits
SPC 1022	Fundamentals of Speech	3 credits
EDP 2002	Educational Psychology	3 credits
EDF 2032	Child Growth and Development	3 credits
SOC 2000	Introduction to Sociology	3 credits
SOC 2020	Social Problems.....	3 credits
MAF 2200	The Family.....	3 credits
ECO 2013	Principles of Economics.....	3 credits
POS 1041	American Government	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

SOCIAL WELFARE

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
BSC 1010C and BSC 1011C	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

SOC 2000	Introduction to Sociology	3 credits
SOC 2020	Social Problems	3 credits
EDP 2002	Educational Psychology	3 credits
EDF 2032	Child Growth and Development	3 credits
PHI 2100	Introduction to Logic	3 credits
HES 2000	Personal Health	3 credits
STA 1014	Elementary Statistics.....	3 credits
ANT 2410	Introduction to Cultural Anthropology.....	3 credits
ECO 2013	Principles of Economics I	3 credits
POS 1041	American Government	3 credits

SOCIOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C,	

ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C, PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010	
(See page 47 for further information)	

COURSES FOR MAJOR FIELD:

SOC 2000	Introduction to Sociology	3 credits
SOC 2020	Social Problems	3 credits
MAF 2200	The Family	3 credits
EDP 2002	Educational Psychology	3 credits
PHI 2100	Introduction to Logic	3 credits
STA 1014	Elementary Statistics.....	3 credits
ANT 2410	Introduction to Cultural Anthropology.....	3 credits
ANT 2511	The Emergence of Man.....	3 credits
GEA 2002	World Geography	3 credits
ECO 2013	Principles of Economics	3 credits
POS 1041	American Government	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits

SPANISH

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Science.....	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics.....	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits

ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010
(See page 47 for further information)

COURSES FOR MAJOR FIELD:

SPN 1100	Elementary Spanish I	3 credits
SPN 1101	Elementary Spanish II	3 credits
SPN 2200	Intermediate Spanish I	3 credits
SPN 2201	Intermediate Spanish II.....	3 credits
EDP 2002	Educational Psychology	3 credits
PHI 2100	Introduction to Logic	3 credits
GEA 2002	World Geography	3 credits
	Any sequence of a second Foreign Language	3 credits
	Optional Course Work	various credits

SPEECH

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science	6 credits
Select from BSC 1010C, BSC 1011C, PCB 2703C, PCB 2704C, MCB 2020C, ZOO 2203C, ZOO 2303C, BOT 2010C, BOT 2011C, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, PHY 2053C, PHY 2054C PHY 2048C, PHY 2049C, GLY 1015	
Physical Education.....	4 credits
PEM 1102C and Swimming plus two activity courses	
History	6 credits
EUH 1000 and EUH 1001	
Social Sciences	3 credits
Select from ANT 2410, ECO 2013, GEA 2002, POS 1041, PSY 2012, SOC 2000	
Mathematics	3 credits
Select from MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311	
Humanities	8 credits
ARH 2000, LIT 2002, MUH 2001, PHI 2000 or PHI 1010 (See page 47 for further information)	

COURSES FOR MAJOR FIELD:

SPC 1051	Speech Improvement	3 credits
SPC 1300	Interpersonal Communications.....	3 credits
SPC 1022	Fundamentals of Speech	3 credits
SPC 1520	Advanced Speech	3 credits
EDF 2110	Human Development	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
PHI 2100	Introduction to Logic	3 credits
EDP 2002	Educational Psychology	3 credits
ENL 2030	English Literature I	3 credits
ENL 2040	English Literature II.....	3 credits
LIT 2215	World Literature I.....	3 credits
LIT 2224	World Literature II	3 credits

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/Math, 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:

Agri-business	General Drafting
Agriculture-General	Home Economics
Agricultural Mechanics	Industrial Arts
Animal Science-Beef	Institutional Food Service
Animal Science-Dairy	Machine Drafting
Architectural Drafting	Marine Laboratory Technology
Banking	Mechanical Technology
Building Construction	Medical Lab Technician
Business Data Processing	Mid-Management in Business and Industry
Citrus	Mid-Management in Hotel Motel Management
Civil Drafting	Mid-Management in Marketing and Retailing
Clerical Typist	Nursing
Computer Science	Oceanographic Technology
Criminalistics	Paramedic
Criminal Corrections	Plant Science
Criminal Justice	Public Administration
Crop Technology and Production	Quality Control
Dental Assistant Technology	Radiologic Technology
Dental Laboratory Technology	Real Estate
Early Childhood Education/Child Care Management	Secretarial Science
Electronics Technology	Social Services Technology
Farm and Ranch Management	Teacher Aide — General
Fashion Merchandising	Teacher Aide — Elementary & Secondary
Fire Prevention and Fire Investigation	
Fire Protection Engineer	
Fire Suppression and Fire Management	

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

To meet the requirements of the Associate in Science degree, the student must complete the required courses for graduation (20 semester hours), as listed below, plus at least forty-four (44) semester hours including those courses indicated as requirements or their equivalent in specific technical fields. In addition to the above, 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. Submit the required ACT, SAT, or equivalent scores upon acceptance to IRCC, and take the required exit examination upon graduation.
3. Achieve a grade point average of not less than 2.0 in all courses attempted and in all courses taken at Indian River Community College.
4. 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. (See page 21 for graduation fee).
5. Participate in all phases of the graduation exercise.
6. Be recommended by the faculty to the President of the College for the confirmation of the degree.

It is the responsibility of the student, not the College, to check his or her records to be sure that the above graduation requirements are met in every aspect. A Guidance Counselor will assist at any time with course selections and in determining status toward meeting the graduation requirements.

GENERAL EDUCATION 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: ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131, COM 2100 (ENC 1102 must be combined only with ENC 1101)

Science-Mathematics *6 semester hours*
The mathematics-science requirement may be met by taking 6 semester hours from any of the following: MAT 1024, MTB 1321, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or in biological or physical science courses.

Physical Education *2 semester hours*
PEM 1102C and at least a one semester hour 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 is met through regular class participation.

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 the time of entrance.

Humanities — Social Science *6 semester hours*
The Humanities — Social Science requirement may be met by taking six semester hours from any of the following: EUH 1000, EUH 1001, ECO 2000, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100, PHI 2300, PHI 2660, ANT 2410, POS 1041, POS 2112.

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. Also refer to Program Guidelines on the following pages.

The student should consult with the Guidance Division 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 or

her 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 of 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.

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.

Dental Assisting prepares the student to function as an integral member of the dental health team. The graduate will perform chairside services on related office and laboratory procedures under the supervision of a Florida licensed dentist. Students train in the dental clinic at IRCC and are prepared to take the National Certification Examination for Dental Assistants.

Dental Laboratory Technology provides the student with the basic knowledge and manipulative skills necessary to fabricate dental appliances on the prescription of a Florida licensed dentist. Graduates are eligible to take the National Certification for Dental Laboratory Technologists.

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

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 Technology 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 laboratory and theoretical courses offered at the college and practical experience at the pathology departments of Indian River Memorial Hospital, Lawnwood Medical Center, and Martin Memorial Hospital. 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 Technology must apply no later than April 1 of the year they plan to enter the program. The following are admission requirements:

- a. Minimum age of 17.
- b. High school diploma or equivalent (college transcripts if applicable).
- c. Acceptable scores on the Differential Aptitude Test; Aptitude Test for Allied Health Programs.

Note: Experience has shown that one year each of high school biology, chemistry and algebra provides a suitable academic background for a college program in Medical Lab Technology.

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 they plan to enter the program. The following are the admission requirements:

- a. Minimum age of 17.
- b. High school diploma or equivalent (college transcripts if applicable).
- 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-Entrance Examination; and Differential Aptitude Test.

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 Lawnwood Medical Center, 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
- b. High school diploma or equivalent (college transcripts if applicable).
- c. An acceptable academic background and an acceptable score on a pre-entrance examination for Radiologic Technologists, and Differential Aptitude Test.

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 Aid 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 is designed to prepare the student for employment in commercial banks. 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 is 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 aspect 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.

PROGRAM GUIDES

To earn the Associate in Science degree, certain general education requirements and elective courses must be satisfactorily completed. It is in the area of electives that the greatest freedom of choice is afforded the student. It is also in the elective area that the student must select courses which will best prepare him or her for the chosen career field. The following suggested programs meet the requirements for the associate in science degree and include the electives generally recommended for certain job preparedness.

In planning a program of study at Indian River Community College, the student is urged to consult frequently with a Guidance counselor; further, the student is advised to review the overall requirements of his or her chosen field of study before making selection from the courses acceptable for meeting general education requirements. The reason for this is that certain general education courses may be recommended for his or her particular field

The suggested programs listed below do not necessarily have to be taken in the order presented. In some cases, courses are not offered each semester, and the student is advised to plan ahead as to enroll in courses when they are available.

Final responsibility for choice of program and courses selected rests with the student.

AGRI-BUSINESS

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, or MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100 POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AEB 2304	Agricultural Marketing, Processing and Management	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development.....	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
AEB 1181	Economic Crop Production.....	3 credits
FRC 2211	Citrus Culture I	3 credits
ORH 1262	Floriculture I.....	3 credits
ANS 1003	Introduction to Animal Science	3 credits
ORH 2861	Landscape Management	3 credits
AEB 2143	Agricultural Finance	3 credits
ORH 2260	Greenhouse Management.....	3 credits
Optional Course Work		various credits

AGRICULTURAL MECHANICS

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, or MAC 1114	
Physical Education.....	2 credits
PEM 1102C plus Swimming	
Humanities — Social Science.....	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000 EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020	

MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000,
 PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112
 (See page 92 for further information)

COURSES FOR MAJOR FIELD:

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture.....	3 credits
AEB 2304	Agricultural Marketing, Processing, & Management	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development.....	3 credits
MAG 1222	Agricultural Mechanics III.....	3 credits
MAG 1223	Agricultural Mechanics IV	3 credits
ORH 2260	Greenhouse Management.....	3 credits
AGG 2941	Agricultural Employment Experience.....	4 credits
	Optional Course Work	various credits

AGRICULTURE — GENERAL

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104 or MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities-Social Science	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112.	

COURSES FOR MAJOR FIELD:

Forty-four hours of Agriculture courses, with at least one course of the following:

- Animal Science or Dairy Science
- Citrus
- Landscape
- Agricultural Mechanics
- Agricultural Business

Additional course work to be selected from either Agriculture or Business electives.

ANIMAL SCIENCE — BEEF

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, or MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000,	
EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020,	
MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000	
PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture.....	3 credits
AEB 2304	Agricultural Marketing, Processing and Management.....	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development.....	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
AGR 1223	Forage Production and Use.....	3 credits
ANS 1003	Introduction to Animal Science	3 credits
ANS 1401	Animal Nutrition	3 credits
VES 1005	Animal Diseases and Pests	3 credits
ASG 1993	Livestock Selection	3 credits
ANS 1310	Animal Reproduction.....	3 credits
ANS 2240	Beef Cattle Production.....	3 credits
ANS 2241	Beef Cattle Management.....	3 credits
SOS 2102	Soils and Fertilizers.....	3 credits
AGG 2941	Agricultural Employment Experience.....	4 credits

ANIMAL SCIENCE — DAIRY

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology , Physics, or Physical Science	
MTB 1321, MAT 1024, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000,	
EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020	
MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000	

PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112
(See page 92 for further information)

COURSES FOR MAJOR FIELD:

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AEB 2304	Agricultural Marketing, Processing and Management	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development	3 credits
ANS 1221	Farm and Ranch Management	3 credits
AGR 1223	Forage Production and Use.....	3 credits
ANS 1003	Introduction to Animal Science	3 credits
ANS 1401	Animal Nutrition	3 credits
VES 1005	Animal Diseases and Pests	3 credits
ASG 1993	Livestock Selection	3 credits
ANS 1310	Animal Reproduction.....	3 credits
DAS 2002	Introduction to Dairy Science	3 credits
DAS 2210	Dairy Science Management	3 credits
SOS 2102	Soils and Fertilizers.....	3 credits
AGG 2941	Agricultural Employment Experience	4 credits

ARCHITECTURAL DRAFTING

REQUIRED PROGRAM:

English	6 credits
COM 1131 and select from ENC 1013, ENC 1101, ENC 1102, COM 1130	
Science/Math	6 credits
PSC 1341 and PSC 1311, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM1102C and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2000, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II	3 credits
ETD 1105C	Architectural Drafting.....	3 credits
ETD 2821L	Pictorial Drafting.....	3 credits
ETD 2801C	Illustrations	3 credits
MTB 1321	Technical Mathematics I	3 credits
MTB 1322	Technical Mathematics II	3 credits
ETC 2321L	Elementary Surveying.....	3 credits
ETC 2322C	Advanced Surveying.....	3 credits
ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II	3 credits

BANKING

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math.....	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000,	
EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200,	
ARH 2000, LIT 2002, MUH 2001, PHI 2000,	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

QMB 1001	Mathematics of Business	3 credits
BAN 2110	Principles of Bank Operations.....	3 credits
COC 1300	Introduction to Data Processing	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 2321	Business Machines.....	3 credits
BUL 2111	Business Law	3 credits
FIN 2000	Principles of Finance	3 credits
AEB 2143 or	Agricultural Finance	3 credits
BAN 2200	Credit Administration	3 credits
ACC 2001	Principles of Accounting I.....	3 credits
ACC 2021	Principles of Accounting II.....	3 credits
BAN 1930	Banking Seminar I	4 credits
BAN 1931	Banking Seminar II	4 credits
FIN 2230	Money and Banking	3 credits
BAN 2160	Bank Letters and Reports	3 credits
BAN 2720	Bank Management	3 credits

BUILDING CONSTRUCTION

REQUIRED PROGRAM:

English	6 credits
COM 1130 or COM 1131 and select from ENC 1013, ENC 1101, ENC 1102	
Science/Math.....	6 credits
PHY 2053C and PHY 2054C or PHY 2048C and PHY 2049C	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
POS 1041, POS 2112, ECO 2013	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

ACC 2001	Principles of Accounting I.....	3 credits
GLY 1015	Earth Science.....	3 credits

COC 1300	Introduction to Data Processing	3 credits
EGN 1120C	Engineering Graphics	3 credits
ETD 1105C	Architectural Drafting	3 credits
ETD 1111C	Technical Drafting	6 credits
MAC 1104 and MAC 1114 or MAC 1132	College Algebra	3 credits
MAC 1132	Plane Trigonometry	3 credits
MAC 2311	Pre-Calculus	5 credits
BCN 1210	Calculus I	5 credits
	Materials of Construction.....	3 credits

BUSINESS DATA PROCESSING

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math.....	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
Economics and select from ANT 2410, EUH 1000, EUH 1001, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000 LIT 2002, MUH 2001, PHI 2000	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

QMB 1001	Mathematics of Business	3 credits
MAN 1700	Introduction to Business.....	3 credits
MAN 2300	Personnel Management	3 credits
COC 1300	Introduction to Data Processing	3 credits
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II.....	3 credits
STA 2025	Elementary Statistics.....	3 credits
COP 2110	Fortran IV.....	3 credits
MAC 1104	College Algebra	3 credits
ACC 2001	Principles of Accounting I.....	3 credits
ACC 2021	Principles of Accounting II.....	3 credits
ACC 2022	Principles of Accounting III	3 credits
COP 2122	Advanced COBOL Programming	3 credits
CAP 2030	Computer Systems Design	3 credits
Optional Course Work	various credits	

CITRUS

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114.	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits

ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001
ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000
LIT 2002, MUH 2001, PHI 2000

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture.....	3 credits
AEB 2304	Agricultural Marketing, Processing, and Management.....	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development.....	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
SOS 2102	Soils and Fertilizers	3 credits
FRC 2211	Citrus Culture I.....	3 credits
FRC 2220	Citrus Culture II.....	3 credits
PMA 2201	Citrus Insects and Diseases.....	3 credits
ORH 2861	Landscape Management.....	3 credits
MAG 1222	Agricultural Mechanics III	3 credits
MAG 1223	Agricultural Mechanics IV.....	3 credits
	Optional Course Work	various credits

CIVIL DRAFTING

REQUIRED PROGRAM:

English	6 credits
COM 1131 and select from ENC 1013, ENC 1101, ENC 1102, COM 1130	
Science/Math.....	6 credits
PSC 1341 and PSC 1311, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2000, ECO 2013 ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000 LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103 PHI 2100, POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II	3 credits
ETD 1121C	Civil Drafting	3 credits
ETD 1515C	Charts and Graphs	2 credits
ETD 1516C	Intersections and Developments	2 credits
MTB 1321	Technical Mathematics I	3 credits
MTB 1322	Technical Mathematics II	3 credits
ETC 2321L	Elementary Surveying.....	3 credits
ETC 2322C	Advanced Surveying.....	3 credits
ETM 1315	Hydraulic and Pneumatics	3 credits
ETM 1820	Engineering Materials.....	3 credits

CLERICAL TYPIST

REQUIRED PROGRAM:

English	6 credits
ENC 1013, or ENC 1101 and select from ENC 1102, COM 1130, COM 1131,	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001	
ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000,	
LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100,	
POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

SES 1100	Elementary Typewriting	3 credits
SES 1110	Intermediate Typewriting	3 credits
SES 1120	Advanced Typewriting	3 credits
GEB 1011	Introduction to Business	3 credits
QMB 1001	Mathematics of Business	3 credits
ACC 1009	Office Accounting	3 credits
SES 2311	Office Practice	3 credits
SES 2490	Secretarial Seminar and Supervised Work Experience	4 credits
SES 2361	Machine Transcription I	3 credits
SES 2158	Reprographics	3 credits
SES 2321	Business Machines	3 credits
STD 2104	Seminar in Personal Development	3 credits
Optional Course Work		various credits

COMPUTER SCIENCE

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from lab courses in Biology, Geology, Physics	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001,	
ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000,	
LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103,	
PHI 2100, POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

COC 1300	Introduction to Data Processing	3 credits
COP 2120	COBOL Programming I	3 credits

COP 2121	COBOL Programming II.....	3 credits
COP 2110	Fortran IV.....	3 credits
STA 2025	Elementary Statistics.....	3 credits
ACC 2001	Principles of Accounting I.....	3 credits
ACC 2021	Principles of Accounting II.....	3 credits
ACC 2022	Principles of Accounting III.....	3 credits
MAC 1104	College Algebra.....	3 credits
MAC 1114	College Trig.....	3 credits
MAC 2311	Calculus I.....	5 credits
PHI 1103	Critical and Creative Thinking (A).....	3 credits
Optional Course Work	various credits

CRIMINALISTICS

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science/Math.....	6 credits
Select from PCB 2703C, PCB 2704C, PSC 1341, PSC 1311, AST 1015 MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
ANT 2410, EUH 1000, EUH 1001, ECO 2013, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

CJT 2100	Criminal Investigation I	3 credits
CJT 2140	Criminalistic Laboratory	2 credits
CCJ 2230	Rules of Evidence	3 credits
CCJ 2940	Field Training.....	3 credits
MAT 1024	Fundamentals of Mathematics	3 credits
MAC 1104 and MAC 1114 or	College Algebra.....	3 credits
MAC 1132	Plane Trigonometry	3 credits
STA 2025	Pre-Calculus.....	5 credits
COP 2110	Elementary Statistics.....	3 credits
PHY 2053C	Fortran IV.....	3 credits
PHY 2054C	General Physics I.....	4 credits
CHM 1045C	General Physics II.....	4 credits
CHM 1046C	General Chemistry I.....	4 credits
CHM 2210C	General Chemistry II.....	4 credits
CHM 2211C	Organic Chemistry I.....	5 credits
	Organic Chemistry II.....	5 credits

CRIMINAL CORRECTIONS

REQUIRED PROGRAM:

English	*	6 credits
ENC 1101 and ENC 1102		
Science/Math		6 credits

Select from Biology, Chemistry, Geology, Physics or Physical Science
 MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114
 Physical Education..... 2 credits
 PEM 1102C and Swimming
 Humanities — Social Science..... 6 credits
 Select from ANT 2410, EUH 1000, EUH 1001, ECO 2013, GEA 2002
 SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001
 PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112
 (See page 92 for further information)

COURSES FOR MAJOR FIELD:

SOC 2020 or	Social Problems	3 credits
CCJ 2020	Introduction to Criminal Justice.....	3 credits
CCJ 2240	Criminal Law II	3 credits
CCJ 2310	Correctional Custody, Jails and Detention.....	3 credits
CCJ 1441	Jail Administration	3 credits
CCJ 2940	Field Training.....	3 credits
CCJ 2200	Introduction to the Courts.....	3 credits
CCJ 2300	Introduction to Corrections.....	3 credits
CCJ 2330	Probation and Parole.....	3 credits
CCJ 2440	Correctional Institutional Administration	3 credits
	and Organization	
CCJ 2500	Juvenile Delinquency.....	3 credits
CCJ 2510	Juvenile Law	3 credits
SOC 2000	Introduction to Sociology	3 credits
SOC 2150	Criminal and Delinquent Behavior.....	3 credits
POS 2112	State and Local Government.....	3 credits

CRIMINAL JUSTICE

(LEGAL ASSISTANT TECHNOLOGY OPTION)

REQUIRED PROGRAM:

English..... 6 credits
 ENC 1101 and ENC 1102
 Science/Math..... 6 credits
 Select from Biology, Chemistry, Geology, Physics or Physical Science
 MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114
 Physical Education..... 2 credits
 PEM 1102C and Swimming
 Humanities — Social Science..... 6 credits
 Select from ANT 2410, EUH 1000, EUH 1001, ECO 2013, GEA 2002,
 SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001
 PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112
 (See page 92 for further information)

COURSES FOR MAJOR FIELD:

SOC 2020	Social Problems	3 credits
CCJ 2020	Introduction to Criminal Justice.....	3 credits
CCJ 2220	Criminal Law I.....	3 credits
CCJ 2240	Criminal Law II	3 credits
CCJ 2250	Constitutional Law.....	3 credits
CCJ 2230	Rules of Evidence.....	3 credits
CCJ 2940	Field Training.....	3 credits
CCJ 2200	Introduction to the Courts.....	3 credits
CCJ 2130	Police/Community Relations	3 credits



Local law enforcement personnel value Indian River Community College as a training facility and as the site of the most modern and extensive regional crime lab in the area.

CCJ 2300	Introduction to Corrections	3 credits
CCJ 2500	Juvenile Delinquency.....	3 credits
CCJ 2510	Juvenile Law.....	3 credits
CJT2410	Law Enforcement and Transportation	3 credits
SOC 2000	Introduction to Sociology	3 credits
SOC 2110	Deviant Behavior	3 credits
SOC 2150	Criminal and Delinquent Behavior	3 credits
POS 2112	State and Local Government.....	3 credits
LEA 1011	Legal Research and Writing	3 credits
LEA 1201	Legal Aspects of Real Estate Transactions .	3 credits

LEA 1501	Law of Domestic Relations	3 credits
LEA 1601	Criminal Law and Procedure	3 credits
LEA 2000	Introduction to Legal Assistant Technology	3 credits
LEA 2021	Civil, Criminal, and Administrative Law I .	3 credits
LEA 2022	Civil, Criminal, and Administrative Law II	3 credits
LEA 2101	Legal Systems and Litigation Procedures .	3 credits
LEA 2210	Wills, Estates, and Trusts	3 credits
LEA 2940	Legal Assistant Seminar and Internship . . .	3 credits

CROP TECHNOLOGY AND PRODUCTION

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001	
ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000	
LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103,	
(See page 92 for further information)	

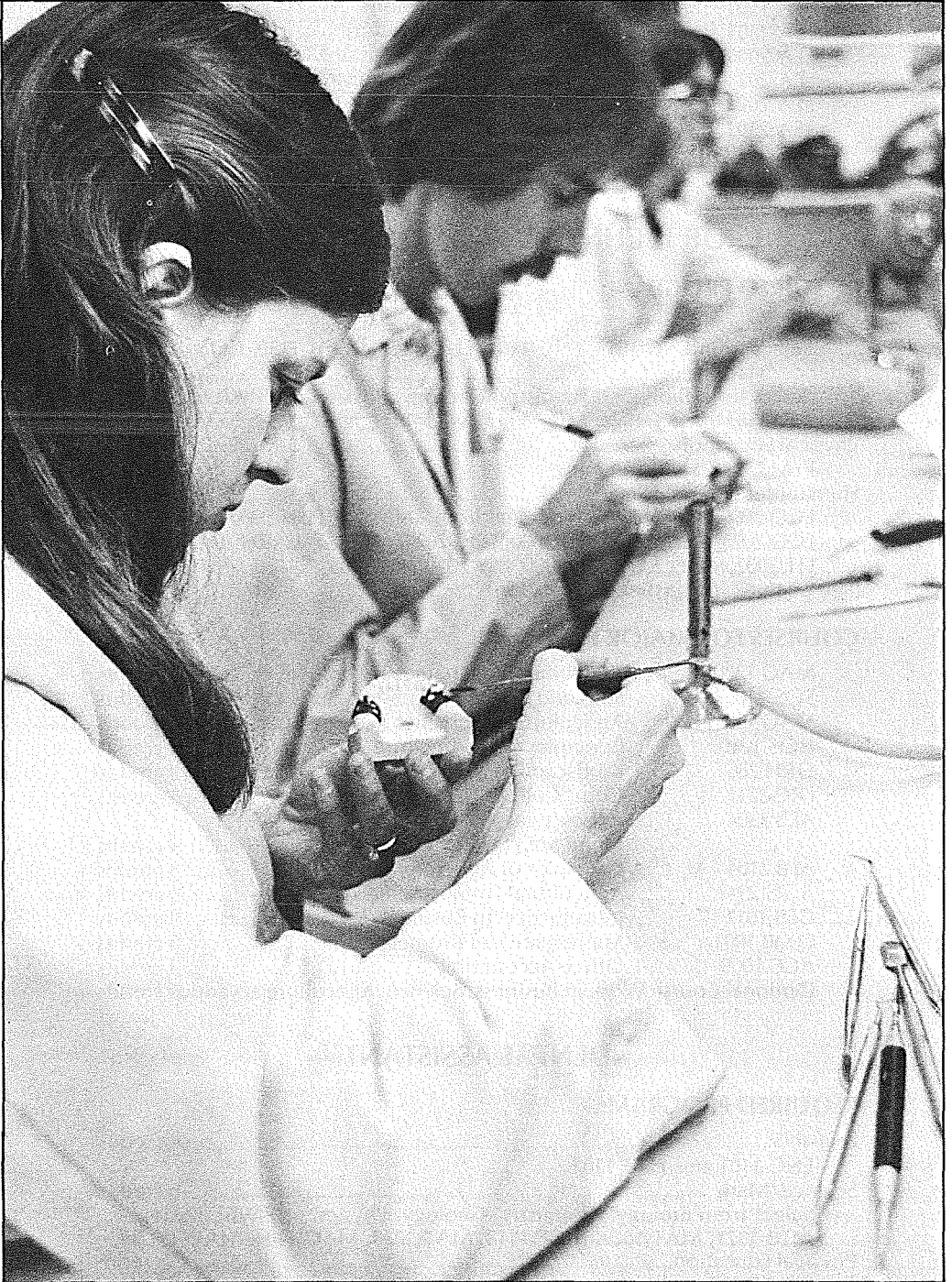
COURSES FOR MAJOR FIELD:

MAG 1220	Agricultural Mechanics Technology I	3 credits
SOS 2102	Soils and Fertilizers	3 credits
MAG 1221	Agricultural Mechanics Technology II	3 credits
HOS 1010	Principles of Horticulture	3 credits
ORH 2861	Landscape Management	3 credits
FRC 2211	Citrus Culture I	3 credits
AEB 2304	Agricultural Marketing, Processing and Management	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
AGG 2941	Agricultural Employment Experience	3 credits
GEB 1011	Introduction to Business	3 credits
QMB 1001	Mathematics of Business	3 credits
ACC 1009	Office Accounting	3 credits
	Optional Course Work in Business, Science, Agriculture . . .	various credits

DENTAL ASSISTANT

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
PSY 2012 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2013	



Among the training programs for dental lab technicians, IRCC's ranks at the top in the country. Students, who receive both theoretical and hands-on experience at IRCC, scored higher on the national registry exam last year than students from any other dental lab program.

ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000
 LIT 2002, MUH 2001, PHI 2000, PHI 2100, POS 1041, POS 2112
 (See page 92 for further information)

COURSES FOR MAJOR FIELD:

EMT 1050	First Provider Concept of Emergency Care.....	3 credits
DEA 1010	Introduction to Dental Assisting.....	1 credit
DEA 1020C	Clinical Orientation.....	4 credits
DES 1200C	Dental Radiology	3 credits
DES 1000C	Dental Anatomy.....	3 credits
DES 1100	Elements of Dental Materials.....	3 credits
DEA 1820C	Intraoral Auxiliary Procedures I.....	3 credits
DES 1100L	Dental Materials Laboratory.....	1 credit
DEA 1800	Clinical Practice I.....	5 credits
DEA 1120	Related Dental Theory	3 credits
DEA 1200	Dental Office Management.....	3 credits
DEA 1821C	Intraoral Auxiliary Procedures II.....	3 credits
DEA 1801	Clinical Practice II.....	5 credits
SPC 1022	Fundamentals of Speech	3 credits
DEA 1802	Clinical Practice III.....	6 credits
SES 1100	Elementary Typewriting.....	3 credits (proficiency essential for graduation)
PSY 2012	Introduction to Psychology.....	3 credits

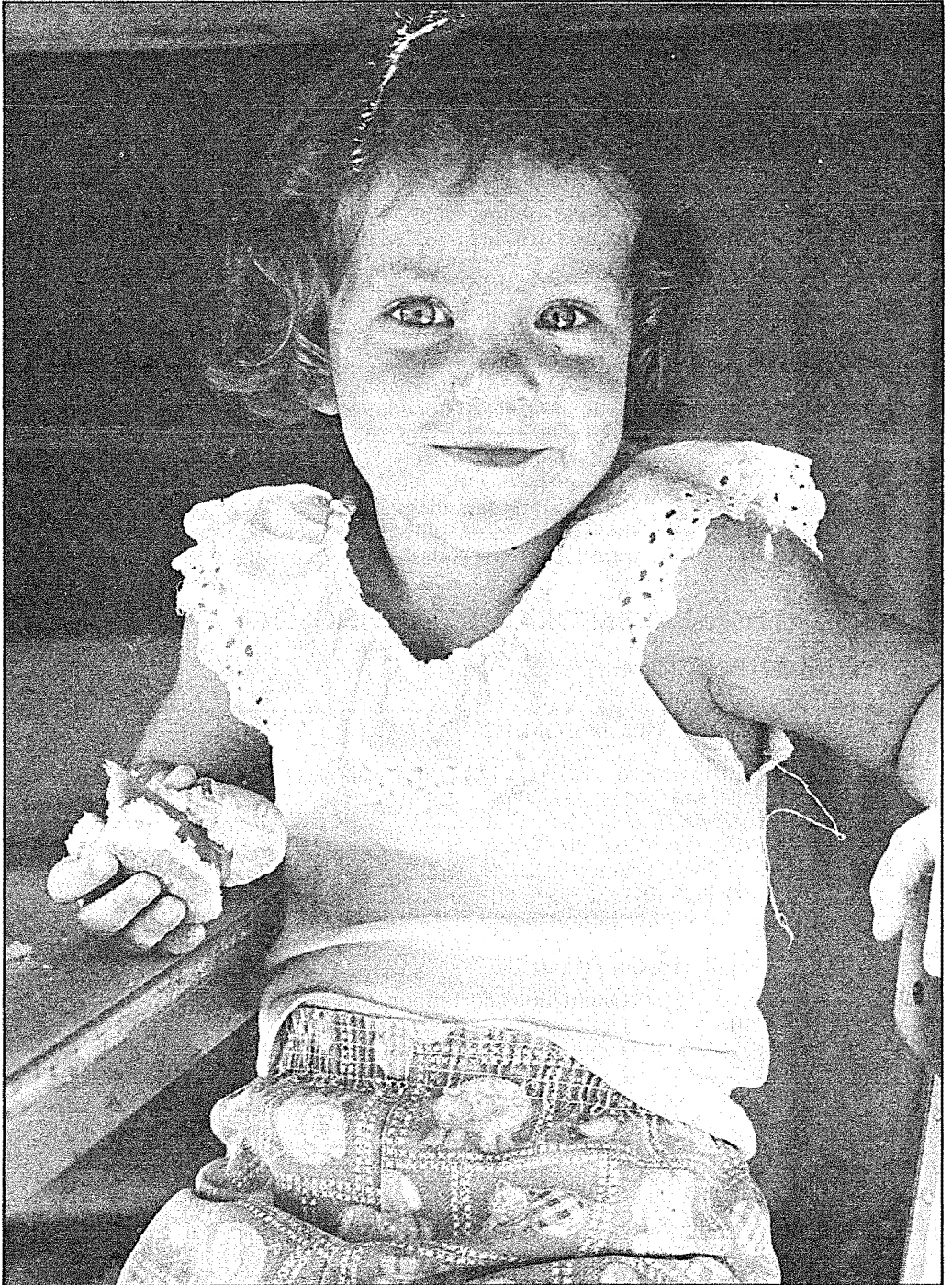
DENTAL LABORATORY TECHNOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101, ENC 1102, or COM 1131	
Science/Math.....	6 credits
CHM 1010, PHY 1020, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114.	
Physical Education.....	2 credits
PEM 1102C, PEN 1121L, PEN 1122L	
Humanities — Social Science.....	6 credits
SOC 2000, POS 1041	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

DTE 1001	Orientation and Termonology.....	1 credit
DTE 1010	Oral Anatomy	2 credits
DTE 1020	Tooth Physiology and Anatomy Theory.....	2 credits
DTE 1020L	Tooth Physiology and Anatomy Lab.....	3 credits
DTE 1103	Complete Dentures Theory.....	2 credits
DTE 1103L	Complete Dentures Lab.....	3 credits
DTE 1122	Partial Dentures Theory	2 credits
DTE 1122L	Partial Dentures Lab	3 credits
DTE 1007	Dental Materials — I	2 credits
DTE 1132	Orthodontic and Pedodontic Theory.....	1 credit
DTE 1132L	Orthodontic and Pedodontic Lab.....	2 credits
DTE 1102	Occlusal Topography Theory.....	1 credit
DTE 1102L	Occlusal Topography Lab.....	2 credits
DTE 2133	Advanced Orthodontic and Pedodontic.....	2 credits



Birght-eyed, lively, and inquisitive describe the children whose parents use the services of the IRCC Child Care Center, the learning lab for IRCC students pursuing degrees in Early Childhood Education and Child Care Management.

DTE 2133L	Advanced Orthodontic and Pedodontic Lab	3 credits
DTE 2123	Advanced Removable Prosthodontics Theory	2 credits
DTE 2123L	Advanced Removable Prosthodontics Lab	5 credits
DTE 2008	Dental Materials — II	2 credits
DTE 2141	Ceramics Theory	2 credits
DTE 2141L	Ceramics Lab	3 credits
DTE 2180	Dental Laboratory Operations	2 credits
DTE 2201	Ethics and Jurisprudence	1 credit
DTE 2191	Assimilation of Dental Technology	2 credits
DTE 2161	Advanced Ceramics Theory	2 credits
DTE 2161L	Advanced Ceramics Lab	3 credits
DTE 2152	Crown & Bridge Theory	2 credits
DTE 2152L	Crown & Bridge Lab	3 credits
DTE 2155	Advanced Fixed Prosthodontics Theory	2 credits
DTE 2155L	Advanced Fixed Prosthodontics Lab	5 credits

EARLY CHILDHOOD EDUCATION/CHILD CARE MANAGEMENT

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1136	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
PSY 2012 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2000, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200 ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012 PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

CHD 1220	Child Development	3 credits
EEC 1201	Curriculum in Early Childhood Education	3 credits
CHD 1332	Creative Experiences for the Young Child	3 credits
EEC 1262	Program Designs for Young Children	3 credits
EDF 1031	Social Elements in Early Childhood Education	3 credits
EEC 1946	Seminar in Early Childhood Education I	4 credits
EEC 1946	Seminar in Early Childhood Education II	4 credits
EEC 2946	Seminar in Early Childhood Education III	4 credits
EEC 2946	Seminar in Early Childhood Education IV	4 credits
HUN 1410	Basic Childhood Nutrition	3 credits
STD 2104	Seminar in Personal Development	3 credits
EDF 2005	Introduction to Education	3 credits
SPC 1051	Voice and Articulation Improvement	3 credits
SPC 1022	Fundamentals of Speech	3 credits
REA 1105	Developmental Reading	3 credits

PHI 1103	Critical and Creative Thinking (A)	3 credits
Optional Course Work		various credits

ELECTRONICS TECHNOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and COM 1131	
Science/Math.....	6 credits
MTB 1321 and MTB 1322	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
ANT 2410, EUH 1000, EUH 1001, ECO 2000, ECO 2013, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, HUM 2930, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD (DEGREE AND CERTIFICATE PROGRAMS):

ETE 1010C	DC Circuits	4 credits
ETE 1020C	AC Circuits	4 credits
ETE 2141C	Electronic Devices I	4 credits
ETE 2145C	Electronic Devices II	4 credits
ETE 2204C	Electronic Instruments	3 credits
ETE 2422C	Communication Circuits I	4 credits
ETE 2423C	Communication Circuits II	4 credits
ETE 2600C	Digital Circuits	4 credits
ETE 2435C	TV Circuit Analysis	4 credits
ETE 2400	FCC License Preparation	3 credits
ETD 2614C	Electronic Drafting	4 credits
COC 1300	Data Processing	3 credits

FARM AND RANCH MANAGEMENT

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math.....	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, PHI 2000	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD (DEGREE AND CERTIFICATE PROGRAM):

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II.....	3 credits
HOS 1010	Principles of Horticulture.....	3 credits
AEB 2304	Agricultural Marketing, Processing and Management.....	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development.....	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
AEB 1181	Economic Crop Production.....	3 credits
AGR 1223	Forage Production and Use.....	3 credits
ANS 1003	Introduction to Animal Science.....	3 credits
SOS 2102	Soils and Fertilizers.....	3 credits
DAS 2002	Introduction to Dairy Service.....	3 credits
ANS 2240	Beef Cattle Production.....	3 credits
AGG 2941	Agricultural Employment Experience.....	4 credits

FASHION MERCHANDISING**REQUIRED PROGRAM:**

English.....	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math.....	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD (DEGREE AND CERTIFICATE PROGRAM):

GEB 1011	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
MAR 2151	Principles of Retailing.....	3 credits
MAR 2101	Salesmanship.....	3 credits
ADV 2201	Advertising and Sales Promotion.....	3 credits
MKA 1491	Mid-Management Seminar in Fashion Merchandising.....	4 credits
MKA 1492	Mid-Management Seminar in Fashion Merchandising.....	4 credits
MAN 2300	Personnel Management.....	3 credits
CTE 1300	Clothing Selection and Construction.....	3 credits
CTE 1401	Introduction to Textiles.....	3 credits
HHD 2001	Art in Home and Dress.....	3 credits

SPC 1051 or	Speech Improvement	3 credits
SPC 1022	Fundamentals of Speech	3 credits
MKA 2103	Principles of Merchandise Display	3 credits
MKA 2202	Retail Buying Functions	3 credits

FIRE PREVENTION AND FIRE INVESTIGATION

REQUIRED PROGRAM:

English	6 credits
COM 1131 and select from ENC 1013, ENC 1101, ENC 1102, COM 1130	
Science/Math	6 credits
CHM 1010 and PHY 1020, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
SOC 2020 and POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

FFP 1008	Basic Fire Recruit Training.....	12 credits
FFP 1000	Introduction and Orientation to Firefighting	3 credits
FFP 1200	Fundamentals of Fire Prevention	3 credits
FFP 2500	Hazardous Materials.....	3 credits
FFP 2400	Firefighting Tactics and Strategy	3 credits
FFP 2540	Applied Fire Science.....	3 credits
FFP 2300	Building and Fire Codes.....	3 credits
FFP 2640	Fire Hydraulics.....	3 credits
FFP 2240	Fire Investigation	3 credits
FFP 2100	Municipal Fire Administration	3 credits
FFP 2935	Fire Science Problems	3 credits
COC 1300	Introduction to Data Processing	3 credits
PHI 2100	Introduction to Logic	3 credits
CJT 2100	Criminal Investigation	3 credits
SOC 2000	Introduction to Sociology	3 credits
ECO 2013	Principles of Economics.....	3 credits
EDF 2005	Introduction to Education	3 credits

FIRE PROTECTION ENGINEER

REQUIRED PROGRAM:

English	6 credits
COM 1131 and select from ENC 1013, ENC 1101, ENC 1102, COM 1130	
Science/Math	6 credits
CHM 1010 and PHY 1020, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
SOC 2020 and POS 2112	6 credits
(See page 92 for further information)	



Trainees enrolled in IRCC's Fire Sciences Program get on-the-job experience under controlled conditions — local condemned houses are set afire and students use accepted firefighting techniques to squelch the flames.

COURSES FOR MAJOR FIELD:

FFP 1008	Basic Fire Recruit Training.....	12 credits
FFP 1000	Introduction and Orientation to Firefighting	3 credits
FFP 2400	Firefighting Tactics and Strategy	3 credits
FFP 2640	Fire Hydraulics	3 credits
FFP 2540	Applied Fire Science.....	3 credits
FFP 2500	Hazardous Materials.....	3 credits
FFP 2100	Municipal Administration	3 credits
FFP 2300	Building and Fire Codes.....	3 credits
FFP 2935	Fire Service Problems	3 credits
FFP 1200	Fundamentals of Fire Prevention	3 credits
FFP 2240	Fire Investigation	3 credits
FFP 2948	Work Experience Internship	3 credits
FFP 1040	Introduction to Marine Fire Protection.....	3 credits
FFP 2525	Introduction to Oil Refinery and Tank Farm Fire Protection	3 credits
COC 1300	Introduction to Data Processing	3 credits
PHI 2100	Introduction to Logic	3 credits
CJT 2100	Criminal Investigation.....	3 credits
EDF 2005	Introduction to Education.....	3 credits

FIRE SUPPRESSION AND FIRE MANAGEMENT**REQUIRED PROGRAM:**

English	6 credits
COM 1131 and select from ENC 1013, ENC 1101, ENC 1102, COM 1130	
Science/Math	6 credits
CHM 1010 and PHY 1020, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
SOC 2020 and POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

FFP 1008	Basic Fire Recruit Training.....	12 credits
FFP 1000	Introduction and Orientation to Firefighting	3 credits
FFP 2500	Hazardous Materials.....	3 credits
FFP 2400	Firefighting Tactics and Strategy	3 credits
FFP 2540	Applied Fire Science.....	3 credits
FFP 2300	Building and Fire Codes.....	3 credits
FFP 2640	Fire Hydraulics.....	3 credits
FFP 2935	Fire Service Problems	3 credits
FFP 1040	Introduction to Marine Fire Protection.....	3 credits
FFP 2525	Introduction to Oil Refinery and Tank.....	3 credits
	Farm Fire Protection	
COC 1300	Introduction to Data Processing	3 credits
PHI 2100	Introduction to Logic	3 credits
CJT 2100	Criminal Investigation.....	3 credits
ECO 2013	Principles of Economics.....	3 credits

SOC 2000	Introduction to Sociology	3 credits
EDF 2005	Introduction to Education.....	3 credits

GENERAL DRAFTING

REQUIRED PROGRAM:

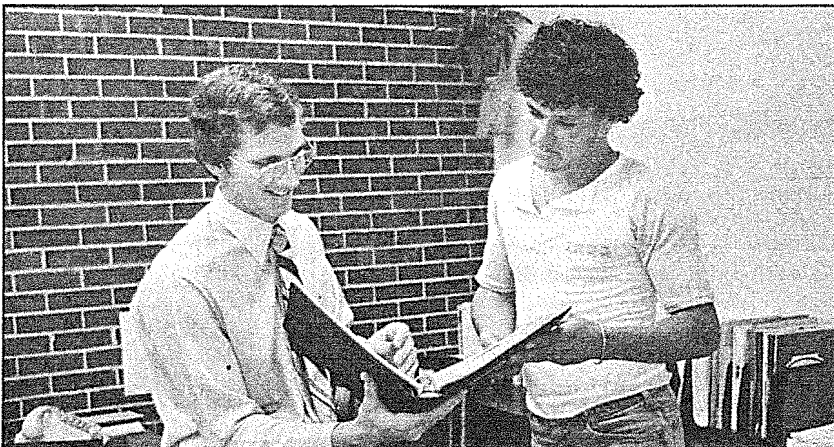
English	6 credits
COM 1131 and select from ENC 1013, ENC 1101, ENC 1102, COM 1130	
Science/Math	6 credits
PSC 1341 and PSC 1311, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2000, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

ETD 1111C	Technical Drafting I	3 credits
ETD 1112C	Technical Drafting II	3 credits
MTB 1321	Technical Math I	3 credits
MTB 1322	Technical Math II	3 credits
ETC 2100C	Elementary Surveying.....	3 credits
ETC 2200C	Advanced Surveying	3 credits
ETD 1121C	Civil Drafting	3 credits
ETD 1515C	Charts and Graphs	2 credits
ETD 1516C	Intersections and Developments	2 credits
ETD 2821C	Pictorial Drafting	3 credits
ETD 2801C	Illustrations	3 credits
BCN 1210	Materials of Construction	3 credits
BCN 1250C	Architectural Drafting Principles	3 credits
BCN 2251C	Architectural Drafting - Residential	3 credits
BCN 2253C	Architectural Drafting - Commercial	3 credits
ETM 1820	Engineering Materials	3 credits
EGN 1130C	Descriptive Geometry	3 credits

Through the resource materials and professional guidance in the Career Planning and Placement Office, students can channel their interests into suitable careers such as General Drafting.



HOME ECONOMICS

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	8 credits
Select from lab courses in Biology, Chemistry, Geology, Physics, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAT 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

CTE 1300	Clothing Selection and Construction	3 credits
ART 1205C	Color and Design	3 credits
HUN 1001	Principles of Nutrition	3 credits
HUN 1410	Basic Childhood Nutrition	3 credits
CTE 1401	Introduction to Textiles	3 credits
CHD 1220	Introduction to Child Development	3 credits
HHD 2001	Art in Home and Dress.....	3 credits
MKA 1491	Mid-Management Seminar in Fashion.....	4 credits
	Merchandising I	
FSS 2202C	Food for the Family.....	4 credits
EEC 1946	Seminar in Early Childhood Education.....	4 credits
COA 1100	Cautious Consumer.....	3 credits
CTE 1743	Pattern Design	3 credits
CTE 2340	Advanced Clothing Construction	3 credits
EEC 1262	Programs Designs for Young Childhood or....	3 credits
EEC 1201	Principles of Early Childhood Curriculum	3 credits
EDF 1031	Social Elements in Early Childhood Education	3 credits

INDUSTRIAL ARTS

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAT 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
PSY 2012 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100	

POS 1041, POS 2112
(See page 92 for further information)

COURSES FOR MAJOR FIELD:

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
Optional Course Work	various credits

INSTITUTIONAL FOOD SERVICE

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2000, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002 MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100 POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

FSS 2284	Special Functions	3 credits
FSS 2303	Food Service Seminar and Supervised Work Experience	4 credits
MAN 2300	Personnel Management or	3 credits
MAN 2000	Principles of Management	3 credits
GEB 1011	Introduction to Business	3 credits
QMB 1001	Mathematics of Business	3 credits
DIE 2201	Nutrition and Diet Therapy or	3 credits
HUN 1201	Nutrition or	3 credits
HUN 1410	Basic Childhood Nutrition	3 credits
FSS 2221	Food Preparation I	3 credits
FSS 2222	Food Preparation II	3 credits
FOS 2221	Sanitation and Safety	3 credits
FSS 2401	Use and Care of Kitchen Equipment	3 credits
FSS 2246	Quantity Baking	3 credits
FSS 2263	Food Merchandising and Service	3 credits
ACC 1009	Office Accounting	3 credits
HHD 2001	Art in Home and Dress	3 credits
MAN 2100	Human Relations in Business	3 credits

MACHINE DRAFTING

REQUIRED PROGRAM:

English	6 credits
COM 1131 and Select from ENC 1013, ENC 1101, ENC 1102, COM 1130	
Science/Math	6 credits
PSC 1341 and PSC 1311, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	

Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002 MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II	3 credits
ETD 1515C	Charts and Graphs	2 credits
ETD 1516C	Intersections and Developments	2 credits
ETD 2711C	Machine Drafting I	3 credits
ETD 2712C	Machine Drafting II	3 credits
ETD 2301C	Numerical Drafting.....	2 credits
ETI 2411	Methods of Fabrication	3 credits
MTB 1321	Technical Mathematics I	3 credits
MTB 1322	Technical Mathematics II	3 credits
Optional Course Work	various credits	

MARINE LABORATORY TECHNOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101, COM 1131	
Science/Math	6 credits
OCE 2001, OCB 2013C, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C, PEN 1136C	
Humanities/Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2013, GEA 2002, SOC 2000, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, POS 1041, POS 2112	
(See page 92 for further information)	

SUGGESTED ELECTIVE PROGRAM

BSC 1010C	General Biology I	4 credits
BSC 1011C	General Biology II	4 credits
MTB 1321	Technical Mathematics I	3 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II	4 credits
	or	
EVS 2238	Water and Wastewater Chemistry I.....	3 credits
EVS 2239	Water and Wastewater Chemistry II.....	3 credits
PEN 1137C	Scuba II	2 credits
OCB 2720	Fundamentals of Mariculture	3 credits
OMT 2220L	Marine Instrumentation and Data Processing	3 credits
OCC 1001	Marine Geology	3 credits
	Orientation and Occupational Training.....	6 credits

PHI 1103 Critical and Creative Thinking (A) 3 credits

MECHANICAL TECHNOLOGY

English 6 credits
 ENC 1101 and ENC 1102
 Science/Math 6 credits
 PCB 2703C and PCB 2704C, MTB 1321, MAT 1024, MGF 1113,
 MAT 1033, MAC 1104, MAC 1114
 Physical Education..... 2 credits
 PEM 1102C and Swimming
 Humanities — Social Science 6 credits
 ANT 2410, EUH 1000, EUH 1001, ECO 2013, ECO 2023, GEA 2002, SOC
 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000,
 PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112
 (See page 92 for further information)

COURSES FOR MAJOR FIELD:

ETM 1800 Elementary Metallurgy 3 credits
 ETM 1801 Metallurgy 3 credits
 ETM 1802 Advanced Metallurgy 3 credits
 ETI 1110 Introduction to Quality Control..... 3 credits
 ETM 1820 Engineering Materials..... 3 credits
 ETM 1315 Hydraulics and Pneumatics..... 3 credits
 MTR 1100 Combination Welding I..... 3 credits
 MTR 1101 Combination Welding II..... 3 credits
 MTB 1321 Technical Mathematics I 3 credits
 MTB 1322 Technical Mathematics II 3 credits
 COC 1300 Introduction to Data Processing 3 credits
 ETD 1111C Technical Drafting I..... 3 credits
 ETD 1112C Technical Drafting II 3 credits

MEDICAL LAB TECHNICIAN

REQUIRED PROGRAM:

English 6 credits
 ENC 1101 and ENC 1102
 Science/Math 6 credits
 PCB 2703C and PCB 2704C, MTB 1321, MAT 1024, MGF 1113, MAT 1033,
 MAC 1104, MAC 1114
 Physical Education..... 2 credits
 PEM 1102C and Swimming
 Humanities — Social Science 6 credits
 SOC 2000 and PSY 2012
 (See page 92 for further information)

COURSES FOR MAJOR FIELD:

CHM 1045C General Chemistry I..... 4 credits
 CHM 1046C General Chemistry II 4 credits
 MAT 1033 Intermediate Algebra 3 credits
 MLS 1000C Introduction to MLT 2 credits
 MLS 1300C Hematology 6 credits
 MLS 1549C Coagulation and Blood Banking..... 6 credits

MLS 1540C	Serology and Urinalysis.....	4 credits
MLS 2620C	Clinical Chemistry.....	7 credits
MLS 2400C	Clinical Microbiology.....	7 credits
MLS 2072	Medical Laboratory Career Orientation.....	1 credit
MLS 2804	Clinical Practicum.....	9 credits

MID-MANAGEMENT IN BUSINESS AND INDUSTRY

REQUIRED PROGRAM:

English

Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131

Science/Math6 credits

Select from Biology, Chemistry, Geology, Physics, or Physical Science

MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114

Physical Education.....2 credits

PEM 1102C and Swimming

Humanities — Social Science6 credits

ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001

ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000

LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100

POS 1041, POS 2112

COURSES FOR MAJOR FIELD:

GEB 1011	Introduction to Business.....	3 credits
QMB 1001	Business Math.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
ECO 2023	Principles of Economics II.....	3 credits
MAN 2300	Principles of Management.....	3 credits
MAN 2000	Personnel Management.....	3 credits
ACC 2001	Principles of Accounting I.....	3 credits
ACC 2021	Principles of Accounting II.....	3 credits
MAN 2100	Human Relations in Business.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
REA 1120	Readings for Business People.....	3 credits
MAR 2011	Principles of Marketing.....	3 credits
SES 1100	Business Typing.....	3 credits
SES 2321	Business Machines.....	3 credits
MKA 1303	Management Seminar.....	4 credits
MKA 1313	Management Seminar.....	4 credits

MID-MANAGEMENT IN HOTEL MOTEL MANAGEMENT

REQUIRED PROGRAM:

English 6 credits

Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131

Science/Math 6 credits

Select from Biology, Chemistry, Geology, Physics, or Physical Science

MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114

Physical Education..... 2 credits

PEM 1102C and Swimming

Humanities — Social Science 6 credits

ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001

ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000
 LIT 2002, MUH 2001, PHI 2000, HUM 2930, PSY 2012, PHI 1103, PHI 2100
 POS 1041, POS 2112

(See page 92 for further information)

COURSES FOR MAJOR FIELD (DEGREE AND CERTIFICATE PROGRAM):

MAN 1700	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
ACC 1009	Office Accounting.....	3 credits
MKA 1303	Mid-Management Seminar I.....	4 credits
MKA 1313	Mid-Management Seminar II.....	4 credits
MKA 2323	Mid-Management Seminar III (for degree program).....	4 credits
MKA 2333	Mid-Management Seminar IV (for degree program).....	4 credits
MAN 2300	Personnel Management.....	3 credits
MAN 2000	Principles of Management.....	3 credits
HFT 2010	Introduction to Hotel-Motel Administration Management.....	3 credits
HFT 2300	Hotel-Motel Housekeeping.....	3 credits
HFT 2411	Front Office Procedures.....	3 credits
FSS 2300	Food Service Supervision and Management..	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
ADV 2201	Advertising and Sales Promotion.....	3 credits

MID-MANAGEMENT IN MARKETING & RETAILING

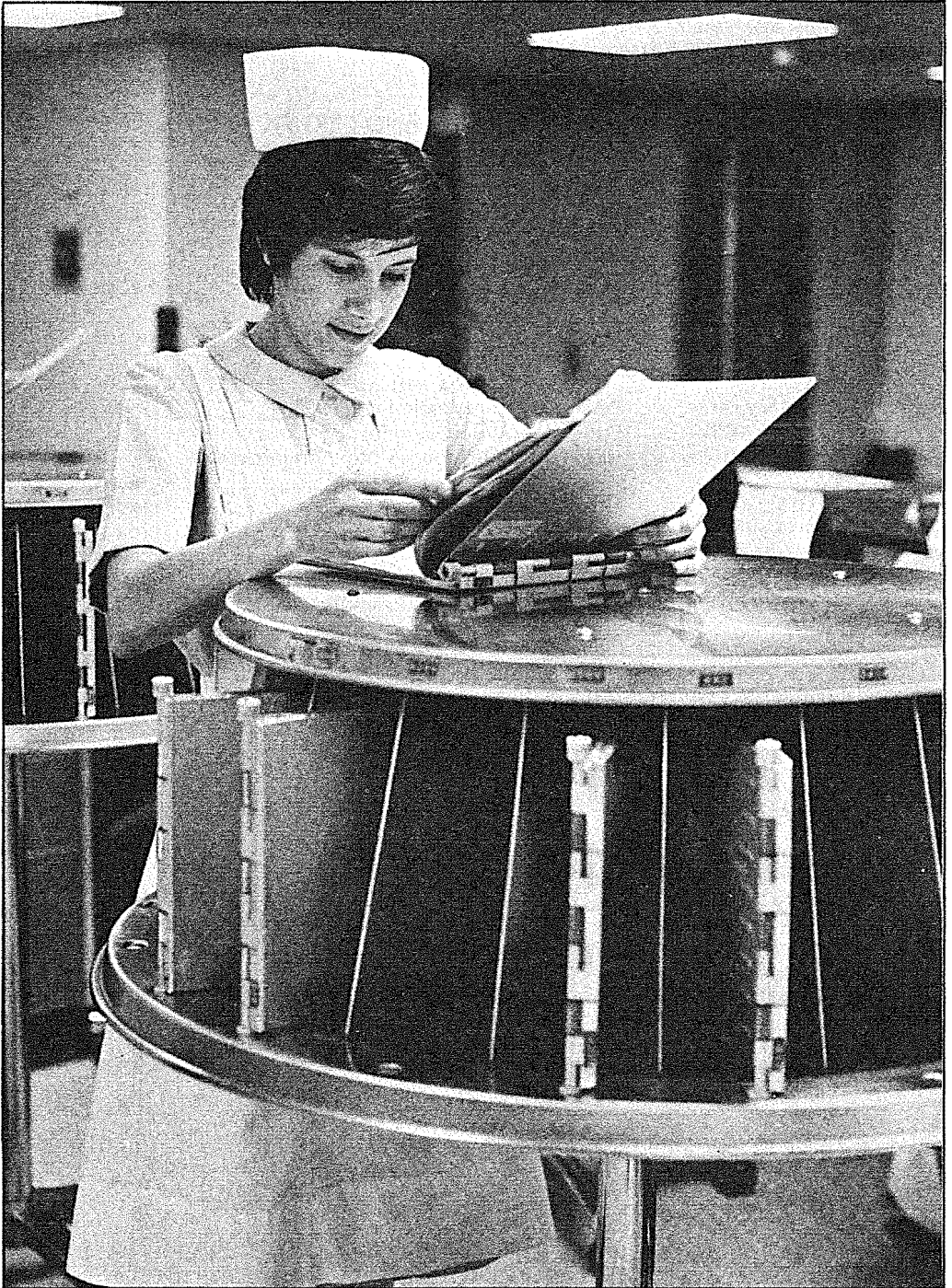
REQUIRED PROGRAM:

English.....	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math.....	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001	
ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000	
LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100	
POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

GEB 1011	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
ACC 1009	Office Accounting.....	3 credits
MAR 2011	Principles of Marketing.....	3 credits
MAR 2151	Principles of Retailing.....	3 credits
MKA 1303	Mid-Management Seminar I.....	4 credits



Through agreements between IRCC and local care facilities, student nurses actually work in hospitals and care for patients under the close supervision of instructors and hospital personnel.

MKA 1313	Mid-Management Seminar II.....	4 credits
MKA 2323	Mid-Management Seminar III	4 credits
MKA 2333	Mid-Management Seminar IV	4 credits
ADV 2201	Advertising and Sales Promotion	3 credits
MAR 2101	Salesmanship	3 credits
BUL 2111	Business Law I.....	3 credits
MAN 2300	Personnel Management	3 credits
MAN 2000	Principles of Management	3 credits

NURSING

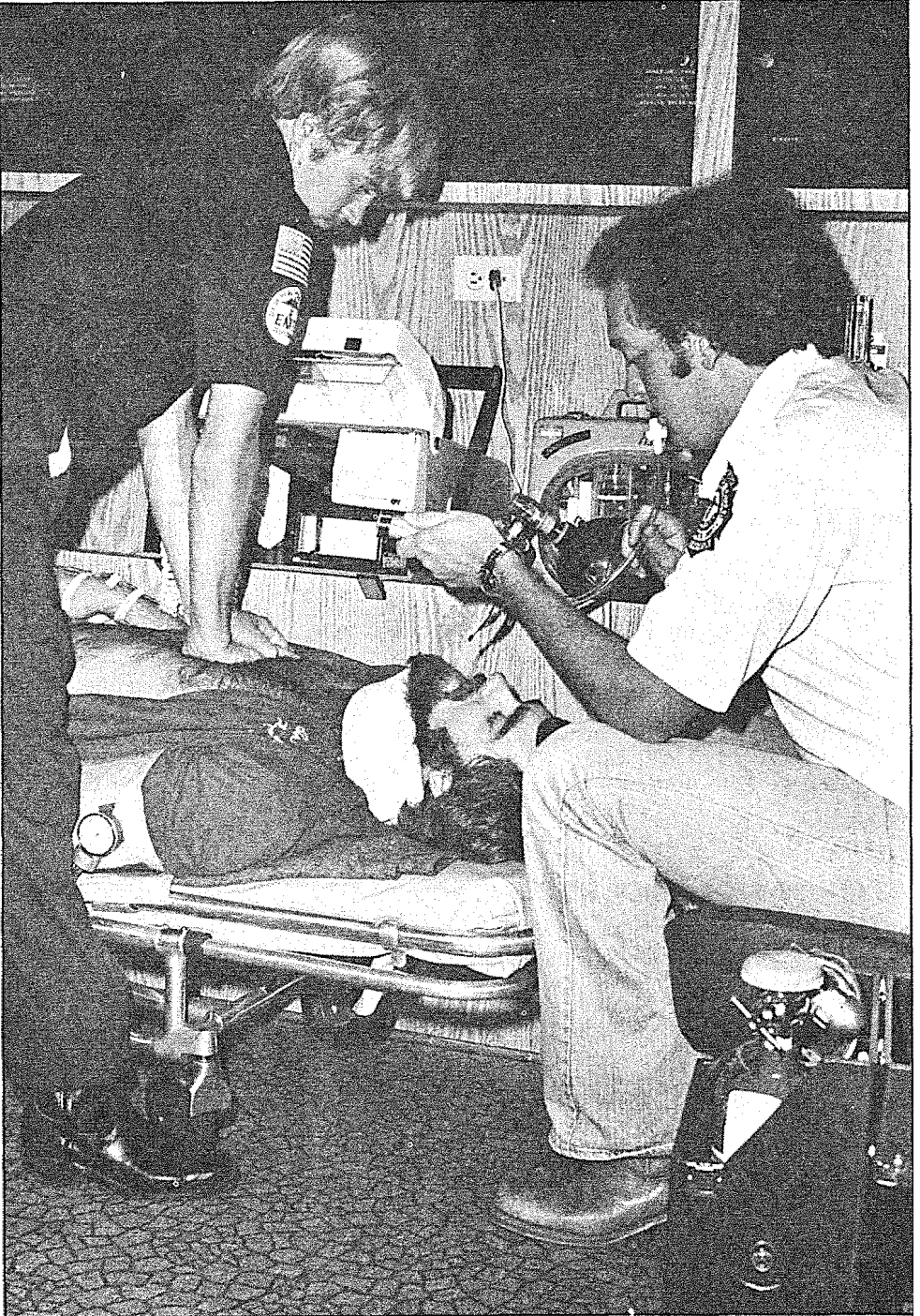
REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102	
Science/Math	8 credits
PCB 2703C and PCB 2704C, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
PSY 2012 and SOC 2000	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

NUU 1140	Nursing Fundamentals (Lecture)	8 credits
NUU 1140L	Nursing Fundamentals (Lab)	0 credits
NUR 1200C	Medical Surgical Nursing I	5 credits
NUR 1201C	Medical Surgical Nursing II	5 credits
NUR 2220C	Medical Surgical Nursing III.....	12 credits
NUR 2310C	Mental Health Psychiatric Nursing	5 credits
NUR 2110C	Maternity Nursing.....	4 credits
NUR 2120C	Pediatric Nursing	5 credits
NUU 2110	Nursing Trends	2 credits
DIE 2201	Nutrition and Diet Therapy.....	3 credits
MCB 1010C	Microbiology	4 credits
EDF 2110	Human Development	3 credits



Hundreds of hours are devoted to the learning and practice of life-saving techniques before a student is ready to graduate from IRCC's Emergency Medical Training Program.

OCEANOGRAPHIC TECHNOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101, COM 1131	
Science/Math	6 credits
OCE 2001, OCB 2013C, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C, PEN 1136C	
Humanities/Social Science.....	6 credits
Select from ANT 2410, EUH 1001, ECO 2013, EUH 1000, GEA 2002, SOC 2000, ARH 2000, LIT 2002, MUH 2001, PHI 2000, PSY 2012, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

MTB 1321	Technical Mathematics I	3 credits
PEN 1137C	Scuba II	2 credits
OMT 2220L	Marine Instrumentation and Data Processing	3 credits
ETE 1010C	Basic Electricity.....	3 credits
OMT 1500	Marine Electronics.....	3 credits
OMT 1800	Basic Seamanship.....	3 credits
MET 1010	Introduction to Meteorology.....	3 credits
OMT 1112	Marine Welding I	3 credits
OMT 1113	Marine Welding II.....	3 credits

PARAMEDIC

REQUIRED PROGRAM:

English	6 credits
ENC 1101, ENC 1102 or COM 1131	
Science/Math	6 credits
PCB 2703C and PCB 2704C, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C, PEN 1121L, or PEN 1122L	
Humanities/Social Sciences	6 credits
PSY 2012 and SOC 2000	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

EMT 1186C	Fundamentals of Emergency Care.....	7 credits
EMT 2281C	Medical and Traumatic Emergencies	6 credits
EMT 2804C	Clinical and Extrication	5 credits
EMT 2209	Advanced Life Support Emergencies.....	6 credits
EMT 2824C	Clinical and Field Experience.....	5 credits
MAT 1024	Fundamentals of Mathematics	3 credits
MTB 1321	Technical Mathematics I	3 credits
PHY 1020	Physics for Non-Science Majors.....	3 credits
PHY 2053C	General Physics	4 credits

BCH 1020	Bio-Chemistry for Health Sciences	3 credits
SOC 2020	Social Problems	3 credits
EAB 2430	Narcotics and Other Drugs	3 credits

PLANT SCIENCE

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities/Social Science	6 credits
ECO 2000 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001	
ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000	
LIT 2002, MUH 2001, PHI 2000, PSY 2012, PHI 1103,	
PHI 2100, POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

MAG 1220	Agricultural Mechanics I	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AEB 2304	Agricultural Marketing, Processing & Management	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
AGG 2940	Farm and Ranch Jobs, Skills & Development	3 credits
ANS 1221	Farm and Ranch Management	3 credits
AEB 1181	Economic Crop Production	3 credits
AGR 1223	Forage Production and Use	3 credits
ORH 1262	Floriculture Production	3 credits
SOS 2102	Soils and Fertilizers	3 credits
ORH 2510	Landscape Plant Materials	3 credits
PMA 2210	Insects and Disease and Pests of Ornamental Plants	3 credits
ORH 2260	Greenhouse Management	3 credits
Optional Course Work	various credits	

PUBLIC ADMINISTRATION

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science	
MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	

Humanities/Social Science 6 credits
 POS 1041 and POS 2112
 (See page 92 for further information)

SUGGESTED ELECTIVE PROGRAM:

PAD 2000	Introduction to Public Administration.....	3 credits
PAD 2440	Human Relations in Public Administration.....	3 credits
PAD 2203	Principles of Public Administration	3 credits
PAD 2204	Methods and Procedures in Public Administration.....	3 credits
PAD 2205	Public Administration Leadership Development.....	3 credits
PAD 2206	Grantsmanship in Public Administration	3 credits
PAD 1060	Public Administration Seminar and Supervised Work Experience I.....	4 credits
PAD 1061	Public Administration Seminar and Supervised Work Experience II.....	4 credits
ACC 2001	Principles of Accounting	3 credits
HUS 2205	Social Services Institutions and The Community	3 credits
SOC 2020	Social Problems.....	3 credits
ECO 2013	Principles of Economics.....	3 credits
PCB 1030	Introduction to Ecology	3 credits
SPC 1022	Fundamentals of Speech	3 credits

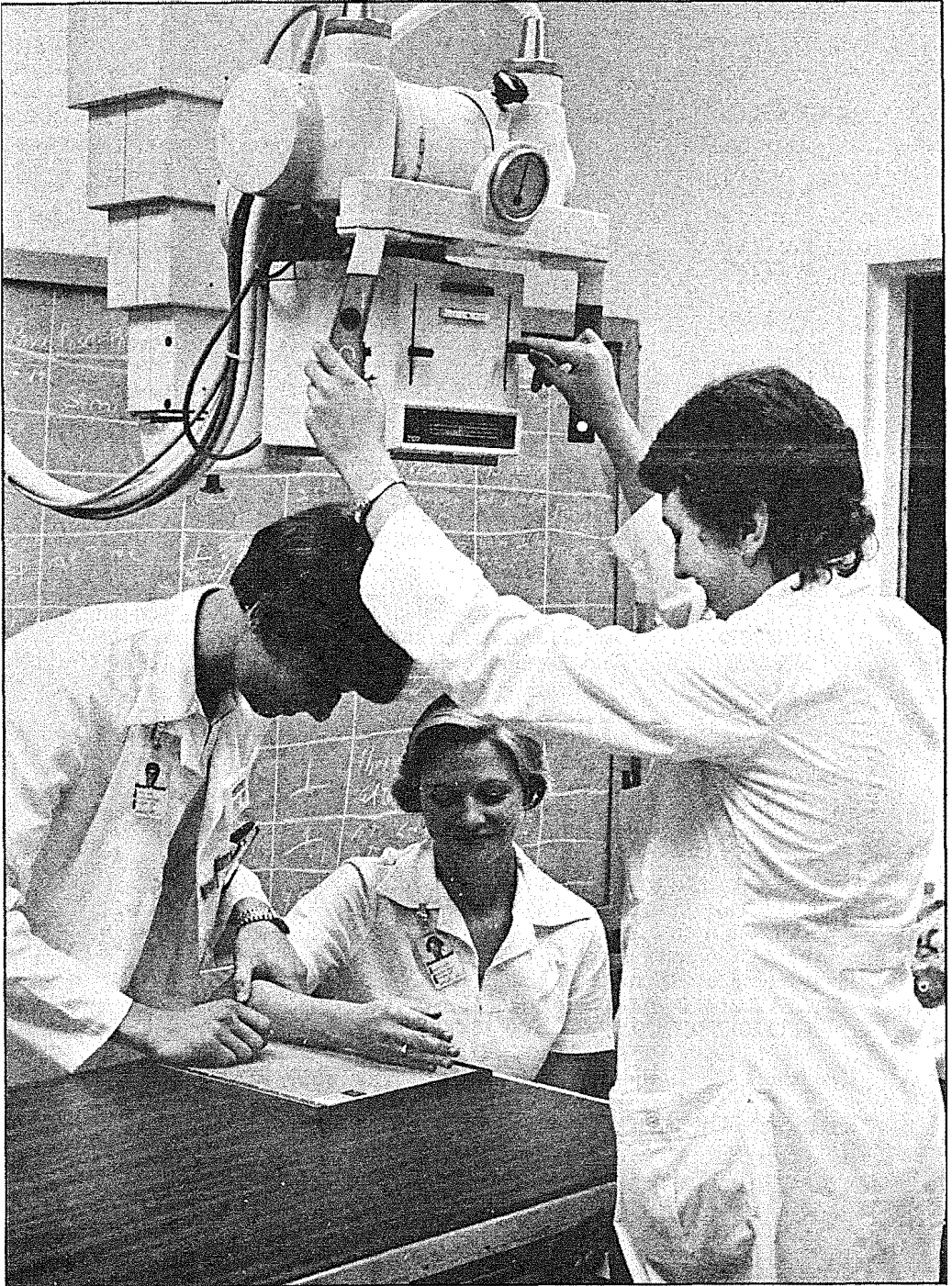
QUALITY CONTROL

REQUIRED PROGRAM:

English 6 credits
 ENC 1101 and COM 1131
 Science/Math 6 credits
 PSC 1341, PSC 1311, MTB 1321, MAT 1024, MGF 1113, MAT 1024,
 MAC 1104, MAC 1114
 Physical Education..... 2 credits
 PEM 1102C and Swimming
 Humanities/Social Science 6 credits
 GEA 2002 or POS 1041 and select from EUH 1000, EUH 1001, ECO 2000,
 ECO 2013, ECO 2023, SOC 2000, SOC 2020, ARH 2000, LIT 2002
 MUH 2001, PHI 2000, PSY 2012, POS 2112
 (See page 92 for further information)

COURSES FOR MAJOR FIELD:

ETI 1110	Introduction to Quality Control.....	3 credits
ETI 1100	Statistical Quality Control	3 credits
ETI 1121	Introduction to Non-Destructive Testing.....	3 credits
ETI 1130	Introduction to Reliability	3 credits
ETI 1115	Quality Control Documentation.....	3 credits
ETI 1150	Introduction to Metrology	3 credits
ETI 1140	Quality Control Engineering.....	3 credits
ETM 1820	Engineering Materials.....	3 credits



Radiologic Technology students learn how to correctly position the X-ray equipment that they will use in their careers by simulating the procedure on each other.

MTB 1321	Technical Mathematics I	3 credits
MTB 1322	Technical Mathematics II	3 credits
ETM 1800	Elementary Metallurgy	3 credits
COC 1300	Introduction to Data Processing	3 credits
Optional Course Work	various credits

RADIOLOGIC TECHNOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102 or COM 1131	
Science/Math	6 credits
PCB 2703C and PCB 2704C, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Humanities — Social Science	6 credits
SOC 2000 and PSY 2012	
(See page 92 for further information)	

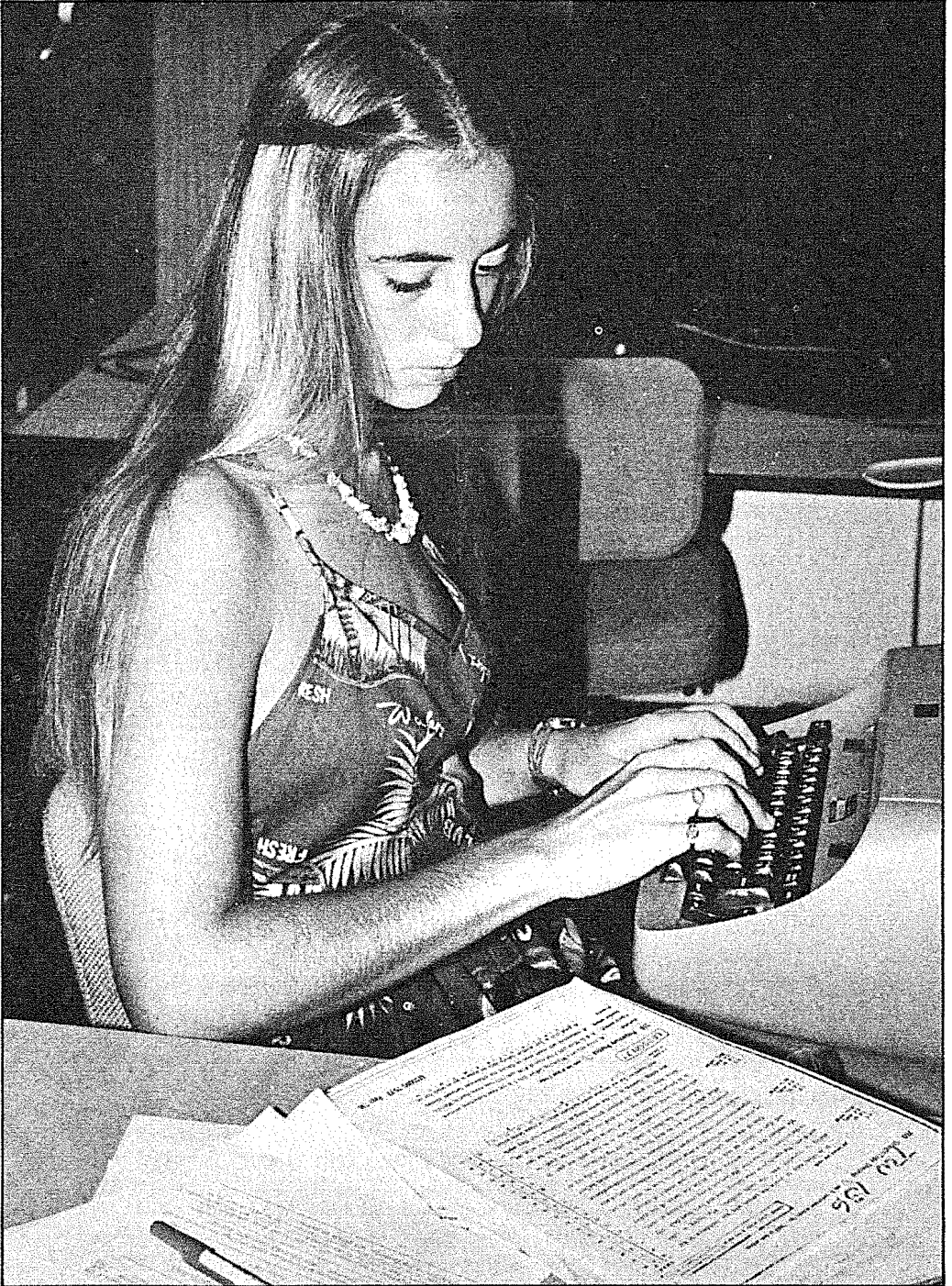
COURSES FOR MAJOR FIELD:

RTE 1503	Radiologic Positioning I.....	2 credits
RTE 1612L	Radiologic Techniques I	3 credits
RTE 1803L	Radiologic Clinical Education.....	3 credits
RTE 1526	Radiologic Positioning II	3 credits
RTE 1411	Radiologic Techniques II.....	3 credits
RTE 1814L	Radiologic Clinical Education.....	3 credits
RTE 1827	Radiologic Positioning III	2 credits
RTE 1822L	Radiologic Clinical Education.....	2 credits
RTE 1832L	Radiologic Clinical Education.....	3 credits
RTE 2545	Radiologic Positioning IV	2 credits
RTE 2304	Radiologic Techniques III.....	3 credits
RTE 2838L	Radiologic Clinical Education.....	4 credits
RTE 2562	Special Procedures I	2 credits
RTE 2151	Radiologic Disease	1 credit
RTE 2848L	Radiologic Clinical Education.....	4 credits
RTE 2563	Special Procedures II.....	2 credits
RTE 2852L	Radiologic Clinical Education.....	2 credits
RTE 2862L	Radiologic Clinical Education.....	3 credits
RTE 2881L	Internship	6 credits
MAT 1024	Fundamentals of Mathematics	3 credits

REAL ESTATE

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology or Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
Select from EUH 1000, EUH 1001, ECO 2013, ECO 2023, GEA 2002	



Secretarial science has come a long way in the past few years, with the advent of electronic office equipment. IRCC's modern word processing lab allows students to move well beyond the fundamentals of typing and shorthand.

SOC 2000, MAF 2200, ARH 2000, LIT 2002, MUH 2001, PHI 2000
 PSY 2012, PHI 2100

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

GEB 1011	Introduction to Business	3 credits
QMB 1001	Mathematics of Business or	3 credits
ACC 1009	Office Accounting	3 credits
ACC 2001	Principles of Accounting and	3 credits
REE 1000	Real Estate Principles and Practices I or ..	3 credits
REE 1400	Real Estate Licensing Law	3 credits
REE 1000	Real Estate Principles and Practices I (Special Pre-licensing course).....	4 credits
REE 1200	Real Estate Financing	3 credits
REE 1030	Real Estate Salesmanship	3 credits
REE 2041	Real Estate Principles and Practices II	3 credits
REE 1101	Real Estate Appraising	3 credits
REE 1440	Florida Real Estate Land Titles	3 credits
REE 1220	Real Estate Mortgage Financing	3 credits
REE 2090	Real Estate Post Licensing	1 credit
BUL 2111	Business Law I or	3 credits
MAN 2300	Personnel Management	3 credits
MAN 2000	Principles of Management	3 credits
ADV 2201	Principles of Advertising	3 credits
MAN 2100	Human Relations in Business	3 credits

SECRETARIAL SCIENCE

English	6 credits
ENC 1101 and ENC 1102 or COM 1130	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science MTB 1321, MAT 1024, MGF 1113, MA 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities/Social Science	6 credits
ECO 2000 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2013 ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002 MUH 2001, PHI 2000, PSY 2012, PHI 1103, PHI 2100 POS 1041, POS 2112	

(See page 92 for further information)

COURSES FOR MAJOR FIELD:

SES 1100	Elementary Typewriting	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
SES 1210	Introductory Shorthand.....	3 credits
SES 1211	Intermediate Shorthand.....	3 credits
SES 2212	Dictation and Transcription.....	3 credits
QMB 1001	Mathematics of Business	3 credits
ACC 1009	Office Accounting	3 credits
GEB 1011	Introduction to Business.....	3 credits
SES 2311	Office Practice.....	3 credits
SES 2490	Secretarial Seminar & Sup. Work Exp.	4 credits
SES 2361	Machine Transcription I	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits

SOCIAL SERVICES TECHNOLOGY

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
SOC 2000 and SOC 2020	
(See page 92 for further information)	

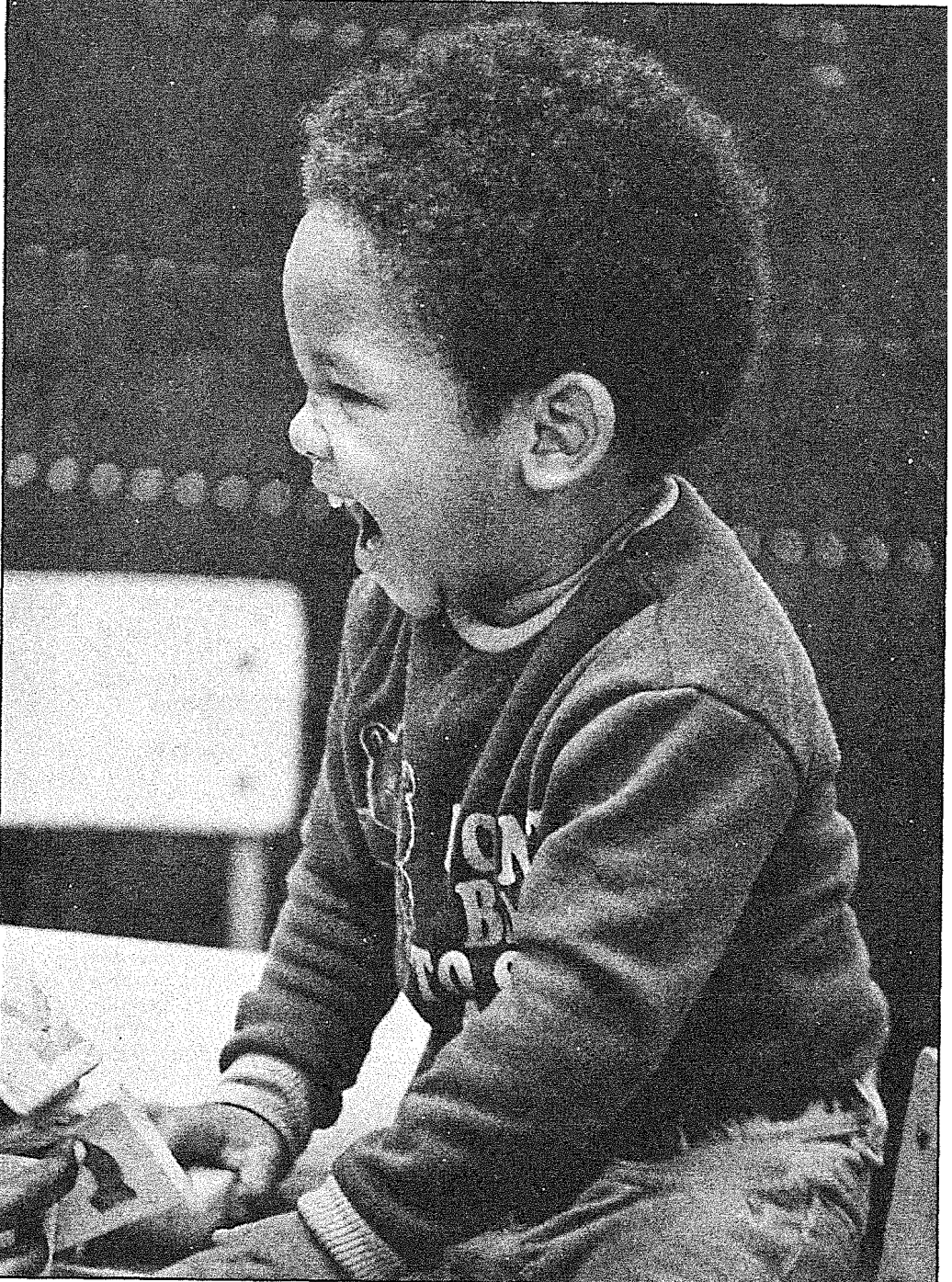
SUGGESTED ELECTIVE PROGRAM:

HUS 1000	Introduction to Social Services Technology	3 credits
HUS 1010	Preparation for Social Services Occupations	3 credits
HUS 2205	Social Services Institutions and the Community	3 credits
HUS 2207	Methods and Procedures in Social Services	3 credits
HUS 2810	Social Services Technology Seminar and Supervised Work Experience I	3 credits
HUS 2811	Social Services Technology Seminar and Supervised Work Experience II	3 credits
SES 1100	Elementary Typewriting	3 credits
COM 1130	Secretarial Communications	3 credits
SPC 1022	Fundamentals of Speech	3 credits
PSY 2012	Introduction to Psychology.....	3 credits
ANT 2410	Introduction to Cultural Anthropology.....	3 credits
Optional Course Work.....	various credits	

TEACHER AIDE GENERAL

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education.....	2 credits
PEM 1102C and Swimming	
Humanities — Social Science.....	6 credits
PSY 2012 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2000 ECO 2013, ECO 2023, GEA 2002, SOC 2000, SOC 2020, MAF 2200 ARH 2000, LIT 2002, MUH 2001, PHI 2000, HUM 2930, PHI 1103, PHI 2100 POS 1041, POS 2112	
(See page 92 for further information)	



"It's FUN to learn!" is the attitude that Teacher's Aide students strive to reinforce in all the children that they work with in the IRCC Child Care Center.

COURSES FOR MAJOR FIELD:

EDF 2005	Introduction to Education	3 credits
EDF 2110	Human Development	3 credits
EEC 1946	Seminar in Early Childhood Education	4 credits
QMB 1001	Mathematics of Business	3 credits
ACC 1009	Office Accounting	3 credits
SES 1100	Elementary Typewriting	3 credits
SES 1110	Intermediate Typewriting	3 credits
SES 1120	Advanced Typewriting	3 credits
SES 2311	Office Practice	3 credits
SES 2361	Machine Transcription I	3 credits
SES 2158	Reprographics	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits
Optional Course Work		various credits

TEACHER AIDE

Elementary and Secondary

REQUIRED PROGRAM:

English	6 credits
Select from ENC 1013, ENC 1101, ENC 1102, COM 1130, COM 1131	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, or Physical Science	
MAT 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114	
Physical Education	2 credits
PEM 1102C and Swimming	
Humanities — Social Science	6 credits
PSY 2012 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2023	
GEA 2002, SOC 2000, SOC 2020, MAF 2200, ARH 2000, LIT 2002	
MUH 2001, PHI 2000, HUM 2930, PHI 1103, PHI 2100, POS 1041, POS 2112	
(See page 92 for further information)	

COURSES FOR MAJOR FIELD:

EDF 2005	Introduction to Education	3 credits
EDF 2110	Human Development	3 credits
EDP 2002	Educational Psychology	3 credits
EEC 1946	Seminar in Early Childhood Education	4 credits
SES 1100	Elementary Typewriting	3 credits
SES 1110	Intermediate Typewriting	3 credits
SES 1120	Advanced Typewriting	3 credits
PHI 1103	Critical and Creative Thinking (A)	3 credits
Optional Course Work		various credits

TECHNICAL EDUCATION CERTIFICATE**(College Credit)**

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 Radiologic Technology, Dental Laboratory Technology and Paramedics. This permits a student to begin earning money at the completion of his or her 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 Division a thirty-hour program of "related subjects" designed especially for him or her in the interest of preparing for a pre-determined job. For sequence of courses, and prerequisites, refer to the course listings beginning on page 163.

CERTIFICATE IN AGRIBUSINESS

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AEB 2304	Agricultural Marketing, Processing & Management	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
AEB 1181	Economic Crop Production.....	3 credits
FRC 2211	Citrus Culture I.....	3 credits
ORH 1262	Floriculture Production.....	3 credits
ANS 1003	Introduction to Animal Science.....	3 credits
ORH 2861	Landscape Management.....	3 credits
AEB 2143	Agricultural Finance	3 credits
ORH 2260	Greenhouse Management.....	3 credits

CERTIFICATE IN AGRICULTURAL MECHANICS

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AEB 2304	Agricultural Marketing, Processing, & Management	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development.....	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
MAG 1222	Agricultural Mechanics III	3 credits
MAG 1223	Agricultural Mechanics IV.....	3 credits

ORH 2260	Greenhouse Management.....	3 credits
AGG 2941	Agricultural Employment Experience	4 credits
	Optional Course Work	up to 6 credits

CERTIFICATE IN ANIMAL SCIENCE

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

MAG 1220	Agricultural Mechanics I.....	3 credits
MAG 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AEB 2304	Agricultural Marketing, Processing & Management	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development	3 credits
ANS 1221	Farm and Ranch Management.....	3 credits
AGR 1223	Forage Production and Use.....	3 credits
ANS 1003	Introduction to Animal Science	3 credits
ANS 1401	Animal Nutrition	3 credits
VES 1005	Animal Diseases and Pests	3 credits
ASG 1993	Livestock Selection	3 credits
ANS 1310	Animal Reproduction.....	3 credits
ANS 2240	Beef Cattle Production.....	3 credits
ANS 2241	Beef Cattle Management	3 credits

CERTIFICATE IN CHILD CARE SERVICES

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

CHD 1220	Child Development	3 credits
EEC 1201	Curriculum in Early Childhood Education	3 credits
CHD 1332	Creative Experiences for the Young Child.....	3 credits
EEC 1262	Program Designs for Young Children.....	3 credits
EDF 1031	Social Elements in Early Childhood Education	3 credits
EEC 1946	Seminar in Early Childhood Education I	4 credits
EEC 1946	Seminar in Early Childhood Education II	4 credits
EEC 1946	Seminar in Early Childhood Education III.....	4 credits
EEC 1946	Seminar in Early Childhood Education IV.....	4 credits
HUN 1410	Basic Childhood Nutrition	3 credits
STD 2104	Seminar in Personal Development	3 credits
EDF 2005	Introduction to Education	3 credits
SPC 1051	Voice and Articulation Improvement.....	3 credits
SPC 1022	Fundamentals of Speech	3 credits
REA 1105	Developmental Reading	3 credits

CERTIFICATE IN CITRUS TECHNOLOGY AND PRODUCTION

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

MAG 1220	Agricultural Mechanics Technology I	3 credits
MAC 1221	Agricultural Mechanics II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AEB 2304	Agricultural Marketing, Processing & Management	4 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AGG 2940	Farm and Ranch Jobs, Skills and Development	3 credits
ANS 1221	Farm and Ranch Management	3 credits
SOS 2102	Soils and Fertilizers	3 credits
FRC 2211	Citrus Culture I	3 credits
FRC 2220	Citrus Culture II	3 credits
PMA 2201	Citrus Insects and Diseases	3 credits
ORH 2861	Landscape Management	3 credits
MAG 1222	Agricultural Mechanics III	3 credits
MAG 1223	Agricultural Mechanics IV	3 credits

CERTIFICATE IN CLERICAL TYPING

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

ENC 1013	Fundamentals of Writing.....	3 credits
ENC 1101	Communications.....	3 credits
COM 1130	Secretarial Communications.....	3 credits
REA 1105	Developmental Reading.....	3 credits
REA 1106	Developmental Reading.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
GE 1011	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business	3 credits
SES 2361	Machine Transcription I	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
ACC 1009	Office Accounting	3 credits
SES 2311	Office Practice.....	3 credits

CERTIFICATE IN CROP TECHNOLOGY & PRODUCTION

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

MAG 1220	Agricultural Mechanics Technology I	3 credits
SOS 2102	Soils and Fertilizers	3 credits
MAG 1221	Agricultural Mechanics Technology II	3 credits
HOS 1010	Principles of Horticulture	3 credits
ORH 2861	Landscape Management	3 credits

FRC 2211	Citrus Culture I	3 credits
AEB 2304	Agricultural Marketing, Processing & Management	3 credits
AEB 2104	Principles of Agricultural Economics	3 credits
AGG 2941	Agricultural Employment Experience	3 credits
AGR 1223	Forage Production & Use	3 credits
ORH 1262	Floriculture I	3 credits
ORH 2260	Greenhouse Management	3 credits
PMA 2210	Insects and Diseases of Ornamental Plants....	3 credits
ORH 2510	Landscape Plant Materials	3 credits
ORH 2892C	Landscape Installation.....	3 credits
ORH 2859	Landscape Maintenance	3 credits
HOS 2057	Nursery Sales and Management	3 credits

CERTIFICATE IN INSTITUTIONAL FOOD SERVICE

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

HUN 1201	Nutrition.....	3 credits
FSS 2221	Food Preparation I	3 credits
FSS 2222	Food Preparation II.....	3 credits
FOS 2201	Sanitation and Safety.....	3 credits
FSS 2401	Use and Care of Kitchen Equipment	3 credits
FSS 2246	Quantity Baking	3 credits
FSS 2263	Food Merchandising	3 credits
FSS 2284	Special Functions	3 credits
FSS 2300	Food Service Supervision and Management	3 credits
FSS 2303	Food Service Seminar and Supervised Work Experience	4 credits
MAN 2300	Personnel Management	3 credits
HUN 1410	Basic Childhood Nutrition	3 credits
DIE 2201	Nutrition and Diet Therapy.....	3 credits
QMB 1001	Business Mathematics.....	3 credits
ACC 1009	Office Accounting.....	3 credits
HES 2000	Personal Health	3 credits

CERTIFICATE IN INSURANCE

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

RMI 2100	Individual Life and Health Insurance	3 credits
RMI 2430	Life Insurance Law and Company Operation.....	3 credits
RMI 2130	Group Insurance and Social Ins.....	3 credits
RMI 2150	Pension Planning	3 credits
RMI 2118	Income Taxation	3 credits
FIN 2110	Investments and Family Financial Management.....	3 credits
RMI 2750	Accounting and Finance.....	3 credits
ECO 2001	Economics	3 credits
RMI 2140	Business Insurance.....	3 credits
RMI 2800	Estate Planning and Taxation	3 credits

CERTIFICATE IN MEDICAL INSURANCE CLERK

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

REA 1105	Developmental Reading.....	3 credits
REA 1106	Developmental Reading.....	3 credits
REA 1120	Reading for Business People.....	3 credits
SES 2257	Medical Transcription I.....	3 credits
SES 2258	Medical Transcription II.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits
SES 2462	Medical Office Practice II.....	3 credits
SES 2468	Medical Terminology I.....	3 credits
SES 2469	Medical Terminology II.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
EMT 1050	First Provider Concepts Emergency Care.....	3 credits
PSY 2012	Introduction to Psychology.....	3 credits

Students must have completed SES 1100, Elementary Typewriting, equivalent before admission to this program.

CERTIFICATE IN MEDICAL RECEPTIONIST

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

REA 1105	Developmental Reading.....	3 credits
REA 1106	Developmental Reading.....	3 credits
REA 1120	Developmental Reading.....	3 credits
COM 1130	Secretarial Communications.....	3 credits
COM 2100	Business Communications.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2257	Medical Transcription I.....	3 credits
SES 2258	Medical Transcription II.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits
SES 2468	Medical Terminology I.....	3 credits
SES 2469	Medical Terminology II.....	3 credits

Students must have completed SES 1100, Elementary Typewriting, or equivalent before admission to this program. Students need a typewriting speed of 45-50 words per minute.

CERTIFICATE IN MEDICAL TRANSCRIPTIONIST

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

REA 1105	Developmental Reading.....	3 credits
REA 1106	Developmental Reading.....	3 credits
REA 1120	Reading for Business People.....	3 credits
COM 1130	Secretarial Communications.....	3 credits
EMT 1050	First Provider Concepts of Emergency Care...	3 credits
PSY 2012	Introduction to Psychology.....	3 credits
MRT 1151	Medical Word Processing I.....	3 credits
MRT 2200	Fundamentals of Medical Science.....	3 credits
MRT 2831	Medical Office Internship.....	4 credits

SES 2257	Medical Transcription I.....	3 credits
SES 2258	Medical Transcription II	3 credits
SES 2259	Medical Transcription III	3 credits
SES 2321	Business Machines.....	3 credits
SES 2365	Central Transcription Systems	3 credits
SES 2461	Medical Office Practice I.....	3 credits
SES 2462	Medical Office Practice II	3 credits
SES 2468	Medical Terminology I.....	3 credits
SES 2469	Medical Terminology II.....	3 credits

SES 1100 or equivalent with a typing speed of 45-50 words per minute is essential *before* enrolling for this program. Students without a typing skill should take SES 1100 before starting the medical business program.

CERTIFICATE IN QUALITY CONTROL

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

ETI 1110	Introduction to Quality Control.....	3 credits
ETI 1100	Statistical Quality Control	3 credits
ETI 1121	Introduction to Non-Destructive Testing.....	3 credits
ETI 1130	Introduction to Reliability.....	3 credits
ETI 1115	Quality Control Documentation.....	3 credits
ETI 1150	Introduction to Metrology.....	3 credits
ETI 1140	Quality Control Engineering	3 credits
MTB 1321	Technical Mathematics I	3 credits
MTB 1322	Technical Mathematics II.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
ETM 1820	Engineering Materials.....	3 credits
ETM 1800	Elementary Metallurgy	3 credits
	Optional Course Work	various credits

CERTIFICATE IN REAL ESTATE

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

MAN 1700	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business	3 credits
ACC 1009	Office Accounting.....	3 credits
REE 1000	Real Estate Principles and Practices I.....	3 credits
REE 1400	Real Estate Licensing Law	3 credits
REE 1200	Real Estate Financing.....	3 credits
REE 1030	Real Estate Salesmanship	3 credits
REE 2041	Real Estate Principles and Practices II	3 credits
REE 1101	Real Estate Appraising	3 credits
BUL 2111	Business Law I.....	3 credits
MAR 2101	Salesmanship	3 credits
ADV 2201	Advertising and Sales Promotion	3 credits
MAN 2300	Personnel Management.....	3 credits
MAN 2000	Principles of Management	3 credits
REE 2930	Mid-Management Seminar I.....	4 credits
REE 2930	Mid-Management Seminar II.....	4 credits

CERTIFICATE IN STENOGRAPHY

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

ENC 1013	Fundamentals of Writing.....	3 credits
ENC 1101	Communications.....	3 credits
SES 1120	Secretarial Communications.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
SES 1210	Introductory Shorthand.....	3 credits
SES 1201	ABC Shorthand (Speedwriting).....	3 credits
SES 1202	ABC Shorthand (Speedwriting).....	3 credits
SES 2361	Machine Transcription I.....	3 credits
SES 1211	Intermediate Shorthand.....	3 credits
SES 2212	Advanced Shorthand.....	3 credits
MAN 1700	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
ACC 1009	Office Accounting.....	3 credits
SES 2311	Office Practice.....	3 credits
Optional Course work to total 30 hours		

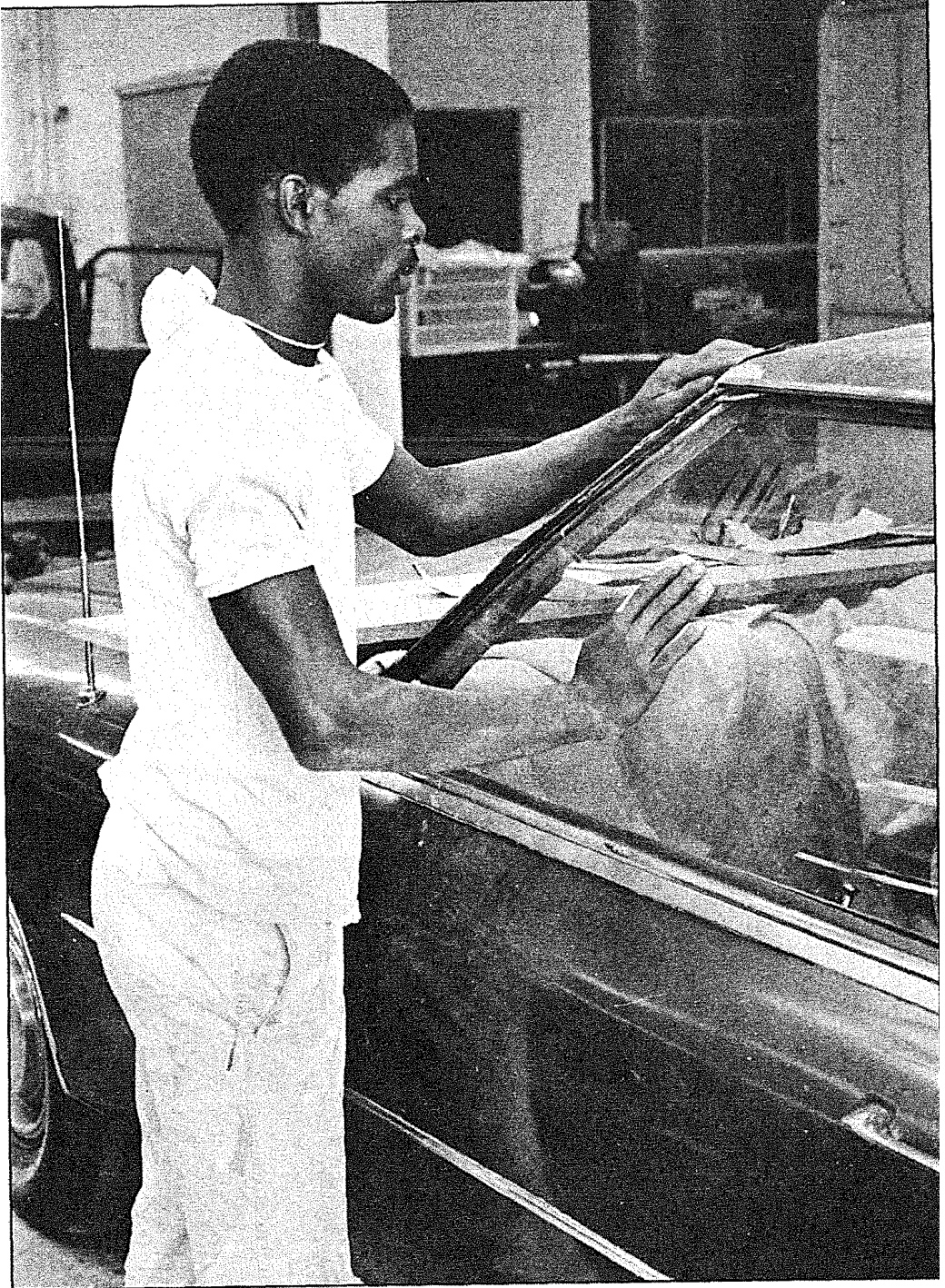
CERTIFICATE IN TEACHER AIDE

COURSES FOR MAJOR FIELD (CERTIFICATE PROGRAM):

ENC 1013	Fundamentals of Writing.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
EDF 2032	Child Growth and Development.....	3 credits
HES 2400	First Aid and Safety.....	3 credits
EEC 1946	Seminar in Early Childhood Education.....	4 credits
SES 2158	Reprographics.....	3 credits
EDF 2005	Introduction to Education.....	3 credits
EDF 2604	Social Foundations of Education.....	3 credits
EDP 2002	Educational Psychology.....	3 credits



The IRCC Child Care Center provides happy experiences both for children enrolled at the center and for IRCC students in the Child Management Program. The children get plenty of loving, individualized attention, and the IRCC students get practical experience in caring for young children.



From an old clunker to the finished product — Auto Body and Fender Repair students at IRCC learn that painstaking care must be given to each part of a job to achieve the desired results.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

For requirements, sequence of courses, and prerequisite in the Associate in Applied Science Degree, Vocational College Supervisory and Service Management Program, see this section of the catalog.

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 or she must complete 60 hours of credits as specified below:

- a. 18 hours of General Education from: English, Reading, Speech, and Social Science (with no more than six hours in any one area).
- b. 12 hours of business, technical, industrial or other electives designed to support and expand the student's program. Depending on program emphasis, these could include such courses as: Introduction to Business, Business Math, Office Accounting, Personnel Management, OSHA, Industrial Math, and Metallurgy.
- c. 30 hours of Vocational Service Management.

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

Air Conditioning, Refrigeration & Heating	Licensed Practical Nurse
Auto Body and Fender Repair	Medical Records Transcriptionist
Auto Mechanics	Medical Secretary
Cosmetology (1200-hour program)	Office Records Administration
Executive Secretary	Vocational Drafting
Industrial Service Management	Welding
Legal Secretary	

Certificate programs are available in the above areas. Entry level positions are readily available upon completion of the certificate programs, and many students then continue their education to complete an A.A.S. degree evenings for greater promotional opportunity.

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

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. Submit the required ACT, SAT, or equivalent scores upon acceptance to IRCC and take the required exit examination upon graduation.
3. Have a grade-point average of 2.0 on all college courses attempted.
4. 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. (See page 21)
5. Participate in all phases of the graduation exercise.
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.

PROGRAM GUIDES

To earn the Associate in Applied Science degree, certain general education requirements and elective courses must be satisfactorily completed. It is in the area of electives that the greatest freedom of choice is afforded the student. It is also in the elective area that the student must select courses which will best prepare him or her for the chosen career field. The following suggested programs meet the requirements for the Associate in Applied Science degree and include the electives generally recommended for certain job preparedness.

In planning a program of study at Indian River Community College, the student is urged to consult frequently with a Guidance counselor; further, the student is advised to review the overall requirements of his or her chosen field of study before selecting from the courses acceptable for meeting general education requirements. The reason for this is that certain general education courses may be recommended for a particular field.

The suggested programs listed below do not necessarily have to be taken in the order presented. In some cases, courses are not offered each semester, and the student is advised to plan ahead as to enroll in courses when they are available.

Final responsibility for choice of program and courses selected rests with the student.

AIR CONDITIONING/REFRIGERATION SERVICE MANAGEMENT

REQUIRED PROGRAM:

General Education Requirements.....	18 credits
Select from: English, Reading, Speech, and Social Studies, (with no more than six hours in any one area)	
Business, Technical or Industrial.....	12 credits
MTR 1000	Combination Welding I..... 3 credits
MTB 1002	Industrial Math..... 3 credits
ETI 1720	OSHA Special..... 3 credits
ETI 1948	Industrial Seminar and Supervised Work..... 4 credits

(See page 145 for further information)

COURSES FOR MAJOR FIELD:

ACG 0131	Basic Refrigeration.....	3 credits
ACG 0133	Basic Electricity I.....	3 credits
ACG 0134	Basic Electricity II.....	3 credits
ACG 0135	Applied Electricity I.....	3 credits
ACG 0136	Applied Electricity II.....	3 credits
ACG 0137	Components of Refrigeration.....	3 credits
ACG 0252	Heating and Cooling Load Calculation.....	3 credits
ACG 0253	Duct Systems.....	3 credits
ACG 0254	Heat.....	3 credits
ACG 0255	Air Conditioning and Heating Service Management.....	3 credits

ACG 0251	Automotive Air Conditioning.....	3 credits
ACG 0259	Air Conditioning Special	various credits

AUTO BODY AND FENDER REPAIR SERVICE MANAGEMENT

REQUIRED PROGRAM:

General Education Requirements..... 18 credits
 Select from: English, Reading, Speech, Social Studies,
 Science, and Math (with no more than six hours in any one
 area).

Business, Technical or Industrial..... 12 credits
 Select from: Introduction to Business, Business Mathematics,
 Office Accounting, Personnel Management, Graphics,
 Mid-Management Seminar or other electives designed to
 support and expand elective program.

(See page 145 for further information)

COURSES FOR MAJOR FIELD:

ABF 0141	Basic Auto Body Repair and Service Management I.....	5 credits
ABF 0142	Basic Auto Body Repair and Service Management II	5 credits
ABF 0151	Intermediate Auto Body Repair and Service Management I.....	5 credits
ABF 0152	Intermediate Auto Body Repair and Service Management II	5 credits
ABF 0211	Advanced Auto Body Repair and Service Management I.....	5 credits
ABF 0212	Advanced Auto Body Repair and Service Management II	5 credits
ABF 0221	Auto Body Special.....	various credits

AUTOMOTIVE TECHNOLOGY

REQUIRED PROGRAM:

General Education Courses..... 18 credits
 Select from: English, Reading, Speech, Social Studies, Science,
 and Math (with no more than six hours in any one area).

Business, Technical or Industrial..... 12 credits
 Select from: Introduction to Business, Business Mathematics,
 Office Accounting, Personnel Management, Graphics,
 Mid-Management Seminar or other electives designed to
 support and expand elective program.

(See page 145 for further information)

COURSES FOR MAJOR FIELD:

AER 1000	Introduction to Auto Mechanics.....	3 credits
AER 1001	Auto Service and Minor Repair	3 credits
AER 1110	Introduction to Automotive Engine	3 credits
AER 1151	Engine Tune-Up	3 credits



The most current trends and developments, as well as more traditional styles and techniques, are taught to students in the nine-month Cosmetology Program.

AER 1121	Front End Suspension and Brakes	5 credits
AER 1100	Introduction to Automotive Electrical Systems	3 credits
AER 2161	Automotive Organization and Service Management	3 credits
AER 2138	Transmission and Power Trains	5 credits
AER 2113	Engine Overhaul	3 credits
AER 2101	Advanced Electricity, Trouble Shooting.....	3 credits
AER 0259	Auto Mechanics Special	various credits

TECHNICAL ELECTIVES:

QMB 1001	Mathematics of Business	3 credits
ACG 0251	Automotive Air Conditioning.....	3 credits
AER 1150	Exhaust Emission Control Systems	3 credits
AER 1701	Basic Diesel I: Introduction to Diesel Engines	3 credits
AER 1771	Diesel Mechanics II	4 credits
AER 1772	Diesel Mechanics II	4 credits
AER 2772	Diesel Mechanics III	4 credits

COSMETOLOGY

REQUIRED PROGRAM:

General Education Requirements.....	18 credits
Select from: English, Reading, Speech, Social Studies, Science and Math (with no more than six hours in any one area).	
Business, Technical or Industrial.....	6 credits
Select from Introduction to Business, Mathematics or Business, Office Accounting, Personnel Management, Graphics, Mid-Management Seminar or other electives designed to support and expand elective program.	
(See page 145 for further information)	

COURSES FOR MAJOR FIELD:

COS 1131	Cosmetology I.....	15 credits
COS 1132	Cosmetology II	15 credits
COS 1133	Cosmetology III.....	6 credits

EXECUTIVE SECRETARY

REQUIRED PROGRAM:

Reading	6 credits
REA 1105, and REA 1106 or 1120	
English	6 credits
ENC 1013 or ENC 1101, and COM 1130 or COM 2100	
Social Science.....	6 credits
SOC 2000 and ECO 2000	
(See page 145 for further information)	

COURSES FOR MAJOR FIELD:

*SES 1210	Introductory Shorthand	3 credits
SES 1211	Intermediate Shorthand.....	3 credits
SES 2212	Dictation and Transcription.....	3 credits
**SES 1100	Elementary Typewriting.....	3 credits

SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
GEB 1011	Introduction to Business.....	3 credits
MB 1001	Mathematics of Business.....	3 credits
ACC 1009	Office Accounting.....	3 credits
BLJ 2111	Business Law I.....	3 credits
SES 2311	Office Practice.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2490	Secretarial Seminar and Supervised Work Experience.....	4 credits
MAN 1133	Leadership Development.....	3 credits
SES 1221	Machine Shorthand I.....	3 credits
SES 2222	Machine Shorthand II.....	3 credits
SES 2361	Machine Transcription I.....	3 credits
SES 2362	Machine Transcription II.....	3 credits
MAN 2000	Principles of Management.....	3 credits
SPC 1051	Speech Improvement.....	3 credits
SES 2489	CPS Review Seminar.....	4 credits
SES 2157	Central Transcription Systems.....	3 credits

*Students who have satisfactorily completed one year of high school shorthand should enroll in SES 1211. Students who have satisfactorily completed two years of high school shorthand should enroll in SES 2212.

**Students who have satisfactorily completed one year of high school typewriting should enroll in SES 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in SES 1120.

INDUSTRIAL SERVICE MANAGEMENT

REQUIRED PROGRAM:

General Education Requirements.....	18 credits
Select from: English, Reading, Speech, Social Studies, Science, Math (with no more than six hours in one area)	
Business, Technical or Industrial.....	12 credits
Select from Introduction to Business, Mathematics of Business, Office Accounting, Personnel Management, Graphics, Mid-Management Seminar or other electives designed to support and expand elective program.	
ETD 1171	Basic Occupational Drafting.....3 credits
MTB 1002	Industrial Mathematics.....3 credits
ETI 1720	OSHA Special.....3 credits
ETI 1948	Industrial Seminar and Supervised Work Experience.....4 credits

COURSES FOR MAJOR FIELD:

Industrial Service Management (Ten courses from the following).....	30 credits
AGG 0131	Basic Refrigeration.....3 credits
ACG 0133	Basic Electricity I.....3 credits
ABF 0141	Basic Auto Body Repair & Service I.....5 credits
ABF 0142	Basic Auto Body Repair II.....5 credits
AER 1000	Introduction to Auto Mechanics.....3 credits
AER 1001	Automotive Service and Minor Repair.....3 credits
BCT 1421	Introduction to Brick and Block Laying.....3 credits
BCT 1422	Intermediate Brick and Block Laying.....3 credits

AER 1600	Introduction to Motorcycle Repair	3 credits
AER 1601	Intermediate Motorcycle Repair	3 credits
ETE 1010C	DC Circuits	3 credits
ETE 1020C	AC Circuits	3 credits
MTR 1100	Combination Welding I	3 credits
MTR 1101	Combination Welding II	3 credits

LEGAL SECRETARY

REQUIRED PROGRAM:

English	6 credits
ENC 1013 or ENC 1101 and COM 1130 or COM 2100	
Reading	6 credits
REA 1105 and REA 1106 or REA 1120	
Social Science.....	6 credits
SOC 2000 and ECO 2000	

COURSES FOR MAJOR FIELD:

*SES 1210	Introductory Shorthand	3 credits
SES 1211	Intermediate Shorthand.....	3 credits
SES 2212	Dictation and Transcription.....	3 credits
**SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
GEB 1011	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business	3 credits
ACC 1009	Office Accounting	3 credits
SES 1221	Machine Shorthand I.....	3 credits
SES 2222	Machine Shorthand II	3 credits
BUL 2111	Business Law I.....	3 credits
BUL 2112	Business Law II	3 credits
SES 2429	Legal Office Practice I.....	3 credits
SES 2430	Legal Office Practice II.....	3 credits
SES 2490	Secretarial Seminar & Supvd. Work Experience	4 credits
SES 2431	Legal Secretarial Practices & Procedures I.....	3 credits
SES 2432	Legal Secretarial Practices & Procedures II.....	3 credits
SES 2365	Legal Terminology and Transcription I	3 credits
SES 2366	Legal Transcription II.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2489	CPS Review Seminar.....	3 credits
MAN 1133	Leadership Development.....	3 credits

*Students who have satisfactorily completed one year of high school shorthand should enroll in SES 1211. Students who have satisfactorily completed two years of high school shorthand should enroll in SES 2212.

**Students who have satisfactorily completed one year of high school typewriting should enroll in SES 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in SES 1120.

LICENSED PRACTICAL NURSE

REQUIRED PROGRAM:

18 hours of general education from: English, Reading, Speech, Social Science, Science, and Math (with no more than six hours in any one area).

(See page 145 for further information)

COURSES FOR MAJOR FIELD:

PRN 1010	Vocational Adjustments.....	2 credits
PRN 1520	Health	2 credits
LPN 104	Body Structure and Function	3 credits
PRN 1020	Lifespan and Nutrition	3 credits
PRN 1200	Fundamentals of Nursing	5 credits
PRN 2030C	Drugs and Solutions	3 credits
PRN 2100	Maternal-N.B.-Child Nursing.....	6 credits
PRn 2201C	Introduction to Med-Surg Nursing.....	6 credits
PRN 2202C	Medical-Surgical Nursing	6 credits
PRN 2011	Comprehensive Nursing Review	6 credits

MEDICAL RECORDS TRANSCRIPTIONIST**REQUIRED PROGRAM:**

English	6 credits
ENC 1013 or ENC 1101 and COM 1130 or COM 2100	
Reading	6 credits
REA 1105 and REA 1106 or REA 1120	
Social Science.....	6 credits
PSY 2012 and SOC 2020	

COURSES FOR MAJOR FIELD:

SES 2468	Medical Terminology I.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits
SES 2257	Medical Transcription I.....	3 credits
EMT 1050	Emergency Medical Care	3 credits
SES 2462	Medical Office Practice II	3 credits
MRT 1000	Medical Records I	3 credits
MRT 1009	Medical Records II	3 credits
SES 2258	Medical Transcription II	3 credits
SES 2469	Medical Terminology II.....	3 credits
SES 2259	Medical Transcription III	3 credits
MRT 2200	Fundamentals of Medical Science.....	3 credits
MRT 1151	Medical Word Processing	3 credits
SES 2157	Central Transcription Systems	3 credits
*SES 1110	Intermediate Typewriting.....	3 credits
MRT 2831	Medical Office Internship.....	4 credits
MRT 2830	Medical Office Externship.....	4 credits
SES 2321	Business Machines.....	3 credits

*Students who have satisfactorily completed one year of high school typewriting with a grade of B or better should enroll in SES 1110. Students who have satisfactorily completed two years of high school typewriting with a grade of B or better should enroll in SES 1120.

MEDICAL SECRETARY**REQUIRED PROGRAM:**

English	6 credits
ENC 1013 or ENC 1101, and COM 1130 or COM 2100	
Reading	6 credits
REA 1105 and REA 1106 or REA 1120	

Social Science..... 6 credits
 SOC 2000 and ECO 2000
 (See page 145 for further information)

COURSES FOR MAJOR FIELD:

***SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
SES 2468	Medical Terminology I.....	3 credits
SES 2257	Medical Transcription I.....	3 credits
SES 2258	Medical Transcription II.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits
MRT 2200	Fundamentals of Medical Science.....	3 credits
SES 2462	Medical Office Practice II.....	3 credits
EMT 1050	First Provider Concepts of Emergency Care.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
ACC 1009	Office Accounting (with medical practicum).....	3 credits
MRT 2831	Internship.....	4 credits
MRT 2830	Externship.....	4 credits
MRT 1151	Medical Word Processing I.....	3 credits
SES 2157	Central Transcription Systems.....	3 credits

***Students who have satisfactorily completed one year of high school typewriting with a grade of B or better should enroll in SES 1110. Students who have satisfactorily completed two years of high school typewriting with a grade of B or better should enroll in SES 1120.

OFFICE ADMINISTRATION

REQUIRED PROGRAM:

English..... 6 credits
 ENC 1013 or ENC 1101 and COM 1130 or COM 2100
 Reading..... 6 credits
 REA 1105 and REA 1106 or REA 1120
 Social Science..... 6 credits
 SOC 2000 and ECO 2000
 (See page 145 for further information)

COURSES FOR MAJOR FIELD:

*SES 1210	Introductory Shorthand.....	3 credits
SES 1211	Intermediate Shorthand.....	3 credits
SES 2211	Dictation and Transcription.....	3 credits
**SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting.....	3 credits
SES 1221	Machine Shorthand I.....	3 credits
SES 2222	Machine Shorthand II.....	3 credits
GEB 1011	Introduction to Business.....	3 credits

QMB 1001	Mathematics of Business	3 credits
ACC 1009	Office Accounting	3 credits
MAN 2000	Principles of Management	3 credits
SES 2361	Machine Transcription I	3 credits
SES 2311	Office Practice.....	3 credits
SES 2940	Secretarial Seminar and Supervised Work Experience	4 credits
SES 2321	Business Machines.....	3 credits
BUL 2111	Business Law I.....	3 credits
SES 2489	CPS Review Seminar	4 credits
MAN 1133	Leadership Development	3 credits
SES 2157	Central Transcription Systems	3 credits
SES 1151	Word Processing I.....	3 credits
SES 1152	Word Processing II.....	3 credits

*Students who have satisfactorily completed one year of high school shorthand should enroll in SES 1211. Students who have satisfactorily completed two years of high school shorthand should enroll in SES 2212.

**Students who have satisfactorily completed one year of high school typewriting should enroll in SES 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in SES 1120.

VOCATIONAL DRAFTING

REQUIRED PROGRAM:

General Education Requirements	18 credits
Select from: English, Reading, Speech, Social Studies, Science and Math (with no more than six hours in any one area).	
Business, Technical or Industrial.....	12 credits
Select from: Introduction to Business, Business Mathematics, Office Accounting, Personnel Management, Graphics Mid-Management Seminar or other electives designed to support and expand elective program.	

(See page 145 for further information)

COURSES FOR MAJOR FIELD:

ETD 1171	Basic Occupational Drafting and Supervision I	3 credits
ETD 1172C	Basic Occupational Drafting and Supervision II	3 credits
ETD 1173C	Basic Occupational Drafting and Supervision III	3 credits
ETD 1174C	Intermediate Occupational Drafting and Supervision I	3 credits
ETD 1175C	Intermediate Occupational Drafting and Supervision II	3 credits
ETD 1176C	Intermediate Occupational Drafting and Supervision III	3 credits
ETD 2181C	Advanced Occupational Drafting and Supervision I	3 credits
ETD 2182C	Advanced Occupational Drafting and Supervision II	3 credits
ETD 2183C	Advanced Occupational Drafting and Supervision III.....	3 credits

ETD 2184C	Selective Fields of Occupational Drafting and Supervision I.....	3 credits
ETD 2185C	Selective Fields of Occupational Drafting and Supervision II.....	3 credits
ETD 2186C	Selective Fields of Occupational Drafting and Supervision III.....	3 credits
ETD 2189C	Advanced Special Vocational Drafting and Design.....	various credits

WELDING

REQUIRED PROGRAM:

General Education Requirements.....	18 credits
Select from: English, Reading, Speech, Social Studies, Science and Math (with no more than six hours in any one area).	
Business, Technical or Industrial.....	12 credits
Select from: Business, Technical Industrial or OSHA courses	

COURSES FOR MAJOR FIELD:

MTR 1100	Combination Welding I.....	3 credits
MTR 1101	Combination Welding II.....	3 credits
MTR 1190	Job Shop Welding & Management	3 credits
MTR 1120	Electric Welding I.....	3 credits
MTR 1121	Electric Welding II	3 credits
MTR 1140	Pipe Welding I.....	3 credits
MTR 1141	Pipe Welding II.....	3 credits
MTR 2930	Welding Special	various credits
ETM 1800	Elementary Metallurgy	3 credits
ETM 1801	Metallurgy	3 credits

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 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.

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 Division a thirty-hour program of "related subjects" designed especially for him or her in the interest of preparing for a pre-determined job. For sequence of courses, and prerequisites, refer to the course listings beginning on page 163.

CERTIFICATE IN AIR CONDITIONING/REFRIGERATION SERVICE MANAGEMENT

Minimum of 30 credits from the following Air Conditioning/Refrigeration Service Management specialty courses is required. Total required credits for a certificate — 30 hours.

ACG 0131	Basic Refrigeration.....	3 credits
ACG 0133	Basic Electricity I.....	3 credits
ACG 0134	Basic Electricity II.....	3 credits
ACG 0135	Applied Electricity I.....	3 credits
ACG 0136	Applied Electricity II.....	3 credits
ACG 0137	Components of Refrigeration.....	3 credits
MTR 1100	Welding Services.....	3 credits
MTB 1002	Industrial Math.....	3 credits
ETI 1948	Industrial Seminar and Supervised Work Experience.....	4 credits
ETI 1720	OSHA Special.....	3 credits

CERTIFICATE IN AUTO BODY AND FENDER REPAIR

Minimum of 30 credits from the following Auto Body and Fender Repair specialty courses is required. Total required credits for a certificate — 30 hours.

(ABF 141)	Basic Auto Body Repair and Service Management I.....	5 credits
(ABF 142)	Basic Auto Body Repair and Service Management II.....	5 credits
(ABF 151)	Intermediate Auto Body Repair and Service Management I.....	5 credits
(ABF 152)	Intermediate Auto Body Repair and Service Management II.....	5 credits
(ABF 211)	Advanced Auto Body Repair and Service Management I.....	5 credits
(ABF 212)	Advanced Auto Body Repair and Service Management II.....	5 credits
(ABF 221)	Auto Body Special.....	various credits

CERTIFICATE IN AUTOMOTIVE TECHNOLOGY

Minimum of 30 credits from the following Auto Mechanics specialty courses is required. Total required credits for a certificate — 30 hours.

AER 1000	Introduction to Auto Mechanics.....	3 credits
AER 1001	Automotive Service and Minor Repair.....	3 credits
AER 1110	Introduction to Automotive Engine.....	3 credits
AER 1151	Engine Tune-Up.....	3 credits
AER 1121	Front End Suspension and Brakes.....	5 credits
AER 1100	Introduction to Automotive Electrical Systems.....	3 credits
AER 2161	Automotive Organization and Service Management.....	3 credits

AER 2138	Transmission and Power Trains.....	5 credits
AER 2113	Engine Overhaul	3 credits
AER 2101	Advanced Electricity, Trouble Shooting.....	3 credits
AER 0259	Auto Mechanics Special	various credits
AER 1150	Exhaust Emission Control Systems.....	3 credits
AER 1701	Basic Diesel I: Introduction to Diesel Engines	3 credits
AER 1771	Diesel Mechanics I	4 credits
AER 1772	Diesel Mechanics II	4 credits
AER 2772	Diesel Mechanics III	4 credits

CERTIFICATE IN DRAFTING

Minimum of 30 credits from the following Drafting specialty courses is required. Total required credits for a certificate — 30 hours.

ETC 1171C	Basic Occupational Drafting and Supervision I	3 credits
ETD 1172C	Basic Occupational Drafting and Supervision II.....	3 credits
ETD 1173C	Basic Occupational Drafting and Supervision III.....	3 credits
ETD 1174C	Intermediate Occupational Drafting and Supervision I	3 credits
ETD 1175C	Intermediate Occupational Drafting and Supervision II	3 credits
ETD 1176C	Intermediate Occupational Drafting and Supervision III.....	3 credits
ETD 2181C	Advanced Occupational Drafting and Supervision I	3 credits
ETD 2182C	Advanced Occupational Drafting and Supervision II	3 credits
ETC 2183C	Advanced Occupational Drafting and Supervision III.....	3 credits
ETC 2184C	Selective Fields of Occupational Drafting I	3 credits
ETD 2185C	Selective Fields of Occupational Drafting II	3 credits
ETD 2186C	Selective Fields of Occupational Drafting III.....	3 credits
ETC 2189C	Advanced Special Vocational Drafting	various credits

CERTIFICATE IN LEGAL ASSISTANT TECHNOLOGY (PARALEGALISM)

Minimum of 30 credits from the following Legal Assistant Technology courses is required. Total required credits for a certificate — 30 hours.

LEA 1011	Legal Research and Writing	3 credits
LEA 1201	Legal Aspects of Real Estate Transactions .	3 credits
LEA 1501	Law of Domestic Relations	3 credits
LEA 1601	Criminal Law and Procedures	3 credits
LEA 2000	Introduction to Legal Assistant Technology	3 credits
LEA 2021	Civil, Criminal, and Administrative Law I .	3 credits
LEA 2022	Civil, Criminal, and Administrative Law II	3 credits

LEA 2101	Legal Systems and Litigation Procedures . . .	3 credits
LEA 2210	Wills, Estates, and Trusts	3 credits
LEA 2940	Legal Assistant Seminar and Internship . . .	3 credits

CERTIFICATE IN LICENSED PRACTICAL NURSE

PRN 1010	Vocational Adjustment	2 credits
PRN 1520	Health	2 credits
LPLN 104	Body Structure and Function	3 credits
PRN 1020	Lifespan and Nutrition	3 credits
PRN 1200	Fundamentals of Nursing	5 credits
PRN 2030C	Drugs and Solutions	3 credits
PRN 2100	Maternal-N.B.-Child Nursing	6 credits
PRN 2201C	Introduction to Med-Surg Nursing	6 credits
PRN 2202C	Medical-Surgical Nursing	6 credits
PRN 2011	Comprehensive Nursing Review	6 credits

Completion of this course leads to acquisition of a certificate and eligibility to take the State Board Practical Nurse Examination after one year of classroom theory and clinical experience. (See pages 145 and 151 for further information)

CERTIFICATE IN REAL ESTATE

Minimum of 30 credits from the following Real Estate courses is required. Total required credits for a certificate — 30 hours.

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GEB 1011	Introduction to Business	3 credits
QMB 1001	Mathematics of Business or	3 credits
ACC 1009	Office Accounting	3 credits
ACC 2001	Principles of Accounting and	3 credits
REE 1000	Real Estate Principles and Practices I or . .	3 credits
REE 1400	Real Estate Licensing Law	3 credits
REE 1000	Real Estate Principles and Practices I (Special Pre-licensing course)	4 credits
REE 1200	Real Estate Financing	3 credits
REE 1030	Real Estate Salesmanship	3 credits
REE 2041	Real Estate Principles and Practices II	3 credits
REE 1101	Real Estate Appraising	3 credits
REE 1440	Florida Real Estate Land Titles	3 credits
REE 1220	Real Estate Mortgage Financing	3 credits
REE 2090	Real Estate Post Licensing	1 credit
BUL 2111	Business Law I or	3 credits
MAN 2300	Personnel Management	3 credits
MAN 2000	Principles of Management	3 credits
ADV 2201	Principles of Advertising	3 credits
MAN 2100	Human Relations in Business	3 credits

CERTIFICATE IN WELDING

*Minimum of 12 to 30 credits from the following Combination Welding specialty courses is required. Total required credits for a certificate — 30 hours.

MTR 1100	Combination Welding I	3 credits
MTR 1101	Combination Welding II.....	3 credits
MTR 1190	Job Shop Welding & Management	3 credits
MTR 1120	Electric Welding I.....	3 credits
MTR 1121	Electric Welding II	3 credits
MTR 1140	Pipe Welding I.....	3 credits
MTR 1141	Pipe Welding II.....	3 credits
MTR 2930	Welding Special	various credits
ETM 1800	Elementary Metallurgy	3 credits
ETM 1801	Metallurgy	3 credits

CAREER TRAINING PROGRAMS COSMETOLOGY

REQUIRED PROGRAM:

- Florida Law
- Sterilization and Sanitation
- Bacteriology
- Shampoos and Related Chemistry
- Hairstyling
- Chemistry of Hair and Skin
- Hair and Scalp Treatments
- Manicuring and Pedicuring and Related Anatomy
- Facials and Related Anatomy
- Massage and Related Anatomy
- Hair Cutting
- Hair Coloring and Related Chemistry
- Permanent Waving and Related Chemistry
- Chemical Hair Straightening and Related Chemistry
- Thermal Pressing and Curling
- Wigs and Hair Pieces
- Light Therapy and Related Anatomy
- Beauty Salon Management

COSMETOLOGY SPECIALIST COURSE

REQUIRED PROGRAM:

- Florida Law
- Manicuring and Pedicuring and Related Anatomy
- Facials and Related Anatomy
- Shampooing and Related Chemistry
- Sterilization and Sanitation

Bacteriology
Massage
Light Therapy

COSMETOLOGY REFRESHER COURSE

REVIEW IN THE FOLLOWING SUBJECTS:

Florida Law
Sterilization and Sanitation
Bacteriology
Shampoos and Related Chemistry
Hairstyling
Chemistry of Hair and Skin
Hair and Scalp Treatments
Manicuring and Pedicuring and Related Anatomy
Facials and Related Anatomy
Massage and Related Anatomy
Hair Cutting
Hair Coloring and Related Chemistry
Permanent Waving and Related Chemistry
Chemical Hair Straightening and Related Chemistry
Thermal Pressing and Curling
Wigs and Hair Pieces
Light Therapy and Related Anatomy

COSMETOLOGY BLOW WAVING AND IRON CURLING (FOR LICENSED COSMETOLOGISTS)

Blow Waving Techniques
Thermal Curling Techniques

EMERGENCY MEDICAL TECHNICIAN

REQUIRED PROGRAM:

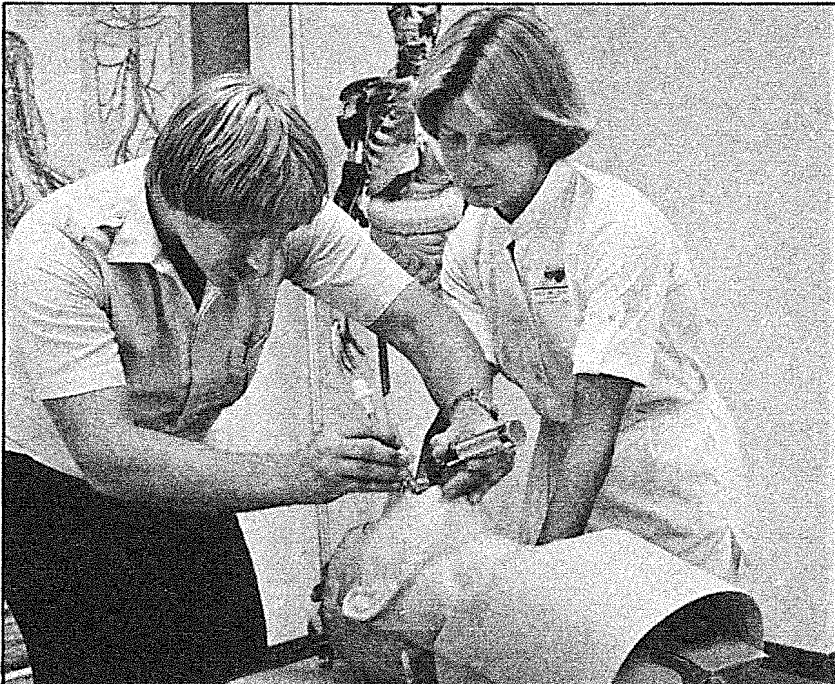
The EMT Role — Responsibilities, Equipment
Airway Obstruction and Pulmonary Arrest
Mechanical Aids to Breathing and Pulmonary Resuscitation
Cardiac Arrest
Pulmonary and Cardiopulmonary Resuscitation
Bleeding, Shock, and Practice on Airway Care Wounds
Vital Signs — Dressing, and Bandaging
Fractures of the Upper Extremities
Fractures of the Lower Extremities
Principles of Traction and Splinting
Injuries — Head, Neck and Spine
Injuries III — Chest, Abdomen, Pelvis, and Genitalia
Medical Emergencies — Heart, Stroke, Convulsive Disorders
Medical Emergencies — Diabetes, Abdominal Disorders, Poisonings
Medical Emergencies — Communicable Diseases, Emotionally
Disturbed Patients
Childbirth
Problems with Child Patients

Lifting and Moving Patients
Environmental Emergencies, Heat, and Electricity
Environmental Emergency — Cold, Drowning
Environmental Emergency — Radiation and Explosions
Extrication from Automobiles
Operations — Driving — Maintenance — Communications — Records
Hospital Procedures in areas experiencing emergency type care.

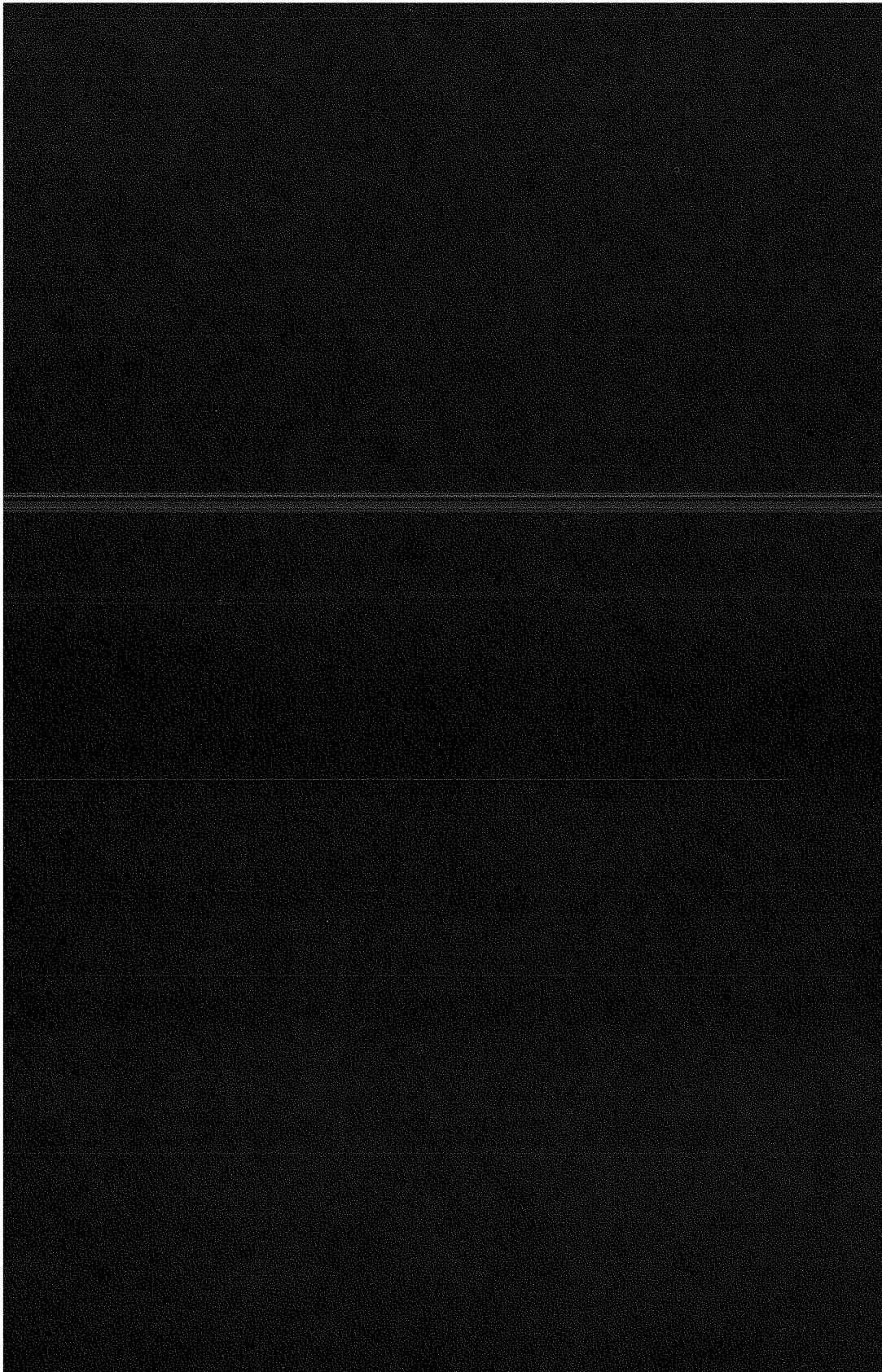
EMT REFRESHER PROGRAM

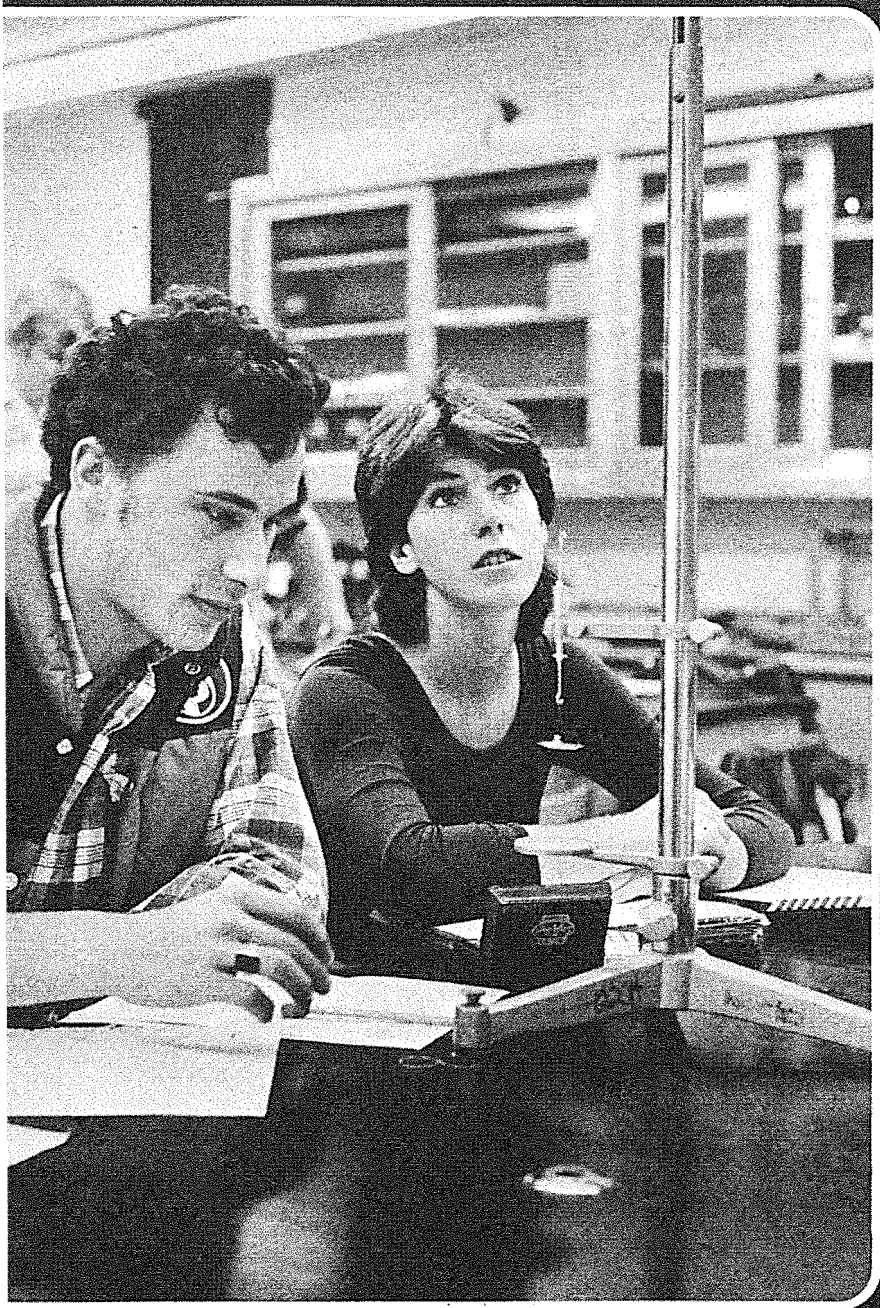
REQUIRED PROGRAM: (40 hours)

Resuscitation
Bleeding and Cardiopulmonary Resuscitation
Shock, Stroke, Heart Attack
Emotionally Disturbed — Alcoholic and Drug Users
Poisons, Epilepsy, Diabetics
Fractures and Dislocation
Injuries
Childbirth
Burns
Drowning and exposure to heat and cold
Extrication from automobiles
Lifting and moving patients
Vital signs and triage
Legal aspects
Final written and practical exam



Before students become eligible to be tested for licensing as Paramedics and Emergency Medical Technicians, they must spend hundreds of hours practicing emergency medical procedures under the careful supervision of an instructor. Life-like mannequins are used to acquaint students with the techniques of emergency care.





COURSE OFFERINGS

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 designed for A.S. and A.A.S. degree program only.

ACCOUNTING

ACC 2001 Principles of Accounting I (D) 3 credits

Fundamental principles and procedures of recording, classifying, and summarizing financial data. Includes the analysis of current assets.

ACC 2021 Principles of Accounting II (D) 3 credits

The study of special systems for internal control, long-term asset analysis, the equity structure of partnerships, and corporations. Prerequisite: Acc 2001 with a grade of C or higher.

ACC 2022 Principles of Accounting III (D) 3 credits

The managerial aspects of cash control, costs, planning. Special emphasis on analysis for internal and external applications. Prerequisite: Acc 2021 with a grade of C or higher.

AGRICULTURE

MAG 1220 Agriculture Mechanics Technology I (O) 1 hour lecture-4 hours lab-3 credits

Agriculture mechanics overview. Development of skills in using hand and power tools. Tractor operation and daily care, arc and oxyacetylene welding and cutting.

MAG 1221 Agriculture Mechanics Technology II (O) 1 hour lecture-4 hours lab-3 credits

Application of skills in using hand and power tools. Arc and oxyacetylene welding and cutting in the vertical position, continuation of MAG 1220.

MAG 1222 Agriculture Mechanics Technology III (O) 1 hour lecture-4 hours lab-3 credits

Operation principles, performance and harvesting equipment. Oxyacetylene and arc welding in the overhead position.

MAG 1223 Agriculture Mechanics Technology IV (O) 1 hour lecture-4 hour lab-3 credits

Shop work designed to apply principles previously learned through construction, assembly, and repair. Particular emphasis on usage of repair manuals and operation manuals.

AEB 1181 Economic Crop Production (O) 3 credits

A study of the crops which have a potential of economic importance to this regional area, either as a cash crop or as a feed supply.

HOS 1010 Principles of Horticulture (D) 3 credits

The fundamental principles of commercial horticultural crop production.

*The code letter "A" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

- AGR 1223 Forage Production and Use (O)** **3 credits**
Characteristics and management of introduced pasture plants; combinations for extended grazing, seedbed preparation and planting, weed control, fertilization, irrigation, grazing management, and harvest for hay, silage, and seed.
- ANS 1221 Farm and Ranch Management (O)** **3 credits**
An analysis of agricultural resources, including land, labor, capital, management and governmental controls. Emphasis will be placed in record keeping, budgeting and analysis for more efficient resource use.
- ANS 1003 Introduction to Animal Science (D)** **3 credits**
An introduction to the production, classification, and marketing of farm animals.
- ANS 1401 Animal Nutrition (O)** **3 credits**
A study of the feeds and feeding of ruminant and non-ruminant animals.
- YES 1005 Animal Diseases and Pests (O)** **3 credits**
A study of the prevention, treatment, and control of common disease, internal and external pests.
- ASG 1993 Livestock Selection (O)** **3 credits**
The visual and scientific process in selecting livestock for this regional area. Major emphasis on dairy and beef cattle with minor emphasis on horses, bovine and sheep.
- ANS 1310 Animal Reproduction (O)** **3 credits**
A study of animal reproduction including pregnancy determination, artificial breeding, reproductive diseases and disorders.
- ORH 1262 Floriculture I (O)** **3 credits**
An overview of the flower industry. Emphasis on type of plants to grow, propagation, feeding, irrigation, and pest control.
- AEB 2143 Agricultural Finance (D)** **3 credits**
Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital.
- SOS 2102 Soils and Fertilizers (O)** **3 credits**
A study of soil usage and fertility including fertilizing practices.
- DAS 2002 Introduction to Dairy Science (O)** **3 credits**
Study of dairy science, dairy animals, and the problems pertaining to the dairy industry.
- ANS 2240 Beef Cattle Production (O)** **3 credits**
A study of the beef cattle industry in general, its growth and development.
- DAS 2210 Dairy Science and Management (O)** **3 credits**
A study of the management of a dairy enterprise from a reproduction, lactation, herd management and marketing viewpoint.
- ORH 2861 Landscape Management (O)** **3 credits**
A basic course in landscape management including the use of plants and their aesthetic values.
- ANS 2241 Beef Cattle Management (O)** **3 credits**
A study of beef cattle management practices including care, feeding, equipment, and disease control.

- FRC 2211 Citrus Culture I (O)** **3 credits**
A study of propagation methods, nursery practices, and the origin and history of citrus and the citrus industry.
- FRC 2220 Citrus Culture II (O)** **3 credits**
A study of the care and maintenance of a citrus nursery and of a mature grove, including cultivation, fertilization, spraying, irrigation, and water.
- AEB 2304 Agricultural Marketing, Processing and Management (O)** **4 credits**
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.
- PMA 2201 Citrus Insect and Disease (O)** **3 credits**
An analysis of the major citrus insects and diseases that affect the industry in Florida including their identification and control.
- ORH 2260 Greenhouse Management (O)** **3 credits**
The development of a greenhouse range and the potential of plants growing in controlled environments. Production practices and problems.
- PMA 2210 Insects and Diseases of Ornamental Plants (O)** **3 credits**
The study of insects and diseases of ornamental plants of South Florida.
- ORH 2510 Landscape Plant Materials (O)** **3 credits**
Identification and usage of plants in the landscape of South Florida.
- ORH 2892C Landscape Installation (O)** **3 credits**
Covers information desired by the conscientious landscape installer. Motivation, sales, blueprint reading, laying out and staging, construction, soil modification, purchasing plant materials, safe handling of tools and equipment, planting and staking, estimating, landscape plants and other information.
- ORH 2859 Landscape Maintenance (O)** **3 credits**
Facets of effective and profitable landscape maintenance techniques. Public relations, motivation, efficiency, plant growth management, turfgrass management, pest management, proper selection and safe use of equipment, first aid and many other areas of information.
- HOS 2057 Nursery Sales and Management (O)** **3 credits**
Studies in the field of horticultural services and sales. Includes management of the nursery and sales function.
- AEB 2104 Principles of Agricultural Economics (D)** **3 credits**
A study of the principles of economics as they apply to agriculture; basic production problems of agriculture and agricultural policy.
- AGG 2941 Agricultural Employment Experience (O)** **4 credits**
This course will give students practical experience working in the agricultural field of their specialization.
- AGG 2940 Farm and Ranch Job Skills and Development (O)** **3 credits**
The principles of jobs, skills and new developments in production agriculture.

AIR CONDITIONING AND SERVICE MANAGEMENT

- ACG 0131 Basic Refrigeration (O)** **3 credits**
Introduction to refrigeration — the history, refrigeration cycle, tools of the trade, and principles of service management. 5 class hours per week.
- ACG 0133 Basic Electricity I (Air Conditioning) (O)** **3 credits**
Introduction to electricity covering sources, measuring devices, Ohm's law, circuits, and service management. 3 class hours per week.
- ACG 0134 Basic Electricity II (Air Conditioning) (O)** **3 credits**
Covers the 3 basic types of electrical devices. Also covers electric motors, relays, solenoids, heat strips, capacitors, and service management. 3 class hours per week.
- ACG 0135 Applied Electricity I (Air Conditioning) (O)** **3 credits**
Introduction to test equipment and circuit protection — practical circuits and power, energy, and service management. 5 class hours per week.
- ACG 0136 Applied Electricity II (Air Conditioning) (O)** **3 credits**
Advanced history of electrical motors, transformers, control devices, circuit reading, and service managements. 5 class hours per week.
- ACG 0137 Components of Refrigeration (O)** **3 credits**
Introduction to compressors, condensers, evaporators, metering devices and service management. 5 class hours per week.
- ACG 0251 Automotive Air Conditioning (O)** **3 credits**
Introduction to automotive air conditioning and service management. 5 class hours per week.
- ACG 0252 Heating and Cooling Load Calculation (O)** **3 credits**
Heating and cooling loads. Calculating of heating and cooling loads and service management. 3 class hours per week.
- ACG 0253 Duct Systems (Air Conditioning and Heating) (O)** **3 credits**
Introduction to the construction layout and balancing of a duct system and service management.
- ACG 0254 Heat (O)** **3 credits**
Introduction to electrical, gas, oil heating systems, and service management. 5 class hours per week.
- ACG 0255 Air Conditioning and Heating Service Management (O)** **3 credits**
Principles and theory of business, customer, employer and employee relations.
- ACG 0259 Air Conditioning — Special (O)** **various credits**
Special courses or seminars as developed to meet the needs of the community. Class hours per week — varies.
- ACG 0260 Air Conditioning — Special (O)** **various credits**
Special course or seminar as developed to meet the needs of the community.
- ACG 0261 Air Conditioning — Special (O)** **various credits**
Special course or seminar as developed to meet the needs of the community.

- ACG 0262 Air Conditioning — Special (O)** **various credits**
Special course or seminar as developed to meet the needs of the community.

ANTHROPOLOGY

- ANT 2410 Introduction to Cultural Anthropology (A)** **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.
- ANT 2511 The Emergence of Man (A)** **3 credits**
An examination of man's evolutionary journey from his earliest primate origins to the present human condition focusing on primate and genetic studies as well as fossil and archaeological materials.

ART

- ART 1300C Drawing I (A)** **5 hours-3 credits**
An introduction to the materials and techniques used in drawing, with emphasis on styles and types of approaches.
- ART 1301C Drawing II (A)** **5 hours-3 credits**
A continuation of Art 1300C with more emphasis on personal creativity and introduction into figure studies. Prerequisite: ART 1300C.
- ART 1205C Color and Design I (A)** **5 hours-3 credits**
Fundamentals of visual composition within the two-dimensional area.
- ART 1206C Color and Design II (A)** **5 hours-3 credits**
Fundamentals of three-dimensional composition. .
- ART 1701C Sculpture (A)** **5 hours-3 credits**
An introduction into materials and techniques of three-dimensional sculpture using additive, subtractive, and assemblage methods.
- ART 2510C**
Introduction to Painting (A) **5 hours-3 credits**
Basic painting techniques. Prerequisite: ART 1301C or permission of instructor.
- ART 2520C Painting (A)** **5 hours-3 credits**
A continuation of ART 2510C. This course emphasizes individual styles and problems. Exhibiting required. Prerequisite: ART 2510C.
- ARH 2050 Introduction to the History of Art (Prehistoric through Renaissance) (A)** **3 credits**
A detailed, in depth study of the development of art as it relates to cultures, individual artists and comparative relationships. Prerequisite: ARH 2000.
- ARH 2051 History of Art (Baroque through Modern) (A)** **3 credits**
A continuation of ARH 2050. Prerequisite: ARH 2050.
- ART 2110C Introduction to Ceramics (A)** **5 hours-3 credits**
Fundamentals of pottery making. Prerequisite: ART 112 or permission of the instructor.

ART 2111C Ceramics (A) **5 hours-3 credits**
 A continuation of ART 2110C. Emphasis on creativity.

ART 2400C Graphics (A) **5 hours-3 credits**
 Basic printing techniques with emphasis on the silkscreen process. Prerequisite: ART 1301C or permission of instructor.

AUTO BODY REPAIR AND SERVICE MANAGEMENT

ABF 0141 Basic Auto Body Repair and Service Management I (O) **5 credits**
 10 class hours per week. (1) How metal is formed to provide strength. (2) Frame construction, (3) Unitized body, (4) Hardware and trim, (5) Metal bumping, (6) Welding and brazing, (7) Solder and plastic filling, (8) Shrinking metal, (9) Merc finishing, (10) Paint preparation.

ABF 0142 Basic Auto Body Repair and Service Management II (O) **5 credits**
 10 class hours per week. (1) Small collision repair, (2) Body and fender alignment, (3) Conventional frame and body alignment, (4) Unitized body alignment, (5) Pane replacement and patching, (6) Door glass and window alignment, (7) Door lock and door adjustment, (8) Basic priming and sanding, (9) Use of controlled force in metal correction, (10) Use of gauges and mfg. specifications.

ABF 0151 Intermediate Auto Body Repair and Service Management I (O) **5 credits**
 10 class hours per week. (1) Fiberglass and plastics, (2) Construction with fiberglass, (3) Patching metal with glass, (4) Preparation of glass and plastic for painting, (5) Painting fiberglass, vinyls and soft facia.

ABF 0152 Intermediate Auto Body Repair and Service Management II (O) **5 credits**
 10 class hours per week. (1) Inspecting damaged metal, (2) Analyzing and recording damage, (3) Sheet metal correction by the use controlled applied force, (4) Metal finishing, (5) Dressing plastics, (6) Preparation for refinishing, (7) Refinishing, (8) Final clean-up.

ABF 0211 Advanced Auto Body Repair and Service Management I (O) **5 credits**
 10 class hours per week. (1) Advanced welding, (2) Advanced shrinking with heat, (3) Cold shrinking, (4) Use of heat to relieve stress, (5) Refinishing with various materials, (6) Advanced spot painting, (7) Spray gun technique.

ABF 0212 Advanced Auto Body Repair and Service Management II (O) **5 credits**
 10 class hours per week. (1) Advanced auto refinishing, (2) Ground coats sealers, (3) Types of undercoats, (4) Stripes and two tones, (5) Blending, (6) Fading, (7) Metallic control, (8) Metal flake, (9) Various special effects.

ABF 0221 Auto Body Special (O) **various credits**
 Class hours various.

AUTOMOTIVE TECHNOLOGY

- AER 1000 Introduction to Auto Mechanics and Service Management (O)** **3 credits**
To orient students in the field of auto mechanics through the study of basic automotive technology. Shop safety, tool utilization, shop organization, and automotive systems will be emphasized.
- AER 1001 Automotive Service and Minor Repair (O)** **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. Requires a \$10 lab fee.
- AER 1110 Introduction to Automotive Engine (O)** **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.
- AER 1100 Introduction to Automotive Electrical Systems (O)** **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.
- AER 1121 Front End Suspension and Brakes (O)** **5 credits**
Principles and functions of the components of automotive front end and brakes. Practical experience in diagnosis, adjustment, and. Fifteen class hours every two weeks.
- AER 1150 Exhaust Emission Control Systems (O)** **3 credits**
An introduction to exhaust emission history, law, and innovations, from 1960 to the present with emphasis on the innovations since 1970. Prerequisite: AER 1000.
- AER 1151 Engine Tune-Up (O)** **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. Prerequisite: AUS 1100 or permission of instructor.
- AER 1701 Basic Diesel I: Introduction to Diesel Engines (O)** **3 credits**
Principles and functions of diesel engines. Study of basic design, performance characteristics, maintenance, and repair of diesel engines. Five class hours per week. Prerequisite: AER 1000 or permission of instructor.
- AER 2161 Automotive Organization and Service Management (O)** **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.
- AER 2138 Transmission and Power Trains (O)** **5 credits**
Principles and functions of automotive transmission and power train systems. Practical experience in diagnosis, disassembly of working units, preventive maintenance, and repair. Fifteen class hours every two weeks.

AER 2113 Engine Overhaul (O) 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. Prerequisite: AUS 1151 or permission of instructor.

AER 2101 Advanced Electricity, Trouble Shooting and Service Management (O) 3 credits

Testing with oscilloscopes, generator, regulator, alternator testers; battery starter testers; and distribution testers will be implemented. Prerequisite: AUS 1100 and AUS 1151. 5 class hours per week.

AER 0259 Auto Mechanics — Special (O) various credits

Special courses or seminars as developed to meet the needs of the community. Class hours per week — varies.

AER 0260 Auto Mechanics — Special (O) various credits

Special course or seminar as developed to meet the needs of the community.

AER 0261 Auto Mechanics — Special (O) various credits

Special course or seminar as developed to meet the needs of the community.

AER 0262 Auto Mechanics — Special (O) various credits

Special course or seminar as developed to meet the needs of the community.

AER 1771 Diesel Mechanics I (D) 2 hrs. lecture-4 hrs. lab-4 credits

Topic includes block preparation, head assembly, injection system, timing, preheat system and trouble-shooting. Prerequisite: AER 1701.

AER 1772 Diesel Mechanics II (D) 2 hrs. lecture-4 hrs. lab-4 credits

The "EPIC" Otto-Diesel Program will be utilized. Topics include the disassembly and assembly of charging system, starting system, governor unit and lubrication system. Prerequisite AER 1771.

AER 2772 Diesel Mechanics III (D) 2 hrs. lecture-4 hrs. lab-4 credits

Maintenance, procedures, trouble-shooting, as well as disassembly and assembly of automotive, tractor (agricultural type) and stationary diesel engines. Prerequisite: AER 1772.

BANKING

BAN 2110 Principles of Bank Operations (O) 3 credits

Provides an understanding of the basic functions of banking and a working knowledge of the operations of a bank.

BAN 2720 Bank Management (O) 3 credits

Presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Prerequisite: BAN 2110.

- AEB 2143 Agricultural Finance (O)** **3 credits**
Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital. Prerequisite: BAN 2110.
- BAN 2200 Credit Administration (O)** **3 credits**
This course concerns itself partly with a statement and a discussion of factors influencing and determining loan policy, methods of credit investigation and analysis, credit techniques, specific credit problems. Regular as well as unusual types of loans are studied. Prerequisite: BAN 2110.
- FIN 2000 Principles of Finance (O)** **3 credits**
A basic survey of the field of finance, both public and private. Loan and investment practices are analyzed together with a review of financial institutions and the instruments necessary to meet the demand for funds in the capital markets. Prerequisite: BAN 2110.
- FIN 2230 Money and Banking (O)** **3 credits**
Stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by banking students to apply his knowledge to a particular job. Prerequisite: ECO 2000 or 2013.
- BAN 2240 Installment Credit (O)** **3 credits**
Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Also discussed are inventory financing, special loan programs, and the public relations aspect of installment banking. Prerequisite: BAN 2110.
- BAN 2400 Trust Functions and Services (O)** **3 credits**
Presents a complete picture of the services rendered by institutions engaged in trust business and provides an introduction to the services and duties involved in trust operations. Prerequisite: BAN 2110.
- BAN 2010 Federal Reserve System (O)** **3 credits**
Examines the operations and policies of the Federal Reserve System during critical periods over the past 60 years. Also discussed is international monetary affairs and economic development affecting the American fiscal system. Prerequisite: BAN 2110 and ECO 2000 or 2013.
- BAN 2210 Analyzing Financial Statements (O)** **3 credits**
A study of the basic considerations in statement analysis including details of financial statements, basic ratios, analysis of internal comparison, budgets and projections and consolidated statements. Prerequisite: Accounting 2001 and 2021.
- BAN 2160 Bank Letters and Reports (O)** **3 credits**
Designed for those bank officers, supervisors, and employees who dictate or review correspondence. It reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. Prerequisite: BAN 2110.
- BAN 2150 Bank Public Relations and Marketing (O)** **3 credits**
This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, what and how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of public relations and marketing. Prerequisite: BAN 2210

BAN 2230 Bank Investment (O) 3 credits

Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and clerical fluctuations. Prerequisite: BAN 2110.

BAN 2201 Management of Commercial Bank Funds (O) 3 credits

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. The importance of funds management as the catalyst that brings together policies in the areas of loans, deposits, investments, and capital and relates each to the other is stressed. Prerequisites: BAN 2110 and ECS 2000 or ECS 2013.

BAN 2303 Savings and Time Deposit Banking (O) 3 credits

This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. Prerequisite: BAN 2110.

BAN 1930 Banking Seminar I (O) 4 credits

A series of seminars for students enrolled in the banking program. The seminars meet weekly for discussion and reports on matters of current interest to bank employees. Prerequisite: BAN 2110.

BAN 1931 Banking Seminar II (O) 4 credits

Continuation of BAN 1930. Prerequisite: BAN 1930.

BIOLOGY**BCH 1010 Introduction to Biochemistry (A) 3 hrs. lecture-3 credits**

An introduction to selected chemical topics. Particular emphasis will be given to units of measurement, atomic structure and bonding, solutions, reaction dynamics, acid-base equilibria, electrolytes and the biochemistry of carbohydrates, lipids, proteins, and nucleic acids.

PCB 2703C Anatomy and Physiology I (A) 3 hrs. lecture-2 hrs. lab-4 credits

A study of the anatomy and physiology of the human. First semester will cover anatomical terminology, the cell, its morphology and functions, chemistry, reproduction. Tissues will be studied as to the structure and function. In addition, the integumentary, skeletal and muscular systems will be covered. Prerequisite BSC 1010C and BSC 1011C or permission of instructor.

PCB 2704C Anatomy and Physiology II (A) 3 hrs. lecture-2 hrs. lab-4 credits

A continuation of Biology 2703C, studying the anatomy and physiology of the system of the human. The systems to be covered are: circulatory, digestive, respiratory, excretory, endocrine, reproductive and nervous. Prerequisite: PCB 2703C.

BOT 1800 Plants and Man (A) 3 hrs. lecture-3 credits

Significance of plants in the origin and development of human cultures, the economic importance of plants, ecological relationships, and basic botanical concepts relating to the structure and function of plants.

BOT 2010C General Botany I (A) 3 hrs. lecture-2 hrs. lab-4 credits

The non-flowering plants; Taxonomy, ecology, evolution and diversity of the lower plant kingdom. Prerequisite: BSC 1010C or permission of instructor.

BOT 2011C General Botany II (A) 3hrs. lecture-2 hrs. lab-4 credits

The diversity of flowering plants. Taxonomy, ecology and physiology. Prerequisite: BOT 2010C or permission of instructor.

APB 1150 Fundamentals of Biology I (A) 3 hrs. lecture-3 credits

An introductory level biology course for students seeking a general education. Topics will include the cell theory, a survey of living organisms, the chemistry of life, and plant biology. This course is not designed for biology majors. Students taking this course should plan to take APB 1151.

APB 1151 Fundamentals of Biology II (A) 3 hrs. lecture-3 credits

Continuation of APB 1150. Emphasis will be placed on a survey of the animal kingdom, human organ systems, cellular reproduction, classical and population genetics, development of plants and animals, and ecological principles. Prerequisite: APB 1150 or permission of instructor.

BSC 1010C General Biology I (A) 3 hrs. lecture-2 hrs. lab-4 credits

An introductory level biology course designed for science majors and other students needing a lab science for transfer to a university. The first semester will cover cell structure and function, chemical basis of life, nuclear division, and a survey of bacterial and plants. Laboratory exercises are designed to give the students "hands-on" experiences concerning topics presented in lectures. Students taking this course should plan to take BSC 1011C.

BSC 1011C General Biology II (A) 3 hrs. lecture-2 hrs. lab-4 credits

Continuation of BSC 1010C. Topics include a survey of the animal kingdom, comparative physiology, fundamentals of genetics, plant and animal development, and cellular metabolism. Laboratory exercises are designed to give the students "hands-on" experiences concerning topics presented in lectures. Prerequisite: BSC 1010C or permission of instructor.

PCB 1030 Introduction to Ecology (A) 3 credits

A survey of the interrelationships between living organisms and their physical environment, including and overview of animal and plant physiology, chemical cycles, and the various ecosystems on earth. Present day ecological problems are discussed, along with ecological aspects of humans and implications for the future.

MCB 2020C Microbiology (A) 3 hrs. lecture-2 hrs. lab-4 credits

A survey of the structure, physiology, genetics, and control of microorganisms, including an overview of the medical importance of viruses, bacteria, protozoans, and multicellular parasites. Immunological reactions are discussed. Lab studies complement lecture material, including exercises on morphology, aseptic transfer, straining physiology, control, and identification of bacteria. Laboratory notebook and prepared slides of microorganisms, are required from each student. Prerequisite: BSC 1010C and BSC 1011C or PCB 2703C, or permission of the instructor.

OCE 2001 Introduction to Oceanography (A) 3 credits

Fundamentals principles and procedures of physical, geological, chemical and biological oceanography.

OCB 2013C Introduction to Marine Biology (A) 3 hrs. lecture-2 hrs. lab-4 credits

An introductory study of marine and estuarine waters as biological environments. Emphasis will be placed on locally occurring flora and fauna and

the interrelationship existing between these organisms and the physical, chemical, geological, and biological aspects of their environments. Field trips to local marine and estuarine areas will be required. Prerequisites: APB 1150, APB 1151 with OCE 2001 recommended, or permission of the instructor.

ZOO 2203C Invertebrate Zoology (A) 3 hrs. lecture-2 hrs. lab-4 credits
A survey of the taxonomy, morphology, physiology, and ecology of the major invertebrate phyla (Protozoa through Cephalochordata). Field work is required. Prerequisite: BSC 1010C and BSC 1011C, or permission of instructor.

ZOO 2303C Vertebrate Zoology (A) 3 hrs. lecture-2 hrs. lab-4 credits
The taxonomy, morphology, physiology, evolution and ecology of vertebrate animals. Prerequisite: BSC 1010C and BSC 1011C.

BLACK CULTURE STUDIES

AFA 2000 Afro-American Studies (A) 3 credits
A survey course 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.

BRICK AND BLOCK CONSTRUCTION

BCT 1421 Brick and Block Construction I (O) 3 credits
Introductory phases of masonry construction including the tools of the trade; material and types of brick and block; and the laying and bonding of all types of brick and block construction.

BCT 1422 Brick and Block Construction II (O) 3 credits
A continuation of BCT 1421 with related topics of Blue print reading, design layout and job estimations. Prerequisite: BCT 1421.

BCT 1423 Brick and Block Construction III (O) 3 credits
A continuation of BCT 1422 with emphasis on various concrete design and layout. Prerequisite: BCT 1422.

BCT 1424 Brick and Block Construction IV (O) 3 credits
A continuation of BCT 1423 with emphasis on various brick and stone work. Prerequisite: BCT 1423

BUSINESS AND DISTRIBUTIVE

GEB 1011 Introduction to Business (D) 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.

QMB 1001 Mathematics of Business (O) 3 credits
Application of mathematics to business computations including consumer finance, payroll, depreciation, insurance and taxes, stocks, bonds, and annuities. Includes the use of special formulas for interest, inventories, mark-ups and mark-downs. No prerequisite but students need good basic skills in mathematics.

- ACC 1009 Office Accounting (O)** **3 credits**
Accounting fundamentals and the collating of figures for reports, prerequisite: QMB. 1001 or permission of instructor. Knowledge of Business Mathematics proceedings essential.
- REE 1000 Real Estate Principles and Practices I (O)** **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.
- REE 1400 Real Estate Licensing Law (O)** **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.
- REE 1440 Florida Real Estate Land Titles (O)** **3 credits**
A comprehensive study of real estate titles in Florida, including historical background, property rights, descriptions, recording abstracts and researching, conveyances and encumbrances, title insurance, escrows and closing procedures, and various legal problems affecting land titles.
- REE 1200 Real Estate Financing (O)** **3 credits**
Real estate financing is a survey of the various institutions and techniques involved in the financing of real estate transactions, as they relate to the sales function. Prerequisite: REE 1000.
- REE 1220 Real Estate Mortgage Financing (O)** **3 credits**
A course designed to acquaint realtors, developers, mortgage lending personnel, mortgage brokers, attorneys and others involved in the process of financing homes, stores, factories, shopping centers, farms, etc. with the fundamentals and techniques of mortgage banking.
- REE 1030 Real Estate Salesmanship (O)** **3 hrs. lecture-3 credits**
The art of real estate selling covers the basic arts and psychology from the basics to the sophisticated financing and tax advantages.
- REE 1101 Real Estate Appraising (O)** **3 hrs. lecture-3 credits**
A comprehensive study of the art of appraising. Covers all three major methods plus proper forms and full coverage of depreciation methods in appraisal work.
- MKA 1303 Mid-Management Seminar and Supervised Work Experience I (O)** **4 credits**
Seminar for students enrolled in the Marketing and Retailing Mid-Management Program. The seminar meets 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 instructor.
- MKA 1313 Mid-Management Seminar and Supervised Work Experience II (O)** **4 credits**
Continuation of MKA 1303; prerequisite: MKA 1303.

- MKA 2323 Mid-Management Seminar and Supervised Work Experience III (O)** 4 credits
Continuation of MKA 1313; prerequisite: MKA 1313.
- MAN 2333 Mid-Management Seminar and Supervised Work Experience IV (O)** 4 credits
Continuation of MKA 2323; prerequisite: MKA 2323.
- MKA 1351 Mid-Management Seminar and Supervised Work Experience I (Summer Session Only) (O)** 2 credits
MKA 1351 plus 1352 will substitute for MKA 1303 or 1313; MKA 2353 and 2354 will substitute for MKA 2323 or MAN 2333.
- MKA 1352 Mid-Management Seminar and Supervised Work Experience II (Summer Session Only) (O)** 2 credits
MKA 1351 plus 1352 will substitute for MKA 1303 or 1313; MKA 2353 and 2354 will substitute for MKA 2323 or MAN 2333.
- MKA 2353 Mid-Management Seminar and Supervised Work Experience III (Summer Session Only) (O)** 2 credits
MKA 1351 plus 1352 will substitute for MKA 1303 or 1313; MKA 2353 and 2354 will substitute for MKA 2323 or MAN 2333.
- MKA 2354 Mid-Management Seminar and Supervised Work Experience IV (Summer Session Only) (O)** 2 credits
MKA 1351 plus 1352 will substitute for MKA 1303 or 1313; MKA 2353 and 2354 will substitute for MKA 2323 or MAN 2333.
- MKA 1491 Mid-Management Seminar in Fashion Merchandising I (O)** 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.
- MKA 1492 Mid-Management Seminar in Fashion Merchandising II (O)** 4 credits
Continuation of MKA 1491; prerequisite: MKA 1491.
- MKA 2493 Mid-Management Seminar in Fashion Merchandising III (O)** 4 credits
Continuation of MKA 1492; prerequisite: MKA 1492.
- MKA 2494 Mid-Management Seminar in Fashion Merchandising IV (O)** 4 credits
Continuation of MKA 2493; prerequisite: MKA 2493.
- BUL 2111 Business Law I (D)** 3 credits
The purpose and logic of law as well as contracts, law of sales, and negotiable instruments.
- BUL 2112 Business Law II (D)** 3 credits
Partnerships and corporations, real property, estates and bankruptcy, and government and business.

- MAR 2011 Principles of Marketing (D)** **3 credits**
An overview of the entire field of marketing is presented. The basic marketing functions, market strategies, buyer behavior, market research, and the marketing institutions are all included.
- MAR 2151 Principles of Retailing (D)** **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.
- ADV 2201 Advertising and Sales Promotion (D)** **3 credits**
Review of all phases of sales promotion including advertising, display, direct mail, radio, and television. Emphasis is placed on creation of the message, selection of media, and the planning, coordinating, controlling, and evaluation of the campaign.
- MAR 2101 Salesmanship (O)** **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.
- MKA 2202 Retail Merchandising Functions (O)** **3 hrs. lecture-3 credits**
Philosophies, concepts and techniques underlying the planning and control of sales and inventories in retail stores. Considerable attention is given to mathematical calculations required in the retail buying process in order to maximize profits.
- MKA 2103 Principles of Merchandise Display (O)** **3 credits**
The course is intended to give students the basic fundamentals in the construction of interior and window displays.
- REE 2041 Real Estate Principles & Practices II (O)** **3 credits**
Successful completion required by Florida Real Estate Commission prior to filing application for State Brokers Licensing examination. Prerequisite: Six months active registration as R. E. Salesman in Florida.
- MAN 2300 Personnel Management (D)** **3 credits**
Philosophies and policies of personnel management programs stressing a broad understanding of current executive managerial techniques.
- MAN 2100 Human Relations in Business (D)** **3 credits**
An integrated view of the fundamental and foundational aspects of human relations including leadership, motivation, organization, communication.
- MAN 2000 Principles of Management (D)** **3 credits**
A basic management course emphasizing such areas of study as planning, organizing, directing and controlling in business situations.
- MAN 2930 Management Seminar for Business and Industry Phase I (O)** **various credits**
A seminar designed for local industrial and business concerns which emphasize management and leadership development. A portion of the credits offered is earned by actual on-the-job implementation of the managerial techniques covered thereby enabling students to gain practical experiences.

MAN 2931 Management Seminar for Business and Industry Phase II (O) **various credits**

This is a seminar for students who are presently in, or aspire to be in management. The course covers the basic fundamentals of motivation, leadership, communications, human relations, and managing change.

BAN 2943 Mid-Management Seminar and Banking Internship I (O) **4 credits**

Seminar for students enrolled in the banking mid-management program. The seminar meets 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 seminar. Prerequisite: permission of instructor.

BAN 2943 Mid-Management Seminar and Banking Internship II (O) **4 credits**

Continuation of MKA 2948; prerequisite: MKA 2948.

REE 2930 Mid-Management Seminar in Real Estate (O) **4 credits**

This seminar focuses on the practical aspects of real estate principles and practices as covered in REE 1000 and REE 1400. Emphasis is placed on sales techniques, appraising, and financing with real estate experts providing input. Four hours lab experience or the equivalent in on the job training is required. Prerequisite: REE 1000.

REE 2930 Mid-Management Seminar in Real Estate II (O) **4 credits**

This seminar focuses on the practical aspects of real estate principles and practices as covered in REE 1000 and REE 1400. Emphasis is placed on sales techniques, appraising, and financing with real estate experts providing input. Four hours lab experience or the equivalent in on the job training is required. Prerequisite: REE 1000.

CHEMISTRY**CHM 1010 Introduction to Chemistry (A)** **3 credits**

A study of the elementary principles of general chemistry for the non-science major.

CHM 1045C General Chemistry I (A) **3 hrs. lecture-3 hrs. lab-4 credits**

A study of the principles of chemistry, atomic and molecular structure, chemical bonding, properties of gases, stoichiometry, liquids and solids. Related laboratory experiments.

CHM 1046C General Chemistry II (A) **3 hrs. lecture-3 hrs. lab-4 credits**

A continuation of CHM 1045 including equilibrium, kinetics, electrochemistry and descriptive chemistry of some elements. Related laboratory experiments in qualitative analysis of some cation and anions. Prerequisite: CHM 1045.

CHM 2210C Organic Chemistry I (A) **3 hrs. lecture-6 hrs. lab-5 credits**

A study of the nomenclature, preparations, reactions, mechanisms and electronic and structural features of carbon-containing compounds. Related laboratory experiments. Prerequisite: CHM 1045.

CHM 2211C Organic Chemistry II (A) **3 hrs. lecture-6 hrs. lab-5 credits**

A Continuation of CHM 2210. Prerequisite: CHM 2210.

COSMETOLOGY

- COS 1131 Cosmetology I (O)** **15 credits**
Basic skills necessary for giving salon services.
- COS 1132 Cosmetology II (O)** **15 credits**
The chemistry and structure of skin and hair, anatomy, histology and physiology, chemistry of products used and their effects on the body, skin and hair. Prerequisites: COS 1131.
- COS 1133 Cosmetology III (O)** **6 credits**
Study of Florida law, as applied to cosmetology, salon management, advanced laboratory techniques and review. Prerequisites: COS 1131 and 1132.

CRIMINAL JUSTICE

- SOC 2020 Social Problems (D)** **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 2000, recommended.
- CCJ 2020 Introduction to Criminal Justice (D)** **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.
- CJT 2100 Criminal Investigation I (D)** **3 credits**
Fundamental principles, concepts, theory and history of investigation, methods of investigation, case preparation and problems in 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.
- CJT 2110 Criminal Investigation II (D)** **3 credits**
Continuation of Criminal Investigations I.
- CJT 2410 Law Enforcement and Transportation (O)** **3 credits**
Introduction to the theory, history, development and management of a modern transportation system. Law enforcement traffic engineering, education and enforcement will be stressed.
- CCJ 2410 Police Administration and Operations (O)** **3 credits**
Introduction to the principles of law enforcement administration, organization and supporting services. Management concepts and practices will be discussed.
- CCJ 2220 Criminal Law I (D)** **3 credits**
A course designed to provide law enforcement personnel and other students of the Criminal Justice System with a framework of criminal law and

how it has developed; its basic concepts and how they apply in our society today. Emphasis will be given Florida criminal law.

CCJ 2270 Criminal Procedure (D) 3 credits

Emphasis will be placed on the following: arrests; search warrants, probable cause, admissions and confessions, stop and frisk, pre-trial identification procedures and preparation of cases for court.

CCJ 2330 Probation and Parole (O) 3 credits

Examination of the policies and procedures utilized in the field of corrections, correctional programs, social investigation, release agencies and PSI report will be studied.

CCJ 2300 Introduction to Corrections (O) 3 credits

An overview of the American corrections system: correctional theories, history problems and procedures will be examined. Special emphasis will be given to Florida's correction system.

CCJ 2440 Correctional Institution Administration and Organization (O) 3 credits

An analysis of the problems encountered by the corrections system relating to principles of management, supervision and administration. The supervisor's role in rehabilitation will be examined in depth.

CCJ 1441 Jail Administration (O) 3 credits

Examination and study of the administrative concepts, philosophy, programs and problems of various jail systems, including juvenile, adult, and women institutions.

CJT 2140 Criminalistics Laboratory (D) 4 hours lab-2 credits

Reading assignments, discussions, and laboratory exercises in criminalistics. Laboratory exercises will be conducted under the direct supervision of the criminalists at the Regional Crime Laboratory at Indian River Community College.

CCJ 2250 Constitutional Law (D) 3 credits

Emphasis is on the U.S. Constitution and specific treatment is given to the Amendments therein and how they relate to our system of criminal justice. A discussion of specific cases and how they apply to specific constitutional provisions and amendments.

CCJ 2230 Rules of Evidence (O) 3 credits

The course is designed to show the student the use of evidence and how it effects the criminal law and specifically the criminal justice system. It will show what evidence is, and when and how it can be introduced in a criminal trial.

CCJ 2281 Constitutional Rights of the Incarcerated (D) 3 credits

Emphasis will be given to civil rights of law enforcement/corrections officers and of incarcerated and/or accused persons.

CCJ 2940 Field Training (O) 3 credits

An introduction to the practical problems in criminal justice. The student will participate six hours a week in a cooperative work experience program in the field in one of the following areas: law enforcement, corrections, or probations.

CCJ 2200 Introduction to the Courts (O) 3 credits

Examination of the functions, organization and management of U.S. courts special emphasis of Florida's.

- CCJ 2130 Police Community Relations (O)** **3 credits**
Examination of the role of police in the community. Police community problem areas will be discussed.
- CCJ 2500 Juvenile Delinquency (O)** **3 credits**
A broad survey of the entire scope of juvenile delinquency. Juvenile delinquency concepts and control will be examined.
- CCJ 2510 Juvenile Law (O)** **3 credits**
Examination of the theories and enforcement of juvenile law with special emphasis on Florida's juvenile statutes.
- CJD 2000 Basic Recruit Training (O)** **15 credits**
Course is the Florida minimum standards education for entrance into the police profession in the state of Florida. The curriculum includes Florida Criminal Law, Criminal Investigation, Patrol Procedures, Traffic Control, Human Skills, Defensive Tactics, Physical Conditioning and Firearms Training.
- CJT 2311 Advanced Firearms Training (O)** **3 credits**
This course will stress proficiency in the use of police firearms. Emphasis will be placed on the skilled use of pistols; however, an introduction to the use of shotguns and rifles will be given. Prerequisite: a basic law enforcement course or permission of instructor.
- CJT 2321 Tactical and Night Firing (O)** **2 credits**
This course is designed to provide law enforcement personnel with practical experience in the use of firearms in less than ideal circumstances; i.e., after strenuous physical exertion, in poor light and in darkness. Restricted to law enforcement personnel.
- CJD 2451 Basic Corrections Training (O)** **9 hrs. lecture-9 credits**
Course in the Florida minimum standards education for entrance into the Corrections profession in the State of Florida. The curriculum includes Florida Criminal law, operational procedures, principles of supervision, inmate behavior and technical skills.
- LEA 1011 Introduction to Legal Research and Writing (D)** **3 credits**
This introductory course is designed to provide an overview of the training and purpose of legal assistants. The ethical considerations for both lawyers and assistant will be covered as well as providing an introduction to Legal Research, Legal Writing, and Analysis.
- LEA 1201 Real Estate Law and Property (D)** **3 credits**
This course provides an in-depth knowledge of real property and a survey of the more common types of real estate transactions. Major topics include deeds, contracts, leases, deeds of trusts and the procedures and problems in drafting these conveyances. Prerequisites: LEA 1011 or permission of the instructor.
- LEA 1601 Criminal Law and Procedure (D)** **3 credits**
This course presents the common law and subsequent statutory provisions of criminal law in Florida. It will also cover the Florida rules of criminal procedure. Prerequisites: LEA 1011 or permission of instructor.
- LEA 2210 Wills, Trusts, and Probate Administration (D)** **3 credits**
This course presents the legal aspects of the drawing of wills, trusts, and probating estates. It also covers the procedures involved in accounting, administration, gifts, life insurance and estate planning. Prerequisites: LEA 1011 or permission of instructor.

LEA 1501 Law of Domestic Relations (O) 3 credits

A course designed to provide the necessary information and skills required for a legal assistant to be effective in the area of marriage dissolution. The course focuses on practical and ethical considerations; alimony and support; the no-fault concept; appeals; child custody and support; and matters subject to modification. Prerequisite: LEA 2000 and LEA 1011. LEA 1011.

LEA 2000 Introduction to Legal Assisting Technology (O) 3 credits

The course is an overview of the legal assistant profession including the opportunities available for employment. Topics included are legal terminology; legal ethical consideration; and an introduction to legal research and case analysis.

LEA 2021 Civil, Criminal and Administrative Law I (O) 3 credits

A course designed to provide students with an understanding of the sweep and vitality of the law, to demonstrate the many ways in which history, economics, sociology, psychology, and technology shape and form, and become shaped and formed by the law. Major topics include the dual court system, property rights, freedom on contract doctrine, torts, and crimes. Prerequisite: LEA 2000 and LEA 1011.

LEA 2022 Civil, Criminal and Administrative Law II (O) 3 credits

A continuation of LEA 2021 with emphasis on Administrative Law as related to the Administrative Procedures Act and effectively dealing with public agencies in the legal environment. Prerequisite: LEA 2021

LEA 2102 Legal Systems and Litigation Procedure (O) 3 credits

The course is designed to inform legal assistants about the objectives of civil litigation, the function of lawyers handling civil cases, the means by which the objectives may be obtained, and the limitations of lawyer's authority and courts' power. Prerequisite: LEA 2000 and LEA 1011.

LEA 2940 Legal Assistant Seminar and Internship (O) 3 credits

This capstone course is designed to provide practical focus on contemporary concerns such as effective communications and human relations in the business environment. An internship experience or specialized project related to the legal assistant profession is required. Prerequisite: Minimum of 18 credits in LEA courses.

DATA PROCESSING**COC 1300 Introduction to Data Processing (D) 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.

COP 2120 COBOL Programming 1. (D) 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).

COP 2121 COBOL Programming 2. (D) 3 credits

A continuation of COP 2120 using more advanced coding techniques. Emphasizes the use of COBOL in file maintenance and report writing. Prerequisite: COP 2120.

COP 2110 Fortran I (D) 3 credits

Computer programming and application using Fortran. Emphasis on scientific and business oriented problems. Prerequisite MGF 1113 or permission of instructor.

COP 2122 Advanced COBOL Programming (D)**1 hr. lecture-4 hrs. lab-3 credits**

A continuation of practical programming experience emphasizing programming techniques such as table handling, subscripting, data organization and storage methods; use of sub-routines; program segmentation and systems flow. Prerequisites: COP 2120 and COP 2121 or COBOL programming experience in business.

CAP 2030 Computer Systems Design (D)**3 credits**

A discussion with case studies and class problems, of how business procedures can be applied most effectively to the computer.

DENTAL SCIENCE**DEA 1010 Introduction to Dental Assisting (O)****1 credit**

History of dentistry, duties of the dental assistant, the dental health team, code of ethics, state laws and jurisprudence, dental specialties, certification requirements, professional organizations, personal appearance and grooming, conduct and attitudes, professional and patient relations.

DEA 1020C Clinical Orientation (O)**2 hrs. lecture-4 hrs. lab-4 credits**

A study of operating and auxiliary equipment used at the chair side, proper chairside assistance, charting, dental instruments, operation of equipment maintenance and sterilization.

DEA 1120 Related Dental Theory (O)**3 credits**

A course designed for familiarization of common drugs and medicaments, pharmacological properties, therapeutic applications and any toxicities, knowledge of diet and nutrition with emphasis on their relationship to oral hygiene; preventative dentistry; aspects of all pathology; and recognition of dental emergency and procedures.

DEA 1200 Dental Office Management (O)**3 credits**

A course to acquaint students with telephone techniques, appointment book control and patient clinical and office records; and charting of patient dental history and conditions. Correlation of psychology to dental situation in the management of patients.

DEA 1820C Intraoral Auxiliary Procedures I (O)**1 hr. lecture-4 hrs. lab-3 credits**

Introductory course designed to offer student participation in specified intraoral procedures.

DEA 1821C Intraoral Auxiliary Procedures II (O)**2 hrs. lecture-3 credits**

Continuation of DEA 1820C.

DEA 1800C Clinical Practice I (O)**2 hrs. lecture-10 hrs. lab-5 credits**

Each student will receive individualized instruction in all phases of chairside dental assisting.

DEA 1801C Clinical Practice II (O)**2 hrs. lecture-10 hrs. lab-5 credits**

A continuation of DEA 1800C.

DEA 1802C Clinical Practice III (O)**2 hrs. lecture-12 hrs. lab-6 credits**

A continuation of DEA 1800C.

DES 100C Dental Anatomy (O) 3 credits-2 hrs. lecture-2 hrs. lab
The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and reproduction of tooth forms by drawing and carving representative teeth.

DES 1100 Elements of Dental Materials (O) 3 credits-3 hrs. lecture
A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered.

DES 1100L Dental Materials Laboratory (O) 3 hrs. lab-1 credit
A laboratory course designed to be taken concurrent with DES 1100, Elements of Dental Materials, by dental assistant technology students.

DES 1200C Dental Radiology (O) 2 hrs. lecture-2 hrs. lab-3 credits
This course is designed to acquaint the student with the nature, physical behavior, biological affects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice.

DTE 1001 Orientation and Terminology (O) 1 hr. lecture-1 credit
This course is designed to teach the student the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession. It will include familiarization with the dental practice act, dental work authorizations, and current trends in dental lab technology.

DTE 1010 Oral Anatomy (O) 2 hrs. lecture-2 credits
Course will emphasize identification of anatomical features of the head and oral cavity. Topics include: Nerve and blood supply, origins and insertions of muscles of mastication, anatomical features of the Alveolar process, and movements of the temporalmandibular joint.

DTE 1020 Tooth Physiology and Anatomy Theory (O) 2 hrs. lecture-2 credit
Course will emphasize the theory of teeth and their supporting structures. Topics include: written definitions of relevant nomenclature, dental occlusion and function.

DTE 1020L Tooth Physiology and Anatomy Lab (O) 8 hrs. lab-3 credits
Student will draw different peripheral views of Maxillary and Mandibular teeth and will carve natural size teeth in wax medium.

DTE 1103 Complete Denture Theory (O) 2 hrs. lecture-2 credits
Course will emphasize the steps of denture construction. Topics include: Identification of lab stone and plaster, acrylic resins and the descriptions of the theory inherent in all phases of denture construction, investing, finishing, rebasing, relining, and repair of dentures.

DTE 1103L Complete Denture Lab (O) 8 hrs. lab-3 credits
The student will be called upon to use lab stone and plaster, acrylic resins and articulators, and will construct individual casts, trays, baseplates, and Occlusal rims. The student will work with the theory inherent in all phases of denture construction and will set up teeth for different classes of arch forms. Included will be: investing, finishing, rebasing, relining and repair

of dentures.

Course will emphasize steps of partial denture construction.

DTE 1122 Partial Denture Theory (O) 2 hrs. lecture-2 credits

Laboratory application of the theory of partial dental construction in which the student will identify and use plaster, stone, waxes, and acrylic resins. The student will describe and plan, design and survey partial dentures. The student will construct a refractory cast, set up teeth with partial frames and repair partial dentures.

DTE 1122L Partial Denture Lab (O) 8 hrs. lab-3 credits

Laboratory application of the theory of partial dentures.

DTE 1102 Occlusal Topography (O) 1 hr. lecture-1 credit

Course will emphasize the theory of dental occlusion, including surfaces of teeth.

DTE 1102L Occlusal Topography Lab (O) 4 hrs. lab-2 credits

Laboratory application of the theory of topography.

DTE 1007 Dental Materials I (O) 2 hrs. lecture-2 credits

Course will emphasize the identification of physical and mechanical properties of impression materials. Topics include: waxes, acrylics and other dental materials used in the laboratory.

DTE 1132 Orthodontic and Pedodontic Theory (O) 1 hr. lecture-1 credit

Course will emphasize steps in the fabrication of a Maxillary Hawley, Mandibular Hawley, space maintainer, space retainer, tongue spikes and tongue cribs.

DTE 1132L Orthodontic and Pedodontic Lab (O) 4 hrs. lab-2 credits

Laboratory application of orthodontic and pedodontic theory.

DTE 2133 Advanced Orthodontics and Pedodontics (O)

2 hrs. lecture-2 credits.

Course will emphasize the steps in the fabrication of an Occlusal Palatal splint space retainer. Topics include: stabilizing plate, bite planes, obturator and gauges of wires used on orthodontic appliances.

DTE 2133L Advanced Orthodontic and Pedodontic Lab (O)

8 hrs. lab-3 credits

Laboratory application of advanced orthodontic and pedodontic theory.

DTE 2123 Advanced Removable Prosthodontics Theory (O)

2 hrs. lecture-2 credits

Advanced course in Dentures and Partials. Topics include: steps in the construction of dentures and over dentures on mal-positioned ridges, and steps in the fabrication of broken stress appliances and precision attachments of partials.

DTE 2123L Advanced Removable Prosthodontics (O) 14 hrs. 1 lab.-5 credits

Laboratory application of advanced Dentures and Partials theory.

DTE 2141 Ceramic Theory (O) 2 hrs. lecture-2 credits

Course will emphasize the theory and nomenclature of dental ceramics.

DTE 2141L Ceramic Lab (O) 8 hrs. lab-3 credits

Student will draw substructure design for single and multiple unit bridge-work. Student will study the theory of color, control and staining qualities,

while becoming familiar with porcelain equipment. Student will fabricate porcelain units.

DTE 2152 Crown and Bridge Theory (O) 2 hrs. lecture-2 credits

Course will emphasize the theory and nomenclature of elementary crown and bridge construction.

DTE 2152L Crown and Bridge Lab (O) 8 hrs. lab-3 credits

The student will construct stone and copper plated dies, acrylic jackets, veneers, inlays, onlays and three-quarter crowns. The student will operate and become familiar with crown and bridge equipment.

DTE 2155 Advanced Fixed Prosthodontics Theory (O) 2 hrs. lecture-2 credits

Advanced course in crown and bridge. Topics include: theory of full mouth reconstruction, various types of pontics and spruing techniques. The student will write the steps of crown and bridge construction.

DTE 2155L Advanced Fixed Prosthodontics Lab (O) 14 hrs. lab-5 credits

Advanced laboratory techniques of crown and bridge theory.

DTE 2008 Dental Materials II (O) 2 hrs. lecture-2 credits

Course will emphasize the identification of physical and mechanical properties of metals, alloys, dental gold, chromecobalt and nickel alloys. Topics include: control of physical properties, strain hardening and heat treatment, casting and soldering techniques, and dental porcelain composition.

DTE 2180 Dental Laboratory Operations (O) 2 hrs. lecture-2 credits

Course will emphasize the study of day-to-day problems of operation of a dental laboratory. Topics include: accounting, typing, cost overruns, ordering supplies, maintaining inventory, and effective professional behavior.

DTE 2191 Assimilation of Dental Technology (O) 2 hrs. lecture-2 credits

Course will emphasize a complete review of the topics of the dental technology curriculum. Topics include: comprehension of diagnostic terms and techniques of construction of oral appliances. The student will be called upon to demonstrate his mastery of materials and topics of the dental technology field through successful completion of a certified dental technology exam.

DTE 2201 Ethics and Jurisprudence (O) 1 hr. lecture-1 credit

Course will emphasize the ethics and jurisprudence of the dental technology profession. Topics include: ethical standards of the dental profession, ethical standards of the dental technology profession, community mores, legal requirements of the dental technician, and the responsibility of the technician to the patient.

DEH 1820 Health Office Emergencies (O) 2 hrs. lecture-2 hrs. lab-3 credits

This course is designed to prepare the Health Occupations student for medical emergencies that may arise in the office. Prerequisite: Enrollment in Dental Assistant, Medical Secretary, or Medical Records Program or permission of instructor.

DRAMA

THE 1000 Introduction to Drama (A) 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.

THE 1300 World Drama (A) 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: THE 1000.

ORI 1001 Oral Interpretation (A) 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.

ORI 1002 Advanced Oral Interpretation (A) 3 credits

A continuation of ORI 1001. 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: ORI 1001, or permission of instructor.

TPP 1800 Theatre, Voice, & Speech I (A) 3 credits

An introduction to acceptable theatre speech including sound production, diction, projection and dramatic interpretation. The course will include the study of the physiological components of speech as well as the evaluation and analysis of dialect.

TPP 1801 Theatre, Voice, & Speech II (A) 3 credits

A continuation of TPP 1800. Prerequisite: TPP 1800

THE 1002 History and Literature of the Theatre (A) 3 credits

A study of theatrical history from the Greeks to modern day including the study of plays from each period. Periods covered are Greco-Roman, Shakespeare, Restoration, modern and contemporary.

TPP 1000 Acting (I) (A) 3 credits

Stage movement and business, pantomime and improvisation. Included are the analysis of roles and developments of characterization as well as acting exercises, scenes, critiques and discussions.

T PT 1100 Acting I (A) 3 credits

A continuation of TPP 1110. Prerequisite: TPP 1100.

TPP 1290 Rehearsal and Performance Lab (A) 6 hrs. lab, 3 credits

Practical application of techniques including production of scenes and complete plays. May be repeated for credit.

TPP 2300 Play Direction (A) 2 hrs. lecture-2 hrs. lab-3 credits

Course includes lectures and discussions of directing for the stage followed by practical application and procedures. Students will be assigned

directional roles. May be repeated for credit.

TPP 2650 Play Analysis (A) 2 hrs. lecture-2 hrs. lab-3 credits

Discussion of play construction from the Greeks to modern day will be held. The course will be a study in the changing styles of dramatic presentation.

ECONOMICS

ECO 2000 Introduction to Economics (A) 3 credits

This is a survey course designed to give students a basic understanding of such national economic problems as: inflation, energy crisis, unemployment, poverty, etc. Economics 2000 is not designed for transfer. Introduction to Economics is not a prerequisite to, or preparation course for, Economics 2013.

ECO 2013 Principles of Economics I (A) (Macroeconomics) 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. Credit is not given for both ECO 2000 & ECO 2013.

ECO 2023 Principles of Economics II (A) (Microeconomics) 3 credits

Continuation of Economics 2013 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: ECO 2013.

EDUCATION

EDF 2005 Introduction to Education (A) 3 credits

The principles of improving classroom teaching, the preparation of instructional objectives, the dual role of the instructor as a counselor and teacher. Some field experience required. Prerequisite: Sophomore standing or permission of instructor.

EDF 2604 Social Foundations of Education (A) 3 credits

Social structures, forces and values affecting education. Contributions of philosophical, historical, psychological, and social foundations of education to curriculum designs and methods of instruction. Prerequisite: Sophomore standing or permission of instructor.

EDP 2002 Educational Psychology (A) 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.

EDF 2110 Human Development (A) 3 credits

Introductory course on human life span, integrating basic concepts of physical, intellectual, social and emotional development at each major stage. Theoretical viewpoints and recent developmental research are considered in respect to their practical application. Prerequisite: Sophomore standing or permission of instructor.

EDG 2935 Seminar (A)**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**ETE 1010C DC Circuits (O)****3 hrs. lecture - 2 hrs. lab-4 credit**

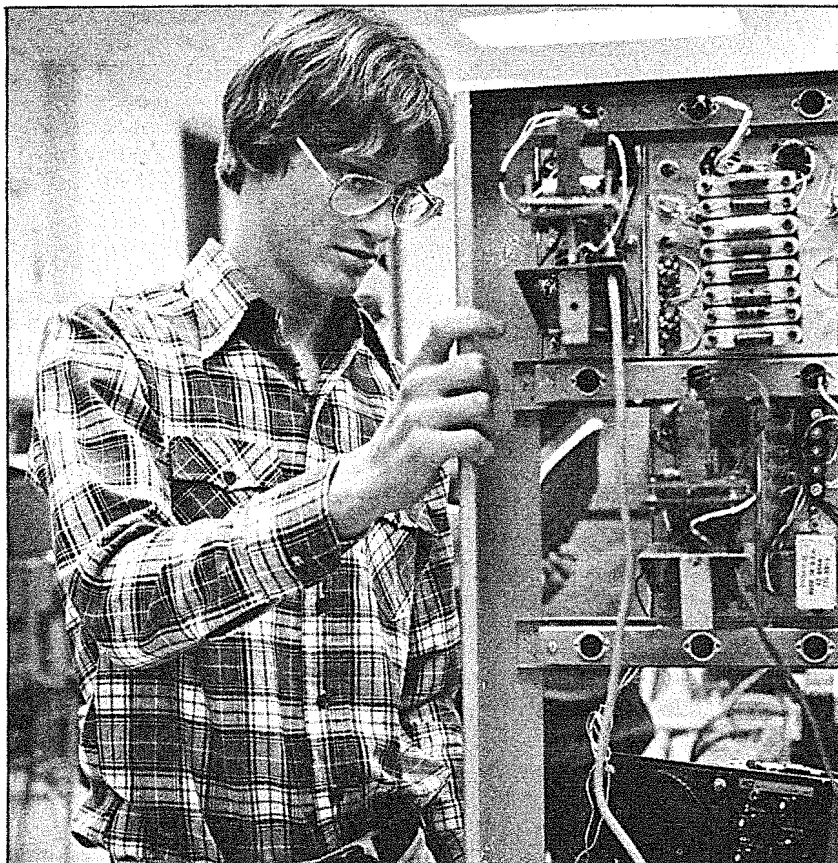
The material covered in this course includes units and notation, current and voltage, resistance, ohm's law, power, energy, series and parallel circuits, methods of analysis, network theorems, and capacitors. Prerequisite: MTB 1321.

ETE 1020C AC Circuits (O)**3 hrs. lecture-2 hrs. lab-4 credits**

This course covers magnetic circuits, inductors, AC generation phasors, series and parallel impedances, AC power, transformers, and polyphase systems. Prerequisite: MTB 1322.

ETE 2141C Electronic Devices (O)**3 hrs. lecture-2 hrs. lab-4 credits**

The course includes the theory and characteristics of solid state devices and circuit applications. Devices covered are diodes, bipolar transistors and field effect transistors. Prerequisite: ETE 1020C.



Students who complete the up-to-date and challenging electronics program at IRCC discover that there is no shortage of jobs for qualified, trained electronic technicians.

- ETE 2145C Electronic Devices II (O)** 3 hrs. lecture-2 hrs. lab-4 credits
This course covers the theory and characteristics and application of unijunction transistors, silicon controlled rectifiers, triacs, opto-electronic devices, operational amplifiers, and vacuum tubes. Prerequisite: ETE 2141.
- ETE 2422C Communication Circuits I (O)** 3 hrs. lecture-2 hrs. lab.-4 credits
This course is a review of logarithms and decibels and covers R_F resonant circuits, R_F measuring instruments, microphones and loudspeakers, audio and R_F amplifiers, R_F oscillators, AM and FM modulation, AM and FM transmitters, transmission lines and antennas. Prerequisite: ETE 2141.
- ETE 2423C Communications Circuits II (O)** 3 hrs. lecture-2 hrs. lab.-4 credits
This course includes AM and FM receivers (detectors, super-heterodyning, mixers, converters, IF amplifiers, discriminators) and broadcast stations. Prerequisite: ETE 2400C.
- ETE 2662C Digital Circuits (O)** 3 hrs. lecture-2 hrs. lab-4 credits
This course is a study of the logic concepts and circuits used in digital systems. Included is Boolean Algebra and digital techniques of gating, counting, storing, shifting and converting.
- ETE 2435C TV Circuits (O)** 3 hrs. lecture-2 hrs. lab-4 credits
This course covers the theory and operation of black and white and color television receivers. Prerequisite: ETE 2423C.
- ETE 2204C Electronic Instruments (O)** 2 hrs. lecture-3 hrs. lab-3 credits
Included in this course are the theory and operation of the oscilloscope, volt-ohm-amp, meters, signal generators, frequency counters and other common test equipment. Prerequisite: ETE 1020C.
- ETE 2400 FCC License Preparation (O)** 3 hrs. lecture-3 credits
This course covers the material necessary for the preparation for the FCC Second Class Radiotelephone License. (Credit is offered to students who have or pass the FCC Second Class examination.) Prerequisite: ETE 2423C.
- ETE 2614C Electronic Drafting (O)** 1 hr. lecture-4 hrs.-4 credits
Basic graphical communications as applied to the electronics industry. Electronic topics include symbols, schematic diagrams, circuit layouts, block diagrams, fastener components, government specifications, printed circuitry and production drawings. Prerequisite: permission of instructor.

ENGLISH

- ENC 0000 Remedial English** 3 hours lecture-No credits
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.
- ENC 1013 Fundamentals of Writing (A)** 3 credits
The relationship of sentence structure to ideas: theory, practicum, and application. No prerequisite.
- ESL 1181 English as a Foreign Language (A)** 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.

- ENC 1101 Communications (A)** **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.
- ENC 1102 Communications II (A)** **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: ENC 1103.
- ENC 1213 Communications (Honors) (A)** **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.
- COM 1130 Secretarial Communications (O)** **3 credits**
The writing of business letters and short reports. Emphasizes both content and form and includes a review of the mechanics of writing; e.g., punctuation, capitalization, and spelling of business terms. Designed for secretarial science student. Prerequisite: SES 1100 or equivalent.
- COM 1131 Technical Communications (O)** **3 credits**
Designed to meet the needs of technical, vocational, and midmanagement 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.
- LIT 2215 World Literature I (A)** **3 credits**
Academic survey of significant authors and their works from Homer to the Renaissance with emphasis on literary trends, forms, and appreciation. Prerequisite: ENC 1136 or permission of instructor.
- LIT 2224 World Literature II (A)** **3 credits**
Continuation of LIT 2215 from the Renaissance into the 20th century. Prerequisite: ENC 1136 or permission of instructor.
- ENL 2030 English Literature I (A)** **3 credits**
Introduction to English literature based upon selected masterpieces from Beowulf to Samuel Johnson. Prerequisite: ENC 1136 or permission of instructor.
- ENL 2040 English Literature II (A)** **3 credits**
A continuation of ENL 2030, from the Romantic Movement to the present. Prerequisite: ENC 1136, or permission of the instructor.
- LIT 2510 Themes in Literature I (A)** **3 credits**
Intensive reading in a particular concept or topic of popular literary appeal. Examples include (but are not limited to) Horror Stories, Mystery Stories, Women in Literature, Science Fiction, Literature of the Occult. Prerequisite: ENC 1103 or permission of instructor. (Course does not satisfy ENC 1136 requirement).
- LIT 2511 Themes in Literature II (A)** **3 credits**
A continuation of LIT 2510, with a change in topics.
- CRW 2132 Creative Writing I (A)** **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 or ENC 1103.

CRW 2140 Creative Writing II (A) 3 credits

This course is an extension of Creative Writing I. A significant writing project is required for class presentation and class evaluation. Each student will submit at least two additional written works of high quality during the semester.

AML 2020 American Literature to 1865 (A) 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: ENC 1136 or permission of instructor.

AML 2022 American Literature after 1865 (A) 3 credits

Continuation of AML 2020 through American verse and prose from 1865 to the present. Prerequisite: ENC 1136 or permission of instructor.

COM 2100 Business Communications (D) 3 credits

A comprehensive study of the various areas of business communication with emphasis on the writing of business letters and reports. Designed for business administration and pre-business education students. Prerequisite: ENC 1103.

ENG 2160 Children's Literature (A) 3 credits

A survey of children's literature with emphasis on children's needs and interests, criteria for judgment, and history and trends in the field. The arts of storytelling and oral reading will be stressed as vehicles for bringing literature to children.

ENVIRONMENTAL CONTROL

EVR 1011 Introduction to Environmental Health (O) 3 credits

Designed to acquaint the student with the major concerns of Environmental Health in relation to the environment that comes under the influence of the sanitarian. A general presentation of the origin and progress of the Environmental Health Field is included.

EVR 1012 Pollution of Coastal Waters (O) 3 credits

A description of physical, chemical and biological characteristics, discussion of bio-degradable, non-degradable, and thermal pollutants, turbidity and their impact, and specific analyses of small structures and related activities on the coastal marine environment.

EVS 2233 Water and Wastewater Management I (O) 7 credits

A preparatory program to provide students with basic knowledge and skills needed to perform the specific job duties of the water treatment plant operator and/or of the wastewater treatment plant operator. First of two parts.

EVS 2234 Water and Wastewater Management II (O) 7 credits

A continuation of EVS 2233 required for state certification. Second of two parts.

EVS 2238 Water and Wastewater Chemistry I (O) 3 credits

Provides the student with necessary knowledge in basic chemistry for advanced certification in Water or Wastewater Technology. First of two parts.

- EVS 2239 Water and Wastewater Chemistry II (O)** **3 credits**
A continuation of EVS 2238.
- EVS 2600 Introduction to Environmental Services (O)** **3 credits**
Designed to acquaint the student with the major concerns of environmental health in relation to the environment that come under the influence of the sanitarian. A general presentation of the origin and progress of the environmental health field is included.

FIRE SCIENCE

- FFP 1000 Introduction and Orientation to Firefighting (O)** **3 credits**
An introduction to the history of fire services in U.S., including the philosophy and traditions of the fire service and career orientation.
- FFP 1200 Fundamentals of Fire Prevention (O)** **3 credits**
Familiarize student with state and local statutes and ordinances relating to fire prevention, survey national fire codes, Underwriters Laboratories, South Florida building codes, N.F.P.A. manuals. Develop an appreciative understanding of the making of inspections or surveys, and report findings.
- FFP 1008 Basic Fire Recruit Training (O)** **3 hrs. lect.-12 hrs. lab-12 crs.**
Indoctrination into the fire services designed to enable the recruit to perform the duties of a fire fighter. Student must meet state requirements of Fire Standards.
- FFP 1040 Introduction to Marine Fire Protection (O)** **3 credits**
Survey of agencies involved in marine safety, fire protection and cargo handling, familiarization with Federal, State and local fire protection ordinances. Develop an understanding of methods developed for control of fire aboard ships at sea and in port.
- FFP 2935 Fire Service Problems (O)** **3 credits**
Opportunity to make a study of fire problems or to research a project relative to fire service improvement. Subjects may be studied individually or as a group project. Prerequisite: Permission of department head.
- FFP 2540 Applied Fire Science (O)** **3 credits**
An introduction to the study of the chemical and physical properties of matter in solid, liquid, or gaseous forms as they relate to fire and firefighting. Prerequisite: CHM 1010, PHY 1020.
- FFP 2500 Hazardous Materials (O)** **3 credits**
Study of the chemical and physical properties of matter and their possible reactions related to storage handling and transportation. The study will include flammable liquids, combustible solid oxidizing corrosives, and radioactive materials. Prerequisite: FFP 2540.
- FFP 2400 Firefighting Tactics & Strategy (O)** **3 credits**
Develop an understanding of efficient use of manpower, apparatus placement, and equipment available. Placing emphasis on pre-fire planning, fire ground decisions, and problem solving. Use of fire simulator.
- FFP 2300 Building and Fire Codes I (O)** **3 credits**
To study and compare national, state, and local building and fire codes emphasizing local laws and ordinances pertaining to building construction and design.

- FFP 2310 Electrical Hazards for Firefighters (O)** **3 credits**
To familiarize firefighters with the National Electrical Code. To teach them to recognize electrical hazards in building inspection tours and in buildings involved in fire. To suggest possible method of protecting fire personnel from electrical hazards and ways to correct faulty electrical conditions.
- FFP 2640 Fire Hydraulics (O)** **3 credits**
Theory of hydraulics as applied to the fire service with emphasis on the mathematics and formula related to fire streams, master streams, and pump operation.
- FFP 2240 Fire Investigation (O)** **3 credits**
Survey of arson laws and incendiary fires, determining the cause of fire, recognizing and preserving evidence, interviewing witnesses, handling juveniles, presentation of court testimony and court procedures. Familiarization with the pathology of fire setters. Prerequisite: FFP 1200.
- FFP 2100 Municipal Fire Administration (O)** **3 credits**
To develop an understanding of systems for appraising, upgrading and implementing fire protection services of local, county, and state governments. To further develop an appreciation for knowledge in the fields of personnel management, fire signal systems, fire insurance regulation, mutual aid systems, and extra department relations.
- FFP 2525 Introduction to Oil Refinery and Tank Farm Fire Protection (O)** **3 credits**
To study and develop strategies and techniques for fire protection and control in oil refinery and tank farm areas, study to include an introduction to regulations pertaining to fire prevention in these areas.
- FFP 2948 Work Experience Internship (O)** **3 credits**
To be prepared after proper agreements with local fire officials. Prerequisite: Approval of department head and local fire personnel.
- FFP 2300 Building and Fire Codes II (O)** **3 hrs. lect.-3 credits**
To provide more intense, in-depth, detailed study of the wide variety of complex Fire Safety and Building Codes. A continuation of FFP 2300I. Prerequisite: FFP 2300 I or permission of department.

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.

- FRE 1100 Elementary French I (A)** **3 credits**
Audio-lingual French. Fundamentals of speaking, reading and writing.
- FRE 1101 Elementary French II (A)** **3 credits**
Continuation of FRE 1100. Prerequisite: FRE 1100 or equivalent.
- FRE 2200 Intermediate French I (A)** **3 credits**
Continuation of FRE 1101, with review of first-year grammar. Discussion of several short reading selections. Prerequisite: FRE 1101 or equivalent.
- FRE 2201 Intermediate French II (A)** **3 credits**
Continuation of FRE 2200. Prerequisite: FRE 2200 or equivalent.

GEOGRAPHY

- GEA 2002 World Geography (A)** **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.

GEOLOGY

- GLY 1015 Earth Science (A)** **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.
- GLY 1100 Historical Geology (A)** **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 record of life forms. Study of the origins of ores and petroleum.
- GLY 1030 Introduction to Geophysics (A)** **3 credits**
Study of the use of geophysical methods in the exploration for minerals, ores and oil. Geophysical methods studied will be seismic, gravimetric, magnetics and electrical. Prerequisite: GLY 1000.

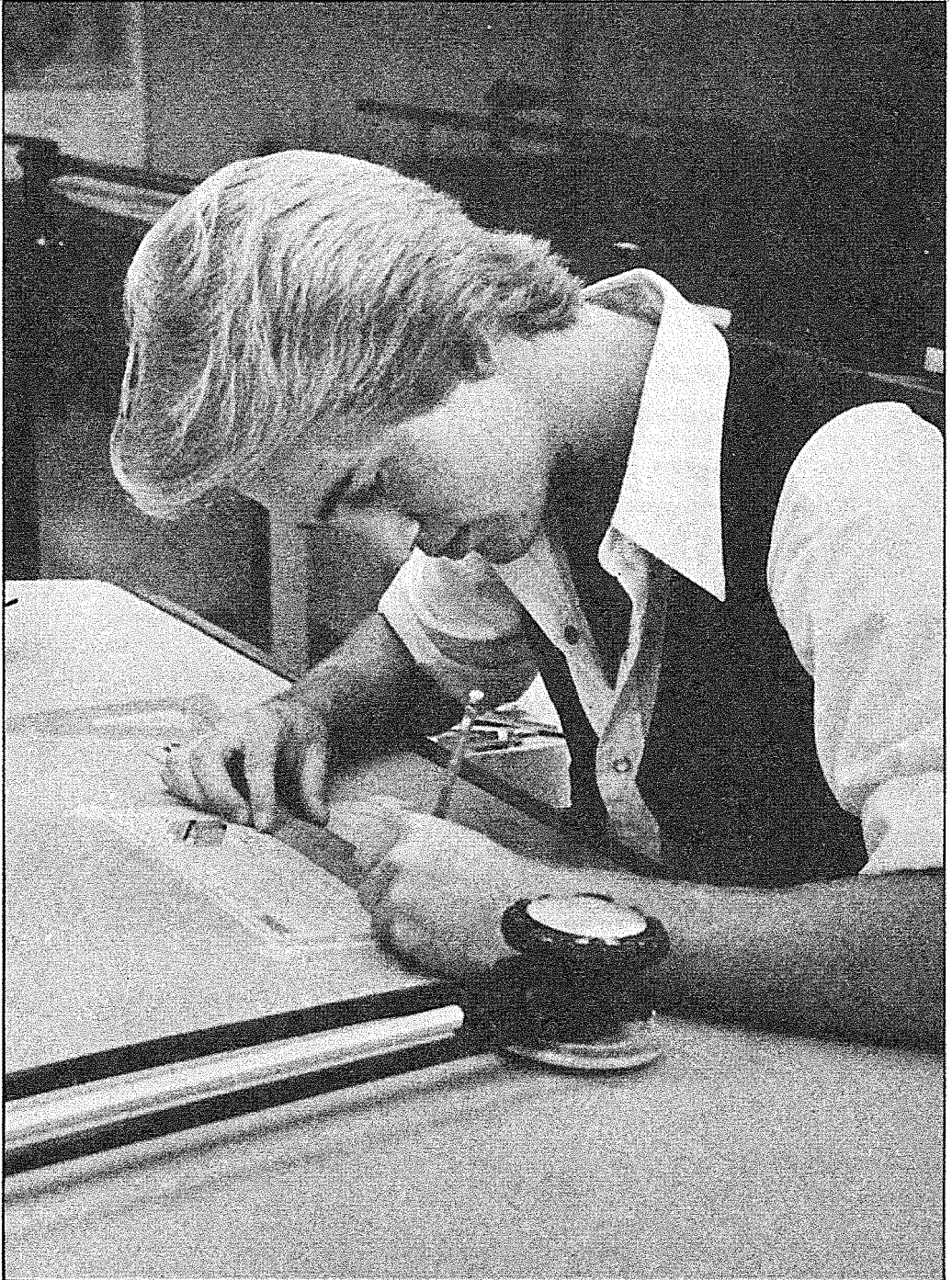
GERMAN

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

- GER 1100 Elementary German I (A)** **3 credits**
Audio-lingual German. Fundamentals of speaking, reading and writing.
- GER 1101 Elementary German II (A)** **3 credits**
Continuation of GER 1101. Prerequisite: GER 101 or equivalent.
- GER 2200 Intermediate German I (A)** **3 credits**
Continuation of GER 1101, with review of first-year grammar. Reading and discussion of several short reading selections. Prerequisite: GER 1101 or equivalent.
- GER 2201 Intermediate German II (A)** **3 credits**
Continuation of GER 2200. Prerequisite: GER 2200 or equivalent.

GRAPHIC SCIENCE

- EGN 1120C Engineering Graphics (D)** **2 hr. lecture-4 hrs. lab-3 credits**
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.



The very precise creativity demanded in architectural drafting is only one of the many graphic science skills nurtured at IRCC.

EGN 1130C Descriptive Geometry (D)**1 hr. lecture-4 hrs. lab-3 credits**

Continued spatial relationship of points, lines and planes; successive auxiliary views; revolutions; intersections, developments; working drawings and vector graphics. Prerequisite: ENG 1120C or ETD 1111C.

ETD 1111C Technical Drafting I (O)**1 hr. lecture-4 hrs. lab-3 credits**

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.

ETD 1112C Technical Drafting II (O)**1 hr. lecture-4 hrs. lab-3 credits**

Continued spatial relationships of points, lines and planes; successive auxiliary views; revolutions; intersections; developments and working drawings. Corequisite: ETD 1111C.

ETD 1121C Civil Drafting (O)**1 hr. lecture-4 hrs. lab-3 credits**

Traverse plotting, contour plotting, contour revisions, elevations, map and aerial photo reading.

ETD 1515C Charts and Graphs (O)**1 hr. lecture-2 hrs. lab-2 credits**

Graphical analysis of tabular data. Includes inking and the use of the LeRoy lettering device.

ETD 1516C Intersections and Developments (O)**1 hr. lecture-2 hrs. lab-2 credits**

Determination of intersecting solids and their surface developments. Prerequisite: EGN 1120C, ETD 1112C or permission of instructor.

BCN 1210C Materials of Construction (O)**3 credits**

A study of the materials used in the building construction industry. The production, composition, properties and available form of wood, wood products, concrete, ceramic products, steel, non-ferrous materials, gypsum, glass, bituminous products, composite materials and plastics.

BCN 1250C Architectural Drafting Principles (O)**1 hr. lecture-4 hrs. lab-3 credits**

Basic architectural drafting principles including lettering, dimensioning symbols, door and window details, other architectural details, foundation and wall section, elevations, framing plans, landscape and site drawings, plot and plan details.

BCN 2251C Architectural Drafting — Residential (O)**2 hrs. lecture-2 hrs. lab-3 credits**

Architectural drafting for a residential home. Architectural design and floor plan layout is emphasized. Prerequisite: BCN 1250C or high school Architectural Drafting.

BCN 2253C Architectural Drafting - Commercial (O)**2 hrs. lecture-2 hrs. lab-3 credits**

Specific requirements for commercial construction including code zoning requirements, school Architectural Drafting.

- ETD 2821L Pictorial Drafting (O)** 1 hr. lecture-4 hrs. lab-3 credits
Pictorial layout of axonometric, oblique, one and two point perspective. Prerequisite: EGN 1120C, ETD 1112C or approval of instructor.
- ETD 2801C Illustrations (O)** 1 hr. lecture-4 hrs. lab-3 credits
General rendering, shade and shadow casting in all pictorial forms. Prerequisite: ETD 2821L or permission of instructor.
- ETD 2614C Electronic Drafting (O)** 1 hr. lecture-6 hrs. lab-4 credits
Basic graphical communications as applied to the electronics industry. Electronic topics include symbols, schematic diagrams, circuit layouts, block diagrams, fastener components, government specifications, printed circuitry and production drawings. Prerequisite: permission of instructor.
- ETD 2711C Machine Drafting I (O)** 1 hour lecture-4 hours lab-3 credits
Assembly and detail drawings of fasteners, cams, gears, jig and fixtures and welded or machined parts. Prerequisite: EGN 1120C or ETD 1112C.
- ETD 2712C Machine Drafting II (O)** 1 hour lecture-4 hours lab-3 credits
Continuation of ETD 2711C. Including linkage mechanisms, vector analysis and Kenematics. Prerequisite: ETD 2711C.
- ETD 2301C Numerical Drafting (O)** 1 hr. lecture-2 hrs. lab-2 credits
Study of numerical controlled machine tools and their required drafting procedures. Prerequisite: EGN 1120C, ETD 1112C or permission of instructor.
- ETI 2411 Methods of Fabrication (O)** 3 credits
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.

HEALTH

- HES 2000 Personal and Community Health (D)** 3 credits
The physiological and psychological bases for health; health hazards; fitness; and family living.
- HES 2400 First Aid and Safety (co-educational) (D)** 3 credits
Basic and advanced instruction in principles and skills which will enable the individual to act in emergency situations. Standard and advanced Red Cross instruction is stressed.

HISTORY

- EUH 1000 History of Western Civilization I (A)** 3 credits
Traces the development of Western Civilization from Greece through the Middle Ages.
- EUH 1001 History of Western Civilization II (A)** 3 credits
Traces the development of Western Civilization from the Renaissance through the modern era. No prerequisite, but it is recommended that EUH 1000 be taken first.
- AMH 2010 American History I (A)** 3 credits
Political, economic, social, and intellectual development of the United States from Discovery of North America through the Reconstruction. Prerequisite: EUH 1000 and EUH 1001 or permission of instructor.

AMH 2020 American History II (A) **3 credits**
Continuation of AMH 2010. From Reconstruction to present. Prerequisite: EUH 1000, EUH 1001 and AMH 2010 or permission of instructor.

WOH 2240 The World in the Twentieth Century (A) **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.

HOME ECONOMICS

CTE 1300 Clothing Selection and Construction (D) **1 hr. lecture-4 hrs. lab-3 credits**
A study of design, color and fabric as they apply to selection of clothing. Fundamental sewing techniques are taught while planning and constructing garments.

CTE 1743 Pattern Design (O) **4 credits**
An introductory study of the flat pattern method of fashion design. After reviewing principles of good fit in clothing, patterns are created and garments constructed. Prerequisite: CTE 1300 or advanced sewing skills.

HUN 1001 Principles of Nutrition (D) **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.

HUN 1410 Basic Childhood Nutrition (O) **3 credits**
Course explains nutrition for teachers and others concerned with child health. The course consists of basic nutrition information: recommended dietary allowances, U.S. RDA's, metabolic functions of selected nutrients, and consumer information. Procedures for presenting nutritional information creatively to children are covered.

CTE 1401 Introduction to Textiles (D) **3 credits**
Textiles, fibers, finishes and methods of fabric construction for personal clothing and home use are explored.

CHD 1220 Introduction to Child Development (D) **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.

EEC 1201 Principles of Early Childhood Curriculum (D) **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.

CHD 1332 Creative Experiences for the Young Child (O) **2 hrs. lecture-2 hrs. lab-3 credits**
An in-depth study of the creative activities enjoyed by pre-school children in language arts, math, science, social studies, art, music and P.E.

EEC 1262 Program Designs for Young Children (O) **3 credits**
A study of principles and practices of programs for young children, current research in early childhood education, the role of the teacher, and selection of equipment and materials for use in the early childhood education program.

- EDF 1031 Social Elements in Early Childhood Education (D) 3 credits**
A study of the sociocultural elements of society and how these influence the child, the family, and the educational program. Emphasis is on 3 to 8 year old children.
- EEC 1946 Seminar in Early Childhood Education I (D) 2 hrs. lecture-4 hrs. lab-4 credits**
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.
- EEC 1946 Seminar in Early Childhood Education II (D) 2 hrs. lecture-4 hrs. lab-4 credits**
Continuation of EEC 1946. Prerequisite: EEC 1946.
- EEX 1001C Seminar in Exceptional Child Education (D) 2 hrs. lecture-4 hrs. lab-4 credits**
A general introduction to the field of special education. It offers the basic background needed to continue to understand all areas of exceptional childhood education. A minimum of 4 hours on-the-job training is required per week.
- COA 1100 Consumer Finance (O) 3 credits**
Application of basic principles of sound money management to everyday life. Encourages the student to think wisely about buying, spending, and investing.
- EEC 2946 Seminar in Early Childhood Education I (D) 2 hrs. lecture-4 hrs. lab-4 credits**
Continuation of EEC 1946. Prerequisite: EEC 1946.
- EEC 2946 Seminar in Early Childhood Education II (D) 2 hrs. lecture-4 hrs. lab-4 credits**
Continuation of EEC 2946I. Prerequisite: EEC 2946I.
- CTE 2340 Advanced Clothing Construction (O) 3 credits**
A study and application of advanced construction techniques using designer patterns. Emphasis is placed on individual fit as well as line, design and fabric suitability. Prerequisites: CTE 1300 or Permission of Instructor.
- FSS 2202C Food for the Family (D) 2 hr. lecture-4 hr. lab-4 credits**
Basic food preparation and applied nutrition to meet the family's need in today's economy. Includes planning, shopping, preparing and serving meals that are nutritionally adequate and attractive. Also included is a study of convenience foods.
- HHD 2001 Creative Art and Design Techniques (O) 3 credits**
Application of basic principles of color and design as they influence the home and selection of clothing.
- STD 2104 Seminar in Personal Development (O) 3 credits**
Survey of factors influencing the modern person today: career choices, adjustment to changes in lifestyle, combining homemaking with career, human relations and advancement into leadership positions.

HOTEL-MOTEL MANAGEMENT

HFT 2010 Introduction to Hotel-Motel Management (O) 3 credits

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 techniques and procedures of modern management.

HFT 2300 Hotel-Motel Housekeeping (O) 3 credits

A general understanding of the organization, duties, and administration of institutional housekeeping. Includes interior decoration, purchase of furniture, carpeting, linens, supplies, maintenance and engineering.

HFT 2411 Front Office Procedures (O) 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.

HUMANITIES

ARH 2000 (Art) Humanities (A) 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 recommended.

LIT 2002 (Literature) Humanities (A) 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 recommended.

MUH 2001 (Music) Humanities (A) 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 recommended.

PHI 2000 (Philosophy) Humanities (A) 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 recommended.

INDIVIDUAL PROBLEMS

**IDS 2905 Individual Problems (A)
(Specify Subject Area by title) 1,2,3,4 credits**

A special course designed to offer work of an advanced nature, in any major field, that is not offered in a course listed in the catalog. Prerequisite: Permission of instructor.

INDUSTRIAL

- MTB 1002 Industrial Math (O) 3 credits**
Application of mathematics to industrial topics including the use of whole numbers, common fractions, decimals, decimal fractions, standard measurements including metrics, percentages, and financial topics.
- ETI 1948 Industrial Seminar and Supervised Work Experience (O) 4 credits**
Seminar for students enrolled in industrial programs. Seminar meets a minimum of one hour per week for discussion. Supervised work experience required of a minimum of 15 hours per week. Prerequisite: permission of Division Director.
- ETI 1931 Industrial Seminar and Supervised Work Experience (O) 4 credits**
Continuation of ETI 1948; prerequisite: ETI 1948.

INSURANCE

- RMI 2100 Individual Life and Health Insurance (O) 3 credits**
The role of life and health insurance in meeting economic security needs, types of individual and special life and annuity contracts, individual health insurance contracts including disability and medical expense insurance as related to premiums, reserves, non-forfeiture values, surplus and dividends.
- RMI 2430 Life Insurance Law and Company Operations (O) 3 credits**
Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, disposition of life insurance proceeds, and settlement options. Also includes types of insurers, risk selection, company investments, financial statements, and regulation and taxation of companies.
- RMI 2130 Group Insurance and Social Insurance (O) 3 credits**
Analysis of group life and group health insurance, including products, marketing, underwriting, reinsurance, premiums and reserves. Also includes socio-economic problems related to old age, unemployment and disability, and various public plans that have been developed to meet these problems.
- RMI 2150 Pension Planning (O) 3 credits**
Tax considerations, cost factors, and funding instruments involved in private pensions, profit-sharing plans, and tax-deferred annuities.
- RMI 2118 Income Taxation (O) 3 credits**
The federal income tax system with particular reference to the taxation of life insurance and annuities, income taxation of individuals, sole proprietorships, partnerships, corporations, trusts and estates.
- FIN 2110 Investments and Family Financial Management (O) 3 credits**
Various aspects of investment principles and their application to family financial management. Included are the subjects of yields, limited income securities, growth factors, and analysis of financial statements. Also discussed are family budgeting, property insurance, mutual funds, variable annuities, and aspects of other investment media.

- RMI 2750 Accounting and Finance (O)** **3 credits**
Basic accounting principles including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. Also budgeting, short and long term financing, and other items which help CLU candidate to better appreciate how life and health insurance fit into the financial structure of a business.
- ECO 2001 Economics (O)** **3 credits**
Economic principles, the governmental and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, international trade and finance, and problems of economic growth.
- RMI 2140 Business Insurance (O)** **3 credits**
Business uses of life and health insurance, including proprietorship, partnership, and corporation continuation problems and their solution through use of buy-sell agreements. Also discussed are key man insurance, non-qualified deferred compensation plans and split-dollar plans. There is also a section on human behavior and ethics in business.
- RMI 2800 Estate Planning and Taxation (O)** **3 credits**
Advanced concepts in life underwriting, emphasizing estate planning, disposition of property, administration of property in trusts and estates, taxation of estates and gift transfers, and the effective use of life insurance to minimize financial problems.

INTERDISCIPLINARY STUDIES

- STD 1321 Library Research and Term Paper Development** **1 credit**
The course carries interdisciplinary credit. Instruction in using library facilities and in writing a library research paper. Includes narrowing a topic, finding information in the library, making a bibliography, notetaking, outlining, quoting, and documenting. DOES NOT REQUIRE A TERM PAPER. Team-taught by Language Arts and Library Services faculty.

INTERIM STUDIES

- CHM 1010 Introduction to Chemistry (A)** **3 credits**
See description under Chemistry.
- ECO 2000 Introduction to Economics (A)** **3 credits**
See description under Economics.
- ENC 1013 Fundamentals of Writing (A)** **3 credits**
See description under English.
- ESL 1400 English as a Foreign Language (A)** **3 credits**
See description under English.
- MAT 1024 Fundamentals of Mathematics (A)** **3 credits**
See description under Mathematics.
- PHY 1020 Physics for Non-Science Majors (A)** **3 credits**
See description under Physics.
- REA 1105 Developmental Reading (A)** **3 credits**
See description under Reading

REA 1100 Developmental Reading (A) **3 credits**
 See description under Reading

INSTITUTIONAL FOOD SERVICE

HUN 1201 Nutrition (O) **3 credits**
 Food nutrients, their digestions and absorption, and the relationship of food to the development and maintenance of health. Includes a study of nutritional needs of all age groups and interpretation of the National Research Council's recommended dietary allowance.

FSS 2221 Food Preparation I (O) **3 credits**
 Procedures, safety sanitation, and quality involved in food preparation, including 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.

FSS 2222 Food Preparation II (O) **3 credits**
 Continuation of Food Preparation I. Prerequisite: FSS 2221.

FOS 2201 Sanitation and Safety (O) **3 credits**
 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, including safety practices in the food service department.

FSS 2401 Use and Care of Kitchen Equipment (O) **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.

FSS 2246 Quantity Baking (O) **3 credits**
 Procedures and techniques used in quantity baking. Emphasis upon manipulation of recipes for the quantity baking of all types of breads, cakes and pies.

FSS 2263 Food Merchandising and Service (O) **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.

FSS 2284 Food Services Special (O) **3 credits**
 This course includes the planning, preparation of, and presenting of special food functions such as buffets, banquets, receptions, etc. Emphasis will be on decorating and display of food.

FSS 2300 Food Service Supervision and Management (O) **3 credits**
 Principles of management particularly as they apply to the food service industry. 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 is included.

DIE 2201 Nutrition and Diet Therapy (O) **3 credits**
 An introductory course in the science of nutrition and principles of diet therapy. Fundamental principles of nutrition are studied; application of these principles to diet planning is covered.

FSS 2303 Food Service Seminar and Supervised Work Experience (O)**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 food services coordinator.

ITALIAN

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

ITA 1100 Elementary Italian I (A)**3 credits**

Audio-lingual Italian. Grammar by analysis. Fundamentals of reading and writing.

ITA 1101 Elementary Italian II (A)**3 credits**

Continuation of ITA 1100. Complex patterns of speech and writing. Prerequisite: ITA 1100 or equivalent.

ITA 2200 Intermediate Italian I (A)**3 credits**

Continuation of ITA 1101, with the addition of major points of grammar. Audio-lingual intermediate Italian, stressing the reading and discussion in Italian of a limited number of short stories. Prerequisite: ITA 1101 or equivalent.

ITA 2201 Intermediate Italian II (A)**3 credits**

Continuation of ITA 2200. Reading and discussion in Italian. In-depth study of one significant work of a major Italian author. Prerequisite: ITA 2200 or equivalent.

JOURNALISM**JOU 1101 Journalistic Communications I (D)****3 credits**

Instruction and practice in basic news and feature writing, and in layout, together with training in principles and ethics of journalism. Class produces student newspaper, the "Pioneer Post."

JOU 1102 Journalistic Communications II (D)**3 credits**

Survey of communications media, stressing differences in collecting and disseminating information on part of the reporter and media management. Continued instruction and practice in writing and make-up. Class produces student newspaper, the "Pioneer Post." Prerequisite: JOU 1101.

LEARNING SKILLS**(LS 110) Learning Skills****10 hrs. lecture-5 hrs. lab-no credits**

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.

LIBRARY SCIENCE

LIS 1001 Library Orientation (O) 1 credit

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.

LICENSED PRACTICAL NURSE

PRN 1010 Vocational Adjustments (O) 2 credits

This course will assist the student to participate in the learning process, trace the development of practical nursing and to seek identity as a practical nurse.

PRN 1520 Health (O) 2 credits

This course is designed to give the student a meaningful definition of health and to have some awareness of the scope of health care and health services in today's society.

LPN 104 Body Structure and Function (O) 3 credits

This course provides foundation knowledge of the normal human body which is essential for giving safe, effective nursing care.

PRN 1020 Life Span and Nutrition (O) 3 credits

This course is designed to show that human development is a continuous process which is composed of a series of physical, mental and emotional changes. This course will also indicate the important role nutrition plays in growth and development, as well as maintaining the mature individual in a state of optimum health.

PRN 1200 Fundamentals of Nursing (O) 5 credits

This course will prepare a foundation upon which more advanced nursing will be structured. The ability to observe and communicate with patient, family and the health team is stressed, as procedures are mastered in relation to meeting basic needs.

PRN 2030C Drugs and Solutions (O) 3 credits

General information about drugs and their uses are introduced and the student is acquainted with the responsibilities of the practical nurse and drug administration.

PRN 2100 Maternal, N.B. Child Nursing (O) 6 credits

This course relates the daily living needs of patients to the particular needs of the mother during pregnancy, labor and delivery, and to the unique needs of the newborn, the child and the adolescent.

PRN 2201C Introduction to Med.-Surgical Nursing (O) 6 credits

This course emphasizes the causes of illness and how signs and symptoms of illness influence what is to be done for and with the patient.

PRN 2202C Medical Surgical Nursing (O) 6 credits

This course discusses diseases according to body systems and focuses on the signs and symptoms and their management and nursing care.

PRN 2011 Comprehensive Review (O) 6 credits

This course will enable the student to be ready to assume the roll of a Licensed Practical Nurse upon employment in terms of skills, case load, and medication administration.

MATHEMATICS

- MAT 0002 Basic Mathematics Review** **3 hrs. lecture-no credits**
Topics include fractions, decimals, percents, business practice, algebra and geometry.
- MAT 1024 Fundamentals of Mathematics (A)** **3 credits**
A program course in algebra covering sets, radical, exponents, algebraic expressions, graphs, and equations in one and two variables.
- MTB 1321 Technical Mathematics I (D)** **3 credits**
Fundamentals of mathematics applied to modern technology, scientific notation, and basic topics in algebra.
- MTB 1322 Technical Mathematics II (D)** **3 credits**
A continuation of MTB 1321. Topics include exponentials, logarithms, trigonometry, complex numbers, and vectors. Prerequisite: MTB 1321 or MAC 1104.
- MGF 1113 Foundations of Mathematics (A)** **3 credits**
Designed to provide insight into the nature and application of basic mathematics. Topics include: consumer applications, sequences, geometry, metric system probability, statistics, and sets and logic.
- MAT 1033 Intermediate Algebra (A)** **3 credits**
Designed to prepare the student for MAC 1104, College Algebra. Topics included are roots, radicals, exponents, linear and quadratic equations, graphs of linear and quadratic equations, and polynomials. Prerequisite: MAT 1024 or 1½ years high school algebra with B or better.
- MAC 1104 College Algebra (A)** **3 credits**
Sets and functions, graphs, polynomials, real number system, complex number system, inequalities, sequences, conic sections, systems of equations. Prerequisite: MAT 1033 or two successful years in high school algebra.
- MAC 1114 Plane Trigonometry (A)** **3 credits**
A study of angles, trigonometric functions, logarithms, radian measure, identities, trigonometric equations, graphing trigonometric functions, addition formulas, polar coordinates, inverse trigonometric functions, complex numbers. Prerequisite: MAC 1104 or may be taken concurrently with MAC 1104 with permission of instructor.
- MAC 1132 Pre-Calculus (A)** **5 credits**
MAC 1132 is MAC 1104 and MAC 1114 combined, designed for well prepared students intending to take Calculus. Only offered in the Fall. A person receiving credit for either MAC 1104 or MAC 1114 may not take 1132 for credit. Prerequisite: Three years of college preparatory math.
- STA 2025 Elementary Statistics (A)** **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, test of hypothesis. Prerequisite: MGF 1113, but recommended MAC 1104.

MTB 1364 The Metric System of Weights and Measurements (A) 1 credit

This course is designed to provide an awareness and a working knowledge of the metric system. Measurements of distance, volume, weight, and temperature are investigated.

COP 2110 Fortran IV (D) 3 credits

Computer programming and applications using Fortran. Emphasis on scientific and business oriented problems. Prerequisite: MGF 1113 or permission of instructor.

MAC 2311 Calculus I (A) 5 credits

Equation of a line, limits, differentiation of algebraic functions, applications of derivatives, the definite integral and its applications, integration and differentiation of exponential, logarithmic and trigonometric functions. Prerequisites: MAC 1104 and MAC 1114 or MAC 1132.

MAC 2412 Calculus II (A) 3 credits

Techniques of integration, plane analytic geometry, sequences and series, indefinite integral. Prerequisite: MAC 2311. Co-requisite: MAS 2103.

MAS 2103 Linear Algebra (A) 3 credits

Systems of linear equations, matrices, vector spaces, linear transformations, determinants, eigenvalues, spectral theorem, and geometric applications of vectors. Prerequisite: MAC 2311. Co-requisite: MAC 2412.

MAC 2413 Calculus III (A) 5 credits

Polar coordinates, vectors, solid analytic geometry, partial derivatives, multiple integrals, line integrals. Prerequisites: MAC 2412, MAS 2103.

MAC 2424 Differential Equations (A) 3 credits

First order differential equations and applications, nth order linear differential equations and applications, series solutions and numerical methods, the laplace transform. Prerequisite: MAC 2412.

MECHANICAL TECHNOLOGY**ETI 1110 Introduction to Quality Control (O) 3 credits**

Quality control principles, practices, organization, and relationship to reliability. Includes the approach to insuring product acceptability and quality according to established standards.

ETI 1100 Statistical Quality Control (O) 3 credits

Methodology, capabilities and limitations of Shewhart control charts. Selection, preparation and use of sampling plans.

ETI 1121 Introduction to Non-Destructive Testing (O) 3 credits

Capabilities and limitations of non-destructive test. Types and classification of defects in metals and other materials.

ETI 1130 Introduction to Reliability (O) 3 credits

Modern reliability predictions, concepts and methods as applied to manufacturing and product use. Prerequisite: ETI 1110.

ETI 1115 Quality Control Documentation (O) 3 credits

Content and application of basic documents used in a quality control program in industry. Policy and procedure directives, product documentation, inspection, records and data presentation are included. Prerequisite: ETI 1110.

ETI 1150 Introduction to Metrology (O) 3 credits

Equipment and methods employed for precision measurements. Mechanical and electrical equipment, optical devices, use of standards and their calibration requirements are included.

ETI 1140 Quality Control Engineering (O) 3 credits

Current techniques used in determining quality policies, product quality analysis, and quality control system planning are studied through case studies and practical problems from industry. Prerequisites: ETI 1110, ETI 1100.

ETM 1315 Hydraulics and Pneumatics (O) 3 credits

A study of basic fluid mechanics with emphasis on principles of hydraulic and pneumatic power as applied in modern equipment.

ETM 1820 Engineering Materials (D) 3 credits

Production, composition, and properties of all materials used in engineering and related industries. Pure metal, alloys, woods, ceramics, polymers and modified materials are studied.

MEDICAL LAB TECHNICIAN**MLS 1000C Introduction to MLT (O) 2 hrs. lecture-lab-2 credits**

An introduction to medical laboratory science including principles and skills common to all laboratory departments. Prerequisite: Must be admitted to the MLT Program.

MLS 1300C Hematology (O) 2 hrs. lecture-9 hrs. lab-6 credits

Study of basic hematological techniques. An in-depth study of normal hematology, blood cell disorders and recognition of abnormal cells. 6 hours of on-campus lab per week required. Required clinical time is 3 hours per week. Prerequisite: Must be admitted to the MLT Program.

MLS 1549C Coagulation and Blood Banking (O) 2 hrs. lecture-9 hrs. lab-6 credits

Analysis of plasma coagulation components and associated disorders. The study of immunohematological principles and standard techniques in blood banks. 6 hours of on-campus lab per week required. Required Clinical time is 3 hours per week. Prerequisite: MLS 1000C and MLS 1300C.

MLS 1540C Serology and Urinalysis (O) 4 hrs. lecture-11 hrs. lab-4 credits

Study of the formation, structure and action of antigen-antibody reactions with performances of sero-diagnostic test procedures. Principles of kidney function, chemical and microscopic examination of urine. Required clinical time is 3 hours per week. Prerequisites: MLS 1000C, MLS 1300C, MLS 1549C.

MLS 2620C Clinical Chemistry (O) 3 hrs. lecture-6 hrs. lab-7 credits

Principles of chemical analysis of blood and other body fluids with emphasis on basic manual procedures, and including automated procedures and specialized techniques. 6 hours of on-campus lab per week. Additional required clinical time is 8 hours per week. Prerequisites: CHM 1045C, CHM 1046C, MLS 1000C.

MLS 2400C Clinical Microbiology (O) 3 hrs. lecture-6 hrs. lab-7 credits

An introduction to the general characteristics and classification of clinically important bacterian and the etiology of other microbial diseases including protozoans, fungi and viruses. 6 hours of on-campus lab per week.

Additional required Clinical time is 8 hours per week. Prerequisites: APB 1190C, APB 1191C, MLS 1000C.

MLS 2072 Medical Laboratory Career Orientation (O) 1 credit

A seminar course in the responsibilities and ethics of an MLT, review of publications, human relations, unusual case histories. Prerequisite: Permission of instructor.

MLS 2804 Clinical Practicum (O) 9 credits

Practical clinical experience for a summer term, 40 hours per week at one of the three participating hospitals. Prerequisites: All previous MLT courses.

METALLURGY

ETM 1800 Elementary Metallurgy (O) 3 credits

A study of engineering materials in their origin and extraction and of the chemical and physical involvements essential to their acceptance for and into modern manufacturing. Prerequisite: high school chemistry and physics or permission of instructor.

ETM 1801 Metallurgy (O) 3 credits

The study of the constitution of matter (atomic, electronic, space lattice, crystallographic) as related and essential to the effective processing of ferrous and non-ferrous engineering materials. Prerequisite: ETM 1800.

ETM 1802 Advanced Metallurgy (O) 3 credits

In depth study of the atomic structure of metals as applicable to metallurgy. Constitution diagram of iron carbon steels, alloy steels and non-ferrous metals. Heat treatment and working of metals as affecting metallurgy.

ETM 1820 Engineering Materials (O) 3 credits

Production, composition, and properties of all materials using in engineering and related industries. Pure metals, alloys, woods, ceramics, polymers, and modified materials are studied.

MOTORCYCLE REPAIR

AER 1600 Introduction to Motorcycle Repair (O) 3 credits

Orientation to the field of motorcycle mechanics including shop procedure, safety practices, tool utilization and motorcycle systems.

AER 1610 Intermediate Motorcycle Repair (O) 3 credits

Basic servicing procedures, observation of safety precautions, and diagnosis and repair.

AER 1620 Advanced Motorcycle Repair (O) 3 credits

Continuation of servicing operations, safety precautions, diagnosing and repairing all systems of the motorcycle.

MUSIC

MUT 1000 Fundamentals of Theory (A) 3 credits

An intensive study of basic music fundamentals including notation, rhythm, scale building, chord structure, understanding of intervals.

- MUT 1111 Theory of Music I (A)** **3 credits**
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 chorus.
- MUT 1112 Theory of Music II (A)** **3 credits**
A continuation of MUT 1111. Prerequisite: MUT 1111.
- MUT 2116 Theory of Music III (A)** **3 credits**
A continuation of MUT 1112, with emphasis on creativity and originality. Prerequisite: MUT 1112.
- MUT 2117 Theory of Music IV (A)** **3 credits**
A continuation of MUT 2116. Prerequisite: MUT 2116.
- MUT 1241 Sight Singing and Ear Training I (A)** **2 credits**
Drill in aural and visual recognition of melodies and harmonies. Prerequisite: MUT 1111 or one semester of applied music, or adequate choral or band experience.
- MUT 1242 Sight Singing and Ear Training II (A)** **2 credits**
A continuation of MUT 1241. Prerequisite: MUT 1241.
- MUH 2111 Survey of Music History (A)** **3 credits**
The development of various styles, forms and historical knowledge of the composers and their compositions.
- MVS 2116 Basic Guitar (A)** **1 credit**
The technique of playing guitar. General chords and single line melody. Class is taught to read music.
- MVS 2117 Intermediate Guitar (A)** **1 credit**
A continuation of MVS 2116. Prerequisite: MVS 2116.
- MUO 1020 Music Theater I (A)** **3 credits**
Drama from the performer's point of view. A course covering acting, vocal response, dance, technical production and experience in performing a complete musical.
- MUO 1021 Music Theater II (A)** **3 credits**
A continuation of MUO 1020. Prerequisite MUO 1020.
- MUO 2020 Music Theater III (A)** **3 credits**
A continuation of MUO 1021. Prerequisite MUO 1021.
- MUO 2021 Music Theater IV (A)** **3 credits**
A continuation of MUO 2020. Prerequisite MUO 2020.
- MUN 1310 College Chorale I (A)** **3 hrs.-1 credit**
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.
- MUN 1310 College Chorale II (A)** **3 hrs.-1 credit**
(Continuation of above course)
- MUN 2310 College Chorale III (A)** **3 hrs.-1 credit**
(Continuation of above course)
- MUN 2310 College Chorale IV (A)** **3 hrs.-1 credit**
(Continuation of above course)



The IRCC "Company" performers and Stage Band always draw a large, enthusiastic crowd when they stage a production at the college.

MUN 1130 Concert Band 1 (A)	3 hrs. lab-1 credit
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.	
MUN 1130 Concert Band 2 (A)	3hrs.-1 credit
Continuation of above course.	
MUN 2130 Concert Band 3 (A)	3hrs.-1 credit
Continuation of above course.	
MUN 2130 Concert Band 4 (A)	3 hrs.-1 credit
Continuation of above course.	
MUN 1700 Stage/Jazz Band I (A)	3 hrs.-1 credit
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.	
MUN 1700 Stage/Jazz Band II (A)	3 hrs.-1 credit
Continuation of above course.	
MUN 2700 Stage/Jazz Band III (A)	3 hrs.-1 credit
Continuation of above course.	
MUN 2700 Stage/Jazz Band IV (A)	3 hrs.-1 credit
Continuation of above course.	
MVK 1311 Applied Music — Piano I (A)	1 credit
Private instruction in piano, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice.	
MVK 1311 Applied Music — Piano II (A)	1 credit
A continuation of MVK 1311 I. Prerequisite: MVK 1311 I.	
MVK 2321 Applied Music — Piano III (A)	1 credit
A continuation of MVK 1311 II. Prerequisite: MVK 1311 II.	
MVK 2321 Applied Music — Piano IV (A)	1 credit
A continuation of MVK 2321 (III). Prerequisite: MVK 2321 III.	
MVK 1313 Applied Music — Organ I (A)	1 credit
Private instruction in organ, approved by the college. One half hour lesson per week is required in addition to five hours of practice. No prerequisite.	
MVK 1313 Applied Music — Organ II (A)	
A continuation of MVK 1313 I. Prerequisite: MVK 1313 I.	
MVK 2323 Applied Music — Organ III (A)	1 credit
A continuation of Applied MVK 1313 (II). Prerequisite MVK 1313 II	
MVK 2323 Applied Music — Organ IV (A)	1 credit
A continuation of MVK 2323 III. Prerequisite: MVK 2323 III.	
MVV 1211 Applied Music — Voice I (A)	1 credit
Private instruction in voice, approved by the college. A one-half hour private lesson per week is required, in addition to five hours of practice.	
MVV 1211 Applied Music — Voice II (A)	1 credit
A continuation of MVK 1211 (I). Prerequisite: MVV 1211 I.	
MVV 2221 Applied Music — Voice III (A)	1 credit
A continuation of MVV 1211 II. Prerequisite: MVV 1211 II.	
MVV 2221 Applied Music — Voice IV (A)	1 credit
A continuation of MVV 2221 III. Prerequisite: MVV 2221 III.	

- MVW 1311 Applied Music — Flute I (A)** 1 credit
Private instruction in Flute, approved by the college. A half hour lesson is required each week, in addition to five hours of practice each week. Prerequisite: None.
- MVW 1311 Applied Music — Flute II (A)** 1 credit
A continuation of MVW 1311 I. Prerequisite: MVW 1311 I.
- MVW 2321 Applied Music — Flute III (A)** 1 credit
A continuation of MVW 1311 II. Prerequisite: MVW 1311 II.
- MVW 2321 Applied Music — Flute IV (A)** 1 credit
A continuation of MVW 2321 III. Prerequisite: MVW 2321 III.
- MVW 1312 Applied Music — Oboe I (A)** 1 credit
Private instruction in Oboe, approved by the college. A half hour lesson is required each week, in addition to five hours of practice. No prerequisite.
- MVW 1312 Applied Music — Oboe II (A)** 1 credit
A continuation of MVW 1312 I. Prerequisite: MVW 1312 I.
- MVW 2322 Applied Music — Oboe III (A)** 1 credit
A continuation of MVW 1312 II. Prerequisite: MVW 1312 II.
- MVW 2322 Applied Music — Oboe IV (A)** 1 credit
A continuation of MVW 2322 III. Prerequisite: MVW 2322 III.
- MVW 1314 Applied Music — Bassoon I (A)** 1 credit
Private instruction in Bassoon, approved by the college. A half hour lesson is required each week, in addition to five hours of practice. No prerequisite.
- MVW 1314 Applied Music — Bassoon II (A)** 1 credit
A continuation of MVW 1314 I. Prerequisite MVW 1314 I.
- MVW 2324 Applied Music — Bassoon III (A)** 1 credit
A continuation of MVW 1314 II. Prerequisite: MVW 1314 II.
- MVW 2324 Applied Music — Bassoon IV (A)** 1 credit
A continuation of MVW 2324 III. Prerequisite: MVW 2324 III.
- MVW 1313 Applied Music — Clarinet I (A)** 1 credit
Private instruction in Clarinet, approved by the college. A half hour lesson is required each week, in addition to five hours of practice. No prerequisite.
- MVW 1313 Applied Music — Clarinet II (A)** 1 credit
A continuation of MVW 1313 I. Prerequisite: MVW 1313 I.
- MVW 2323 Applied Music — Clarinet III (A)** 1 credit
A continuation of MVW 1313 II. Prerequisite: MVW 1313 II.
- MVW 2323 Applied Music — Clarinet IV (A)** 1 credit
A continuation of MVW 2323 III. Prerequisite: MVW 2323 III.
- MVW 1315 Applied Music — Saxophone I (A)** 1 credit
Private instruction in Saxophone, approved by the college. A half hour lesson is required each week, in addition to five hours of practice. No Prerequisite.
- MVW 1315 Applied Music — Saxophone II (A)** 1 credit
A continuation of MVW 1315 I. Prerequisite: MVW 1315 I.
- MVW 2325 Applied Music — Saxophone III (A)** 1 credit
A continuation of MVW 1315 II. Prerequisite MVW 1315 II.

MVW 2325 Applied Music — Saxophone IV (A)	1 credit
A continuation of MVW 2325 III. Prerequisite: MVW 2325 III.	
MVB 1311 Applied Music — Trumpet I (A)	1 credit
Private instruction on trumpet, approved by the college. A half-hour lesson is required weekly, in addition to five hours of practice.	
MVB 1311 Applied Music — Trumpet II (A)	1 credit
A continuation of MVB 1311. Prerequisite: MVB 1311 II.	
MVB 2321 Applied Music — Trumpet III (A)	1 credit
A continuation of MVB 1311. Prerequisite: MVB 1311 II	
MVB 2321 Applied Music — Trumpet IV (A)	1 credit
A continuation of MVB 2321 III. Prerequisite: MVB 2321 III.	
MVB 1312 Applied Music — French Horn I (A)	1 credit
Private instruction on the French Horn, approved by the college. One-half hour lesson is required each week, in addition to five hours of practice.	
MVB 1312 Applied Music — French Horn II (A)	1 credit
A continuation of MVB 1312 I. Prerequisite: MVB 1312 I.	
MVB 2322 Applied Music — French Horn III (A)	1 credit
A continuation of MVB 1312 II. Prerequisite: MVB 1312 II.	
MVB 2322 Applied Music — French Horn IV (A)	1 credit
A continuation of MVB 2322 III. Prerequisite: MVB 2322 III.	
MVB 1313 Applied Music — Trombone I (A)	1 credit
Private instruction on trombone, approved by the college. One-half hour lesson is required each week, in addition to five hours of practice.	
MVB 1313 Applied Music — Trombone II (A)	1 credit
A continuation of MVB 1313 I. Prerequisite: MVB 1313 I.	
MVB 2323 Applied Music — Trombone III (A)	1 credit
A continuation of MVB 1313. Prerequisite: MVB 1313 II.	
MVB 2323 Applied Music — Trombone IV (A)	1 credit
A continuation of MVB 2323 III. Prerequisite: MVB 2323 III.	
MVB 1314 Applied Music — Baritone Horn I (A)	1 credit
Private instruction on the Baritone Horn, approved by the college. One half-hour lesson is required each week, in addition to five hours of practice.	
MVB 1314 Applied Music — Baritone Horn II (A)	1 credit
A continuation of MVB 1314. Prerequisite: MVB 1314 I.	
MVB 2324 Applied Music — Baritone Horn III (A)	1 credit
A continuation of MVB 1314. Prerequisite: MVB 1314 II.	
MVB 2324 Applied Music — Baritone Horn IV (A)	1 credit
A continuation of MVB 2324 III. Prerequisite: MVB 2324 III.	
MVB1315 Applied Music — Tuba I (A)	1 credit
Private instruction on the Tuba, approved by the college. One half hour lesson is required each week, in addition to five hours of practice. No pre-requisite.	
MVB 1315 Applied Music — Tuba II (A)	1 credit
A continuation of MVB 1315 I. Prerequisite: MVB 1315 I.	
MVB 2325 Applied Music — Tuba III (A)	1 credit
A continuation of MVB 1315 II. Prerequisite: MVB 1315 II.	

MVB 2325 Applied Music — Tuba IV (A)	1 credit
A continuation of MVB 2325 III. Prerequisite: MVB 2325 III.	
MVP 1311 Applied Music — Percussion I (A)	1 credit
Private instruction in percussion instruments, approved by the college. A half hour private lesson is required each week, in addition to five hours of practice. No prerequisite.	
MVP 1311 Applied Music — Percussion II (A)	1 credit
A continuation of MVP 1311 I. Prerequisite: MVP 1311 I.	
MVP 2321 Applied Music — Percussion III (A)	1 credit
A continuation of MVP 1311 II. Prerequisite: MVP 1311 II).	
MVP 2321 Applied Music — Percussion IV (A)	1 credit
A continuation of MVP 2321 III. Prerequisite: MVP 2321 III..	
MVS 1311 Applied Music — Violin I (A)	1 credit
Private instruction in Violin, approved by the college. A half hour lesson weekly is required, in addition to five hours of practice. No prerequisite.	
MVS 1311 Applied Music — Violin II (A)	1 credit
A continuation of MVS 1311 I. Prerequisite: MVS 1311 I.	
MVS 2321 Applied Music — Violin III (A)	1 credit
A continuation of MVS 1311 II. Prerequisite: MVS 1311 II.	
MVS 2321 Applied Music — Violin IV (A)	1 credit
A continuation of MVS 2321 III. Prerequisite: MVS 2321 III.	
MVS 1312 Applied Music — Viola I (A)	1 credit
Private instruction in Viola, approved by the college. A half hour lesson is required each week in addition to five hours of practice. No prerequisite.	
MVS 1312 Applied Music — Viola II (A)	1 credit
A continuation of MVS 1312 I. Prerequisite: MVS 1312 I.	
MVS 2322 Applied Music — Viola III (A)	1 credit
A continuation of MVS 1312 II. Prerequisite: MVS 1312 II.	
MVS 2322 Applied Music — Viola IV (A)	1 credit.
A continuation of MVS 2322 III. Prerequisite: MVS 2322 III.	
MVS 1313 Applied Music — Cello I (A)	1 credit
Private instruction in Cello, approved by the college. A half hour lesson is required each week in addition to five hours of practice. No prerequisite.	
MVS 1313 Applied Music — Cello II (A)	1 credit
A continuation of MVS 1313 I. Prerequisite: MVS 1313 I.	
MVS 2323 Applied Music — Cello III (A)	1 credit
A continuation of MVS 1313 II. Prerequisite: MVS 1313 II.	
MVS 2323 Applied Music — Cello IV (A)	1 credit
A continuation of MVS 2323 III. Prerequisite: MVS 2323 III.	
MVS 1314 Applied Music — String Bass I (A)	1 credit
Private instruction in String Bass, approved by the college. A half hour lesson is required each week in addition to five hours of practice. No prerequisite.	
MVS 1314 Applied Music — String Bass II (A)	1 credit
A continuation of MVS 1314 I. Prerequisite: MVS 1314 I.	
MVS 2324 Applied Music — String Bass III (A)	1 credit
A continuation of MVS 1314 II. Prerequisite: MVS 1314 II.	

- MVS 2324 Approved Music — String Bass IV (A)** **1 credit**
A continuation of MVS 2324 III. Prerequisite: MVS 2324 III.
- MVS 1316 Applied Music — Guitar I (A)** **1 credit**
Private instruction in Guitar approved by the college. A half hour lesson is required each week, in addition to five hours of practice. No prerequisite.
- MVS 1316 Applied Music — Guitar II (A)** **1 credit**
A continuation of MVS 1316 I. Prerequisite: MVS 1316 I.
- MVS 2326 Applied Music — Guitar III (A)**
A continuation of MVS 1316 II. Prerequisite: MVS 1316 II.
- MVS 2326 Applied Music — Guitar IV (A)** **1 credit**
A continuation of MVS 2326 III. Prerequisite: MVS 2326 III.

NURSING SCIENCE

- NUU 1140 Nursing Fundamentals (O)** **8 credits**
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.
- NUU 1140L Nursing Fundamentals — Lab (O)** **0 credits**
- NUR 1200C Medical and Surgical Nursing I (O)** **5 credits**
Course explains nursing needs of the adult with the less complex common medical and surgical conditions. Prerequisite: NUU 1140 and NUU 1140L.
- NUR 1201C Medical and Surgical Nursing II (O)** **5 credits**
A continuation of NUR 1200C.
- NUR 2220C Medical and Surgical Nursing and Practicum (O)** **12 credits**
Involves identifying the needs, planning and evaluating nursing care and developing nursing techniques for adult patients with more difficult nursing problems. *Includes instruction and laboratory practice in hospitals and other health agencies.* 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: NUR 2211C.
- The above medical and surgical 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 needs of the adult patients with simpler common medical and surgical nursing problems* to the more difficult, complex nursing problems encountered in the care of the adult.

NUR 2310C Mental Health — Psychiatric Nursing (O) 5 credits

Provides major aspects and concepts of mental health and mental illness with the central focus on implications for nursing care in several areas of psychopathology. The activities of the nurse in the broad range of psychiatric treatment is examined. Competency in the area of interpersonal relationships is explored and encouraged so that effective, comprehensive emotional care can be delivered to patients in all phases of illness. The opportunity to test out psychiatric nursing skills is provided in a local community mental health center. Field trips to other types of psychiatric facilities are also provided.

NUR 2110C Maternity Nursing (O) 4 credits

Deals with the comprehensive nursing care of a patient during the antepartum, intrapartum, and post-partum periods, and the comprehensive care of the newborn infant. Prerequisite: NUR 1210C.

NUR 2120C Pediatric Nursing (O) 5 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: NUR 1210C.

NUU 2110 Nursing Trends (O) 2 credits

Trends in the development of nursing, legal aspects of nursing, personal and professional responsibilities of the nurse.

HES 2106 Allied Health Special (O) various credits

A series of professional seminars designed for personnel associated with allied health occupations. The various topics presented address themselves to contemporary issues of interest to allied health personnel.

OSHA**ETI 1720 OSHA Special (5501-O) various credit**

Special courses or seminars designed to meet the OSHA requirements in particular specialty areas.

PARAMEDIC**EMT 1001C First Provider Concepts of Emergency Care (O) 2 hrs. lect-2 hrs. lab-3 credits**

This course covers emergency medical care that will be required by the public to provide basic life support measures until professional assistance arrives. This course does not qualify the student to take the state EMT examinations. Requires a \$10 lab fee.

EMT 1186C Fundamentals of Emergency Care (O)**6 hrs. lect.-2 hrs. lab-7 credits**

Instruction in the basic theory and skills of emergency care with practical training in ambulance and hospital emergencies. Medical terminology is integrated throughout the course. Successful completion will qualify the student for the state registration examination for Emergency Medical Technician I.

EMT 1190 Emergency Medical Care Refresher (O)**3 credits**

The refresher training course has been developed as part of a career structure for the Emergency Medical Technician. It is designed to assure maintenance of a uniformly high level of training among EMT's who have successfully completed the basic training program in Emergency Medical Care. This course is a state requirement for EMT re-certification. Prerequisite: Registered EMT in the state of Florida.

EMT 2281C Medical and Traumatic Emergencies (O)**6 hrs. lect.-6 credits**

The initial course of study leading to state registration as a Paramedic. This course provides didactic instruction in pulmonary, medical, traumatic, pediatric, and obstetrical emergencies. The necessary skills related to these emergencies are demonstrated. Prerequisites: EMT 1186C, EMT 103. Recent experience as a state registered EMT I.

EMT 2804C Clinical and Extrication (O)**10 hrs. lab-5 credits**

This course will provide hospital observation and training in the emergency room, operating room, respiratory therapy department, intensive care unit, and obstetrical department. Demonstration and practice in the use of extrication equipment will be provided. Co-requisite: EMT 2281C.

EMT 2209 Advanced Life Support Emergencies (O)**6 hrs. lect.-6 credits**

This course stresses advanced patient assessment in the field and the use of advanced cardiac equipment and skills. Integrates the study of the chemistry of essential and useful emergency drugs and the effects of their administration on the human body. Prerequisites: EMT 2281C, EMT 2804C.

EMT 2824C Clinical and Field Experience (O)**10 hrs. lab-5 credits**

Hospital observation and training is continued in the emergency room, operating room, intensive and cardiac care units. Field experience includes observation of mental health emergencies and ambulance rescue runs. Co-requisite: EMT 2258C.

PHILOSOPHY

PHI 1010 Introduction to Philosophy (A)**3 credits**

An introduction to the field of philosophy, offering to the student an opportunity to do some serious thinking on basic problems affecting all of us. The course is centered around issues which have resisted solution, usually including topics concerning reality and illusion, free will and responsibility, human nature, knowledge, art and censorship, and meaning of life and death.

PHI 1103 Critical and Creative Thinking (A)**3 credits**

An introduction to logic which stresses practice and application. The point of the course is to provide practice in recognizing and avoiding inaccurate or fallacious thinking as well as to promote correct and creative thinking. Theory and theoretical principles are kept at a minimum; practice in applied logic — in straight thinking — at a maximum.

PHI 2100 Introduction to Logic (A) 3 credits

A study of methods and principles philosophers use to distinguish intelligent from unintelligent thinking. The study is divided into two parts: deductive logic and inductive logic. Most of the semester will be concerned with deductive logic and will center around techniques for describing logical validity. Recommended as a companion course to follow PHI 1103. Not offered every semester.

PHI 2300 Introduction to Problems of Knowledge (A) 3 credits

This course provides an opportunity for the student who has been introduced to various areas of philosophy to consider coherently problems involved in knowing. A number of alternate philosophical solutions will be considered. (Prerequisite: Successful completion of any previous course in philosophy is recommended.)

PHI 2500 Introduction to Metaphysics (A) 3 credits

This course will study four traditional areas of metaphysics involving issues of persons/bodies, freedom/fate, space/time and God/death. These issues are introduced and explored by means of reading and discussion. Successful completion of any previous philosophy course is recommended.

PHI 2660 Introduction to Ethics (A) 3 credits

The purpose of this course is to introduce the student to the field of philosophy which deals with human value and commitment — with the activity of decision and action. Special emphasis will be placed on moral values and actions, which we will be attempting to describe precisely. We will also attempt to discover principles basic in distinguishing moral from immoral, right from wrong, and good from bad.

PHYSICAL EDUCATION**PEN 1171L Swimming Fitness (A) 4 hours-2 credits**

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.

PEM 1102C Fitness through Physical Activity (A) 2 hours-1 credit

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.

PEN 1121L Swimming I (A) 2 hours-1 credit

Instruction and participation for the beginner or non-swimmer in the basic swimming strokes and skills, safety skills, and survival techniques including "drown proofing," and elementary forms of rescue and mouth-to-mouth resuscitation.

PEL 1341L Tennis (A) 2 hours-1 credit

Instruction and participation in the basic skills, strategy, techniques and rules of tennis.

DAA 1340L Folk, Social and Square Dance (A) 2 hours-1 credit

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.

- PEL 1111L Bowling (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques and rules of bowling.
- PEL 1141L Archery (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques and rules of archery.
- PEM 1421L Wrestling (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques and rules of wrestling.
- PEL 1011L Team Sports for Women and Men I (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, officiating techniques, and rules of basketball and volleyball.
- PEL 1122L Swimming II (A)** **2 hours-1 credit**
Instruction and participation in intermediate skills and techniques of swimming with emphasis on survival techniques.
- PEN 1141C Synchronized Swimming (A)** **2 hours-1 credit**
Individual, dual and group techniques in synchronized swimming; composition and production.
- PEL 1441L Racquetball (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques and rules of racquetball.
- PEL 1121L Golf (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques and rules of golf.
- PEL 1511L Soccer (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, officiating techniques and rules of soccer.
- PEN 1136C Scuba I — Basic (A)** **2 hours-2 credits**
Instruction and participation in the basic skills and techniques of SCUBA diving, including scientific principles, a study of marine life, and principles of water safety. Prerequisite: Must be able to swim.
- PEN 1137C Scuba II — Advanced (A)** **2 hours-2 credits**
Instruction and participation in the advanced skills and techniques of SCUBA diving, including scientific principles, study of marine life, and principles of water safety. Prerequisite: PEN 1136C.
- PEL 1330L Recreational Sports (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques, and rules of badminton, racquetball, and table tennis.
- PEO 2003C Sports Officiating (A)** **3 hours-3 credits**
Theory and practice of officiating football, basketball, and baseball.
- PEL 2011L Team Sports for Women and Men II (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, officiating techniques, and rules of basketball and softball.

PHYSICAL EDUCATION — RECREATION

- PEN 1113L Life Saving (A)** **2 hours-1 credit**
Red Cross Life Saving Course with survival skills and drown-proofing. Prerequisite: PEN 1121L or permission of instructor.

- PEL 1341L Tennis (A) 2 hours-1 credit**
- DAA 1340L Folk, Social and Square Dance (A) 2 hours-1 credit**
- PEL 1111L Bowling (A) 2 hours-1 credit**
- PEL 1141L Archery (A) 2 hours-1 credit**
- PEL 1011L Team Sports for Women and Men I (A) 2 hours-1 credit**
- PEL 2011L Team Sports for Women and Men II (A) 2 hours-1 credit**
- LEI 2433C Community Recreation (A) 2 hrs. lecture-2 hrs. lab-3 credits**
Instruction and practical experiences in designing and setting up recreational programs for schools, recreation departments and other agencies.
- PEM 1953L Cheerleading (A) 1 credit**
Training and instruction for the mastering of skills necessary for varsity cheerleading. May be repeated for credit.
- PEL 2219L Baseball (A) 1 credit**
Fundamental skills, techniques of participation, strategy and rules of baseball. Permission of instructor only. May be repeated for credit.
- PEL 2624L Basketball (A) 1 credit**
Fundamental skills, techniques of participation, strategy, and rules of basketball. Permission of instructor only. May be repeated for credit.
- PEM 2311L Cross Country (A) 1 credit**
Fundamental skills, techniques of participation, strategy and rules of cross country running. Permission of instructor only. May be repeated for credit.
- PEM 2301L Track (A) 1 credit**
Fundamental skills, techniques of participation, strategy, and rules of track. Instruction and practice in long and short distance running. Top students form the varsity squad. Permission of instructor only. May be repeated for credit.
- PEN 2124L Swimming (A) 1 credit**
Fundamental skills, techniques of participation, strategy and rules of swimming. Permission of instructor only. May be repeated for credit.
- PEL 2341L Tennis (Women's) (A) 1 credit**
Fundamental skills, techniques of participation, strategy, and rules of tennis. Permission of instructor only. May be repeated for credit.
- PEL 2344L Tennis (Men's) (A) 1 credit**
Fundamental skills, techniques of participation, strategy, and rules of tennis. Permission of instructor only. May be repeated for credit.
- PEL 2121L Golf (A) 1 credit**
Fundamental skills, techniques of participation, strategy and rules of golf. Permission of instructor only. May be repeated for credit.
- PEL 2324L Volleyball (A) 1 credit**
Fundamental skills, techniques and rules of volleyball. Permission of instructor only. May be repeated for credit.
- PEM 2424L Wrestling (A) 1 credit**
Coaching, training, and instruction in the skills necessary to achieve a high level of proficiency in wrestling. May be repeated for credit. Permission of instructor only.
- PEN 2151L Springboard Diving (A) 1 credit**
Coaching, training, and instruction in the skills necessary to achieve a high level of proficiency in springboard diving. May be repeated for credit. Permission of instructor only.

PHYSICAL SCIENCES

- AST 1015 Astronomy (A)** **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.
- PSC 1311 Physical Science (A)** **3 credits**
Basic principles of astronomy, geology, and meteorology. Includes various rock types, sedimentations, geologic structure, the earth and its origins, the solar system, the universe including modern theories, weather systems and how weather is predicted.
- PSC 1341 Physical Science (A)** **3 credits**
Basic principles of physics and chemistry, with practical application of the laws of science in problems. Includes Newton's law of motion, forces, work, energy, Periodic Law, chemical elements, compounds, and mixtures.

PHYSICS

- PHY 1020 Physics for Non-Science Majors (A)** **3 credits**
Physics for non-science majors. A one semester course dealing with the major concepts of physics and their impact on our society, developed from a historical viewpoint using a minimum amount of mathematics.
- PHY 2053C General Physics I (A)** **3 hrs. lecture-3 hrs. lab-4 credits**
A non-calculus approach to physics emphasizing the quantitative aspects of mechanics, heat, electricity, sound, light, atomic structure, and nuclear energy. Recommended prerequisite: MAC 1104. Requires a \$10.00 lab fee.
- PHY 2054C General Physics II (A)** **3 hrs. lecture-3 hrs. lab-4 credits**
A continuation of PHY 2053C. Prerequisite: PHY 2053C. Requires a \$10.00 lab fee.
- PHY 2048C Physics for Engineers I (A)** **4 hrs. lecture-3 hrs. lab-5 credits**
A calculus approach to the physics of mechanics, heat and sound. Prerequisite: MAC 2311. Requires a \$10.00 lab fee.
- PHY 2049C Physics for Engineers II (A)** **4 hrs. lecture-3 hrs. lab-5 credits**
A continuation of PHY 2048C including electricity, magnetism, and radiation. Prerequisite: PHY 2048C. Requires a \$10.00 lab fee.

POLITICAL SCIENCE

- POS 1041 American Government (A)** **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.
- INR 2002 Introduction to International Politics (A)** **3 credits**
A survey of the basic workings of the international system, with special emphasis on nationalism, sovereignty, ideology, the role of force, the balance of power, peacekeeping, and an analysis of contemporary global patterns.
- CPO 2002 Comparative Political Systems (A)** **3 credits**
Examination of the basic concepts of the political order, including author-

ity, legitimacy, national identity, and modernization, and will survey the political systems of selected major nations. Prerequisite: Sophomore standing.

POS 2112 State and Local Government (A) 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.

INR 2102 American Foreign Policy (A) 3 credits

Examination of the manner in which U.S. foreign policy is made and carried out, description of the premises, problems, and performance of American diplomacy since World War II, and evaluation of the nation's changing role in the post-Vietnam era. Prerequisite: Sophomore standing.

PSYCHOLOGY

PSY 2012 Introduction to Psychology (A) 3 credits

Fundamentals, facts and laws of psychology and their applications to the understanding of human behavior, the relation to psychology to other fields, and the various problems and fields of psychology. Given without laboratory experiments.

PCO 2202 Introduction to Techniques of Interviewing and Intervention (in Therapy) (A) 3 credits

General principles and specific techniques of interview and evaluation. An introduction to confrontation procedures with the chemically dependent. Models and intercreation of counselors initial interview of the client, client's self-evaluation, meaningful person's evaluation form, client's handbook, personnel training guidelines and outpatient's handbook will be evaluated.

EDP 2002 Educational Psychology (A) 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.

PSB 2440 Chemical Dependence, Alcohol Studies I (A) 3 credits

Definitions of disease, theories as to the nature of alcoholism, symptoms, etiology and prognosis, treatment modalities, counseling approaches and methods, Alcoholics Anonymous, Al-Anon, Al-Ateen. Film, slide and tape presentations.

PEE 2000 Person and Personality Development (A) 3 credits

Definition of person from the socio-psychological point of view. Theories of personality development; methods of actualizing personality potential in order to cope with modern society, achieve relative happiness, productivity, and creativity. Psychocybernetics as a means of improving one's self-image and as a guide to rational living.

PSB 2441 Chemical Dependence, Alcohol Studies II (A) 3 credits

Special aspects of alcoholism such as the role of the clergy, social worker, teacher in the treatment of alcoholism; teenagedrinking; alcoholism in industry; alcoholism among women; alcoholism in minority groups; cross addiction and the treatment thereof. Prerequisite: PSB 2440 or the permission of the instructor.

- EAB 2430 Narcotics and Other Drugs (A)** **3 credits**
The nature of drug addiction and dependence; classification of drugs, their origins, average dosages, short and long term effects, risk of dependence, and medical uses. Drug education, laws, treatment and rehabilitation.
- EAB 2470 Reality and Reason in Therapy (A)** **3 credits**
Man's needs and fulfillment of these needs for personal and social adjustment and happiness; fundamental theories concerning mental health as applied to counseling and rehabilitation of the chemically dependent. Prerequisite: PSB 2440 or EAB 2430 or permission of instructor.

PUBLIC ADMINISTRATION

- PAD 1060 Public Administration Seminar and Supervised Work Experience (D)** **4 credit**
This course is intended to offer opportunity for practical Public Administration experience; to build a body of concepts that will be necessary in Public Administration programs; to give opportunity for analysis of cases and to assist students to develop a comprehensive paper on a selected aspect of Public Administration.
- PAD 1061 Public Administration Seminar and Supervised Work Experience-II (D)** **4 credits**
A continuation of PAD 1060. Prerequisite: PAD 1060
- PAD 2000 Introduction to Public Administration (D)** **3 credits**
An introductory course for students considering entering the profession of public administration, or for current employees in public service agencies. Studies the basis, organization and function of administration of public service.
- PAD 2003 Principles of Administration (D)** **3 credits**
Basic properties of theories in the physical and social sciences which characterize organizations as they predict relationships. An overview of theoretic models as they apply to social-psychological concepts of a variety of administrative situations in case-studies to be analyzed.
- PAD 2204 Methods and Procedures in Public Administration (D)** **3 credits**
Designed to assist the student in understanding the rational underlying the importance of budgeting and accounting systems as tools for carrying out the economic policies that the organization adopts; to gain practical knowledge of concepts underlying key aspects of financial administration.
- PAD 2205 Public Administration-Leadership Development (D)** **3 credits**
This course attempts to establish an understanding of basic concepts and processes incumbent upon success of leadership in Public Administration, i.e.; essential qualities, leadership, approaches, measure of leader-behavior, patterns of power structure in local and state politics.
- PAD 2206 Grantsmanship for Public Administration (D)** **3 credits**
The course is designed to train public administration students in the techniques of grantsmanship; locating sources of funding, establishing credibility of organizations applying; methods of research for assessment of needs; writing of the application or proposal; administering program.
- PAD 2240 Human Relations in Public Administration (D)** **3 credits**
A course dealing with government concepts as they operate on a local level with specific focus on the need for public relations both in society

and in the administrative process; the complexity of publics with which local government must be concerned; and with the growing need for employee-citizen teams as a cooperative venture in establishing sound human relations.

RADIOLOGIC TECHNOLOGY

RTE 1503 Radiologic Positioning I (O) 2 credits

Positioning body section of the chest and abdomen view of common radiographic studies of the osseous system. A film critique is held on each examination. Co-requisite: RTE 1803L.

RTE 1612 Radiologic Techniques I (O) 3 credits

An introduction into the history, ethics and hospital organization (administration) of radiology. The course core is designed to familiarize the student with radiographic factors in formulating radiographic technique; radiation protection and darkroom techniques are taught.

RTE 1526 Radiologic Positioning II (O) 3 credits

Radiologic positioning and anatomy of the pelvis, hips, and entire spinal column. Radiologic positioning and anatomy of the cranial vault (basic views) are taught in this course. Co-requisite: RTE 1503.

RTE 1411 Radiologic Techniques II (O) 3 credits

A continuation of RTE1612, with emphasis on the qualities produced by a combination of radiographic factors to familiarize the student with the use and application of accessory devices used in radiographic technique. Film critique and trouble shoot problems. Introduce student to the basics of radiation therapy. Prerequisite: RTE 1612L or permission of instructor.

RTE 1827 Radiologic Positioning III (O) 2 credits

Radiologic positioning and anatomy of the facial bones and paranasal sinuses and special views of the skull are taught in this course. Prerequisite: RTE 1526 or permission of instructor.

RTE 2545 Radiologic Positioning IV (O) 2 credits

Radiographic positioning, anatomy, and physiology of gastrointestinal, colon, biliary and urinary tract. Contrast media used; nursing and pediatric procedures as they pertain to radiology are taught in this course. Prerequisite: RTE 1827 or permission of instructor.

RTE 2304 Radiologic Techniques III (O) 3 credits

The fundamentals of electrical and radiation physics is covered, with a review of radiation hazards and protection. An introduction of the basics in nuclear medicine is also taught. Prerequisite: RTE 1411 or permission of instructor.

RTE 2562 Special Radiologic Procedures I (O) 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. Co-requisite: RTE 2848L.

RTE 2563 Special Radiologic Procedures II (O) 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 2562; Co-requisite: RTE 2852L.

- RTE 2151 Radiologic Diseases (O)** **2 credits**
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 1803L Radiologic Clinical Education (O)** **3 credits**
Hospital-clinical experience within a department of radiology.
- RTE 1814L Radiologic Clinical Education (O)** **3 credits**
Hospital-clinical experience within a department of radiology.
- RTE 1822L Radiologic Clinical Education (O)** **2 credits**
Hospital-clinical experience within a department of radiology.
- RTE 1832L Radiologic Clinical Education (O)** **3 credits**
Hospital-clinical experience within a department of radiology.
- RTE 2838L Radiologic Clinical Education (O)** **4 credits**
Hospital-clinical experience within a department of radiology.
- RTE 2848L Radiologic Clinical Education (O)** **4 credits**
Hospital-clinical experience within a department of radiology.
- RTE 2852L Radiologic Clinical Education (O)** **2 credits**
Hospital-clinical experience within a department of radiology.
- RTE 2862L Radiologic Clinical Education (O)** **3 credits**
Hospital-clinical experience within a department of radiology.
- RTE 2881L Internship (O)** **6 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 sixteen weeks. Prerequisite: completion of twenty-four months in the program.

READING

- REA 0005 Remedial Reading (3100)** **3 hours lecture-no credits**
Review of the basics associated with the reading process. Major emphasis placed on work attack, spelling. Diagnostic in nature with individualized instruction.
- REA 1105 Developmental Reading I (A)** **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 word attack skills.
- REA 1106 Developmental Reading II (A)** **3 credits**
Continuation of the principles and practices encountered in Reading 1105. Prerequisite: REA 1105 or permission of Instructor
- REA 1120 Reading for Business People (A)** **3 credits**
Designed for people in the fields of business and technology. Emphasis on speed in reading, development of vocabulary, and increase in comprehension.

RUSSIAN

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 Russian normally enter the second year courses.

RUS 1100 Elementary Russian I (A) 3 credits

Audio-lingual Russian. Grammar by analysis. Fundamentals of reading and writing.

RUS 1101 Elementary Russian II (A) 3 credits

Continuation of RUS 1100. Complex patterns of speech and writing. Prerequisite: RUS 1100 or equivalent.

RUS 2200 Intermediate Russian I (A) 3 credits

Continuation of RUS 1101, with the addition of major points of grammar. Audio-lingual intermediate Russian, stressing the reading and discussion in Russian of a limited number of short stories. Prerequisite: RUS 1101 or equivalent.

RUS 2201 Intermediate Russian II (A) 3 credits

Continuation of Russian 2200. Reading and discussions in Russian. In-depth study of one significant work of a major Russian author. Outside reading in Russian of a novel or play by a major Russian author. Prerequisite RUS 2200 or equivalent.

SAVINGS & LOAN

BAN 2140 Teller Operations (O) 3 credits

To describe and explain the operations tellers are likely to perform; to communicate the importance of the teller's role in creating and maintaining good customer relations.

BAN 2630 Savings and Loan Accounting I (O) 3 credits

This course covers the basic accounting principles and procedures used by savings associations. Knowledge of these principles and procedures is important for all employees of associations, whether or not they are directly involved in accounting operations.

BAN 2631 Savings and Loan Accounting II (O) 3 credits

A continuation of Savings and Loan Accounting I. Prerequisites: BAN 2630.

BAN 2300 Savings Accounts (O) 3 credits

Savings Accounts is vital for all association personnel because it provides information about one of the two main functions of the savings association — the solicitation and maintenance of savings funds. The employees familiar with savings department services can discuss these services with potential customers with the necessary facts provided by the course. Prerequisite: BAN 2600.

BAN 2301 Savings Accounts Administration (O) 3 credits

Goes beyond the general nature of savings accounts described in the introductory course, Savings Accounts. It is designed for individuals working in the savings department and for those who need to acquire additional background information. Prerequisite: BAN 2300

BAN 2620 Savings Association Lending I (O) 3 credits

This course describes the functions of the loan department, procedures for handling conventional one-to-four family mortgage loans, home improve-

ment loans, mobile home loans, and other nonmortgage loans. Prerequisites: REE 1000.

BAN 2621 Savings Association Lending II (O) 3 credits

This course treats some of the specialized areas of lending like the role of the government in home financing, the management of real estate owned, whole loan sales and participation sales and external forces which affect association lending. Prerequisites: BAN 2620.

REE 2100 Residential Appraising I (O) 3 credits

Introduces the student to appraisal of single-family residences. Emphasis is on the practical: the student learns how to fill out an appraisal form, and he learns what the appraiser does for a savings association. Prerequisites: REE 1000, REE 2721, and REE 2722.

REE 2101 Residential Appraising II (O) 3 credits

Multi-family residential appraising is covered in this course. The income approach to value, briefly introduced in Residential Appraising I, is covered in greater depth in this second course. It explores also problems related to low rise apartment buildings, townhouses, condominiums, and cooperatives. Prerequisites: REE 2100.

RMI 2301 Insurance (O) 3 credits

Insurance is an advanced specialized course designed to familiarize the student with basic insurance terms and concepts. It provides a knowledge of insurance principles and practices and contributes to the student's understanding of the nature and the purpose of savings associations' insurance policies. Prerequisites: BAN 2620, BAN 2621, BUL 2111.

FIN 2500 Investments I (O) 3 credits

Deals with various investment alternatives, information that must be considered before thought is directed toward particular industries or companies. Included in the course are the tools and sources that are needed for the analysis necessary before making investment decisions. Prerequisites: ECO 2013, ECO 2023, BAN 2000, and BAN 2001.

FIN 2501 Investments II (O) 3 credits

Investments II is analytical in that it involves the mechanics of investing. It proceeds from an analysis of needs and determination of objectives to the selection of securities appropriate for realizing those objectives. Prerequisites: FIN 2500.

BAN 2252 Mortgage Loan Servicing (O) 3 credits

Covers in detail procedures involved in servicing loans. Servicing systems, regulations, reports, records, accounting procedures, loan participations and the sale of loans are a few of the topics covered in this course.

BAN 2000 Financial Institutions I (O) 3 credits

Financial Institutions I & II introduce the broad field of finance. These courses provide an understanding of agencies, institutions, and practices involved in accumulating funds and channeling them through institutions. Prerequisites: BAN 2600.

BAN 2001 Financial Institutions II (O) 3 credits

A continuation of Financial Institutions I. Prerequisites: BAN 2600 and BAN 2000

- FIN 2100 Personal Money Management (O)** 3 credits
Personal Money Management deals with important aspects of financial management and planning for families and individuals. Since financial management is basically the management of the flow of money — income and expenses — students analyze sources of income and expenditures.
- REE 2721 Housing: Construction Principles and Practices (O)** 3 credits
This course consists of a study of current construction practices, including the impact of changing methods and the resulting structural, visual, and economic adjustments. It deals with both conventional and innovative construction. Prerequisites: BAN 2620 and BAN 2621.
- REE 2722 Housing: Design and Planning (O)** 3 credits
Topics of study include: construction codes; planning and zoning objectives; Planned Unit Developments, Architectural Services; trends in house design and plan-site relationship. Student involvement is encouraged through the use of class design problems. Prerequisites: BAN 2620, BAN 2621 and REE 2721.
- BAN 2170 Credit and Collections (O)** 3 credits
Designed to stress the importance of the credit granting stage in mortgage loan procedures and the practical techniques involved in an effective collection system. Prerequisites: BAN 2620, BAN 2621 and FIN 2100.
- MAN 2340 Supervisory Personnel Management I (O)** 3 credits
This course introduces the student to the human relations and social system of work, and provides practical information about a variety of supervisory responsibilities and problems. Prerequisites: BAN 2031.
- MAN 2342 Supervisory Personnel Management II (O)** 3 credits
Continues the presentation of realistic supervisory problems for class work. It also introduces the student to the organization, and the individual's role in an organization. Prerequisites: MAN 2340.
- BAN 2150 Public Relations (O)** 3 credits
To introduce principles of public relations and to demonstrate practical applications of public relations for savings associations. The student will learn how to work with the media including newspaper, magazines, radio and television.
- SES 2402 Executive Secretarial Training (O)** 3 credits
Executive Secretarial Training is designed to assist the secretary in remaining informed about the latest advances in the field. It covers such topics as meeting and greeting callers in person or on the phone, maintaining office files, and arranging business travel and business meetings. Prerequisites: ENC 1013 or ENC 1103 and COM 2100.
- BAN 2600 Introduction to the Savings Association Business (O)** 3 credits
This is a survey course designed to be helpful to all savings association employees, regardless of the position or point of entry into the business. It prepares individuals for active and intelligent involvement in the business. It is a requirement for all of the new Institute degree programs.
- BAN 2031 Human Relations in Business (O)** 3 credits
To provide students with some basic principles of human behavior; to show how psychology, as an empirical human study, can be applied in a wide variety of social situations, and to provide a perspective on people as individuals.

BAN 2610 Savings Association Operations (O) 3 credits

While the Introduction to the Savings Association Business course provides an introduction to the overall business, the Savings Association Operations course takes a closer look at the particular financial and management operations of the association. This course is required for the Diploma II and III program. Prerequisites: BAN 2600.

BAN 2632 Advanced Savings & Loan Accounting (O) 3 credits

Advanced accounting acquaints the student with current accounting regulations and the proper procedures for handling the specialized transactions characterized by savings associations operations. Prerequisites: BAN 2630, BAN 2631, BAN 2620, BAN 2621, BAN 2300 and BAN 2301.

MAN 2301 Personnel Administration I (O) 3 credits

Personnel Administration I acquaints the student with the fundamental concepts necessary to design or redesign the personnel functions of an organization. Starting with the corporate plan, the working framework of the personnel function within the organization is presented.

MAN 2302 Personnel Administration II (O) 3 credits

Course focuses on the practical application of the conceptual information presented in Part I with emphasis on the following areas: personnel records, selection processes, legislative compliance, and training and development. Prerequisite: MAN2301.

SECRETARIAL SCIENCE

SES 1100 Elementary Typewriting (D) 5 hours-3 credits

Initial instruction in keyboard control, personal correspondence, business correspondence, centering and tabulation, outlines, and manuscripts.

SES 1110 Intermediate Typewriting (D) 5 hours-3 credits

Development of skill in the typing of business correspondence, tables, manuscripts, and other business forms. Prerequisites: SES 1100 or equivalent.

SES 1120 Advanced Typewriting (D) 5 hours-3 credits

Application of typewriting skills to specialized office situations, e.g., technical office accounting office, professional office, etc. Prerequisite: SES 1110.

SES 1210 Introductory Shorthand (D) 5 hours-3 credits

Initial instruction in Gregg shorthand theory and introduction to dictation and transcription.

SES 1211 Intermediate Shorthand (D) 5 hours-3 credits

Application to Gregg shorthand theory through speed-building dictation and typewritten transcription. Prerequisites: SES 1210 and SES 1100 or equivalent.

SES 2212 Advanced Shorthand (D) 3 credits

Development of shorthand transcription skills through production of mailable copy and continued development of dictation speed. Provides opportunity for specialization in general, scientific, legal, and medical terminology. Prerequisites: SES 1211 and SES 1110. (SES 1110 may be taken concurrently.

- SES 1201 ABC Shorthand I (Speedwriting) (O)** **3 credits**
Initial instruction in ABC alphabet shorthand theory and introduction to dictation and transcription.
- SES 1202 ABC Shorthand II (Speedwriting) (O)** **3 credits**
Application of ABC Shorthand theory through speed building dictation and typewritten transcription. Prerequisites: ABC Shorthand I (Speedwriting)
- SES 1221 Machine Shorthand I (O)** **3 credits**
Through touch control of 23 keys, machine shorthand operators write phonetically all sounds that make up the English language. Machine Shorthand 1 permits the attainment of writing skills from 60-80 words a minute or more. Prerequisite: one year of typing or completion of SES 1100.
- SES 2222 Machine Shorthand II (O)** **3 credits**
Continuation of Machine Shorthand I. Student's speed skills will be built in this course up to 120 words a minute or more. A marketable skill in machine shorthand by the end of the semester. Prerequisite: SES 1221.
- SES 2311 Office Practice (O)** **3 credits**
Principles of filing and the typing of letters and business forms at business production rates. For secretarial and career business students. Prerequisites: SES 1110 and COM 1130.
- SES 2158 Reprographics (O)** **3 credits**
Emphasis on decision making as to which equipment and/or technique to use in order to accomplish a duplication job with a minimum of time, cost, and maximum of quality. Hands on experience in the production and photocopy process copies, fluid process master, stencil process masters, and printing process masters. Hands on experience in operation of the reprographics equipment. Prerequisites: SES 1100 or equivalent.
- SES 2321 Business Machines (O)** **3 credits**
Operation of ten-key adding machines, printing calculators, and electronic calculators. Includes application of machine functions to various business computations.
- SES 2361 Machine Transcription I (O)** **3 credits**
Transcription of mailable copy from a variety of office dictating machines. Provides opportunity for specialization in general, legal, and medical transcription. Designed for both the secretarial and clerical office student. Prerequisite: SES 1100 or equivalent.
- SES 2362 Machine Transcription II (O)** **3 credits**
Increased development of machine transcription skill to the level where it may be used in place of manual shorthand in offices preferring machine dictation and transcription method. Students will qualify for the same civil service rating as students with manual shorthand skills. Designed for both the secretarial and clerical office student. Prerequisite: SES 2361.
- SES 1151 Word Processing I (O)** **3 credits**
To equip the student to use the most current time and labor saving equipment in the word processing field. It will enable the student to make correct decisions in its use for a myriad of general secretarial business records tasks. Information storage and retrieval is stressed.
- SES 1152 Word Processing II (O)** **3 credits**
Follow up to SES 1151.

SES 2157 Central Transcription Systems (O) 2 hrs lab-1 hr lecture-3 credits
Students will be prepared to function in and manage a central transcription system in terms of delegation of tasks, training and managing subordinates, meeting priority deadlines, information storage, retrieval and retention.

SES 2489 CPS Review and Supervised Work Experience Seminar (O) 2 hrs. lecture-15 hrs. lab-4 credits
To prepare students for the Certified Professional Secretary Examination through a combination of study and on-the-job training. On-the-job training will be constituted by 15 hours employment per week. Prerequisite: SES 2490 or permission of instructor.

SES 2490 Secretarial Seminar and Supervised Work Experience (O) 3 credits
A culmination of secretarial knowledge and skills as they apply to on-the-job training. A minimum of 15 hours of supervised office internship is required each week. Seminar discussion includes topics relevant to the office experiences. Prerequisite: Permission of instructor.

COM 1130 Secretarial Communications (O) 3 credits
The writing of business letters and short reports. Emphasizes both content and form and includes a review of the mechanics of writing, e.g. punctuation, capitalization, and spelling of business terms. Designed for secretarial science students. Prerequisite: SES 1100 or equivalent.

COM 2100 Business Communications (D) 3 credits
A comprehensive study of the various areas of business communication with emphasis on the writing of business letters and reports. Designed for business administration and pre-business education students. Prerequisite: ENC 1136.

MAN 1133 Leadership Development (O) 3 credits
Leadership development through the case method, practical application of proven techniques. Opportunities to lead group sessions, extemporaneous speaking, public speaking, preparation of research reports, study of business skills.

SES 2429 Legal Office Practice I (O) 3 credits
Instruction and application in typing noncourt documents (real estate and property transfer; wills, estates and guardianships; partnerships and corporations). Emphasis on proper client relationships and the role and responsibilities of the legal secretary. Prerequisites: SES 1210 and SES 1100 or equivalents.

SES 2430 Legal Office Practice II (O) 3 credits
Continuation of SES 2429. Instruction and application in typing a variety of court documents (summons, complaints, answers and counterclaims, interrogatories, depositions, notices and motions, subpoenas). Continued emphasis on proper client relationships and the roles and responsibilities of the legal secretary through simulated office experiences. Prerequisite: SES 2429.

SES 2431 Legal Secretarial Practices and Procedures I (O) 3 credits
The practices and procedures of the legal office. Designed for: (1) the student now in training for a career as a legal secretary, (2) the general secretary whose goal is a legal office position, and (3) the legal secretary who

would like more background in law office procedures. Prerequisite: One year of typing or completion of SES 1100.

SES 2432 Legal Secretarial Practices and Procedures II (O) 3 credits
Continuation of SES 2431. Prerequisite: One year of typing or completion of SES 1100.

SES 2365 Legal Terminology and Transcription I (O) 3 credits
A specialized terminology and transcription course for the beginning legal secretarial student. Legal transcription and terminology skills will be measured by transcription production tests. Prerequisite: SES 1100.

SES 2366 Legal Transcription II (O) 3 credits
Advanced transcription course for legal secretary majors. Develops proficiency in preparing a variety of legal correspondence and documents. Specific emphasis on transcription of documents in litigation, real estate, probate, and corporate law. Prerequisite: SES 2365.

SES 2257 Medical Transcription I (O) 3 credits
A specialized transcription course for the beginning medical transcriptionist, receptionist, and insurance clerk. Exposes the student to the structure and content of the standard medical history and physical report. They will learn to prepare patient histories, physical reports, and an introduction to the discharge summary forms.

SES 2258 Medical Transcription II (O) 3 hrs. lab.-1 hr. lecture-3 credits
Familiarizes the student with the phraseology and language of the various medical specialties. In addition, the student will understand the structure of a discharge summary, a death summary and a consultation report, and be able to transcribe these with a degree of accuracy consistent with employment standards.

SES 2259 Medical Transcription III (O) 3 hrs. lab.-1 hr. lecture-3 credits
Stresses form and content of operative reports, including various methods of administration of anesthesia, surgical positions, types of incisions, suture materials and techniques. The student will understand the need for relating words to the content of the surgery being performed because of similarity in sound of many anatomical structures dictated.

MRT 1000 Medical Records I (O) 3 credits
Development, analysis and use of the medical record, numbering and filing, indicating what constitutes an acceptable medical record, assisting the physician, and an overall introduction to concepts vital to a medical record.

MRT 1009 Medical Records II (O) 3 credits
Introduction to management techniques, understanding of interdepartmental relationships, use of medical records in medical care evaluation, and standard of accreditation and certification.

MRT 1151 Medical Word Processing I (O) 3 credits
To equip the student to use the most current time and labor-saving equipment in the word processing field. It will enable the student to make correct decisions in its use for a myriad of medical business records tasks. Information storage and retrieval is stressed.

MRT 1152 Medical Word Processing II (O) 3 credits
Follow up to MRT 1151.

MRT 2200 Fundamentals of Medical Science (O) **3 credits**
A specially designed course for students in medical business programs ONLY. Stresses the classification of the organs of the body, bones, glands, nervous system, muscles, etc., and how they function.

SES 2461 Medical Office Practice I (O) **3 credits**
Provides students with a background in professional etiquette and medical ethics. The study of privileged communication, telephone appointment techniques, pegboard accounting and day sheets, billing, medical business forms, and general correspondence.

SES 2462 Medical Office Practice II (O) **3 credits**
Using simulated patient charts and ledgers, the student learns the applications of relative value units, conversion factors and the categories of medical, surgical, radiological and pathological services.

SES 2468 Medical Terminology I (O) **3 credits**
Is the foundation for true understanding of the language of medicine. By beginning with roots, suffixes, and prefixes, the student learns to interpret and recognize, system by system, the fascinating world of medical terminology.

SES 2469 Medical Terminology II (O) **3 credits**
Extends the study of the language of medicine into special areas; such as, Radiology, Clinical Laboratory, Pathology, Anesthesiology, Dental, Operative Terminology, and Pharmacology.

MRT 2831 Medical Office Internship (O) **3 hrs. lab.-1 hr. lecture-4 credits**
Internship is medical business office experience provided in an on-campus allied health facility. The student's job training and course instruction is correlated for maximum learning.

MRT 2830 Medical Office Externship (O) **3 hrs. lab.-1 hr. lecture-4 credits**
On-the-job experience in a health facility in the community. Fifteen hours of work per week is required. The coordinator works closely with the employing facility to insure that course instruction enhances this practical experience.

SOCIAL SCIENCE

SSI 2010 Introduction to Social Sciences (A) **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.

SOCIAL SERVICE

HUS 1000 Introduction to Social Service Technology (O) **3 credits**
The interrelationships among social service agencies and the community, the roles and functions of agencies and institutions, and problem areas are discussed. Special emphasis is given to social work, mental and physical health, protection and enforcement, assistance programs, and education.

HUS 1010 Preparation for Social Service Occupations (O) **3 credits**
A preview of occupations in social services, agencies and services available, and how to obtain a job in public service.

HUS 2205 Social Service Institutions and The Community (O) 3 credits

The community is analyzed as a complex of social institutions designed for specific purposes. The role of primary institutions, such as the family, are explored as an interrelated part of this larger complex.

HUS 2207 Methods and Procedures in Social Services (O) 3 credits

Methods and procedures, both quantitative and qualitative, used in social service agencies. Includes basic interviewing and needs-assessment skills.

HUS 2810 Social Services Technology Seminar and Supervised Work Experience (O) 3 credits

Course is intended to offer an opportunity for practical social services experience; to build a body of concepts that will be necessary in social services programs; to give an opportunity for analysis of cases and to assist students in developing interview and communication skills.

HUS 2811 Social Services Technology Seminar and Supervised Work Experience II (O) 3 credits

A continuation of HUS 2810. Prerequisite HUS 2810.

SOCIOLOGY**SOC 2000 Introduction to Sociology (A) 3 credits**

The study of patterns of human interaction as they occur in social relationships, groups, organizations, communities and societies. Emphasis is placed on present-day United States society, however comparisons will be made with other societies or other periods in history where appropriate.

SOC 2020 Social Problems (A) 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 2000, recommended.

MAF 1100 Family Relations (A) 3 credits

The nature and functions of marriage, considerations prior to marriage, marriage problems, children, interfamily relationships, marriage and contemporary society.

MAF 2200 The Family (A) 3 credits

The relationship between society and the family as a social institution — emphasis on types of families in the United States and other Societies, the function of marriage, how marriage and the family and attitudes towards them adjust to major changes in a society.

SOC 2110 Deviant Behavior (D) 3 credits

Types of deviant behavior in our society (for example, mental illness, marginally illegal activities, occupational deviance, crime and delinquency), their causes as rooted in the society, and ways in which our society attempts to control them.

SOC 2150 Criminal and Delinquent Behavior (D) 3 credits

An examination of sociological issues in defining crime and delinquency. Theories of criminal and delinquent behavior, and approaches to prevention and control.

SPANISH

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

- SPN 1100 Elementary Spanish I (A)** **3 credits**
Audio-lingual Spanish. Fundamentals of speaking, reading, and writing.
- SPN 1101 Elementary Spanish II (A)** **3 credits**
Continuation of SPN 1100. Prerequisite: SPN 1100 or equivalent.
- SPN 2200 Intermediate Spanish I (A)** **3 credits**
Continuation of SPN 1101, with review of first-year grammar. Discussion of several short reading selections. Prerequisite: SPN 1101 or equivalent.
- SPN 2201 Intermediate Spanish I (A)** **3 credits**
Continuation of SPN 2200. Prerequisite: SPN 2700 or equivalent.

SPEECH

- SPC 0001 Remedial Personal Speech** **3 hrs. lecture-no credits**
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.
- SPC 1051 Speech Improvement (A)** **3 credits**
Designed to improve vocal quality, pronunciation and articulation, and to give instruction and practice in using the International Phonetic Alphabet (system of internationally accepted sounds and symbols) for speech improvement.
- SPC 1300 Interpersonal Communication (A)** **3 credits**
A study of basic theories of human communication. Focus on the nature of verbal and non-verbal signals, face-to-face communication systems, and analysis of human interpersonal communication at individual and societal levels.
- SPC 1022 Fundamentals of Speech (A)** **3 credits**
The nature and basic principles of speech; emphasis on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public speaking.
- SPC 1520 Advanced Speech (A)** **3 credits**
An analysis of two modes of discourse: group discussion and debate. Emphasis on the principles and methods of leading and participating in various types of group discussions and conferences. Study of principles of argumentation, analysis of evidence and modes of reasoning. Prerequisite: SPC 1022 or permission of instructor.
- SPC 1594 Forensic Activity I (A)** **1 credit**
Active participation in one or more Forensic Activities in on-campus and off-campus events; Debate, Oral Interpretation, Persuasive Speaking, Extemporaneous Speaking, Reader's Theater.

SURVEYING

- ETC 2321L Elementary Surveying (O)** **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.

- ETC 2322C Advanced Surveying (O)** **3 credits**
Continuation of ETC 2321L, involving running traverses, topographic surveys, cross-sections, profiles, circular and parabolic curves and staking grades. Prerequisite: ETC 2321L.

VOCATIONAL DRAFTING

- ETD 1171C Basic Occupational Drafting and Supervision I (O)** **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.

- ETD 1172C Basic Occupational Drafting and Supervision II (O)** **3 credits**
Basic skills in sketching and instrument drafting. 5 class hours per week.

- ETD 1173C Basic Occupational Drafting and Supervision III (O)** **3 credits**
Orthographic and pictorial drawing. Size description fundamentals. Basic drafting room operations. 5 class hours per week.

- ETD 1174C Intermediate Occupational Drafting and Supervision I (O)** **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.

- ETD 1175C Intermediate Occupational Drafting and Supervision II (O)** **3 credits**
Continued Practice toward quality improvement of skills in sketching, instrument drafting and lettering. 5 class hours per week.

- ETD 1176C Intermediate Occupational Drafting and Supervision III (O)** **3 credits**
Sectioning, auxiliary views and revolutions, dimensioning and tolerances, pictorial projections, threads and fasteners, working drawings. Drafting room organization. 5 class hours per week.

- ETD 2181C Advanced Occupational Drafting and Supervision I (O)** **3 credits**
Drafting room management, company drafting and design standards, reference materials, reproduction and control of drawings. 5 class hours per week.

- ETD 2182C Advanced Occupational Drafting and Supervision II(O)** **3 credits**
Perfecting of all drafting skills. Simple design problems. 5 class hours per week.

- ETD 2183C Advanced Occupational Drafting and Supervision III (O)** **3 credits**
Design layouts, assembly drawings intersections and developments, gears and cams. 5 class hours per week.

- ETD 2184C Selective Fields of Occupational Drafting and Supervision I (O)** **3 credits**
Study of available standards in fields of architectural, structural, electronic, piping, and topographical drafting. 5 class hours per week.

- ETD 2185C Selective Fields of Occupational Drafting and Supervision II (O)** **3 credits**
Skill improvement as applied to any or all of the selective fields of drafting. 5 class hours per week.
- ETD 2186C Selective Fields of Occupational Drafting and Supervision III (O)** **3 credits**
In depth study of dimensioning and tolerancing for interchangeability. 5 class hours per week.
- ETD 2189C Advanced Special Vocational Drafting and Design (O)** **various credits**
Special courses or seminars as developed to meet the needs of the community. Class hours per week — various.

WELDING AND SERVICE MANAGEMENT

- MTR 1100 Combination Welding I (O)** **3 credits**
A comprehensive course designed to acquaint (2650-O)t the student with the fundamental theory of all types of conventional welding and provide laboratory exercises to develop some proficiency in acetylene and electric SMA.
- MTR 1101 Combination Welding II (O)** **3 credits**
General welding for maintenance and repair. A continuation of WEL 131. The development of skills in all types of welding including the selection of a weld to be used on a particular job. Emphasis will be on cast iron and aluminum. Prerequisite: MTR 1100 or permission of instructor.
- MTR 1190 Job Shop Welding and Management (O)** **3 credits**
Basic metallurgy, heat treating, annealing and tempering for welders. Temperature control — Building up worn parts for machinery. Cost estimation. Prerequisite: MTR 1101 or permission of instructor.
- MTR 1120 Electric Welding I (O)** **3 credits**
A course in fitting and welding designed primarily for construction welders to fit the needs of apprentice carpenters, electricians, boiler makers, mill wrights, iron workers, etc., to prepare them for a senior apprentice job level entry. Prerequisite: MTR 1100 or permission of instructor.
- MTR 1121 Electric Welding II (O)** **3 credits**
Test welding — preparing test coupons and welding them with SMA to include open root welding. Welding with backingstrip, TIG and MIG welding. Destructive and non-destructive tests. Prerequisite: MTR 1120 or permission of instructor.
- MTR 1140 Pipe Welding I (O)** **3 credits**
To give plumber and pipe fitter apprentices the necessary background for entry into the trade at apprentice level; laying out and fitting pipe at various angles, preparation for welding with TIG and MIG. Prerequisite: MTR 1100 or permission of instructor.
- MTR 1141 Pipe Welding II (O)** **3 credits**
To prepare the journeyman pipe fitter for the various tests given by the trade contractors and to become sufficiently proficient in procedures used by local contractors for job qualification. Prerequisite: MTR 1140 or permission of instructor.

- MTR 2930 Welding — Special (O)** **various credits**
Special course or seminar developed to meet the needs of the community.
- MTR 2931 Welding — Special (O)** **various credits**
Special course or seminar developed to meet the needs of the community.
- MTR 2932 Welding — Special (O)** **various credits**
Special course or seminar developed to meet the needs of the community.
- MTR 2933 Welding — Special (O)** **various credits**
Special course or seminar developed to meet the needs of the community.



In the hands of a skilled welder, like this student in the Welding Program at IRCC, a welding torch becomes an instrument of odd beauty as well as practical use.

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 are 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 W024 Bookkeeping I	Institutional Credit 3
ACC W025 Bookkeeping II	Institutional Credit 3
ACC Y001 Principles of Accounting I	Institutional Credit 3
ACC Y021 Principles of Accounting II	Institutional Credit 3
ACC Y022 Principles of Accounting III	Institutional Credit 3

AGRICULTURE

MAG X220 Agriculture Mechanics Technology I	Institutional Credit 3 1 hour lecture-4 hours lab
MAG X221 Agriculture Mechanics Technology II	Institutional Credit 3 1 hour lecture-4 hours lab
MAG X222 Agriculture Mechanics Technology III	Institutional Credit 3 1 hour lecture-4 hours lab
MAG X223 Agriculture Mechanics Technology IV	Institutional Credit 3 1 hour lecture-4 hours lab
AEB X181 Economic Crop Production	Institutional Credit 3
HOS X010 Principles of Horticulture	Institutional Credit 3
AGR X223 Forage Production and Use	Institutional Credit 3
ANS X221 Farm and Ranch Management	Institutional Credit 3
ANS X003 Introduction to Animal Science	Institutional Credit 3
ANS X401 Animal Nutrition	Institutional Credit 3
VES X005 Animal Diseases and Pests	Institutional Credit 3
ASG X993 Livestock Selection	Institutional Credit 3
ANS X310 Animal Reproduction	Institutional Credit 3
ORH X262 Floriculture I	Institutional Credit 3
AEB Y143 Agricultural Finance	Institutional Credit 3
SOS Y102 Soils and Fertilizers	Institutional Credit 3
DAS Y002 Introduction to Dairy Science	Institutional Credit 3
ANS Y240 Beef Cattle Production	Institutional Credit 3
DAS Y210 Dairy Science and Management	Institutional Credit 3

ORH Y861	Landscape Management	Institutional Credit 3
ANS Y241	Beef Cattle Management	Institutional Credit 3
FRC Y211	Citrus Culture I	Institutional Credit 3
FRC Y220	Citrus Culture II	Institutional Credit 3
AEB Y304	Agricultural Marketing, Processing and Management	Institutional Credit 4
PMA Y201	Citrus Insect and Disease	Institutional Credit 3
ORH Y260	Greenhouse Management	Institutional Credit 3
PMA Y210	Insects and Diseases of Ornamental Plants	Institutional Credit 3
ORH Y510	Landscape Plant Materials	Institutional Credit 3
ORH Y892C	Landscape Installation	Institutional Credit 3
ORH Y859	Landscape Maintenance	Institutional Credit 3
HOS Y057	Nursery Sales and Management	Institutional Credit 3
AEB Y104	Principles of Agricultural Economics	Institutional Credit 3
AGG Y941	Agricultural Employment Experience	Institutional Credit 3
AGG Y940	Farm and Ranch Job Skills and Development	Institutional Credit 3

AIR CONDITIONING AND SERVICE MANAGEMENT

ACG V131	Basic Refrigeration	Institutional Credit 3
ACG V133	Basic Electricity I (Air Conditioning)	Institutional Credit 3
ACG V134	Basic Electricity II (Air Conditioning)	Institutional Credit 3
ACG V135	Applied Electricity I (Air Conditioning)	Institutional Credit 3
ACG V136	Applied Electricity II (Air Conditioning)	Institutional Credit 3
ACG V137	Components of Refrigeration	Institutional Credit 3
ACG V251	Automotive Air Conditioning	Institutional Credit 3
ACG V252	Heating and Cooling Load Calculation	Institutional Credit 3
ACG V253	Duct Systems (Air Conditioning and Heating)	Institutional Credit 3
ACG V254	Heat	Institutional Credit 3
ACG V255	Air Conditioning and Heating Service Management	Institutional Credit 3
ACG V259	Air Conditioning — Special	Various Institutional Credits
ACG V260	Air Conditioning — Special	Various Institutional Credits
ACG V261	Air Conditioning — Special	Various Institutional Credits
ACG V262	Air Conditioning — Special	Various Institutional Credits

ANTHROPOLOGY

ANT Y410	Introduction to Cultural Anthropology	Institutional Credit 3
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ANT Y511 The Emergence of Man Institutional Credit 3

ART

**ART X701C Sculpture Institutional Credit 3
5 hours**

ARH Y050 Introduction to the History of Art (Prehistoric through Renaissance) Institutional Credit 3

ARH Y051 History of Art (Baroque through Modern) Institutional Credit 3

**ART Y110C Introduction to Ceramics Institutional Credit 3
5 hours**

**ART Y111C Ceramics Institutional Credit 3
5 hours**

**ART Y400C Graphics Institutional Credit 3
5 hours**

AUTO BODY REPAIR AND SERVICE MANAGEMENT

ABF V141 Basic Auto Body Repair and Service Management I Institutional Credit 5

ABF V142 Basic Auto Body Repair and Service Management II Institutional Credit 5

ABF V151 Intermediate Auto Body Repair and Service Management I Institutional Credit 5

ABF V152 Intermediate Auto Body Repair and Service Management II Institutional Credit 5

ABF V211 Advanced Auto Body Repair and Service Management I Institutional Credit 5

ABF V212 Advanced Auto Body Repair and Service Management II Institutional Credit 5

ABF V221 Auto Body Special Various Institutional Credit

AUTO MECHANICS AND SERVICE MANAGEMENT

AER X000 Introduction to Auto Mechanics and Service Management Institutional Credit 3

AER X001 Automotive Service and Minor Repair Institutional Credit 3

AER X110 Introduction to Automotive Engine Institutional Credit 3

AER X100 Introduction to Automotive Electrical Systems Institutional Credit 3

AER X121 Front End Suspension and Brakes Institutional Credit 5

AER X150 Exhaust Emission Control Systems Institutional Credit 3

AER X151 Engine Tune-Up Institutional Credit 3

AER X701 Basic Diesel I: Introduction to Diesel Engines Institutional Credit 3

AER Y161	Automotive Organization and Service Management	Institutional Credit 3
AER Y138	Transmission and Power Trains	Institutional Credit 5
AER Y113	Engine Overhaul	Institutional Credit 3
AER Y101	Advanced Electricity, Trouble Shooting and Service Management	Institutional Credit 3
AUS V259	Auto Mechanics — Special	Various Institutional Credits
AUS V260	Auto Mechanics — Special	Various Institutional Credits
AUS V261	Auto Mechanics — Special	Various Institutional Credits
AUS V262	Auto Mechanics — Special	Various Institutional Credits

BANKING

BAN Y110	Principles of Bank Operations	Institutional Credit 3
BAN Y720	Bank Management	Institutional Credit 3
AEB Y143	Agricultural Finance	Institutional Credit 3
BAN Y200	Credit Administration	Institutional Credit 3
FIN Y000	Principles of Finance	Institutional Credit 3
FIN Y230	Money and Banking	Institutional Credit 3
BAN Y240	Installment Credit	Institutional Credit 3
BAN Y400	Trust Functions and Services	Institutional Credit 3
BAN Y010	Federal Reserve System	Institutional Credit 3
BAN Y210	Analyzing Financial Statements	Institutional Credit 3
BAN Y160	Bank Letters and Reports	Institutional Credit 3
BAN Y150	Bank Public Relations and Marketing	Institutional Credit 3
BAN Y230	Bank Investment	Institutional Credit 3
BAN Y201	Management of Commercial Bank Funds	Institutional Credit 3
BAN Y303	Savings and Time Deposit Banking	Institutional Credit 3
BAN X930	Banking Seminar I	Institutional Credit 4
BAN X931	Banking Seminar II	Institutional Credit 4

BRICK AND BLOCK CONSTRUCTION

BCT X421	Brick and Block Construction I	Institutional Credit 3
BCT X422	Brick and Block Construction II	Institutional Credit 3
BCT X423	Brick and Block Construction III	Institutional Credit 3
BCT X424	Brick and Block Construction IV	Institutional Credit 3

BUSINESS AND DISTRIBUTIVE

GEB X011	Introduction to Business	Institutional Credit 3
QMB X001	Mathematics of Business	Institutional Credit 3

ACC X009	Office Accounting	Institutional Credit 3
SES Y321	Business Machines	Institutional Credit 3
REE X000	Real Estate Principles and Practices I	Institutional Credit 3
REE X400	Real Estate Licensing Law	Institutional Credit 3
REE X440	Florida Real Estate Land Titles	Institutional Credit 3
REE X200	Real Estate Financing	Institutional Credit 3
REE X220	Real Estate Mortgage Financing	Institutional Credit 3
REE X030	Real Estate Salesmanship	Institutional Credit 3
REE X101	Real Estate Appraising	Institutional Credit 3
REE Y090	Real Estate Post-Licensing	Institutional Credit 1
MKA X303	Mid-Management Seminar and Supervised Work Experience I	Institutional Credit 4
MKA X313	Mid-Management Seminar and Supervised Work Experience II	Institutional Credit 4
MKA Y323	Mid-Management Seminar and Supervised Work Experience III	Institutional Credit 4
MAN Y333	Mid-Management Seminar and Supervised Work Experience IV	Institutional Credit 4
MKA X351	Mid-Management Seminar and Supervised Work Experience I (Summer Session Only)	Institutional Credit 2
MKA X352	Mid-Management Seminar and Supervised Work Experience II (Summer Session Only)	Institutional Credit 2
MKA Y353	Mid-Management Seminar and Supervised Work Experience III (Summer Session Only)	Institutional Credit 2
MKA Y354	Mid-Management Seminar and Supervised Work Experience IV (Summer Session Only)	Institutional Credit 2
MKA X491	Mid-Management Seminar in Fashion Merchandising I	Institutional Credit 4
MKA X492	Mid-Management Seminar in Fashion Merchandising II	Institutional Credit 4
MKA X493	Mid-Management Seminar in Fashion Merchandising III	Institutional Credit 4
MKA Y494	Mid-Management Seminar in Fashion Merchandising IV	Institutional Credit 4
BUL Y111	Business Law I	Institutional Credit 3
BUL Y112	Business Law II	Institutional Credit 3
MAR Y011	Principles of Marketing	Institutional Credit 3
MAR Y151	Principles of Retailing	Institutional Credit 3
ADV Y201	Advertising and Sales Promotion	Institutional Credit 3
MAR Y101	Salesmanship	Institutional Credit 3
MKA Y202	Retail Merchandising Functions	Institutional Credit 3
MKA Y103	Principles of Merchandise Display	Institutional Credit 3

REE Y041	Real Estate Principles and Practices II	Institutional Credit 3
MAN Y300	Personnel Management	Institutional Credit 3
MAN Y100	Human Relations in Business	Institutional Credit 3
MAN Y000	Principles of Management	Institutional Credit 3
MAN Y930	Management Seminar for Business and Industry Phase I	Various Institutional Credits
MAN Y931	Management Seminar for Business and Industry Phase II	Various Institutional Credits
BAN Y943	Mid-Management Seminar and Banking Internship I	Institutional Credit 4
BNA Y943	Mid-Management Seminar and Banking Internship II	Institutional Credit 4
REE Y930	Mid-Management Seminar in Real Estate	Institutional Credit 4
REE Y930	Mid-Management Seminar in Real Estate II	Institutional Credit 4

CRIMINAL JUSTICE

SOC Y020	Social Problems	Institutional Credit 3
CCJ Y020	Introduction to Criminal Justice	Institutional Credit 3
CJT Y100	Criminal Investigation I	Institutional Credit 3
CJT Y110	Criminal Investigation II	Institutional Credit 3
CJT Y410	Law Enforcement and Transportation	Institutional Credit 3
CCJ Y410	Police Administration and Operations	Institutional Credit 3
CCJ Y220	Criminal Law I	Institutional Credit 3
CCJ Y270	Criminal Procedure	Institutional Credit 3
CCJ Y330	Probation and Parole	Institutional Credit 3
CCJ Y300	Introduction to Corrections	Institutional Credit 3
CCJ Y440	Correctional Institution Administration and Organization	Institutional Credit 3
CCJ X441	Jail Administration	Institutional Credit 3
CJT Y140	Criminalistics Laboratory	Institutional Credit 2
CCJ Y250	Constitutional Law	Institutional Credit 3
CCJ Y230	Rules of Evidence	Institutional Credit 3
CCJ Y281	Constitutional Rights of the Incarcerated	Institutional Credit 3
CCJ Y940	Field Training	Institutional Credit 3
CCJ Y200	Introduction to the Courts	Institutional Credit 3
CCJ Y130	Police Community Relations	Institutional Credit 3
CCJ Y500	Juvenile Delinquency	Institutional Credit 3
CCJ Y510	Juvenile Law	Institutional Credit 3
CJD Y000	Basic Recruit Training	Institutional Credit 15

CJT Y311	Advanced Firearms Training	Institutional Credit 3
CJT Y321	Tactical and Night Firing	Institutional Credit 2
CJD Y451	Basic Corrections Training	Institutional Credit 9
LEA X011	Introduction to Legal Research and Writing	Institutional Credit 3
LEA X201	Real Estate Law and Property	Institutional Credit 3
LEA X601	Criminal Law and Procedure	Institutional Credit 3
LEA Y210	Wills, Trusts, and Probate Administration	Institutional Credit 3

DATA PROCESSING

COC X300	Introduction to Data Processing	Institutional Credit 3
COP Y120	COBOL Programming 1.	Institutional Credit 3
COP Y121	COBOL Programming 2.	Institutional Credit 3
COP Y110	Fortran I	Institutional Credit 3
COP Y122	Advanced COBOL Programming	Institutional Credit 3
CAP Y030	Computer Systems Design	Institutional Credit 3

ECOLOGY

ECL X020	Man and the Environment	Institutional Credit 3
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ECONOMICS

ECO Y000	Introduction to Economics	Institutional Credit 3
ECO Y013	Principles of Economics I	Institutional Credit 3
ECO Y023	Principles of Economics II	Institutional Credit 3

ELECTRONICS

ETE X010C	DC Circuits	Institutional Credit 4
ETE X020C	AC Circuits	Institutional Credit 4
ETE Y141C	Electronic Devices I	Institutional Credit 4
ETE Y145C	Electronic Devices II	Institutional Credit 4
ETE Y204C	Electronic Instruments	Institutional Credit 3
ETE Y422C	Communication Circuits I	Institutional Credit 4
ETE Y423C	Communication Circuits II	Institutional Credit 4
ETE Y600C	Digital Circuits	Institutional Credit 4
ETE Y435C	TV Circuit Analysis	Institutional Credit 4
ETE Y400	FCC License Preparation	Institutional Credit 3
ETD Y2614C	Electronic Drafting	Institutional Credit 4

ENGLISH

LIT Y215	World Literature I	Institutional Credit 3
LIT Y224	World Literature II	Institutional Credit 3
ENL Y030	English Literature I	Institutional Credit 3
ENL Y040	English Literature II	Institutional Credit 3
LIT Y510	Themes in Literature I	Institutional Credit 3
LIT Y511	Themes in Literature II	Institutional Credit 3
CRW Y020	Creative Writing I	Institutional Credit 3
AML Y020	American Literature to 1865	Institutional Credit 3
AML Y022	American Literature after 1865	Institutional Credit 3
ENG Y160	Children's Literature	Institutional Credit 3

ENVIRONMENTAL CONTROL

EVR X011	Introduction to Environmental Health	Institutional Credit 3
EVR X012	Pollution of Coastal Waters	Institutional Credit 3
EVS Y223	Water and Wastewater Management I	Institutional Credit 7
EVS Y234	Water and Wastewater Management II	Institutional Credit 7
EVS Y238	Water and Wastewater Chemistry I	Institutional Credit 3
EVS Y239	Water and Wastewater Chemistry II	Institutional Credit 3
EVS Y600	Introduction to Environmental Services	Institutional Credit 3

FIRE SCIENCE

FFP X000	Introduction and Orientation to Firefighting	Institutional Credit 3
FFP X200	Fundamentals of Fire Prevention	Institutional Credit 3
FFP X008	Basic Fire Recruit Training	Institutional Credit 3
FFP X040	Introduction to Marine Fire Protection	Institutional Credit 3
FFP Y935	Fire Service Problems	Institutional Credit 3
FFP Y540	Applied Fire Science	Institutional Credit 3
FFP Y500	Hazardous Materials	Institutional Credit 3
FFP Y400	Firefighting Tactics and Strategy	Institutional Credit 3
FFP Y300	Building and Fire Codes I	Institutional Credit 3
FFP Y310	Electrical Hazards for Firefighters	Institutional Credit 3
FFP Y640	Fire Hydraulics	Institutional Credit 3
FFP Y240	Fire Investigation	Institutional Credit 3
FFP Y100	Municipal Fire Administration	Institutional Credit 3
FFP Y525	Introduction to Oil Refinery and Tank Farm Fire Protection	Institutional Credit 3
FFP Y948	Work Experience Internship	Institutional Credit 3
FFP Y300	Building and Fire Codes II	Institutional Credit 3

GRAPHIC SCIENCE

EGN X120C	Engineering Graphics	Institutional Credit 3
EGN X130C	Descriptive Geometry	Institutional Credit 3
ETD X111C	Technical Drafting I	Institutional Credit 3
ETD X112C	Technical Drafting II	Institutional Credit 3
ETD X121C	Civil Drafting	Institutional Credit 3
ETD X515C	Charts and Graphs	Institutional Credit 2
ETD X516C	Intersections and Development	Institutional Credit 2
BCN X210C	Materials of Construction	Institutional Credit 3
BCN Y251C	Architectural Drafting	Institutional Credit 3
ETD Y821L	Pictorial Drafting	Institutional Credit 3
ETD Y801C	Illustrations	Institutional Credit 3
ETD Y614C	Electronic Drafting	Institutional Credit 4
ETD Y711C	Machine Drafting I	Institutional Credit 3
ETD Y712C	Machine Drafting II	Institutional Credit 3
ETD Y301C	Numerical Drafting	Institutional Credit 2
ETI Y411	Methods of Fabrication	Institutional Credit 3

HEALTH

HES Y000	Personal Health	Institutional Credit 3
HES Y400	First Aid and Safety (co-educational)	Institutional Credit 3

HOME ECONOMICS

CTE X300	Clothing Selection and Construction	Institutional Credit 3
CTE X743	Pattern Design	Institutional Credit 4
HUN X001	Principles of Nutrition	Institutional Credit 3
HUN X410	Basic Childhood Nutrition	Institutional Credit 3
CTE X401	Introduction to Textiles	Institutional Credit 3
CHD X220	Introduction to Child Development	Institutional Credit 3
EEC X201	Principles of Early Childhood Curriculum	Institutional Credit 3
CHD X332	Creative Experiences for the Young Child	Institutional Credit 3
EEC X260	Program Designs for Young Children	Institutional Credit 3
EDF X031	Social Elements in Early Childhood Education	Institutional Credit 3
EEC X946	Seminar in Early Childhood Education I	Institutional Credit 4
EEC X946	Seminar in Early Childhood Education II	Institutional Credit 4
EEX X001C	Seminar in Exceptional Child Education	Institutional Credit 4
COA X100	Cautious Consumer	Institutional Credit 3
EEC Y946	Seminar in Early Childhood Education I	Institutional Credit 4

EEC Y946	Seminar in Early Childhood Education II	Institutional Credit 4
CTE Y340	Advanced Clothing Construction	Institutional Credit 3
FSS Y202C	Food for the Family	Institutional Credit 4
HHD Y001	Art in Home and Dress	Institutional Credit 3
STD Y104	Seminar in Personal Development	Institutional Credit 3

HOTEL-MOTEL ADMINISTRATION

HFT Y010	Introduction to Hotel-Motel Management	Institutional Credit 3
HFT Y300	Hotel-Motel Housekeeping	Institutional Credit 3
HFT Y411	Front Office Procedures	Institutional Credit 3

INDUSTRIAL

MTB X002	Industrial Math	Institutional Credit 3
ETI X948	Industrial Seminar and Supervised Work Experience	Institutional Credit 4
ETI X931	Industrial Seminar and Supervised Work Experience	Institutional Credit 4

INSURANCE

RMI Y100	Individual Life and Health Insurance	Institutional Credit 3
RMI Y430	Life Insurance Law and Company Operations	Institutional Credit 3
RMI Y130	Group Insurance and Social Insurance	Institutional Credit 3
RMI Y150	Pension Planning	Institutional Credit 3
RMI Y118	Income Taxation	Institutional Credit 3
FIN Y110	Investments and Family Financial Management	Institutional Credit 3
RMI Y750	Accounting and Finance	Institutional Credit 3
ECO Y001	Economics	Institutional Credit 3
RMI Y140	Business Insurance	Institutional Credit 3
RMI Y800	Estate Planning and Taxation	Institutional Credit 3

INTERDISCIPLINARY STUDIES

STD X321	Library Research and Term Paper Development	Institutional Credit 1
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INTERIM STUDIES

ECO Y000	Introduction to Economics	Institutional Credit 3
ESL X400	English as a Foreign Language	Institutional Credit 3
PEN X113L	Life Saving	Institutional Credit 1

LEI Y433C	Community Recreation	Institutional Credit 2
WSI W055	Water Safety Instructional Training	Institutional Credit 2
PED W021	Weight Lifting and Body Conditioning for Men and Women	Institutional Credit 1
PED W053	Martial Arts	Institutional Credit 1
PED W020	Fitness Through Physical Activity — Men and Women	Institutional Credit 1

PSYCHOLOGY

PCO Y202	Introduction to Techniques of Interviewing and Intervention	Institutional Credit 3
PSB Y440	Chemical Dependence, Alcohol Studies I	Institutional Credit 3
PEE Y000	Person and Personality Development	Institutional Credit 3
PSB Y441	Chemical Dependence, Alcohol Studies II	Institutional Credit 3
EAB Y430	Narcotics and Other Drugs	Institutional Credit 3
EAB Y470	Reality and Reason in Therapy	Institutional Credit 3

PUBLIC ADMINISTRATION

PAD X060	Public Administration Seminar and Supervised Work Experience	Institutional Credit 4
PAD X061	Public Administration Seminar and Supervised Work Experience	Institutional Credit 4
PAD Y000	Introduction to Public Administration	Institutional Credit 3
PAD Y003	Principles of Administration	Institutional Credit 3
PAD Y204	Methods and Procedures in Public Administration	Institutional Credit 3
PAD Y205	Public Administration-Leadership Development	Institutional Credit 3
PAD Y206	Grantsmanship for Public Administration	Institutional Credit 3
PAD Y240	Human Relations in Public Administration	Institutional Credit 3



Practical classes, such as this "How to Plan, Construct and Install a Solar Waterheating Unit" course, are offered under the Adult Non-credit and Institutional Credit Programs of Continuing Education.

READING

REA X120 Reading for Business People Institutional Credit 3

SAFETY EDUCATION

DRT W100 Driver's Education (Classroom) Institutional Credit 2

DRT W011 Driver's Education (Behind the Wheel) Institutional Credit 1

SAVINGS AND LOAN

BNA Y140 Teller Operations Institutional Credit 3

BAN Y630 Savings and Loan Accounting I Institutional Credit 3

BAN Y631 Savings and Loan Accounting II Institutional Credit 3

BAN Y300 Savings Accounts Institutional Credit 3

BAN Y301 Savings Accounts Administration Institutional Credit 3

BAN Y620 Savings Association Lending I Institutional Credit 3

BAN Y621 Savings Association Lending II Institutional Credit 3

REE Y100 Residential Appraising I Institutional Credit 3

REE Y101 Residential Appraising II Institutional Credit 3

RMI Y301 Insurance Institutional Credit 3

FIN Y500 Investments I Institutional Credit 3

FIN Y501 Investments II Institutional Credit 3

BAN Y252 Mortgage Loan Servicing Institutional Credit 3

BAN Y000 Financial Institutions I Institutional Credit 3

BAN Y001 Financial Institutions II Institutional Credit 3

FIN Y100 Personal Money Management Institutional Credit 3

**REE Y721 Housing: Construction Principles and Practices
Institutional Credit 3**

REE Y722 Housing: Design and Planning Institutional Credit 3

BAN Y170 Credit and Collections Institutional Credit 3

MAN Y340 Supervisory Personnel Management I Institutional Credit 3

MAN Y342 Supervisory Personnel Management II Institutional Credit 3

BAN Y150 Public Relations Institutional Credit 3

SES Y402 Executive Secretarial Training Institutional Credit 3

**BAN Y600 Introduction to the Savings Association Business
Institutional Credit 3**

BAN Y031 Human Relations in Business Institutional Credit 3

BAN Y610	Savings Association Operations	Institutional Credit 3
BAN Y632	Advanced Savings and Loan Accounting	Institutional Credit 3
MAN Y300	Personnel Administration I	Institutional Credit 3
MAN Y302	Personnel Administration II	Institutional Credit 3

SECRETARIAL SCIENCE

SES X100	Elementary Typewriting	Institutional Credit 3
SES X110	Intermediate Typewriting	Institutional Credit 3
SES X120	Advanced Typewriting	Institutional Credit 3
SES X151	Word Processing I	Institutional Credit 3
SES X210	Introductory Shorthand	Institutional Credit 3
SES X211	Intermediate Shorthand	Institutional Credit 3
SES X201	ABC Shorthand I (Speedwriting)	Institutional Credit 3
SES X202	ABC Shorthand II (Speedwriting)	Institutional Credit 3
SES X221	Machine Shorthand I	Institutional Credit 3
MAN X133	Leadership Development	Institutional Credit 3
SES Y212	Advanced Shorthand	Institutional Credit 3
SES Y222	Machine Shorthand II	Institutional Credit 3
SES Y311	Office Practice	Institutional Credit 3
SES Y490	Secretarial Seminar and Supervised Work Experience	Institutional Credit 3
SES Y461	Medical Office Practice	Institutional Credit 3
SES Y430	Legal Office Practice	Institutional Credit 3
SES Y361	Machine Transcription I	Institutional Credit 3
SES Y158	Reprographics	Institutional Credit 3
SES Y321	Business Machines	Institutional Credit 3
COM X130	Secretarial Communications	Institutional Credit 3
COM Y100	Business Communications	Institutional Credit 3
SES Y431	Legal Secretarial Practices and Procedures I	Institutional Credit 3
SES Y432	Legal Secretarial Practices and Procedures II	Institutional Credit 3
SES Y362	Machine Transcription II	Institutional Credit 3
MRT X000	Medical Records I	Institutional Credit 3
MRT X009	Medical Records II	Institutional Credit 3
MRT X151	Medical Word Processing I	Institutional Credit 3
MRT X152	Medical Word Processing II	Institutional Credit 3
MRT Y220	Fundamentals of Medical Science	Institutional Credit 3
SES Y257	Medical Transcription I	Institutional Credit 1
SES Y258	Medical Transcription II	Institutional Credit 3

SES Y259	Medical Transcription III	Institutional Credit 4
SES Y157	Central Transcription Systems	Institutional Credit 3
SES Y461	Medical Office Practice I	Institutional Credit 3
SES Y462	Medical Office Practice II	Institutional Credit 3
SES Y468	Medical Terminology I	Institutional Credit 3
SES Y469	Medical Terminology II	Institutional Credit 3
MRT Y830	Medical Office Externship	Institutional Credit 4
MRT Y831	Medical Office Internship	Institutional Credit 4
SES Y365	Legal Transcription	Institutional Credit 3
SES Y489	CPS Review and Supervised Work Experience Seminar	Institutional Credit 4

SOCIAL SERVICE

HUS X000	Introduction to Social Service Technology	Institutional Credit 3
HUS X010	Preparation for Social Service Occupations	Institutional Credit 3
HUS Y205	Social Service Institutions and The Community	Institutional Credit 3
HUS Y207	Methods and Procedures in Social Services	Institutional Credit 3
HUS Y810	Social Services Technology Seminar and Supervised Work Experience	Institutional Credit 3
HUS Y811	Social Services Technology Seminar and Supervised Work Experience	Institutional Credit 3

SOCIOLOGY

SOC Y020	Social Problems	Institutional Credit 3
SOC Y110	Deviant Behavior	Institutional Credit 3
SOC Y150	Criminal and Delinquent Behavior	Institutional Credit 3

SURVEYING

ETC Y321L	Elementary Surveying	Institutional Credit 3
ETC Y322C	Advanced Surveying	Institutional Credit 3

VOCATIONAL DRAFTING

ETD X171C	Basic Occupational Drafting and Supervision I	Institutional Credit 3
ETD X172C	Basic Occupational Drafting and Supervision II	Institutional Credit 3
ETD X173C	Basic Occupational Drafting and Supervision III	Institutional Credit 3

ETD X174C	Intermediate Occupational Drafting and Supervision I	Institutional Credit 3
ETD X175C	Intermediate Occupational Drafting and Supervision II	Institutional Credit 3
ETD X176C	Intermediate Occupational Drafting and Supervision III	Institutional Credit 3
ETD Y181C	Advanced Occupational Drafting and Supervision I	Institutional Credit 3
ETD Y182C	Advanced Occupational Drafting and Supervision II	Institutional Credit 3
ETD Y183C	Advanced Occupational Drafting and Supervision III	Institutional Credit 3
ETD Y184C	Selective Fields of Occupational Drafting and Supervision I	Institutional Credit 3
ETD Y185C	Selective Fields of Occupational Drafting and Supervision II	Institutional Credit 3
ETD Y186C	Selective Fields of Occupational Drafting and Supervision III	Institutional Credit 3
ETD Y189C	Advanced Special Vocational Drafting and Design	Various Institutional Credits

WELDING AND SERVICE MANAGEMENT

MTR X100	Combination Welding I	Institutional Credit 3
MTR X101	Combination Welding II	Institutional Credit 3
MTR X190	Job Shop Welding and Management	Institutional Credit 3
MTR X120	Electric Welding I	Institutional Credit 3
MTR X121	Electric Welding II	Institutional Credit 3
MTR X140	Pipe Welding I	Institutional Credit 3
MTR X141	Pipe Welding II	Institutional Credit 3
MTR Y930	Welding — Special	Various Institutional Credits
MTR Y931	Welding — Special	Various Institutional Credits
MTR Y932	Welding — Special	Various Institutional Credits
MTR Y933	Welding — Special	Various Institutional Credits



COLLEGE ORGANIZATION

INDIAN RIVER COMMUNITY COLLEGE

ADMINISTRATION

Herman A. Heise *President*

B.A., Thiel College
M.A., Georgetown University
Ph.D., Georgetown University
L.H.D., Florida Atlantic University

John W. Muir *Vice President*

B.A., University of Florida
M.A.T., University of Florida
Ph.D., University of Florida

David L. Anderson *Dean of Students*

B.A., Florida Atlantic University
B.S., Florida A & M University
M.Ed., Florida Atlantic University
Ed. D., Florida Atlantic University

Gerald M. Jenkins *Dean of Financial Affairs*

B.A., Mexico City College
M.A., Texas Christian University
Ph. D., University of Hawaii

Robert W. Moses *Associate Dean of Instruction*

B.S., Maryville College
M.S., University of Tennessee

William W. Streeter *Assistant Dean of Financial Affairs*

B.B.A., University of Notre Dame
M. Ed., University of Florida

Edwin R. Massey *Assistant Dean of Instruction*

B.S., Millsaps College
M.S., University of Southern Mississippi
Ph. D., University of Southern Mississippi

John J. Avril ... *Assistant Dean of Instruction (Mueller Center, Vero Beach)*

B.S., University of Maryland
M.A., Seton Hall University

Wendell Martin *Assistant Dean of Instruction (Stuart Site)*

B.S., Fort Valley State College
M.S., Fort Valley State College

Sylvia M. Wolff *Assistant Dean of Instruction (Okeechobee Site)*

B.A., Greensboro College
M. Ed., Florida Atlantic University

Marcy E. Archer *Assistant to the President*

B.A., Michigan State University
M.A., Michigan State University

ADMINISTRATIVE DIVISION DIRECTORS

Robert Bottger *Athletics*

B.S., Springfield College
M.S., Springfield College

Robert H. Hazel *F.M. Radio Station*

Barry Keim *Accounting Services*
 A.A., Orlando Junior College
 B.A., Muskingum College
 M.S.M., Rollins College

Elmer M. Stapleton *Personnel*
 B.S., Tri-State College

R. Dale Trefelner *CETA*
 A.A., Indian River Community College
 B.S., Florida State University

Rudolph P. Widman *Educational Services*
 B.A., Eastern Nazarene College
 M.S., Northeastern University
 Ph. D., Northeastern University

Kathy Kirry Wockley *Development*
 A.A., Indian River Community College
 B.A., Florida Atlantic University
 M. Ed., Florida Atlantic University
 Ed. D., Florida Atlantic University

INSTRUCTIONAL DIVISION DIRECTORS

Allen Baldree *Guidance*
 B.A., Mercer University
 M. Ed., Florida Atlantic University

Laverne Denning *Business and Technical Services*
 B.S., University of Kansas
 Ph. M., University of Kansas

Frances Hammett *Allied Health*
 R.N., University of Alabama
 B.A., Wesleyan College

Andre Hawkins *Okeechobee Training School Division*
 B.A., University of Southern California
 M. Ed., Florida Atlantic University

Ray Isenburg *Public and Industry Services*
 B.S., University of Tennessee
 M.S., University of Tennessee
 Ed. D., University of Tennessee

Charles R. Lunceford *Arts and Sciences*
 B.M., Western Kentucky State University
 M. Ed., University of Florida
 Ed. D., Florida Atlantic University

Hampton L. Schofield, Jr. *Medical Laboratory Technology*
 B.S., Rollins College
 M.D., Medical University of South Carolina

INSTRUCTIONAL COORDINATORS

John H. Matthews *Police Academy*
 B.S., Texas A&M University
 M.A., St. Mary's University

David Razey *Vocational Education*
 B.S., University of West Florida *Okeechobee Training School Division*
 M.Ed., Florida Atlantic University

Susan Taggart *Academic Education*
 B.A., St. Bonaventure University *Okeechobee Training*
 M.S., State University of New York *School Division*

VOCATIONAL REHABILITATION

David Erwin *Program Supervisor*
 B.S., Southern Illinois University
 M.S.Ed., Southern Illinois University

INSTRUCTIONAL DEPARTMENT CHAIRMEN

Anthony J. Allo *Fine Arts*
 B.A., Morehead State University
 M.A., Morehead State University

Riley Bennett *Industrial*
 A.A., Indian River Community College
 A.S., Indian River Community College

Nancy Bredemeyer *Home Economics/Child Care*
 B.S., Florida State University
 M.S., Florida State University

Thomas Deal *Mathematics*
 B.S., Appalachian State Teachers College
 M.S., Appalachian State Teachers College
 Ed.D., Florida Atlantic University

Thomas D. Embry *Science*
 B.S., Murray State University
 M.S., New Mexico Highlands University

Vernon H. Floyd *Physical Education*
 B.S., Florida A&M University
 M.S., Indiana University

William Hesse *Dental Science*
 D.D.S., University of Maryland

Ella D. Jackson *Nursing Science*
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 M.S.H.P., Southwest Texas State University

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 M.A., Western Kentucky University
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Mattie Hunter	B.S., Georgia State University
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Earnestine Jackson	B.S., Alabama State University
Albert Jent	Army Automotive School A&S Air Conditioning School
Russell Johnson	B.S., Florida State University
Jerry Johnston	DOE Certification, Auto Mechanics
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Helen Keller	B.A., Georgia State College for Women M.S., University of Georgia
John Kennedy	B.A., Villanova University M.A., University of Maryland Ph.D., University of Florida
Amy Kenty	B.S., Bethune-Cookman College
Aileen Kiele	A.A., Indian River Community College
Kimberly King	B.M., Jacksonville University M.M., Eastman School of Music
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Peterus Maesen	B.A., University of South Florida
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M. Div., Southern Baptist Theological Seminary
M.A., Columbia University Teachers College
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M. Ed., Temple University
M.S., University of Pennsylvania
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M. Ed., Florida Atlantic University
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M. Ed., University of Pittsburgh
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- Lyndall Smith** Wright Beauty Academy
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M.N., Cornell University
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M. Ed., Livingston University
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S.T.M., Temple University
S.T.D., Temple University
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- Dorothy Vandegrift** B.A., Florida Atlantic University
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- Richard Vath** C.T.A., Pasadena Playhouse
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Lula Worthen	B.S., Bethune-Cookman College M.L.S., Sam Houston State University
Gerald Young	B.A., University of Houston M.A., University of Houston Ph. D., University of Florida
David Young	B.S., Florida A & M University

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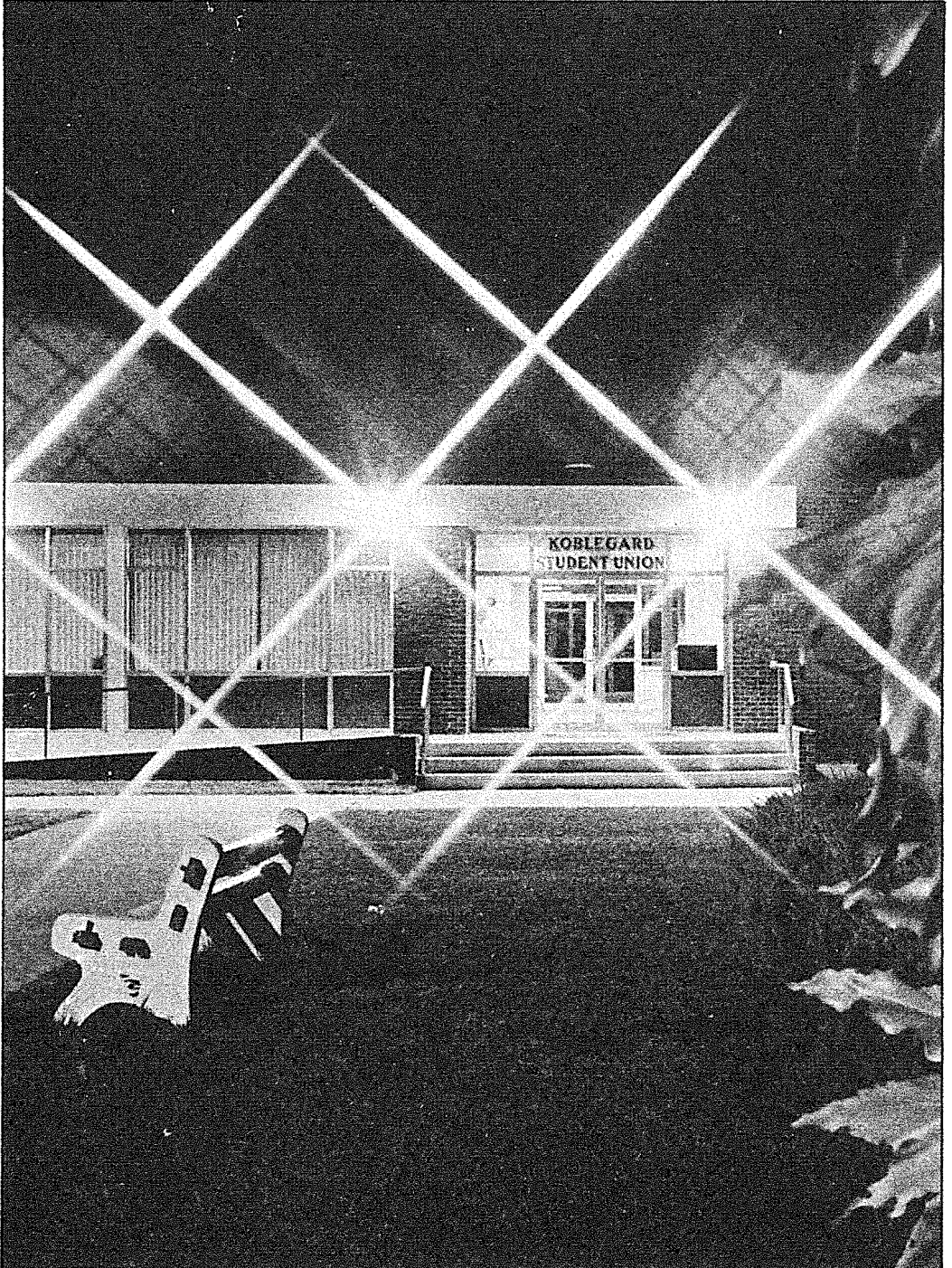
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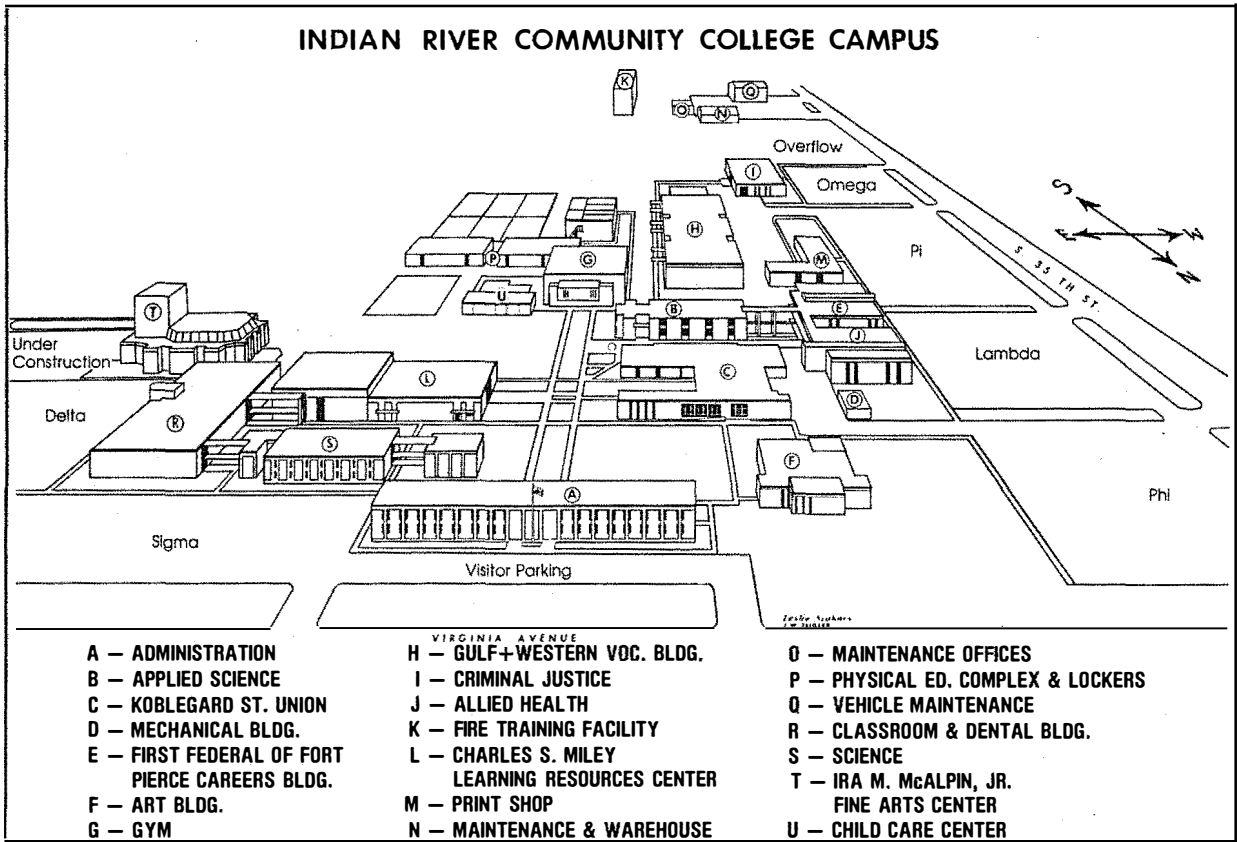
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Indian River Community College



**APPLICATION FOR ADMISSION
Indian River Community College
Fort Pierce, Florida**

INSTRUCTIONS

NO APPLICATION WILL BE PROCESSED UNLESS THE FOLLOWING IS COMPLETED

1. Complete this application (print in ink or type) sign, date, and mail to the Educational Counselling Department, Indian River Community College, 3209 Virginia Avenue, Fort Pierce, Florida 33450.
2. Request former school to forward a transcript of your credits to Educational Counselling Department at Indian River Community College.
3. Accompany application with: 1. \$10.00 Non-refundable application fee. 2. Completed affidavit of residency.

SECTION I — PERSONAL DATA

Social Security Number - -

1. Mr. _____
Mrs. _____
Miss _____
Last First Middle (or Maiden)

2. Permanent Mailing Address _____ Phone _____
Street City State Zip (Area)

3. Local Mailing Address _____ Phone _____
Street City State Zip (Area)

4. Date of Birth _____ 5. Place of Birth _____
Month Day Year City State County

6. Sex M F 7. Marital Status Single Married Divorced Widowed

8. *Ethnic Category Black Oriental Spanish Surnamed American Indian Other

*Information is required to meet reporting requirements of the Health, Education and Welfare Department.

9. Name of Parent _____ Relationship _____
or Guardian Last First Middle

10. Address _____ Phone _____
Street City State Zip (Area)

SECTION II — EDUCATIONAL PREPARATION

1. High School Graduate _____ or GED _____ In What Year? _____ State _____

2. List in chronological order every high school or college attended

Name of Institution	City, State	Dates Attended	Degrees	Date Received

3. Have you previously attended Indian River Community College? ___ When? _____
For College Credit? ___ For Non-Credit? ___ For Institutional Credit? ___ For High School Credit? _____

SECTION III — EDUCATIONAL PLANS

1. Entry Data Fall Spring Summer I Summer II Year _____

2. Major Program: _____

SECTION IV — CERTIFICATION BY APPLICANT

I certify that all the information submitted in this application is true to the best of my knowledge. I understand that any misrepresentation of facts may result in the immediate cancellation of my application or registration. If admitted to Indian River Community College, I agree to abide by the policies of the Board of Trustees and the rules and regulations of the College.

Applicant's Signature _____ Date _____

FLORIDA RESIDENCY AFFIDAVIT

PLEASE READ CAREFULLY BEFORE SIGNING AFFIDAVIT BELOW

All applicants who are residents of the State of Florida are required to execute a residency affidavit in order to matriculate. State regulations require that a tuition fee be paid in addition to the matriculation fee by all students who are not residents of the State of Florida. If the applicant is less than 18 years of age and not married, the affidavit must be signed by his parent or legal guardian.

Legal Definition of a Florida Resident:

"A Florida resident is defined as a person who shall be a citizen of the United States or a resident alien and who shall have resided and has his habitation, domicile, home, and permanent abode in the State of Florida for at least 12 months immediately preceding his current registration." (State Board of Education regulation 130-8.61(3)(b).)

In applying this regulation, "applicant" shall mean a student enrolling in courses at the institution if he is married or 18 years of age, or if he is a minor, it shall mean parents, parent, or legal guardian of his or her person. (Please note that ownership of Florida property does not qualify you as a Florida resident.)

There are four categories of applicants who cannot qualify under the above definition of a Florida resident but who are eligible to sign the residency affidavit. These categories are as follows:

- A. Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.
- B. Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.
- C. Elementary, secondary, and junior college faculty members under current teaching contracts in the State of Florida.
- D. Full time faculty and career employees of the junior college system of Florida and members of their immediate families. (This is construed to exclude the spouses of students.)

PENALTY FOR PERJURY: Section 837.01, Florida Statutes, provides that:

"Whoever, being duly authorized or required by law to take oath or affirmation, not in a judicial proceeding, willfully swears or affirms falsely in regard to any material matter or thing, respecting which such oath or affirmation is authorized or required, shall be deemed guilty of perjury, and shall be imprisoned in the state prison not exceeding twenty years."

If qualified, complete the following affidavit by having it notarized.	
If not, give your state of residency _____	_____ Signature of Applicant
<p style="text-align: center;">I, being first duly sworn, affirm that _____ Name of Applicant</p> <p style="text-align: center;">is a bona fide resident as defined above of _____ County.</p> <p style="text-align: center;">State of Florida or that the applicant qualifies under section _____ A, B, C, or D</p>	
Sworn to and subscribed before me	_____ (Signature of parent or legal guardian of applicant under 18 years of age)
this _____ day of _____ 19 _____	_____ Signature of applicant over 18 years of age)
_____ Notary Public	_____ Address of person making affidavit)
My commission expires _____	_____

If the affidavit is executed by someone other than a natural parent, a copy of the court order assigning guardianship is required. Applicants who believe there are extenuating circumstances relative to their residency should consult with the Indian River Community College Educational Counselling Department.

Official Notice of Nondiscriminatory Policies/Practices

In compliance with various state and federal regulations, the District Board of Trustees for Indian River Community College has approved nondiscriminatory practices and policies concerning enrollment, admissions, and equal opportunity employment. This includes an Affirmative Action Program. The following statements are made to officially publicize such actions:

Title VII, Civil Rights Act of 1964: Prohibits discrimination in employment on the basis of race, color, religion, national origin, or sex. This covers all terms and conditions of employment, including recruitment, selection, discharge, promotion opportunities, training, wages, leave, retirement and fringe benefits.

Section 504, Rehabilitation Act of 1973: Prohibits discrimination against handicapped persons on the basis of handicap. The provisions of this law are equally applicable to employees, employment applicants, students and student admissions.

Title VI-Civil Rights Act of 1964 As Amended: No persons shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the H.E.W. department.

Title IX-Educational Admendments of 1972, Prohibits Sex Discrimination in Education: Indian River Community College does not illegally discriminate on the basis of sex in its employment practices for both academic and non-academic personnel, or in its admission of students, or in its educational programs or activities. Any inquiries concerning the application of Title IX should be made to the College Personnel Director, or to the Director, Office of Civil Rights, HEW, Washington, D.C. 20201.

Other laws and regulations with which we are in compliance are The Equal Pay Act of 1963; Executive Order # 12466: Title VIII, Public Health Service Act; Age Discrimination in Employment Act of 1967, and the Florida Human Rights Act.

Although the college catalog is not a contract, it does bind the student to meet the requirements contained within. The college reserves the right to change any requirements for the benefit of the student and the college.



INDIAN RIVER COMMUNITY COLLEGE

3209 Virginia Avenue
Fort Pierce, Florida 33450

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Permit No. 110

Ft. Pierce, Florida