



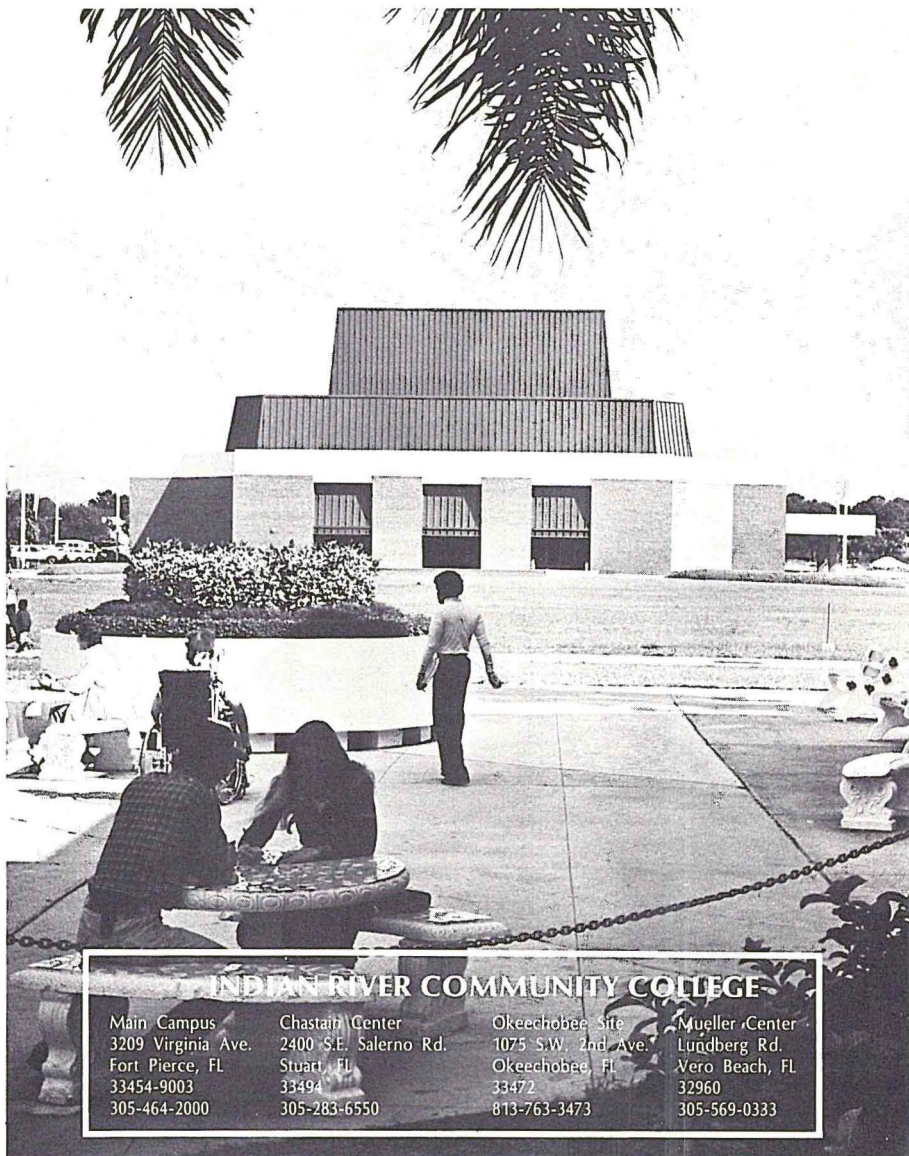
INDIAN
RIVER
COMMUNITY
COLLEGE
1984-85



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

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

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



INDIAN RIVER COMMUNITY COLLEGE

Main Campus
3209 Virginia Ave.
Fort Pierce, FL
33454-9003
305-464-2000

Chastain Center
2400 S.E. Salerno Rd.
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

ENGLISH

<u>SAT TSWE</u>	<u>ACT SCORE</u>	<u>Percentile</u>	<u>Corresponding Course</u>
20-26	0-11	1-14	ENC 0000 <u>Basic English Review - mandatory</u>
27-39	12-16	15-39	ENC 1001 <u>Fundamentals of Writing - mandatory</u>
40 or above	17-24	40-89	**ENC 1101 - <u>Communications I - recommended</u>
	25 or above	90-99	**ENC 1121 - <u>recommended to take Communications I Honors</u>

ENC 1101 is the first English course to meet AA degree requirements.

READING (based on English score)

<u>SAT TWSE</u>	<u>ACT SCORE</u>	<u>Corresponding Course</u>
20-24	0-16	REA 1105 - <u>Developmental Reading - mandatory</u>

Placement Scores

The following criteria have been established for placement in Mathematics courses:

<u>SAT Quantitative</u>	<u>ACT Score</u>	<u>Correspondence</u>
200-280	0-4	MAT 0000 <u>Basic Math Review - Mandatory</u>
290-320	5-10	MAT 1024 <u>Pre-algebra - Mandatory</u>
330-380	11-16	**MAC 1003 ¹⁰⁰² <u>Intermediate College Algebra - recommended for those pursuing AA degree</u>
		MGF 1113 <u>Foundations of Math - recommended for those pursuing AS or AAS degree</u>
390-590	17-28	**MAC 1104 <u>College Algebra - recommended</u>
600 or above	29-36	**MAC 1132 <u>Pre-calculus - recommended or</u>
		**MAC 2311 <u>Calculus - recommended</u>

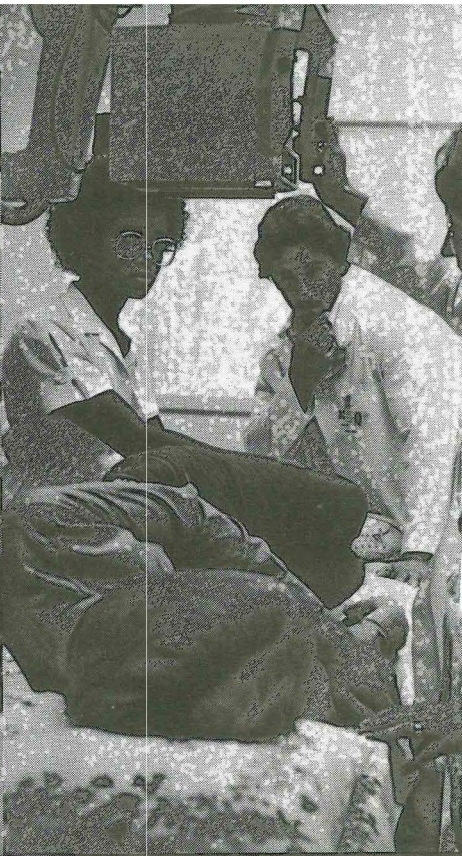
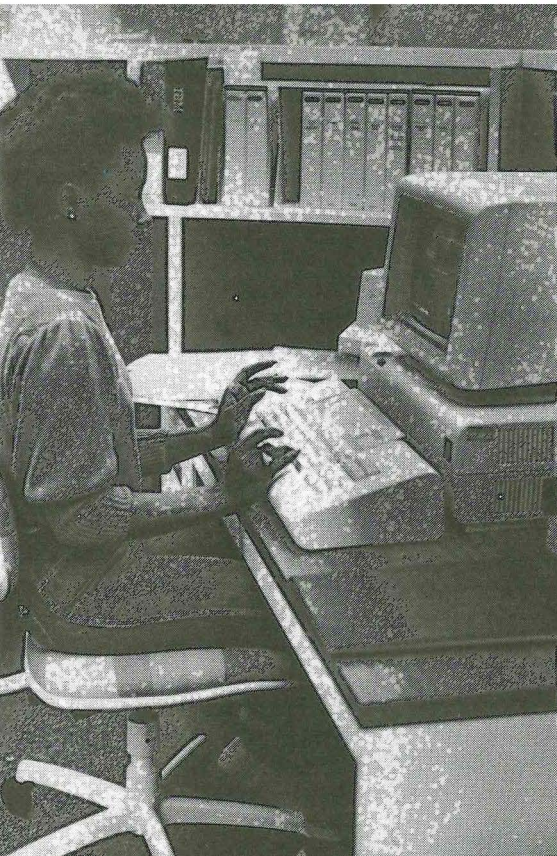


TABLE OF CONTENTS

District Board of Trustees..... 4
 Message from IRCC President 7
 Academic Calendar 8
 Overview of College 13
 Guidance 19
 Admissions..... 20
 Fees 23
 Financial Aid..... 25
 Veterans..... 25
 Career Planning and Placement 26
 Add and Drop 27
 Students..... 37
 Access to Educational Records..... 39
 Student Responsibilities 41
 Student Activities..... 42
 Athletics..... 44
 Outreach 45
 Continuing Education 46
 Degrees 49
 Associate in Arts Degree..... 50
 Associate in Science Degree 80
 Technical Certificate 115
 Associate in Applied Science Degree..... 125
 Certificate in Applied Science 134
 Career Training Programs 139
 Course Offerings 143
 College Organization 223
 Map of Area 240
 Map of Campus 241
 Statement of Nondiscriminatory Policies..... 239
 Application for Admissions See insert



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
- Ben L. Bryan, Sr. St. Lucie County
- Standish L. Crews Indian River County
- Guy N. Cromwell Martin County
- Ben F. Dixon Okeechobee County
- Elder Sumner Okeechobee County
- Ida C. Morgan St. Lucie County
- Janet Rizzolo Martin 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*



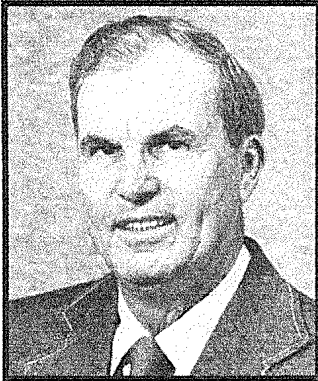
Ben L. Bryan, Sr.



Standish L. Crews



Guy N. Cromwell



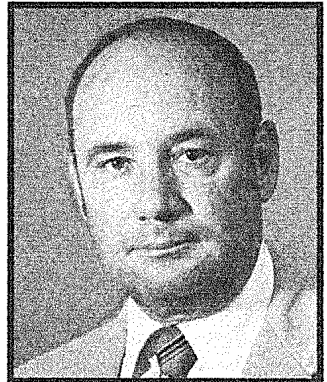
Ben F. Dixon



Ida C. Morgan



John R. Wyatt



Elder Sumner



Janet Rizzolo



Chester B. Griffin
College Attorney



Indian River Community College

3209 Virginia Avenue
Fort Pierce, Florida 33454

OFFICE OF THE PRESIDENT

Welcome to Indian River Community College, a two-year public institution located on Florida's Treasure Coast and offering associate degrees in art, science and applied science and certificates in vocational/technical programs. We are one of 28 community colleges in the State of Florida and like the others, we have an "open door" policy of admissions whereby any high school graduate can enroll. That policy makes it possible for 98 per cent of Florida's residents to commute daily to one of the state's community colleges.

For IRCC, quality education has always been a top priority and the college is ranked second in the state's community college system for its academic achievement. Good instructors, strong programs and effective testing will continue that high excellence. The college is dedicated to the idea "students are our only product."

This catalog outlines the many requirements for placement in the college's programs and for achievement in the classroom. A new series of state-mandated tests are also explained. We believe they will enhance the knowledge our students obtain before going on to upper level universities or entering the work world. Any questions can be directed to the Guidance Office where counselors are available for assistance.

We're glad you are interested in continuing your education and hope that Indian River Community College can offer you the programs for your career goals. We extend an invitation to all of you to visit the instructors and administrators. We are, as our motto says, "IRCC PROUD."

Cordially yours,

Herman A. Heise
Herman A. Heise

ACADEMIC CALENDAR 1984-85

Fall Semester, 1984

August 22, Wednesday	New Faculty report.
August 23, Thursday	Returning Faculty report.
August 24, Friday	Fall registration deadline 8 a.m. to 8:30 p.m. Last day for Fall registration. (Advanced registration begins approximately one month prior to this date. Consult Guidance Department.)
August 27, Monday	All credit classes begin. Late registration period begins. Late fee charged on and after this date. Drop and Add period begins.
August 31, Friday	Last day to apply for Fall 1984 commencement. Last day to register for CLAST exit exam.
September 3, Monday	Labor Day — Holiday
September 4, Tuesday	Classes resume.
September 7, Friday	Drop and Add period ends — 8 a.m. to 5 p.m. NO REFUNDS AFTER THIS DATE Last day of late registration — 8 a.m. to 5 p.m.
September 11, Tuesday	Last day to register for Adult High School courses.
September 24, Monday	Last day to apply for January 1985 Licensed Practical Nursing Program.
September 29, Saturday	CLAST exit exam administered.
October 25, Thursday	Mid-Term grades due in Records Center by 5 p.m. Last day to apply for January 1985 Cosmetology Program
November 12, Monday	Veterans Day — Holiday
November 13, Tuesday	Classes resume.
November 29, 30, Thursday, Friday	Thanksgiving Holidays.
December 3, Monday	Classes resume. Last day to withdraw from a course with a "W".
December 19, 20, 21, Wednesday, Thursday, Friday	Semester Exams.

*Diplomas will be mailed.

Spring Semester, 1985

January 4, Friday	Spring registration deadline 8 a.m. to 8:30 p.m. Last day for Spring registration. (Advanced registration begins approximately one month prior to this date. Consult Guidance Department.) Faculty report.
January 7, Monday	All credit classes begin. Late registration period begins. Late fee charged on and after this date. Drop and Add period begins.
January 11, Friday	Drop and Add period ends — 8 a.m. to 5:00 p.m. NO REFUNDS AFTER THIS DATE Last day of late registration — 8 a.m. to 5 p.m.
January 18, Friday	Last day to register for Adult High School courses.
February 8, Friday	Last day to apply for Spring 1985 commencement. Last day to register for CLAST exit exam.
March 1, Friday	Last day to apply for Fall 1985 Associate Degree Nursing Program
March 9, Saturday	CLAST exit exam administered.
March 11, Monday	Mid-Term grades are due in Records Center by 5 p.m.
March 12, Tuesday	Last day to apply for May 1985 Cosmetology Program.
March 14, 15, Thursday, Friday	Spring Recess.
March 18, Monday	Classes resume.
April 1, Monday	Last day to apply for the June 1985 Licensed Practical Nursing Program, the Fall 1985 Medical Laboratory Technology Program, and the Fall 1985 Radiologic Technology Program.
April 10, Wednesday	Last day to withdraw from a course with a "W".
April 26, 29, 30, Friday, Monday, Tuesday	Semester Exams
May 1, Wednesday	Faculty Duty Day.
May 5, Sunday	Commencement — Duty Day.

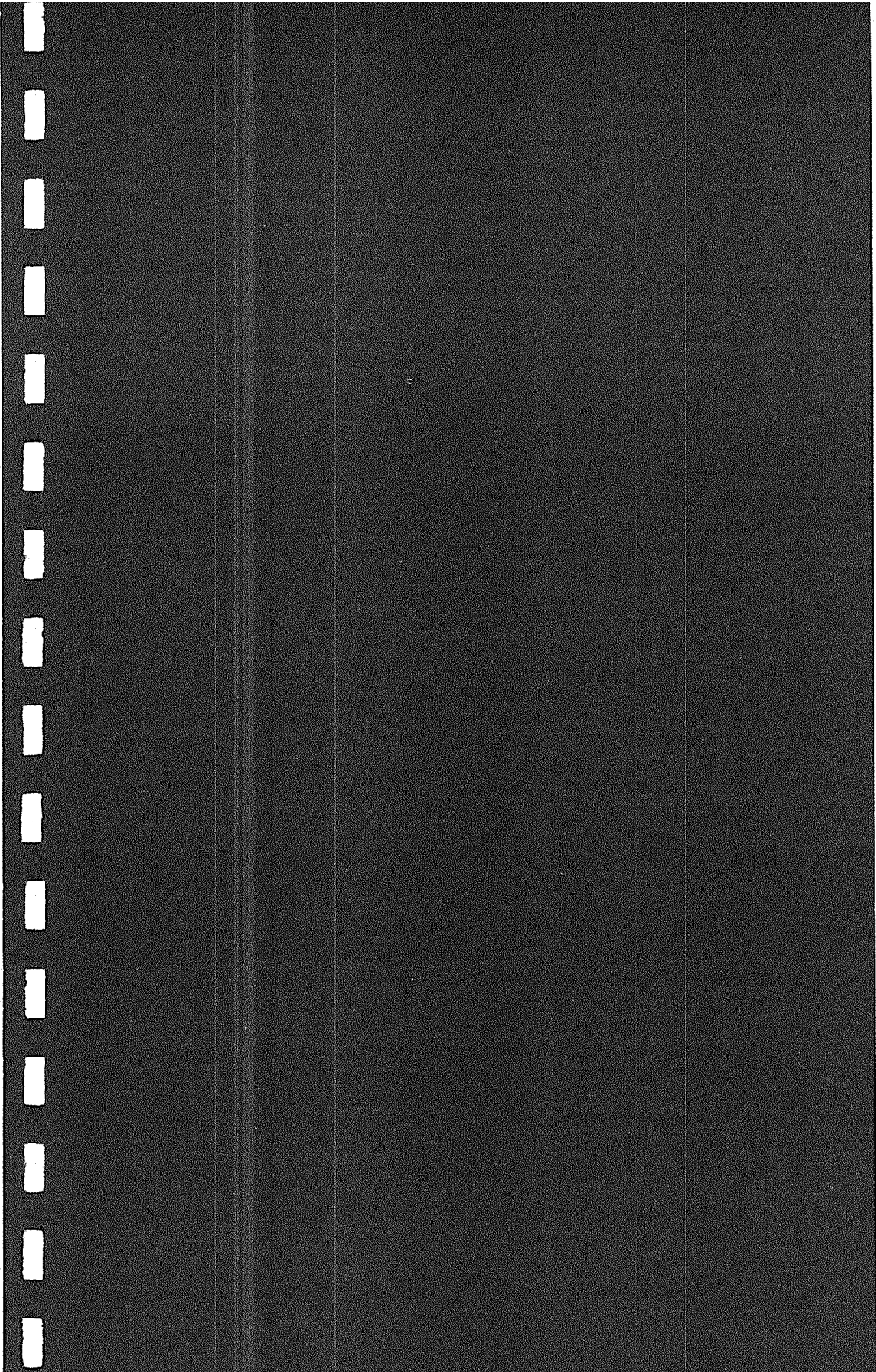
Summer Semester I, 1985

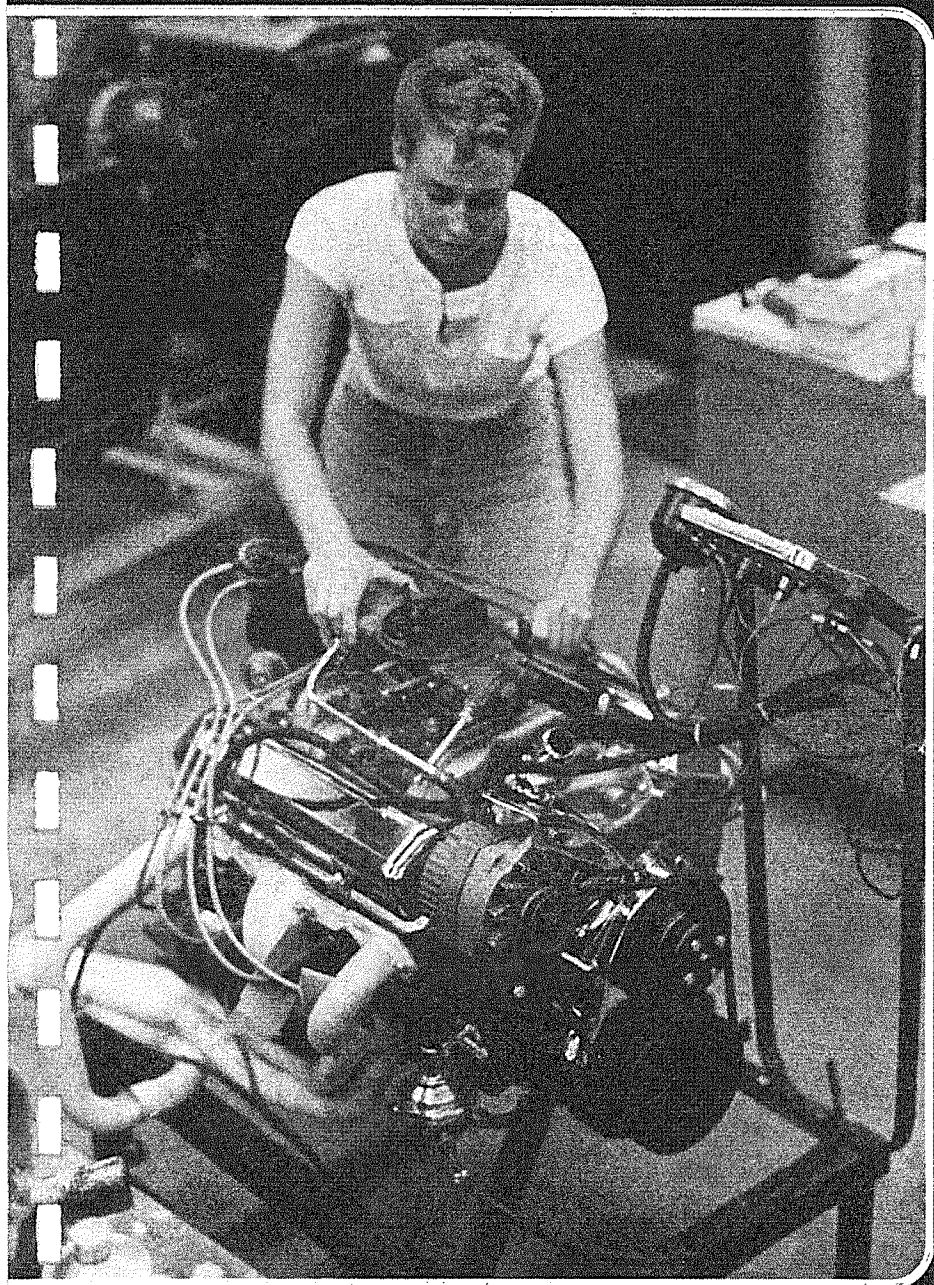
May 2, Thursday	Faculty report — 8 a.m.
May 3, Friday	Summer I registration deadline 8 a.m. to 8:30 p.m. Last day for Summer I registration. (Advanced registration begins approximately one month prior to this date. Consult Guidance Department.) Last day to apply for Summer I and II degree. Last day to register for CLAST exit exam.
May 6, Monday	All credit classes begin. Late registration fee charged on and after this date. Drop and Add period begins.
May 9, Thursday	Drop and Add period ends — 8 a.m. to 8:30 p.m. NO REFUNDS AFTER THIS DATE Last day of late registration — 8 a.m. to 8:30 p.m.
May 27, Monday	Memorial Day — Holiday
May 28, Tuesday	Classes resume.
June 1, Saturday	CLAST exit exam administered.
June 3, Monday	Mid-Term grades due in Records Center by 5 p.m. Last day to apply for the June 1985 Dental Assistant Program, the Fall 1985 Dental Laboratory Technology Program, and the Paramedic Program.
June 6, Thursday	Last day to withdraw from a course with a "W".
June 17, 18, Monday, Tuesday	Semester Exams.

Summer Semester II, 1985

June 19, Wednesday	Faculty report — 8 a.m.
June 20, Thursday	Last day to apply for August 1985 Cosmetology Program.
June 21, Friday	Summer II registration deadline 8 a.m. to 8:30 p.m. Last day for Summer II registration. (Advanced registration begins approximately one month prior to this date. Consult Guidance Department.)
June 24, Monday	All credit classes begin. Late registration period begins. Late fee charged on and after this date. Drop and Add period begins.
June 27, Thursday	Drop and Add period ends — 8 a.m. to 8:30 p.m. NO REFUNDS AFTER THIS DATE. Last day of late registration — 8 a.m. to 8:30 p.m.
July 4, Thursday	Independence Day — Holiday
July 8, Monday	Classes resume.
July 15, Monday	Mid-Term grades due in Records Center by 5 p.m.
July 18, Thursday	Last day to withdraw from a course with a "W".
August 1, 5, Thursday, Monday	Semester Exams.

*Diplomas will be mailed.





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.

IRCC is truly an "equal access, equal opportunity educational institution."

Discrimination is non-existent as IRCC welcomes students of any age, race, religion, nationality, sex, and physical ability. Special adjustments within the college, such as architectural modifications for the handicapped and classes in English for the foreignborn, 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 allow 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.

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.

ACADEMIC PROGRAMS

Linking Indian River, Martin, Okeechobee and St. Lucie Counties 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 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, the Commission on Accreditation of Rehabilitative Facilities, the National Accrediting agency for Clinical Laboratory Sciences, and the Committee on Allied Health Education and

Accreditation of the American Medical Association, IRCC is totally committed to supplying its students with the most modern facilities and most relevant program choices.

SEXUAL HARASSMENT

Indian River Community College has a new policy concerning sexual harassment. It is as follows:

Policy Statement:

It is the policy of the District Board of Trustees that each employee and student be allowed to work and attend this institution in an environment free from any form of improper discrimination. Sexual harassment is a form of sex discrimination and is conduct unbecoming a college employee or student.

Definition of Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature from any person when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, study habits and/or educational experiences, or creating an intimidating, hostile or offensive working/study environment.

Notification Requirements:

This document shall be included in all future publications of Student Handbooks, Full-Time and Part-Time Faculty Handbooks and similar handbooks issued for Other Employees.

Disciplinary Actions:

Any employee or student of this institution who is found to have sexually harassed another employee or student will be subject to disciplinary action up to and including dismissal, suspension, and/or expulsion, within the provisions of applicable current Board Rules.

Designation of Person to Receive Complaints:

The President shall appoint a person as Intake Counselor, who will receive all alleged sexual harassment complaints.

Procedure for Filing a Complaint:

Any employee or student having a complaint concerning sexual harassment may discuss it with the Intake Counselor. Such a discussion should include as much information as possible including names and positions of persons involved, identification of witnesses, if any, the time, place and details of the allegation.

Action by Intake Counselor:

If, in the judgment of the Intake Counselor, further inquiry or investigation is warranted by the circumstances, the complainant shall be informed in writing to pursue the appropriate due process procedures already in place for processing grievances for employees and students.

The Intake Counselor will also submit a written report to the President summarizing details of the complaint and actions taken.

FACILITIES

Twenty-two 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 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. The McAlpin Fine Arts Center emphasizes IRCC's commitment to the development of the wellrounded student. Encompassing a professional 600-seat theatre, classrooms, and music and drama rehearsal rooms, the Fine Arts Center allows students to participate in the arts and become exposed to professional performers brought to the college.

The college-sponsored professional Performing Arts Series is studied every year with famous lecturers, outstanding musical productions, and dramatic performances.

More than a library, the 50,000-volume Charles S. Miley Learning Resources Center supplements the traditional library services with a multimedia learning laboratory for students and 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.

HISTORY

Authorized by the Florida legislature in 1959, Indian River Community College has grown in the past twenty-three years from a one-building wood structure to a dominant academic and cultural center in the community. The college moved to its present campus on Virginia Avenue after 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 representative of the entire area was appropriate, and, in 1970, changed the name of the College to Indian River Community College. The past decade has been one of notable growth at IRCC. Although now students from nearly every state and many foreign countries attend the college, it has maintained its commitment to providing vocational, technical, cultural, academic, and service programs that meet the needs of its community.

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

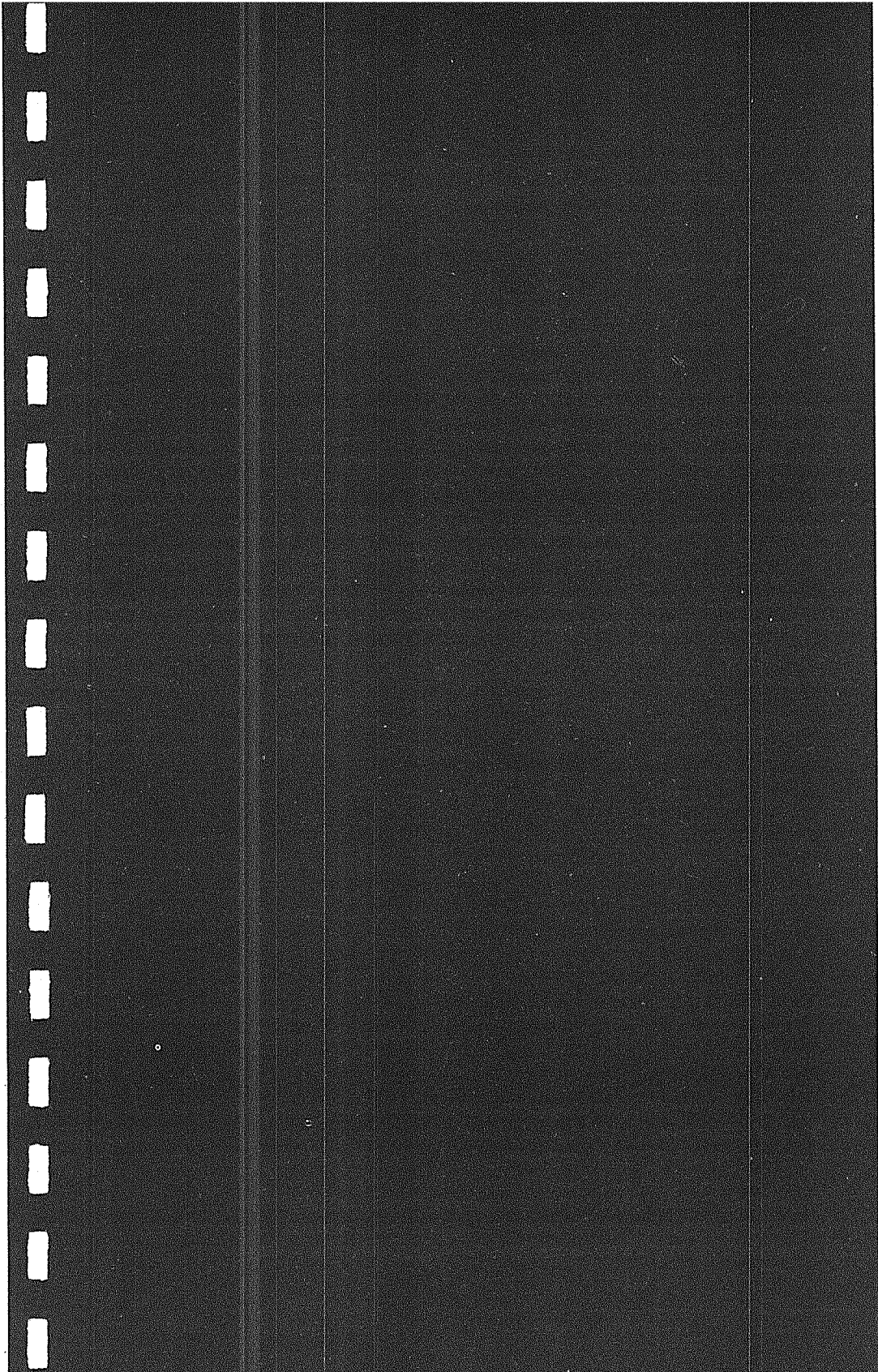
AREA HIGHLIGHTS

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. Open areas and courtyards on campus give students places to gather or study, and classes are sometimes 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 campus, activities such as swimming, surfing, fishing, SCUBA and snorkeling are always within easy access. The cities of Fort Pierce, Vero Beach, Stuart and Okeechobee 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.

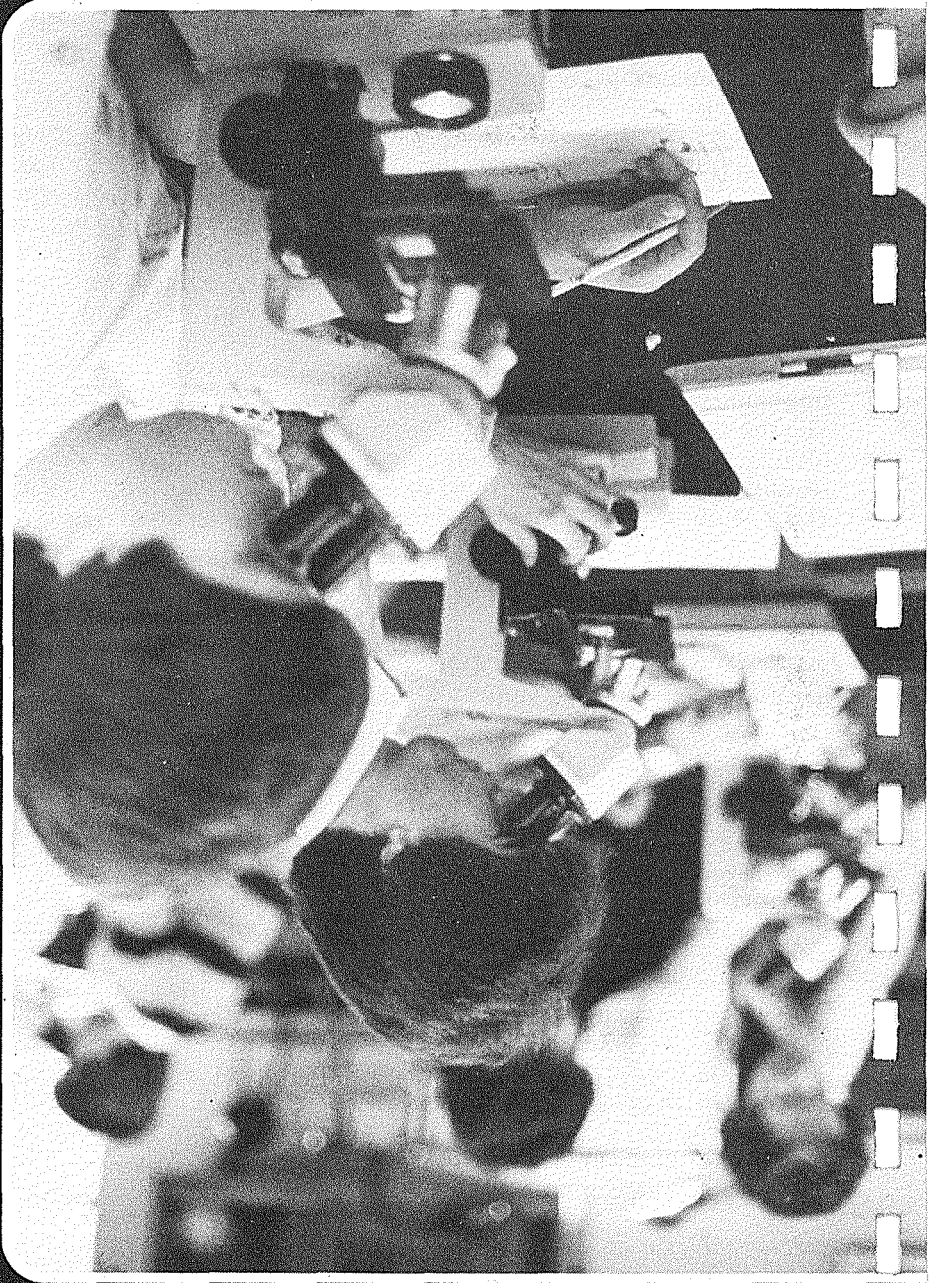
Within an hour's drive on the Sunshine State Parkway or I-95 are the City of West Palm Beach, two senior universities, many natural attractions, Kennedy Space Center, and a multitude of job opportunities. Only a short distance further are the Florida Keys, Orlando, Disney World, and by air or boat, the 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, service, discovery, and fun all have a place at IRCC.





GUIDANCE



GUIDANCE DIVISION

The Guidance Division, an "umbrella" for 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 desires, and that correspond to 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 College Dean of Instructional Services, 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, Dean of Instructional Services and the Dean of Instruction make certain that the programs of study offered at IRCC are the most current and relevant possible. In this way, 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 a chosen career.

ACT TESTING AT IRCC

The ACT may be taken at IRCC. A student must have completed formal application for admission to register for testing. Registration for the test (for which the \$7.00 fee is to be paid in advance) is at the Guidance Office or the sites. (A test schedule is available in Guidance.)

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 Admission. (Attached to this catalog, or available through the Guidance Division, IRCC, 3209 Virginia Avenue, Fort Pierce, FL 33454-9003, and the satellite sites.) All applicants should complete the Affidavit of Residency included on the application. 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 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.

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. According to state law, all degree-seeking students entering the community colleges or the state university system are now required to be tested for placement purposes. IRCC is accepting the ACT or SAT scores (preferably ACT). A student will not be permitted to schedule any mathematics, English, social science, or Humanities classes without these scores.
3. 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.
4. Applicants who are not graduates of accredited high schools 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 meet conditions specified by the Admissions Committee.
5. 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).
6. Certain specialized programs at IRCC have additional requirements for admission and different application deadlines. Applicants to the Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Lab Technology, Emergency Medical Technician, Medical Lab Technology, Paramedic, Practical Nursing, and Radiologic Technology Programs should contact the IRCC Guidance Office for information about special requirements.

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 policies set by each instructor. (Students who receive financial aid or V.A. benefits should refer to the "Financial Aid" section of this catalog for further information on attendance.)

SPECIAL ADMISSIONS

EARLY ADMISSIONS PROGRAM

Outstanding 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, have the same rights and responsibilities as any other IRCC student.

DUAL ENROLLMENT (BY CONTRACTUAL AGREEMENT)

Some students may wish to get a head start on college, but still follow a traditional high school sequence. Under dual enrollment, the students obtain permission from their high school principal and parents to supplement their 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, the deferred credit can be changed to college credit.

FOREIGN STUDENTS

The admission of foreign students to IRCC is the same as American students except for these added criteria:

1. Official transcripts of completed high school and college work, including the dates of attendance, courses taken, and grades received, should accompany a notarized English translation. Both should be submitted with the application.
2. The Admissions Committee evaluates the student's application and transcripts to determine acceptance at IRCC.
3. Foreign students receive the Form I-20 (Immigration Certificate of Acceptance) upon approval of the application.
4. Official copy of scores attained on the Test of English as a Foreign Language (TOEFL) must be submitted. A *minimum total score of 500 is required* of foreign students whose native language is not English.

ADMISSION TO HEALTH PROGRAMS

Although the admission requirements for most of the programs at IRCC are minimal, the Allied Health Division requires that applicants to some of its programs meet additional "selective admission" conditions. These include 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 College 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 of Adult and Continuing Education courses.)	
Matriculation (per credit hour)	
In-State	19.00
Out-of-State	37.00
Adult Non-credit Courses (per course)	5.00
Community Services (per course)	5.00
Deferred Credit and CLEP (per semester hour)	
In-State	19.00
Out-of-State	37.00
Special fees, in addition to matriculation, tuition and registration.	
Late Registration	\$15.00
Commencement — Spring Semester (includes regalia)	20.00
Graduation Fee — Fall, Summer I & II Semesters	10.00
Internal Testing	5.00
ACT Test	7.00
Air Conditioning (per lab course)	15.00
Applied Music (per course)	75.00
Auto Body Repair (per lab course)	25.00
Automotive Technology (per lab course)	15.00
Biology (per lab course)	15.00
Brick and Block Construction (per course)	10.00
Ceramics (per course)	15.00
Chemistry (per lab course)	10.00
Child Care (per child, per week)	17.50 - ½ day 35.00 - full per week
Cosmetology (1260 hour course) (excluding uniforms)	275.00
Cosmetology Refresher	60.00
Cosmetology Transfer Student	80.00
Criminal Justice	
Basic Recruit Training	60.00
Tactical and Night Firing	10.00
Auxiliary Course	30.00
Dental Science	15.00
Diesel Mechanics	10.00
Drafting	10.00

Drivers Training (behind the wheel)	45.00
Electronics (per lab course)	10.00
Emergency Medical Training (per lab course)	15.00
Basic Fire Recruit Training	55.00
Food for the Family	15.00
Food Preparation	10.00
Quantity Baking	10.00
Furniture Reupholstery (per course)	10.00
Graphics	15.00
Jewelry Making (per course)	10.00
Fundamentals of Nursing (Practical Nursing) (excluding uniforms)	215.00
Medical Laboratory Technology (per Fall, Spring and Summer I Semesters)	30.00
Motorcycle Repair (per course)	10.00
Nursing Assistant Program	10.00
Nursing Fundamentals	10.00
Physics (per lab course)	20.00
Pre-Kindergarten (per week)	(same as Child Care)
Radio and Television (per lab course)	10.00
Radiologic Technology (per Fall, Spring and Summer I Semesters)	30.00
Reprographics	15.00
Sculpture	15.00
Scuba (Additional costs)	
Typing (per course)	15.00
Welding (per lab course)	25.00
Woodworking courses	15.00

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, vocational non-credit, Continuing Education, or Adult High School 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.

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

INSURANCE

The college does not currently offer a student insurance program, although all students are encouraged to contact their personal insurance carriers for coverage. The cosmetology and allied health students are required to contract for liability insurance through the IRCC Business Office.

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:

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Florida Student Assistant Grant (FSAG)
- College Work Study Program (CWSP)
- Guaranteed Student Loan (GSL)
- Seminole-Miccosukee Indian Scholarship
- College Career Work Experience
- Job Location & Development

Applications and information on any of these programs are available to students through their high school guidance counselor or the IRCC Financial Aid Office. Federal Financial Aid recipients have additional academic requirements to which they must adhere. All Financial Aid recipients must maintain a minimum 2.0 grade point average for each semester attempted. Other requirements for specific programs may be ascertained by reading the annual Financial Aid brochure.

SCHOLARSHIPS

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. Various discipline area scholarships are also available on a competitive basis.

VETERANS

Under the G.I. Bill, veterans are entitled to receive 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. 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. Veterans must maintain an overall 2.0 grade point average to continue to be eligible for benefits. Every semester, the college reports the veteran's status and certifies his or her enrollment to the Veterans' 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

Students at IRCC who receive any sort of federal financial assistance, including Veteran's benefits, are expected to attend all class sessions. Absences should be discussed with individual instructors. 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 for more information.

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 overwhelming. For this reason IRCC provides professional career counseling, interest surveys, 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. IRCC's new CHOICES computer analyzes individual interests and preferences, then matches students to suitable careers. Linked into the Florida State Employment Service, CHOICES also lets job-seekers know of positions available all over the state.

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 local jobs. 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, advice in job search skills and techniques, and assistance in preparing resumes insure that IRCC students are given every opportunity to pinpoint their interests and get 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 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

Full-time students failing to maintain a 1.5 grade point average will be placed on academic probation the following semester. If they fail to improve their grade point average by the end of the probationary semester, they will be placed on probation for an additional semester. If, by the close of the second probationary semester, the students fail to improve their grade point average, they 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.

The academic probation/suspension rule pertains to Fall and Spring semesters only. Students may attend the summer terms in an effort to upgrade their scholastic standing. Academic probation/suspension pertains to students in the Associate in Arts degree program.

All veterans must make satisfactory progress in their chosen program. Unsatisfactory progress for certification purposes is considered to be failing to maintain a 2.0 grade point average. Veterans are allowed two continuous semesters of probationary status. If, by the end of the second probation the veteran has not made satisfactory progress, VA benefits will be terminated. For veteran benefits to be reinstated, the veteran must attend for two semesters at his/her own expense and achieve the 2.0 level or above.

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.

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 register and complete the course during the next regular semester. Failure to do so will result in "F" for the course.

A student who discontinued 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". See page 34.

The student's grade-point average is computed by dividing the total number of quality points earned by the total number of hours attempted. Students may repeat a course in which they have earned a "D" or "F". 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. (For summer terms, 6 or more semester hours will be carried.)

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 merit honors will have their transcripts so designated. Computation of Academic Awards is based on all work attempted in earning the degree, including work at previous institutions.

COLLEGE LEVEL ACADEMIC SKILLS TEST

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be essential for college students to have achieved by the end of the sophomore year. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered toward the end of the sophomore year to community college students who are completing A.A. degree programs and to community college students who are completing A.S. degree programs and are seeking admission to upper division programs in state universities in Florida, as well as to university students who are completing their

sophomore year. Students who do not take the test will not be awarded the A.A., nor will they be admitted to upper division status in state universities in Florida. The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges.

Effective August 1, 1984, the State Board of Education will establish minimum CLAST score standards for the award of the A.A. and for admission to upper division status in state universities in Florida. Prior to August 1, 1984, the use of CLAST scores is limited to student counseling and to curriculum improvement.

The counseling office can tell you how and when to apply to take the CLAST. The counseling office can tell you where the communication and computation skills are taught in the curriculum. The skills are listed below.

PROCEDURES FOR REGISTERING FOR CLAST

1. Student should obtain an updated copy of his/her transcript from the Record Center and take the transcript to the Guidance Department.
2. Student must have his/her degree requirements reviewed and verified for graduation eligibility with a Counselor. Student seeking admission to upper division (Junior Level) must also be verified by a counselor.
3. 2.00 Cumulative GPA is required to register for the CLAST. Student and counselor determine eligibility for CLAST. Student signs "State Eligibility Card".
4. Student must sign up for Pre-Test for CLAST.
5. Student must sign up for Essential Skills Mathematics Course.
6. Student must sign up for Essential Skills English/Reading Course.

Test Administration Day

March 10, 1984
 June 2, 1984
 September 29, 1984
 March 9, 1985
 June 1, 1985

Registration Deadline

February 10, 1984
 May 4, 1984
 August 31, 1984
 February 8, 1985
 May 3, 1985

College-Level Communication and Computation Skills Assessed By The College Level Academic Skills Test

- I. Communication skills.
 - A. Reading with literal comprehension includes all of the following skills.
 1. Recognizing main ideas in a given passage.
 2. Identifying supporting details.
 3. Determining meaning of words on the basis of context.
 - B. Reading with critical comprehension includes all of the following skills.
 1. Recognizing the author's purpose.

2. Distinguishing between statement of fact and statement of opinion.
 3. Detecting bias.
 4. Recognizing author's tone.
 5. Recognizing explicit and implicit relationships within sentences.
 6. Recognizing explicit and implicit relationships between sentences.
 7. Recognizing valid arguments.
 8. Drawing logical inferences and conclusions.
- C. Listening with literal comprehension includes all of the following skills.
1. Recognizing main ideas.
 2. Identifying supporting details.
 3. Recognizing explicit relationships among ideas.
 4. Recalling basic ideas and details.
- D. Listening with critical comprehension includes all of the following skills.
1. Perceiving the speaker's purpose.
 2. Perceiving the speaker's organization of ideas and information.
 3. Discriminating between statements of fact and statements of opinion.
 4. Distinguishing between emotional and logical arguments.
 5. Detecting bias.
 6. Recognizing the speaker's attitude.
 7. Synthesizing by drawing logical inferences and conclusions.
 8. Evaluating objectively.
 9. Recalling the arguments and identifying the implications.
- E. Composing units of discourse providing ideas and information suitable for purpose and audience includes all of the following skills.
1. Selecting a subject which lends itself to expository writing.
 2. Determining the purpose for writing.
 3. Limiting the subject to a topic which can be developed within the requirements of time, purpose, and audience.
 4. Formulating a thesis statement which reflects the purpose.
 5. Developing the thesis statement by all of the following.
 - a. Providing adequate support which reflects the ability to distinguish between generalized and concrete evidence.
 - b. Arranging the main ideas and supporting details in an organizational pattern appropriate to the expository purpose.
 - c. Writing unified prose in which all supporting material is relevant to the thesis statement.
 - d. Writing coherent prose, providing effective transitional devices which clearly reflect the organizational pattern and the relationship of the parts.
- F. Transmitting ideas and information in effective written language which conforms to the conventions of standard American English includes all of the following skills.
1. Demonstrating effective word choice by all of the following.

- a. Using words which convey the denotative and connotative meanings required by context.
 - b. Avoiding slang, jargon, cliches, and pretentious expressions.
 - c. Avoiding wordiness.
2. Employing conventional sentence structure by all of the following.
 - a. Placing modifiers correctly.
 - b. Coordinating and subordinating sentence elements according to their relative importance.
 - c. Using parallel expressions for parallel ideas.
 - d. Avoiding fragments, comma splices, and fused sentences.
 3. Employing effective sentence structure by all of the following.
 - a. Using a variety of sentence patterns.
 - b. Avoiding unnecessary use of passive construction.
 - c. Avoiding awkward constructions.
 4. Observing the conventions of standard American English grammar and usage by all of the following.
 - a. Using standard verb forms.
 - b. Maintaining agreement between subject and verb, pronoun and antecedent.
 - c. Using proper case forms.
 - d. Maintaining a consistent point of view.
 5. Using standard practice for spelling, punctuation, and capitalization.
 6. Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.
- G. Speaking involves composing the message, providing ideas and information suitable to the topic, purpose, and audience which includes all of the following skills.
1. Determining the purpose of the oral discourse.
 2. Choosing a topic and restricting it according to purpose and audience.
 3. Fulfilling the purpose by the following.
 - a. Formulating a thesis statement.
 - b. Providing adequate support material.
 - c. Selecting a suitable organizational pattern.
 - d. Demonstrating careful choice of words.
 - e. Providing effective transitions.
- H. Speaking involves transmitting the message, using oral delivery skills suitable to the audience and the occasion by all of the following skills.
1. Employing vocal variety in rate, pitch, and intensity.
 2. Articulating clearly.
 3. Employing the level of American English appropriate to the designated audience.
 4. Demonstrating nonverbal behavior which supports the verbal message with eye contact and appropriate posture, gestures, facial expressions, and body movements.

II. Computation skills.

- A. Demonstrating mastery of all of the following arithmetic algorithms.
 - 1. Adding, subtracting, multiplying, and dividing positive rational numbers.
 - 2. Adding, subtracting, multiplying, and dividing positive rational numbers in decimal form.
- B. Demonstrating mastery of all of the following geometric and measurement algorithms.
 - 1. Rounding measurements to the nearest given unit of the measuring device used.
 - 2. Calculating distances, areas, and volumes, including English-metric conversions when given the conversion units.
- C. Demonstrating mastery of all of the following algebraic algorithms.
 - 1. Adding, subtracting, multiplying, and dividing real numbers.
 - 2. Applying the order-of-operations agreement to computations involving numbers and variables.
 - 3. Using scientific notation in calculations involving very large or very small measurements.
 - 4. Solving linear equations and inequalities.
 - 5. Using given formulas to compute results, when geometric measurements are not involved.
- D. Demonstrating mastery of all of the following statistical algorithms, including some from probability.
 - 1. Identifying information contained in bar, line, and circle graphs.
 - 2. Determining the mean, median, and mode of a set of numbers.
 - 3. Selecting the sample space associated with an experiment.
- E. Demonstrating mastery of logical-reasoning algorithms by deducing facts of set inclusion or set non-inclusion from a diagram.
- F. Demonstrating understanding of arithmetic concepts by all of the following skills.
 - 1. Recognizing the meaning of exponents.
 - 2. Recognizing the role of the base number in determining place value in the base-ten numeration system and in systems that are patterned after it.
 - 3. Identifying equivalent forms of positive rational numbers involving decimals, percents, and fractions.
 - 4. Determining the order relation between magnitudes.
- G. Demonstrating understanding of geometric and measurement concepts by all of the following skills.
 - 1. Recognizing horizontal, vertical, parallel, perpendicular, and intersecting lines.
 - 2. Identifying relationships between angle measures.
 - 3. Classifying simple plane figures by recognizing their properties.
 - 4. Recognizing similar triangles and their properties.
 - 5. Identifying appropriate types of measurement for geometric objects.

- H. Demonstrating understanding of algebraic concepts by all of the following skills.
 - 1. Recognizing and using properties of operations.
 - 2. Determining whether a particular number is among the solutions of a given equation or equality.
 - 3. Recognizing statements and conditions of proportionality and variation.
 - 4. Identifying regions of the coordinate plane which correspond to specified conditions.
- I. Demonstrating understanding of statistical concepts including probability by all of the following skills.
 - 1. Recognizing the normal curve and its properties.
 - 2. Recognizing samples that are representative of a given population.
 - 3. Identifying the probability of a specified outcome in an experiment.
- J. Demonstrating understanding of logical-reasoning concepts by all of the following skills.
 - 1. Identifying simple and compound statements and their negations.
 - 2. Determining equivalence or non-equivalence of statements.
 - 3. Drawing logical conclusions from data.
 - 4. Recognizing that an argument may not be valid even though its conclusion is true.
 - 5. Distinguishing fallacious arguments from non-fallacious ones.
 - 6. Recognizing proof by contradiction.
- K. Demonstrating understanding of computer-technology concepts by all of the following skills.
 - 1. Identifying characteristics of tasks which computers perform well.
 - 2. Identifying the human functions necessary to utilize computers.
 - 3. Identifying possible abuses of computer use.
- L. Generalizing and selecting applicable generalizations in arithmetic by both of the following skills.
 - 1. Inferring relations between numbers in general by examining particular number pairs.
 - 2. Selecting applicable properties for performing arithmetic calculations.
- M. Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills.
 - 1. Inferring formulas for measuring geometric figures.
 - 2. Selecting applicable formulas for computing measures of geometric figures.
- N. Generalizing and selecting applicable generalizations in algebra by both of the following skills.
 - 1. Inferring relations among variables.
 - 2. Selecting applicable properties for solving equations and inequalities.

- O. Generalizing and selecting applicable generalizations in statistics, including probability, by inferring relations and making accurate predictions from studying particular cases.
- P. Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills.
1. Inferring valid reasoning patterns and expressing them with variables.
 2. Selecting applicable rules for transforming statements without affecting their meaning.
- Q. Demonstrating proficiency for solving problems in the area of arithmetic by both of the following skills.
1. Solving real-world problems which do not require the use of variables.
 2. Solving problems that involve the structure and logic of arithmetic.
- R. Demonstrating proficiency for solving problems in the area of geometry and measurement by both of the following skills.
1. Solving real-world problems involving perimeters, areas, volumes of geometric figures.
 2. Solving real-world problems involving the Pythagorean property.
- S. Demonstrating proficiency for solving problems in the area of algebra by both of the following skills.
1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
 2. Solving problems that involve the structure and logic of algebra.
- T. Demonstrating proficiency for solving problems in the area of statistics, including probability for both of the following skills.
1. Solving real-world problems involving the normal curve.
 2. Solving real-world problems involving probabilities.
- U. Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.

Classes where Essential Skills are taught:

ENC	1101	Communications I
ENC	1102	Communications II
REA	1105	College Reading
MGF	2112	Essential Skills Mathematics
MAT	1033	Intermediate College Algebra
MAC	1104	College Algebra
ENR	2112	Essential Skills English/Reading

**COMMUNICATIONS AND COMPUTATIONS
REQUIREMENT**

The communications and computations requirement (the Gordon rule) became effective Fall Semester, 1982, throughout the state of Florida. This rule states that prior to receipt of an A.A. degree from a public community

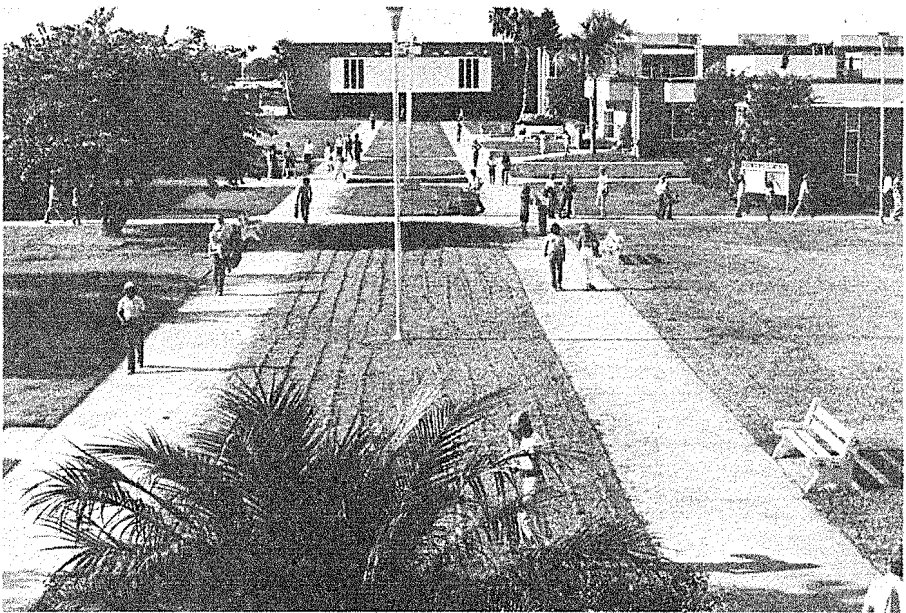
college or university, or prior to entry into the upper division of a public university, a student shall successfully complete the following:

- A. Twelve semester hours of English/Humanities in which the student demonstrates writing skills.
- B. Six semester hour of mathematics at the college algebra level or higher.

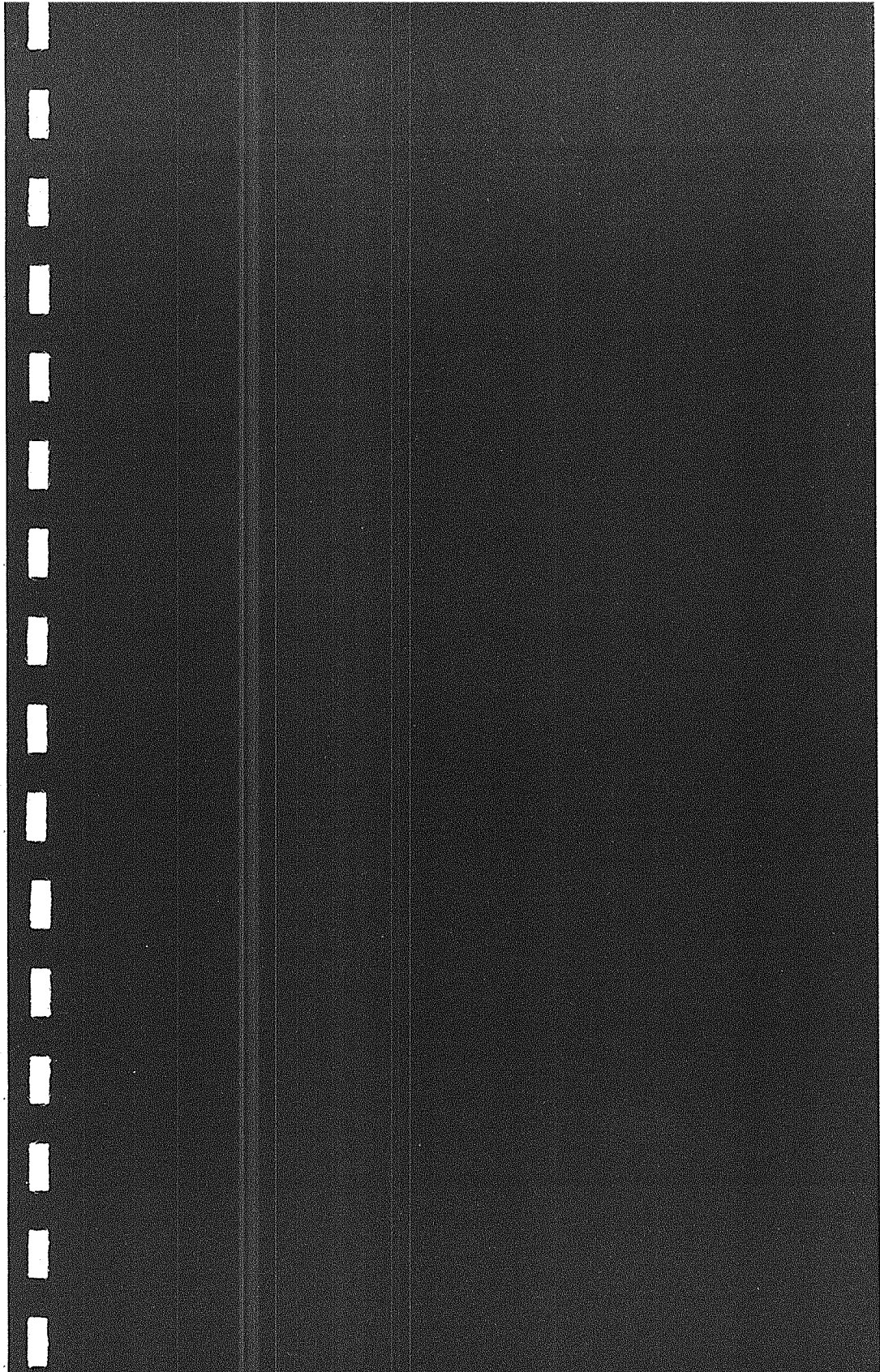
For the purposes of this rule, a grade of "C" or higher shall be considered successful completion.

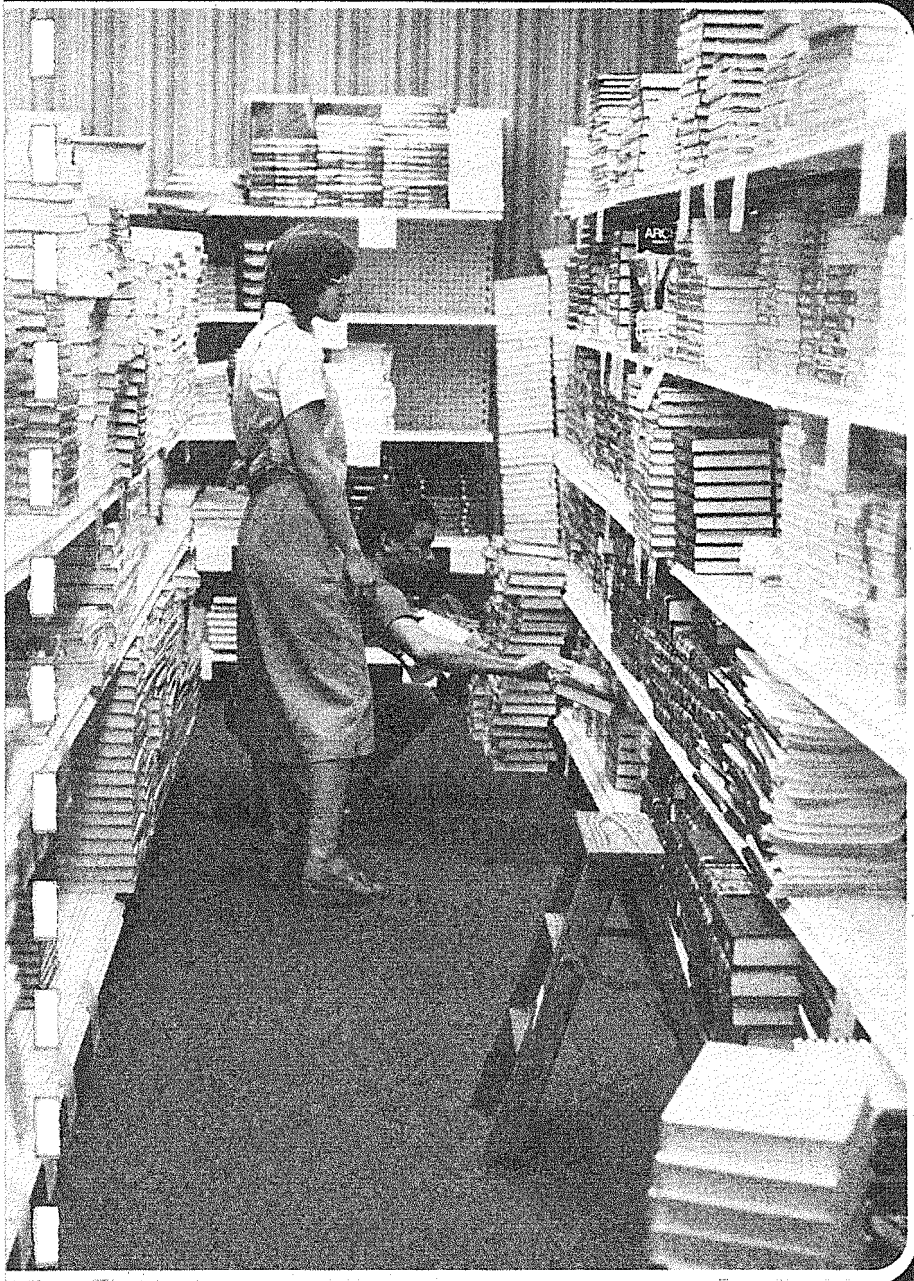
To meet the requirements of the Communications and Computations rule, all IRCC A.A. degree-seeking students will complete the following:

- A. ENC 1101* and ENC 1102* or ENC 1121* and ENC 1122* (6 semester hours)
- B. HUM 1452* (Humanities Lit/Philosophy); SYG 2000* (Introduction to Sociology); PSY 2012* (Introduction to Psychology); and ECO 2001* (Introduction to Economics). Each of these courses will require 4,000 words of acceptable written material from the students.
- C. MAT 1033* and MAC 1104* or higher level math (6 semester hours). Statistics may fulfill the MAT 1033 requirement. Pre-Calculus and calculus will each be 6 credit hour courses. A student satisfying CLEP requirements in math will be allowed to exempt 3 hours of math required by this rule.



*A minimum grade of "C" must be achieved in each course.





STUDENTS

STUDENTS

Education at IRCC is enhanced for students who know of the services that are available to help them reap the maximum benefits from college. By the same token, there are certain regulations and responsibilities that students are expected to honor while enrolled at IRCC.

KOBLEGARD STUDENT UNION

The "hub" of the Main Campus, IRCC's 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, and the post 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 students' use. A student newspaper, with offices in the Learning Resource Center, serves as lab experience for journalism courses on campus.

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. 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 three- and four-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 and pre-kindergarten program for three- and four-year olds. Offered at 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.

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 Athletic Office. In the case of serious emergencies, 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.

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 posts a listing of rental property 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; (f) Accrediting organizations, in order to carry out their functions; (g) For use as evidence in any due process hearings held in accordance with the Administrative

Procedures Act; (h) 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; (i) The student's parent or guardian, if the student has not yet reached the age of eighteen (18); (j) 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 (k) 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 made in person and in writing 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 prior to the first day of final examinations for that term; again, the student must withdraw in person to receive a "W" rather than an "F" in the courses. Official Withdrawal Forms are available in the Guidance office, and a counselor will answer any questions that the student may have.

CHANGES 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.

COMMENCEMENT

The student's graduation from college is a noteworthy event, and IRCC periodically holds Commencement ceremonies to mark this milestone. All Spring Semester candidates are required to attend the Spring Semester Commencement ceremony, during which degrees and certificates are awarded by the College President. Degree-seeking candidates who plan to graduate at the end of a semester 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.

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	Concert Band
Auto Body & Refinishing	Cosmetology
Automotive Technology	Cultural Exchange
Baseball	DECA (Delta Epsilon Chi)
Basketball (men)	Dental Assistants
Basketball (women)	Dental Lab Assoc.
Cheerleaders	Fla. Nursing Students Assn. (FNSEA)
Child Care Club	Fla. Student Leaders Assoc. of
Circle K	Teacher Educators
College Chorale	Fellowship of Christian Athletes
Company	Intramurals (men)
Compass	Intramurals (women)

Math Club
 Medical Lab. Tech.
 Phi Beta Lambda
 Phi Theta Kappa
 Philosophy Club
 Pioneer Christian Fellowship
 Practical Nursing
 Radiology

Soccer Club
 Stage Band
 Stage Business
 Swimming (men)
 Swimming (women)
 Tennis (men)
 Tennis (women)
 Volleyball

CAMPUS COALITION GOVERNMENT

The 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 freshmen 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 Nu Iota 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. 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.

OPPORTUNITIES FOR TRAVEL

Each year, IRCC students are offered the opportunity to travel abroad, either as part of a college organization or for college credit. In recent years, groups have toured France, Greece, the British Isles, Italy, and other European countries. Most extensive among the travel experiences is the annual month-long "Overseas for Humanities" tour, for which participants can earn college credits.

Special Registrations are conducted for all "travel for credit" opportunities, and applicants must meet certain requirements before the tour begins. For this reason, interested students are encouraged to inquire about these travel programs well in advance.

ATHLETICS

INTERCOLLEGIATE

As a member of the Florida Community College Activities Association 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. Grants-in-aid are available in all sports.

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 abilities.

Winners of the 1979 Florida Championship in baseball, holders for the past seven 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 all-around development 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 fun.

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



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 efforts.

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.

ADULT HIGH SCHOOL

The Adult High School program provides a comprehensive curriculum leading to a high school diploma for any person 16 years of age or over. This is a full schedule of high school level classes offered on the main campus in the evening.

GENERAL EDUCATION DEVELOPMENT

Better known as GED, the General Education Development program provides individuals the opportunity to review high school subjects in preparation for the high school equivalency examination through the IMT Lab. Individualized review is available in language, literature, mathematics, science and social science. Upon completion, students are issued a high school diploma from the Florida State Department of Education.

ADULT NON-CREDIT PROGRAM

The classes and seminars offered under the Adult Non-Credit Program extend just about as far as the imagination can reach. There are classes to help people improve nearly every aspect 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 cosmetology, nursing assistant, languages, floral design, sewing, ornithology, horticulture, safe boating skills, and effective parenting.

COMMUNITY INSTRUCTIONAL SERVICES

This is a non-credit instructional process to address identified, priority problems in Florida's communities which relate to health, environment, safety, human relations, government, education/child rearing and consumer economics/homemaking. It is funded by special legislative appropriation made available to the Vocational Coordinating Council.

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 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.

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 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 also 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 most personal way 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 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 reached 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.

PUBLIC AND INDUSTRY SERVICES

IRCC welcomes students into the college who wish to expand their career knowledge and reaches out to various businesses and industries in the community to provide on-site or specialized training 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 offered by the Public and Industry Services Division at IRCC.

PERFORMING ART 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 and undersea explorer Jean Michel Cousteau. Last season brought well-known performers such as musician Buddy Rich and American Ballet Theatre II to campus. Season 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.

PUBLIC INFORMATION

The success of the courses, programs, services and events at IRCC depends on 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 strengthens the link between the college and the community through tours of the campus and the IRCC Speaker's Bureau.

Tours can be arranged to accommodate almost any academic or vocational interest, and are available 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.

The IRCC Speaker's 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 100 different topics are listed by the Speaker's Bureau, and all arrangements are coordinated through the Public Information Office. The Speaker's Bureau encourages the public to take a personal, people-oriented view of the college, and provides IRCC with vital feedback concerning what the community needs from the college.



DEGREES

PROGRAMS OF INSTRUCTION

There are five 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.
- Technical Certificate
- Certificate in Applied Science

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.

College Level Academic Skills Test (CLAST) and Communications and Computations Requirements — see page 26 and following.

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,

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

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, Reading, Social Science, Mathematics and Humanities. A 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.

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	English
Pre-Architecture	Pre-Forestry
Art	French
Art Education	Geology
Biology	German
Biology Education	Health Education
Pre-Business Administration	History
Pre-Business Education	Journalism
Chemical Dependency	Journalism-Public Relations
Chemistry	Liberal Arts
Computer Science	Marine Science
Drama	Math
Education	Math Education
Pre-Engineering	Pre-Medical Technology

Pre-Medicine
 Music (Education
 Performance, Theory)
 Ocean Engineering
 Pharmacy with Specialization in
 General Practice
 Philosophy
 Physical Education
 Physical Education-Recreation
 Pre-Physical Therapy

Physics
 Physics Education
 Political Science
 Psychology
 Social Studies Education
 Social Welfare
 Sociology
 Spanish
 Speech

Students preparing for other upper division major fields should consult with a guidance counselor for an appropriate A.A. program design.

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 were 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 SYG -000 at a community college, he or she cannot be required to repeat SYG -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 SYG -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 SYG 1000; a school offering the same course in the sophomore year will number it SYG 2000. The variance in first numbers does **not** affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

TITLES

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different 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 -010 (lecture only)
		OCB -010L (lab only)
	Marine Biology	OCB -010C (lecture and lab combined)

Therefore, OCB -010C is equivalent to OCB -010 plus OCB -010L.

EQUIVALENCY OF SEQUENCES

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

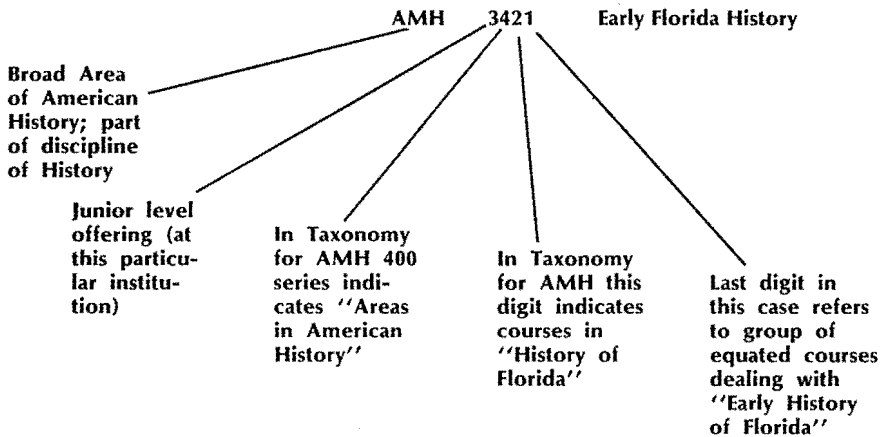
EXPLANATION OF PREFIXES AND NUMBERS

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

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classification. 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 institutions 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.

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

Indian River Community College does not administer the College Level Exam Program (CLEP). Students may be awarded credit through the CLEP program to the extent specified in the CLEP amendment of the Articulation Agreement. The Guidance Division will inform the student of those subject areas in which CLEP credit may be earned. The minimum acceptable performance level is the 75th percentile for the general examinations.

DEFERRED CREDIT ENROLLMENT

An individual will be permitted, without formal admission, to register for 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. 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 "deferred credit." 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 directed independent study, the counselor will figure the student's grade point average, enter this on the DIS form and 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.

It is the responsibility of the student to register for the DIS when approved and within the registration dates published.

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:

History, EUH 1000 and EUH 1001; 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 1015 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.

PROGRAM GUIDES

To earn the Associate in Arts Degree, certain general education requirements and elective courses must be satisfactorily completed. It is 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.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

To meet the requirements for the Associate in Arts Degree, the student must complete the required courses for graduation (44-47 semester hours of general education), as listed below, plus at least 17-20 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 placement scores upon acceptance to IRCC and successfully complete, prior to graduation and the award of the degree, the College Level Academic Skills Test, known as the Exit Exam. Also required is completion of the CLAST Pre-test, Essential Skills in Mathematics and Essential Skills in Reading/English.
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, and complete the requirements of the Communications and Computations rule (the Gordon rule).
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 pages 8-11 for deadline dates.
5. Participate in all phases of the graduation exercise if graduating Spring Semester. (Those graduating in absentia will not receive the diploma.) Graduates from other semesters are welcome to take part in the Spring commencement ceremony.
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

9 semester hours

ENC 1101 - ENC 1102
or
ENC 1121 - ENC 1122 (Honors English)
and
ENR 2112

In each of the above courses, with the exception of ENR 2112, students must produce 4,000 words of acceptable written material and complete each course with a grade of "C" or higher.

SCIENCE

*6 semester hours

PSC 1311 - PSC 1341
APB 1150 - APB 1151

*Specific science requirements are necessary for some majors. See appropriate major program and consult a Guidance Counselor for further information.

BSC 1010C - BSC 1011C
 CHM 1010 - PHY 1020
 CHM 1045C - CHM 1046C
 PHY 2053C - PHY 2054C
 PHY 2048C - PHY 2049C
 OCE 2001 - PSC 1341
 OCE 2001 - PHY 1020

HISTORY *6 semester hours*
 EUH 1000 - EUH 1001

SOCIAL SCIENCE *9 semester hours*
 ECO 2001
 PSY 2012
 SYG 2000

In each of the above courses, students must produce 4,000 words of acceptable written material and complete each course with a grade of "C" or higher.

MATHEMATICS *8 semester hours*
 MAT 1033
 MAC 1104 or higher
 MGF 2112

Students must complete each course with a grade of "C" or higher.
 Statistics may fulfill the MAT 1033 requirement.

HUMANITIES *3 semester hours*
 HUM 1452

Students must produce 4,000 words of acceptable written material and complete this course with a grade of "C" or higher.

READING *3 semester hours*
 REA 1105 (Requirement dependent on placement score)
 Reading is required only for students scoring between 0-16 on the ACT Test.

PHYSICAL EDUCATION *4 semester hours*

The Physical Education requirement is met through the completion of PEM 1101 and at least one semester hour of swimming. The swimming requirement may be met by taking PEN 1121, PEN 1122, PEN 1136, or PEN 1113. (Students taking PEN 1136 satisfy their swimming requirement and one activity course.) 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. Waived credits must be made up.

The above 44-47 hours are required for the Associate in Arts Degree. In addition the student must take at least 17-20 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.



PRE-AGRICULTURE

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

BSC 1010C	General Biology I.....	4 credits
BSC 1011C	General Biology II.....	4 credits
*CHM 1045C	General Chemistry I.....	4 credits
*CHM 1046C	General Chemistry II.....	4 credits
BOT 2010C	General Botany I.....	4 credits
BOT 2011C	General Botany II.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
PHY 2053C	General Physics I.....	4 credits
MAC 1114	Plane Trigonometry.....	3 credits
MAC 2311	Calculus I.....	6 credits
ECO 2013	Principles of Economics I.....	3 credits
	Optional Course Work.....	various credits

PRE-ARCHITECTURE

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

BSC 1010C	General Biology I.....	4 credits
MAC 1114	Plane Trigonometry.....	3 credits
MAC 1132 or	Pre-Calculus.....	6 credits
MAC 2311	Calculus I.....	6 credits
ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II.....	3 credits
*PHY 2053C	General Physics I.....	4 credits
*PHY 2054C	General Physics II.....	4 credits
EGN 1120C	Engineering Graphics.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits

ART

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II.....	3 credits
ART 1205C	Color and Design I.....	3 credits
ART 1206C	Color and Design II.....	3 credits
ART 2400C	Graphics.....	3 credits
ART 2510C	Introduction to Painting.....	3 credits
ARH 2050	Introduction the History of Art.....	3 credits

ARH 2051	History of Art.....	3 credits
ART 1701C	Sculpture.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits

ART EDUCATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II.....	3 credits
ART 1205C	Color and Design I.....	3 credits
ART 1206C	Color and Design II.....	3 credits
ART 2400C	Graphics.....	3 credits
REA 1105	College Reading I.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
EDF 2110	Human Development.....	3 credits
EDF 2005	Introduction to Education.....	3 credits

PRE-BUSINESS ADMINISTRATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

ACG 2001	Principles of Accounting I.....	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
STA 2014	Elementary Statistics.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
ECO 2023	Principles of Economics II.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
MAC 2233	Business Calculus I.....	3 credits
MAC 2234	Business Calculus II.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
* BUL 2111	Business Law I.....	3 credits
* BUL 2112	Business Law II.....	3 credits

*(For Florida Atlantic University Only)

PRE-BUSINESS EDUCATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1210	Introductory Shorthand.....	3 credits

SES 1211	Intermediate Shorthand	3 credits
ACG 2001	Principles of Accounting I.....	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
ECO 2023	Principles of Economics II.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
BUL 2111	Business Law I.....	3 credits
EDF 2110	Human Development	3 credits
COC 1300	Introduction to Data Processing.....	3 credits

BIOLOGY

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

* BSC 1010C	General Biology I.....	4 credits
* BSC 1011C	General Biology II.....	4 credits
PCB 2703C	Anatomy & Physiology I.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
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
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
BOT 2010C	General Botany I.....	4 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
	Foreign Language	

BIOLOGY EDUCATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

MAC 2311	Calculus I.....	6 credits
PCB 2703C	Anatomy and Physiology I.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
SPC 1022	Fundamentals of Speech.....	3 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
BOT 2010C	General Botany I.....	4 credits
BSC 1010C	General Biology I.....	4 credits
BSC 1011C	General Biology II.....	4 credits
PHY 2053C	General Physics I.....	4 credits

PHY 2054C General Physics II..... 4 credits

CHEMICAL DEPENDENCIES

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

PPE 2000	Person and Personality Development.....	3 credits
HUS 1506	Introduction to Drugs of Abuse.....	3 credits
HUS 2025	Introduction to Interpersonal Behavior.....	3 credits
PSB 2440	Chemical Dependence, Alcohol Studies I	3 credits
PSB 2441	Chemical Dependence, Alcohol Studies II	3 credits
SYG 2320	Deviant Behavior	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
SPC 1300	Interpersonal Communications	3 credits
SYG 2420	The Family.....	3 credits
PCO 2202	Introduction to Techniques of Interviewing and Intervention.....	3 credits
SYG 2010	Social Problems.....	3 credits

CHEMISTRY

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
PHY 2048C	Physics for Engineers I.....	5 credits
PHY 2049C	Physics for Engineers II.....	5 credits
BSC 1010C	General Biology I.....	4 credits
BSC 1011C	General Biology II.....	4 credits
BOT 2010C	General Botany I.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits

COMPUTER SCIENCE

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

	(SCIENTIFIC OPTION)	
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II	3 credits

COP 2110	FORTRAN Programming I.....	3 credits
COP 2111	FORTRAN Programming II.....	3 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
CAP 2030	Computer Systems Design	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
PHY 2048C	Physics for Engineers I.....	5 credits
PHY 2049C	Physics for Engineers II.....	5 credits
	(BUSINESS OPTION)	
ACG 2001	Principles of Accounting I.....	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
ECO 2023	Principles of Economics II.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
STA 2014	Elementary Statistics.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
	or	
COP 2110	FORTRAN Programming I.....	3 credits
COP 2111	FORTRAN Programming II.....	3 credits
* MAC 2311	Calculus I.....	6 credits

* May be needed.

DRAMA

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

CORE CURRICULUM

TPP 2653	Play Analysis.....	3 credits
THE 1000	Introduction to Drama.....	3 credits
THE 1300	World Drama or	3 credits
THE 1002	History and Literature of the Theatre.....	3 credits
TPA 1210C	Beginning Stagecraft.....	2 credits

PERFORMANCE MAJORS

ORI 1001	Oral Interpretation.....	3 credits
TPP 1800	Theatre, Voice, & Speech.....	3 credits
TPP 1110	Acting I.....	3 credits
TPP 1290L	Rehearsal and Performance Lab I.....	2 credits

TECHNICAL MAJORS

TPA 1290L	Technical Theatre Lab I.....	1 credit
TPA 1291L	Technical Theatre Lab II.....	1 credit

TPA 1220C	Introduction to Stage Lighting.....	3 credits
TPA 1060C	Scenic Design	3 credits
ART 1300C	Drawing I.....	3 credits
COURSE ELECTIVES		
THE 2284	Readings in Theatre History.....	3 credits
TPP 1111	Acting II.....	3 credits
MUO 1020	Music Theatre I.....	3 credits
TPP 2300	Play Direction	3 credits
TPP 1291L	Rehearsal and Performance Lab II.....	2 credits
TPP 1292L	Rehearsal and Performance Lab III.....	2 credits
TPP 1293L	Rehearsal and Performance Lab IV.....	2 credits
TPA 1292L	Technical Theatre Lab III.....	1 credit
TPA 1293L	Technical Theatre Lab IV.....	1 credit

EDUCATION

(ELEMENTARY, SECONDARY* OPTION)

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
SPC 1022	Fundamentals of Speech.....	3 credits
REA 1105	College Reading I.....	3 credits
REA 1106	College Reading II.....	3 credits
SYG 2010	Social Problems.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits

*(Consult Guidance for Secondary Education Option)

PRE-ENGINEERING

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

MAC 2311	Calculus I.....	6 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
CHM 2210C	Organic Chemistry I.....	5 credits
* PHY 2048C	Physics for Engineers I.....	5 credits
* PHY 2049C	Physics for Engineers II.....	5 credits
STA 2014	Elementary Statistics.....	3 credits
EGN 1120C	Engineering Graphics.....	3 credits
COP 2110	FORTRAN Programming I.....	3 credits

EGN 1130C	Descriptive Geometry.....	3 credits
	Optional Course Work.....	various credits

ENGLISH

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

LIT 2110	World Literature I.....	3 credits
LIT 2120	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 2022	American Literature after 1865.....	3 credits
SPC 1300	Interpersonal Communications.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
CRW 2001	Creative Writing I.....	3 credits
CRW 2002	Creative Writing II.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
	Foreign Language.....	

PRE-FORESTRY

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

*BSC 1010C	General Biology I.....	4 credits
*BSC 1011C	General Biology II.....	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
BOT 2010C	General Botany I.....	4 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
ECO 2023	Principles of Economics II.....	3 credits
STA 2014	Elementary Statistics.....	3 credits
GLY 1015	Introduction to Physical Geology.....	3 credits

FRENCH

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

FRE 1100	Elementary French I.....	3 credits
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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	College Reading I.....	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:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

* GLY 1015	Introduction to Physical Geology.....	3 credits
* GLY 1100	Historical Geology.....	3 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
BSC 1010C	General Biology I.....	4 credits
BSC 1011C	General Biology II.....	4 credits
MAC 1114	Plane Trigonometry.....	3 credits
MAC 2311	Calculus I.....	6 credits
Foreign Language.....		various credits

GERMAN

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
Second Foreign Language.....		
Optional Course Work.....		various credits

HEALTH EDUCATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

BSC 1010C	General Biology I.....	4 credits
BSC 1011C	General Biology II.....	4 credits
HES 2000	Personal and Community Health.....	3 credits
HES 2400	First Aid and Safety.....	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
CHM 1045C	General Chemistry I.....	4 credits
POS 1041	American Government.....	3 credits

HISTORY**REQUIRED PROGRAM:**

See page 58 and consult guidance.

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	College Reading I.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
AML 2022	American Literature after 1865.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
	Foreign Language.....	

JOURNALISM**REQUIRED PROGRAM:**

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

PHI 2100	Introduction to Logic.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
JOU 1101	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 2001	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.....	3 credits

JOURNALISM-PUBLIC RELATIONS

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

PHI 2100	Introduction to Logic.....	3 credits
SPC 1022	Fundamentals Of Speech	3 credits
JOU 1101	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 2001	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.....	3 credits
MAN 2100	Human Relations in Business	3 credits
EDP 2002	Educational Psychology.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits

LIBERAL ARTS

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

MAC 1104	College Algebra.....	3 credits
and		
MAC 1114 or	Plane Trigonometry	3 credits
MAC 1132	Pre-Calculus.....	6 credits
AMH 2010	American History I.....	3 credits
AMH 2020	American History II.....	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
AML 2010	American Literature to 1865.....	3 credits
AML 2022	American Literature after 1865.....	3 credits
LIT 2110	World Literature I.....	3 credits
LIT 2120	World Literature II.....	3 credits
	Any elementary level foreign language and/or.....	3 credits
	Corresponding intermediate level course	3 credits

MARINE SCIENCE

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

OCB 2721	Fundamentals of Mariculture.....	3 credits
OCE 2001	Introduction to Oceanography	3 credits
OCB 2010C	Introduction to Marine Biology	4 credits
CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
GLY 1015	Introduction to Physical Geology.....	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 Programming I.....	3 credits
COP 2120 or	COBOL Programming I.....	3 credits
COP 1170 or	BASIC Programming I.....	3 credits
OCG 1001	Marine Geology.....	3 credits
PEN 1137	Scuba II - Advanced.....	2 credits

MATH**REQUIRED PROGRAM:**

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

COC 1300	Introduction to Data Processing.....	3 credits
MAC 1114 or	Plane Trigonometry	3 credits
MAC 1132	Pre-Calculus.....	6 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
MAC 2413	Calculus III.....	5 credits
MAC 2424	Differential Equations.....	3 credits
COP 2110	FORTRAN Programming I.....	3 credits
STA 2014	Elementary Statistics.....	3 credits
PHY 2048C	Physics for Engineers I.....	5 credits
PHY 2049C	Physics for Engineers II.....	5 credits
	Foreign Language.....	

MATH EDUCATION**REQUIRED PROGRAM:**

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

EDF 2110	Human Development	3 credits
MAC 1114	Plane Trigonometry	3 credits
MAC 1132 or	Pre-Calculus.....	6 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits

SPC 1022	Fundamentals of Speech.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
COP 2110	FORTRAN Programming I.....	3 credits
MAC 2413	Calculus III.....	5 credits

PRE-MEDICAL TECHNOLOGY

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
MCB 2010C	Microbiology.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
MAC 1114	Plane Trigonometry.....	3 credits
MAC 2311	Calculus I.....	6 credits

PRE-MEDICINE/DENTISTRY

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II.....	4 credits
MCB 2010C	Microbiology.....	4 credits
ZOO 2203C	Invertebrate Zoology.....	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
BOT 2010C	General Botany I.....	3 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
Any elementary level foreign language and/or.....		3 credits
Corresponding intermediate level course.....		3 credits

MUSIC

(EDUCATION, PERFORMANCE, THEORY)

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

MUH 2111	Survey of Music History	3 credits
MUH 2112	Survey of Music History	3 credits
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
MVK 1111A	Class Piano I.....	1 credit
MVK 1111B	Class Piano II.....	1 credit
MVK 2121A	Class Piano III.....	1 credit
MVK 2121B	Class Piano IV.....	1 credit
MUT 1241	Sight Singing and Ear Training I.....	2 credits
MUT 1242	Sight Singing and Ear Training II.....	2 credits
MUG 1101	Basic Conducting.....	2 credits
MUE 1450	Woodwind Techniques	1 credit
MUE 1460	Brass Techniques.....	1 credit
MUE 1470	Percussion Techniques	1 credit
MVV 1111	Class Voice I.....	1 credit
Applied Music and Performing Organizations Optional	Lessons on principal instrument or voice each semester.....	4 credits
	Membership in College Chorale and/or Symphonic Band each semester	4 credits
	Stage/Jazz Band, Jazz/Rock Instrumental Ensemble "Company", Jazz/Rock Vocal Ensemble "Company", Class Guitar, Music Theatre, Survey of Music History, Applied Music lessons on secondary instruments.....	various credits

OCEAN ENGINEERING

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

* BSC 1010C	General Biology I.....	4 credits
* BSC 1011C	General Biology II.....	4 credits
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 2010C	Microbiology	4 credits
OCE 2001	Introduction to Oceanography	3 credits
PHI 2100	Introduction to Logic.....	3 credits

PHY 2048C	Physics for Engineers I.....	5 credits
PHY 2049C	Physics for Engineers II.....	5 credits
GLY 1015	Introduction to Physical Geology.....	3 credits
EGN 1120C	Engineering Graphics.....	3 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
MAC 2424	Differential Equations.....	3 credits

PHARMACY WITH SPECIALIZATION IN GENERAL PRACTICE

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
ECO 2013	Principles of Economics I.....	3 credits
MAC 2311	Calculus I.....	6 credits

PHILOSOPHY

REQUIRED PROGRAM:

See page 58 and consult guidance.

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 2660	Introduction to Ethics.....	3 credits
REA 1105	College Reading I.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
HES 1160	Ethical Issues in Medicine.....	2 credits
Foreign Language.....		

PHYSICAL EDUCATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

PCB 2703C	Anatomy and Physiology I.....	4 credits
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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 1341	Tennis	1 credit
PEN 1122	Swimming II	1 credit
PEL 1620	Team Sports for Women and Men I.....	1 credit
DAA 1372	Folk, Social, and Square Dance.....	1 credit
PEL 1141	Archery.....	1 credit
PEL 1111	Bowling.....	1 credit
PEN 1113	Life Saving	1 credit
HES 2000	Personal Health.....	3 credits
HES 2400	First Aid and Safety	3 credits
PEO 2013	Sports Officiating	3 credits
LEI 2433	Community Recreation	3 credits

PHYSICAL EDUCATION-RECREATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

BSC 1010C	General Biology I.....	4 credits
LEI 2433C	Community Recreation	3 credits
PEN 1122	Swimming II	1 credit
PEN 1113	Life Saving	1 credit
PEL 1341	Tennis	1 credit
DAA 1372	Folk, Social and Square Dance.....	1 credit
PEL 1111	Bowling.....	1 credit
PEL 1620	Team Sports for Women and Men	1 credit
SYG 2010	Social Problems.....	3 credits
EDF 2110	Human Development	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
ECO 2013	Principles of Economics I	3 credits
HES 2400	First Aid and Safety	3 credits

PRE-PHYSICAL THERAPY

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

BSC 1010C	General Biology I.....	4 credits
BSC 1011C	General Biology II.....	4 credits
ZOO 2203C	Invertebrate Zoology	4 credits
ZOO 2303C	Vertebrate Zoology.....	4 credits
MCB 2010C	Microbiology	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

PHYSICS

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

CHM 1045C	General Chemistry I.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
PHY 2048C	Physics for Engineers I.....	5 credits
PHY 2049C	Physics for Engineers II.....	5 credits
MAC 1104	College Algebra.....	3 credits
and		
MAC 1114 or	Plane Trigonometry.....	3 credits
MAC 1132	Pre-Calculus.....	6 credits
MAC 2311	Calculus I.....	6 credits
MAC 2412	Calculus II.....	3 credits
MAS 2103	Linear Algebra.....	3 credits
GLY 1015	Introduction to Physical Geology.....	3 credits
MAC 2413	Calculus III.....	5 credits
MAC 2424	Differential Equations.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
	Foreign Language.....	

PHYSICS EDUCATION

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
EDP 2002	Educational Psychology.....	3 credits
EDF 2110	Human Development.....	3 credits
PHI 2100	Introduction to Logic.....	3 credits
PCB 2703C	Anatomy and Physiology I.....	4 credits
PCB 2704C	Anatomy and Physiology II.....	4 credits
MCB 2010C	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

POLITICAL SCIENCE

REQUIRED PROGRAM:

See page 58 and consult guidance.

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
WOH 2240	The World in the Twentieth Century.....	3 credits
MAC 1114	Plane Trigonometry	3 credits
ECO 2013	Principles of Economics I.....	3 credits
ANT 2511	Introduction to Physical Anthropology.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits

PSYCHOLOGY**REQUIRED PROGRAM:**

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

*BSC 1010C	General Biology I.....	4 credits
*BSC 1011C	General Biology II.....	4 credits
ECO 2013	Principles of Economics I.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
EDF 2110	Human Development.....	3 credits
PHI 1010	Introduction to Philosophy.....	3 credits
STA 2014	Elementary Statistics.....	3 credits
SYG 2010	Social Problems.....	3 credits
PHI 2100	Introduction to Logic.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
	Foreign Language.....	various credits

SOCIAL STUDIES EDUCATION**REQUIRED PROGRAM:**

See page 58 and consult guidance.

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 2110	Human Development.....	3 credits
SYG 2010	Social Problems.....	3 credits
SYG 2420	The Family.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
POS 1041	American Government.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
POS 2112	State and Local Government.....	3 credits

SOCIAL WELFARE/WORK

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

SYG 2010	Social Problems.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
EDF 2110	Human Development.....	3 credits
PHI 2100	Introduction to Logic.....	3 credits
HES 2000	Personal and Community Health.....	3 credits
SYG 2420	The Family.....	3 credits
STA 2014	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
SPC 1022	Fundamentals of Speech.....	3 credits
POS 2112	State and Local Government.....	3 credits
	Foreign Language.....	various credits

SOCIOLOGY

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

SYG 2010	Social Problems.....	3 credits
SYG 2420	The Family.....	3 credits
EDP 2002	Educational Psychology.....	3 credits
PHI 2100	Introduction to Logic.....	3 credits
STA 2014	Elementary Statistics.....	3 credits
ANT 2410	Introduction to Cultural Anthropology.....	3 credits
ANT 2511	Introduction to Physical Anthropology.....	3 credits
GEA 2002	World Geography.....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
POS 1041	American Government.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
ECO 2023	Principles of Economics II.....	3 credits

SPANISH

REQUIRED PROGRAM:

See page 58 and consult guidance.

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	various credits
	Optional Course Work.....	various credits

SPEECH

REQUIRED PROGRAM:

See page 58 and consult guidance.

COURSES FOR MAJOR FIELD:

SPC 1051	Speech Improvement	3 credits
SPC 1300	Interpersonal Communications	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
EDF 2110	Human Development	3 credits
PHI 1103	Critical and Creative Thinking	3 credits
EDP 2002	Educational Psychology.....	3 credits
ENL 2010	English Literature I	3 credits
ENL 2020	English Literature II	3 credits
LIT 2110	World Literature I.....	3 credits
LIT 2020	World Literature II	3 credits
AML 2010	American Literature to 1865.....	3 credits
AML 2022	American Literature After 1865.....	3 credits
BSC 1010C	General Biology I.....	4 credits
BSC 1011C	General Biology II.....	4 credits
	Foreign Language	various 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 20-23 semester hours in the areas of English, Science/Math, Physical Education, Humanities, Reading, and Social Science, plus at least 41-44 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:

Accounting	Fashion Merchandising
Agri-Business Management	Fire Science
Animal Science	General Drafting
Architectural Drafting	Home Economics
Banking	Institutional Food Service
Building Construction	Marine Laboratory Technology
Citrus	Medical Lab Technician
Civil Drafting	Mid-Management in Business and Industry
Clerical Typist	Mid-Management in Hotel Motel Management
Computer Science	Mid-Management in Marketing and Retailing
Criminal Corrections	Nursing
Criminal Justice	Oceanographic Technology
Crop Technology and Production	Paramedic
Dental Assistant Technology	Radiologic Technology
Dental Laboratory Technology	Real Estate
Early Childhood Education/ Child Care Management	Secretarial Science
Electronics Engineering Technology	Teacher Aide

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

To meet the requirements of the Associate in Science degree, the student must complete the required courses for graduation, 20-23 semester hours as listed below, plus at least 41-44 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 placement scores upon acceptance to IRCC.
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 pages 8-11 for deadline dates.
5. Participate in all phases of the graduation exercise if graduating Spring Semester. (Those graduating in absentia will not receive the diploma.) Graduates from other semesters are welcome to take part in the Spring commencement ceremony.
6. Be recommended by the faculty to the President of the College for the confirmation of the degree.
7. The student is responsible to meet the Communication and Computation Skills Requirement and to successfully complete the College Level Academic Skills Test if he intends to transfer to an upper division University. Consult Guidance. See page 28.

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 two courses from the following: ENC 1001, ENC 1101, ENC 1102, COM 1130, ENC 2210, ENC 2200, (ENC 1102 must be combined only with ENC 1101). Refer to specific degree requirements.

Science—Mathematics

6 semester hours

The Mathematics—Science requirement may be met by completion of any of the following courses: MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, MAC 1132, MAC 2311, MAC 2412, MAS 2103, MAC 2413, (STA 2014 may be used if paired with MGF 1113 or a higher level course), or in biological or physical science courses.

Physical Education

2 semester hours

PEM 1101 and at least a one semester hour course in swimming will satisfy this requirement. The swimming requirement may be met by taking PEN 1121, PEN 1122, PEN 1136, or PEN 1113. 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. Waived credits must be made up.

Humanities — Social Science

6 semester hours

The Humanities — Social Science requirement may be met by taking six semester hours from the following: EUH 1000, EUH 1001, ECO 2001, ECO 2013, ECO 2023, GEA 2002, PSY 2012, PHI 1103, PHI 2100, PHI 2660, ANT

2410, POS 1041, POS 2112, HUM 1452, HUM 1511, SYG 2000, SYG 2010, SYG 2420.

Reading

3 semester hours

Reading is required only for students scoring between 0-16 on the ACT test.

The above requirements must be met in order to earn the Associate in Science Degree. Forty-one to forty-four (41-44) 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 some of the A.S. 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 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.

Computer Science 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.

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.

Emergency Medical Technology - Paramedic program provides training leading to an Associate of Science Degree in the technical field of emergency medical technology as well as other related areas of study. This program provides a broader education than the certification program in this area. Various clinical facilities include Lawnwood Medical Center, Martin Memorial Hospital, Indian River Memorial Hospital, and H. H. Raulerson, Jr. Hospital, as well as extensive ambulance-rescue training. Graduates are eligible to take the State Paramedic Certification Examination.

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 Allied Health Aptitude Test. Placement scores must be submitted.

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. Placement scores must be submitted.

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. Minimum age of 18.
- b. High school diploma or equivalent (college transcripts if applicable).
- c. An acceptable academic background and an acceptable score on the Allied Health Aptitude Test. Placement scores must also be submitted.

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

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

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

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 everchanging 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 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 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 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 courses within 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 and to enroll in courses when they are available.

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

ACCOUNTING

(WITH HIGH-TECH COMPUTER ACCOUNTING OPTION)

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and ENC 2200	
Math	6 credits
MAC 1104 and STA 2014	
Social Sciences.....	6 credits
ECO 2013 and PSY 2012	
Physical Education	2 credits
PEM 1101 and Swimming	

CORE COURSES FOR MAJOR FIELD - ACCOUNTING OPTION (REQUIRED)

ACG 2001	Principles of Accounting I.....	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
FIN 2000	Principles of Finance.....	3 credits
ECO 2023	Principles of Economics II	3 credits
BUL 2111	Business Law I	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
And select two of the following:		
ACG 2071	Managerial Accounting	3 credits
ACG 2360	Cost Accounting.....	3 credits
TAX 2000	Tax Accounting	3 credits

**COURSES FOR MAJOR FIELD - ACCOUNTING OPTION
(Select 21 credits)**

GEB 1011	Introduction to Business.....	3 credits
MAN 2000	Principles of Management	3 credits
MAR 2100	Principles of Marketing	3 credits
BUL 2112	Business Law II.....	3 credits
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II	3 credits
COP 1170	BASIC Programming I.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
ENC 2210	Technical Communications.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
5th Accounting Course	3 credits

**CORE COURSES FOR MAJOR FIELD - HIGH-TECH
COMPUTER ACCOUNTING OPTION (REQUIRED)**

ACG 2001	Principles of Accounting I.....	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II	3 credits
COP 1170	BASIC Programming I.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
ACG 2450	Micro Computers in Accounting.....	1 credit
And select two of the following:		
ACG 2360	Cost Accounting.....	3 credits
TAX 2000	Tax Accounting	3 credits
ACG 2071	Managerial Accounting	3 credits

**COURSES FOR MAJOR FIELD - HIGH-TECH COMPUTER
ACCOUNTING OPTION (Select 21 credits)**

GEB 1011	Introduction to Business.....	3 credits
MAN 2000	Principles of Management	3 credits
MAR 2100	Principles of Marketing	3 credits
BUL 2111	Business Law I.....	3 credits
BUL 2112	Business Law II.....	3 credits
FIN 2000	Principles of Finance.....	3 credits
ECO 2023	Principles of Economics II.....	3 credits
ENC 2210	Technical Communications.....	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits
PHI 1103	Critical and Creative Thinking.....	3 credits
5th Accounting Course	3 credits

AGRI-BUSINESS MANAGEMENT

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	

Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ECO 2013, ECO 2023, ANT 2410, EUH 1000, EUH 1001, GEA 2002, SOC 2000, SOC 2020, MAF 2200, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112.	

CORE COURSES FOR MAJOR FIELD: (REQUIRED)

MAG 1220	Agricultural Mechanics Technology I.....	3 credits
MAG 1221	Agricultural Mechanics Technology II.....	3 credits
AFB 2304	Agricultural Marketing, Processing and Management.....	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
ANS 1211	Farm and Ranch Management.....	3 credits
ANS 1003	Introduction to Animal Science	3 credits

COURSES FOR MAJOR FIELD:

At least 15 credits must be selected from Agriculture courses and 10 credits from Business courses.

**ANIMAL SCIENCE
(DAIRY - BEEF - FARM/RANCH MANAGEMENT)**

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
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, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ECO 2013, ECO 2023, ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

AFB 2304	Agricultural Marketing, Processing and Management.....	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
ANS 1211	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 1995	Livestock Selection.....	3 credits
ANS 1310	Animal Reproduction	3 credits
SOS 2102	Soils and Fertilizers.....	3 credits

COURSES FOR MAJOR FIELD (Select 13 credits)

HOS 1010	Principles of Horticulture.....	3 credits
AGG 2940	Farm and Ranch Job Skills and Development	3 credits
MAG 1220	Agricultural Mechanics Technology I.....	3 credits
MAG 1221	Agricultural Mechanics Technology II.....	3 credits
ANS 2240	Beef Cattle Production	3 credits
ANS 2241	Beef Cattle Management.....	3 credits
AGG 2941	Agricultural Employment Experience	4 credits
DAS 2002	Introduction to Dairy Science	3 credits
DAS 2210	Dairy Science and Management.....	3 credits
	Agricultural Special.....	various credits

ARCHITECTURAL DRAFTING

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 2210, ENC 1001, ENC 1102, COM 1130	
Science	6 credits
PSC 1311 and PSC 1341	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2001, ECO 2013, ECO 2023, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1941, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II	3 credits
BCN 1250C	Architectural Drafting Principles.....	3 credits
MTB 1321	Technical Mathematics I.....	3 credits
MTB 1322	Technical Mathematics II	3 credits
ART 1300C	Drawing I.....	3 credits
BCN 1210	Materials of Construction.....	3 credits
BCN 2251C	Architectural Drafting - Residential	3 credits
BCN 2253C	Architectural Drafting - Commercial.....	3 credits
ETD 2831	Perspective Drafting.....	3 credits

COURSES FOR MAJOR FIELD (Select 14 credits)

ETD 2821C	Pictorial Drafting	3 credits
ETD 2801C	Illustrations.....	3 credits
SUR 2100C	Elementary Surveying	3 credits
ETD 1121C	Civil Drafting I.....	3 credits
ART 1205C	Color and Design I.....	3 credits
COP 1170	BASIC Programming I.....	3 credits

COP 1171	BASIC Programming II.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
ARH 2050	Introduction to the History of Art.....	3 credits
ARH 2051	History of Art.....	3 credits
ETD 2841	Airbrush Rendering.....	3 credits

BANKING

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, ENC 2210, COM 1130	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education.....	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ECO 2013, ECO 2023, ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

QMB 1001	Mathematics of Business	3 credits
BAN 2110	Principles of Bank Operations.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
FIN 2000	Principles of Finance.....	3 credits
BAN 2200	Credit Administration.....	3 credits
ACG 2001	Principles of Accounting I.....	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
BAN 1930	Banking Seminar I.....	3 credits
FIN 2230	Money and Banking.....	3 credits
BAN 2160	Bank Letters and Reports	3 credits
BAN 2720	Bank Management	3 credits

COURSES FOR MAJOR FIELD (Select 11 credits)

BUL 2111	Business Law I.....	3 credits
BAN 1931	Banking Seminar II.....	3 credits
MAN 2300	Personnel Management.....	3 credits
MAN 2100	Human Relations in Business	3 credits
MAN 2000	Principles of Management	3 credits
BAN 1800	Law and Banking.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 2321	Business Machines.....	3 credits

BUILDING CONSTRUCTION

REQUIRED PROGRAM:

English.....	6 credits
COM 1130 or ENC 2210 and select from ENC 1001, ENC 1101, ENC 1102	

Science	8 credits
PHY 2053C and PHY 2054C or PHY 2048C and PHY 2049C	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science	6 credits
POS 1041, POS 2112, ECO 2013	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

ACG 2001	Principles of Accounting I.....	3 credits
GLY 1015	Introduction to Physical Geology.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
BCN 1250C	Architectural Drafting Principles.....	3 credits
BCN 2251C	Architectural Drafting-Residential.....	3 credits
BCN 2253C	Architectural Drafting-Commercial.....	3 credits
EGN 1120C	Engineering Graphics.....	3 credits
ETD 1111C	Technical Drafting I.....	6 credits
and		
ETD 1112C	Technical Drafting II.....	3 credits
MAC 1104	College Algebra.....	3 credits
and		
MAC 1114 or	Plane Trigonometry.....	3 credits
MAC 1132	Pre-Calculus.....	6 credits
MAC 2311	Calculus I.....	6 credits
BCN 1210	Materials of Construction.....	3 credits

CITRUS

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ECO 2013, ECO 2023, ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

FRC 2211	Citrus Culture I.....	3 credits
FRC 2220	Citrus Culture II.....	3 credits
PMA 2201	Citrus Insect and Disease.....	3 credits
SOS 2102	Soils and Fertilizers.....	3 credits
AEB 2104	Principles of Agricultural Economics.....	3 credits
AFB 2304	Agricultural Marketing, Processing and Management.....	4 credits

HOS 1010	Principles of Horticulture.....	3 credits
MAG 1220	Agricultural Mechanics Technology I.....	3 credits
MAG 1221	Agricultural Mechanics Technology II.....	3 credits
ANS 1211	Farm and Ranch Management.....	3 credits

COURSE FOR MAJOR FIELD (Select 13 credits)

AGG 2941	Agricultural Employment Experience	4 credits
AGG 2940	Farm and Ranch Job Skills and Development	3 credits
	Additional course work to be selected from either Agriculture or Business Electives.	

CIVIL DRAFTING

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, ENC 2210, COM 1130	
Science/Math	6 credits
PSC 1311 and PSC 1341	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2001, ECO 2013, ECO 2023, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II	3 credits
MTB 1321	Technical Mathematics I.....	3 credits
MTB 1322	Technical Mathematics II	3 credits
ETD 1121	Civil Drafting I	3 credits
ETD 2123	Civil Drafting II	3 credits
ETD 2125	Topographical Drafting.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
SUR 2100C	Elementary Surveying	3 credits

COURSES FOR MAJOR FIELD (Select 17 credits)

ETD 1515C	Charts and Graphs.....	2 credits
ETD 1516C	Intersections and Developments.....	2 credits
SUR 2200C	Advanced Surveying	3 credits
ETM 1315	Hydraulic and Pneumatics.....	3 credits
ETM 1820	Engineering Materials	3 credits
EGN 1130	Descriptive Geometry.....	3 credits
ETD 2821	Pictorial Drafting	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
GLY 1015	Introduction to Physical Geology.....	3 credits

CLERICAL TYPIST (WITH HIGH-TECH DATA ENTRY OPTION)

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and COM 1130	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, ECO 2013, ECO 2023, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD - CLERICAL TYPIST OPTION (REQUIRED):

* SES 1110	Intermediate Typewriting.....	3 credits
* SES 1120	Advanced Typewriting	3 credits
QMB 1001	Mathematics of Business	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2401	Office Practice.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2171	Machine Transcription I.....	3 credits
SES 2490	Secretarial Seminar and Supervised Work Experience	4 credits
SES 1160	Word Processing I.....	3 credits

COURSES FOR MAJOR FIELD - CLERICAL TYPIST OPTION (Select 13 credits):

SES 2172	Machine Transcription II.....	3 credits
SES 1161	Word Processing II.....	3 credits
* SES 1100	Elementary Typewriting.....	3 credits
GEB 1011	Introduction to Business.....	3 credits
SLS 1401	Personal and Career Development	3 credits
SES 2162	Central Transcription Systems	3 credits
SES 2389	CPS Review and Supervised Work Experience Seminar	4 credits
MAN 1133	Leadership Development	3 credits

*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.

CORE COURSES FOR MAJOR FIELD - HIGH-TECH DATA ENTRY OPTION (REQUIRED)

SES 1141	Keyboarding for Information Processing....	3 credits
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SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting	3 credits
SES 1142	Data Entry Applications	3 credits
COP 1170	BASIC Programming I.....	3 credits
SES 1160	Word Processing I.....	3 credits
SES 1161	Word Processing II.....	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2401	Office Practice.....	3 credits
SES 2171	Machine Transcription I.....	3 credits
SES 2490	Secretarial Seminar and Supervised Work Experience	4 credits

**COURSES FOR MAJOR FIELD - HIGH-TECH DATA ENTRY
OPTION (Select 10 credits)**

SES 2158	Reprographics.....	3 credits
SES 2162	Central Transcription Systems	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
SES 2321	Business Machines.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
COP 2120	COBOL Programming I.....	3 credits

**COMPUTER SCIENCE
(WITH ELECTRONICS/COMPUTER AIDED DESIGN OPTION)**

REQUIRED PROGRAM:

English.....	6 credits
Select from ENC 1001, ENC 1101, ENC 1102, ENC 2210	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 or ECO 2013 and select from ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, SYG 2000, SYG 2010, SYG 2420	

**COURSES FOR MAJOR FIELD - COMPUTER SCIENCE
OPTION:**

COC 1300	Introduction to Data Processing.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II	3 credits
COP 2110	FORTRAN Programming I.....	3 credits
COP 2111	FORTRAN Programming II.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits
GEB 1011	Introduction to Business.....	3 credits
MAC 1104	College Algebra.....	3 credits

STA 2014	Elementary Statistics.....	3 credits
ACG 2001	Principles of Accounting I.....	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
CAP 2030	Computer Systems Design	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits

COURSES FOR MAJOR FIELD - ELECTRONICS/COMPUTER AIDED DESIGN OPTION

ETE 1010C	DC Circuits.....	4 credits
ETE 1020C	AC Circuits.....	4 credits
ETE 2422	Communication Circuits I.....	4 credits
ETE 2423	Communication Circuits II.....	4 credits
ETE 2662	Digital Circuits.....	4 credits
ETE 2204	Electronic Instruments.....	4 credits
COP 1170	BASIC Programming I.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
COP 2110	FORTRAN Programming I.....	3 credits
COP 2120	COBOL Programming I.....	3 credits
CAP 2030	Computer Systems Design	3 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits

CRIMINAL CORRECTIONS

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and ENC 1102	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2001, ECO 2013, ECO 2023, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

CCJ 2020	Introduction to Criminal Justice.....	3 credits
CCJ 2220	Criminal Law	3 credits
CCJ 2250	Constitutional Law.....	3 credits
CCJ 2300	Introduction to Corrections.....	3 credits

COURSES FOR MAJOR FIELD (Select 32 credits)

CCJ 2100	Criminal Investigation I.....	3 credits
CJT 2110	Criminal Investigation II.....	3 credits
CCJ 2270	Criminal Procedure.....	3 credits
SYG 2010	Social Problems.....	3 credits

CCJ 2230	Rules of Evidence.....	3 credits
CCJ 2940	Field Training.....	3 credits
CCJ 2200	Introduction to the Courts.....	3 credits
SYG 2320	Deviant Behavior.....	3 credits
SYG 2323	Criminal and Delinquent Behavior.....	3 credits
CCJ 2410	Police Administration and Operations.....	3 credits
CCJ 2330	Probation and Parole.....	3 credits
CCJ 2281	Constitutional Rights of the Incarcerated.....	3 credits
CCJ 2440	Correctional Institution Admin. and Organ.....	3 credits
CJT 2311	Advanced Firearms Training.....	3 credits
CJD 2450	Basic Corrections Training.....	15 credits
CCJ 1933	Corrections - Video Seminars.....	6 credits

**CRIMINAL JUSTICE
(WITH LEGAL ASSISTANT TECHNOLOGY OPTION)**

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and ENC 1102	
Science/Math.....	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education.....	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2001, ECO 2013, ECO 2023, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

**CORE COURSES FOR MAJOR FIELD — CRIMINAL JUSTICE
OPTION (REQUIRED)**

* CCJ 2020	Introduction to Criminal Justice.....	3 credits
* CJT 2100	Criminal Investigation I.....	3 credits
* CJT 2110	Criminal Investigation II.....	3 credits
* CCJ 2220	Criminal Law.....	3 credits
* CCJ 2270	Criminal Procedure.....	3 credits
* CCJ 2250	Constitutional Law.....	3 credits

*These may be used as courses for major field in the Legal Assisting Option

**CORE COURSES FOR MAJOR FIELD — LEGAL ASSISTANT
TECHNOLOGY OPTION (REQUIRED)**

LEA 1011	Legal Research and Writing.....	3 credits
LEA 1201	Real Estate Law and Property.....	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, Trusts, and Probate Administration	3 credits

COURSES FOR MAJOR FIELD

(Select 26 credits for Criminal Justice Option)

(Select 20 credits for Legal Assisting Option)

SYG 2010	Social Problems.....	3 credits
CCJ 2230	Rules of Evidence.....	3 credits
CCJ 2940	Field Training.....	3 credits
CCJ 2200	Introduction to the Courts	3 credits
CCJ 2300	Introduction to Corrections.....	3 credits
SYG 2320	Deviant Behavior.....	3 credits
SYG 2323	Criminal and Delinquent Behavior.....	3 credits
CCJ 2410	Police Administration and Operations.....	3 credits
CCJ 2330	Probation and Parole	3 credits
CCJ 2440	Correctional Institution Admin. and Organ.....	3 credits
CCJ 2281	Constitutional Rights of the Incarcerated	3 credits
CJT 2311	Advanced Firearms Training	3 credits
CJD 2000	Basic Recruit Training.....	15 credits
CJD 1929	Criminal Justice Video Seminars.....	6 credits

CROP TECHNOLOGY AND PRODUCTION

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ECO 2013, ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

MAG 1220	Agricultural Mechanics Technology I.....	3 credits
MAG 1221	Agricultural Mechanics Technology II.....	3 credits
SOS 2102	Soils and Fertilizers.....	3 credits
AFB 2304	Agricultural Marketing, Processing and Management.....	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
PMA 2210	Insects and Diseases of Ornamental Plants	3 credits
ANS 1211	Farm and Ranch Management.....	3 credits

HOS 1010 Principles of Horticulture..... 3 credits

COURSES FOR MAJOR FIELD (Select 19 credits)

ORH 2861 Landscape Management..... 3 credits
 FRC 2211 Citrus Culture I..... 3 credits
 FRC 2220 Citrus Culture II..... 3 credits
 AGG 2941 Agricultural Employment Experience 4 credits
 AGR 1223 Forage Production and Use..... 3 credits
 PMA 2201 Citrus Insect and Disease..... 3 credits
 AGG 2940 Farm and Ranch Job Skills and
 Development 3 credits
 ORH 2510 Landscape Plant Materials 3 credits
 ORH 2892 Landscape Installation..... 3 credits
 ORH 2859 Landscape Maintenance 3 credits
 Agriculture Special..... various credits
 HOS 2057 Nursery Sales and Management 3 credits

**DENTAL ASSISTANT
 (SELECTIVE ADMISSION)**

REQUIRED PROGRAM:

English.....6 credits
 ENC 1101 and ENC 1102
 Science/Math6 credits
 Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB
 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE
 2001
 Physical Education2 credits
 PEM 1101 and Swimming
 Humanities — Social Science.....6 credits
 PSY 2012 and select from ANT 2410, EUH 1000, EUH 1001, ECO 2013,
 ECO 2023, GEA 2002, PHI 2100, POS 1041, POS 2112, HUM 1452, HUM
 1511, SYG 2000, SYG 2010, SYG 2420

CORE COURSES FOR MAJOR FIELD:

DEH 1820 Health Office Emergencies 3 credits
 DEA 1000 Introduction to Dental Assisting..... 1 credit
 DES 1200 Dental Radiology..... 2 credits
 DES 1200L Dental Radiology Lab..... 1 credit
 DES 1000C Dental Anatomy 3 credits
 DES 1100C Elements of Dental Materials..... 3 credits
 DEA 1820C Intraoral Auxiliary Procedures I..... 3 credits
 DEA 1800 Clinical Practice I..... 5 credits
 DEA 1120 Related Dental Theory I..... 2 credits
 DEA 1121 Related Dental Theory II..... 2 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 1850C Clinical Practice III..... 6 credits

DENTAL LABORATORY TECHNOLOGY (SELECTIVE ADMISSION)

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101, and select from ENC 1102 or ENC 2210	
Science	6 credits
CHM 1010, PHY 1020	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
POS 1041, SYG 2000	

CORE COURSES FOR MAJOR FIELD:

DTE 1001	Orientation and Terminology.....	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 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 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
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	

Physical Education2 credits
 PEM 1101 and Swimming

Humanities — Social Science.....6 credits
 PSY 2012 and select from ECO 2001, ECO 2013, ANT 2410, EUH 1000,
 EUH 1001, GEA 2002, HUM 1452, HUM 1511, PHI 1103, PHI 2100, POS
 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420

CORE COURSES FOR MAJOR FIELD (REQUIRED)

CHD 1220 Introduction to Child Development..... 3 credits
 EEC 1201 Principles of Early Childhood Curriculum 3 credits
 CHD 1332 Creative Experiences for the Young Child 3 credits
 EEC 1260 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
 SLS 1401 Personal and Career Development 3 credits
 HHD 2001 Creative Art and Design Techniques..... 3 credits

COURSES FOR MAJOR FIELD (Select 4 credits)

EDF 2005 Introduction to Education..... 3 credits
 SPC 1051 Speech Improvement 3 credits
 SPC 1022 or Fundamentals of Speech..... 3 credits
 REA 1105 College Reading I..... 3 credits
 PHI 1103 Critical and Creative Thinking..... 3 credits

**ELECTRONICS ENGINEERING TECHNOLOGY
 (WITH ELECTRONICS/OFFICE TECHNOLOGY AND ELECTRONICS/
 ASTRONOMY OPTIONS)**

REQUIRED PROGRAM:

English.....6 credits
 ENC 1101 and ENC 2210
 Science/Math6 credits
 MTB 1321 and MTB 1322
 Physical Education2 credits
 PEM 1101 and Swimming
 Humanities — Social Science.....6 credits
 ANT 2410, EUH 1000, EUH 1001, ECO 2001 or ECO 2013, GEA 2002, PSY
 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, HUM 1452, HUM 1511,
 SYG 2000, SYG 2010, SYG 2420

**COURSES FOR MAJOR FIELD - ELECTRONICS
 TECHNOLOGY OPTION**

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 2633C	Digital Circuits.....	4 credits
ETE 2416C	TV Circuit Analysis.....	4 credits
ETE 2400 or	FCC License Preparation.....	3 credits
ETE 2680	Microprocessors.....	4 credits
ETD 2614C	Electronic Drafting.....	4 credits
COP 1170	BASIC Programming I.....	3 credits
PHY 1002	Physics for Electronic Technology.....	3 credits

COURSES FOR MAJOR FIELD - ELECTRONICS/OFFICE TECHNOLOGY OPTION

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 2422C	Communication Circuits I.....	4 credits
ETE 2423C	Communication Circuits II.....	4 credits
ETE 2204C	Electronic Instruments.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2157	Central Transcription Systems.....	3 credits
COM 2100	Business Communications.....	3 credits
PHY 2936	Technical Applications in Business.....	3 credits
PHY 2002	Technical Physics I.....	4 credits

COURSES FOR MAJOR FIELD - ELECTRONICS/ASTRONOMY OPTION

AST 1015	Astronomy.....	3 credits
MAC 1253	Technical Calculus.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
COP 2110	FORTRAN Programming I.....	3 credits
PHY 2002	Technical Physics I.....	4 credits
PHY 2003	Technical Physics II.....	4 credits
PHY 2936	Technical Applications in Business.....	3 credits
ETE 2141C	Electronic Devices I.....	4 credits
ETE 2145C	Electronic Devices II.....	4 credits
ETE 2422C	Communication Circuits I.....	4 credits
ETE 2423C	Communication Circuits II.....	4 credits
ETE 2204C	Electronic Instruments.....	3 credits
ETE 2633C	Digital Circuits.....	4 credits
GRA 2930	Technical Photography.....	2 credits

FASHION MERCHANDISING

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ECO 2013, ECO 2023, ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

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
MKA 1491	Mid-Management Seminar in Fashion Merchandising I.....	4 credits
MKA 1492	Mid-Management Seminar in Fashion Merchandising II.....	4 credits
MAN 2300	Personnel Management.....	3 credits
CTE 1300C	Clothing Selection and Construction	3 credits
CTE 1401	Introduction to Textiles.....	3 credits
HHD 2001	Creative Art and Design Techniques.....	3 credits
MKA 2103	Principles of Merchandise Display	3 credits
MKA 2202	Retail Merchandising Functions	3 credits
SLS 1401	Personal and Career Development	3 credits

COURSES FOR MAJOR FIELD (Select 3 credits)

MKA 2493	Mid-Management Seminar in Fashion Merchandising III.....	4 credits
MKA 2494	Mid-Management Seminar in Fashion Merchandising IV	4 credits
ADV 2201	Advertising and Sales Promotion.....	3 credits
CTE 2340	Advanced Clothing Construction.....	4 credits
CTE 1743	Pattern Design	4 credits
SPC 1051 or	Speech Improvement	3 credits
SPC 1022	Fundamentals of Speech.....	3 credits

FIRE SCIENCE

PREVENTION - SUPPRESSION - INVESTIGATION - MANAGEMENT

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 2210, ENC 1001, ENC 1102, COM 1130	

Science	6 credits
CHM 1010 and PHY 1020	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science	6 credits
SYG 2010 and POS 2112	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

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 I.....	3 credits
FFP 2640	Fire Hydraulics.....	3 credits

COURSES FOR MAJOR FIELD (Select 23 credits)

FFP 1930	Fire Fighters — Video Seminar.....	3 credits
FFP 1008	Basic Fire Recruit Training	15 credits
FFP 2301	Building and Fire Codes II.....	3 credits
FFP 2310	Electrical Hazards for Fire Fighters.....	3 credits
FFP 2948	Work Experience and Internship.....	3 credits
FFP 1040	Introduction Marine Fire Protection	3 credits
EMS 1119C	Fundamentals of Emergency Care.....	7 credits
FFP 2240	Fire Investigation	3 credits
FFP 2100	Municipal Fire Administration	3 credits
FFP 2935	Fire Service Problems	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
PHI 2100	Introduction to Logic.....	3 credits
CJT 2100	Criminal Investigation I.....	3 credits
SYG 2000	Introduction to Sociology	3 credits
ECO 2013	Principles of Economics.....	3 credits
EDF 2005	Introduction to Education.....	3 credits

**GENERAL DRAFTING
(COMMERCIAL ART OPTION)**

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 2210, ENC 1001, ENC 1102, COM 1130	
Science	6 credits
PSC 1341 and PSC 1311	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2001, ECO 2013, ECO 2023, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

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

COURSES FOR MAJOR FIELD (Select 32 credits)

ETD 1121C	Civil Drafting I.....	3 credits
ETD 2123C	Civil Drafting II.....	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
ETD 2841C	Airbrush Rendering.....	3 credits
ETD 2831C	Perspective Drafting.....	3 credits
ETD 2125C	Topographical Drafting.....	3 credits
ETD 2711C	Machine Drafting I.....	3 credits
ETD 2712C	Machine Drafting II.....	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
ETD 2301C	Numerical Drafting.....	3 credits
ETM 1820	Engineering Materials.....	3 credits
EGN 1130C	Descriptive Geometry.....	3 credits
SUR 2100C	Elementary Surveying.....	3 credits
SUR 2200C	Advanced Surveying.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
COP 1171	BASIC Programming II.....	3 credits

COURSES FOR MAJOR FIELD - COMMERCIAL ART OPTION

ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II.....	3 credits
ART 1205C	Color and Design I.....	3 credits
ART 1206C	Color and Design II.....	3 credits
ART 2400C	Graphics.....	3 credits
* SES 2158	Reprographics.....	3 credits
* ADV 2201	Advertising and Sales Promotion.....	3 credits
* MKA 2103	Principles of Merchandise Display.....	3 credits
* MKA 1303	Mid-Management Seminar and Work Experience I.....	4 credits
	(Advertising Campaign)	

*Apply to Commercial Art Certificate only

HOME ECONOMICS

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
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 1101 and Swimming	
Humanities — Social Science.....	6 credits
Select from ECO 2001, ECO 2013, ANT 2410, EUH 1000, EUH 1001, GEA 2002, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, ECO 2023, HUM 1452, HUM 1511, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

CTE 1300	Clothing Selection and Construction	3 credits
HUN 1001	Principles of Nutrition	3 credits
CTE 1401	Introduction to Textiles.....	3 credits
CHD 1220	Introduction to Child Development.....	3 credits
HHD 2001	Creative Art and Design Techniques.....	3 credits
MKA 1491	Mid-Management Seminar in Fashion Merchandising I.....	4 credits
CTE 1743	Pattern Design.....	4 credits
EEC 1946	Seminar in Early Childhood Education I... 4 credits	
SLS 1401	Personal and Career Development	3 credits

COURSES FOR MAJOR FIELD (Select 14 credits)

HUN 1410	Basic Childhood Nutrition.....	3 credits
FSS 2202C	Food for the Family.....	4 credits
COA 1100	Consumer Finance	3 credits
CTE 2340	Advanced Clothing Construction.....	4 credits
EEC 1260	Program Designs for Young Children.....	3 credits
EEC 1201	Principles of Early Childhood Curriculum	3 credits
EDF 1031	Social Elements in Early Childhood Education.....	3 credits

INSTITUTIONAL FOOD SERVICE

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	

Humanities — Social Science.....6 credits
 Select from ECO 2001, ECO 2013, ANT 2410, EUH 1000, EUH 1001, GEA 2002, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, ECO 2023, HUM 1452, HUM 1511, SYG 2000, SYG 2010, SYG 2420

CORE COURSES FOR MAJOR FIELD (REQUIRED)

FSS 2284 Food Services Special..... 3 credits
 FSS 2303 Food Service Seminar and Supervised
 Work Experience..... 4 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 and Service..... 3 credits
 FSS 2300 Food Service Supervision and
 Management..... 3 credits
 HUN 1201 Nutrition..... 3 credits
 or
 HUN 1410 Basic Childhood Nutrition..... 3 credits
 or
 DIE 2201 Nutrition and Diet Therapy..... 3 credits
 FSS 2221 Food Preparation I..... 3 credits

COURSES FOR MAJOR FIELD (Select 16 credits)

FSS 2222 Food Preparation II..... 3 credits
 BUL 2111 Business Law I..... 3 credits
 GEB 1011 Introduction to Business..... 3 credits
 MAN 2300 Personnel Management..... 3 credits
 SLS 1401 Personal and Career Development..... 3 credits
 QMB 1001 Mathematics of Business..... 3 credits
 MAN 2000 Principles of Management..... 3 credits

MARINE LABORATORY TECHNOLOGY

REQUIRED PROGRAM:

English.....6 credits
 ENC 1001, ENC 2210
 Science/Math.....6 credits
 OCE 2001, OCB 2010C, MTB 1321, MAT 1024, MGF 1113, MAT 1033,
 MAC 1104, MAC 1114
 Physical Education.....2 credits
 PEM 1101, PEN 1136
 Humanities — Social Science.....6 credits
 Select from ANT 2410, EUH 1000, EUH 1001, ECO 2013, GEA 2002, PSY 2012, POS 1041, POS 2112, HUM 1452, HUM 1511, SYG 2000

CORE COURSES FOR MAJOR FIELD:

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 1137	Scuba II — Advanced.....	2 credits
OCB 2721	Fundamentals of Mariculture.....	3 credits
OMT 2220L	Marine Instrumentation and Data Processing.....	3 credits
OCG 1001	Marine Geology.....	3 credits
PHY 2053C	General Physics I.....	4 credits
PHY 2054C	General Physics II.....	4 credits
OCE 2001	Introduction to Oceanography.....	3 credits
OCB 2010C	Introduction to Marine Biology.....	4 credits
PHI 1103	Critical and Creative Thinking.....	3 credits

**MEDICAL LAB TECHNICIAN
(SELECTIVE ADMISSION)**

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and ENC 1102	
Science.....	8 credits
PCB 2703C and PCB 2704C	
Physical Education.....	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
SYG 2000 and PSY 2012	

CORE COURSES FOR MAJOR FIELD:

CHM 1010	Introduction to Chemistry.....	3 credits
CHM 1045C	General Chemistry I.....	4 credits
MAT 1033	Intermediate College Algebra.....	3 credits
MLS 1000C	Introduction to MLT.....	2 credits
MLS 1300C	Hematology.....	6 credits
MLS 1340C	Coagulation and Blood Banking.....	6 credits
MLS 1542C	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 2820	Clinical Practicum I.....	5 credits
MLS 2821	Clinical Practicum II.....	5 credits

**MID-MANAGEMENT IN BUSINESS AND
INDUSTRY**

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	

Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science	6 credits
ECO 2001 and ECO 2013	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

GEB 1011	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business	3 credits
BUL 2111	Business Law I	3 credits
MAN 2000	Principles of Management	3 credits
MAN 2300	Personnel Management.....	3 credits
MAR 2011	Principles of Marketing	3 credits
ACG 2001	Principles of Accounting I.....	3 credits
MAN 2100	Human Relations in Business	3 credits

COURSES FOR MAJOR FIELD (Select 17 credits)

MKA 1303	Mid-Management Seminar I.....	4 credits
MKA 1313	Mid-Management Seminar II.....	4 credits
BUL 2112	Business Law II	3 credits
ECO 2023	Principles of Economics II	3 credits
ACG 2011	Principles of Accounting II.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
REA 1120	Reading for Business People.....	3 credits
ADV 2201	Advertising & Sales Promotion	3 credits
MAR 2101	Salesmanship.....	3 credits
MAR 2011	Principles of Marketing	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 2321	Business Machines.....	3 credits
MKA 1303	Management Seminar I.....	4 credits
MKA 1313	Management Seminar II	4 credits

MID-MANAGEMENT IN HOTEL-MOTEL MANAGEMENT

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	

Humanities — Social Science.....6 credits
 ECO 2001 and select from ECO 2013, ECO 2023, ANT 2410, EUH 1000,
 EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI
 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420

CORE COURSES FOR MAJOR FIELD (REQUIRED)

QMB 1001 Mathematics of Business 3 credits
 ACG 2001 Principles of Accounting I..... 3 credits
 MKA 1303 Mid-Management Seminar I..... 4 credits
 MKA 1313 Mid-Management Seminar II..... 4 credits
 MAN 2000 Principles of Management 3 credits
 HFT 2010 Introduction to Hotel-Motel Admin.
 Manag. 3 credits
 HFT 2411 Front Office Procedures..... 3 credits
 FSS 2300 Food Service Supervision and
 Management 3 credits

COURSES FOR MAJOR FIELD (Select 18 credits)

GEB 1011 Introduction to Business..... 3 credits
 APA 1211 Office Accounting..... 3 credits
 MKA 2323 Mid-Management Seminar III..... 4 credits
 MKA 2333 Mid-Management Seminar IV 4 credits
 HFT 2300 Hotel-Motel Housekeeping 3 credits
 ADV 2201 Advertising and Sales Promotion..... 3 credits
 FSS 2263 Food Merchandising and Service..... 3 credits
 FSS 2221 Food Preparation I..... 3 credits
 MAR 2011 Principles of Marketing 3 credits
 MAN 2100 Human Relations in Business 3 credits
 COC 1300 Introduction to Data Processing..... 3 credits
 SES 2321 Business Machines..... 3 credits
 MAN 2300 Personnel Management..... 3 credits

MID-MANAGEMENT IN MARKETING & RETAILING

REQUIRED PROGRAM:

English.....6 credits
 ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210
 Science/Math6 credits
 Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB
 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE
 2001
 Physical Education2 credits
 PEM 1101 and Swimming
 Humanities — Social Science6 credits
 ECO 2001 and select from ECO 2013, ECO 2023, ANT 2410, EUH 1000,
 EUH 1001, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 1103, PHI
 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420

CORE COURSES FOR MAJOR FIELD (REQUIRED)

GEB 1011	Introduction to Business.....	3	credits
QMB 1001	Mathematics of Business	3	credits
BUL 2111	Business Law I.....	3	credits
MAR 2151	Principles of Retailing.....	3	credits
MAR 2101	Salesmanship.....	3	credits
MAN 2000	Principles of Management	3	credits
MAR 2011	Principles of Marketing	3	credits
ADV 2201	Advertising and Sales Promotion.....	3	credits
MKA 1303	Mid-Management Seminar I.....	4	credits
MAN 2300	Personnel Management.....	3	credits

COURSES FOR MAJOR FIELD (Select 13 credits)

SLS 1401	Personal and Career Development	3	credits
APA 1211	Office Accounting.....	3	credits
MKA 2103	Principles of Merchandise Display	3	credits
MAN 2100	Human Relations in Business	3	credits
BUL 2112	Business Law II.....	3	credits
MKA 2202	Retail Merchandising Functions	3	credits
MKA 1313	Mid-Management Seminar II.....	4	credits
MKA 2323	Mid-Management Seminar III.....	4	credits
MKA 2333	Mid-Management Seminar IV	4	credits

NURSING**(SELECTIVE ADMISSION)****REQUIRED PROGRAM:**

English.....	6	credits
ENC 1101 and ENC 1102		
Science	8	credits
PCB 2703C and PCB 2704C		
Physical Education	2	credits
PEM 1101 and Swimming		
Humanities — Social Science.....	6	credits
PSY 2012 and SYG 2000		

CORE COURSES FOR MAJOR FIELD (REQUIRED)

NUR 1021C	Nursing Fundamentals	8	credits
NUR 1200C	Medical Surgical Nursing I.....	5	credits
NUR 1201C	Medical Surgical Nursing II.....	5	credits
NUR 2220C	Medical Surgical Nursing Practicum	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 2010C	Microbiology	4	credits
EDF 2110	Human Development	3	credits

SELECTIVE ADMISSION - See page 22 and 81 for further information

Recommended courses for application to the Nursing Program:

ENC 1101	Communications I.....	3 credits
PSY 2012	Introduction to Psychology.....	3 credits
PEM 1101	Fitness through Physical Activity.....	1 credit
APB 1150 or	Fundamentals of Biology I.....	3 credits
BSC 1010C	General Biology I.....	4 credits
MGF 1113 or	Foundations of Mathematics.....	3 credits
higher		

OCEANOGRAPHIC TECHNOLOGY

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101, ENC 2210	
Science/Math.....	6 credits
OCE 2001 and OCB 2010C	
Physical Education.....	2 credits
PEM 1101, PEN 1136	
Humanities — Social Science.....	6 credits
Select from ANT 2410, EUH 1000, EUH 1001, ECO 2001, ECO 2013, GEA 2002, SYG 2000, HUM 1452, HUM 1511, POS 1041, POS 2112, PSY 2012	

CORE COURSES FOR MAJOR FIELD

MTB 1002	Industrial Mathematics.....	3 credits
PEN 1137	Scuba II - Advanced.....	2 credits
OMT 2220	Marine Instrumentation and Data Processing.....	3 credits
OMT 1500	Marine Electricity.....	3 credits
OMT 1500L	Marine Electricity Lab.....	1 credit
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
or		
MTR 1100	Combination Welding I.....	3 credits
&		
MTR 1101	Combination Welding II.....	3 credits
OCB 2721	Fundamentals of Mariculture.....	3 credits
Optional Course Work.....	various credits	

**PARAMEDIC
(SELECTIVE ADMISSION)**

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101, and select from ENC 1102 or ENC 2210	
Science.....	8 credits
PCB 2703C and PCB 2704C	

Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science	6 credits
PSY 2012 and SYG 2000	

CORE COURSES FOR MAJOR FIELD:

EMS 1119C	Fundamentals of Emergency Care	7 credits
EMS 2234	Medical and Traumatic Emergencies	6 credits
EMS 2234L	Clinical and Extrication	5 credits
EMS 2235	Advanced Life Support Emergencies	6 credits
EMS 2235L	Clinical and Field Experience	5 credits
MAT 1024 or	Pre-Algebra	3 credits
MTB 1321	Technical Mathematics I	3 credits
PHY 1020 or	Physics for Non-Science Majors	3 credits
PHY 2053C	General Physics I	4 credits
SYG 2010	Social Problems	3 credits
HUS 1506	Introduction to Drugs of Abuse	3 credits

**RADIOLOGIC TECHNOLOGY
(SELECTIVE ADMISSION)**

REQUIRED PROGRAM:

English	6 credits
ENC 1101 and ENC 1102 or ENC 2210	
Science	8 credits
PCB 2703C and PCB 2704C	
Humanities — Social Science	6 credits
SYG 2000 and PSY 2012	
Physical Education	2 credits
PEM 1101 and Swimming	

CORE COURSES FOR MAJOR FIELD:

RTE 1001	Radiologic Terminology	1 credit
RTE 1111	Radiological Patient Care and Ethics	1 credit
RTE 1308	Radiation Protection	1 credit
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	2 credits

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	Pre-Algebra.....	3 credits

REAL ESTATE

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math	6 credits
Select from Biology or Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from EUH 1000, EUH 1001, ECO 2013, ECO 2023, GEA 2002, HUM 1452, HUM 1511, PSY 2012, PHI 2100, SYG 2000, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

QMB 1001	Mathematics of Business	3 credits
REE 1000	Real Estate Principles and Practices I.....	4 credits
REE 1200	Real Estate Financing.....	3 credits
REE 1101	Real Estate Appraising.....	3 credits

COURSES FOR MAJOR FIELD (Select 31 credits)

GEB 1011	Introduction to Business.....	3 credits
APA 1211	Office Accounting.....	3 credits
or		
ACG 2001	Principles of Accounting I.....	3 credits
REE 2041	Real Estate Principles and Practices II.....	3 credits
REE 2090	Real Estate Post Licensing.....	1 credit
BUL 2111	Business Law I.....	3 credits
MAN 2300	Personnel Management.....	3 credits
or		
MAN 2000	Principles of Management	3 credits
ADV 2201	Principles of Advertising	3 credits
MAN 2100	Human Relations in Business	3 credits
Optional Business Course Work.....		3 credits

SECRETARIAL SCIENCE

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and COM 1130	
Science/Math	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
ECO 2001 and select from ANT 2410, EUH 1000, EUH 1001, GEA 2002, PSY 2012, PHI 1103, PHI 2100, POS 1041, POS 2112, ECO 2013, ECO 2023, HUM 1452, HUM 1511, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

* SES 1110	Intermediate Typewriting.....	3 credits
* SES 1120	Advanced Typewriting	3 credits
** SES 1211	Intermediate Shorthand	3 credits
** SES 2212	Advanced Shorthand	3 credits
SES 2401	Office Practice.....	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2490	Secretarial Seminar and Supervised Work Experience.....	4 credits
SES 2171	Machine Transcription I.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 1160	Word Processing I.....	3 credits

COURSES FOR MAJOR FIELD (Select 10 credits):

* SES 1100	Elementary Typewriting.....	3 credits
** SES 1210	Introductory Shorthand.....	3 credits
QMB 1001	Mathematics of Business	3 credits
GEB 1011	Introduction to Business.....	3 credits
SES 1161	Word Processing II.....	3 credits
SES 2172	Machine Transcription II.....	3 credits
SES 2162	Central Transcription Systems	3 credits
MAN 1133	Leadership Development	3 credits
SES 2389	CPS Review and Supervised Work Experience Seminar.....	4 credits
SES 1221	Machine Shorthand I.....	3 credits
SES 2222	Machine Shorthand II.....	3 credits
SLS 1401	Personal and Career Development	3 credits

*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.

**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.

TEACHER AIDE

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and select from ENC 1001, ENC 1102, COM 1130, ENC 2210	
Science/Math.....	6 credits
Select from Biology, Chemistry, Geology, Physics, Physical Science, MTB 1321, MAT 1024, MGF 1113, MAT 1033, MAC 1104, MAC 1114, or OCE 2001	
Physical Education.....	2 credits
PEM 1101 and Swimming	
Humanities — Social Science.....	6 credits
PSY 2012 and select from ECO 2001, ECO 2013, ECO 2023, ANT 2410, EUH 1000, EUH 1001, GEA 2002, HUM 1452, HUM 1511, PHI 1103, PHI 2100, POS 1041, POS 2112, SYG 2000, SYG 2010, SYG 2420	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

CHD 1220	Introduction to Child Development.....	3 credits
SES 1100	Elementary Typewriting.....	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
CHD 1332	Creative Experiences for the Young Child	3 credits
HHD 2001	Creative Art and Design Techniques.....	3 credits
SLS 1401	Personal and Career Development.....	3 credits
EDF 1031	— Social Elements in Early Childhood Education.....	3 credits
EEC 1260	— Program Designs for Young Children.....	3 credits

COURSES FOR MAJOR FIELD (Select 4 credits)

EDF 2005	Introduction to Education.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
FSS 2202C	Food for the Family.....	3 credits

TECHNICAL CERTIFICATE

The Technical Certificate is awarded to a student who has completed 30 college credit hours of a two-year A.S. degree program with a cumulative GPA of 2.0 or higher. It is designed to prepare the student to obtain employment as a skilled/para-professional worker after one year of full-time study. The student then completes the remaining requirements for the Associate in Science degree program while gainfully employed.

The Technical Certificate can be earned in the following technical specialties:

- | | |
|----------------------------------|----------------------------|
| Accounting | Drafting—Civil |
| Agri-Business Management | Drafting—General |
| Agricultural Mechanics | Fashion Merchandising |
| Animal Science | Home Economics |
| Child Care Services | Institutional Food Service |
| Citrus Technology and Production | Insurance |
| Clerical Typist | Interior Design |
| Clothing and Textiles | Real Estate |
| Commercial Art | Secretarial Science |
| Computer Science | Teacher Aide |
| Crop Technology and Production | Word Processing |
| Drafting—Architectural | |

CERTIFICATE IN ACCOUNTING

A minimum of 30 credits should be selected from the following courses. Total required credits for a certificate—30 hours.

ACG 2001	Principles of Accounting I—Financial.....	3 credits
ACG 2011	Principles of Accounting II—Managerial....	3 credits
ACG 2360	Cost Accounting.....	3 credits
TAX 2000	Tax Accounting	3 credits
ACG 2071	Managerial Accounting	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II	3 credits
COP 1170	BASIC Programming I.....	3 credits
COP 1171	BASIC Programming II.....	3 credits
BUL 2111	Business Law I.....	3 credits
ECO 2013	Principles of Economics I— Macroeconomics	3 credits
ENC 2210	Technical Communications.....	3 credits

CERTIFICATE IN AGRI-BUSINESS MANAGEMENT

A minimum of 30 credits should be selected from the following courses. Total required credits for a certificate—30 hours.

MAG 1220	Agricultural Mechanics Technology I.....	3 credits
MAG 1221	Agricultural Mechanics Technology II.....	3 credits
HOS 1010	Principles of Horticulture.....	3 credits

AFB 2304	Agricultural Marketing, Processing & Management	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
AGG 2940	Farm and Ranch Job Skills and Development	3 credits
ANS 1211	Farm and Ranch Management	3 credits
AEB 1181	Economic Crop Production	3 credits
FRC 2211	Citrus Culture I	3 credits
ORH 2861	Landscape Management	3 credits
ORH 2260	Greenhouse Management	3 credits

CERTIFICATE IN AGRICULTURAL MECHANICS

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

MAG 1220	Agricultural Mechanics Technology I	3 credits
MAG 1221	Agricultural Mechanics Technology II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AFB 2304	Agricultural Marketing, Processing & Management	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
AGG 2940	Farm and Ranch Job Skills and Development	3 credits
ANS 1211	Farm and Ranch Management	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

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

MAG 1220	Agricultural Mechanics Technology I	3 credits
MAG 1221	Agricultural Mechanics Technology II	3 credits
HOS 1010	Principles of Horticulture	3 credits
AFB 2304	Agricultural Marketing, Processing & Management	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
AGG 2940	Farm and Ranch Job Skills and Development	3 credits
ANS 1211	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 1253	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

A minimum of 30 credits should be selected from the following courses.
Total required credits for certificate—30 hours.

CHD 1220	Introduction to Child Development.....	3 credits
EEC 1201	Principles of Early Childhood Curriculum.....	3 credits
CHD 1332C	Creative Experiences for the Young Child.....	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
HUN 1410	Basic Childhood Nutrition.....	3 credits
EEC 2946	Seminar in Early Childhood Education III	4 credits
EEC 2946	Seminar in Early Childhood Education IV	4 credits
SLS 1401	Personal and Career Development.....	3 credits

CERTIFICATE IN CITRUS TECHNOLOGY AND PRODUCTION

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

MAG 1220	Agricultural Mechanics Technology I.....	3 credits
MAG 1221	Agricultural Mechanics Technology II.....	3 credits
HOS 1010	Principles of Horticulture.....	3 credits
AFB 2304	Agricultural Marketing, Processing & Management.....	4 credits
AEB 2104	Principles of Agricultural Economics	3 credits
AGG 2940	Farm and Ranch Job Skills and Development.....	3 credits
ANS 1211	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 Insect and Disease.....	3 credits
ORH 2861	Landscape Management.....	3 credits

CERTIFICATE IN CLERICAL TYPIST

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

COM 1130	Secretarial Communications.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting	3 credits
QMB 1001	Mathematics of Business	3 credits
SES 2171	Machine Transcription I.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits

APA 1211	Office Accounting.....	3 credits
SES 2401	Office Practice.....	3 credits
SES 1160	Word Processing I.....	3 credits

CERTIFICATE IN CLOTHING AND TEXTILES

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

CTE 1300C	Clothing Selection and Construction	3 credits
CTE 1743	Pattern Design	4 credits
CTE 1401	Introduction to Textiles.....	3 credits
COA 1100	Consumer Finance	3 credits
CTE 2340	Advanced Clothing Construction.....	3 credits
HHD 2001	Creative Art and Design Techniques.....	3 credits
MKA 1491	Mid-Management Seminar in Fashion Merchandising I.....	4 credits
MKA 1492	Mid-Management Seminar in Fashion Merchandising II.....	4 credits
MKA 2493	Mid-Management Seminar in Fashion Merchandising III.....	4 credits
MKA 2494	Mid-Management Seminar in Fashion Merchandising IV	4 credits

CERTIFICATE IN COMMERCIAL ART*

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

ETD 1515C	Charts and Graphs.....	2 credits
ETD 2821C	Pictorial Drafting	3 credits
ETD 2801C	Illustrations.....	3 credits
ETD 2841C	Airbrush Rendering	3 credits
ETD 2831C	Perspective Drafting.....	3 credits
ART 1300C	Drawing I.....	3 credits
ART 1301C	Drawing II.....	3 credits
ART 1205C	Color and Design I.....	3 credits
ART 1206C	Color and Design II.....	3 credits
ART 2400C	Graphics	3 credits
MKA 1303	Mid-Management Seminar and Supervised Work Experience I (Advertising).....	4 credits
SES 2158	Reprographics.....	3 credits
ADV 2201	Advertising and Sales Promotion.....	3 credits
MKA 2103	Principles of Merchandise Display	3 credits

*General Drafting Degree Program option

CERTIFICATE IN COMPUTER SCIENCE

A minimum of 30 credits should be selected from the following courses.
Total required for a certificate—30 hours.

COC 1300	Introduction to Data Processing.....	3 credits
COP 1170	BASIC Programming I.....	3 credits

COP 1171	BASIC Programming II.....	3 credits
COP 2120	COBOL Programming I.....	3 credits
COP 2121	COBOL Programming II.....	3 credits
COP 2110	FORTRAN Programming I.....	3 credits
COP 2111	FORTRAN Programming II.....	3 credits
CAP 2030	Computer Systems Design.....	3 credits
ACG 2001	Principles of Accounting I—Financial.....	3 credits
ACG 2011	Principles of Accounting II—Managerial....	3 credits
SES 1140	Keyboarding for Information Processing....	3 credits
GEB 1011	Introduction to Business.....	3 credits
ENC 2210	Technical Communications.....	3 credits
MAT 1033	Intermediate College Algebra.....	3 credits

CERTIFICATE IN CROP TECHNOLOGY & PRODUCTION

A minimum of 30 credits should be selected from the following courses.
 Total required credits for a certificate—30 hours.

MAG 1220	Agricultural Mechanics Technology I.....	3 credits
MAG 1221	Agricultural Mechanics Technology II.....	3 credits
SOS. 2102	Soils and Fertilizers.....	3 credits
HOS 1010	Principles of Horticulture.....	3 credits
ORH 2861	Landscape Management.....	3 credits
PRC 2211	Citrus Culture I.....	3 credits
AFB 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 ARCHITECTURAL DRAFTING

A minimum of 30 credits should be selected from the following courses.
 Total required credits for a certificate—30 hours.

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II.....	3 credits
MTB 1321	Technical Mathematics I.....	3 credits
MTB 1322	Technical Mathematics II.....	3 credits
BCN 1250C	Architectural Drafting Principles.....	3 credits
BCN 2251C	Architectural Drafting—Residential.....	3 credits
BCN 2253C	Architectural Drafting—Commercial.....	3 credits
BCN 1210	Materials of Construction.....	3 credits

ETD 2831	Perspective Drafting.....	3 credits
ART 1300C	Drawing I.....	3 credits
ART 1205C	Color and Design I.....	3 credits
ETD 1121C	Civil Drafting I.....	3 credits

CERTIFICATE IN CIVIL DRAFTING

A minimum of 30 credits should be selected from the following courses.
 Total required credits for a certificate—30 hours.

ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II.....	3 credits
MTB 1321	Technical Mathematics I.....	3 credits
MTB 1322	Technical Mathematics II.....	3 credits
ETD 1121C	Civil Drafting I.....	3 credits
ETD 2123C	Civil Drafting II.....	3 credits
ETD 2125C	Topographical Drafting.....	3 credits
SUR 2100C	Elementary Surveying.....	3 credits
COP 1170	BASIC Programming I.....	3 credits
ETD 1515C	Charts and Graphs.....	2 credits
EGN 1130C	Descriptive Geometry.....	3 credits

CERTIFICATE IN GENERAL DRAFTING

A minimum of 30 credits should be selected from the following courses.
 Total required credits for a certificate—30 hours.

MTB 1321	Technical Mathematics I.....	3 credits
MTB 1322	Technical Mathematics II.....	3 credits
EGN 1120C	Engineering Graphics.....	3 credits
EGN 1130C	Descriptive Geometry.....	3 credits
ETD 1111C	Technical Drafting I.....	3 credits
ETD 1112C	Technical Drafting II.....	3 credits
ETD 1121C	Civil Drafting I.....	3 credits
ETD 1515C	Charts and Graphs.....	2 credits
ETD 1516C	Intersections and Developments.....	2 credits
BCN 1210	Materials of Construction.....	3 credits
BCN 2251C	Architectural Drafting.....	3 credits
ETD 2821C	Pictorial Drafting.....	3 credits
ETD 2801C	Illustrations.....	3 credits
ETD 2614C	Electronic Drafting.....	4 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

CERTIFICATE IN FASHION MERCHANDISING

A minimum of 30 credits should be selected from the following courses.
 Total required credits for a certificate—30 hours.

QMB 1001	Mathematics of Business.....	3 credits
MKA 1491	Mid-Management Seminar in Fashion Merchandising I.....	4 credits

MKA 1492	Mid-Management Seminar in Fashion Merchandising II.....	4 credits
CTE 1300C	Clothing Selection and Construction	3 credits
CTE 1401	Introduction to Textiles.....	3 credits
HHD 2001	Creative Art and Design Techniques.....	3 credits
MKA 2103	Principles of Merchandise Display	3 credits
MKA 2202	Retail Merchandising Functions	3 credits
GEB 1011	Introduction to Business.....	3 credits
MAR 2151	Principles of Retailing.....	3 credits
MAR 2101	Salesmanship.....	3 credits
SLS 1401	Personal & Career Development.....	3 credits

CERTIFICATE IN HOME ECONOMICS

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

CTE 1300C	Clothing Selection and Construction	3 credits
CTE 1743	Pattern Design	4 credits
HUN 1001	Principles of Nutrition	3 credits
or HUN 1410	Basic Childhood Nutrition.....	3 credits
CTE 1401	Introduction to Textiles.....	3 credits
EEC 1201	Principles of Early Childhood Curriculum	3 credits
COA 1100	Consumer Finance	3 credits
FSS 2202C	Food for the Family.....	4 credits
HHD 2001	Creative Art and Design Techniques.....	3 credits
EEC 1946	Seminar in Early Childhood Education I... ..	4 credits
SLS 1401	Personal & Career Development.....	3 credits

CERTIFICATE IN INSTITUTIONAL FOOD SERVICE

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

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 and Service.....	3 credits
FSS 2284	Food Services Special.....	3 credits
FSS 2300	Food Service Supervision and Management	3 credits
FSS 2303	Food Service Seminar and Supervised Work Experience.....	4 credits
HUN 1410	Basic Childhood Nutrition.....	3 credits
DIE 2201	Nutrition and Diet Therapy.....	3 credits
QMB 1001	Mathematics of Business	3 credits
APA 1211	Office Accounting.....	3 credits
HES 2000	Personal and Community Health.....	3 credits

CERTIFICATE IN INSURANCE

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

RMI 2100	Individual Life and Health Insurance.....	3 credits
RMI 2430	Life Insurance Law and Company Operations.....	3 credits
RMI 2130	Group Insurance and Social Insurance	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	Introduction to Economics	3 credits
RMI 2140	Business Insurance.....	3 credits
RMI 2800	Estate Planning and Taxation.....	3 credits

CERTIFICATE IN INTERIOR DESIGN*

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

CTE 1401	Introduction to Textiles.....	3 credits
SLS 1401	Personal and Career Development	3 credits
HHD 2001	Creative Art & Design Techniques.....	3 credits
BCN 1250C	Architectural Drafting Principles.....	3 credits
BCN 2251C	Architectural Drafting—Residential.....	3 credits
ETD 2831C	Perspective Drafting.....	3 credits
ARH 2051	History of Art.....	3 credits
ART 1300C	Drawing I.....	3 credits
ART 1205C	Color and Design I.....	3 credits
MKA 1303	Mid-Management Seminar and Supervised Work Experience I.....	4 credits

*Home Economics Degree Program option

CERTIFICATE IN REAL ESTATE

A minimum of 30 credits should be selected from the following courses.
Total required credits for a certificate—30 hours.

GEB 1011	Introduction to Business.....	3 credits
QMB 1001	Mathematics of Business	3 credits
APA 1211	Office Accounting.....	3 credits
REE 1000	Real Estate Principles and Practices I.....	3 credits
REE 1200	Real Estate Financing.....	3 credits
REE 2041	Real Estate Principles and Practices II.....	3 credits
REE 1100	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 in Real Estate I.....	4 credits
REE 2930	Mid-Management Seminar in Real Estate II.....	4 credits

CERTIFICATE IN SECRETARIAL SCIENCE

A minimum of 30 credits should be selected from the following courses. Total required credits for a certificate—30 hours.

COM 1130	Secretarial Communications.....	3 credits
QMB 1001	Mathematics of Business	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 1211	Intermediate Shorthand	3 credits
** SES 2212	Advanced Shorthand	3 credits
SES 2401	Office Practice	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2171	Machine Transcription I.....	3 credits
(Select 3 credits)		
SES 1160	Word Processing I.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits

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

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

CERTIFICATE IN TEACHER AIDE

A minimum of 30 credits should be selected from the following courses. Total required credits for a certificate—30 hours.

ENC 1001	Fundamentals of Writing.....	3 credits
SES 1100	Elementary Typewriting.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
SES 1120	Advanced Typewriting	3 credits
HES 2400	First Aid and Safety (co-educational).....	3 credits
EEC 1946	Seminar in Early Childhood Education I...	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

CERTIFICATE IN WORD PROCESSING

A minimum of 30 credits should be selected from the following courses. Total required credits for a certificate—30 hours.

COM 1130	Secretarial Communications.....	3 credits
QMB 1001	Mathematics of Business	3 credits
SES 2171	Machine Transcription I.....	3 credits

* SES 1110	Intermediate Typewriting.....	3 credits	
* SES 1120	Advanced Typewriting	3 credits	3 credits
SES 1160	Word Processing I.....	3 credits	3 credits
SES 1161	Word Processing II.....	3 credits	3 credits
SES 2162	Central Transcription Systems	3 credits	3 credits
APA 1211	Office Accounting.....	3 credits	
SES 2401	Office Practice.....	3 credits	3 credits
SES 2158	Reprographics.....	3 credits	3 credits

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

For requirements, sequence of courses, the 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, Science, Humanities, Math, and Social Science (with no more than 6 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, Office Accounting, Personnel Management, and Metallurgy.
- c. 30 hours of Vocational Service Management.
- d. 3 hours of Reading is required only for students scoring between 0-16 on the ACT test.
- e. The student is responsible to meet the Communication and Computation Skills Requirement and to successfully complete the College Level Academic Skills Test if he intends to transfer to a University. Consult Guidance. See page 27.

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

Air Conditioning, Refrigeration & Service Management	Industrial Service Management
Auto Body and Fender Repair	Legal Secretary
Service Management	Licensed Practical Nurse
Auto Technology	Medical Records
Cosmetology (1260-hour program)	Transcriptionist
Executive Secretary	Medical Secretary
	Office Administration
	Welding

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 21 hours of General Education, including 3 hours of mathematics, 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. Take the required exit examination upon graduation only if transfer to a university is intended.
3. Achieve a cumulative 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 pages 8-11 for deadline dates.)
5. Participate in all phases of graduation exercise if graduating Spring Semester. (Those graduating in absentia will not receive the diploma.) Graduates from other semesters are welcome to take part in the Spring commencement ceremony.
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, and special information on the Cosmetology and Practical Nurse program.

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 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:

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

Business, Technical or Industrial.....	12 credits
MTR 1100 Combination Welding I.....	3 credits
MTB 1002 Industrial Math	3 credits

ETI 1948	Industrial Seminar and Supervised Work ..	4 credits
	Math	3 credits

CORE COURSES FOR MAJOR FIELD (REQUIRED)

Recommended 1st Term

* ACT 1000	Basic Refrigeration	3 credits
* ACT 1100	Basic Electricity I.....	3 credits
ACT 1101	Applied Electricity I	3 credits

Recommended 2nd Term

ACT 1520	Components of Refrigeration.....	3 credits
ACT 1300	Basic Electricity II.....	3 credits
ACT 1102	Applied Electricity II	3 credits

COURSES FOR MAJOR FIELD (Select 12 credits)

ACT 2721	Automotive Air Conditioning.....	3 credits
ACT 2060	Heating and Cooling Load Calculation	3 credits
ACT 2420	Duct Systems (Air Conditioning and Heating)	3 credits
ACT 2600	Heat	3 credits
ACT 2091	Air Conditioning and Heating Service Management	3 credits
ACT 2931	Air Conditioning — Special	various credits
ACT 2932	Air Conditioning — Special	various credits
ACT 2933	Air Conditioning — Special	various credits
ACT 2934	Air Conditioning — Special	various credits

*Must be enrolled concurrently

AUTO BODY AND FENDER REPAIR SERVICE MANAGEMENT

REQUIRED PROGRAM:

General Education Requirements.....18 credits
MTB 1002 and select from: English, Reading, Speech, Social Studies and Science (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 125 for further information)

COURSES FOR MAJOR FIELD:

AER 1261	Basic Auto Body Repair and Service Management I.....	5 credits
AER 1262	Basic Auto Body Repair and Service Management II.....	5 credits
AER 1263	Intermediate Auto Body Repair and Service Management I.....	5 credits
AER 1264	Intermediate Auto Body Repair and Service Management II.....	5 credits

AER 2266	Advanced Auto Body Repair and Service Management I.....	5 credits
AER 2265	Advanced Auto Body Repair and Service Management II.....	5 credits
AER 2901	Auto Body Special.....	various credits
AER 2902	Auto Body Special.....	various credits
AER 2903	Auto Body Special.....	various credits
AER 2904	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 Ac-
 counting, Personnel Management, Graphics, Mid-Management Seminar
 or other electives designed to support and expand elective program.

(See page 125 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
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 2931	Auto Mechanics Special	various credits
AER 2932	Auto Mechanics Special	various credits
AER 2933	Auto Mechanics Special	various credits
AER 2934	Auto Mechanics Special	various credits
ACT 2721	Automotive Air Conditioning.....	3 credits
AER 1150	Exhaust Emission Control Systems.....	3 credits
AER 1701	Introduction to Diesel Engines.....	3 credits
AER 1771C	Diesel Mechanics I.....	4 credits
AER 1772C	Diesel Mechanics II.....	4 credits
AER 2773C	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 of Business, Office
 Accounting, Personnel Management, Graphics, Mid-Management Seminar
 or other electives designed to support and expand elective program.

(See page 125 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 REA 1120
- English.....6 credits
 ENC 1101 and COM 1130
- Social Science6 credits
 SYG 2000 or ECO 2001 and 1 Social Science Elective

CORE COURSES FOR MAJOR FIELD (REQUIRED)

- | | | |
|-------------|--|-----------|
| QMB 1001 | Mathematics of Business | 3 credits |
| * SES 1211 | Intermediate Shorthand | 3 credits |
| * SES 2212 | Advanced Shorthand | 3 credits |
| ** SES 1110 | Intermediate Typewriting..... | 3 credits |
| ** SES 1120 | Advanced Typewriting | 3 credits |
| SES 2401 | Office Practice..... | 3 credits |
| APA 1211 | Office Accounting..... | 3 credits |
| SES 2490 | Secretarial Seminar and Supervised
Work Experience..... | 4 credits |
| SES 2171 | Machine Transcription I..... | 3 credits |
| SES 1160 | Word Processing I..... | 3 credits |
| GEB 1011 | Introduction to Business..... | 3 credits |

COURSES FOR MAJOR FIELD (Select 11 credits)

- | | | |
|-------------|------------------------------------|-----------|
| * SES 1210 | Introductory Shorthand..... | 3 credits |
| ** SES 1100 | Elementary Typewriting..... | 3 credits |
| SES 2158 | Reprographics..... | 3 credits |
| SES 2321 | Business Machines..... | 3 credits |
| SES 2172 | Machine Transcription II..... | 3 credits |
| SES 1161 | Word Processing II..... | 3 credits |
| SES 2162 | Central Transcription Systems..... | 3 credits |

MAN 1133	Leadership Development	3 credits
MAN 2000	Principles of Management	3 credits
SES 1221	Machine Shorthand I.....	3 credits
SES 2222	Machine Shorthand II.....	3 credits
BUL 2111	Business Law I.....	3 credits
SPC 1051	Speech Improvement.....	3 credits
SES 2389	CPS Review and Supervised Work Experience Seminar.....	4 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 1171C Basic Occupational Drafting.....	3 credits
MTB 1002 Industrial Mathematics.....	3 credits
ETI 1948 Industrial Seminar and Supervised Work Experience.....	4 credits

COURSES FOR MAJOR FIELD (Select 33 credits)

ACT 1000	Basic Refrigeration	3 credits
ACT 1100	Basic Electricity I.....	3 credits
AER 1261	Basic Auto Body Repair & Service Management I.....	5 credits
AER 1262	Basic Auto Body Repair & Service Management II.....	5 credits
AER 1000	Introduction to Auto Mechanics.....	3 credits
AER 1001	Automotive Service and Minor Repair.....	3 credits
BCT 1421	Brick and Block Construction I.....	3 credits
BCT 1422	Brick and Block Construction II.....	3 credits
AER 1600	Introduction to Motorcycle Repair.....	3 credits
AER 1610	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 1101 and COM 1130	
Reading.....	6 credits
REA 1105 and REA 1106 or REA 1120	
Social Science	6 credits
SYG 2000 or ECO 2001 and 1 Social Science Elective	

CORE COURSES FOR MAJOR FIELD (REQUIRED)

* SES 1211	Intermediate Shorthand	3 credits
* SES 2212	Advanced Shorthand	3 credits
** SES 1110	Intermediate Typewriting.....	3 credits
QMB 1001	Mathematics of Business	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2178	Legal Terminology and Transcription I.....	3 credits
SES 2179	Legal Terminology and Transcription II.....	3 credits
SES 2429	Legal Office Practice I.....	3 credits
SES 2430	Legal Office Practice II.....	3 credits
SES 1160	Word Processing I.....	3 credits
SES 2431	Legal Secretarial Practices and Procedures I.....	3 credits
SES 2432	Legal Secretarial Practices and Procedures II.....	3 credits
BUL 2111	Business Law I.....	3 credits
SES 2490	Secretarial Seminar and Supervised Work Experience.....	4 credits

COURSES FOR MAJOR FIELD (Select 2 credits):

* SES 1210	Introductory Shorthand.....	3 credits
** SES 1100	Elementary Typewriting.....	3 credits
** SES 1120	Advanced Typewriting	3 credits
SES 1161	Word Processing II.....	3 credits
SES 2162	Central Transcription Systems	3 credits
BUL 2112	Business Law II.....	3 credits
SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
MAN 1133	Leadership Development	3 credits
SES 2389	CPS Review and Supervised Work Experience Seminar.....	3 credits
GEB 1011	Introduction to Business.....	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.

LICENSED PRACTICAL NURSE (SELECTIVE ADMISSION)

REQUIRED PROGRAM:

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

(See page 125 for further information)

COURSES FOR MAJOR FIELD:

PRN 1010	Vocational Adjustments.....	2 credits
PRN 1520	Health.....	2 credits
PRN 1022	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 1101 and COM 1130	
Reading.....	6 credits
REA 1105 and REA 1106 or REA 1120	
Social Science	6 credits
PSY 2012 or SYG 2000 and 1 Social Science Elective	

CORE COURSES FOR MAJOR FIELD:

SES 2175	Medical Transcription I.....	3 credits
SES 2176	Medical Transcription II.....	3 credits
SES 2177	Medical Transcription III.....	3 credits
HES 2144	Medical Terminology I.....	3 credits
HES 2145	Medical Terminology II.....	3 credits
MRE 1003	Medical Records I.....	3 credits
MRE 1005	Medical Records II.....	3 credits
APB 2190	Fundamentals of Medical Science.....	4 credits
MRE 1102	Medical Word Processing I.....	3 credits
SES 2162	Central Transcription Systems.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits
MRE 2825	Medical Office Internship.....	4 credits
MRE 2826	Medical Office Externship.....	4 credits
QMB 1001	Mathematics of Business.....	3 credits

MEDICAL SECRETARY

REQUIRED PROGRAM:

English.....	6 credits
ENC 1101 and COM 1130	
Reading.....	6 credits
REA 1105 and REA 1106 or REA 1120	
Social Science.....	6 credits
SYG 2000 or ECO 2001 and 1 Social Science Elective	

CORE COURSES FOR MAJOR FIELD (REQUIRED):

* SES 1110	Intermediate Typewriting.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits
SES 2462	Medical Office Practice II.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
APA 1211	Office Accounting.....	3 credits
HES 2144	Medical Terminology I.....	3 credits
SES 2175	Medical Transcription I.....	3 credits
APB 2190	Fundamentals of Medical Science.....	4 credits
DEH 1820	Health Office Emergencies.....	3 credits
MRE 1102	Medical Word Processing I.....	3 credits
MRE 2831	Internship.....	4 credits
MRE 2830	Externship.....	4 credits

COURSES FOR MAJOR FIELD (Select 6 credits):

SES 2158	Reprographics.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2162	Central Transcription Systems.....	3 credits
MRE 1003	Medical Records I.....	3 credits
MRE 1005	Medical Records II.....	3 credits
* SES 1100	Elementary Typewriting.....	3 credits
* SES 1120	Advanced Typewriting.....	3 credits
SES 2176	Medical Transcription II.....	3 credits
SES 2177	Medical Transcription III.....	3 credits
MRE 1103	Medical Word Processing II.....	3 credits
SES 1210	Introductory Shorthand.....	3 credits
SES 1211	Intermediate Shorthand.....	3 credits
MAN 1133	Leadership Development.....	3 credits
HES 2145	Medical Terminology.....	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 1101 and ENC 2200	
Reading.....	6 credits
REA 1105 and REA 1106 or REA 1120	

Social Science6 credits
 SYG 2000 or ECO 2001 and 1 Social Science Elective

CORE COURSES FOR MAJOR FIELD:

SES 1211	Intermediate Shorthand.....	3 credits
SES 1110	Intermediate Typewriting.....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2401	Office Practice.....	3 credits
MAN 2000	Principles of Management.....	3 credits
SES 2171	Machine Transcription I.....	3 credits
SES 2490	Secretarial Seminar and Supervised Work Experience.....	4 credits
SES 1160	Word Processing I.....	3 credits
COC 1300	Introduction to Data Processing.....	3 credits
GEB 1011	Introduction to Business.....	3 credits
BUL 2111	Business Law I.....	3 credits
SES 2162	Central Transcription Systems.....	3 credits
SES 2321	Business Machines.....	3 credits
SES 2158	Reprographics.....	3 credits

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

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

WELDING

REQUIRED PROGRAM:

General Education Requirements.....18 credits
 MTB 1002 and select from: English, Reading, Speech, Social Science and
 Science (with no more than six hours in any one area).

Business, Technical or Industrial.....12 credits
 Select from: Business, Technical, or Industrial courses

(See page 125 for further information)

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
MTR 2931	Welding Special.....	various credits
MTR 2932	Welding Special.....	various credits
MTR 2933	Welding Special.....	various credits
ETM 1800	Elementary Metallurgy.....	3 credits

CERTIFICATE OF APPLIED SCIENCE

The certificate of Applied Science is awarded to a student who has completed 30 college credit hours of a two-year A.A.S. degree program with a cumulative GPA of 2.0 or higher. It is designed to prepare the student to obtain employment as a skilled/semi-skilled worker after one year of full-time study. The student then completes the remaining requirements for the Associate in Applied Science degree program while gainfully employed.

The Certificate of Applied Science can be earned in the following vocational specialties:

- Air Conditioning, Refrigeration and Heating Service Management
- Auto Body and Fender Repair Service Management
- Automotive Technology
- Diesel Mechanics
- Executive Secretary
- Legal Secretary
- Licensed Practical Nurse
- Medical Records Transcriptionist
- Medical Secretary
- Welding

CERTIFICATE IN AIR CONDITIONING/REFRIGERATION SERVICE MANAGEMENT

A minimum of 30 credits from the following courses is required. Total required credits for a certificate—30 hours.

ACT 1000	Basic Refrigeration	3 credits
ACT 1100	Basic Electricity I (Air Conditioning)	3 credits
ACT 1300	Basic Electricity II (Air Conditioning)	3 credits
ACT 1101	Applied Electricity I (Air Conditioning)	3 credits
ACT 1102	Applied Electricity II (Air Conditioning)	3 credits
ACT 1520	Components of Refrigeration	3 credits
ETI 1948	Industrial Seminar and Supervised Work Experience	4 credits
ACT 2060	Heating and Cooling Load Calculation	3 credits
ACT 2600	Heat	3 credits
ACT 2091	Air Conditioning and Heating Service Management	3 credits
ACT 2721	Automotive Air Conditioning	3 credits
ACT 2420	Duct Systems (Air Conditioning & Heating)	3 credits
MTR 1100	Combination Welding I	3 credits

AUTO BODY AND FENDER REPAIR

A minimum of 30 credits from the following courses is required. Total required credits for a certificate—30 hours.

AER 1261	Basic Auto Body Repair and Service Management I.....	5 credits
AER 1262	Basic Auto Body Repair and Service Management II.....	5 credits
AER 1263	Intermediate Auto Body Repair and Service Management I.....	5 credits
AER 1264	Intermediate Auto Body Repair and Service Management II.....	5 credits
AER 2266	Advanced Auto Body Repair and Service Management I.....	5 credits
AER 2265	Advanced Auto Body Repair and Service Management II.....	5 credits

CERTIFICATE IN AUTOMOTIVE TECHNOLOGY

A minimum of 30 credits from the following courses is required. Total required credits for a certificate—30 hours.

AER 1000	Introduction to Auto Mechanics and Service Management.....	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.....	3 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 and Service Management.....	3 credits
AER 2931	Auto Mechanics Special.....	various credits
AER 2932	Auto Mechanics Special.....	various credits
AER 2933	Auto Mechanics Special.....	various credits
AER 2934	Auto Mechanics Special.....	various credits

CERTIFICATE IN DIESEL MECHANICS

A minimum of 30 credits from the following courses is required. Total required credits for a certificate—30 hours.

AER 1701	Introduction to Diesel Engines.....	3 credits
AER 1771C	Diesel Mechanics I.....	4 credits
AER 1772C	Diesel Mechanics II.....	4 credits
AER 2773C	Diesel Mechanics III.....	4 credits
AER 1110	Introduction to Automotive Engines.....	3 credits
AER 2113	Engine Overhaul.....	3 credits

AER 2101	Advanced Electricity, Trouble Shooting and Service Management.....	3 credits
AER 2931	Auto Mechanics Special.....	various credits
ACT 2721	Automotive Air Conditioning.....	3 credits
MTR 1100	Combination Welding I.....	3 credits

CERTIFICATE IN EXECUTIVE SECRETARY

A minimum of 30 credits from the following courses is required. Total recommended credits for this certificate—33 hours.

COM 1130	Secretarial Communications.....	3 credits
QMB 1001	Mathematics of Business	3 credits
* SES 1210	Introductory Shorthand.....	3 credits
* SES 1211	Intermediate Shorthand	3 credits
* SES 2212	Advanced Shorthand.....	3 credits 6 credits
** SES 1100	Elementary Typewriting.....	3 credits
** SES 1110	Intermediate Typewriting.....	3 credits
** SES 1120	Advanced Typewriting	3 credits 6 credits
SES 2401	Office Practice	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2171	Machine Transcription I.....	3 credits
SES 1160	Word Processing I.....	3 credits
GEB 1011	Introduction to Business.....	3 credits

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

**Students who have completed one year of high school typing should enroll in SES 1110.

CERTIFICATE IN LEGAL SECRETARY

A minimum of 30 credits from the following courses is required. Total recommended credits for this certificate—36 hours.

COM 1130	Secretarial Communications.....	3 credits
* SES 1210	Introductory Shorthand.....	3 credits
* SES 1211	Intermediate Shorthand	3 credits
* SES 2212	Advanced Shorthand.....	3 credits
** SES 1110	Intermediate Typewriting.....	3 credits
APA 1211	Office Accounting.....	3 credits
SES 2178	Legal Terminology and Transcription I.....	3 credits
SES 2179	Legal Terminology and Transcription II.....	3 credits
SES 2429	Legal Office Practice I.....	3 credits
SES 2430	Legal Office Practice II.....	3 credits
SES 1160	Word Processing I.....	3 credits
SES 2431	Legal Secretarial Practices and Procedures I.....	3 credits
SES 2432	Legal Secretarial Practices and Procedures II.....	3 credits

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

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

CERTIFICATE IN LICENSED PRACTICAL NURSE

A minimum of 30 credits from the following courses is required. Total credits for a certificate—30 hours.

PRN 1010	Vocational Adjustments.....	2 credits
PRN 1520	Health.....	2 credits
PRN 1022	Body Structure and Function.....	3 credits
PRN 1020	Life Span 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 Medical Surgical Nursing.....	6 credits
PRN 2202C	Medical Surgical Nursing.....	6 credits
PRN 2011	Comprehensive Review.....	6 credits

CERTIFICATE IN MEDICAL RECORDS TRANSCRIPTIONIST

A minimum of 30 credits from the following courses is required. Total recommended credits for this certificate—34 hours.

COM 1130	Secretarial Communications.....	3 credits
MRE 1102	Medical Word Processing I.....	3 credits
APB 2190	Fundamentals of Medical Science.....	3 credits
SES 2175	Medical Transcription I.....	3 credits
SES 2176	Medical Transcription II.....	3 credits
SES 2177	Medical Transcription III.....	3 credits
HES 2144	Medical Terminology I.....	3 credits
HES 2145	Medical Terminology II.....	3 credits
MRE 1003	Medical Records I.....	3 credits
SES 2162	Central Transcription Systems.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits

CERTIFICATE IN MEDICAL SECRETARY

A minimum of 30 credits from the following courses is required. Total recommended credits for this certificate—34 hours.

COM 1130	Secretarial Communications.....	3 credits
* SES 1110	Intermediate Typewriting.....	3 credits
SES 2461	Medical Office Practice I.....	3 credits
SES 2462	Medical Office Practice II.....	3 credits
APA 1211	Office Accounting.....	3 credits
HES 2144	Medical Terminology I.....	3 credits
SES 2175	Medical Transcription I.....	3 credits
APB 2190	Fundamentals of Medical Science.....	4 credits
DEH 1820	Health Office Emergencies.....	3 credits
MRE 1102	Medical Word Processing I.....	3 credits
MRE 1003	Medical Records I.....	3 credits

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

CERTIFICATE IN WELDING

A minimum of 30 credits from the following 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

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



COURSES

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 programs only.

ACCOUNTING

ACG 2001 Principles of Accounting I (D) (Financial) 3 credits

Fundamental principles and procedures of recording, classifying, and summarizing financial data. Includes accruals and deferrals, depreciation, inventory, payroll, cash control, and notes payable.

ACG 2011 Principles of Accounting II (D) (Managerial) 3 credits

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

ACG 2071 Managerial Accounting (O) 3 credits

Emphasis is on the use of accounting data by management covering analysis of financial statements, budgeting, responsibility accounting, cost and profit analysis. Prerequisite: ACG 2011.

ACG 2360 Cost Accounting (O) 3 credits

Concentrated study of costs and relationships in businesses. Involves budgeting, job-order, standard costs, systems design, overhead control, absorption costing, inventory planning. Prerequisite: ACG 2011.

TAX 2000 Tax Accounting (O) 3 credits

Review of new tax laws, comprehensive study of individual tax structure, preparation of individual tax return.

ACG 2450 Microcomputers in Accounting (D) 1 credit

Accounting applications are studied by actual use of microcomputers and simulated business situations.

AGRICULTURE

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

Agricultural mechanics overview. Development of skills in using hand and power tools, Tractor operation and daily care, arc and oxyacetylene welding and cutting. Principles of selection maintenance and operation of other agricultural equipment.

**MAG 1221 Agricultural 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 and overhead position. Particular emphasis on usage of repair and operation manuals, continuation of MAG 1220.

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

- HOS 1010 Principles of Horticulture (D)** 3 credits
The fundamental principles of commercial horticulture crop production.
- 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 1211 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.
- VES 1005 Animal Diseases and Pests (O)** 3 credits
A study of the prevention, treatment, and control of common disease, internal and external pests.
- ASG 1253 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.
- 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.
- AFB 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, turf-grass 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

ACT 1000 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.

ACT 1100 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.

ACT 1300 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.

ACT 1101 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.

ACT 1102 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.

ACT 1520 Components of Refrigeration (O) 3 credits
Introduction to compressors, condensers, evaporators, metering devices and service management. 5 class hours per week.

ACT 2721 Automotive Air Conditioning (O) 3 credits
Introduction to automotive air conditioning and service management. 5 class hours per week.

ACT 2060 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.

ACT 2420 Duct Systems (Air Conditioning and Heating) (O) 3 credits
Introduction to the construction layout and balancing of a duct system and service management.

ACT 2600 Heat (O) 3 credits
Introduction to electrical, gas, oil heating systems, and service management. 5 class hours per week.

ACT 2091 Air Conditioning and Heating Service Management (O) 3 credits
Principles and theory of business, customer, employer and employee relations.

ACT 2931 Air Conditioning — Special (O) various credits
Special courses or seminars as developed to meet the needs of the community. Class hours per week — varies.

- ACT 2932 Air Conditioning — Special (O)** **various credits**
Special course or seminar as developed to meet the needs of the community.
- ACT 2933 Air Conditioning — Special (O)** **various credits**
Special course or seminar as developed to meet the needs of the community.
- ACT 2934 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. Special attention will be given to the variety of customs, family life, economic forms and social organization in various societies.
- ANT 2511 Introduction to Physical Anthropology (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. Prerequisite: ART 1205C.
- 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.
- 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.

ARH 2051 History of Art (Baroque through Modern) (A) 3 credits
A survey of each period's styles and artists with emphasis on architecture, sculpture, and painting relationships.

ART 2110C Introduction to Ceramics (A) 5 hours-3 credits
Fundamentals of pottery making.

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

ART 2400C Graphics (A) 5 hours-3 credits
Basic printing techniques with emphasis on the silkscreen process.

AUTO BODY REPAIR AND SERVICE MANAGEMENT

AER 1261 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.

AER 1262 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 manufacturing specifications.

AER 1263 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.

AER 1264 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 of controlled applied force, (4) Metal finishing, (5) Dressing plastics, (6) Preparation for refinishing, (7) Refinishing, (8) Final clean-up.

AER 2266 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.

AER 2265 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.

AER 2901 Auto Body Special (O)**various credits**

Class hours vary.

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 preventive maintenance. Shop safety, automotive theory, hand tool selection, service management, and diagnostic equipment will be surveyed and utilized. Five class hours per week. Requires a \$15 lab fee.

AER 1110 Introduction to Automotive Engines (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. Five 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 and adjustment. 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 functions and control of the engine. Shop safety, tool selection, engine analyzing equipment, and service management will be emphasized. Five class hours per week. Prerequisite: AER 1100 or permission of instructor.

AER 1701 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. Five 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. Five class hours per week. Prerequisite: AER 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: AER 1100 and AER 1151. Five class hours per week.

AER 2931 Auto Mechanics — Special (O)**various credits**

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

AER 2932 Auto Mechanics — Special (O)**various credits**

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

AER 2933 Auto Mechanics — Special (O)**various credits**

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

AER 2934 Auto Mechanics — Special (O)**various credits**

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

AER 1771C Diesel Mechanics I (O) 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 1772C Diesel Mechanics II (O) 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 1771C.

AER 2773C Diesel Mechanics III (O) 2 hrs. lecture-4 hrs. lab-4 credits

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

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 their knowledge to a particular job. Prerequisite: ECO 2001 or ECO 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 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: ACG 2001 and ACG 2011.

- 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 Public Relations (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 ECO 2001 or ECO 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

- PCB 2703C Anatomy and Physiology I (A)** **3 hrs. lecture-2hrs. lab-4 credits**
First semester of a two-semester sequence, this course studies regional and systemic anatomy and physiology of the human body. Emphasis will be placed on histology and the integumentary, skeletal, muscular, and nervous systems. Prerequisite: APB 1150 and BSC 1010C.

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

A continuation of PCB 2703C, studying the anatomy and physiology of human systems. Those to be covered are the circulatory, digestive, respiratory, excretory, endocrine, and reproductive systems. Prerequisite: PCB 2703C or permission of instructor.

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)**3 hrs. 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 or admission to allied health programs. Topics will include an introduction to scientific thinking, the cell theory, the chemistry of life, cellular metabolism, cellular reproduction and inheritance, and a survey of viruses, bacteria, and fungi. This course is not designed for biology majors. It is recommended that students taking this course continue in 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 plants and animals, functioning of human organ systems, development of animals and plants, 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 students needing a lab science for transfer to a university. The first semester will cover cell structure and function, the chemical basis for life, cell metabolism, cell reproduction and inheritance, and a survey of viruses, bacteria, and fungi. Laboratory exercises are designed to give the student "hands-on" experiences concerning topics presented in lectures. It is recommended that students taking this course continue in 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 plant and animal kingdoms, comparative physiology of vertebrate systems, plant and animal development, and ecology. Laboratory exercises are designed to give students "hands-on" experiences concerning topics presented in lectures. Prerequisite: BSC 1010C or permission of instructor.

APB 1120 Introduction to Ecology (A) 3 credits

A survey of the interrelationships between living organisms and their physical environment, including an 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 2010C 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, staining physiology, control, and identification of bacteria. 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 2010C 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: BSC 1010C, BSC 1011C 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.

BROADCAST COMMUNICATIONS

- RTV 1000 Introduction to Broadcasting (D) 3 credits**
 This course provides composite study of radio history, theory, law, news preparation and presentation, editorial comment, and copy preparation. Attention is given to the requirements for work in an industry regulated by the Federal Communications Commission. Prerequisite: ENC 1101.
- RTV 1941 Broadcast Practicum I (D) 2 credits, 10 hours lab**
 In this course, the student will become familiar with all equipment and basic operations of a small FM radio station. Prerequisite: RTV 1000.
- RTV 1942 Broadcast Practicum II (D) 2 credits, 10 hours lab**
 In this course, the student will prepare specially taped programs for use on small FM radio station as well as assist in remote broadcasts when applicable. Practice time in control and production rooms of radio station will be provided. Prerequisite: RTV 1941.
- RTV 2002 Introduction to Radio News (D) 3 credits**
 This course will provide for the planning, organization, and writing of various broadcast announcements and news. Program continuity will be stressed. Prerequisite: RTV 1000.

BUILDING CONSTRUCTION

- BCT 1231C Principles of Woodworking (O) 2 hrs. lecture-3 hrs. lab-3 credits**
 Principles of Woodworking provides an overview of basic woodworking processes. It covers materials, tools, hand and machine forming techniques of fastening, finishing and related technical information and safety skills.
- 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 blueprints 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 EDUCATION

- 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, amortization, 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.
- APA 1211 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)** **4 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 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 1100 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.
- MKA 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; MAK 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 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 Real Estate salesperson 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 2943; prerequisite: MKA 2938.

REE 2930 Mid-Management Seminar in Real Estate I (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. Prerequisite: MAT 1033.

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

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

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 1046C.

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

A continuation of CHM 2210C. Prerequisite: CHM 2210C.

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. Prerequisite: COS 1132.

CRIMINAL JUSTICE

- SYG 2010 Social Problems (A)** 3 credits
The causes and proposed solutions of contemporary social problems: poverty, the economy, alienation, delinquency and crime, family changes, minority groups, war, health, education, and population growth. Prerequisite: SYG 2000 recommended.
- CJ 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 CJT 2100. Prerequisite: CJT 2100.
- 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 (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.
- CJT 2140L 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 students 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 with special emphasis on Florida's courts.

- CJD 2000 Basic Recruit Training (O) 15 credits**
This course provides 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. Prerequisite: Permission of Police Academy Coordinator.
- 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.
- CJD 2450 Basic Corrections Training (O) 9 credits**
This course provides 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 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. Prerequisites: 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 2101 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 a lawyer's authority and courts' power. Prerequisites: LEA 2000 and LEA 1011.

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 1170 BASIC Programming I (D) 3 credits

Beginning course in computer programming stressing programming logic and techniques. Includes assignment statements, input and output, control statements, arrays, subscriptive variables, editing and debugging programs.

COP 1171 BASIC Programming II (D) 3 credits

A continuation of COP 1170 using more advanced coding techniques. Includes disk operations, disk files, multi-dimensional arrays, test files, and advanced algorithms. Prerequisite: COP 1170.

COP 2120 COBOL Programming I (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 II (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 Programming 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 2111 FORTRAN Programming II (D) 3 credits

A continuation of COP 2110 using more advanced coding techniques. Includes function subprograms, subroutines, file processing, advanced algorithms, subscriptive variables, and arrays. Prerequisite: COP 2110.

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.

DEH 1820 Health Office Emergencies (O) 3 credits

This course is designed to prepare the auxiliary for medical emergencies that may arise in the dental office.

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)

2 hrs. lecture-2 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-2 hrs. lab-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 chair-side dental assisting.

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

A continuation of DEA 1800C.

DEA 1850C Clinical Practice III (O) 2 hrs. lecture-12 hrs. lab-6 credits

A continuation of DEA 1801C.

DES 1000C Dental Anatomy (O) 2 hrs. lecture-2 hrs. lab-3 credits

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 1200 Dental Radiology (O) 2 credits

This course is designed to acquaint the student with the nature, physical behavior, biological affects, methods of control and safety precautions utilized when exposing dental radiographs. Technique theory is presented.

DES 1200L Dental Radiology Lab (O) 2 hrs. lab-1 credit

A continuation of DES 1200. The student applies those principles learned in DES 1200 in the clinical setting. Techniques for obtaining periapical, bitewing, occlusal, panoramic, and lateral-jaw radiographs are covered.

DEA 1120 Related Dental Theory I (O) 2 credits

This course is a study of these scientific areas related to the field of Dentistry: Microbiology, Pathology, and Embryology/Histology.

DEA 1121 Related Dental Theory II (O) 2 credits

A continuation of DEA 1120. This course is a study of these scientific areas related to the field of Dentistry: Human Anatomy and Physiology, Nutrition, and Pharmacology. Prerequisite: DEA 1120.

DES 1100C Elements of Dental Materials (O)**2 hrs. lecture, 2 hrs. lab 3 credits**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, and application of the materials used in the laboratory and clinical practice of dentistry. Laboratory procedures will include proper manipulation of these materials.

DTE 1000 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 credits**

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 1107 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 1107L Partial Denture Lab (O)** 8 hrs. lab-3 credits
Laboratory application of the theory of partial dentures.
- DTE 1030 Occlusal Topography (O)** 1 hr. lecture-1 credit
Course will emphasize the theory of dental occlusion, including surfaces of teeth.
- DTE 1030L Occlusal Topography Lab (O)** 4 hrs. lab-2 credits
Laboratory application of the theory of topography.
- DTE 1140C 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 Orthodontics 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 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 2150 Crown and Bridge Theory (O)** 2 hrs. lecture-2 credits
Course will emphasize the theory and nomenclature of elementary crown and bridge construction.
- DTE 2150L 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 2151 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 2151L Advanced Fixed Prosthodontics Lab (O) 14 hrs. lab-5 credits

Advanced laboratory techniques of crown and bridge theory.

DTE 2141 Dental Materials II (O)**2 hrs. lecture-2 credits**

Course will emphasize the identification of physical and mechanical properties of metals, alloys, dental gold, chromecobolt 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 2200 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 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

The study of a significant literary genre traces the development of drama through the twenty-five centuries of theatre 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 theatre. 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.

TPP 1800 Theatre, Voice, & Speech (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.

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 1110 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.

TPP 1111 Acting II (A)

3 credits

A continuation of TPP 1110. Prerequisite: TPP 1110.

THE 2284 Readings in Theatre History (A) 3 credits

Intensive readings and study of a particular playwright's work, with an emphasis on style, genre, thematic development, and impact on subsequent drama. Examples include (but not limited to): Arthur Miller, Henrik Ibsen, Tennessee Williams, and Edward Albee. Prerequisite: THE 1300 or THE 1002.

TPP 2653C 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.

TPP 1290L Rehearsal and Performance Lab I (D) 5 hrs. lab-2 credits

Practical application of techniques including production of scenes and complete plays.

TPP 1291L Rehearsal and Performance Lab II (D) 5 hrs. lab-2 credits

Practical application of performance techniques including production of scenes and plays. Prerequisite: TPP 1290L.

TPP 1292L Rehearsal and Performance Lab III (D) 5 hrs. lab-2 credits

Practical application of performance techniques including production of scenes and plays. Prerequisite: TPP 1291L.

TPP 1293L Rehearsal and Performance Lab IV (D) 5 hrs. lab-2 credits

Practical application of performance techniques including production of scenes and plays. Prerequisite: TPP 1292L.

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.

TPA 1290L Technical Theatre Lab I (D) 2.5 hrs. lab.-1 credit

Practical application of stagecraft and lighting techniques including construction of stage scenery, scenic painting, mounting the lightings, and stage crew assignments. Prerequisite: TPA 1210.

TPA 1291L Technical Theatre Lab II (D) 2.5 hrs. lab.-1 credit

Practical application of stagecraft and lighting techniques including construction of stage scenery, scenic painting, mounting the lightings, and stage crew assignments. Prerequisite: TPA 1290L.

TPA 1292L Technical Theatre Lab III (D) 2.5 hrs. lab, 1 credit

Practical application of stagecraft and lighting techniques including construction of stage scenery, scenic painting, mounting the lightings, and stage crew assignments. Prerequisite: TPA 1291L.

TPA 1293L Technical Theatre Lab IV (D) 2.5 hrs. lab.-1 credit

Practical application of stagecraft and lighting techniques including construction of stage scenery, scenic painting, mounting the lightings, and stage crew assignments. Prerequisite: TPA 1292L.

TPA 1210C Beginning Stagecraft (D) 2 credits

An introduction and application of the basic principles of stagecraft. The student will study the basic materials, tools, and equipment used in the construction of stage scenery and stage properties. The student will also learn the basic scenic construction and scenic painting techniques.

TPA 1220 Introduction to Stage Lighting (D) 3 credits

An introduction to the history, basic theory and practice of stage lighting. The students will gain an understanding of the lighting design process as well as the procedures necessary to mounting, focusing, and maintaining the stage lighting instruments. Prerequisite: Knowledge of basic stagecraft.

TPA 1060 Scenic Design (D) 3 credits

An introduction to the basic artistic and practical considerations of scenic design for the stage, with an emphasis on the history of scenic design and the conceptual development and realization of the scenic design. Prerequisite: TPA 1210C.

ECONOMICS**ECO 2001 Introduction to Economics (A) 3 credits**

A survey course designed to give students a basic understanding of economic problems that will affect their lives, such as inflation, unemployment, monetary policy, ecology, and international trade. Student must produce 4000 words of acceptable written material and earn a grade of "C" or better in this course.

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.

ECO 2023 Principles of Economics II (A) (Microeconomics) 3 credits

Continuation of ECO 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 pre-school 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.

ELECTRONICS ENGINEERING**ETE 1010C DC Circuits (O)****3 hrs. lecture-2 hrs. lab-4 credits**

This course will provide the student with the basic electrical knowledge to analyze D.C. circuits. Topics include current and voltage, resistance, Ohm's Law, power, energy, series & parallel circuits, methods of analysis, network theorems and capacitors. LAB: Identification of components, measuring voltage and current of circuits constructed in the lab and the use of test instruments and power supplies. Prerequisites: MTB 1322 and COP 1170.

ETE 1020C AC Circuits (O)**3 hrs. lecture-2 hrs. lab-4 credits**

Magnetic circuits, inductance, AC generation, phasors, series and parallel impedances, AC power, transformers, and polyphase are topics under study. LAB: The oalloscope and signal generator are introduced to analyze circuits constructed in the lab dealing with inductors and capacitors. Prerequisite: ETE 1010C.

ETE 2141C Electronic Devices I (O)**3 hrs. lecture-2 hrs. lab-4 credits**

Diodes, bipolar and field effect transistors are studied in this course. The theory, characteristics and application of solid state devices are examined.

Selected topics include h-parameters, AC and DC load lines and biasing, thermal stability, construction, specifications and performance. LAB: Determine volt-ampere characteristics of diodes and transistors and experiment with different transistor base, emitter, collector, configurations. Prerequisite: ETE 1020C.

ETE 2145C Electronic Devices II (O)**3 hrs. lecture-2 hrs. lab-4 credits**

SCR's, TRIACS, opto-electronic devices, operational amplifiers and integrated circuits are covered in theory and usage. An introduction to feedback amplifiers and oscillators are included. LAB: Bread boarding of circuits involving the above devices and analysis of these circuits utilizing various testing techniques. Prerequisite: ETE 2141C.

ETE 2422C Communication Circuits I (O)**3 hrs. lecture-2 hrs. lab-4 credits**

Topics covered are - AM transmission and reception, single sidband, FM transmission and reception. LAB experiments covering resonant circuits, oscillators, frequency response and receivers. Prerequisite: ETE 2141C.

ETE 2423C Communications Circuits II (O)**3 hrs. lecture-2 hrs. lab-4 credits**

This course is a continuation of ETE-2423C going on to cover Digital Communications, transmission lines, wave propagation, antennas, waveguides, fiber optics, microwaves and lasers, and lab work on practical equipment. Prerequisite: ETE 2422C.

ETE 2633C 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. Topics covered include logic gates, truth tables, timing diagrams and boolean equations. From these topics the theory of flip flops, registers, counters and latches is developed. LAB: A digital logic trainer is utilized to allow the student to experiment with the various devices and construct working digital circuits. Prerequisite: ETE 2141C.

ETE 2416C TV Circuits (O)**3 hrs. lecture-2 hrs. lab-4 credits**

The theory and operation of black and white and color TV receivers are covered in this course. The analysis of the individual circuits comprising modern TV's is emphasized. LAB: In the lab the student will be able to analyze and trouble shoot malfunctioning TV sets utilizing standard television diagnostic equipment. Prerequisite: ETE 2422C.

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 credits**

This course covers the material necessary for the preparation for taking the FCC General Class Radiotelephone License Test. Prerequisite: ETE 2422C or Permission of Instructor. Corequisite: ETE 2423C.

ETD 2614C Electronic Drafting (O)**2 hrs. lecture-4 lab-4 credits**

Basic graphical communications as applied to the electronics industry. Electronic topics include symbols, schematic diagrams, circuit layouts, block diagrams, printed circuitry, and production drawings. LAB: The student will complete drawing projects and make blue prints utilizing various techniques common to the electronics field.

ETE 2680 Microprocessors (O)**4 credits**

An introduction to the microcomputer and the study of microprocessor hardware and software. Microprocessor trainers are utilized to allow the student to program and operate the circuits of the microprocessor. Subjects include microprocessor architecture, programming in assembly language and input-output interfacing. Prerequisite: ETE 2633C.

ENGLISH**ENC 0000 Basic English Review*****3 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.

*Developmental course. Credit not applied toward degree.

ENC 1001 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 counseling. 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 I (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. Student must produce 4000 words of acceptable written material and earn a grade of "C" or better in this course.

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 1101. Student must produce 4000 words of acceptable written material and earn a grade of "C" or better in this course.

ENC 1121 Communications (Honors) I (A) **3 credits**
The discussion of various essays in relation to thesis, organization, purpose, tone, style, and audience; with additional emphasis on logic; and with a greater range of freedom in the reading and writing of essays than in ENC 1101. Prerequisite: Based on admission test scores. Students must produce 4000 words of acceptable written material and earn a grade of "C" or better in this course.

ENC 1122 Communications (Honors) II (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. Student must produce 4000 words of acceptable written material and earn a grade of "C" or better in this course.

ENR 2112 Essential Skills in English/Reading (A) **3 credits**
This course is designed to prepare students for the English and Reading section of the College-Level Academic Skills Test. Instruction focuses on the development of skills in word choice, usage, sentence structure, standard English grammar, spelling, punctuation, and capitalization, as well as comprehensive skills in both the literal and critical areas. Test-taking strategies are emphasized.

- 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.
- ENC 2210 Technical Communications (O)** **3 credits**
Designed to meet the needs of technical, vocational, and mid-management students. Emphasis is placed on types of writing that the student may expect to do in his field. Letter writing, memo writing, report writing, and oral presentations are covered.
- LIT 2110 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 1102 or permission of instructor.
- LIT 2120 World Literature II (A)** **3 credits**
Continuation of LIT 2110 from the Renaissance into the 20th century. Prerequisite: ENC 1102 or permission of instructor.
- ENL 2010 English Literature I (A)** **3 credits**
Introduction to English literature based upon selected masterpieces from Beowulf to Samuel Johnson. Prerequisite: ENC 1102 or permission of instructor.
- ENL 2020 English Literature II (A)** **3 credits**
A continuation of ENL 2010, from the Romantic Movement to the present. Prerequisite: ENC 1102 or permission of the instructor.
- LIT 2300 Special Themes in Literature (A)** **3 credits**
Intensive reading in a particular concept or topic of popular literary appeal. Examples include Horror Stories, Mystery Stories, Women in Literature, Science Fiction, Literature of the Occult. May be repeated for credit with change of topic.
- CRW 2001 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: ENC 1101 or permission of instructor.
- CRW 2002 Creative Writing II (A)** **3 credits**
This course is an extension of CRW 2001. 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. Prerequisite: CRW 2001 or permission of instructor.
- AML 2010 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 1102 or permission of instructor.
- AML 2022 American Literature after 1865 (A)** **3 credits**
Continuation of AML 2010 through American verse and prose from 1865 to the present. Prerequisite: ENC 1102 or permission of instructor.

ENC 2200 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 1101.

LIT 2330 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 story telling and oral reading will be stressed as vehicles for bringing literature to children.

ENVIRONMENTAL CONTROL**OCB 1652 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 for certification as a Class C Wastewater treatment plant operator. Satisfactory completion of the course, along with appropriate work experience, will enable the student to take the State of Florida examination. No pre-requisite.

EVS 2234 Water and Wastewater Management II (O) 7 credits

A preparatory course to provide students with basic knowledge and skills needed for certification as a Class C Water treatment plant operator. Satisfactory completion of the course, along with appropriate work experience, will enable the student to take the State of Florida examination. No pre-requisite.

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)** 15 credits
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. Prerequisite: Permission of Fire Sciences coordinator.
- 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 1930 Fire Fighters — Video Seminar** 3 credits
This course will provide fire fighting personnel with current fire fighting techniques via video cassette tapes. The curriculum will include First Responder at a fire scene, Fundamentals of Fire Fighting, First Aid, Fundamentals of Fire Equipment and Fundamentals of Fire Operation. This course may be used twice in a degree program. Prerequisite: Permission of Division Director and/or his designate.
- 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 Fire Sciences coordinator.
- 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. Prerequisites: 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 regulations, mutual aid systems, and extra department relations.

FFP 2948 Work Experience Internship (O) **3 credits**
To be prepared after proper agreements with local fire officials. Prerequisite: Approval of Fire Sciences coordinator and local fire personnel.

FFP 2301 Building and Fire Codes II (O) **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 2300. Prerequisite: FFP 2300 or permission of Fire Sciences coordinator.

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 Introduction to Physical Geology (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.
- OCG 1001 Marine Geology (D)** **3 credits**
 A broad overview of the relationship of ocean basins and the continental margin to plate tectonics, sedimentary processes active on the sea floor, and a comparison with the environments of deposition in developing ancient rock deposits. The course also includes a survey of the natural resource of the sea.

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 1100. Prerequisite: GER 1100 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)** **1 hr. lecture-4 hrs. lab-3 credits**
 Basic graphical communications. Use of instruments; lettering, scales including metrics, engineering geometry; orthographic projection; sections; pictorials; dimensioning and tolerancing; and working drawings.
- EGN 1130C Descriptive Geometry (D)** **1 hr. lecture-4 hrs. lab-3 credits**
 Continued spatial relationship of points, lines and planes; primary and successive auxiliary views; revolutions; intersections, and vector graphics. Prerequisite: EGN 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; scales including metric, geometric construction, sketching, orthographic projection including spatial isometrics; oblique. Corequisite: ETD 1112C.

- ETD 1112C Technical Drafting II (O)** 1 hr. lecture-4 hrs. lab-3 credits
Continuation of ETD 1111C. Dimensioning; tolerancing; sections; revolutions; detail and assembly drawings. Corequisite: ETD 1111C.
- ETD 1121C Civil Drafting I (O)** 1 hr. lecture-4 hrs. lab-3 credits
Basic land measurements of sealer, angles, bearing and azimuth; Traverie layout by deflection angles, rectangular coordinate, etc; legal descriptions; interpreting field notes; and basic plan profile sheets.
- 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 Le-Roy 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 or ETD 1112C.
- ETD 2123C Civil Drafting II (O)** 1 hr. lecture-4 hrs. lab-3 credits
Site plan development including contour revisions, grading, drainage, utilities, street and road layout. Pipe drawings, both flat and pictorial, utility and working drawings. Prerequisite: ETD 1121C.
- ETD 2125C Topographical Drafting (O)**
1 hr. lecture-4 hrs. lab-3 credits
Plotting of contours; map and contour reading; stereo-aerial photographic reading; contour revisions; cuts and fill; cross and profile sections.
- 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.
- ETD 2711C Machine Drafting I (O)** 1 hr. lecture-4 hrs. 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 hr. lecture-4 hrs. lab-3 credits
Continuation of ETD 2711C. Including linkage mechanisms, vector analysis and Kinematics. Prerequisite: ETD 2711C.
- ETD 2801C Illustrations (O)** 1 hr. lecture-4 hrs. lab-3 credits
Methods of preparing illustrations for reproduction. Line and area shading; coquille and scratch board; direct copy methods; and lettering.
- ETD 2821C Pictorial Drafting (O)** 1 hr. lecture-4 hrs. lab-3 credits
Pictorial layout of axonometric and oblique. Parallel and oblique shadow casting. Prerequisite: EGN 1120C or ETD 1112C.
- ETD 2831C Perspective Drafting (O)** 1 hr. lecture-4 hrs. lab-3 credits
Illustrative layout using parallel and angular perspective with emphasis to architectural details. Parallel and oblique shadow casting for visual effect.

ETD 2841C Airbrush Rendering (O) 1 hr. lecture-4 hrs. lab-3 credits
Techniques in the use of airbrush for illustrations to emphasize three-dimensional characteristics.

BCN 1210 Materials of Construction (O) 3 credits
A study of the materials used in the building construction industry. The production, composition, properties and available forms 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 sections, evaluations, 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. Prerequisite: BCN 1250C or high school Architectural Drafting.

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.

HES 2930 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.

HES 1160 Ethical Issues in Medicine 3 credits
This course is designed to provide the student with the intellectual machinery for formulating his/her own informed perspectives on the serious moral and legal issues arising in medical contexts. Among those issues discussed are euthanasia, abortion, death and dying, the allocation of scarce medical resources, human experimentation, psychosurgery, and genetic engineering.

HISTORY

- EUH 1000 History of Western Civilization I (A)** **3 credits**
Traces the development of Western Civilization from the Paleolithic Period 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 EUH 1000 recommended.
- AMH 2010 American History to 1877 (A)** **3 credits**
Political, economic, social, and intellectual development of the United States from Discovery of North America through Reconstruction. Prerequisite: EUH 1000 and EUH 1001 suggested.
- AMH 2020 American History since 1877 (A)** **3 credits**
Political, economic, social, and intellectual development of the United States from Reconstruction to the present. Prerequisite: EUH 1000, EUH 1001, and AMH 2010 suggested.
- 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 1300C Clothing Selection and Construction (D)** **1 hr. lecture-4 hrs. lab-3 credits**
A study of design, color and fabric as they apply to the selection of clothing. Fundamental, commercial and domestic sewing techniques are taught while planning and constructing garments. A variety of commercial and domestic machines are used during clothing construction.
- 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. Material is directed towards the health care and educational fields.
- 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 used in fashion and household merchandise are explored. Emphasis is on product knowledge for a marketing situation.

- CHD 1220 Introduction to Child Development (D) 3 credits**
A study of approaches to understanding and guiding the young child. Principles of growth and development are applied to the child in various settings. Emphasis of instruction is for potential employees in a child care situation.
- 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 1332C 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. Techniques the teacher can use to stimulate creativity are identified.
- EEC 1260 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 preschool 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 every day life. Encourages the student to think wisely about buying, spending, and investing.
- EEC 2946 Seminar in Early Childhood Education III (D) 2 hrs. lecture-4 hrs. lab-4 credits**
Continuation of EEC 1946. Prerequisite: EEC 1946.

EEC 2946 Seminar in Early Childhood Education IV (D) **2 hrs. lecture-4 hrs. lab-4 credits**

Continuation of EEC 2946. Prerequisite: EEC 2946.

CTE 2340 Advanced Clothing Construction (O) **4 credits**

A study and application of advanced commercial and domestic construction techniques. Emphasis is placed on problem solving and skill perfection. Fundamentals of the seamstress/clothing production businesses are covered.

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 apply to fashion merchandising and interior design.

SLS 1401 Personal & Career 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

HUM 1452 Humanities I: Literature/Philosophy (A) **3 credits**

A survey of important, carefully selected philosophical and literary works. Intended to develop a student's critical analytic attitude and knowledge of significant ideas, their evolution, and pertinence to contemporary life. Prerequisite: Sophomore standing recommended. Student must produce 4000 words of acceptable written material and earn a grade of "C" or better in this course.

HUM 1511 Humanities II: Art/Music (A) **3 credits**

A humanities approach to the history of 19th and 20th Century art and music with emphasis on modern concepts.

INDIVIDUAL PROBLEMS

IDS 2905 Individual Problems (A) **1,2,3,4 credits**
(Specify Subject Area by Title)

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.

INSTITUTIONAL FOOD SERVICE

HUN 1201 Nutrition (O) **3 credits**

Food nutrients, their digestion 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 are 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 FSS 2221. 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 preventive 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.

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.

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.

INTERIM STUDIES

CHM 1010 Introduction to Chemistry (A) 3 credits
 See description under Chemistry.

ENC 1001 Fundamentals of Writing (A) 3 credits
 See description under English.

ESL 1181 English as a Foreign Language (A) 3 credits
 See description under English.

MAT 1024 Pre-Algebra (A) 3 credits
 See description under Mathematics.

- PHY 1020 Physics for Non-Science Majors (A)** 3 credits
See description under Physics.

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

- SLS 1501 General Study Skills** no credits
A course designed to provide individual students with the means for learning and implementing effective study techniques. Topics discussed include time management, development of textbook study techniques and effective learning strategies, improving reading comprehension and rate, taking effective lecture notes, increasing vocabulary, and determining strategies for taking objective and essay tests.

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.

- PRN 1022 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 2031 Introduction to Pharmacology 2 credits

This course includes the teaching of mathematical conversions, safe administration, and nursing implications used in the preparation, delivery and control of drugs. Prerequisites: PRN 1200 and PCB 2704C.

PRN 2032 Pharmacology 2 credits

This course includes the study of drug classifications with emphasis on the most commonly used medications used in nursing practice. Prerequisite: PRN 2031.

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 Medical-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 role of a Licensed Practical Nurse upon employment in terms of skills, case load, and medication administration.

MARINE SCIENCE**OCE 2001 Introduction to Oceanography (A) 3 credits**

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

**OCB 2010C 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: BSC 1010C, BSC 1011C with OCE 2001 recommended, or permission of the instructor.

OCG 1001 Marine Geology (D) 3 credits

A broad overview of the relationship of ocean basins and the continental margin to plate tectonics, sedimentary processes active on the sea floor, and a comparison with the environments of deposition in developing ancient rock deposits. The course also includes a survey of the natural resource of the sea.

OCB 2721 Fundamentals of Mariculture (D) 3 credits

This course takes a close look at the natural environment as a place to grow natural marine organisms. It explores the technology, techniques, and the future of mariculture. Students are required to work on individual projects and to participate in local field trips. Prerequisites: OCB 2010C and/or ZOO 2203C recommended.

PEN 1136 Scuba I - Basic (A) 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 1137 Scuba II - Advanced (A) 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 1136.

MATHEMATICS**MAT 0000 Basic Mathematics Review *3 credits**

Topics include fractions, decimals, percents, business practice, algebra, and geometry.

MAT 1024 Pre-Algebra (A) 3 credits

A program course in algebra covering sets, radicals, 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, covering algebra, geometry, graphs, factoring, and determinants. Prerequisite: MAT 1024 or 1-1/2 years of high school algebra with a "B" or better and an ACT score of 11+.

MTB 1322 Technical Mathematics II (D) 3 credits

A continuation of MTB-1321, topics included are quadratic equations, trigonometry, complex numbers, and many word problems. Prerequisite: MTB-3121.

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.

MGF 2112 Essential Skills in Mathematics (A) 2 credits

The purpose of this course is to meet the needs of students who must attain acceptable performance levels with regard to a specific set of required competencies in mathematics.

****MAT 1033 Intermediate College 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 1 1/2 years high school algebra with B or better.

*Developmental course. Credit not applied toward degree.

**For Gordon Rule fulfillment, a "C" must be earned in this course. See Guidance for details.

- *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)** **6 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 MAC 1132 for credit. Prerequisite: Three years of college preparatory math.
- MAC 2233 Business Calculus I (A)** **3 credits**
A geometric and heuristic approach to calculus; differentiation and integration of simple algebraic and exponential functions, applications to graphing, marginal analysis, optimization, areas and volumes. Prerequisite: MAC 1104.
- MAC 2234 Business Calculus II (A)** **3 credits**
A continuation of MAC 2233. Topics include sequences, geometric and Taylor series; systems of linear equations, matrices, determinants; partial differentiation and multiple integrals; applications to marginal analysis, least squares, and Lagrange multipliers. Prerequisite: MAC 2233.
- MAC 1253 Technical Calculus (D)** **3 credits**
A one semester course in which the basic concepts of the derivative and the integral are developed. These concepts are then applied in solving a variety of problems encountered in technical areas. Prerequisite: MTB 1322.
- *STA 2014 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, tests of hypotheses. Prerequisite: MGF 1113, but recommended MAC 1104.
- *MAC 2311 Calculus I (A)** **6 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.

**For Gordon Rule fulfillment, a "C" must be earned in this course. See Guidance for details.

- *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.

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. Six 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 1340C 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. Six hours of on-campus lab per week required. Required clinical time is 3 hours per week. Prerequisite: MLS 1000C and MLS 1300C.
- MLS 1542C 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. Prerequisite: MLS 1340C.
- 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. Six hours of on-campus lab per week. Additional required clinical time is 8 hours per week. Prerequisites: CHM 1045C, CHM 1046C, MLS 1000C.

*For Gordon Rule fulfillment, a "C" must be earned in this course. See Guidance for details.

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. Six hours of on-campus lab per week. Additional required clinical time is 8 hours per week. Prerequisites: PCB 2704C, 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 2820 Clinical Practicum I (O)**5 credits**

Practical clinical experience for a summer semester, 40 hours per week at one of three affiliated hospitals. Prerequisites: All previous MLS courses.

MLS 2821 Clinical Practicum II (O)**5 credits**

Continuation of MLS 2820. Practical clinical experience for a summer semester, 40 hours per week at one of the affiliated hospitals. Prerequisites: All previous MLS 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 1820 Engineering Materials (O)**3 credits**

Production, composition, and properties of all materials used 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.

MUSIC**MUT 1001 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.
- MUH 2111 Survey of Music History (Greek Heritage through the Early Classical Style) (A)** 3 credits
The development of various styles, forms, and historical knowledge of the composers and their compositions from antiquity to the early 18th Century.
- MUH 2112 Survey of Music History (Late 18th Century through the 20th Century) (A)** 3 credits
The development of various styles, forms, and historical knowledge of the composers and their compositions from the late 18th Century to the present.
- 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.
- MUO 1020 Music Theatre 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 Theatre II (A)** 3 credits
A continuation of MUO 1020. Prerequisite: MUO 1020.
- MUO 2022 Music Theatre III (A)** 3 credits
A continuation of MUO 1021. Prerequisite: MUO 1021.
- MUO 2023 Music Theatre IV (A)** 3 credits
A continuation of MUO 2022. Prerequisite: MUO 2022.
- MUE 1450 Woodwind Techniques (A)** 2 hrs. lab-1 credit
Basic fundamentals of performance techniques on all woodwind instruments with emphasis on clarinet and flute.
- MUE 1460 Brass Techniques (A)** 2 hrs. lab-1 credit
Basic fundamentals of performance techniques on all brass instruments with emphasis on trumpet and trombone.
- MUE 1470 Percussion Techniques (A)** 2 hrs. lab-1 credit
Basic skills on all percussion instruments with emphasis on rudimental drumming.
- MUG 1101 Basic Conducting (A)** 2 credits
Provides the student with an introduction to basic techniques used in directing choral and instrumental rehearsals and performances.

- MVK 1111A Class Piano I (A)** 2 hrs. lab-1 credit
For beginning piano students meeting in groups. Emphasis placed on music reading and elementary techniques. Required of all music majors unless exempted.
- MVK 1111B Class Piano II (A)** 2 hrs. lab-1 credit
A continuation of Class Piano I. Prerequisite: Class Piano I.
- MVK 2121A Class Piano III (A)** 2 hrs. lab-1 credit
A continuation of Class Piano II. Prerequisite: Class Piano II.
- MVK 2121B Class Piano IV (A)** 2 hrs. lab-1 credit
A continuation of Class Piano III. Prerequisite: Class Piano III.
- MVS 1116A Class Guitar I (A)** 2 hrs. lab-1 credit
The technique of playing guitar. General chords and single line melody. Class is taught to read music.
- MVS 1116B Class Guitar II (A)** 2 hrs. lab-1 credit
A continuation of Class Guitar I. Prerequisite: Class Guitar I.
- MVV 1111 Class Voice (A)** 2 hrs. lab-1 credit
For singers desiring to further their vocal skills and instrumentalists wanting fundamental vocal knowledge. Emphasis is on choral diction, breathing, and tone production.
- MUN 1310A College Chorale I (A)** 3 hrs. lab-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 1310B College Chorale II (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 2310A College Chorale III (A)** 3 hr. lab-1 credit
Continuation of above course.
- MUN 2310B College Chorale IV (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 1130A Symphonic Band I (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 1130B Symphonic Band II (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 2130A Symphonic Band III (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 2130B Symphonic Band IV (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 1710A Stage/Jazz Band I (A)** 3 hrs. lab-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 1710B Stage/Jazz Band II (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 2710A Stage/Jazz Band III (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 2710B Stage/Jazz Band IV (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 1720A Jazz/Rock Vocal Ensemble
"Company" I (A)** 6 hrs. lab-2 credits
Emphasis is on solo and ensemble performance of popular music, pop-choral music, and Broadway show music. Group performs on the average of three times weekly. Choreography is a part of the class. Prerequisite: Audition.
- MUN 1720B Jazz/Rock Vocal Ensemble "Company" II (A)** 6 hrs. lab-2 credits
Continuation of above course.
- MUN 2720A Jazz/Rock Vocal Ensemble "Company" III (A)** 6 hrs. lab-2 credits
Continuation of above course.
- MUN 2720B Jazz/Rock Vocal Ensemble "Company" IV (A)** 6 hrs. lab-2 credits
Continuation of above course.
- MUN 1700A Jazz/Rock Instrumental Ensemble "Company" I (A)** 3 hrs. lab-1 credit
Emphasis is on performing popular music, pop-instrumental music, and Broadway show music. Group performs on the average of three times weekly. Accompanies Vocal Ensemble. Prerequisite: Audition.
- MUN 1700B Jazz/Rock Instrumental Ensemble "Company" II (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 2700A Jazz/Rock Instrumental Ensemble "Company" III (A)** 3 hrs. lab-1 credit
Continuation of above course.
- MUN 2700B Jazz/Rock Instrumental Ensemble "Company" IV (A)** 3 hrs. lab-1 credit
Continuation of above course.

MUSIC (APPLIED)

Applied Music Principal Instruments — Semesters I and II (A) 1 credit

Private instruction designed for music majors needing maximum proficiency on their principal instrument. One half-hour lesson is required each week in addition to five hours of practice. Recital required. No prerequisite. \$75 lab fee.

- MVB 1311 Principal Applied Music — Trumpet I and II
MVB 1312 Principal Applied Music — French Horn I and II
MVB 1313 Principal Applied Music — Trombone I and II
MVB 1314 Principal Applied Music — Baritone Horn I and II

- MVB 1315 Principal Applied Music — Tuba I and II
- MVK 1311 Principal Applied Music — Piano I and II
- MVK 1313 Principal Applied Music — Organ I and II
- MVP 1311 Principal Applied Music — Percussion I and II
- MVS 1311 Principal Applied Music — Violin I and II
- MVS 1312 Principal Applied Music — Viola I and II
- MVS 1313 Principal Applied Music — Cello I and II
- MVS 1314 Principal Applied Music — String Bass I and II
- MVS 1316 Principal Applied Music — Guitar I and II
- MVV 1311 Principal Applied Music — Voice I and II
- MVW 1311 Principal Applied Music — Flute I and II
- MVW 1312 Principal Applied Music — Oboe I and II
- MVW 1313 Principal Applied Music — Clarinet I and II
- MVW 1314 Principal Applied Music — Bassoon I and II
- MVW 1315 Principal Applied Music — Saxophone I and II

Applied Music Principal Instruments — Semesters III and IV (A) 1 credit

Continuation of Semesters I and II. Prerequisite: Semesters I and II. Recital required. \$75 lab fee.

- MVB 2321 Principal Applied Music — Trumpet III and IV
- MVB 2322 Principal Applied Music — French Horn III and IV
- MVB 2323 Principal Applied Music — Trombone III and IV
- MVB 2324 Principal Applied Music — Baritone Horn III and IV
- MVB 2325 Principal Applied Music — Tuba III and IV
- MVK 2321 Principal Applied Music — Piano III and IV
- MVK 2323 Principal Applied Music — Organ III and IV
- MVP 2321 Principal Applied Music — Percussion III and IV
- MVS 2321 Principal Applied Music — Violin III and IV
- MVS 2322 Principal Applied Music — Viola III and IV
- MVS 2323 Principal Applied Music — Cello III and IV
- MVS 2324 Principal Applied Music — String Bass III and IV
- MVS 2326 Principal Applied Music — Guitar III and IV
- MVV 2321 Principal Applied Music — Voice III and IV
- MVW 2321 Principal Applied Music — Flute III and IV
- MVW 2322 Principal Applied Music — Oboe III and IV
- MVW 2323 Principal Applied Music — Clarinet III and IV
- MVW 2324 Principal Applied Music — Bassoon III and IV
- MVW 2325 Principal Applied Music — Saxophone III and IV

Applied Music Secondary Instruments — Semesters I and II (A) 1 credit

Private instruction designed for music students needing proficiency on an instrument other than their principal instrument. One half-hour lesson is required each week in addition to five hours of practice. Recital optional. No prerequisite. \$75 lab fee.

- MVB 1211 Secondary Applied Music — Trumpet I and II
- MVB 1212 Secondary Applied Music — French Horn I and II
- MVB 1213 Secondary Applied Music — Trombone I and II
- MVB 1214 Secondary Applied Music — Baritone Horn I and II
- MVB 1215 Secondary Applied Music — Tuba I and II
- MVK 1211 Secondary Applied Music — Piano I and II

MVK 1213	Secondary Applied Music	— Organ I and II
MVP 1211	Secondary Applied Music	— Percussion I and II
MVS 1211	Secondary Applied Music	— Violin I and II
MVS 1212	Secondary Applied Music	— Viola I and II
MVS 1213	Secondary Applied Music	— Cello I and II
MVS 1214	Secondary Applied Music	— String Bass I and II
MVS 1216	Secondary Applied Music	— Guitar I and II
MVV 1211	Secondary Applied Music	— Voice I and II
MVW 1211	Secondary Applied Music	— Flute I and II
MVW 1212	Secondary Applied Music	— Oboe I and II
MVW 1213	Secondary Applied Music	— Clarinet I and II
MVW 1214	Secondary Applied Music	— Bassoon I and II
MVW 1215	Secondary Applied Music	— Saxophone I and II

Applied Music Secondary Instruments — Semesters III and IV (A) 1 credit

Continuation of Semesters I and II. Prerequisite: Semesters I and II. Recital optional. \$75 lab fee.

MVB 2221	Secondary Applied Music	— Trumpet III and IV
MVB 2222	Secondary Applied Music	— French Horn III and IV
MVB 2223	Secondary Applied Music	— Trombone III and IV
MVB 2224	Secondary Applied Music	— Baritone Horn III and IV
MVB 2225	Secondary Applied Music	— Tuba III and IV
MVK 2221	Secondary Applied Music	— Piano III and IV
MVK 2223	Secondary Applied Music	— Organ III and IV
MVP 2221	Secondary Applied Music	— Percussion III and IV
MVS 2221	Secondary Applied Music	— Violin III and IV
MVS 2222	Secondary Applied Music	— Viola III and IV
MVS 2223	Secondary Applied Music	— Cello III and IV
MVS 2224	Secondary Applied Music	— String Bass III and IV
MVS 2226	Secondary Applied Music	— Guitar III and IV
MVV 2221	Secondary Applied Music	— Voice III and IV
MVW 2221	Secondary Applied Music	— Flute III and IV
MVW 2222	Secondary Applied Music	— Oboe III and IV
MVW 2223	Secondary Applied Music	— Clarinet III and IV
MVW 2224	Secondary Applied Music	— Bassoon III and IV
MVW 2225	Secondary Applied Music	— Saxophone III and IV

NURSING SCIENCE

NUR 1021C 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.

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: NUR 1021C.

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 1201C.

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 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 are 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 1201C.

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 1201C.

NUU 2110 Nursing Trends (O) 2 credits

Trends in the development of nursing, legal aspects of nursing, personal and professional responsibilities of the nurse.

PARAMEDIC**EMS 1059C First Provider Concepts of Emergency Care (O)****2 hrs. lecture-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.

EMS 1119C Fundamentals of Emergency Care (O)**6 hrs. lecture-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.

EMS 1381 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.

EMS 2234 Medical and Traumatic Emergencies (O)**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: EMS 1119C and recent experience as a state registered EMT.

EMS 2234L 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: EMS 2234.

EMS 2235 Advanced Life Support Emergencies (O)**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: EMS 2234, EMS 2234L.

EMS 2235L 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: EMS 2235.

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 2101 Applied Logic (A) 3 credits

This course shall apply the techniques of deductive and inductive logic to ordinary language arguments for purposes of analyzing and assessing their soundness. Topics will include informal fallacies, Aristotelian logic, symbolic logic, inductive logic, and the probability calculus. Prerequisite: None. PHI 1103 is recommended.

PHI 2130 Symbolic Logic (A) 3 credits

This course will systematically develop a symbolic language suitable for formalization or ordinary language arguments and proof construction. Both sentential and predicate logics will be developed. Recommended as a companion course to follow PHI 2100. Prerequisite: None. PHI 2100 and/or PHI 1103 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.

HES 1160 Ethical Issues in Medicine 3 credits

This course is designed to provide the student with the intellectual machinery for formulating his/her own informed perspectives on the serious moral and legal issues arising in medical contexts. Among those issues discussed are euthanasia, abortion, death and dying, the allocation of scarce medical resources, human experimentation, psychosurgery, and genetic engineering.

PHYSICAL EDUCATION

- PEM 1101 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 1121 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 1341 Tennis (A) 2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques, and rules of tennis.
- DAA 1372 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 1111 Bowling (A) 2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques, and rules of bowling.
- PEL 1141 Archery (A) 2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques, and rules of archery.
- PEL 1620 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.
- PEN 1122 Swimming II (A) 2 hours-1 credit**
Instruction and participation in intermediate skills and techniques of swimming with emphasis on survival techniques.
- PEL 1441 Racquetball (A) 2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques, and rules of racquetball.
- PEL 1121 Golf (A) 2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques, and rules of golf.
- PEL 1511 Soccer (A) 2 hours-1 credit**
Instruction and participation in the basic skills, strategy, officiating techniques, and rules of soccer.
- PEN 1136 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 1137 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 1136.
- PEL 1346 Badminton (A)** **2 hours-1 credit**
Instruction and participation in the basic skills, strategy, techniques, and rules of badminton.
- PEO 2013 Sports Officiating (A)** **3 hours-3 credits**
Theory and practice of officiating football, basketball, and baseball.
- PEL 2620 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 1113 Life Saving (A)** **2 hours-1 credit**
Red Cross Life Saving Course with survival skills and drown-proofing. Prerequisite: PEN 1121 or permission of instructor.
- PEL 1341 Tennis (A)** **2 hours-1 credit**
- DAA 1372 Folk, Social, and Square Dance (A)** **2 hours-1 credit**
- PEL 1111 Bowling (A)** **2 hours-1 credit**
- PEL 1141 Archery (A)** **2 hours-1 credit**
- PEL 1620 Team Sports for Women and Men I (A)** **2 hours-1 credit**
- PEL 2620 Team Sports for Women and Men II (A)** **2 hours-1 credit**
- LEI 2433 Community Recreation (D)** **3 hours-3 credits**
Instruction and practical experiences in designing and setting up recreational programs for schools, recreation departments, and other agencies.
- PEM 1953 Cheerleading (A)** **1 credit**
Training and instruction for the mastering of skills necessary for varsity cheerleading. May be repeated for credit.
- PEL 2219 Baseball (A)** **1 credit**
Fundamental skills, techniques of participation, strategy and rules of baseball. Permission of instructor only. May be repeated for credit.
- PEL 2624 Basketball (A)** **1 credit**
Fundamental skills, techniques of participation, strategy, and rules of basketball. Permission of instructor only. May be repeated for credit.
- PEN 2124 Swimming (A)** **1 credit**
Fundamental skills, techniques of participation, strategy and rules of swimming. Permission of instructor only. May be repeated for credit.
- PEL 2344 Tennis for Women and Men** **1 credit**
Fundamental skills, techniques of participation, strategy, and rules of tennis. Permission of instructor only. May be repeated for credit.
- PEL 2324 Volleyball (A)** **1 credit**
Fundamental skills, techniques and rules of volleyball. Permission of instructor only. May be repeated for credit.

- PEN 2151 Springboard Diving (A)** **1 credit**
Coaching, training, and instruction in the skills necessary to achieve a high level of proficiency in springboard diving. Permission of instructor only. May be repeated for credit.

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. Prerequisite: MAT 1033

PHYSICS

- PHY 1002 Physics For Electronic Engineering Technology** **3 credits**
A one semester course for Electronic Technology students. Topics covered are Properties of Solids, Liquids and Gases, System of Measurements, Mechanics, Heat, Light and Sound (No Electricity). Prerequisite: MTB 1322
- 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 \$20.00 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 \$20.00 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 \$20.00 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 \$20.00 lab fee.

PHY 2002 Technical Physics I (D) 4 credits

Introductory physics course covering mechanics, heat, and sound. This course stresses the application of physics concepts in solving industrial problems. Courses in Math through Technical Calculus are suggested.

PHY 2003 Technical Physics II (D) 4 credits

Introductory physics course covering electricity and magnetism, light, atomic and nuclear physics. This course will stress the application of these physics concepts in solving industrial problems. Prerequisite: PHY 2003.

PHY 2936 Technical Applications in Business (D) 3 credits

A survey course in which applications of technology in various industries and businesses will be examined. On-site visits will be made in several industrial areas such as electrical generation, manufacturing and food processing. Prerequisite: PHY 2003.

GRA 2930 Technical Photography (D) 2 credits

Applications of photography in business and industry are studied. Techniques such as micro photography, high altitude photography, X-ray photography, and underwater photography will be covered. Previous experience in photography and film processing recommended.

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 authority, 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.

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 of psychology to other fields, and the various problems and fields of psychology. Given without laboratory experiments. Student must produce 4000 words of acceptable written material and earn a "C" or better in this course.

HUS 2102 Introduction to Techniques of Interviewing and Intervention (A) 3 credits

Review of basic psychological definitions of person, self-image; heredity and environmental influences in the development of self-image and personality and as causes of emotional problems and neurotic behavior. Basic techniques of interviewing, evaluation and intervention in general; specifically application of the above to the chemically dependent.

EDP 2002 Educational Psychology (A) 3 credits

Theories of learning and the literature dealing with education from pre-school to college level, including principles of development, learning, motivation, problem solving, individual differences, adjustment, guidance, and measurement.

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.

PPE 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; teenage drinking; alcoholism in industry; alcoholism among women; alcoholism in minority groups; cross addiction and the treatment thereof. Prerequisite: PSB 2440 or permission of instructor.

HUS 1506 Introduction to Drugs of Abuse (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.

HUS 2025 Introduction to Interpersonal Behavior (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 HUS 1506 or permission of instructor.

RADIOLOGIC TECHNOLOGY

RTE 1001 Radiologic Terminology (O) 1 credit

The course will cover origins of words, word building, the more common medical terms (particularly those related to Radiology) and Radiologic terms of Positioning. Other related material as deemed necessary by the instructor.

RTE 1111 Radiological Patient Care and Ethics (O) 1 credit

To teach the student the proper care of the patient while in the Technologist's area of responsibility. How to protect the patient from hazardous conditions while administering to the patient's welfare. Inform the student of the different moral, ethical, and legal aspects of the Medical Profession and specifically Radiology.

RTE 1308 Radiation Protection (O) 1 credit

The course will cover the need for radiation protection, the basic interactions of radiation with matter, quantities and units, biological effects, patient protection, personnel protection, maximum permissible dose, and personnel exposure monitoring. Co-requisite: RTE 1612.

RTE 1503C Radiologic Positioning I (O)

3 hrs. lecture-2 hrs. lab.-3 credits

Radiographic positioning and anatomy of the chest, abdomen, upper and lower extremities and positioning terminology associated with radiologic positioning. Use of the energized lab is used to reinforce lecture and give the student an opportunity to demonstrate competencies. Prerequisite: RTE 1612C.

RTE 1612C Radiologic Techniques I (O)

3 hrs. lecture-1 hr. lab.-3 credits

An introduction into the history and hospital organization (administration) of Radiology. The course core is designed to familiarize the student with radiographic factors in formulating radiographic technique; darkroom techniques are taught.

RTE 1526C Radiologic Positioning II (O)

3 hrs. lecture-2 hrs. lab.-4 credits

Radiographic positioning and anatomy of the pelvic girdle, hips, and spinal column as well as the basic positions for the cranial vault are taught during this course. Use of the energized lab to reinforce lecture and give the student an opportunity to demonstrate competencies. Prerequisite: RTE 1503C.

RTE 1411C Radiologic Techniques II (O)

3 hrs. lecture-1 hr. lab.-3 credits

A continuation of RTE 1612C, 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. Prerequisite: RTE 1612C.

- RTE 1827C Radiologic Positioning III (O)** **3 hrs. lecture-2 hrs. lab-3 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 1526C 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 2304C Radiologic Techniques III (O)** **3 hrs. lecture-1 hr. lab-3 credits**
 The fundamentals of electrical and radiation physics is covered, with a review of radiation hazards and protection. 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 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.

READING

REA 0000 Basic Reading Review *3 credits

This course provides the student with individualized instruction in reading skills through diagnostic-prescriptive techniques. All aspects of the reading process are taught: word analysis skills, sight vocabulary, word meaning, spelling, comprehension skills, reading fluency, etc. The instructor determines student progress by means of mastery tests at each skill level.

REA 1105 College Reading I (A) 3 credits

Designed to improve a student's reading and study techniques, learning activities are varied and include both individualized work and group instruction. Comprehension and study skills are both taught and applied: listening/note-taking, textbook mastery, memory/concentration, test-taking are emphasized along with rapid reading and vocabulary development. The course is diagnostic, allowing each student insight into his strengths and weaknesses; its value lies in the student's transferring the study skills and work habits to other courses and academic settings.

REA 1106 College Reading II (A) 3 credits

Extension and refinement of principles, strategies, and practices emphasized in REA 1105. Test sophistication, vocabulary expansion, memory/concentration building, and rapid reading are stressed.

REA 1120 Reading for Business People (A) 3 credits

Designed for people in (or entering) the professional, business, or technical community. Suggestions are given for faster reading, deeper understanding and longer retention. Stressing reading at a rapid, thinking rate, learning activities provide practice in technical, financial and analytical reading, time-management, decision-making, business vocabulary, plus many of the learning skills taught in Developmental Reading. Teacher-led discussion and individualized work are involved.

ENR 2112 Essential Skills in English/Reading (A) 3 credits

This course is designed to prepare students for the English and Reading section of the College-Level Academic Skills Test. Instruction focuses on the development of skills in word choice, usage, sentence structure, standard English grammar, spelling, punctuation, and capitalization, as well as comprehensive skills in both the literal and critical areas. Test-taking strategies are emphasized.

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.

*Developmental Course. Credit not applied toward degree.

- 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 BAN 2630. Prerequisite: 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, BAN 2300. 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 improvement loans, mobile home loans, and other non-mortgage loans. Prerequisite: 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. Prerequisite: 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 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 REE 2100, is covered in greater depth in this second course. It explores also problems related to low rise apartment buildings, townhouses, condominiums, and cooperatives. Prerequisite: 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. Prerequisite: 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. Prerequisite: BAN 2600.
- BAN 2001 Financial Institutions II (O)** **3 credits**
A continuation of BAN 2000. 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. Prerequisite: BAN 2621.
- 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 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. Prerequisite: MAN 2340.

BAN 2150 Public Relations (O) 3 credits

To introduce principles of public relations and to demonstrate practical applications to public relations for savings associations. The student will learn how to work with the media including newspaper, magazines, radio and television.

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. Prerequisite: BAN 2600.

BAN 2632 Advanced Savings & Loan Accounting (O) 3 credits

Advanced Accounting acquaints the student with current accounting regulations and proper procedures for handling the specialized transactions characterized by savings associations operations. Prerequisites: BAN 2631, BAN 2621, and BAN 2301.

BAN 2035 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.

BAN 2036 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: BAN 2035.

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 1141 Keyboarding for Information Processing** 3 credits
Initial instruction in the alpha-numeric QWERTY typewriter keyboard as well as initial instruction in the ten-key data entry pad using microcomputers. Specialized data entry exercises in BASIC and COBOL are included.
- SES 1142 Data Entry Applications** 3 credits
Development of computer keyboarding skill in entering data for various specialized office applications.
- 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 of 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 1200 ABC Shorthand I (Speedwriting) (O)** 3 credits
Initial instruction in ABC alphabet shorthand theory and introduction to dictation and transcription.
- SES 1201 ABC Shorthand II (Speedwriting) (O)** 3 credits
Application of ABC shorthand theory through speed building dictation and typewritten transcription. Prerequisite: SES 1200.
- 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 I 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 SES 1221. By the end of the semester, the student's speed skills will be built up to 120 words a minute or more, a marketable skill in machine shorthand. Prerequisite: SES 1221.
- SES 2401 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. Prerequisite: 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 2171 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 2172 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 2171.
- SES 1160 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 1161 Word Processing II (O)** **3 credits**
Continuation of SES 1160.
- SES 2162 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 2389 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)** **4 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.
- ENC 2200 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 1101.
- 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 non-court 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 2178 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 2179 Legal Terminology and 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 2178.

SES 2175 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 format for office chart notes. Prerequisite: HES 2144.

SES 2176 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. Prerequisite: SES 2175.

SES 2177 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. Prerequisite: SES 2176.

MRE 1003 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 records.

MRE 1005 Medical Records II (O) 3 credits

Introduction to management techniques, understanding of interdepartmental relationships, use of medical records in medical care evaluation, medical legal applications, and standard of accreditation and certification. Prerequisite: MRE 1003.

MRE 1102 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 are stressed. Prerequisite: SES 1100 or equivalent.

MRE 1103 Medical Word Processing II (O) 3 credits

A continuation of MRE 1102.

APB 2190 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 2461 is not a prerequisite.

HES 2144 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.

HES 2145 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. Prerequisite: HES 2144.

MRE 2825 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 are correlated for maximum learning. Prerequisite: SES 1100 and permission of instructor.

MRE 2826 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. Prerequisite: MRE 2825.

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.

SOCIOLOGY

SYG 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 American society; however, comparisons will be made with other societies or other periods in history where appropriate. Student must produce 4000 words of acceptable written material and earn a grade of "C" or better in this course.

SYG 2010 Social Problems (A) 3 credits
The causes and proposed solutions of contemporary social problems: poverty, the economy, alienation, delinquency and crime, family changes, minority groups, war, health, aging, education, and population growth. Prerequisite: SYG 2000 recommended.

SYG 1410 Family Relations (A) 3 credits

The nature and functions of marriage, considerations prior to marriage, marriage problems, children, interfamily relationships, marriage and contemporary society.

SYG 2420 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.

SYG 2320 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.

SYG 2323 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 II (A) 3 credits

Continuation of SPN 2200. Prerequisite: SPN 2200 or equivalent.

SPEECH**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 Communications (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.

SURVEYING**SUR 2100C 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 instructor.

SUR 2200C Advanced Surveying (O) 3 credits

Continuation of SUR 2100C, involving running traverses, topographic surveys, cross-sections, profiles, circular and parabolic curves and staking grades. Prerequisite: SUR 2100C and MTB 1322 or MAC 1104, or permission of instructor.

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. Five class hours per week.

ETD 1172C Basic Occupational Drafting and Supervision II (O) 3 credits

Basic skills in sketching and instrument drafting. Five 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. Five class hours per week.

ETD 2189C 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 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 MTR 1100. 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.

WOMEN'S PROGRAM**SLS V221 Assertiveness (O) Various**

For better job relationships, it is good to know the difference between assertiveness and aggressiveness if you want to communicate. This course teaches one to be open and honest with feelings, being more dynamic in speech and action, communicating with others in an open manner and suggesting improvements in the performance of others without provoking defensiveness and resentment.

- SLS V361 Career Development (O)** **Various**
Special course for High School students (16 and older) who are looking for jobs and contemplating their career options. This course will include job-search skills, building good self-esteem, values, identifying skills and dealing with responsibility.
- CHD V930 Child Development - Special Topics (O)** **Various**
This course is designed to enhance the positive parenting abilities and interpersonal skills of each participant. The course begins with one's own self-image. Thus teaching each participant to develop a good self-image and creative alternative methods of parenting skills which can be transferred to other situations and relationships wherever people are involved.
- SLS 1224 Coping With Loneliness and Grief (D)** **1 credit**
This class will teach how to handle your reactions during a loss, how to help others through grief, and to know what to expect.
- SLS V341 Employability Skills (O)** **Various**
This course will show how to increase professional impact through improving communication, recognizing office politics, managing the boss, and preparing pathways to good positions.
- CRW 1930 English - Special Topics (D)** **1 credit**
This class will teach people to write their autobiographies for personal satisfaction, and family keepsakes and to increase the community historical records. It is important for us to review our lives periodically in order to discover a self-satisfaction in our accomplishments and to set new goals for what we have left undone.
- MAN V930 Management - Special Topics (O)** **Various**
This class teaches women what they must know to go into a new venture, or to buy an established business. The knowledge of many basic facts can help prevent failure that is prevalent in the crucial first year. This "blueprint" for helping go into business will cover such topics as: financing, leasing, buying, display and advertising.
- SLS V211 Self Awareness (O)** **Various**
Career choices, adjustment to changes in lifestyle, group support, self-esteem, confidence building, decision making, job search skills.
- SLS V201 Personal Adjustment (O)** **Various**
Will help the person to put themselves together to look their best. The class will learn basic wardrobe building, fabrics, color and being a good shopper. Thus improve their appearance for the job.
- SLS V212 Self Development (O)** **Various**
Better job relationships. Discover yourself in a personal growth experience that improves interpersonal relationships. This class will stress the development of positive self-image and goals. You will learn how to handle: daily problems with ease and assurance, conquer moods of discouragement, doubt and frustration, use the mental secrets that give you energy, drive and motivation, break crippling attitudes that hinder you in daily life.

SYG 1930 Sociology - Special (D)**1 credit**

A renewing of mind and spirit is essential in a world of permanent change. Most of us realize that the challenges in life require new training, skills and knowledge. One out of every 5 adults is currently enrolled in some form of continuing education or special training. This course deals with some of the myths and stereotypes of aging and retirement to look for retirement years with confidence and joyful anticipation and to learn more effectively to communicate and support each other.

SYG 1930 Sociology - Special (D)**1 credit**

This course is to improve home relationships by encouraging behavior change, attitude change, and full partner equality. Topics to be considered will be: Building Self-Concepts and Inner Security, the Secret of Being and Staying in Love, and Tools for Solving Problems in the Home. All of this material will be presented to show people how to cope with the realities of married life.

SYG 1931 Sociology - Special (D)**1 credit**

Millions of men and women - divorced, separated, widowed, as well as the never-marrieds, have one thing in common: they live alone. This class will offer practical help in the development of self-sufficiency, cooking and dining alone, building relationships, parenting alone and more.

SYG 1931 Sociology - Special (D)**1 credit**

Today's women feel discriminated against after the age of 40, especially for the job market. This course will cover the general pattern of aging the phases we live through in life, what happens with memory when we grow older, does our intelligence grow stronger or weaker, can we rely on our intellectual strength during our lifespan? Is there any connection between the way we are inside ourselves and how we function in a group or on the job. Also includes health, fitness and aging. Prepares women for the work force in a more positive self-image.

SYG 1931 Sociology - Special (D)**1 credit**

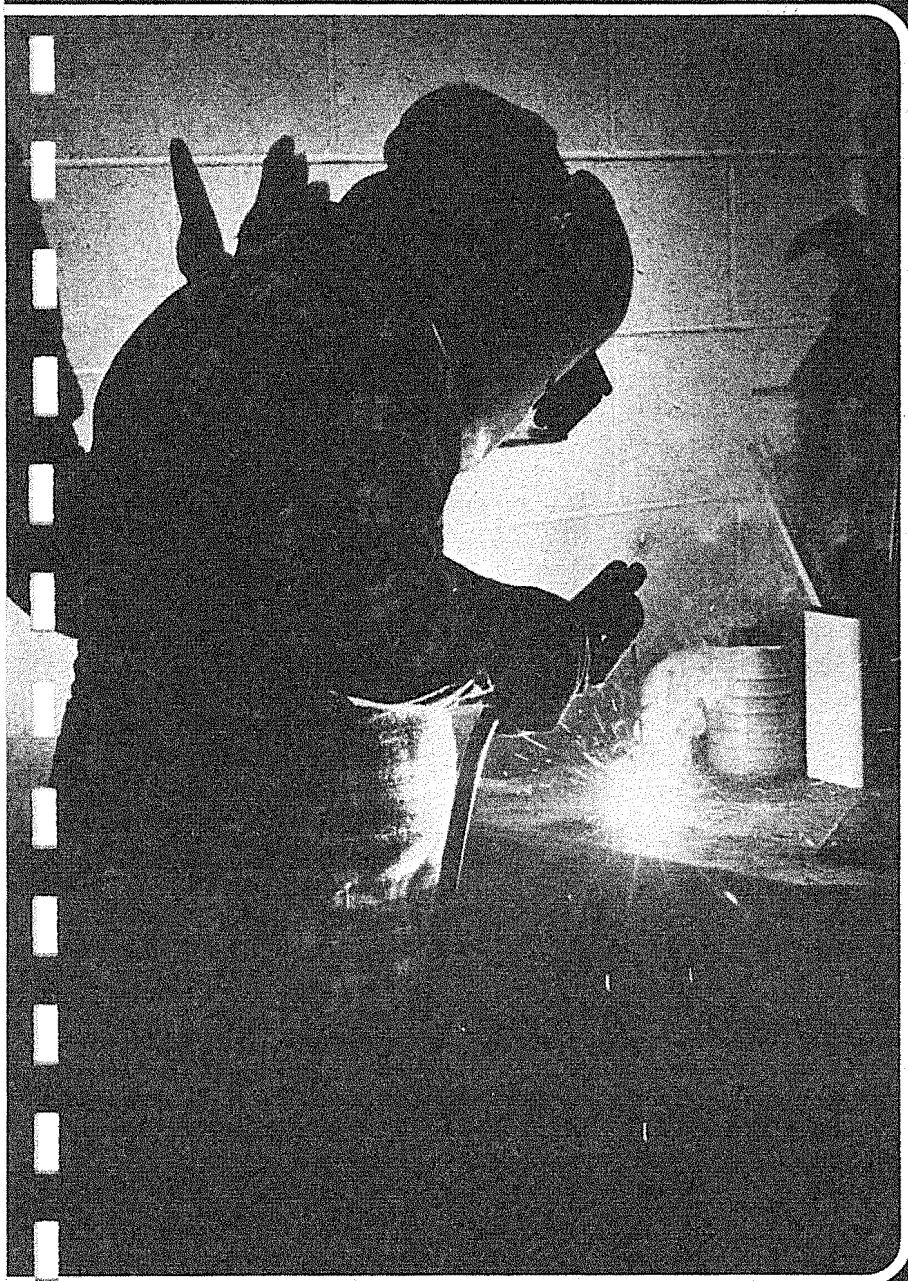
This class deals with coping with feelings of failure, separating symptoms from causes, the several stages of divorce, how long does recovery take and children in the crisis of divorce.

SLS V223 Stress Management (O)**Various**

To be able to define stress and to understand the physical and emotional effects of stress on our bodies as related to our jobs and careers. To understand that one's choice of attitude plays an active role in how one feels, and that each person has control of his feelings.

SLS V222 Time Management (O)**Various**

This class will help people at all levels to make the best possible use of time - for themselves and those with whom they work. Learn to establish priorities, budget time, better manage time as a commodity. Using time wisely to improve job performance.



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INDIAN RIVER COMMUNITY COLLEGE

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 M.Ed., Florida Atlantic University

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Gail M. Russ *Personnel Specialist*

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M.A., Western Michigan University

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Ph.D., Florida Institute of Technology

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M.S., Florida State University
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M.A., University of Delaware
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M.S., Florida State University
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B.S., New York University
M.S., Long Island University
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M.S.N., University of Kentucky
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B.S.N., Florida International University
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M.A., Michigan State University
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M.Ed., Florida Atlantic University
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M.A., University of Georgia
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M.A., University of Maryland
Ph.D., University of Florida
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A.A., Indian River Community College
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- Verna C. Mason** B.S., Tuskegee Institute
M.Ed., Tuskegee Institute
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M.A., California State University of Los Angeles
Ed.D., Florida Atlantic University
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M.Ed., Florida A&M University

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M.S., Florida State University
- Herbert T. Miller** Vocational/Technical Specialist
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M.S., Mankato State College
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M.S., East Tennessee State University
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M.S.N., University of Miami
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M.S., Renselaer Polytechnic Institute
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M.S., Florida State University
M.Ed., Chicago State University
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MS.Ed., Virginia Polytechnic Institute & State University
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M.Ed., Texas A&M University

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M.Ed., Livingston University
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M.S., Ohio State University
Ed.Spec., Ohio State University
Ed.D., Oklahoma State University
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M.S., Cleveland State University
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M.S.W., Barry College
- Lydia Turner**..... B.S.N., University of Florida
M.Ed., Florida Atlantic University
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A.A., Worthington Community College
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M.S., Mankato State University
- W. Frank Ward**..... B.S., Iowa State University
M.A., The University of Illinois
Ph.D., The Florida State University
- June Wells**..... B.A., University of South Florida
M.A., University of South Florida
- Sara Whitacre**..... B.S., Florida State University
M.Ed., Florida Atlantic University
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M.Ed., Florida Atlantic University
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M.A., East Tennessee State University
- Susan Wirth**..... B.A., Michigan State University
M.S., East Tennessee State University
- Reginald Woodall**..... B.A., University of Alabama
M.A., University of Alabama
- Veronica Woodard**..... B.S., Western Kentucky University
M.S., Western Kentucky University

Michael WoodcockB.A., St. Mary's Seminary
MA. Ed., University of San Francisco

Gerald Young B.A., University of Houston
M.A., University of Houston
Ph.D., University of Florida

INDEX TO COURSE OFFERINGS

Accounting.....	144	Licensed Practical Nurse.....	188
Agriculture.....	144	Marine Science.....	189
Air Conditioning/Refrigeration and Heating..	147.	Mathematics.....	190
Anthropology.....	148	Medical Lab Technician.....	192
Art.....	148	Metallurgy.....	193
Auto Body Repair & Service Management.....	149	Motorcycle Repair.....	193
Automotive Technology.....	150	Music.....	193
Banking.....	152	Music (Applied).....	196
Biology.....	153	Nursing Science.....	198
Black Culture Studies.....	155	Paramedic.....	200
Broadcast Communications.....	156	Philosophy.....	201
Building Construction.....	156	Physical Education.....	202
Business and Distributive Education.....	156	Physical Education-Recreation..	203
Chemistry.....	160	Physical Sciences.....	204
Computer Science (Data Processing).....	164	Physics.....	204
Cosmetology.....	161	Political Science.....	205
Criminal Justice.....	161	Psychology.....	206
Data Processing.....	164	Radiologic Technology.....	207
Dental Science.....	165	Reading.....	209
Drama.....	168	Savings & Loan.....	209
Economics.....	171	Secretarial Science.....	212
Education.....	171	Social Science.....	217
Electronics.....	172	Sociology.....	217
English.....	173	Spanish.....	218
Environmental Control.....	176	Speech.....	218
Fashion Merchandising.....	156	Surveying.....	219
Fire Science.....	176	Vocational Drafting.....	219
French.....	178	Welding and Service Management.....	219
Geography.....	178	Women's Program.....	220
Geology.....	179		
German.....	179		
Graphic Science.....	179		
Health.....	180		
History.....	182		
Home Economics.....	182		
Hotel-Motel Administration.....	184		
Humanities.....	184		
Individual Problems.....	185		
Industrial.....	185		
Institutional Food Service.....	185		
Insurance.....	186		
Interim Studies.....	187		
Journalism.....	188		
Learning Skills.....	188		

AA DEGREE PROGRAM INDEX

Pre-Agriculture.....	61
Pre-Architecture.....	61
Art.....	61
Art Education.....	62
Pre-Business Administration.....	62
Pre-Business Education.....	62
Biology.....	63
Biology Education.....	63
Chemical Dependencies.....	64
Chemistry.....	64
Computer Science.....	64
Drama.....	65
Education.....	66
Pre-Engineering.....	66
English.....	67

Pre-Forestry67
 French.....67
 Geology68
 German.....68
 Health Education68
 History69
 Journalism.....69
 Journalism-Public Relations70
 Liberal Arts70
 Marine Science70
 Math71
 Math Education.....71
 Pre-Medical Technology72
 Pre-Medicine/Dentistry72
 Music73
 Ocean Engineering73
 Pharmacy with Specialization in
 General Practice.....74
 Philosophy74
 Physical Education74
 Physical Education-Recreation75
 Pre-Physical Therapy75
 Physics76
 Physics Education.....76
 Political Science76
 Psychology77
 Social Studies Education.....77
 Social Welfare78
 Sociology78
 Spanish.....78
 Speech.....79

**AS DEGREE PROGRAM
 INDEX**

Accounting.....85
 Agri-Business Management87
 Animal Science87
 Architectural Drafting88
 Banking.....89
 Building Construction90
 Citrus90
 Civil Drafting91
 Clerical Typist92
 Computer Science.....93
 Criminal Corrections94
 Criminal Justice95
 Crop Technology and
 Production.....96

Dental Assistant.....97
 Dental Laboratory Technology98
 Early Childhood Education/
 Child Care Management99
 Electronics Engineering
 Technology.....100
 Fashion Merchandising101
 Fire Science102
 General Drafting103
 Home Economics.....104
 Institutional Food Service105
 Marine Laboratory
 Technology.....105
 Medical Lab Technician106
 Mid-Management in Business
 and Industry.....107
 Mid-Management in Hotel-Motel
 Management108
 Mid-Management in Marketing
 and Retailing.....109
 Nursing109
 Oceanographic Technology110
 Paramedic111
 Radiologic Technology111
 Real Estate112
 Secretarial Science.....113
 Teacher Aide.....114

**AAS DEGREE PROGRAM
 INDEX**

Air Conditioning-Refrigeration
 Service Management.....126
 Auto Body and Fender Repair
 Service Management.....127
 Automotive Technology128
 Cosmetology129
 Executive Secretary129
 Industrial Service
 Management130
 Legal Secretary131
 Licensed Practical Nurse132
 Medical Records
 Transcriptionist132
 Medical Secretary133
 Office Administration133
 Welding134

CAREER TRAINING PROGRAMS INDEX

Cosmetology 140
 Cosmetology Specialist
 Course..... 140
 Cosmetology Refresher
 Course..... 140
 Cosmetology Blow Waving and
 Iron Curling 141
 EMT..... 141
 EMT Refresher Program..... 141

CERTIFICATE OF APPLIED SCIENCE

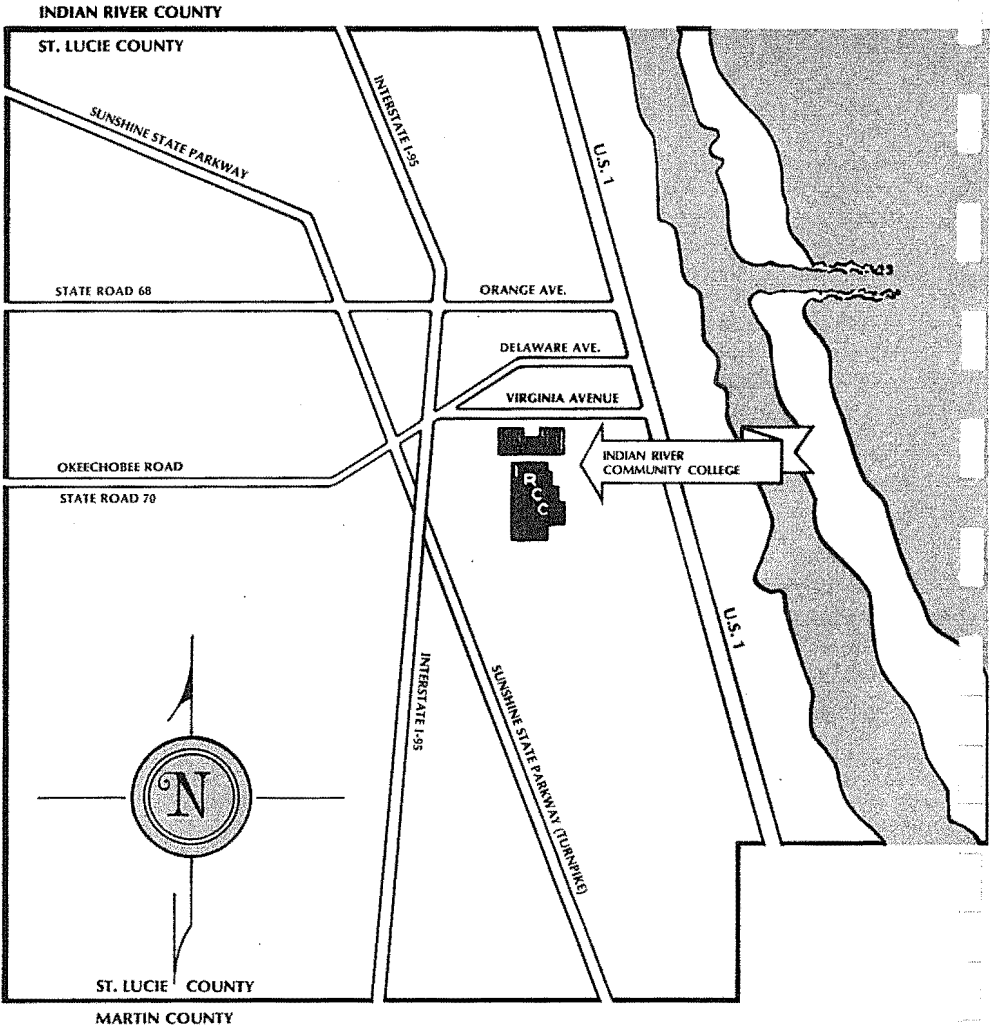
Air Conditioning, Refrigeration
 and Heating 135
 Auto Body and Fender Repair ... 136
 Automotive Technology 136
 Diesel Mechanics..... 136
 Executive Secretary 137
 Legal Secretary 137
 Licensed Practical Nurse 138
 Medical Records
 Transcriptionist 138
 Medical Secretary 138
 Welding 139

TECHNICAL CERTIFICATE

Accounting..... 115
 Agri-Business Management..... 115
 Agricultural Mechanics..... 116
 Animal Science 116
 Child Care Services..... 117
 Citrus Technology and
 Production..... 117
 Clerical Typist 117
 Clothing and Textiles..... 118
 Commercial Art 118
 Computer Science..... 118
 Crop Technology and
 Production..... 119
 Drafting—Architectural 119
 Drafting—Civil 120
 Drafting—General 120
 Fashion Merchandising 120
 Home Economics..... 121
 Institutional Food Service 121
 Insurance 121
 Interior Design 122
 Real Estate 122
 Secretarial Science..... 123
 Teacher Aide..... 123
 Word Processing..... 123

INDEX

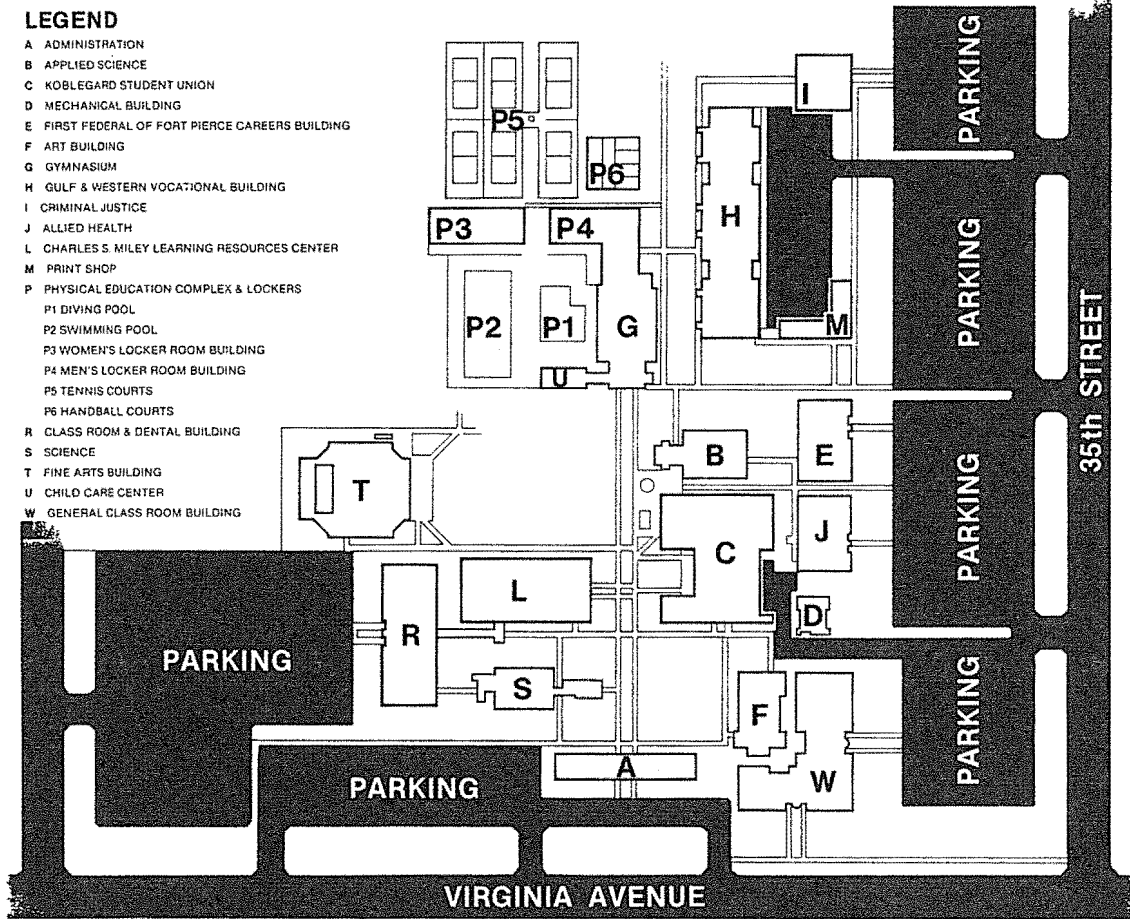
Academic Awards.....	28	Faculty.....	223
Academic Calendar.....	8	Fees.....	23
Academic Probation/ Suspension.....	27	Financial Aid.....	25
Access to Educational Records ..	39	Foreign Students.....	22
Accreditation.....	14	General Education Required Courses (A.A.).....	58
ACT Test.....	20	General Education Required Courses (A.A.S.).....	124
Add and Drop Procedures	27	General Education Required Courses (A.S.).....	80
Administration.....	224	Gordon Rule.....	34
Admissions.....	20	Grading System.....	27
Adult Basic Education.....	46	Guidance.....	20
Adult High School.....	46	High School Completion Programs.....	46
Adult Non-Credit.....	46	History of College.....	16
Advanced Placement.....	55	Housing.....	39
Associate in Applied Science Degree.....	124	Individualized Manpower Training (IMT).....	47
Associate in Arts Degree.....	58	Insurance.....	25
Associate in Science Degree.....	80	Interim Studies.....	51
Athletics.....	44	Intramural Sports.....	44
Attendance.....	26 & 21	Job Placement.....	26
Board of Trustees.....	4	Learning Resource Center.....	16
Bookstore.....	38	Map of Area.....	240
Campus Coalition Government ..	43	Map of Main Campus.....	241
Career Planning & Placement	26	Medical Facilities.....	39
Career Training Programs.....	139	Multiple Degrees.....	51
Certificate of Applied Science..	134	Orientation.....	26
Challenge Examination.....	56	Performing Arts Series.....	48
Change of Address.....	41	Phi Theta Kappa.....	43
Child Care.....	38	Placement Testing.....	20
Classification of Students.....	21	Public Information.....	48
CLAST.....	28	Refund Policy.....	24
CLEP Program.....	55	Registration.....	24
Clubs and Organizations.....	41	Scholarships.....	25
College-Level Academic Skills Test.....	28	Sexual Harassment.....	15
Commencement.....	41	Student Activities.....	41
Common Course Numbering System.....	52	Student Identification.....	39
Communications and Computation Requirements.....	34	Student Responsibility.....	41
Continuing Education.....	46	Technical Certificate.....	115
Course Offerings.....	143	Transcripts.....	39
Dean's List.....	28	Transfer Students.....	22
Deferred Credit Enrollment.....	55	Transportation and Parking.....	38
Directed Independent Study.....	56	Veterans.....	25
Dual Enrollment.....	22	Vocational Rehabilitation.....	47
Early Admissions.....	22	Withdrawal from a Course.....	41
Extended Course Load.....	57	Withdrawal from College.....	41
Facilities.....	16	Women's Program.....	47



INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

LEGEND

- A ADMINISTRATION
- B APPLIED SCIENCE
- C KOBLEGARD STUDENT UNION
- D MECHANICAL BUILDING
- E FIRST FEDERAL OF FORT PIERCE CAREERS BUILDING
- F ART BUILDING
- G GYMNASIUM
- H GULF & WESTERN VOCATIONAL BUILDING
- I CRIMINAL JUSTICE
- J ALLIED HEALTH
- L CHARLES S. MILEY LEARNING RESOURCES CENTER
- M PRINT SHOP
- P PHYSICAL EDUCATION COMPLEX & LOCKERS
 - P1 DIVING POOL
 - P2 SWIMMING POOL
 - P3 WOMEN'S LOCKER ROOM BUILDING
 - P4 MEN'S LOCKER ROOM BUILDING
 - P5 TENNIS COURTS
 - P6 HANDBALL COURTS
- R CLASS ROOM & DENTAL BUILDING
- S SCIENCE
- T FINE ARTS BUILDING
- U CHILD CARE CENTER
- W GENERAL CLASS ROOM BUILDING



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f

52	Bay
23	Bradford
45	Brevard
19	Broward
10	Calhoun
58	Charlotte
53	Citrus
47	Clay
48	Collier
64	Columbia
29	Dade
31	DeSoto
31	Dixie
01	Escambia
09	Flagler
61	Franklin
59	Gadsden
21	Gilchrist
55	Glades
60	Gulf
66	Hamilton
56	Hardee
30	Henry
49	Hernando
40	Highlands
27	Hillsborough
03	Holmes
51	Indian River
32	Jackson
25	Jefferson
46	Lafayette
62	Lake
12	Lee

13	Levy
39	Liberty
67	Madison
35	Manatee
15	Marion
17	Martin
41	Monroe
41	Nassau
43	Okaloosa
57	Okeechobee
07	Orange
26	Osceola
68	Office
00	Palm Beach
28	Pasco
04	Pinellas
05	Polk
22	Putnam
33	Santa Rosa
16	Sarasota
17	Seminole
20	St. Johns
24	St. Lucie
44	Sumter
31	Suwannee
37	Taylor
63	Union
08	Volusia
65	Wakulla
36	Walton
50	Washington
69	Agency
70	Out-of-State
71	Foreign

01	Alabama
02	Alaska
03	Arizona
04	Arkansas
05	California
06	Colorado
07	Connecticut
08	Delaware
09	Washington D.C.
10	Florida
11	Georgia
12	Idaho
13	Illinois
14	Indiana
15	Iowa
16	Kansas
17	Kentucky
18	Louisiana
19	Maine
20	Maryland
21	Massachusetts
22	Michigan
23	Minnesota
24	Mississippi

06	Montana
07	Nebraska
28	Nevada
29	New Hampshire
30	New Jersey
31	New Mexico
32	New York
33	North Carolina
34	North Dakota
35	Ohio
36	Oregon
37	Pennsylvania
38	Rhode Island
39	South Carolina
40	South Dakota
41	Tennessee
42	Texas
43	Utah
44	Vermont
45	Virginia
46	Washington
47	West Virginia
48	Wisconsin
49	Wyoming

IRAN	-	7196
CUBA	-	7197
CANADA	-	7198
OTHER (All foreign)	-	7199

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