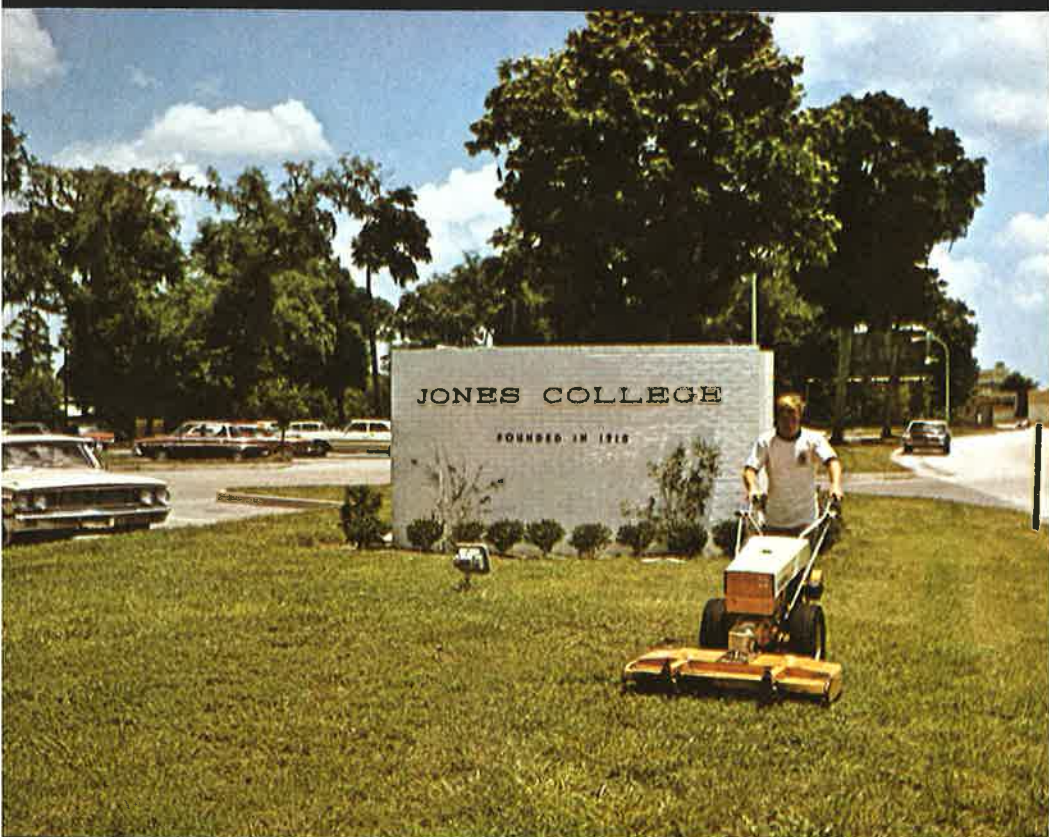


1970-1971

Catalog



Jones College

Jacksonville and Orlando

FLORIDA

Main Campus

Arlington Expressway
Jacksonville, Florida 32211
(904) 721-1122

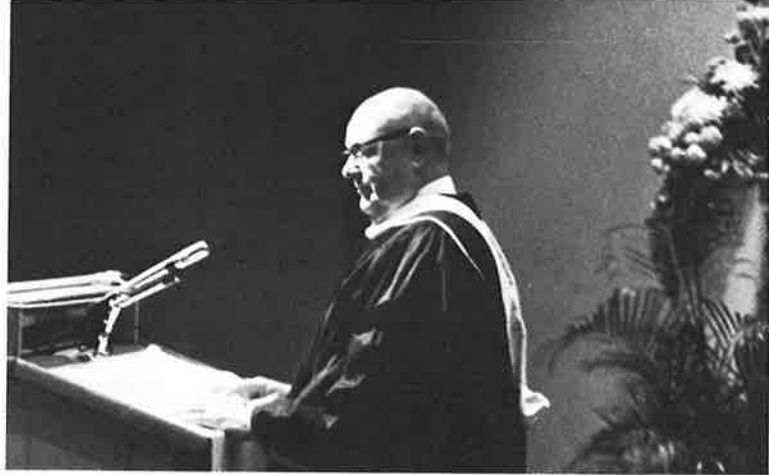
Branch Campus

One West Church Street
Orlando, Florida 32801
(305) 241-1407

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PRESIDENT'S MESSAGE

"Guideline to Youth"

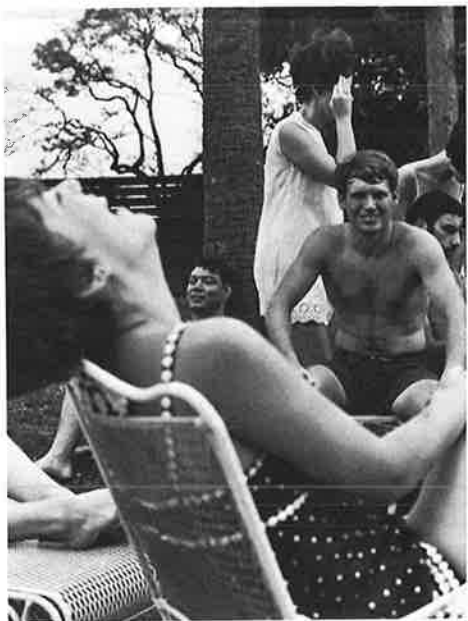
The world in which we live is rapidly changing. Our constant objectives and interests are a reflection of this onward movement. The best of the challenging times ahead will go to those who are dynamically prepared to accept the opportunities of tomorrow. Jones College students learn the importance of active participation in society as well as how to prepare for the opportunities to come.

Today's college student tomorrow will guide the destiny of the world—perhaps that of the universe. Jones College is a contemporary college—correctly geared to forward-thinking, success-minded youth. New and modern instructional methods and concepts are daily practiced in the classroom. Positive innovations in instruction and techniques are always encouraged, for we must be at least one stride ahead of change if we are not to fall behind.

The tradition of "finding one's self" is one of the most cherished establishments at Jones College. Small classes and an atmosphere of friendly daily contact with the faculty create in the student a spirit of pride and accomplishment. A positive pattern of success is daily directed toward developing beneficial student attitudes.

If you are attracted to the excellent; if you are appreciative of the American way; then I invite you to consider Jones College, through this catalog, as the pathway to a full and productive life.

Jack H. Jones





**A
CONTEMPORARY
COLLEGE**

STATEMENT OF PHILOSOPHY AND OBJECTIVES

The objective of Jones College is the development in each individual student of the knowledge, skills, and ethics consistent with responsible social and professional behavior.

It is the goal of the College to prepare the student for a rewarding life in a complex world, for further education, or for immediate employment upon graduation with personally satisfying opportunities for advancement and success.

The College will continue to be a strongly business-oriented institution, offering a wide selection of cultural subjects leading to the Bachelor of Science or Associate in Science Degree. The Department of Humanities and Social Science has recently developed a two-year Liberal Arts program, leading to the Associate in Arts degree.

Graduates of Jones College will find a wide range of exciting and challenging careers from which to choose.

The last few years have seen unparalleled growth and development during the administration of President Jack H. Jones, son of the founder. By 1969 more than five hundred full-time and six hundred part-time students were in attendance in Jacksonville, Florida, in addition to over four hundred students in attendance at the Orlando, Florida, branch campus.

To keep pace with enrollment, the physical plant has been expanded from time to time. The latest and most ambitious development in the College's history has been the recent acquisition of the \$3.5 million river-front campus in Jacksonville. Additional expansion is now in the planning stage.



ACCREDITATION

Jones College is accredited by the Accrediting Commission for Business Schools as a Junior College of Business. In 1967 the Commission accepted the candidacy of the College for accreditation as a four-year institution and approved the granting of the Bachelor of Science degree.

The Accrediting Commission for Business Schools has been designated as a nationally recognized professional accrediting agency by the United States Office of Education.

The College and the branch campus in Orlando, Florida, are both listed as professional institutions of higher learning in the EDUCATION DIRECTORY, PART 3: HIGHER EDUCATION, published by the United States Office of Education.

Accreditation assures students that the College is recognized nationally as a qualified institution of higher learning; that it maintains recognized and approved courses of study; that it employs a competent faculty and has adequate facilities and equipment; and that the organizational structure has stability and permanence as a part of the educational community.

Jones College is a non-profit, nonsectarian, coeducational institution, chartered by the State of Florida with authority to confer collegiate degrees. The College is a member of the Florida Association of Colleges and Universities and a member of the American Association of Junior Colleges. It is approved by the Florida State Approval Agency for Private Schools.



TO HELP YOU PLAN FOR TOMORROW

When planning future education, no single consideration should be the basis for a firm decision as to which college to attend. Programs of study, accreditation, faculty, expenses, environment, and student activities are important factors that must be considered when making a choice. A final decision should be based upon thorough understanding of the various types of institutions available and what each has to offer that is unique unto itself.

“Where shall I go to college?” The answer to this question is one of the most important decisions in your life. This decision, which is both a privilege and a responsibility, should be made only after thoughtful consideration of your abilities, aptitudes, and interests. The college chosen should offer opportunities to fulfill intellectual, spiritual, personal, and career potentialities.

To fulfill its objectives, Jones College has woven into its courses a sound core of general studies. The result is a program imparting to the student important specialized, as well as highly desirable, cultural knowledge. Jones College students are exposed to the “why” as well as the “how” thus greatly expanding their capacity to contribute to the cultural growth, moral health, and financial prosperity of the communities in which they live.

Jones College invites your consideration.

HISTORY

Founded in Jacksonville in 1918 by Annie Harper Jones, the College had a modest beginning with fewer than 50 students. In the early years the program consisted primarily of specialized business training. Over the years the program has been steadily enriched. A solid growth in student attendance has been a natural development.

In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter the College is governed by a Board of Trustees; and all income in excess of operating expenses must be devoted to providing better housing, equipment and educational facilities. In 1953 a branch campus was established in Orlando, Florida, to serve the rapid growth of the Central Florida area.

ABOUT THE JACKSONVILLE CAMPUS

Location

Located on the beautiful St. Johns River, just a few miles from one of the world's finest Atlantic Ocean beaches, Jacksonville offers both fresh and salt water recreation. The area is a fishing and boating paradise. Broad streams enter the St. Johns here and provide miles of waterfront recreation. The modern Arlington Expressway (adjacent to the campus) puts fun, work, and shopping within a few minutes of the college. The temperate climate, characterized by short mild winters and long, relatively warm summers, boasts an average temperature of 67.8 degrees. Average seasonal range is from 54.7 in December to 80.2 in July.

Medical Complex

Eight general hospitals with 1,666 beds provide general nursing, minimal, special, and intensive care units. They have a full range of diagnostic and treatment services, an artificial kidney, physical therapy facilities, radioisotope, endocrine laboratories, and cobalt therapy. Jacksonville has outstanding specialists in the fields of open-heart surgery and diseases of the lung and is recognized through the Southeast as an important medical center.

Recreation

Recreational opportunities are limitless and outdoor sports are year 'round. The municipal zoo, free to the public, has the Southeast's largest collection of rare animals. The sports complex—consisting of the Coliseum, and the Gator Bowl seating seventy thousand—is famous for its annual New Year's Bowl Game and the traditional Georgia-Florida grid classic. Professional hockey, basketball, wrestling, and boxing share the 10,000-seat Jacksonville Coliseum with such bright attractions as the Ringling Brothers Barnum and Bailey Circus and spectacular ice shows.

The Arts

The Civic Auditorium features the finest of concerts, plays, and ballet. The Symphony Association presents five concerts a year. Jacksonville's youth orchestra is considered one of the best in the South, and there are choral societies for both men and women and two fine Little Theatre groups. The widely renowned Cummer Gallery of Art and the new Jacksonville Art Museum both have permanent collections and also offer special exhibitions. Art classes are conducted by the Jacksonville Art Museum. The works of such outstanding artists as Titian, El Greco, Velazquez, Rubens, Winslow Homer, Goya, and Del Sarto are represented in the permanent collections.

Churches

More than six hundred churches and synagogues, representing almost all denominations and faiths, serve the religious needs of the community.

Physical Plant and Facilities

Jones College, Jacksonville, is ideally located on the east bank of the St. Johns River. Situated as it is in suburban Arlington, one of Jacksonville's most attractive residential areas, it provides immediate access to the downtown business area or to the ocean beaches. The quiet, campus atmosphere provides a desirable environment for study and learning.

The college tower was completed at a cost of over \$3 million. In addition to the college classrooms and residence halls, the consolidated living-learning building also houses the studios of college-owned radio stations WDCJ and WKTZ-FM. This beautiful twelve-story structure is completely heated and air-conditioned. It provides students with residence facilities unequalled anywhere in the South for comfort, beautiful furnishings, spacious rooms, and everything necessary for gracious student living. A large swimming pool and patio recreation area are available for the enjoyment of resident students.



The lower floors are used for instructional and administrative purposes. The James V. Forrestal Library and the Student Center are provided for student use during unscheduled portions of the school day. Special conference rooms are available for group meetings of all kinds—Fraternities, Sororities, Student Council, clubs, etc. Automatic elevators provide convenient and safe transportation between the college classrooms and residence halls, which are located on the upper floors of the building. The ultimate planning of the college facilities has been directed toward achieving maximum convenience and comfort for the students while developing high-level efficiency in the operation of the college.

In keeping with its high standards of progress, Jones College Jacksonville Campus residence halls are new and modern. Each unit contains an all-electric kitchen, comfortable living and sleeping quarters, private balcony terrace, and large picture windows. A cafeteria is operated in the Student Center.



A full-time Residence Director, a Resident Counselor, and a staff of competent housemothers are available at all times to assist dormitory residents in every way and to provide responsible supervision. A corps of student counselors, carefully selected each quarter, meet at regular intervals with new students to help with minor problems of adjustment to dormitory and college life. A registered nurse is in residence and the college medical doctor is on 24-hour call.

Super highways, railroads, buses, and the Jacksonville International Airport provide excellent transportation facilities.

ABOUT THE ORLANDO BRANCH CAMPUS

Location and Cultural Opportunities

Orlando, the geographic center of Florida, is the state's transportation hub. Six primary highways converge on the central city, and three major airlines make dozens of daily flights into Orlando. Appropriately described for many years as "The City Beautiful," Orlando, seat of Orange County in central Florida, is a dynamic, yet charming, metropolis that is richly endowed with an endless variety of beauty.

Giant oak trees shade streets in the business sections as well as residential areas, and impressive vistas framed in towering palms are reflected in the city's 54 spring-fed lakes, set like gems amidst tropical greenery. Beautiful gardens, lush parks, well-kept homes, inspiring places of worship, and modern shopping facilities all combine to make the Orlando area an ideal community for study and good living.

Despite its mushrooming population (500,000 projected for the Orlando Metro Area by 1970 as compared with 141,833 in 1950), the city retains its serene, suburban charm.

Recently the Orlando area was described by a national magazine as being one of the "top 20 most pleasant places in which to live." While retaining its beauty and leisurely atmosphere, Orlando ranks fiftieth in the nation in economic growth. Week after week businesses and industry expand or locate within the area at a steady rate.

Orlando is also the home of Disneyworld—a new, better, and much larger edition of the world-famous Disneyland of California. It will be open to the public within a few months and will be a continuing source of pleasure and entertainment to visiting students from both Jacksonville and Orlando. Disneyworld and the hundreds of businesses and facilities surrounding it will need many thousands of new employees and will contribute to the tremendous growth expected in the Orlando area.

The John F. Kennedy Space Center at Cape Kennedy, Florida, is within 40 miles of Orlando and within easy driving distance of Jacksonville. Frequent visits to the Space Center are made by students of both the Jacksonville and Orlando schools.

Orlando has an ideal climate, with an average annual temperature of 72 degrees and is strategically located in the heart of the state.

Other blessings include a variety of year-round recreational facilities, a full calendar of cultural events, a fine sports bill-of-fare, progressive government plus civic leadership and citizens who are convinced that Orlando is THE place to live.

The following is a listing of some of the many things to do and see:

EOLA PARK: The flower beds are a joy to behold at any season of the year, while the illuminated fountain is a thrilling, nighttime spectacle.

MEAD GARDEN: Trails wind through subtropical forests filled with native birds, and there are displays of plants from around the world.

KRAFT AZALEA GARDENS: Thousands of azaleas (January to March) are in bloom as well as tropical shrubs and trees.

BOAT TOURS: Scenic boat tours with descriptive narration through the scenic lakes and canals of Winter Park are available.

ALBIN POLASEK FOUNDATION: Located at 633 Osceola Avenue, Winter Park, is the home of the Late Albin Polasek. On exhibit are his famous sculpture, paintings, and mementos.

CENTRAL FLORIDA MUSEUM: In Loch Haven Park. Exhibits on space exploration, scientific, and other subjects.

AUDUBON HOUSE: On South Lake Sybelia Drive, Maitland. Nature center, bird sanctuary, library, and picnic area.

GENIUS DRIVE: A picturesque and scenic drive through groves and forests amidst flocks of peacocks.

HISTORICAL MUSEUM: On the top floor of the Orange County Courthouse. Exhibits from Central Florida pioneer days and the city's early history.

ROLLINS MUSEUM OF ART: Rare paintings, Tiffany glass collection, and unique watch key collection.

LOCH HAVEN ART CENTER: In Loch Haven Park. Changing exhibits of paintings and other works of art.

RESEARCH CENTER: In Maitland. Art works of the late Andre Smith in a cluster of buildings, courtyards, and gardens.



Physical Plant and Facilities

The Jones College Orlando Campus, centrally located in downtown Orlando, Florida, occupies over twelve thousand feet of space at One West Church Street on the corner of Orange Avenue, the city's main street. The college is completely air-conditioned. The well-lighted classrooms are equipped with functionally modern furniture, audio-visual aids, and up-to-the-minute teaching equipment.

With facilities for four hundred students and an outstanding faculty devoted to the education of young people, the Orlando campus offers many advantages to students in the areas of employment and career potential, recreation, scientific centers, and comfortable living accommodations.

For young women students attending Jones College, Orlando, the Young Women's Community Club provides comfortably furnished rooms, dormitory style (with two, three, or four girls to a room), a recreation hall, and a large dining room. The Club is within walking distance of the college and is conveniently located near the downtown shopping area. It is only a short distance from facilities for swimming, bowling, skating, and other recreational activities. Emergency health services are provided. It is recommended that women students whose homes are not within commuting distance of the college live in community club facilities. Men students are assisted in locating off-campus housing.





**STUDENT
LIFE**

STUDENT LIFE

Life on the college campus has many facets. The student's education, in the broadest sense, is achieved not only through his work in the classroom; it is genuinely the result of all the activities that comprise his life while attending college. Rightly used, all campus activities contribute toward maturing and cultural development of the student; toward developing his understanding of himself and of the world in which he lives.

All the activities described in this section apply to the Jacksonville Campus. Many also apply to the branch Campus in Orlando; but because of the downtown campus location and the smaller student body, some of the activities are not appropriate for a branch campus program.

The college provides many resources for meetings of the campus community. From the formal Conference Room to the informal Student Lounge, facilities are available to students, faculty, and alumni. The snack bar in the Student Center, TV Lounge, conference room, and pool-side patio, are also popular meeting places.



Social activities vary from year to year according to the inclination of the students. Sponsored by various student organizations, events such as dances, hayrides, car rallies, field trips and fashion shows are numerous.

The most inclusive of all campus organizations is the Student Council, to which every student automatically belongs. The Student Council Officers are elected by the students.

Meeting weekly, the Council Officers seek to fulfill The Student Council objectives of promoting the general college welfare, serving the students' best interests, and helping to provide a lively college spirit.

The college has only a limited number of specific rules for the purpose of regulating campus life. The basic assumption is made that college students do not need to be told in detail how to conduct themselves. Such regulations as have been adopted are set forth in the Resident Student Handbook, and College Catalog.

In a series of meetings, discussion groups, testing sessions, and campus tours, student leaders, faculty and staff members seek to help the new students to become acquainted with life on campus. The orientation program each quarter is important to all new students—freshmen and transfers. These sessions deal with both academic and extra-curricular matters. Student government, campus organizations, and honors are carefully described. New students are also given practical advice on study habits, the budgeting of time, and other matters of common concern. The student's academic program is outlined at this time. The faculty has access to the student's total record and is prepared to discuss with him and advise him on a wide range of problems at any time. The student is expected to do all he can on his part to establish a continuing relationship with the faculty.

Through the college's long tradition of close student-faculty relationships, the student will find ample opportunity to become well acquainted with both the Dean and his classroom instructors. Most classes are groups of 15 to 35 students. Faculty members have regular hours, and the student should seek a conference with his instructor when he feels the need for additional guidance.

The Dean is available to students for counseling on academic or personal problems.

Jones College is a non-sectarian institution. Its faculty and student body represent many religious faiths. Churches and synagogues of most faiths are easily accessible from the campus.

Male students who show outstanding qualities of leadership, character, and scholarship are honored by being nominated for membership in Kappa Lambda, local chapter of Phi Theta Pi, or in Omega Nu, local chapter of Pi Rho Zeta, two national honor societies of high rank. Dinners, social affairs, and other fraternal activities provide a full calendar of events for the membership.

The sister organization of Phi Theta Pi is a local chapter of Alpha Iota Sorority. Like the fraternity Alpha Iota is also a national honor society, composed of young women who have met its high standards. One of the highest honors a young woman student can receive at Jones College is sorority membership. A full program of social and civic activities is carried out with all members participating.



SOCIAL AFFAIRS AND ACTIVITIES

Modern young men and women have need for cultural and social development in order to enjoy a well-rounded life. One of the reasons for attending college is to secure a social background and to broaden social perspective. Participation in class activities, work in the Student Council and newspaper, and membership in the various student organizations are encouraged.

Athletic and sports activities are also organized in accordance with the interests of the students and may include swimming, skating, bowling, surfing, water skiing, basketball, golf, riding, etc. Informal beach and swim parties are regular events.



**ADMISSIONS
AND
FINANCIAL
INFORMATION**

REGULATIONS GOVERNING STUDENT CONDUCT

All students will be held responsible for conforming to the laws of the Nation and State and for behaving in a manner consistent with the best interests of the College and of the student body.

All students must follow the Jones College Code of Conduct.

CODE OF CONDUCT

As Jones College students, we will respect morality, order and the rights of others. We will do our best to represent favorably our college and its tradition in our personal and academic activities.

STUDENT DRESS

Young men students are required to wear plain shirts, ties, socks, business jackets, and conservative slacks or suits to all classes. Shoes should be of dark color and ties should be in quiet taste. Hair must be neatly trimmed. Sideburns must be thinned and no longer than the ear lobe. Beards are not allowed. Moustaches are permitted on the upper lip only if neatly trimmed.

Young lady students are required to wear stockings and dress shoes (either low, medium, or high) to all classes—not “flats” or sport shoes. Simple, tailored ensembles of conservative length should be worn.

GENERAL

Jones College reserves the right to change provisions of this catalog at any time if such change is deemed to be in the best interests of the program, student, and/or college, in the opinion of the administration.

G. I. BILL OF RIGHTS

Jones College is approved for training under the Cold War G. I. Bill of Rights. Students are enrolled on a credit hour basis and 14 hours per week is considered full time. Students attending two evenings a week qualify for three-quarter time training allowance under the Act. Veterans attending under this program are permitted to pay tuition by the month in arrears as they receive their checks from the Veterans Administration.

ADMISSION FROM SECONDARY SCHOOLS

Admission to Jones College is based on a "rolling" admission policy. To expect favorable consideration, the applicant should possess a successful high school record as well as strength and maturity of character. **The Admissions Committee relies heavily upon the High School Guidance Counselor's recommendations.** The recommendation of the Guidance Counselor is always considered to be the most important factor. SAT or ACT is recommended but not required.

Qualified applicants will be considered for acceptance prior to secondary school graduation. Applicants, with the approval of their secondary school, may submit their record through the junior year, based on the assumption that the senior year performance will be similar in quality to that of the first three years of secondary school. If available, a partial transcript of senior year progress is desirable.

The applicant is usually informed of his acceptance within three weeks after the application is received or within ten days of the date all required information is received.

ADMISSION FROM OTHER COLLEGES

Jones College accepts students who wish to transfer from other colleges. For favorable consideration, the transfer applicant should have completed all courses he wishes to transfer for credit with a minimum grade average of 2.0. Acceptance for credit of work completed at other colleges will be at the discretion of the Admissions Committee with regard to subject compatibility with the Jones College program.

No transfer of credit is offered for work completed with a grade of D or for work not on the college level. No credit will be granted for courses taken by correspondence, and not more than 30 credits will be allowed for extension courses.

To receive information regarding the evaluation of transfer credits, a student must first apply for admission and pay the application fee. He must be in good academic standing and eligible to return to the institution from which he proposes transfer.

FOREIGN STUDENTS

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

APPLICATION PROCEDURE

To apply for admission to Jones College, current high school students must complete the Application for Admission Form and submit it to his guidance counselor or other authorized high school authority with the application fee of \$10, which is paid only once and is non-refundable. Two small photographs of the applicant and a high school transcript of work completed through date of application, if available, are also required. If the transcript is not available at the time of application, the college will correspond with the high school. The high school official should complete the balance of the form and then mail the completed application with the requested material to the Director of Admissions. High school graduates will mail their applications directly to the college.

Applications should be submitted no later than early in the senior high school year. Applicants will receive notification of action taken as their application folders are completed (usually three weeks).

Upon notice of acceptance all students are required to pay a \$50 Registration Fee. All women students and those men students under 21 years of age are required to live on campus if their homes are not within commuting distance. Men students, age 21 and older, may elect to live on campus if residence space is available. A \$10 Residence Reservation Fee is required of all resident students. In the case of a commuting student, no provision for housing is necessary.

Two hundred dollars is payable within 60 days after acceptance for those who are accepted between September 1 and March 30 — **or within 30 days after** acceptance for those who are accepted between April 1 and July 1.

The balance of the first year's tuition and full first year's resident fee are due by August 1 for those registering for the Fall Term. If special acceptance for the Fall Term is granted after July 1, then all fees for the year are due on August 1. Students registering for Winter, Spring, or Summer Terms are given a date 30 - 60 days prior to their date of entry to make their financial arrangements as outlined above.

The year's student activity fee will be waived when the full year's expenses are paid within 10 days of the date appearing on the acceptance letter. This applies only to those applications received not less than 90 days before the beginning of the quarter for which application for entry is made. If the application is received 90 days or less before the quarter, the full amount will be due at the scheduled time.

An \$80 family reduction per school year (3 quarters) is allowed to those students who attend from the same immediate family. Students on the deferred payment plan may expect this credit to apply to the last charges after all fees are paid for the year.

TUITION AND FEES

(SEE ENCLOSED SUPPLEMENTARY RATE SHEET)

All financial obligations must be fulfilled as stated in the "application procedure" section of the catalog. Refunds will be made only in accordance with policy stated in the "Regulations Regarding Refund of Fees" section in the catalog. Students are admitted with the understanding that they will remain the full academic year, unless otherwise specified at the time of entrance, and that they will conduct themselves as responsible citizens of the college community.

Students will not be given credit for work done, will not receive honorable dismissal, or a transcript of credit, or be permitted to graduate, until all college bills are paid.

Students will be accepted any quarter for a full academic year of three quarters.

INSURANCE FOR PERSONAL BELONGINGS

The college does not carry insurance on students' personal belongings and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on existing policies or make arrangements for insurance locally upon arrival.

The college does not maintain facilities for safekeeping of money or valuables. Banks located a few blocks off campus have such services available.

REGULATIONS REGARDING REFUNDS OF FEES

The operating budget of the college provides for the engagement of faculty, operating expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of fees for the full academic year from all accepted students, and for this reason students are accepted for not less than a full academic year of three quarters. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. Therefore, refunds or adjustments are made only under the following regulations:

1. **FAILURE TO ENTER**—If an accepted student does not enter classes, the full amount of prepaid tuition and residence charges will be refunded. If 90 days written notice to the College is given, \$40 of the Registration Fee will be refunded. If 30 days written notice to the College is given, \$20 of the Registration Fee will be refunded. Application Fees are not refundable.

2. **WITHDRAWAL**—No withdrawal will be considered effective unless the student has notified the Registrar of such withdrawal by means of a personal interview prior to or upon the date of withdrawal from classes. A request will not be considered unless such notice is given.

Tuition and residence charges are made for a minimum of one school year (3 school quarters). After entrance, refunds of residence charges may be made upon written application to and approval by, the Board of Trustees of the College. Refunds will be considered only when the circumstances of withdrawal are, in the opinion of the Board, beyond the control of the student, and if so, will be made only in meritorious cases and at the sole discretion of the Board.

Application, Residence Reservation Fees, and Activity Fees are not refundable.

Refunds of tuition will be made as follows:

Withdrawal within:

First week of attendance	75%
First nine weeks of classes	55%
Second nine weeks of classes	30%
Thereafter, charges are not refundable.	

3. **DISMISSAL**—Refunds will not be made in cases of dismissal of the student by the College.

4. **FAILURE TO PAY**—Fees not promptly paid upon the dates specified forfeits all previous payments and deposits as well as the right to a place in the College.

COUNSELING AND ADVISEMENT

All new students are given a complete battery of aptitude, ability tests, and special knowledge tests for advance standing.

The Iowa Silent Reading Test is administered to all students as a part of the regular entrance testing. Students testing below the 12th grade reading level will be required to participate in a reading improvement course. If necessary, this course will be in addition to the required and elective subjects included in the program for which the student has enrolled.

FINANCIAL AID PROGRAM

Jones College makes every effort to assist students who need financial aid to complete their college programs. Included here are highlights on the various forms of loans, scholarships, grants, and part-time work opportunities available.

FEDERAL AID PROGRAMS

National Defense Student Loans

Students may borrow up to \$1,500 per academic year under this program. Payments begin ten months after the student completes his studies and may be extended over a 10-year period. Repayment may be deferred up to three years during service in Peace Corps, VISTA, or the Armed Forces and may be deferred as long as the borrower carries at least a half-time academic load at an institution of higher learning.

Educational Opportunity Grants

This program is for students who would be unable to attend college without the aid of grants. Grants ranging from \$200 to \$1,000 per academic year are available for each of a student's four under-graduate years, depending on the students need.

Work-Study Program

Preference is given to students from low income families who need employment to help pay college expenses. Students work up to an average of 15 hours a week at jobs on campus while attending classes as full-time students.

OTHER SOURCES OF AID

State Guaranteed Loan Plans

State guaranteed educational loan plans are available in most states. Application forms and information are available at most banks.

United Student Aid Funds

Students may borrow up to \$1,500 a year under this program. Repayment of the loan is deferred until after the student is graduated or withdraws from college. Benefits and obligations are similar to the Federally Insured Loan Program.

Monthly Payment Plan

This plan, made possible through an agreement with The Florida National Bank of Jacksonville, enables the student to extend payment of tuition and fees on a monthly basis to cover the time he plans to be at Jones College.

Jones College Financial Grants

A limited number of grants are awarded on the basis of extreme financial need and evidence of ability to succeed in college-level work.

Jones College Work Grants

A limited number of grants are available in return for the performance of campus duties at the student residence halls, library, grounds, and various offices. These opportunities are usually reserved for upperclassmen. Students wishing to apply for Work Grants should contact the Director of Financial Aid at the college.





Financial Aid to Athletes

Financial Aid up to \$1,000 is granted to athletes by Jones College on the following basis:

1. Financial need as determined by analysis of the student's application for financial aid.
2. High school rank, guidance counselors recommendations, and other information which indicates potential for academic success at Jones College.
3. Athletic ability as evaluated by the Jones College Athletic Department on the basis of coaches' reports, game films, etc.

President's Scholarships

The scholarships provide up to \$500 a year for a limited number of students. Priority is given to students who have maintained a high scholastic average and who are recommended by their school Guidance Counselor.

Achievement Scholarship

Tuition credits of \$100 are awarded annually to the highest ranking students in the Freshman, Sophomore, and Junior classes.

Josephine Forrestal Scholarship

A \$100 tuition credit is awarded annually on the basis of scholastic aptitude, need, and college citizenship.

Joe Harper Scholarships

A \$100 tuition credit is awarded annually on the basis of scholastic aptitude, need, and college citizenship.

A \$100 tuition credit is awarded annually to a Junior Class member on the basis of self-growth and contribution to the college.

SUGGESTIONS FOR APPLICANTS

1. Applicants seeking financial aid should first, study the annual expenses at Jones College; second, ask their high school guidance counselors about local funds available; third, contact the Jones College Director of Financial Aid for details and application forms.

2. Applicants are not considered for participation in the college financial aid program until they have been accepted for admission to Jones College and have paid their registration fees.

3. Students must be in good standing to be eligible for continued financial aid.

4. A parent's confidential financial statement is required for most types of aid.

5. When a student submits an application for financial assistance it is analyzed by the Director of Financial Aid and a plan is recommended to the student, which appears to the Director of Financial Aid to be the best possible arrangement for that individual. This may include a combination of more than one type of aid. The student reviews the plan and indicates his acceptance of it before any commitment is made.





GENERAL INFORMATION

DEFINITION OF A QUARTER HOUR CREDIT

A quarter hour credit is equivalent to approximately twelve class hours of instruction with appropriate homework and study. Laboratory subjects having a disproportionate ratio of instruction to practice work require from sixteen to twenty-four class hours for one quarter hour credit, depending upon the particular circumstance.

REPORTS AND GRADING SYSTEM

The conventional letter-grading system is used which includes the following grades: A-Excellent; B-Good; C-Satisfactory; D-Passing; I-Incomplete, and F-Failure; WP-Withdrawn Passing; WF-Withdrawn Failing. Reports of grades and progress are made to students and to parents or guardians of minors at the end of every quarter. More frequent reports may be obtained on request.

DEAN'S LIST

A student registered for a minimum of 14 quarter hours who earns at least a 3.5 quality point average in all courses attempted is eligible for the Dean's List, which is an honor list published each quarter.

ADVANCED STANDING

Advanced standing will be granted to the extent that the subjects for which such standing is requested are parallel in content and intensity to subjects offered at Jones College. Recognition will be limited to 60 percent of the total number of credit hours required in the program. Electives will be selected to substitute for subjects for which advanced standing has been granted to the student.

TRANSFER OF CREDIT TO OTHER COLLEGES

Jones College credits are accepted by many other colleges and apply toward a bachelor's degree. No guarantee of transfer is offered by the College, however, inasmuch as all colleges reserve the right to accept or reject any applicant. Students anticipating transfer should discuss their plans with the Dean or the Director of Admissions of the college to which credit is to be transferred. All transfer of credit is dependent upon the policies of the school to which application for transfer is made.

ATTENDANCE REQUIREMENTS

Classes are in session from 8:10 a.m. to 5:00 p.m. Monday through Friday. Students attending under the "Work-Study Program" may, if necessary, be scheduled for a minimum class load in order to permit employment. Students must have the prior approval of the Dean for schedules of more than 18 credit hours. The College is in session throughout the year on a quarterly basis except for holidays and vacations as shown in the College calendar. (Summer quarter is optional)

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Unexcused absence will result in a lowered achievement rating and an undesirable record. Excessive absences, excused or unexcused, may cause the student to be dropped from that subject in which the absences occur if unsatisfactory progress is evident.

BOOKSTORE

Books and supplies may be purchased at the College Bookstore. Book purchases will be necessary at the beginning of each school quarter. The cost of books may be reduced through the purchase of used books when available.

GRADUATION REQUIREMENTS

To qualify for graduation, a student must complete the prescribed course of study with a "C" average or better. Students with a passing grade average below "C" may graduate only upon the recommendation of the faculty.

A minimum grade of "B" in Communications I, II, and English Mechanics is required of students majoring in secretarial areas. In addition, if the course of study includes any of the following subjects, the skill requirements set forth below must be met:

Shorthand IV	120 w.a.m.
Typewriting II	45 w.a.m.
Typewriting III	55 w.a.m.
Typewriting IV	65 w.a.m.

GRADUATION WITH HONORS

Students who graduate with the following quality point averages are entitled to the appropriate honors: 3.25-3.49, cum laude; 3.50-3.74, magna cum laude; 3.75 and above, summa cum laude.

Honors are computed for students who have earned the requisite credits for graduation.

COMMENCEMENT

Commencement exercises are held in June of each year and attendance is a requisite for graduation. Following the presentation of Special Honors, members of the class, garbed in traditional cap and gown, receive their degrees. Outstanding leaders in the fields of education, business, or government are invited to offer the commencement address.

A fee of \$20 is payable for each candidate for graduation at the beginning of his final quarter. This fee covers closing out of the academic records, the degree, commencement program, and invitations. This fee is due of all students regardless of whether they are granted permission to be graduated in absentia.

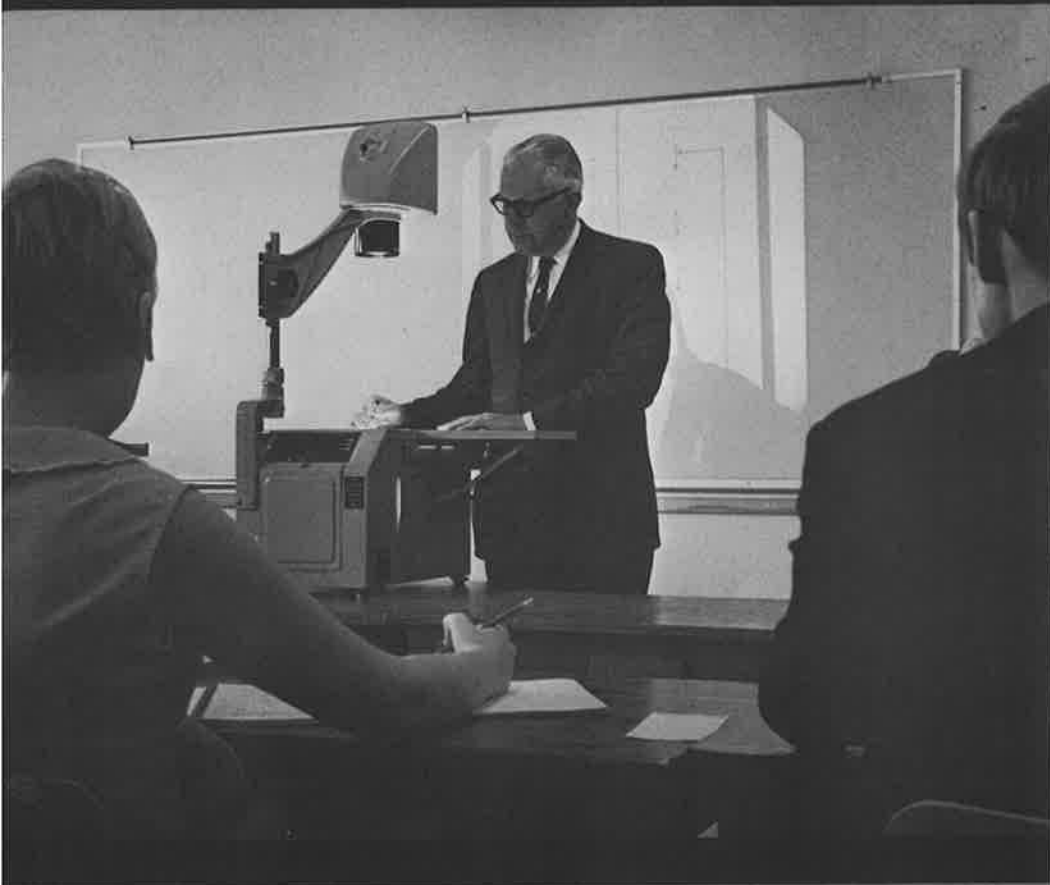
PLACEMENT SERVICE

The College maintains a Placement Service for the benefit of in-school students, graduates and non-graduate alumni. Alumni are urged to maintain contact with the college Placement Office so that they may take advantage of the many desirable positions that are available with progressive employers throughout the year.

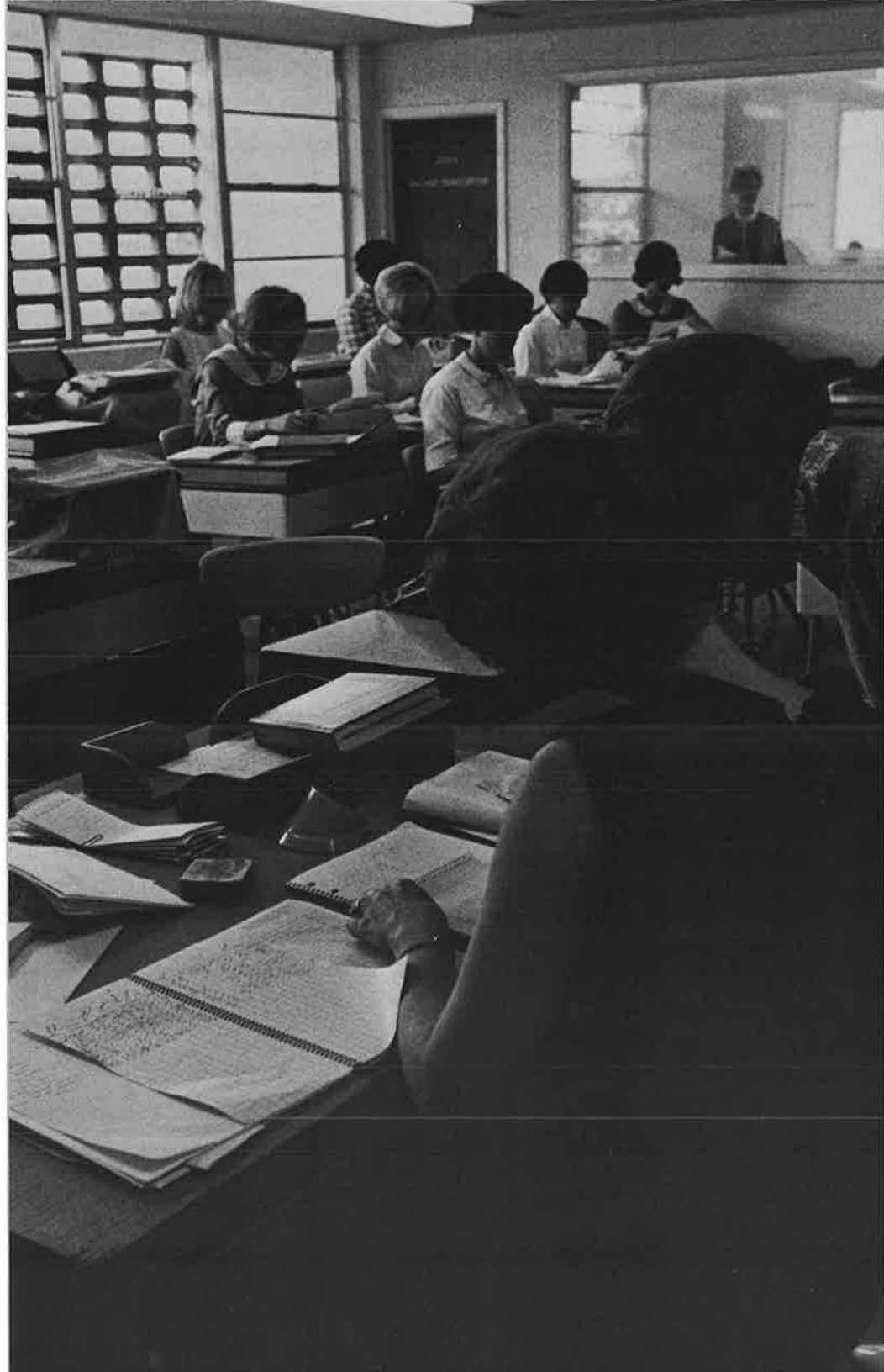
Many students work part-time while attending school, either under the College Work-Study Program or off-campus.

Complete academic and employment records of each student are available to assist the prospective employer or alumnus.

An important aid is the reciprocal employment agreement between Jones College and other educational institutions, which keeps our Placement Office informed of the best available positions everywhere.



CURRICULUM



JUNIOR AND SENIOR COLLEGE PROGRAMS

Jones College has offered the Associate in Science degree for many years. In the fall of 1967 a four-year program was inaugurated leading to the Bachelor of Science Degree with majors in Business Administration and Secretarial Science. Another recent development is the college-parallel Liberal Arts program.

The Associate in Science degree programs may be pursued either as terminal programs for those wishing employment on completion or as transfer programs for those desiring to continue their education in the Senior College Division.

The Orlando campus offers programs only at the Junior College level. These programs are designated on the following pages. Orlando students may transfer to Jacksonville without loss of credit.

THE BACHELOR OF SCIENCE DEGREE PROGRAM

(Offered in the Jacksonville College only)

To qualify for the Bachelor of Science Degree students are required to accomplish the following:

Complete 182 quarter hours of acceptable work, at least one-half of which, including the full senior year's credit requirements, must be taken at Jones College.

Earn required credit in Areas I, II, III, and IV.

Maintain a general grade average of "C" or higher (a point average of at least 2.0 calculated only on credits earned at Jones College). This requirement may be relaxed by a faculty committee for good cause and upon such conditions as the committee may fix.

Pass final examination in all courses.

Abide by all college rules and regulations. Maintain a creditable attendance and department record and settle all financial obligations to the College prior to graduation.

If Broadcast Major, attend and participate in WJCR Campus Radio at Jones College.

Participate in the College commencement exercises next following completion of all course requirements.

BACHELOR DEGREE CURRICULUM

Total Quarter Hour Requirements

	Quarter Hours
Area I Core	28
Area II Major	68
Area III General Studies	76
Area IV Free Electives	10
Total	182

Area I—Core—Required for All Programs 28 Quarter Hours

	Quarter Hours
Communications I	4
Communications II	4
Business English	4
Business Machines I	2
Accounting I	6
Typewriting I	4
Typewriting II	4

Area II—Major

Accountancy Major 68 Quarter Hours

	Quarter Hours		Quarter Hours
Accounting II	6	Business Law II	4
Accounting III	6	Business Mathematics	4
Accounting IV	6	Business Mathematics—	
Accounting V	6	Advanced	4
Accounting VI	6	Credits and Collections	4
Accounting VII	6	Federal Taxation	4
Automation Fundamentals	4	Internship	0
Business Law I	4	Introduction to Business	4



Broadcast Management Major

	Quarter Hours		Quarter Hours
Accounting II	6	Internship	0
Advertising I	4	Introduction to Broadcasting ..	4
Advertising II — Media	4	Introduction to Business	4
Broadcast Internship	4	Market and Program Research ..	4
Communications Law	4	Personnel Management	4
Fundamentals of Broadcast Announcing I	4	Radio & TV Station Operation ..	4
Fundamentals of Broadcast Announcing II	4	Salesmanship	4
Government Regulation of Broadcasting	4	Speech for Radio & TV	4
		Studio Productions	4
		Typewriting III	2

Computer Programming Major

	Quarter Hours		Quarter Hours
Accounting II	6	Computer Concepts I	4
Accounting III	6	Computer Concepts II	4
Automated Data Processing	6	Computer Programming I	6
Automation Fundamentals	4	Computer Programming II	6
Business Machines II	2	Computer Programming III	6
Business Mathematics	4	I. B. M. Machines	6
Business Mathematics— Advanced	4	Internship	0
		Systems and Procedures	4

Management Major

	Quarter Hours		Quarter Hours
Accounting II	6	Credits and Collections	4
Accounting III	6	Federal Taxation	4
Advertising I	4	Internship	0
Automation Fundamentals	4	Introduction to Business	4
Business Law I	4	Office Management	4
Business Law II	4	Personnel Management	4
Business Mathematics	4	Principles of Management	4
Business Mathematics— Advanced	4	Principles of Marketing	4
		Salesmanship	4



Secretarial Science Major

	Quarter Hours		Quarter Hours
Accounting II	6	Medical Terminology	4
Business Law I	4	Office Management	4
Business Law II	4	Secretarial Science	4
Business Machines II	2	Shorthand I	6
Business Mathematics	4	Shorthand II	4
Filing and Indexing	2	Shorthand III	4
Internship	0	Shorthand IV	4
Introduction to Business	4	Transcription	2
Legal Terminology	4	Typewriting III	2
Machine Transcription	2	Typewriting IV	2

Area III—General Studies

76 Quarter Hours

In addition to the 8 quarter hours of general education included in general studies required in Area I courses (Communications I and II), 68 quarter hours are required in the following general studies courses. The courses designated with an asterisk are required of all degree candidates. The remaining quarter hours may be selected from the list, subject to the approval of the Dean.

	Quarter Hours		Quarter Hours
Algebra	4	Journalism	4
Anatomy and Physiology	4	Logic	4
Child Psychology	4	Marriage and the Family	4
Community Service	4	Modern History	4
Contemporary Music	4	and Government	4
Discussion and		Philosophy	4
Conference Techniques	4	Physical Education	2
*English Composition I	4	Political Science	4
*English Composition II	4	Principles of Economics I	4
*English Mechanics	4	Principles of Economics II	4
Ethics	4	Principles of Economics III	4
Fundamentals of Speech	4	*Psychology I	4
*Humanities I	4	Psychology II	4
*Humanities II	4	Public Speaking	4
*Human Relations	4	Statistics I	4
Introduction to Literature	4	Statistics II	4
Introduction to Sociology	4	Twentieth Century Literature	4

Area IV—Free Electives

10 Quarter Hours

Free electives may be selected from courses listed in the descriptions beginning on Page 45. Electives may be specialized or general studies courses.

THE ASSOCIATE IN ARTS DEGREE PROGRAM

LIBERAL ARTS

(Offered in Jacksonville only)

The Liberal Arts Program is a college parallel course intended to acquaint students with broad general areas of human knowledge and concern and to increase their inquisitiveness about academic matters. To be able to communicate freely with others, to have an understanding attitude toward contemporary problems, and to provide each student with a wealth of basic knowledge are among the goals. An Associate in Arts Degree is conferred upon graduation.

Some students follow this program in the expectation that they will continue their formal education after graduation. Others choose the program with full knowledge that their formal education will be terminated upon completion. Still others pursue this program to develop a base on which to rest specialized knowledge.

To direct students to the most effective use of their time and efforts, all faculty members participate in a plan of continuing personal guidance and course selection. A minimum of 96 quarter hours credit are required for graduation.

Freshman Year

	Quarter Hours
English Composition I and II (2 quarters)	8
Humanities I and II (2 quarters)	8
Introduction to Sociology	4
Language, French or Spanish (2 quarters)	8
Physical Education	3
Principles of Economics I or Algebra	4
Electives	13
	<hr/> 48

Sophomore Year

	Quarter Hours
Contemporary Music	4
Fundamentals of Speech	4
Biology I and II (2 quarters)	8
Human Relations	4
Introduction to Literature	4
Marriage and the Family	4
Political Science	4
Psychology I	4
Electives	12
	<hr/> 48

THE ASSOCIATE IN SCIENCE DEGREE PROGRAM

To maintain satisfactory status leading to graduation, all students must complete the following requirements:

Complete 108 quarter hours of acceptable work in Business Administration majors, 96 quarter hours in secretarial majors, at least one-half of which, including the last three quarters' credit requirements, must be taken at Jones College.

Earn required credit in Areas I, II, and III.

Maintain a general grade average of "C" or higher. This requirement may be relaxed by a faculty committee on examinations for good cause and upon such conditions as the Committee may fix.

Abide by all college rules and regulations. Maintain a creditable attendance and deportment record and settle all financial obligations to the College prior to graduation.

Participate in College Commencement exercises next following completion of all graduation requirements.

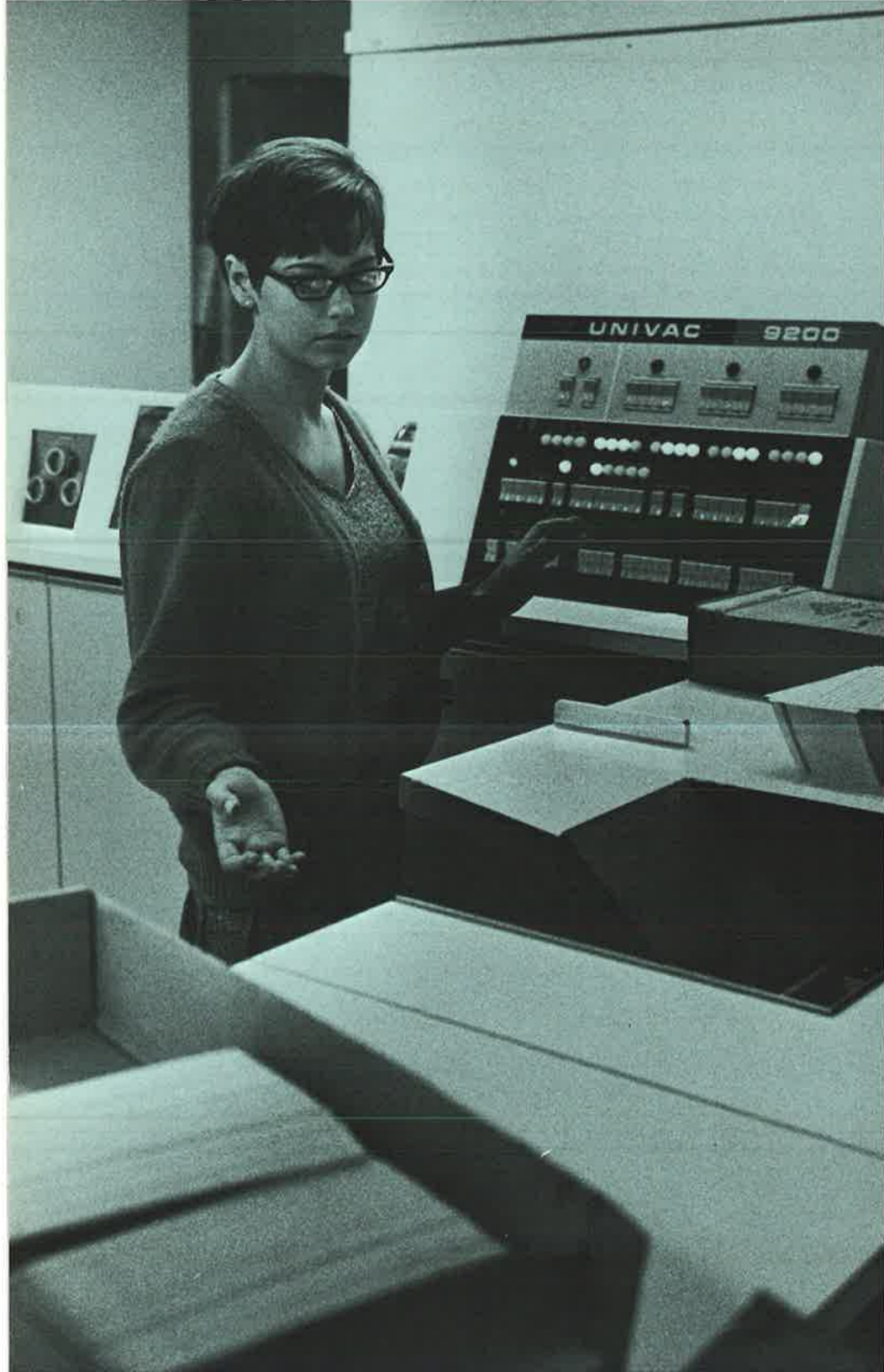
Although all curricula are outlined by areas, it is not necessary that one area be completed before another. Student schedules usually include courses from at least two areas each quarter, assigned in logical sequence.

Area I—Required for All Programs 20 Quarter Hours

	Quarter Hours
Typewriting I	4
Typewriting II	4
Accounting I	6
Business English	4
Business Machines I	2

Area II—Major 60 Quarter Hours

Note: A minimum of only 52 credit hours in courses in the Secretarial Science Major is required of all candidates for the Associate in Science Degree. Sixty credit hours is required of all other majors. A listing of the required courses in each major, including elective requirements, follows:



Accountancy Major

	Quarter Hours		Quarter Hours
Accounting II	6	Business Mathematics	4
Accounting III	6	Business Mathematics Advanced	4
Accounting IV	6	Credits and Collections	4
Accounting V	6	Federal Taxation	4
Automation Fundamentals	4	Introduction to Business	4
Business Law I	4	Free Electives	4
Business Law II	4	Office Internship	0

(Offered in Jacksonville and Orlando)

Broadcast Management Major

	Quarter Hours		Quarter Hours
Accounting II	6	Government Regulation of Broadcasting	4
Advertising I	4	Introduction to Broadcasting	4
Advertising II — Media	4	Market & Program Research	4
Communications Law	4	Office Internship	0
Free Electives	6	Radio & TV Station Operation	4
Fundamentals of Broadcast Announcing I	4	Salesmanship	4
Fundamentals of Broadcast Announcing II	4	Speech for Radio & TV	4
		Studio Productions	4

(Offered only in Jacksonville)

Computer Programming Major

	Quarter Hours		Quarter Hours
Accounting II	6	Computer Concepts II	4
Automated Data Processing	6	Computer Programming I	6
Automation Fundamentals	4	Computer Programming II	6
Business Mathematics	4	Computer Programming III	6
Business Mathematics — Advanced	4	Free Electives	2
Computer Concepts I	4	Data Processing Internship	0
		I.B.M. Machines	4
		Systems and Procedures	4

(Offered in Jacksonville and Orlando)

Management Major

	Quarter Hours		Quarter Hours
Accounting II	6	Credits and Collections	4
Accounting III	6	Federal Taxation	4
Advertising I	4	Free Electives	4
Automation Fundamentals	4	Introduction to Business	4
Business Law I	4	Office Internship	0
Business Law II	4	Office Management	4
Business Mathematics	4	Salesmanship	4
Business Mathematics — Advanced	4		

(Offered in Jacksonville and Orlando)

Secretarial Science

	Quarter Hours		Quarter Hours
Business Law I	4	Secretarial Science	4
Business Law II	4	Shorthand I	6
Business Machines II	2	Shorthand II	4
Business Mathematics	4	Shorthand III	4
Filing and Indexing	2	Shorthand IV	4
Free Electives	6	Transcription	2
Machine Transcription	2	Typewriting III	2
		Typewriting IV	2

Emphasis may be placed in areas of automation, legal or medical secretarial studies by selecting specialized electives.

(Offered in Jacksonville and Orlando)

Free electives may be selected, subject to the approval of the Dean, from any of the courses listed in the descriptions of courses beginning on Page 45.

AREA III—GENERAL STUDIES

A minimum of twenty-five percent of the quarter hour credits required in any Associate in Science degree curriculum must be in the area of general studies or liberal arts. Students may select courses from the following list to meet the minimum requirements of Area III. Course selections are subject to the approval of the Dean.

	Quarter Hours		Quarter Hours
Anatomy and Physiology	4	Humanities I	4
College Mathematics	4	Humanities II	4
Communications I	4	Journalism	4
Communications II	4	Logic	4
Community Service	4	Physical Education	4
Contemporary Music	4	Principles of Economics I	4
English Mechanics	4	Psychology I	4
Ethics	4	Public Speaking	4
Fundamentals of Speech	4	Statistics I	4
Human Relations	4	Statistics II	4





**DESCRIPTION
OF
COURSES**

The following pages list brief descriptions of the courses in the various curricula. Most of these are specifically required in one or more programs. Others are important studies that are available as electives.

AUTOTUTOR TEACHING MACHINE COURSES

A number of two quarter hour courses prepared for the "Autotutor" electronic teaching machines are available. Although teaching machine programs are generally designed to be offered without the direct supervision of an instructor, it is the policy of the college to provide the assistance of an instructor at all times. The following courses are offered as additional electives:

- Advanced Programming Techniques (III)
- Basic Statistics
- Business and Scientific Programming (IV)
- Computer Programming Techniques (II)
- Elementary Electronics
- Introduction to Algebra
- Introduction to Computer Mathematics
- Introduction to Computer Programming (I)
- Mathematics Introduction to Slide Rule
- Slide Rule Fundamentals - Part I
- Slide Rule Fundamentals - Part II



ACCOUNTING I**6 Quarter Hours**

Defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in the elementary journals, and posting to the ledgers. The trial balance, working papers, financial statements, and the opening and closing of books are included. Prerequisite: Business Mathematics

ACCOUNTING II**6 Quarter Hours**

The course is a continuation of Accounting I. The student is trained in the recording of more advanced transactions. Emphasis is placed on the opening of books; classification and controlling of accounts; safeguarding of cash, notes, acceptances, discounts, capital investments and withdrawals; as well as adjusting and closing of the books. Prerequisite: Accounting I

ACCOUNTING III**6 Quarter Hours**

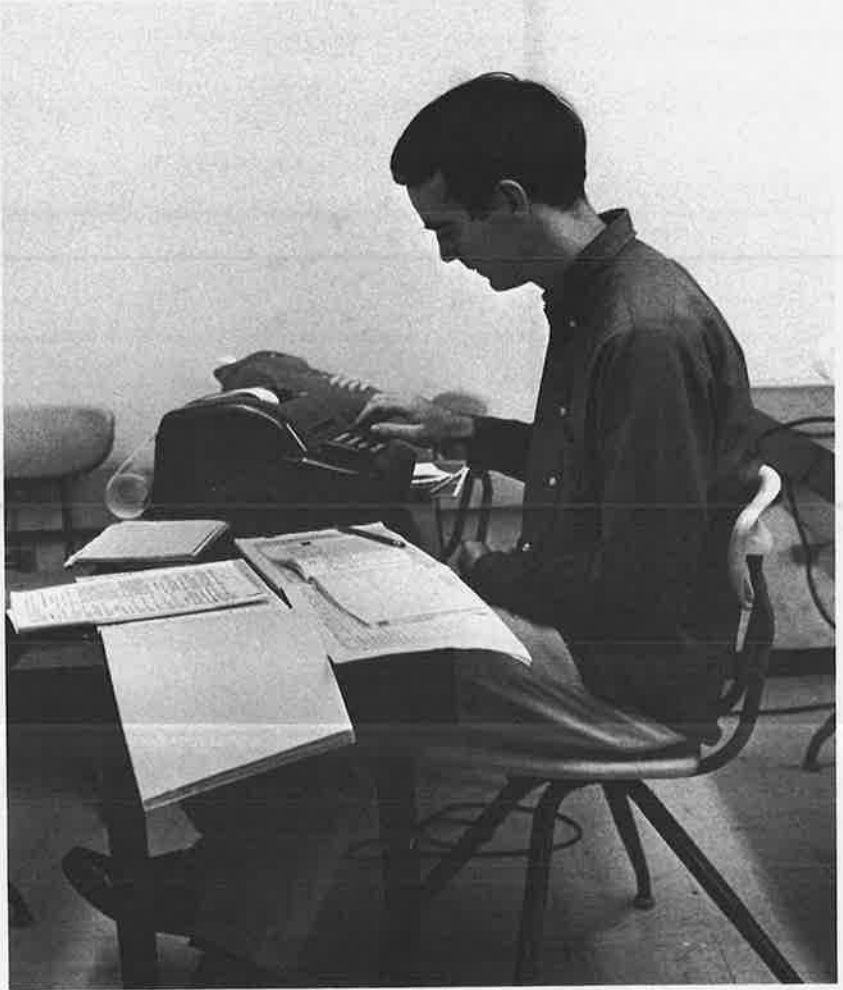
A continuation of Accounting I and II. It is devoted primarily to accounting for industrial corporations. It includes the opening, adjusting, and closing of corporation accounts and books; shows a general system of accounting, and classification of accounts. It includes work with manufacturing accounts, an introduction to cost accounting, and financial statement analysis. Prerequisite: Accounting II

ACCOUNTING IV**6 Quarter Hours**

Application of cost accounting to manufacturing enterprises and problems concerning material, labor, and manufacturing overhead expense; plant layout and organization; factory ledger controls; process costing; job order costing; standard costs; and cost problems of specific industries. Prerequisite: Accounting III

ACCOUNTING V**6 Quarter Hours**

Intermediate Accounting is an advanced course that presents a comprehensive study of accounting theory above the level of basic accounting principles. The mechanics of working papers, accounting for corporation stock issues, funds flow, valuation of inventories, and analysis of financial statements are typical of the problems dealt with. Considerable emphasis is placed upon accounting theory together with accounting problems designed to supplement this theory. Prerequisite: Accounting III

**ACCOUNTING VI****6 Quarter Hours**

Advanced accounting. Complex accounting theory and practice is developed in the areas of partnership accounting, installment sales, consignments, receivership accounting, consolidations, fiduciary accounting, and other subjects. Prerequisite: Accounting V

ACCOUNTING VII**6 Quarter Hours**

Auditing. Nature of audit evidence; basic audit techniques; audit practices and procedures; professional ethics; audit reports. Prerequisite: Accounting VI

ADVERTISING I**4 Quarter Hours**

A study of the fundamentals involved in the construction, technique, and use of advertising from the standpoint of the producer, retailer, and consumer. It provides a scholarly and up-to-date treatment of the economic and social aspects of the subject as well as a practical application of the techniques of advertising to specific advertisements and campaigns.

ADVERTISING II (Media)**4 Quarter Hours**

A study of economics, standards, and ethics of radio and television advertising copy. Preparation and presentation of commercial broadcast copy. Prerequisite: Advertising I

ALGEBRA**4 Quarter Hours**

Beginning with the elements of set theory, this course is designed to introduce the student to the theoretical structure of number systems. Other topics include the natural, integral, rational, and real number systems. Special attention is devoted to the binary number system and the octal and hexi-systems.

ANATOMY AND PHYSIOLOGY**4 Quarter Hours**

This course teaches the basic facts and principles about the human body and is an invaluable aid to those students planning careers in medically-oriented positions.

AUTOMATED DATA PROCESSING**6 Quarter Hours**

An orientation to Data Processing followed by complete coverage of the IBM Key punch, Sorter, Reproducer, Interpreter, Collator, and Accounting Machine, as well as introduction to the Computer. Course includes system and analyzation, programming, and control panel wiring. The student learns to apply the capabilities of these machines to problems of billing, invoicing, accounting reports, and payroll preparation. Prerequisites: Accounting I and Automation Fundamentals

AUTOMATION FUNDAMENTALS**4 Quarter Hours**

Automation Fundamentals is a course designed to provide orientation in the field of automation. The course provides information essential to the understanding of what automation is, how it functions, its advantages and limitations, and its place and significance in Business Administration.

BASIC MATHEMATICS**Non Credit**

A review of the basic principles of arithmetic and mathematics. Students not satisfying the college entrance requirement in mathematics must take this course.

BIOLOGY I**4 Quarter Hours**

Heredity, evolution, diversity, reproduction, development, structure and function of cells, organisms, and populations.

BIOLOGY II**4 Quarter Hours**

Continuation of Biology I. Prerequisite: Biology I

BROADCAST INTERNSHIP**4 Quarter Hours**

Under the direction of WDCJ - WKTZ-FM personnel, broadcast internship students actually perform audience surveys, make field trips to advertisers and advertising agencies, study the many forms of radio station programming, and actually create a new radio station from the information learned.

BUSINESS ENGLISH**4 Quarter Hours**

The course is a study of the technique of writing effective business letters of particular types, such as adjustment letters, credit and collection series, sales letters, advertising letters, and letters of application. Special attention is devoted to perfecting the technical aspects of business communications. Prerequisite: Communications II

BUSINESS LAW I**4 Quarter Hours**

A study of the development of American Law and procedure. Covers formation, operation, and completion of contracts. The course also covers damage cases in contract and tort, the law of domestic relations, and negotiable instruments, including construction, interpretation, rights and defenses.

BUSINESS LAW II**4 Quarter Hours**

The course covers the law of personal property, an intensive study of the rights of buyer, seller, bailee, bailor, and the theories of passing title. Also the course covers the law of real property as applied to landlords, tenants, sellers, and purchasers of real property rights. Easement in lands, restrictions and covenants in deeds are also discussed.



BUSINESS MACHINES I

2 Quarter Hours

The course includes the 10-key adding, and adding-listing machines, as well as full keyboard adding machines. Emphasis is placed on the computation of percentages, discounts, interest, operating expense, sales analysis, reciprocals and distribution.

BUSINESS MACHINES II

2 Quarter Hours

This course includes the key driven calculator and the posting machines. The student is required to apply knowledge of Business Mathematics to procedures of payroll, sales distribution, commission, chain discounts, and posting dual entries in Accounts Receivable, Accounts Payable, and Bank Posting. Prerequisite: Business Machines I

BUSINESS MATHEMATICS

4 Quarter Hours

An introductory course in the mathematics of business, finance, and investment. A study is made of simple interest, compound interest by formula, commercial discounts, and ratio progression. It also covers such subjects as annuities, amortization and sinking funds, depreciation, bond yield rates, life annuities and present value, and the mathematics of life insurance.

BUSINESS MATHEMATICS—ADVANCED

4 Quarter Hours

A continuation of Business Mathematics. Prerequisite: Business Mathematics

CASE PROBLEMS IN MANAGEMENT**4 Quarter Hours**

The case approach includes two types of cases: analytical cases, requiring the student to study the decision-making methods; and issue cases, requiring the determination of the problem and its solution to develop an executive attitude in the student. Prerequisites: Introduction to Business and Principles of Management

CHILD PSYCHOLOGY**4 Quarter Hours**

A study of the hereditary and environmental factors influencing the development of the child: methods of evaluation, children's activities and language development, mental development, emotional and social adjustment including personality disorders and behavior problems.

CLERICAL PAYROLL**2 Quarter Hours**

Training in the methods of computing wages and salaries, methods of keeping records, and the making of government reports.

COLLEGE MATHEMATICS**4 Quarter Hours**

A survey course that helps the student develop his thinking processes with the mathematical logic of algebra, trigonometry, plane geometry and related disciplines.

COMMUNICATIONS I**4 Quarter Hours**

Offers thorough groundwork in English grammar and usage, especially as applied to business letters, reports, and transcription.

COMMUNICATIONS II**4 Quarter Hours**

A continuation of Communications I with a shifting of emphasis to the fundamental principles of correct punctuation and capitalization. The course includes semantics and word study, including word division and the use of reference material. Prerequisite: Communications I

COMMUNICATIONS LAW**4 Quarter Hours**

A study of the laws and governmental regulations that guarantee and protect the privileges and define the responsibilities of radio and T.V. broadcasting. Course includes a study of the regulations affecting announcers and station operators, powers and duties of the Federal Communications Commission, the law of libel, privacy, copyright, and regulation of wages and hours, and is also designed to prepare the student for the third-class FCC license examination with broadcast endorsement.

COMPUTER CONCEPTS I**4 Quarter Hours**

A comprehensive insight into the history of computer and data processing covering the computer number systems and logic; the computer hardware as related to the central processing unit, the input/output devices and the auxiliary memory devices as they relate to the IBM 360 computer and similar computing systems. Prerequisite: Business Mathematics - Advanced

COMPUTER CONCEPTS II**4 Quarter Hours**

This course presents the computer software relating to the basic concepts of programming; to programming languages, concepts, and applications, and introduces the IBM 360 in general. This well-rounded approach to this computer in business covers the elements of cost, computer personnel, and the organization of the computer room. Prerequisite: Computer Concepts I

COMPUTER PROGRAMMING I**6 Quarter Hours**

A basic course that provides a foundation for detailed study of EDP systems, illustrates development of computer systems manual methods to internally-stored program systems and covers the characteristics of electronic digital computers, computer programming, and the problems of information processing. A popular Basic Language, RPG (Report Program Generator), is learned and applied in this course. Prerequisite: Automated Data Processing

COMMUNITY SERVICE**4 Quarter Hours**

A program designed to develop in the student a feeling of community responsibility and service. A wide variety of socially useful community activities, both within the college and in the community outside the college, are approved areas for student service. A director supervises the program.





COMPUTER PROGRAMMING II

6 Quarter Hours

An advanced course in electronic digital computer programming for those who wish to achieve technological proficiency in information processing techniques and aid in the planning of Data Processing solutions. The advanced programming language of COBOL (Common Business Oriented Language) is learned and applied. The student will be able to read and write COBOL programs with a high degree of comprehension. Prerequisite: Computer Programming I

COMPUTER PROGRAMMING III

6 Quarter Hours

An advanced course that provides sufficient knowledge of programming concepts to enable mastery of any specific system with a minimum of instructions. (BAL) Basic Assembler Language is taught. Comparisons of the Basic and Advanced Languages are reviewed. Prerequisite: Computer Programming II

CONTEMPORARY MUSIC**4 Quarter Hours**

Informed understanding and enjoyment of music is fostered by tracing the evolution of such major styles as religious music, folk music, chamber music, and popular music. The influence of jazz on modern music is emphasized.

CREDITS AND COLLECTIONS**4 Quarter Hours**

The purpose of this course is to familiarize the student with the operation conducted in the credit department of a business. The analysis of the financial statement, interpretation of credit data, collection methods and procedure, and other modern credit problems are covered by discussion and illustrated by cases. The sales student is given a clear understanding of the important relationship between the sales and the credit departments of a business. Prerequisite: Accounting I

DISCUSSION AND CONFERENCE TECHNIQUES**4 Quarter Hours**

This course will cover methods and techniques in modern discussion: interview, panel, symposium, round table. Critical thinking, evidence, and reasoning are studied. Prerequisite: Introduction to Business and Principles of Management

ENGLISH COMPOSITION I**4 Quarter Hours**

The elementary principles of composition. Instruction and practice in writing a mechanically correct, organized, coherent, and meaningful theme based primarily upon personal experience. One of the regularly scheduled meetings will be set aside for conferences.

ENGLISH COMPOSITION II**4 Quarter Hours**

A continuation of Composition I: the development of rhetorical principles for effective communication based on the nature of language. Expository writing on topics derived from class readings, including a paper with a formal bibliography. One of the regularly scheduled meetings will be set aside for conferences. Prerequisite: Composition I

ENGLISH MECHANICS**4 Quarter Hours**

A course in spelling, vocabulary, and word study that gives a mastery over words and fluency to one's language. It comprises drills in spelling, vocabulary building, pronunciation, syllabication, definitions, synonyms, and useful technical terms.

ETHICS**4 Quarter Hours**

Introduces the student to the problem of the good and the right, investigates the principal ethical theories, and studies the great formulators of ethical systems.

FEDERAL TAXATION**4 Quarter Hours**

A brief but thorough treatment of the problems of Federal taxes, including income taxes and Social Security taxes. Through the use of lectures, illustrations, and the treatment of tax problems by the student, a thorough working knowledge of tax problems is acquired. Prerequisite: Accounting I

FILING AND INDEXING**2 Quarter Hours**

All modern forms of filing and indexing are studied with the aid of a textbook prepared by one of the largest manufacturers of filing equipment. The use of filing equipment gives actual practice in filing correspondence and other papers by the various methods.

FRENCH I**4 Quarter Hours**

Grammar, punctuation, reading of modern authors, composition, conversation. Designed for students who have had no work in French. No credit toward graduation is given for French I without French II.

FRENCH II**4 Quarter Hours**

Continuation of French I. Prerequisite: French I or one year of high school French.

FUNDAMENTALS OF BROADCAST ANNOUNCING I**4 Quarter Hours**

A study of the importance and influence of the announcer. Emphasis is placed on developing an understanding of the process of oral-aural communications and in giving the student experience in relating his speech to radio-television announcing. The lecture course is supplemented by actual experience on tape recorders, followed by on-the-air experience on campus Radio Station WJCR.

FUNDAMENTALS OF BROADCAST ANNOUNCING II**4 Quarter Hours**

A continuation of Broadcast Announcing I.





FUNDAMENTALS OF SPEECH**4 Quarter Hours**

A course in the fundamentals of effective oral communications. This is an action course in which the student learns by doing. It is designed to build self-confidence so that the student may feel at ease when speaking with individuals or before small or large groups.

GOVERNMENT REGULATIONS OF BROADCASTING**4 Quarter Hours**

A continuation of Communications Law. Further develops an understanding of the power and limitation of the F.C.C. and other agencies concerned with broadcasting. Course describes procedures for obtaining and keeping broadcast licenses and shows how the public interest standard has been defined through problems involving broadcasting. Prerequisite: Communications Law

HUMANITIES I**4 Quarter Hours**

A course designed to acquaint the student with the great literature, philosophy, art, and music in Western Civilization. The course deals with the humanities in contemporary life.

HUMANITIES II**4 Quarter Hours**

A continuation of Humanities I. The course deals with our cultural heritage. Major emphasis is placed upon mature understanding, enlarged appreciation, and a philosophy of life adequate for the needs of our age. Prerequisite: Humanities I

HUMAN RELATIONS**4 Quarter Hours**

The object of this course is to prepare the student to make a better adaptation to psychosocial problems encountered throughout life. Emphasis is placed on health, character, physical poise, appearance, personal traits, and ethical relationships.

I.B.M. MACHINES**4 to 6 Quarter Hours**

Course covers various phases of the operation of the Card Punch Department, including instruction on the 024 and 026 Card Punch Machines, Verifier, Electric Sorting Machine, and I.B.M. card files. Records, payroll, and general accounting. Prerequisite: Typewriting II

INSURANCE I**4 Quarter Hours**

Principles and their economic inter-relationships that are basic to sound risk management for an individual and for a company are emphasized.

INSURANCE II**4 Quarter Hours**

Continuation of Insurance I. Variations that apply to property and liability insurance, life and disability insurance, and the legal aspects of insurance are treated. Prerequisite: Insurance I

INTRODUCTION TO BROADCASTING**4 Quarter Hours**

Course is designed to familiarize the beginning major with the broadcast industry and to introduce the student to the technical aspects of broadcasting, including the various broadcast services: AM, FM, TV, ETC, CATV. A survey of the technical equipment used in broadcast operations is included.



INTRODUCTION TO BUSINESS**4 Quarter Hours**

This is a study of all the activities in the field of business: ownership, organization, marketing, physical factors, purchasing, production, personnel, finance, quantitative control and government techniques.

INTRODUCTION TO LITERATURE**4 Quarter Hours**

This course is designed to introduce the student to the four basic literary forms of the play, the novel, the short story, and the poem. Emphasis may be placed on a structural analysis of one or more of the forms. Selected works will be based around a central theme.

INTRODUCTION TO SOCIOLOGY**4 Quarter Hours**

A study of the human society, its cultures, social organizations, and institutions. Outside readings.

INVESTMENTS**4 Quarter Hours**

This course covers the range of possible investments. Types of stocks and bonds, the stock exchanges, market reports, and brokerage operations are covered.

JOURNALISM**4 Quarter Hours**

Training in reporting, news writing, copy writing, and other activities related to journalistic practices with emphasis on accuracy and direct expression.

LABOR LAW AND LEGISLATION**4 Quarter Hours**

An up-to-date study of labor law and legislation that is neither pro-labor nor pro-management.

LEGAL TERMINOLOGY**4 Quarter Hours**

The course is designed to acquaint the student with the legal terms commonly used as well as the different kinds of correspondence encountered in an attorney's office. Secretarial responsibilities are taught in dealing with court procedures from the initiation of an action to its conclusion.

LOGIC**4 Quarter Hours**

A study of effective thinking based on adequate evidence, following approved procedures, to reach sound decisions. Emphasis is placed upon the detection of common fallacies and the methods of analyzing arguments to determine their validity.

MACHINE TRANSCRIPTION**2 Quarter Hours**

Course is designed to fill the need of secretarial students for experience in the operation of modern dictating machines. The practice work includes various types of letters, manuscripts, reports, and similar work dictated to the machine for subsequent transcription.

MARKET AND PROGRAM RESEARCH**4 Quarter Hours**

The course stresses the application of market research techniques to the solution of problems in the broadcast industry. By working on special projects, the student gains experience in such techniques and in the interpretation of the results of such research.

MARKETING AND SALES DEVELOPMENT**4 Quarter Hours**

An introductory course to the principles of goods distribution and the sales techniques of advertising and personal selling.

MARRIAGE AND THE FAMILY**4 Quarter Hours**

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the relationship of the family and sex education, legal and social factors affecting marital adjustment.

MEDICAL TERMINOLOGY**4 Quarter Hours**

This course is designed to acquaint the student with the vocabulary of medicine. Medical prefixes, suffixes, and the principles for making compounds are emphasized.

MONEY AND BANKING**4 Quarter Hours**

A subject designed to give the student a complete coverage of our monetary system, banking, and banking practices, and their relation to business.

MODERN HISTORY AND GOVERNMENT**4 Quarter Hours**

This course is a look at the world since 1945 including the Cold War, the reassertation of Western Europe, the postwar policies of the United States, the Soviet Union and its satellites, the end of Colonialism, and the advent of competitive co-existence.

OFFICE INTERNSHIP**Non-credit**

This program is designed to provide the student with the maximum possible amount of actual experience and on-the-job practice. The student may participate in classroom instruction and assigned practice problems or may work in the business office of the college or elsewhere under arrangements made with local business and professional offices. Required of all graduates.

PENMANSHIP**2 Quarter Hours**

A course designed to teach the art of writing legibly. The emphasis is on writing mechanics and techniques.

PERSONNEL MANAGEMENT**4 Quarter Hours**

The instructor presents a realistic study of the principles and practices of personnel management, major factors in personnel problems and labor relations, and the organization of personnel work. Attention is also turned toward the task of procuring, developing, maintaining, and using an effective working team.

PHILOSOPHY**4 Quarter Hours**

A study of the major branches of philosophy. Analysis of the problems of clear thinking: a study of the meaning of words and sentences, also a study of deductive logic, inductive logic, and the scientific method. This will be presented through lectures, readings, and reports.

PHYSICAL EDUCATION**1 Quarter Hour**

Rules, fundamental motor skills, and actual participation in two or more of organized team and individual sports activities. Organized to meet the needs of the individual in physical development. Emphasis is placed on physical fitness. Sections are offered every quarter. Maximum credit allowable is 4 quarter hours.



POLITICAL SCIENCE**4 Quarter Hours**

This course introduces students to general principles and problems of modern government. It shows the place of government in the social process, the forms of government, and theories of the state. The American system is analyzed. Prerequisite: Modern History and Government

PRINCIPLES OF ECONOMICS I**4 Quarter Hours**

Micro-Economics is a detailed study of price theory and the market system.

PRINCIPLES OF ECONOMICS II**4 Quarter Hours**

Macro-Economics is a thorough study of the central issues of income and employment. Prerequisite: Principles of Economics I

PRINCIPLES OF ECONOMICS III**4 Quarter Hours**

A study of the neo-classical, Keynesian and post-Keynesian: "New Economics" and their application to growth and stability in the economic environment. Prerequisite: Principles of Economics II

PRINCIPLES OF MANAGEMENT**4 Quarter Hours**

The latest major approaches and techniques of management are studied in the areas of planning, systems management, new organizational concepts, computer influence, controlling and quantitative measurement. Prerequisite: Introduction to Business

PRINCIPLES OF MARKETING**4 Quarter Hours**

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the costs of marketing.

PSYCHOLOGY I**4 Quarter Hours**

The study of human behavior with special reference to perception, learning, memory, thinking, emotional life, and individual differences in intelligence, aptitude, and personality. Emphasis is placed upon the scientific nature of psychological investigations. Research methods are discussed, and results are related to daily life and everyday problems.

PSYCHOLOGY II**4 Quarter Hours**

A survey of the application of psychology to personnel and marketing problems. Prerequisite: Psychology I

PUBLIC SPEAKING**4 Quarter Hours**

The aim of the course is to develop the ability to speak clearly and effectively before an audience; to develop in the student the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.

RADIO AND T.V. STATION OPERATION**4 Quarter Hours**

A study of problems related to planning and operating a broadcast station and an understanding of the economic factors affecting broadcasters. The course is designed to help the student develop taste and skill in program planning and production.

READING DEVELOPMENT**4 Quarter Hours**

The PAR Reading Development Course is designed to improve rate, comprehension, vocabulary, word meaning, and paragraph comprehension. Modern scientific projection equipment used in the classroom includes the Tach-X, Controlled Reader, and Reading Accelerators. The achievement of the class is measured by Iowa Silent Reading tests at the beginning and end of course.

REAL ESTATE I**4 Quarter Hours**

A broad national treatment of real estate principles and the legal forms used in real estate transaction.

REAL ESTATE II**4 Quarter Hours**

A continuation of Real Estate I including an analysis of new trends that are affecting the real estate market. Prerequisite: Real Estate I

REAL ESTATE LAW**4 Quarter Hours**

An advanced study of the governmental regulation of real estate with an analysis of local, state, and federal legislation. Prerequisite: Real Estate II

RETAIL MERCHANDISING**4 Quarter Hours**

Special application of the principles of selling in the field of retailing, including analysis of the consumer, psychology of dealing with people, the detailed selling process, necessity of merchandise knowledge, store system, and the development of selling skills and techniques. Prerequisite: Principles of Marketing

SALESMANSHIP**4 Quarter Hours**

A professional course that is also highly beneficial to the consumer, the general office worker, and the secretary. The five basic steps of selling are developed by lecture and by active sales presentations by the students. Fundamental psychological principles related to human needs and wants are included.

SALES PROMOTION**4 Quarter Hours**

Study of effective techniques used to supplement and coordinate advertising and personal selling, including point of sale promotion, dealer training, use of premiums, contests, sampling, consumer education, trade association cooperation, and sales promotion research. Prerequisites: Principles of Marketing and Retail Merchandising

SECRETARIAL SCIENCE**4 Quarter Hours**

Advanced secretarial procedures are taught and practiced throughout the course. All secretarial skills are used and perfected.

SHORTHAND I**6 Quarter Hours**

Includes beginning theory and principles of shorthand, penmanship drills, and reading practice.

SHORTHAND II**4 Quarter Hours**

Completes theory and principles of shorthand, penmanship drills, reading practice, phrase drills, mastery of the brief forms, and beginning dictation. Prerequisite: Shorthand I

SHORTHAND III**4 Quarter Hours**

Offers a complete review of theory and principles and develops speed through advanced dictation. Also prepares a foundation for transcription skill. Prerequisite: Shorthand II

SHORTHAND IV**4 Quarter Hours**

Offers high-speed dictation to develop shorthand speed and provides thorough training in transcription for the production of mailable letters. Prerequisite: Shorthand III



SPANISH I**4 Quarter Hours**

Elementary Spanish for students who have no credit in this language. No credit for Spanish I is given toward graduation until the completion of Spanish II.

SPANISH II**4 Quarter Hours**

Continuation of Spanish I. Prerequisite: Spanish I or one year of high school Spanish

SPEECH FOR RADIO AND TV**4 Quarter Hours**

A continuation of Broadcast Announcing. This course is designed to give the student background and experience in relating his speech, personality, character, and temperament to broadcast speech communication and assist him in developing his own talents.

STATISTICS I**4 Quarter Hours**

The objectives of the course are to acquaint the student with probability and its application to statistical theory. The student will gain an understanding of the kinds of regularity that exist even among seemingly random fluctuations and experience in associating, developing, and using mathematical models to interpret physical phenomenon and predict the outcome of experiments related to practical business problems. Prerequisites: Business Mathematics and Business Mathematics-Advanced

STATISTICS II**4 Quarter Hours**

Course will include discussion of simulation and gaming theory and the use of EDP systems in this area. There will be practical experience in the statistical solution to business problems through the use of computers. Methods of organizing and presenting data with interpretations of statistics is emphasized. Prerequisite: Statistics I

STUDIO PRODUCTIONS**4 Quarter Hours**

Objective is to give the student creative working experiences that are essential to the production of program, an understanding of what constitutes "the public interest, convenience, and necessity," and an understanding of the motivating forces that determine program types.

SYSTEMS AND PROCEDURES**4 Quarter Hours**

This course is a comprehensive study of the methods for analysis and resolution of every type of business problem by means of effective operation, cost control, forms design, and operations research.

TRANSCRIPTION**2 Quarter Hours**

This course is designed to teach the integration of shorthand, typewriting, and English. Students are taught to transcribe from shorthand plates and from their own stenographic notes. Emphasis is placed on the development of high office production standards.

TYPEWRITING I**4 Quarter Hours**

Course covers correct posture, parts of the typewriter, and its use. Emphasis is placed on development of touch technique and the formation of correct habits as a foundation for speed and accuracy.

TYPEWRITING II**4 Quarter Hours**

Emphasis is placed on the arrangement of business letters and envelopes, and tabulation. Drills designed to increase speed, accuracy, and rhythm are stressed. Prerequisite: Typewriting I

TYPEWRITING III**2 Quarter Hours**

Advanced typing and speed building. Emphasis is placed on manuscripts, billing and statements, legal and business papers, documents, correspondence and secretarial assignments. Prerequisite: Typewriting II

TYPEWRITING IV**2 Quarter Hours**

Production typing methods, supplemental work on office routine, and the production of mailable letters, bills and statements, etc., in volume. Prerequisite: Typewriting III

TWENTIETH CENTURY LITERATURE**4 Quarter Hours**

This course is designed to acquaint the student with current thought and trends as reflected in the writings of our time and may include American, British, and European writers. The focus of the course will be on the development of one or more major themes. Materials will be selected by the instructor. Prerequisite: Introduction to Literature





**COLLEGE
ORGANIZATION**

OFFICERS

Jack H. Jones	President of the College
Ralph H. Hanna	Executive Vice President
Delores C. Jones	Vice President and Secretary
Mary F. Crump	Vice President, Orlando
Harrison J. Laney	Vice President, Jacksonville
Joyce B. Lawson	Treasurer

JACKSONVILLE CAMPUS

ADMINISTRATION

Delores C. Jones	Director
Harrison J. Laney	Dean of the College
Richard G. Salter	Dean of Students
Joyce B. Lawson	Director of Financial Aid
Elizabeth Shults	Director of Admissions
William M. Runnebaum	Chaplain

STAFF

John Antolik	Security Officer
Horace Atkisson	Assistant to the Dean of Students
Chris Branegan	Assistant Building Superintendent
Angeline Brentnell	Student Placement Director
Marguerite Crolley	Payroll Supervisor
Mary F. Crump	Director of Guidance
Nadine C. Dolley	Cashier
Brenda Dunn	Secretary, Dean's Office
Charles M. Faulkner	Director of Student Activities
Patricia Fisher	Secretary, Admissions
Joseph Flynn	Lieutenant, Security Force
Alice F. Gillespie	Bookstore Manager
Richard Glover	Head, Data Processing Department
Eugene S. Harden	Building Superintendent
Annette Harvey	Secretary, Financial Aid
Richard Marjenhoff	Security Officer
Dorothy Milikin	Secretary, President's Office
David R. North	Supervisor-Printing, Mailing
John A. Peer	Business Manager
Frances Porterfield	Accountant
Thelma A. Robey	Librarian
Kathryne Starnes	Veterans' Counselor
Betty Jean Yerrington	Administrative Assistant, Admissions

FACULTY

Walter G. Allen, Jr.	B.S., Auburn University M.B.A., University of Florida
Weldon J. Bailey	B.S., Lamar State College of Technology
Hansford D. Beard, Jr.	B.S., B.A., University of Florida
Clyde W. Brown	A.A., B.B.S., Jones College
Ilario L. Cavallaro	B.S.,M.A., Florida State University
Hazel G. Cousson	B.S.,M.A., University of Southern Mississippi
Carol Jean Crittendon	B.S., Florida State University
Eric B. DeGroat	B.S., Brevard College
Kathleen Dustin	B.A., Keuka College M.A., New York University
Thomas B. Finch	B.S., University of Florida
Lynn S. Finley	B.A., Southern Methodist
J. Lawrence Fordham	A.A., University of Florida
Nancy S. Fox	B.A., East Carolina University
Jane B. Friedlin	B.S., Florida State University
Matthew C. Gambuzza	B.B.A., College of City of New York
William T. Gibson	B.S.E., University of Florida
Richard B. Glover	A.S.,B.S., Jones College
Kenneth A. Heindel	LL.B., Woodrow Wilson University
Melvin N. Hurwitz	B.A., University of Miami, C.P.A., State of Florida
Ronald R. Johnson	B.A., Michigan State University
Robert E. Kaufman	B.S., University of Pennsylvania
Harrison J. Laney	B.A.,M.A., Birmingham Southern College University of Florida
John R. Lawless	B.A., Mercer University B.S., Jacksonville University
Jeffrey W. Lockett	B.B.A., Georgia State College
Phyllis E. McCray	B.A.,M.A., Louisiana State University
Robin L. Maloy	B.S., Jacksonville University
Milton Morgan	B.S., Jacksonville University
Ralph T. Morris	B.S., Morris Harvey College
Luther A. Parker	B.A., Lambeth College M.A., Memphis State College
Henry C. Peiker	B.A., Jacksonville University
Thelma A. Robey	B.A., Morehead State University
Ronnie Rosenbaum	B.A., Jacksonville University M.A., University of Florida
William M. Runnebaum	B.A., Peabody College M.A., Stetson University

Richard G. Salter	A.B., University of North Carolina Th.M., Southeastern College Seminary
Gerald E. Schemer	B.S., B.A., University of Florida C.P.A., State of Florida
Carol V. Sellers	B.S., Florida State University
Richard D. Sutton	B.S., Georgia Institute of Technology
William J. Urban	B.A., Parsons College
	J.D., University of Toledo
Karel Yedlicka	B.A., Pennsylvania State University

RESIDENCE STAFF

Thomas A. French	Resident Counselor
Nettie R. Hooker	Residence Director
Ruby B. Long	Mary Florence Hall
Lela McKenney	Clyde Brown Hall (East)
Mary L. Renfroe	Blair Hall
Mildred Rye	Palmer Hall
Emma P. Shaw	Lawson Hall

STAFF—RADIO STATIONS WDCJ AND WKTZ-FM

Don Ritter	General Manager
Lawrence Wayne Mashburn	Commercial Manager
Mary F. Wood	Account Executive
William Coleman Crews	Account Executive
Tommy Southwood	Account Executive
Donald C. Fleming	Chief Engineer
Leslie Gardner	Account Executive
Doyle L. Mann	Chief Announcer
Robert K. Lynch	Announcer
John R. Bridges	Announcer
Frank Kennedy	Announcer
Edward G. St. Clair	Announcer
Ouida B. Metrie	Office Manager
Linda M. Berry	Traffic Director
Dona M. Roe	Receptionist Secretary

ORLANDO CAMPUS
ADMINISTRATION AND STAFF

Ralph H. Hanna	Executive Vice President
George L. Bunnell	Dean
Betty A. Condon	Director of Admissions
Carl F. Atkisson	Counselor
Hariett Chandler	Administrative Assistant

FACULTY

Carolyn M. Arnold	A.B.,M.A., E. Carolina University
Carl F. Atkisson	B.B.A., Texas Western College
George E. Barber	B.S., Florida Southern College
	M.B.S., Rollins College
Roy W. Eldredge	B.A., University of Florida
	A.B., Beloit College
George H. Gillung	B.S., Bloomsburg State College
	M.Ed., Bucknell University
Margaret R. Humphrey	A.B., Ohio University
	M.A., Ohio University
	M.S., Western Reserve University
Daniel A. Jankowski	Computer Programmer
Pinkney P. McGathy	L.L.B., University of Alabama
Geraldine E. Maslanik	B.S., New York University-School of Commerce
Kenneth Spears	B.S., Rider College

COLLEGE CALENDAR

FALL QUARTER 1969

Registration and Orientation	Friday - Monday	September 19-29*
Beginning of Fall Quarter	Tuesday	September 30
Thanksgiving Holiday	Thursday - Friday	November 27-28
End of Fall Quarter	Thursday	December 18
Christmas Vacation	Friday - Monday	December 19 - January 5, 1970

WINTER QUARTER 1970

Registration and Orientation	Friday - Monday	January 2-5
Beginnings of Winter Quarter	Tuesday	January 6
End of Winter Quarter	Thursday	March 26

SPRING QUARTER 1970

Registration and Orientation	Friday - Tuesday	March 27-31*
Beginning of Spring Quarter	Wednesday	April 1
End of Spring Quarter	Thursday	June 18
Graduation - Jacksonville	Saturday	June 20
Graduation - Orlando	Saturday	June 20

SUMMER QUARTER 1970

Registration and Orientation	Friday - Monday	June 19-29*
Beginning of Summer Quarter	Tuesday	June 30
Labor Day Holiday	Monday	September 7
End of Summer Quarter	Thursday	September 17

FALL QUARTER 1970

Registration and Orientation	Friday - Tuesday	September 18-29*
Beginning of Fall Quarter	Wednesday	September 30
Thanksgiving Holiday	Thursday - Friday	November 26-27
End of Fall Quarter	Thursday	December 17
Christmas Vacation	Friday - Monday	December 18 - January 4, 1971

WINTER QUARTER 1971

Registration and Orientation	Saturday - Monday	January 2-4*
Beginning of Winter Quarter	Tuesday	January 5
Ending of Winter Quarter	Thursday	March 25

*New students will be assigned a day within this period to report and notice will be sent to each.

SPRING QUARTER 1971

Registration and Orientation	Friday - Monday	March 26-29*
Beginning of Spring Quarter	Tuesday	March 30
Easter Holiday	Friday - Monday	April 9-12
End of Spring Quarter	Thursday	June 17
Graduation — Jacksonville	Saturday, 2 P.M.	June 19
Graduation — Orlando	Saturday, 8 P.M.	June 19

SUMMER QUARTER 1971

Registration and Orientation	Friday - Monday	June 18-28*
Beginning of Summer Quarter	Tuesday	June 29
Independence Day Holiday	Monday	July 5
Labor Day Holiday	Monday	September 6
End of Summer Quarter	Thursday	September 9

FALL QUARTER 1971

Registration and Orientation	Friday - Tuesday	September 10-21*
Beginning of Fall Quarter	Wednesday	September 22
Thanksgiving Holiday	Thursday - Friday	November 25-26
End of Fall Quarter	Thursday	December 16

*New students will be assigned a day within this period to report and notice will be sent to each.

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