

**FLORIDA'S
NEWEST
COMMUNITY
COLLEGE**

74-75



PHCC

Pasco-Hernando Community College
Volume 3 No. 2 - Brooksville-Dade City-New Port Richey

PASCO-HERNANDO COMMUNITY COLLEGE

A community college publicly supported by the people of the
State of Florida



DISTRICT OFFICE
211 North 7th Street
Dade City 33525
904 567-6701

HERNANDO CENTER
260 South May Street
Brooksville 33512
904 796-5127

WEST PASCO CENTER
1510 South Boulevard
New Port Richey 33552
813 842-8478

MEMBER

Florida Association of Community Colleges
American Association Community and Junior Colleges

Candidate for Accreditation
Southern Association of Colleges and Schools

Pasco-Hernando Community College subscribes to and endorses the non-discrimination clause in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein. This statement includes compliance with 41 FCR Chapter 60, Part I (Job and Recruitment Policies Related to Sex).

The seal of Pasco-Hernando Community College is a conquistador's helmet crested by the name of the college. The helmet represents the rich heritage of the district which dates back to the explorer, Hernando DeSoto. The two-county area was called Hernando until 1887 when Pasco County was formed. The district map is superimposed on the dome of the helmet, emphasizing the commitment of the college to serve the entire district. The learning lamp provides light for education and opportunity throughout the district.

PASCO-HERNANDO COMMUNITY COLLEGE

Bulletin

Volume III No. 2

1974-1975

Published annually by
Pasco-Hernando Community College
211 North 7th Street
Dade City, Florida 33525

The College reserves the right to make changes in regulations, calendar and offerings as circumstances may require.

CONTENTS

| | |
|--|-----|
| District Board of Trustees, Administration | 4 |
| College Calendar | 7 |
| General Information | 9 |
| Accreditation | 11 |
| Admission Eligibility | 12 |
| Admission Procedure | 15 |
| Fees | 16 |
| Refunds | 16 |
| Residency Information | 17 |
| Academic Policies | 18 |
| Student Affairs | 25 |
| Student Activities | 32 |
| Curriculum and Instruction | 33 |
| Associate in Arts Degrees..... | 36 |
| Associate in Science Degrees | 37 |
| Certificate Programs | 48 |
| Course Descriptions | 51 |
| Community Services | 91 |
| Faculty..... | 98 |
| District Map | 101 |
| Index..... | 102 |

THE DISTRICT BOARD OF TRUSTEES

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Dade City

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Land O'Lakes

Mr. T. Scott Jordan
Zephyrhills

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New Port Richey

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Brooksville

Mrs. Clifton Hall, Jr.
Dade City

Mrs. Travis Slayden
Brooksville

Dr. Gerald W. Springstead
Brooksville

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Dr. Charles Morant *Dean of Academic Affairs*

Dr. L. Wendell Duncan *Dean of Student Affairs*

Mr. Mac H. Cunningham, Jr. *Director of Business Affairs*

Dr. Lawrence W. Tyree *Dean, West Pasco Center*

Dr. Robert W. Westrick *Dean, Hernando Center*



Left to right - Seated: Slayden, Kimbrough, Oliva, Hall & Gibbs
Left to right - Standing: Cobb, Bexley, Jordan, Jones, Talley & Springstead

THE DISTRICT
BOARD
OF
TRUSTEES

1 9 7 4

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | |
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CALENDAR for 1974 and 1975

| | <u>Registration</u> | <u>Classes Begin</u> | <u>End of Session</u> |
|--------------|---------------------|----------------------|-----------------------|
| Session I | Apr. 1 | Aug. 23 | Dec. 17 |
| Session II | Nov. 1 | Jan. 3 | Apr. 29 |
| Session IIIA | Apr. 1 | Apr. 30 | June 11 |
| Session IIIB | June 2 | June 12 | July 25 |

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| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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| MAY | | | | | | | JUNE | | | | | | | JULY | | | | | | | AUGUST | | | | | | |
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| SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
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PROPOSED CALENDAR 1974 - 1975

Subject to Change

Session I & IA

| | |
|--------------------|---|
| August 22, 1974 | Faculty Report for Duty |
| <u>August 26</u> | <u>Classes begin - Session I and IA</u> |
| September 2 | Labor Day Holiday |
| September 6 | Last day for 80% refund Session I |
| October 9 | Last day to drop with grade of "W" Session IA |
| October 21 | Last day of classes - Session IA |
| October 24 | Classes begin - Session IB |
| November 3 | Last day to apply for graduation |
| November 28-29 | Thanksgiving Holidays |
| December 3 | Last day to drop with grade of "W" Session I and IB |
| <u>December 17</u> | <u>Last day of classes Session I and IB</u> |
| December 23-27 | Christmas Holidays (College offices closed) |
| December 30-31 | College Administrative and Counseling offices open |

Session II & IIA

| | |
|------------------|---|
| January 1, 1975 | New Year's Day Holiday |
| January 2 | Faculty Report for Duty |
| <u>January 6</u> | <u>Classes begin - Session II and IIA</u> |
| January 16 | Last day for 80% refund Session II |
| February 19 | Last day to drop with grade of "W" Session IIA |
| February 27 | Last day of classes for Session IIA |
| March 3 | Classes begin - Session IIB |
| March 3 | Last day to apply for graduation |
| March 28 & 31 | Easter Holidays |
| April 15 | Last day to drop with grade of "W" Session II and IIB |
| <u>April 29</u> | <u>Last day of classes Session II and IIB</u> |
| May 2 | Graduation |

Session III & IIIA

| | |
|----------------|---|
| May 1 | Faculty Report for Duty Session III and IIIA |
| <u>May 1</u> | <u>Classes begin - Session III and IIIA</u> |
| June 3 | Last day to drop with grade of "W" Session IIIA |
| <u>June 11</u> | <u>Last day of classes Session IIIA</u> |
| June 13 | Faculty Report for Duty Session IIIB |
| <u>June 13</u> | <u>Classes begin - Session IIIB</u> |
| July 4 | Independence Day Holiday |
| July 14 | Last day to drop with grade of "W" Session III and IIIB |
| <u>July 25</u> | <u>Last day of classes Session III and IIIB</u> |

HISTORY

The Pasco-Hernando Community College is the last of the Florida state-wide system of 28 community colleges. The college was established in 1967 by the State Legislature Section 230.0101 of the Florida Statutes. Four years passed in discussions on the location of the campus, various site surveys, and studies by the District School Boards of Pasco and Hernando Counties. In the fall of 1971, a State Survey Team was sent to evaluate a number of sites that had been proposed by the District School Board of Pasco County. This Survey Team recommended a 100-acre site north of Dade City. This site was approved by the District School Boards of Pasco and Hernando Counties and the State Board of Education.

The District Board of Trustees for the College was formally commissioned in early January of 1972. The Board, composed of five members from Pasco County and four members from Hernando County, immediately set out to select a college president. On March 3, 1972, Dr. Milton O. Jones was selected as the founding president and began his duties in April with classes offered for the first time in August, 1972.

Student enrollment for the year 1972-73 exceeded all expectations and projections. More than 3,000 individuals were registered for credit and noncredit activities giving a total of 395.5 full-time equivalent students.

In June 1973, the District Board of Trustees and the college broke ground for the first phase of construction on the site in Dade City. The first phase included approximately 45,000 square feet of space for administrative and service functions, adequate faculty offices, and classroom space for 500 full-time student equivalents.

During 1973-74, the college acquired two additional sites within the district, 140 acres in West Pasco and 100 acres north of Brooksville. These two sites were designated for fu-

ture facilities of the college. A lease agreement was arranged for approximately 4500 square feet of space in the West Pasco area, in the city of New Port Richey. In addition, two demountable buildings were purchased to add an additional 3500 square feet of classroom space for the West Pasco area. A five-year agreement was arranged for 4500 square feet of space in the Hernando County area at Brooksville, and was renovated into five classrooms and faculty, administrative, and student service space.

On August 16, 1973, the District Board of Trustees received and reviewed a district-wide educational master plan done by the Educational Consultants, Inc. at Athens, Georgia. The district-wide plan indicates the potential of the college to grow into a three-campus/center district within ten years, with an approximate enrollment of 5,000 full-time student equivalents.

The enrollment of the college was projected to nearly double in the academic year 1973-74 to 750 full-time student equivalents. Classes began in late August, 1973 with over 1000 students enrolled during the second year of the college.

Resolution

RESOLVED, that the District Board of Trustees, Pasco-Hernando Community College, is committed to serving the entire district with a comprehensive educational program of high quality, emphasizing college parallel programs, vocational-technical opportunities and community-service courses.

FURTHER RESOLVED, that we visualize a district-wide campus with every corner of the district being served as courses are taken wherever they are needed.

STATEMENT OF PHILOSOPHY

The Pasco-Hernando Community College is a comprehensive community college established to provide for the educational needs of youth and adults within the district of Pasco and Hernando counties. Accordingly, the college provides opportunities for academic, personal and cultural enrichment, for the advancement of skills, for better understanding of mankind and the natural world, and for the development of those values necessary to become more responsible citizens in an ever-changing society.

Objectives

A college transfer program to prepare the individual to continue his education beyond the community college level.

A vocational-technical program to prepare the individual for employment.

A developmental program to provide the individual with opportunities to improve basic skills.

A continuing education program to provide opportunity for the individual to further his general education.

A community service program to provide the individual with the opportunity for cultural enrichment and personal development.

A counseling and guidance program to assist the individual to make realistic decisions about himself and his academic and career goals.

Accreditation

Pasco-Hernando Community College is accredited by the Florida State Department of Education and is a Candidate for Accreditation with the Southern Association of Colleges and Schools.

College Catalog

The college catalog is the official document which outlines the requirements and regulations that relate to students. It is the responsibility of the student to make himself or herself aware of and understand the requirements and regulations in the catalog. When a student begins attendance at Pasco-Hernando Community College, he or she comes under the provisions of the college catalog for that given year. The student may graduate under such provisions for a period of five years even though subsequent catalogs may change. Should new changes be to his or her advantage, the student may graduate under the provisions of the newer catalog.

Admission Eligibility

- A. Students who have never attended college
 - 1. Graduates of schools accredited by the State of Florida or a regional accreditation agency are accepted in good standing.
 - 2. Graduates from non-accredited high schools will be accepted on academic probation.
 - 3. Students who have completed the General Education Development test will be admitted in good standing.
 - 4. Students who are at least 19 years of age and have not graduated from high school, but who satisfy all other requirements, are eligible for admission in good standing.

- B. Transfer Students
 - 1. Students will be accepted in good standing from fully accredited colleges or universities.

2. Students will be accepted on a provisional basis from non-accredited colleges and universities. Transfer credit may be granted upon completion of 15 semester hours of credit with a "C" average at P-HCC.
3. Students who are on academic probation or suspension from another college may not enter P-HCC until that probation or suspension has been satisfied.
4. In accordance with Florida Statutes, no student who has previously been expelled from a Florida community college or university for unlawful possession, sale, or use of narcotic drugs will be admitted to P-HCC for a period of one year from date of that expulsion. No student who has been found guilty of campus disruption will be admitted to P-HCC for a period of two years from date of such finding.

C. Early Admission

A high school senior who has completed most of the requirements for graduation may enroll as a special student with the permission of the college Registrar and high school principal. For more information, see a P-HCC counselor.

D. Credit Bank

Students may remain in high school but take college credit with special permission from the high school principal. Credits will be held in escrow until the student completes all admission requirements. When all admission requirements are met, he may enter P-HCC or have credits transferred.

E. Special Student

A student may be admitted as a special student without proof of high school graduation or proof of attendance at another college. The student may earn credit for his

own edification. If the student should decide to work toward a degree, other than Associate in General Studies, or have a transcript issued, he must satisfy all admission requirements. A special student is not classified as either freshman or sophomore.

F. Transient Student

A student may enroll as a transient student from another institution with special permission from the Registrar of that institution without fulfilling other admission requirements.

G. Dual Enrollment

A student may enroll at P-HCC without fulfilling admission requirements if he has been accepted at another institution and has the permission of the Registrar from that institution.

H. Audit

A student who wishes to register for a course for which he does not desire credit is considered an audit student. Audit students are expected to be regular in attendance and make normal class preparation. Audit students take part in class discussion but are not allowed to take examinations. No grades or credit will be given. Students may not change from audit to credit after registration.

I. Foreign students must satisfy all requirements for admission as a regular student. In addition, a foreign student must submit a satisfactory score (485) on the Test of English as a Foreign Language (TOEFL). For information about the test write TOEFL, Box 899, Princeton, New Jersey, USA, 08540.

Final consideration for admission cannot be granted to a foreign student until his scores on this test are received by the Registrar.

Admission Procedure

- A. A prospective student may obtain an application from the local high school guidance counselor, any P-HCC office or by contacting the P-HCC Registrar at 211 North 7th Street, Dade City, Florida 33525 - phone (904) 567-6701.
- B. 1. The applicant should mail the application with a non-refundable \$5 application fee to the Registrar or present in person at any P-HCC office.
2. All applicants who expect to earn a degree should have a high school transcript, GED test score, or a college transcript from each college attended sent directly to the Registrar.
3. Test scores are not required for admission, but all students entering P-HCC for the first time are encouraged to submit scores on the Florida Twelfth Grade Placement Test or any nationally normed test such as ACT or CEEB. If test scores are not submitted, the student may be given a School and College Ability Test by the college.
4. The student will be given tentative acceptance or rejection as soon as his application is received.
5. When all admission requirements are completed, the student will be advised to contact a local P-HCC office for a counseling and registration appointment.
6. All fees are due and payable at time of registration

Fees

| | |
|--------------------------------------|---|
| Application | \$ 5.00 non refundable |
| Course fee Florida resident | 10.00 per semester hour |
| Course fee non-Florida resident | 17.00 per semester hour |
| Course fee Florida resident | 120.00 (12 or more semester hours) |
| Course fee non-Florida resident | 195.00 (12 or more semester hours) |
| Florida Financial Aid Trust Fund Fee | 4.50 per semester for each full time student (12 or more hours) |
| Graduation Fee | 10.00 (non-refundable) |
| Credit by Examination | 10.00 per course (non-refundable) |

Special laboratory fees may be charged for such courses as music, art, science, business, or physical education. See fee schedule at time of registration.

Small fees are charged for Community Service courses. The amount of the fee will vary with the length of the course.

REFUND POLICIES – Credit Courses

1. A refund of one hundred percent (100%) may be granted if withdrawal occurs prior to the first day of classes in the fall, spring and summer terms. For courses that start outside the normal registration period, a one hundred percent (100%) refund may be granted if withdrawal occurs up to the day of the first class meeting.
2. For credit courses, eighty percent (80%) of the fees will be refunded to the student who withdraws from classes during the refund period as established by the Board and

shown in the college calendar. For credit courses such date shall not exceed the end of the day on which ten percent (10%) of the prescribed instruction hours in a given course occurs. For courses that start outside the normal registration period, the refund date shall be the same as the last day to register for such a course. Such dates will be approved by the District Board of Trustees when the course is offered.

3. State Scholarship Fund fees and laboratory fees will be fully refunded up to the last day for 80% refunds.

REFUND POLICIES – Community Service Courses

A full refund will be made to a student who withdraws from any community service class prior to the second class meeting so long as the second class meeting does not exceed twenty-five percent (25%) of the instruction hours in the course. No refund will be made for conferences, institutes, workshops, seminars, or special training programs after the published starting date.

Residency Information

(Subject to Change)

State Board of Education regulations 130-8.33 give the following definition of a bona fide Florida resident for public community college purposes:

“Bona fide residents shall mean that the student, or if the student be less than 18 years of age, his parents or guardian, shall have resided in Florida for at least one year prior to the time of admission to a community college.”

(Proof of Guardianship Required)

If the applicant qualifies as a bona fide Florida resident, proof in the form of a notarized residency affidavit must be submitted as part of the admission requirements.

Changes in out-of-state residency status for purposes of assessment of fees must be applied for through the Registrar's office. Any change of residency status cannot become effective until the beginning of the next session. A new affidavit is required every two years and with each registration, if attendance has not been continuous.

ACADEMIC POLICIES

Academic Average and Repeated Courses

A student's academic average will include grades on all work attempted except that only the last attempt of a repeated course will be used in computing the grade point average. When a course is repeated or when two courses are taken in which credit cannot be granted in both, credit will be allowed only in the most recent course taken, even if the latest grade is lower than a previous grade. A student may not repeat a course in which he has earned a grade of "B" or "A" except on an audit basis.

Academic Probation and Suspension

A student's academic progress will be evaluated at the end of each session at P-HCC. When a student's cumulative grade point average falls below 1.5 after at least 15 hours are attempted, he will be placed on academic probation. The student on probation will be required to see a counselor. After counseling the student and consultation with other faculty members, the counselor may require the student to do one or more of the following:

1. Attend additional counseling sessions.
2. Limit the student's registration to a reduced course load.
3. Restrict the type of courses or programs for which the student may register.

4. Recommend the student be suspended from registration at Pasco-Hernando Community College for a period of one term.
5. A suspended student may return after one term but must have a planning session with a counselor before he is readmitted.

Certification and Recency of Credit

Most classes taught at P-HCC can apply toward certification or recency of credit for Florida teachers. It is the responsibility of the teacher to insure that the course desired meets his requirements. Teachers holding Florida Teaching Certificates are classified as special students and are not required to furnish transcripts for admission.

Class Attendance

Students are expected to attend all classes unless illness or other emergencies arise. The effect of absence upon an individual's grade is determined by each instructor. When excessive absences occur such that a student cannot make normal progress, the instructor should notify the student and a P-HCC counselor.

A warning letter will be mailed to the student. If the absences are not corrected or if no response is received from the letter, the student will be withdrawn with a grade of "W"

Classification of Students

Regular A student enrolled in college credit courses who has provided the office of the Registrar with all the required admission credentials and is officially working toward a degree. This student is classified as follows:

Freshman - A student regularly enrolled in college credit courses who has completed less than twenty-four (24) semester hours of college work at the time of registration.

Sophomore - A student regularly enrolled in college credit courses who has completed twenty-four (24) semester hours but not more than sixty-two (62) semester hours of college work at the time of registration.

Special A student enrolled in college credit courses who does not have on file in the office of the Registrar all the necessary requirements for admission as a regular student, or one who does not wish to qualify as a regular student. The special student is not classified as either freshman or sophomore.

Audit A student enrolled for a college credit course but not seeking college credit.

Full Time A student enrolled for twelve (12) or more semester hours in Sessions I and II and six (6) or more semester hours in Sessions IIIA or IIIB.

Part Time A student enrolled for less than twelve (12) semester hours in Sessions I or II and less than (6) semester hours in Sessions IIIA or IIIB.

Credit by Examination

Students may earn up to 30 semester hours of college credit by submitting scores at the 50th percentile or above on the College Level Examination Program (CLEP). Up to six semester hours of credit may be granted in each of the following areas: English, Humanities, Math, Natural Science, and Social Science.

This credit will appear on the student's permanent record as earned credit without indication of grades. Evaluation of CLEP credit is made after the application fee is paid and the student is admitted to the college.

Credit may be earned in other courses by making a satisfactory score on departmental tests prepared by P-HCC instructors. A charge of \$10 per course will be made for each course. For more information see a P-HCC counselor.

Grading System

| | | | | | | |
|----|---|----|---|----|------|--------------------|
| A | 4 | GP | Excellent | WF | 0 GP | Withdrew Failing |
| B | 3 | GP | Good | IF | 0 GP | Incomplete Failing |
| C | 2 | GP | Average | WP | | Withdrew Passing |
| D | 1 | GP | Poor | W | | Withdrew |
| F | 0 | GP | Failure | S | | Satisfactory |
| X | | | Audit | U | | Unsatisfactory |
| N | | | No Credit | | | |
| NC | | | No Credit Course | | | |
| NR | | | Grade not reported | | | |
| I | | | Incomplete (automatically changed to "W" if not made up within the ensuing session) | | | |

Grade Point Average

The grade point average is determined by dividing total grade points earned by the total credits attempted. Only the last attempt of a repeated course is used in computing the grade point average.

Example

| | | Semester Hours | Grade | Hours Attempted | Hours Earned | Grade Points |
|-----|-----|-------------------|-------|--------------------|-----------------|-----------------|
| MAT | 910 | 3 | S | 0 | 3 | 0 |
| ENG | 121 | 3 | A | 3 | 3 | 12 |
| PSY | 111 | 3 | B | 3 | 3 | 9 |
| MUS | 164 | 1 | B | 1 | 1 | 3 |
| BIO | 103 | 4 | D | 4 | 4 | 4 |
| MAT | 101 | 3 | F | 3 | 0 | 0 |
| POS | 205 | 3 | X | <u>0</u> | <u>0</u> | <u>0</u> |
| | | | | 14 | 14 | 28 |

$$\text{Grade Point Average} = \frac{\text{Total Grade Points}}{\text{Total Hours Attempted}} = \frac{28}{14} = 2.0$$

A student must have at least a 2.0 grade point average to complete the degree requirements for any program at P-HCC.

Grade Dissemination

A progress report will be distributed at the end of eight weeks of Session I and Session II. Students are urged to maintain a constant knowledge of their progress by having conferences with their instructors during the session. Final grades are mailed immediately after the end of a session.

Incomplete Grades

Instructors may assign "I", incomplete grade, when the student has not completed requirements for a course during a given session. Incomplete grades must be made up during the next session and a grade assigned. Incomplete grades not made up during next session will be changed to "W".

Graduation Check

When a student has completed 30 or more hours toward a planned program, he should apply for a graduation check. This graduation check will show what is needed to complete requirements for a program.

Graduation Policy

Each student must apply for graduation during the session in which he or she plans to complete the requirements for an approved course program. Application for graduation shall include a \$10 non-refundable graduation fee. This fee will be used to pay for the diploma and for use of cap and gown. Every student who graduates during a given academic year is encouraged to participate in the formal graduation ceremony which will be held annually at the end of Session II.

Graduation Ceremony

A graduation ceremony will be held each year at the end of Session II. All faculty members are required to attend. Each faculty member is responsible for obtaining appropriate academic regalia for the graduation ceremony. All students who have completed requirements for degrees and certificates are encouraged to participate in the graduation ceremony, and students who complete programs at the end of Session II are required to attend.

Library and Instructional Media Services

Library and instructional materials are located at each of the college offices. These include periodicals, pamphlets, maps, filmstrips, records, slides, tapes, cassettes, and a growing collection of books. Faculty members have access to audio-visual equipment of many kinds which permits broad approaches to subject offerings.

Professional librarians are available to assist students with library materials through the district. The Library of Congress classification system is used. An orientation program in the use of the library is available to students. Procedures, regulations, and library hours may be found in the Student Handbook. The library issues other information frequently. Students are asked to become acquainted with the facilities and staff at the library.

Maximum Student Load

The normal maximum student load for Session I or Session II is 18 semester hours and 14 semester hours for Session III. Any student desiring to take more hours must obtain the permission of a counselor.

Military Service Credit

Pasco-Hernando Community College does not grant credit for military service, military service schools, or military extension courses completed in service. If a student feels he has sufficient knowledge in a given area, he may obtain credit by examination.

Multi-Campus/Center Location Attendance

Students may attend classes at more than one campus/center, however, for purposes of record keeping a student must select one campus/center as a home base. All registration, withdrawal, or change of status must be done at that home base. Students may change their home base at the end of any session.

STUDENT AFFAIRS

Counseling

Counselors are available to assist with personal, social, academic, or vocational matters. Counseling services are available to any member of the community.

Counselors are available at Brooksville, Dade City, and New Port Richey from 8 a.m. until 8 p.m., by appointment, each day Monday through Thursday and from 8 a.m. to 4 p.m. on Friday. Counselors are also available at other locations throughout the community by appointment. Call one of the P-HCC offices for information.

Career Selection and Placement

Each student who enrolls at P-HCC must select a program from the Associate in Arts, Associate in Science, Associate in General Studies, or a program of his own choosing. Counselors are available at all times to help with these selections. Changes in programs may be made at the end of any session, but must be cleared with a Counselor.

No test scores are required for enrollment at P-HCC; however, some test score, such as senior placement, ACT, SAT, or GED is used in class placement. If no test scores are available, a School and College Ability Test may be given to the student. These test scores, previous grades, experiences, recommendations, outside activities, and time away from formal education are considered in program selection and class placement.

Testing Services

Counselors frequently make use of tests to help students assess their abilities, needs, values, interests, or aptitudes. Testing services are available to any member of the community. For testing or interpretation, call any P-HCC Counselor.

Identification Cards

Each student is issued an identification card that must be presented for registration, schedule changes, library use and other college functions. A student must present his ID card at the request of any college official. Loss of this card should be reported to the counselor immediately.

Student Financial Aid

Financial aid at P-HCC is based upon financial need and academic potential. Any student admitted by the Registrar may apply for financial aid. P-HCC makes use of the College Scholarship Service to assess need for financial aid. Each student desiring financial aid should mail a parent's confidential statement or a student confidential statement to College Scholarship Service, Princeton, N.J. Forms may be obtained at any P-HCC office, any local high school guidance office, or from College Scholarship Service.

Application should be made for general financial aid. The aid is generally offered as a package: part scholarship, part grant, part loan, part work. The student then may accept, reject, or ask to have a different package arranged.

Kinds of Aid Available:

1. **Scholarship:** Money provided by the college, organizations, and community for students. No repayment nor work of any kind is required.
2. **Fee Waivers:** The Board of Trustees may waive fees for students who demonstrate exceptional financial need.
3. **Supplemental Educational Opportunity Grants:** This is an outright grant to students with federal money. The amount of the grant may vary from \$200 to \$1400 depending upon student need.

4. **Basic Education Opportunity Grant:** This is an entitlement program. Students may obtain application at any high school, college, post office, and many other locations. Applications are mailed directly to Iowa City, Iowa. If the student receives an award, it may be used at P-HCC.
5. **Student Assistant:** A student is assigned to work for the college. The amount of work depends upon the need and qualifications of the student. Special skills of students are utilized in this program.
6. **College Work Study Program:** Students are assigned to work for the college; Federal funds are used to pay 80% of the cost. The amount of work is based upon need and student qualifications.
7. **Florida State Student Loan:** These are long term loans made to students with state funds. No interest or repayments are made so long as the student remains in college. Low interest and repayments are begun after termination from college.
8. **Federally Insured Loans:** These are loans made by banks, credit unions, other lending institutions, and by the State of Florida. The loans are insured by the federal government. The interest and repayment schedule depend upon student's family income. Application may be obtained at lending institutions or P-HCC.
9. **Revolving Loan Fund:** These are short term, no interest, emergency loans. Repayment must be made within the same term the loan is made.

For additional information, see a P-HCC counselor:

Job Placement

P-HCC has established a Job Placement Service to assist P-HCC students with part time or full time jobs. Vocational counseling is available to students and members of the community. All students must complete a job placement resume before being cleared for graduation.

Veterans Benefits

All degree programs at P-HCC are approved for education and training under the various Veterans Administration programs. It is the responsibility of the student to obtain the original certificate of eligibility from the V.A.

This certificate of eligibility should be taken to the P-HCC Counselor. The V.A. will pay the student directly. In turn, the student must pay for his own fees and buy his books. For other information about V.A., see a P-HCC counselor.



Withdrawal Policy

A student who wishes to withdraw from P-HCC should report to the counselor at the campus/center where he registered. An exit interview with the counselor is required for withdrawal. When possible, a conference with each instructor is recommended prior to withdrawal. See the college calendar for the last day to withdraw. Improper withdrawal from any course may result in failing grades being assigned.

A student who is withdrawn from a class for excessive absences will be assigned a grade of "W".

Emergency Procedure

1. A student should observe the fire and evacuation exits in the building where he attends class.
2. First aid kits are available in all teaching locations.
3. A student should locate the nearest defense shelters.
4. In case of disaster the college president may cancel classes. In emergency situations, listen to your local radio station for announcement regarding class cancellation or reopening of classes.
5. If anyone observes an emergency situation, he should call the proper officials and the Dean of that center.

Student Conduct

The following actions are prohibited at or on any campus or center of the college, or at any college-sponsored or college-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. In addition, disciplinary action may be imposed in special circumstances where prescribed by law.

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any narcotic drugs, as defined in Chapter 398 of the Florida Statutes; and in addition cannabis sativa (marijuana).
3. Cheating in any form.
4. Stealing
5. The use of indecent or abusive language.
6. Gambling
7. Hazing
8. Vandalism or destruction of property.
9. Falsification of college records.
10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive of the normal, peaceable, and orderly operation of the college.
13. Violation of a federal or state law, a county or city ordinance.
14. Repeated offenses of a less serious nature .
15. Assault or physical abuse.
16. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons. This policy does not apply to law enforcement officers either on or off duty.
17. Unauthorized entry and/or occupancy of college facilities.
18. Conspiracy or solicitation to commit an unlawful act or to violate any college regulations or policies.

Disciplinary Procedures

Instructors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class.

While the responsibility for, and the administration of, classroom discipline ordinarily rests with the instructor, the assistant campus/center dean will handle any disciplinary problems which are referred to them. This of course, includes cheating, disruptive behavior, and any other actions which are not considered proper conduct for a college student. It also includes the observing of inappropriate actions of students on the campus while not in the classroom. Penalties administered for such actions may include severe reprimand, disciplinary probation (which may or may not be recorded on the student's permanent record) or suspension. Cheating and stealing are serious offenses which should be reported to the dean promptly.

Student Use of College Facilities

Students are not permitted to remain in any college building after college hours without faculty supervision.

Bookstore Services

The primary aim of the bookstore services is to provide students with the required textbook for each course taken at P-HCC. Books may be purchased at the college offices. Books may be sold in class when class is held away from a teaching center.



STUDENT ACTIVITIES

Participation in student activities is encouraged as an enriching experience for all students. Students with a common interest may form clubs, groups or organizations with the permission of the Student Government organization or the College Administration.

Students will find organizations related to scholastic courses, athletics, service to college and community, publications, religion, and social life available to them.

Participation in dances, musical and drama presentations, forensics, speeches, parades, and film classics are open to all students. The college at times joins with the community for special events.

Athletics

Athletics at P-HCC are currently intramural and extramural. P-HCC teams also participate in local recreation leagues. As soon as facilities and personnel are available, P-HCC will probably participate in intercollegiate sports such as basketball, baseball, golf, and tennis.



CURRICULUM AND INSTRUCTION

Pasco-Hernando Community College is authorized to award Associate Degrees for satisfactory completion of a planned program of post high school studies consisting of not less than 60 semester hours and to award such certificates as are appropriate upon completion of other courses and programs.

Acceleration of Program

Pasco-Hernando Community College has established several ways for a student to earn a degree at an accelerated pace. These are as follows:

Credit Bank: A student may earn credit at P-HCC while still enrolled in high school with the permission of the high school principal.

Early Admission: A student may be admitted prior to graduation from high school with the permission of the principal. P-HCC credit may be transferred to the high school for completion of high school requirements.

College Level Examination Placement: Up to 30 hours of credit may be awarded upon satisfactorily completing the general CLEP tests at the 50th percentile or above.

Credit by Examination: A student who has acquired competencies may receive credit for those competencies by satisfactorily passing an examination for most courses taught at P-HCC.

Dual Enrollment: A student may be enrolled at P-HCC and another institution simultaneously.

A student must earn at least 15 semester hours in residency at P-HCC in order to obtain a degree. The additional 45 semester hours may be earned by regular class attendance or by any of the methods described above.

Cooperative Education Program

Cooperative Education balances occupational experience with formal classroom instruction. The program blends theory and practice. The ultimate objectives are to provide relevance in the educational process and direction in career planning while bringing business, the community, the college, and the student closer together for the benefit of all concerned.

These objectives are attacked by coordinating full or part-time work that is relevant to career goals with full or part-time class loads for Cooperative Education students. Though most of Pasco-Hernando Community College cooperative education students will choose to work and attend school at the same time (the Parallel Plan), the college also allows alternating periods of full-time work and full-time study (The Alternating Plan).

A student must have a minimum of 12 semester hours of academic work completed with a grade point average of 2.0 or better before being assigned to an employer. Students may apply for admission to the Cooperative Education Program at any time! An individual interested in the Cooperative Education Program should follow the procedures outlined below:

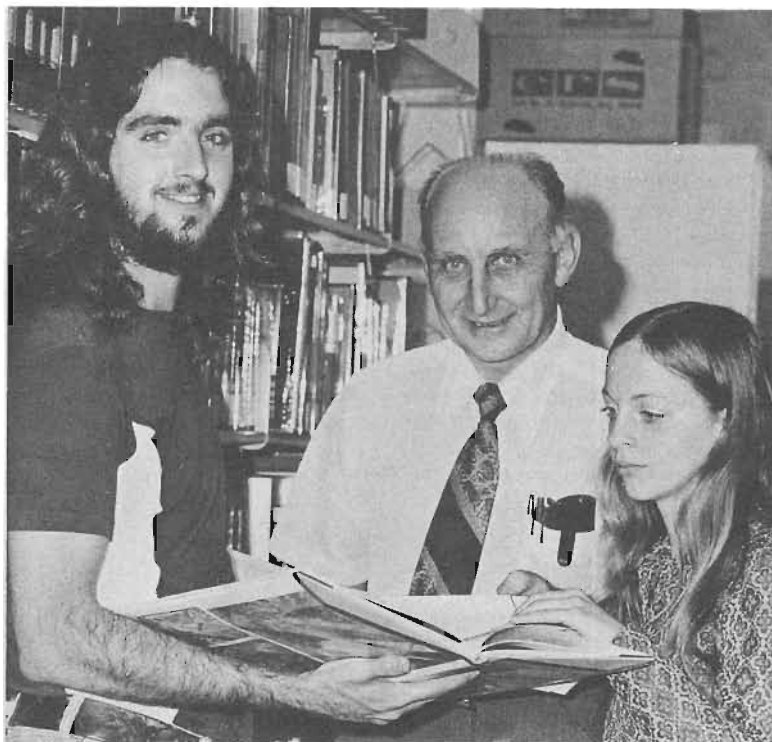
1. Obtain an "Application for Cooperative Education Program" form from a counselor or from the Cooperative Education Office.
2. Complete this form with the required references and make an appointment with the Cooperative Education Coordinator for an interview.
3. The Coordinator will interview the student with regard to career interests and possible cooperative assignment.
4. If the student is accepted into the program, the Cooperative Education Coordinator will assign an appropriate training position.

College Transfer Programs

The Associate in Arts degree is the normal college transfer program. Satisfactory completion of this program will allow a student to enter any of the state senior colleges at the junior level.

Great flexibility is allowed in the A.A. degree to permit a student to prepare for almost any bachelor's degree program. A student should consult the catalog of the college to which he wishes to transfer to insure acceptability of his classes.

College catalogs and counseling manuals from most senior colleges are available at the counseling office at any P-HCC campus/center. Counselors will help students adjust their programs to satisfy transfer requirements.



ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree will be awarded upon completion of 60 credit hours. Thirty-six (36) semester hours must be in General Education courses as provided in the state-wide articulation agreement. The remaining 24 hours shall be taken from the specific course curriculum which the student is following. A minimum of 15 hours credit must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be maintained.

The 36 semester hours in general education are:

| | | |
|----------|---|----------|
| AREA I | Communication ENG 121 and ENG 122 | 6 Hours |
| AREA II | Mathematics MAT 101 or above | 3 Hours |
| AREA III | Science Physical Science - 3 hours Biological Science - 3 hours Science Elective - 3 hours | 9 Hours |
| AREA IV | Humanities HUM 201 and 202 | 6 Hours |
| AREA V | Social Science POS 204 POS 205 Social Science Elective - 3 hours | 9 Hours |
| AREA VI | Behavioral Science PSY 111 | 3 Hours |
| | | 36 Hours |

College counselors are available and can assist students in planning transfer programs in architecture, business administration, education, engineering, journalism, pre-medicine, pharmacy, and any other area of student interest. For specific details of requirements of programs at senior colleges, consult that college's catalog and a P-HCC Counselor.

ASSOCIATE IN SCIENCE DEGREE

An Associate in Science Degree will be awarded upon completion of 60 credit hours earned in a career or technical program. The individual must complete the 15-hour core program for the Associate in Science Degree and the remaining 45 hours from an approved program curriculum. Fifteen hours of credit must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be maintained.

The 15 hour core program for the Associate in Science Degree is:

| | | |
|----------|--|---------|
| AREA I | Communications ENG 111-112 or ENG 121-122 | 6 hours |
| AREA II | Social Science POS 204 POS 205 | 6 hours |
| AREA III | Behavioral Sciences PSY 111 | 3 hours |

The following are Associate in Science Degree programs offered at Pasco-Hernando Community College:

Associate in Science in Business with options in:

- Accounting
- Agri-Business Technology
- Banking
- General Business
- Real Estate
- Secretarial Science

Associate in Science in Building Construction Technology

Associate in Science in Food Service

Associate in Science in Law Enforcement

The Associate in Science Degree is designed as a two-year preparation to enter into the world of work. However, some programs may transfer to a senior college which offers a Bachelor's Degree in that area. If the senior college does not offer a Bachelor's Degree in that specific program, many of the courses in an Associate in Science program may not be accepted for transfer. For specific details see your Pasco-Hernando Community College counselor.

ACCOUNTING

The Accounting Program is designed for those who intend to seek employment in some area of accounting. The program aims to prepare students for positions in industry, government, and public accounting.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|------------------|-------------------------------------|-----------------------|-----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| SAM 160 | Intro to Business | 3 | |
| AAC 160 - 161 | College Accounting I & II | 3 | 3 |
| | or | | |
| ACC 200 - 201 | Principles of Accounting I & II | | |
| SAM 240 | Principles of Management | | 3 |
| PSY 111 | Intro to Psychology | 3 | |
| BDP 160 | Intro to Data Processing | | 3 |
| ELECTIVES | | 3 | 3 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| POS 204 & 205 | Am Fed. Govt. & State & Local Govt. | 3 | 3 |
| BAN 205 | Principles of Finance | 3 | |
| BUW 260 - 261 | Business Law I & II | 3 | 3 |
| AAC 243 - 244 | Intermediate Accounting I & II | 3 | 3 |
| AAC 242 | Cost Accounting | 3 | |
| AAC 240 | Federal Income Tax Principles | | 3 |
| ELECTIVES | | 3 | 3 |
| | | 15 | 15 |

Suggested Electives: Personnel Management;
 Human Relations
 Principles of Marketing

AGRI-BUSINESS TECHNOLOGY

This program is designed to prepare students for employment in the business field of agriculture. The graduate should acquire a basic understanding of agriculture fundamentals.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|--------------------------------|---------------------------------------|-----------------------|-----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| SAM 160 | Intro to Business | 3 | |
| POS 204 - 205 | Am. Fed. Govt. & State & Local Govt. | 3 | 3 |
| ENG 111 - 112 | Communication Skills I & II <u>or</u> | 3 | 3 |
| ENG 121 - 122 | English Composition I & II | | |
| APM 120 | Business Math | 3 | |
| APR 101 | Agri-Business Tech | 3 | |
| MAG 161 | Principles of Marketing | | 3 |
| APR 161 | Agri-Economics & Accounting | | 3 |
| ELECTIVES | | | 3 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| PSY 111 | Intro to Psychology | 3 | |
| BUW 260 | Business Law I | 3 | |
| MAG 240 | Salesmanship | 3 | |
| SAM 240 | Principles of Management | 3 | |
| AGP 270 | Agri-Employment Practicum | | 3 |
| BIOLOGICAL SCIENCE (ELECTIVES) | | 3 | 3 |
| ELECTIVES | | | 9 |
| | | 15 | 15 |

Suggested Electives:

- Botany
- Soil Science & Fertilizers
- Agriculture Equipment
- Citrus Culture
- Forage, Cover & Grain Crops
- Animal Science
- Ornamental Horticulture
- Citrus Processing

BANKING

This program includes offerings designed to provide a fundamental background for a career in banking. Offerings allow the student to take courses suited to his particular interests and needs. Banking courses in this program are AIB approved.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|----------------------|---------------------------------|-----------------------|-----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| FCR 181 | Prin of Bank Operations | 3 | |
| PSY 111 | Intro to Psychology | 3 | |
| AAC 160 - 161 | College Accounting I & II | 3 | 3 |
| | or | | |
| ACC 200 - 201 | Principles of Accounting I & II | | |
| SAM 160 | Intro to Business | 3 | |
| FCR 281 | Money and Banking | | 3 |
| ELECTIVES (BANKING) | | | 3 |
| ELECTIVES (ANY AREA) | | | 3 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| FCR 282 | Law and Banking | 3 | |
| ECO 210 - 211 | Principles of Economics I & II | 3 | 3 |
| POS 204 | Amer. Fed. Govt. | 3 | |
| SAM 240 | Principles of Management | 3 | |
| FCR 283 | Bank Management | | 3 |
| POS 205 | State and Local Govt. | | 3 |
| ELECTIVES (BANKING) | | | 3 |
| ELECTIVES (ANY AREA) | | 3 | 3 |
| | | 15 | 15 |

Suggested Electives:

| | |
|--------------------------------|-------------------------------------|
| Trust - Functions and Services | Home Mortgage Lending |
| Loan and Discount | Bank Public Relations and Marketing |
| Installment Credit | Credit Administration |
| Bank Letters and Reports | Savings and Time Deposit Banking |
| | Analyzing Financial Statements |

GENERAL BUSINESS

A two-year program designed for those students who expect to enter business immediately upon graduation from Pasco-Hernando Community College. It provides the student with training that should enable him to hold a clerical or junior executive position.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|----------------|--------------------------------------|-----------------------|-----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| *TYG 170 - 171 | Beginning & Intermediate Typewriting | 2 | 2 |
| POS 204 - 205 | Am. Fed. Govt & State & Local Govt. | 3 | 3 |
| SAM 160 | Intro to Business | 3 | |
| PSY 111 | Intro to Psychology | 3 | |
| APM 120 | Business Mathematics | | 3 |
| ELECTIVES | | 1 | 4 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| AAC 160 - 161 | College Accounting I & II | 3 | 3 |
| | or | | |
| ACC 200 - 201 | Principles of Accounting I & II | | |
| BDP 160 | Intro to Data Processing | 3 | |
| FMC 230 | Office Machines | 3 | |
| BUW 260 - 261 | Business Law I & II | 3 | 3 |
| ECO 210 | Principles of Economics I | | 3 |
| BUN 270 | Business Correspondence | | 3 |
| SAM 240 | Principles of Management | | 3 |
| ELECTIVES | | 3 | 3 |
| | | 15 | 15 |

*Typewriting courses may be exempted by demonstrating competency through credit by examination. Credit will be awarded for courses so exempted.

Suggested Electives:
 Shorthand
 Principles of Marketing
 Principles of Economics II

Real Estate Principles
 Finance
 Salesmanship
 Personnel Management

REAL ESTATE

The purpose of this program is to acquaint the student with the basic fundamentals of real estate and to prepare the student for entrance into the real estate profession.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|---------------|--------------------------------------|-----------------------|-----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| POS 204 - 205 | Am. Fed. Govt. & State & Local Govt. | 3 | 3 |
| PSY 111 | Intro to Psychology | 3 | |
| RES 160 | Princ & Pract of Real Estate | 3 | |
| APM 120 | Business Math | 3 | |
| RES 161 | Florida Real Estate License Law | | 3 |
| SAM 160 | Intro to Business | | 3 |
| MAG 240 | Salesmanship | | 3 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| SAM 240 | Principles of Management | 3 | |
| ECO 210 | Principles of Economics | 3 | |
| BUW 260 - 261 | Business Law I & II | 3 | 3 |
| RES 281 | Real Estate Finance | | 3 |
| RES 163 | Real Estate Appraisal | | 3 |
| ELECTIVES | | 6 | 6 |
| | | 15 | 15 |

SECRETARIAL SCIENCE

The two-year Secretarial Science program is designed to meet the post-high school needs of the student desiring college level training in secretarial science.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|----------------|--------------------------------------|-----------------------|-----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| *TYG 170 - 171 | Beginning & Intermediate Typewriting | 2 | 2 |
| *STS 170 - 171 | Shorthand I & II | 3 | 3 |
| PSY 111 | Intro to Psychology | 3 | |
| APM 120 | Business Mathematics | | 3 |
| SAM 160 | Intro to Business | 3 | |
| POS 204 | Am. Fed. Govt. | | 3 |
| | | <hr/> | <hr/> |
| | | 14 | 14 |
| SOPHOMORE | | | |
| AAC 160 - 161 | College Accounting I & II | 3 | 3 |
| | or | | |
| ACC 200 - 201 | Principles of Accounting I & II | | |
| STS 260 - 261 | Office Practice I & II | 3 | 3 |
| STS 270 - 271 | Shorthand III & IV | 3 | 3 |
| TYG 270 | Advanced Typewriting | 2 | |
| BUN 270 | Business Correspondence | | 3 |
| BDP 160 | Intro to Data Processing | 3 | |
| FMC 230 | Office Machines | | 3 |
| POS 205 | State & Local Govt. | 3 | |
| | | <hr/> | <hr/> |
| | | 17 | 15 |

*Typewriting and/or shorthand courses may be exempted by demonstrating competency through credit by examination. Credit will be awarded for courses so exempted.

ASSOCIATE IN SCIENCE DEGREE IN BUILDING CONSTRUCTION TECHNOLOGY

The Associate in Science in Building Construction Technology shall be awarded upon completion of 60 semester hours. Fifteen hours shall be the core requirement of the Associate in Science and 45 hours from the approved Building Construction Technology program.

The course of study is designed to prepare the student for work in the building and construction field.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|------------------|--------------------------------------|-----------------------|-----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| BCN 170 - 171 | Architectural Drawing I & II | 3 | 3 |
| BCN 120 | Building Construction Tech I | 3 | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| POS 204 - 205 | Am. Fed. Govt. & State & Local Govt. | 3 | 3 |
| PSY 111 | Intro to Psychology | 3 | |
| APM 160 | Technical Math | | 3 |
| ELECTIVES | | | 3 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| BCN 280 | Construction Estimating | 3 | |
| TER 280 | Technical Writing | 3 | |
| CIT 270 | Surveying I | | 3 |
| ELECTIVES | | | 12 |
| | | 15 | 15 |

Suggested Electives:

| | |
|---------------------------------|-----------------------------------|
| Testing & Strength of Materials | Construction Equipment |
| Structural Design | Foremanship, Supervision & |
| Air Conditioning & Heating | Management Development |
| Electrical Construction | Codes, Contracts & Specifications |
| Plumbing & Pipe Fitting | College Accounting I & II |

ASSOCIATE IN SCIENCE DEGREE IN FOOD SERVICE

The Associate in Science in Food Service shall be awarded upon completion of 60 semester hours. Fifteen hours shall be the core requirement of the Associate in Science and 45 hours from the approved Food Service program.

The two-year program is designed for students who are preparing to assume supervisory or management positions within the food service industry.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS</u> | |
|--------------------------|---|-----------------------|----------------|
| | | <u>CREDIT</u> | |
| | | <u>1st Sem.</u> | <u>2nd Sem</u> |
| FRESHMAN | | | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| SAM 160 | Introduction to Business | 3 | |
| FSM 160 | Introduction to Food Service | 3 | |
| FSM 161 | Nutrition | 3 | |
| POS 204 | American Federal Government | 3 | |
| APM 120 | Business Math | | 3 |
| FSM 170 | Basic Food Preparation | | 3 |
| FSM 163 | Food Accounting & Cost Control | | 3 |
| FSM 164 | Food Service Equipment | | 3 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| PSY 111 | Introduction to Psychology | 3 | |
| POS 205 | State and Local Government | 3 | |
| FSM 290 | Quantity Food Preparation | 3 | |
| FSM 280 | Food Service Sanitation & Safety | 3 | |
| FSM 282 | Food Purchasing & Storage | 3 | |
| FSM 281 | Food Service Supervision and Management | | 3 |
| FSM 283 | Food Merchandising | | 3 |
| FSM 292 | *Area of Food Service Specialization | | 3 |
| ELECTIVES | | | 6 |
| | | 15 | 15 |
| *Restaurant Management | School Food Service Administration | | |
| Cafeteria Management | Hospital Supervision | | |
| Nursing Home Supervision | Private Club Management | | |

ASSOCIATE IN SCIENCE DEGREE IN LAW ENFORCEMENT

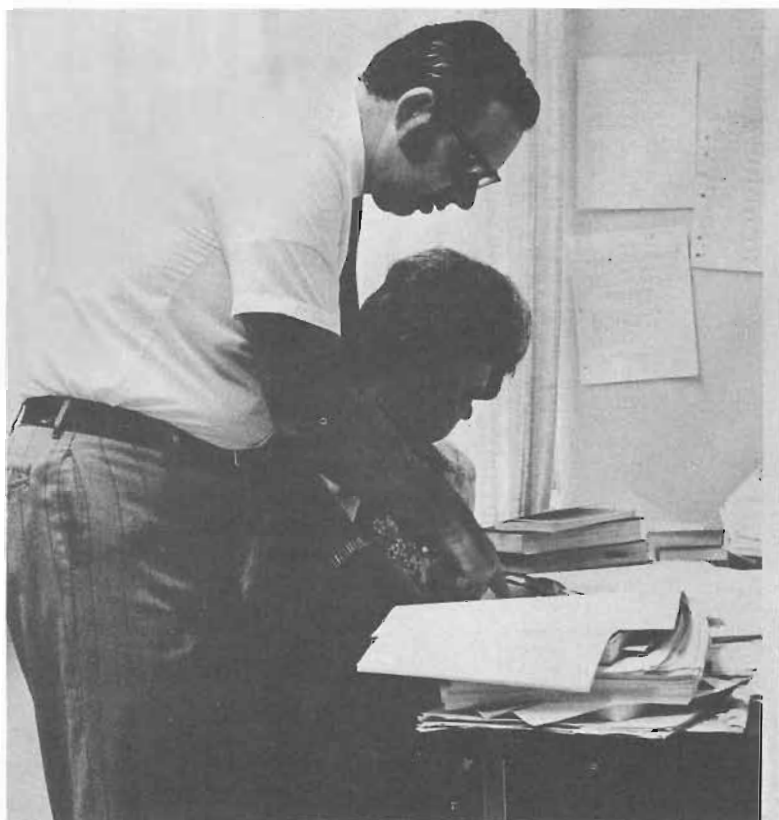
The Associate in Science in Law Enforcement shall be awarded upon completion of 60 semester hours. Fifteen hours shall be the core requirement of the Associate in Science and 45 hours from the approved Law Enforcement program.

The program is designed to provide a professional background for those preparing for a career in law enforcement. This program should be followed by those NOT intending to pursue a four-year degree program in law enforcement or criminology.

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>SEMESTER HOURS CREDIT</u> | |
|---|--------------------------------------|------------------------------|-----------------|
| | | <u>1st Sem.</u> | <u>2nd Sem.</u> |
| FRESHMAN | | | |
| ENG 111 - 112 | Communication Skills I & II | 3 | 3 |
| | or | | |
| ENG 121 - 122 | English Composition I & II | | |
| POS 204 | American Federal Government | 3 | |
| PSY 111 | Introduction to Psychology | 3 | |
| LAE 101 | Introduction to Law Enforcement | 3 | |
| LAE 161 | Criminal Investigation | | 3 |
| LAE 162 | Police Organization & Administration | 3 | |
| LAE 163 | Police Operations | | 3 |
| ELECTIVES | | 6 | 6 |
| | | 15 | 15 |
| SOPHOMORE | | | |
| SOC 201 | Introduction to Sociology | 3 | |
| POS 205 | State and Local Government | 3 | |
| LAE 270 | Introduction to Criminalistics | 3 | |
| LAE 160 | Criminal Law | 3 | |
| PSY 242 | Child Psychology | | 3 |
| | or | | |
| PSY 243 | Adolescent Psychology | | |
| LAE 261 | Police Role in Crime & Delinquency | | 3 |
| LAE 262 | Constitutional Law for Police | | 3 |
| LAE 263 | Rules of Evidence in Criminal Cases | | 3 |
| LAE 280 | Seminar in Police Problems | | 3 |
| ELECTIVES | | 3 | 3 |
| Suggested Electives: | | 15 | 15 |
| HEN 112 - Advanced First Aid and Emergency Care | | | |
| SPE 110 - Fundamentals of Speech | | | |

ASSOCIATE IN GENERAL STUDIES

An Associate in General Studies will be awarded for completion of any sixty credit hours (including American Federal Government) with fifteen credit hours earned in residence at Pasco-Hernando Community College. Individual needs and desires will be met through counseling and scheduling. A cumulative grade-point average of not less than 2.0 or "C" must be maintained. The Associate in General Studies Degree is designed to meet an individual's particular interests and is therefore not designed to meet requirements for transfer nor any specific program.



CERTIFICATE PROGRAMS

Food Service

The Certificate Program in Food Service requires one year or two sessions for completion. At the conclusion of the first semester or upon completion of the Certified Program, the participant may transfer into the two-year Food Service Program.

Session I

| | | | Cr. |
|-----|-----|-----------------------|----------|
| SAM | 160 | Intro to Business | 3 |
| APM | 120 | Business Math | 3 |
| FSM | 161 | Nutrition I | 3 |
| FSM | 160 | Intro to Food Service | 3 |
| FSM | 170 | Basic Food Prep. | <u>3</u> |
| | | | 15 |

Session II

| | | | Cr. |
|----------|-----|---------------------------|----------|
| FSM | 280 | Sanitation & Safety | 3 |
| FSM | 164 | Equipment | 3 |
| FSM | 282 | Food Purchasing & Storage | 3 |
| SAM | 240 | Prin of Management | 3 |
| Elective | | | <u>3</u> |
| | | | 15 |

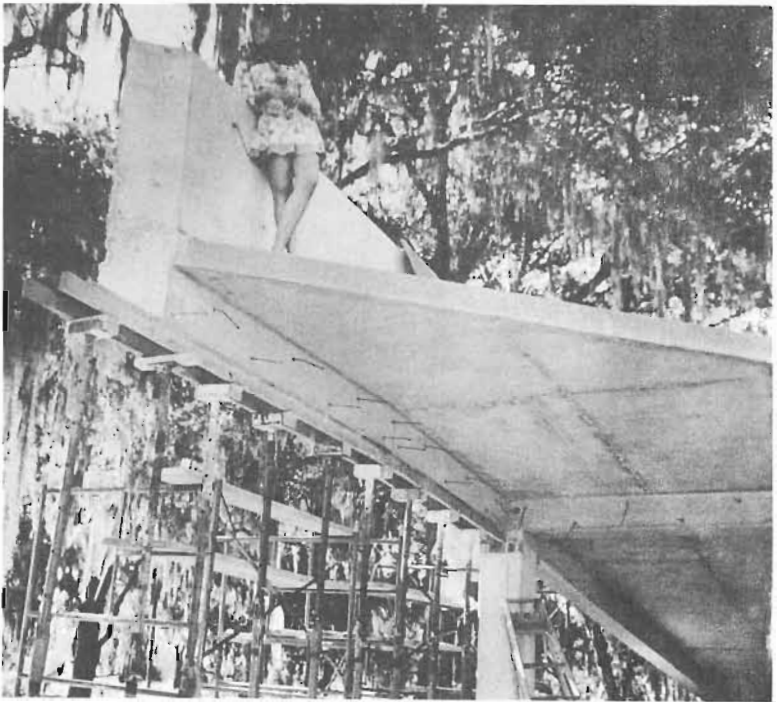
General Studies

A certificate in General Studies will be awarded upon completion of thirty hours. Fifteen credit hours must be earned in residence at Pasco-Hernando Community College. Individual needs will be met through counseling for this Certificate Program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

Real Estate

The Certificate Program in Real Estate is designed to prepare the individual for entrance into the real estate profession. Upon completion of this Certificate Program, an individual may transfer into the two-year Associate in Science degree program in Real Estate. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

| | |
|---------------------------------|----------|
| | Cr. |
| Prin. and Pract. of Real Estate | 3 |
| Fla. Real Estate License Law | 3 |
| Business Mathematics | 3 |
| Salesmanship | 3 |
| Intro to Business | <u>3</u> |
| | 15 |





COURSE DESCRIPTION

The following are descriptions of courses of instruction offered at Pasco-Hernando Community College. Any courses may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action. Courses with no designation are college transfer and are accepted by most colleges. Courses designated with “+” are designated as vocational or occupational and may transfer only to a senior college which offers a Bachelor’s Degree in that area. Courses designated with “*” are designated both vocational and academic. See the catalog of a particular institution to determine if such courses are transferable.

Students may register for any course for which they have the necessary background. A student who feels that he has sufficient training or experience to warrant an exception of the prerequisite should consult a P-HCC counselor.

Students should not expect that all of these courses will be offered in any given term. To determine when courses are to be offered, see a Pasco-Hernando Community College counselor.



COURSE DESCRIPTION

AGRICULTURE—BUSINESS TECHNOLOGY

+ AGP 260 Forage, Cover and Grain Crops 3 credits

Scientific and practical considerations in the production of hay, cover and grain crops, and their importance to livestock. Two lecture hours. Three lab hours.

+ AGP 261 Soil Science and Fertilizers 3 credits

The properties, classification and commercial utilization of soils, basic geology, principles of soil fertility, soil management, cover crops, pH control and soil amendments. Basic fertilization principles, mixing practices, and the laws governing the use of fertilizers. Two lecture hours. Three lab hours.

+ AGP 270 Agriculture Employment Practicum 3 credits

Students will be assigned to an agricultural business for practical work experience in his or her major field. Three class hours.

+ AME 260 Agriculture Equipment 3 credits

Farm tractors and field equipment in Florida agriculture, including power unit, tilling, cultivating, spraying, and harvesting machines. Emphasis on the function, operation, preventative maintenance, and management of equipment. Three class hours.

+ APR 101 Agri-Business Technology 3 credits

Introduction to the field of agri-business. Principles of business as applied to agriculture, economics of the agricultural industry and the individual farmer or citrus grower. Three class hours.

+ APR 161 Agricultural Economics and Accounting 3 credits

Production, distribution, and consumption of agricultural products with emphasis on farm bookkeeping, and the study of governmental controls and regulations regarding agricultural production and marketing. Three class hours.

+ APR 261 Citrus Processing 3 credits

Fundamental principles involved in processing citrus into various products and by-products. Three class hours.

+ *APR 262 Citrus Culture* 3 credits

The origin and growth of the citrus production industry including citrus varieties, nursery practices and establishment, development, and maintenance of groves. Two lecture hours. Three lab hours.

+ *ASC 120 Animal Science* 3 credits

An understanding of the importance of livestock to agriculture and to the people. Basic nutrition, breeding, selection, and management in livestock production are emphasized. Three class hours.

+ *ORH 221 Ornamental Horticulture* 3 credits

A review of plant structure, heredity, and environment in relation to growth, adaptation, and management of ornamental plants. The identification and landscape use of ornamental plants most commonly used in Florida. Includes a specific study of turf, soils and soil fertility, plant propagation, insect and disease control, and landscape maintenance of lawn, shrubs and trees. Three class hours.

ART

APD 131 Ceramics I 3 credits

An introduction to the methods of building with clay. Six class and studio hours.

ART 101 Drawing I 2 credits

Introduction to the basic disciplines of drawing through the use of still life, landscape, and the figure. Four class and studio hours.

ART 102 Drawing II 2 credits

Prerequisite: Art 101 or consent of instructor. A continuation of ART 101. Four class and studio hours.

ART 110 Art Appreciation 3 credits

A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

ART 231 Painting I

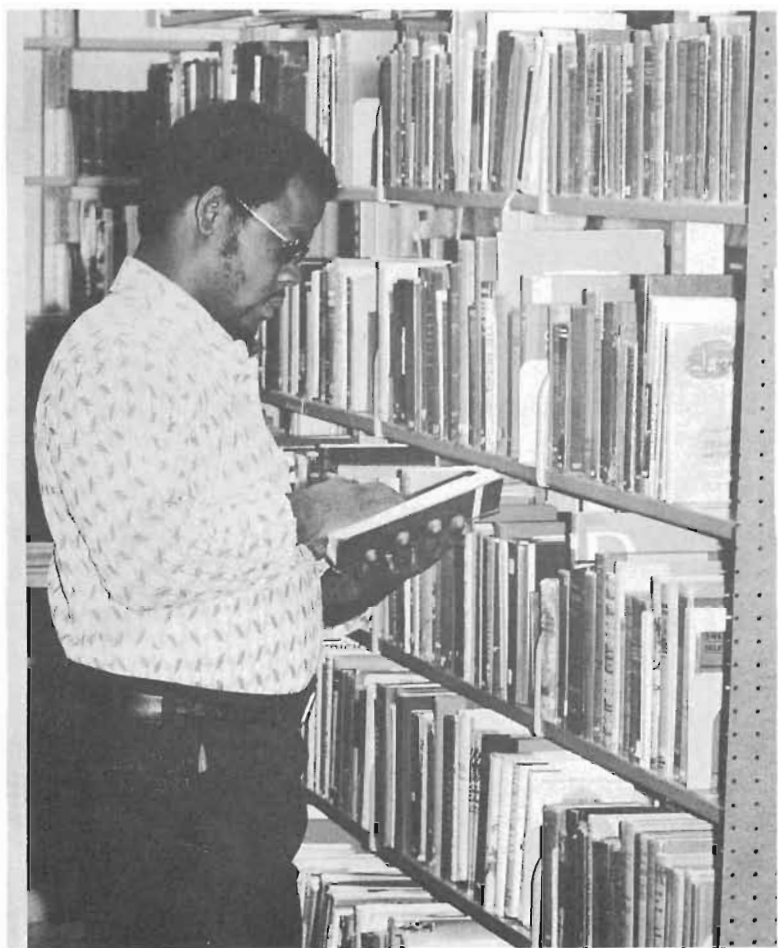
2 credits

Prerequisites: ART 101 or demonstrate proficiency to instructor. Studio problems in painting involving contemporary styles, techniques and materials of painting. Four class and studio hours.

ART 232 Painting II

2 credits

A continuation of Painting I on an advanced level of proficiency. Emphasis placed on individual experimentation. Four class and studio hours.



BANKING

Courses with FCR prefix are A. I. B. approved

+ *FCR 163 Analyzing Financial Statements* 3 credits

This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. Three class hours.

+ *FCR 181 Principles of Bank Operations* 3 credits

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. Three class hours.

+ *FCR 182 Loan and Discount* 3 credits

This course teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concepts of attachment, perfection, priority, default, and foreclosure. Three class hours.

+ *FCR 183 Home Mortgage Lending* 3 credits

This course approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage loan officer in overall portfolio management. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer

+ FCR 184 Bank Letters and Reports 3 credits

This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. Three class hours.

+ FCR 261 Credit Administration 3 credits

This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems and regular as well as unusual types of loan are discussed. Three class hours.

+ FCR 263 Bank Public Relations and Marketing 3 credits

This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing. Three class hours.

+ FCR 266 Installment Credit 3 credits

In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three class hours.

+ FCR 268 Savings and Time Deposit Banking 3 credits

This course reflects a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. Three class hours.

+ *FCR 269 Trust Functions and Services* 3 credits

This course presents a complete picture of the services rendered by institutions engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions. Three class hours.

+ *FCR 281 Money and Banking* 3 credits

Course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three class hours.

+ *FCR 282 Law and Banking* 3 credits

An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code. Three class hours.

+ *FCR 283 Bank Management* 3 credits

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective management learning technique, the text introduces the use of cases as a new element. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

BIOLOGICAL SCIENCE

ANA 115 Anatomy and Physiology 4 credits

This course is designed for students interested in allied health fields. It includes study of ten human systems. Anatomical and physical factors will be emphasized and basic physiological mechanisms will be considered. Laboratory techniques, demonstrations, and appropriate anatomical specimens will be studied. Three lecture hours and three lab hours.

BIO 101 Life in Its Biological Environment I 3 credits

A general, non-laboratory course designed to fulfill general education requirements for students who do not plan to major in science. The course will deal with basic biological principles such as genetics, reproduction, cytology and taxonomy with particular reference to ecological concepts. Three class hours.

BIO 102 Life in Its Biological Environment II 3 credits

A general, non-laboratory course designed to fulfill general education requirements for students who do not plan to major in science. The course will deal principally with ecology and man's effect on his environment. Basic biological principles which relate to the total ecological picture will be stressed. Three class hours.

BIO 103 Fundamentals of Biology 4 credits

An introduction to basic biological principles emphasizing the common attributes of all living organisms. These unifying concepts of biology include the chemical structure of living matter, the structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution, and ecology. This course is intended for those not planning to major in Biology. Three class hours and one three-hour laboratory per week.

BOT 101 Botany 4 credits

A survey of the plant kingdom. The lecture, laboratory course is designed to acquaint the Biology or Science major with basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. Three class hours and three laboratory hours.

ECY 101 Man and Environment I

3 credits

A general education course designed to provide students and the public with an understanding of man's interdependence with his environment and his responsibility for it. Many aspects of our environmental crisis such as pollution, urbanization, population trends and changes in life styles will be investigated along with present and projected solutions to our problems. Three class hours.

ECY 102 Man and Environment II

3 credits

IDS 140 Man and Environment

3 credits

An interdisciplinary education course designed to provide an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic, and social institutions, differing beliefs and myths, and individual and group maladjustments will be investigated along with possible solutions. (Credit can be earned for only one course designation: ECY 102 or IDS 140).

ZOO 101 Zoology

4 credits

A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. Three class hours and three laboratory hours.



BUILDING CONSTRUCTION TECHNOLOGY

+ AIC 280 Air Conditioning & Heating 3 credits

An introductory course to the environmental control of houses and buildings with emphasis on equipment design, performance, and maintenance. Three class hours.

+ APM 160 Technical Math 3 credits

Prerequisite: Two years of high school algebra. Applied mathematics involving the principles and laws of basic algebra, solution of linear equations, and basic analytic geometry. In each presentation, the work is supplemented with solutions to problems of technical nature. Three class hours.

+ BCN 120 Building Construction Technology 3 credits

An introduction to building construction with emphasis upon surveying, estimating, blue-print reading, selection of materials, economical use and preservation of materials. Three class hours.

+ BCN 121 Building Construction Technology II 3 credits

A presentation of procedures and materials involved in the construction of large buildings using heavy timber, steel, concrete or a combination of such materials. Such buildings include office buildings, hotels, factories, apartment houses, churches, schools, hospitals, etc. Three class hours.

+ BCN 170 Architectural Drawing I 3 credits

The basic fundamentals of architectural drawing, including geometric construction and isometric orthographic projection. Emphasis is on architectural forms, material, and vocabulary. Two hour lecture, three hour lab.

+ BCN 171 Architectural Drawing II 3 credits

Prerequisite: BCN 170. This course is a continuation of BCN 170. Areas of concentration will be piping and electrical drawing, structural steel drafting, graphical statics, intersection and development of surfaces and topographic site drawing. Elements of descriptive geometry will be continued. Two lecture hours. Three lab hours.

+ *BCN 271 Structural Design* 3 credits

This course will cover the strength of materials and their reaction when loads are applied. Students will be required to calculate the strength of materials such as wood, concrete and steel. Three class hours.

+ *BCN 280 Construction Estimating* 3 credits

This is a basic course dealing with the computation of building costs for typical construction projects and calculating costs of labor and materials from take-off to final estimate. Three class hours.

+ *CIT 270 Surveying I* 3 credits

This course introduces the basic methods of plane surveying; use of instruments and note recording. Site plan development for use in building and construction projects is emphasized. Three class hours.

+ *CIT 271 Surveying II* 3 credits

Prerequisite: CIT 270. A continuation in the basic methods of plane surveying with emphasis on proper methods used in boundary, topographic and construction surveys. Three class hours.

+ *ELC 120 Electrical Systems Application* 3 credits

This course is designed for students who anticipate a future in electrical design or construction. Beginning with basic construction as related to electrical installation, the course will progress through required codes and safety regulations. Also pursued will be business techniques, labor relations, and the training of personnel. The major focus will be toward an increasing knowledge of the electrical construction field, including power transmission. Three class hours.

+ *TER 280 Technical Writing* 3 credits

The primary goal of the course is to provide formats and experiences in the technically slanted writing required in such fields as engineering, sales, medicine, architecture, construction, banking, law enforcement, and management. Three class hours.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

BUSINESS

+ AAC 160 College Accounting I *3 credits*

Designed to acquaint students with business and personal accounting concepts with special emphasis on subject matter to fit the needs of the students seeking semi-professional degrees. Three class hours.

+ AAC 161 College Accounting II *3 credits*

Prerequisite: AAC 160. A continuation of AAC 160. Three class hours.

+ AAC 240 Federal Income Tax Principles *3 credits*

This course is designed to provide a comprehensive explanation of the Federal tax structure and to provide training in the application of the tax principles to specific tax problems. Three class hours.

+ AAC 242 Cost Accounting *3 credits*

Prerequisite: AAC 161 or ACC 201. Interpretation and analysis of cost into three major areas: (1) planning and controlling routine operations (break-even analysis; job order process cost systems), (2) inventory valuation and income determination (standard costing), (3) policy making and long-range planning (capital budgeting). Three class hours.

+ AAC 243 Intermediate Accounting I *3 credits*

Prerequisite: AAC 161 or ACC 201. A continuation of the accounting principles involved in measuring income, expense, and the valuation of assets. Three class hours.

+ AAC 244 Intermediate Accounting II *3 credits*

Prerequisite: AAC 243. Accounting for stockholders equity and stock transactions; long-term liabilities, and investments in corporate securities. Attention is given to statements from incomplete data and the correction of errors. Three class hours.

** ACC 200 Principles of Accounting I* *3 credits*

An introductory study of the underlying principles of double entry records; basic types of records and reports; accounting procedure and technique; inventories, valuation and depreciation methods; the form and content of the balance sheet and the income statement. Three class hours.

* *ACC 201 Principles of Accounting II* 3 credits

Prerequisite: ACC 200. An introduction to the formation, liquidation, and dissolution of partnerships and corporations. Accounting for stocks and bonds. An introduction to job-order costing and standard costing; and financial statement analysis as an aid to management decision making. Three class hours.

+ *APM 120 Business Mathematics* 3 credits

A mathematical treatment of financial problems arising in modern living. The principal purpose of this course is to develop skill in the handling of business transactions. It covers such topics as: percentage, inventories and turnover, simple interest and present value, depreciation, and payroll. Three class hours.

* *BAN 205 Principles of Finance* 3 credits

This is a survey of public and private finance. Emphasis is placed on current problems of finance and the development of basic principles. The major topics of study include: the monetary and credit systems of the United States, funds for capital markets, the supply of funds, and credit policies and problems. Three class hours.

+ *BDP 160 Introduction to Data Processing* 3 credits

This course is a general survey of what a computer system is, how it works and uses to which it is applied. Both hardware and software will be covered, but actual programming will not be included. The student will be required to investigate the application of computers to his particular field of interest. Three class hours.

+ *BUN 270 Business Correspondence* 3 credits

Prerequisite: TYG 170 or consent of instructor. Writing clear, forceful and effective business letters. Construction of letters dealing with orders, inquiries, adjustments, credits, collections, sales and applications for employment. Three class hours.

* *BUW 260 Business Law I* 3 credits

Business law which considers the nature and source of our laws, law courts and courtroom procedures. Legal principles covering crimes and torts with emphasis on contracts, agency, employment, and partnerships with relevant provisions of the Uniform Commercial Code. Three class hours.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

** BUW 261 Business Law II* *3 credits*

Prerequisite: BUW 260. Business law with emphasis on the laws affecting corporations, real property, personal property, secured transaction, sales, commercial paper, insurance, and bankruptcy. Three class hours.

** ECO 210 Principles of Economics I* *3 credits*

An introductory course in economic principles and analysis. Areas covered include: economic features of society; utility and consumption; production and business organization; national income accounting, national income theory—the twin problems of recession and inflation; money credit and the banking system; organized labor, public finance; the principles and problems of full employment without inflation. Three class hours.

** ECO 211 Principles of Economics II* *3 credits*

A course dealing with markets and prices; supply and demand; competition and market structures; distribution of income among factors of production; economic growth and development; other economic systems. Three class hours.

+ FMC 230 Office Machines *3 credits*

This course will acquaint the student with the machines that are found in the modern office, such as adding machines and electronic calculators. Skills developed are those of a beginning worker. Three class hours.

+ MAG 161 Principles of Marketing *3 credits*

The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinates of demand which make up the marketing environment - the economic, psychological, sociological, and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process are introduced. Three class hours.

+ MAG 240 Salesmanship *3 credits*

A study of principles underlying all selling activities. This course presents principles and problems in personal selling relating to prospecting, pre-approach, approach, demonstration, meeting objections, and closing the sale. Three class hours.

+ *SAM 126 Personal Finance* 3 credits

This course is a survey of the problems and techniques of family financial planning. Major topics include consumer credit, insurance, home ownership, and personal investing. Three class hours.

* *SAM 160 Introduction to Business* 3 credits

Fundamentals of business organization, operation, finance, principles of taxation, insurance, marketing, and factors of production. Three class hours.

* *SAM 240 Principles of Management* 3 credits

The basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises. Application of these fundamentals to specific fields of small business and industrial management. Three class hours.

+ *SAM 260 Personnel Management* 3 credits

Prerequisite: SAM 160. A systematic analysis of personnel problems in organization with emphasis placed upon employee procurement, development, compensation, motivation, communication and the relationship between employer-employee representative. Three class hours.

+ *STS 170 Shorthand I* 3 credits

A beginning course in the principles of Gregg shorthand, Diamond Jubilee Series, with some dictation and transcription practice. Open only to students who have had no previous shorthand or less than one year of high school shorthand. Three class hours.

+ *STS 171 Shorthand II* 3 credits

Prerequisite: One year of high school shorthand (Gregg) or credit in STS 170. A continuation of Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

+ STS 260 Office Practice I *3 credits*

Prerequisite: STS 170 and TYG 170 or consent of instructor.

This course provides for the development of secretarial concepts and instruction and practice in various office duties such as typewriting, copying and duplicating techniques, processing mail, dictating and transcribing responsibilities, mailing and shipping services, and telephoning and telegraphing services. Three class hours.

+ STS 261 Office Practice II *3 credits*

Prerequisite: STS 170 and TYG 170 or consent of instructor.

This course provides for instruction and practice in the following office duties: filing, writing travel itineraries, fulfilling responsibilities for meetings, using data processing and communications techniques, handling banking services, investment and insurance records, payroll records and the legal facets of secretarial work. Three class hours.

+ STS 270 Shorthand III *3 credits*

Prerequisite: STS 171 or two years of high school shorthand.

This course reviews the theory of Gregg Shorthand, Diamond Jubilee Series, and develops the ability to take dictation and transcribe rapidly and accurately. Emphasis is given to arrangement, punctuation, and correct English usage. Three class hours.

+ STS 271 Shorthand IV *3 credits*

Prerequisite: STS 270. A continuation of STS 270. Three class hours.

+ TYG 170 Beginning Typewriting *2 credits*

A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. Three class hours.

+ TYG 171 Intermediate Typewriting *2 credits*

Prerequisite: TYG 170 or one year of high school typewriting. A continuation of TYG 170. Three class hours.

+ TYG 270 Advanced Typewriting *2 credits*

Prerequisite: TYG 171 or two years of high school typewriting. Continuation of basic and production skill-building with further application of these skills to advanced office problems. Three class hours.

CHEMISTRY

CHE 101 Chemistry *4 credits*

Chemical symbols, formulas, and equations; states of matter; electronic structure and bonding; thermodynamics; solutions; acids and bases; equilibrium and rules of chemical reactions. Three class hours, three lab hours.

CHE 110 General Chemistry and Qualitative Analysis I *4 credits*

Prerequisite: CHE 101 or one year of high school chemistry. This course covers the concepts of periodicity, atomic and molecular orbitals, bonding, properties related to structure, chemical calculations and their solutions relative to state, energy and equilibrium changes of chemical reactions. Three class hours and one three-hour lab.

CHE 111 General Chemistry and Qualitative Analysis II *4 credits*

Prerequisite: CHE 110. This course extends the study of chemical principles in: Solutions, thermodynamics, kinetics, coordination complexes, acid-base reactions, oxidation-reduction, electrochemistry, selected metals, nuclear and organic chemistry. Three class hours and one three-hour lab.

CHE 220 Organic Chemistry I *4 credits*

Prerequisite: CHE 110 and 111. A study of carbon compounds with emphasis on reaction mechanisms, single and multiple bonding resonance, nucleophilic reagents, functional groups, condensations, organo-metallic compounds. Three class hours.

CHE 221 Organic Chemistry II *4 credits*

Prerequisite: CHE 220. A continuation of CHE 220 giving consideration to carbohydrates, aromatic structure, electrophilic substitution, directive effects, nucleophilic substitution, aromatic derivatives, rearrangements. Three class hours and three lab hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

COMMUNICATIONS

COM 102 Introduction to Broadcasting 3 credits

Introduction to the principles, tools, and skills involved in radio and television broadcasting. Three class hours.

COOPERATIVE EDUCATION

* *CWS 101 Cooperative Education I* 1 credit

An orientation and perspective development seminar for the beginning Cooperative Education students. A co-requisite for Cooperative Education II. One class hour.

* *CWS 102 Cooperative Education II* 3 credits

Supervised work experience pertinent to the students career plans. The work experience must be in an approved setting with a cooperating employer.

* *CWS 201 Cooperative Education III* 3 credits

Continuation of CWS 102. The opportunity to move in to more and more rewarding and demanding work experiences that are equalled by the students increasing skills.



EDUCATION

EDU 101 Introduction to Education *3 credits*

A general introductory course in education intended to assist the student in understanding the American educational system in terms of its development and present organization. The student is introduced to the problems of the profession, and the field of education is surveyed in general. Directed observations are required. Recommended for those considering teaching as a career. Three class hours.

EDU 181 Individual Study in Education *3 credits*

The focus of this course is the implementation of individualized instruction in the kindergarten through secondary school classroom. Three class hours.

** EPE 111 Early Childhood Development and Education* *3 credits*

This course is a study of the mental, emotional, social, and physical needs and growth patterns of children from birth to age six. By emphasizing the mental health aspects of teaching, this course helps students to understand the dynamics of behavior in the preschool child. The importance of teacher-pupil and teacher-parent relationships is stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and also are essential for achieving the experiences and the attitudes that characterize an enriched school program. Observation of children in school situations is required. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

ENGLISH

COM 207 Creative Writing *3 credits*

A course for students desiring experience in writing short stories, poems, novels, personal essays, and magazine articles. Discussion of outstanding contemporary writers' works, group readings, and analysis of student writing. Three class hours.

+ ENG 111 Communication Skills I *3 credits*

This course, designed primarily for students in occupational programs, improves the listening, speaking, reading, and writing skills of students. It includes reading for comprehension; necessary review and study of functional grammar, usage, punctuation, capitalization, spelling, and vocabulary; and practice in writing clear sentences, unified and adequately developed paragraphs, and effective letters. Conferences provide individual instruction. Not intended for transfer, this course may or may not be transferable to another college or university depending upon the policy of the receiving institution. Three class hours.

+ ENG 112 Communication Skills II *3 credits*

Prerequisite: ENG III. A continuation of ENG III. In addition, the course includes the reading of essays, fiction, and poetry; the writing of short essays, summaries, synopses, and reports; the making of oral reports; additional work in functional usage, punctuation, spelling and vocabulary. Not intended for transfer, this course may or may not be transferable to another college or university, depending upon the policy of the receiving institution. Three class hours.

** ENG 121 English Composition I* *3 credits*

Designed to develop composition skills through purposeful reading, logical thinking and the application of principles of rhetoric. It includes practice in the selection, restriction, organization, and development of topics and reinforces the student's facility with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for student's own writing. Conferences provide individual instruction. Three class hours.

** ENG 122 English Composition II* *3 credits*

Prerequisite: ENG 121. A continuation of ENG 121. It provides further instruction in the planning, organization, and writing of essays. It stresses methods of library research and effectiveness and appropriateness of style. The readings include selections from literature to stimulate writing. Three class hours.

ENG 160 College Reading Techniques

3 credits

A developmental reading course designed to develop and improve college reading skills, stressing proficiency in comprehension, flexibility of rate, study skills in subject areas, test-taking competence, and vocabulary improvement. Practice with specialized equipment and materials is provided. Recommended for the average student who wishes to improve his reading potential. Three class hours.

+ ENG 901 Fundamentals in English

3 credits

Involves individualized instruction in the areas of reading, writing, speaking, and listening skills. Through a variety of diagnostic measures the student's entrance level of performance in each of these areas will be determined and a program of studies to meet the individual needs will be pursued. Four class hours.

LIT 210 British Literature I

3 credits

Prerequisite: ENG 121 or consent of instructor. An introduction to the main literary traditions from Beowulf through Restoration and Eighteenth Century. Study of the best and most characteristic writing of these periods. Three class hours.

LIT 211 British Literature II

3 credits

Prerequisite: English 121 or consent of instructor. A continuation of the study of British literature, covering the nineteenth and twentieth centuries in the context of the history and society of the times. Three class hours.



FOOD SERVICE

+ FSM 160 Introduction to Food Service 3 credits

A general course intended to familiarize the student with all aspects of the food service industry. A survey of functions of different types of food service. Field trips and guest lecturers representative of local food service establishments. Three class hours.

+ FSM 161 Nutrition 3 credits

A course emphasizing normal nutrition and the relation between good nutrition and general well being. Objective of the course is to impress the student with necessity of relating knowledge gained here to his life style. Three class hours.

+ FSM 163 Food Accounting and Cost Control 3 credits

A study of the policies and procedures involved in accounting in the food service industry and the methods used for controlling food and other costs. Three class hours.

+ FSM 164 Food Service Equipment 3 credits

A study is made of all types of institutional food service equipment as well as functional layout and design of institutional kitchens and service areas. Field trips to a variety of local institutions included. Three class hours.

+ FSM 170 Basic Food Preparation 3 credits

A lecture, demonstration and laboratory course in principles of food preparation. All general categories of foods are included with standards of quality preparation and service being emphasized. Two lecture hours. Two lab hours.

+ FSM 280 Food Service Sanitation and Safety 3 credits

A study of the general principles of sanitary food handling and necessity of maintaining safe and sanitary facilities for the well being of the consumer as well as safe working conditions of the employees. Three class hours.

+ *FSM 281 Food Service Supervision and Management* 3 credits

A study of the principles of management particularly as they apply to the food service industry. Students will be taught the role of the supervisor or manager in organizing and directing the work of his employees and his responsibility for planning and coordinating their activities. Three class hours.

+ *FSM 282 Food Purchasing and Storage* 3 credits

A study of food purchasing procedures and policies in quantity food service operations. Students will also be taught the proper procedures for receiving, storing and controlling food and other supplies. Three class hours.

+ *FSM 283 Food Merchandising* 3 credits

A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations and effective atmosphere. Three class hours.

+ *FSM 290 Quantity Food Preparation* 3 credits

Study and laboratory experience in the preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes and portion control will be included. Three class hours.

+ *FSM 292 Areas of Food Service Specialization* 3 credits

A course designed to permit the student to acquire experience in the actual operation of the area of food service in which he desires to specialize. The class time is spent reviewing principles learned in prerequisite courses as they pertain to the area of specialization as well as discussion of the problems as they occur in the actual operation. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

GEOGRAPHY

GEO 210 World Regional Geography 3 credits

A regional study of the relationship of the activities of man and his natural environment, related to the economic development of the countries of the world. This study includes climate, land forms, soils, and vegetation as they affect man's economic state. Three class hours.

HEALTH

+ *EME 130 Fundamentals of Emergency Medical Care.* 4 credits

Prerequisite: Hold an advanced first aid certificate issued by Red Cross or equivalent. Introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Included is information concerning basic structure and function of the body systems. Emergency procedures for life-threatening problems will be demonstrated with return practice in the college laboratory. There will be clinical laboratory practice in selected emergency rooms in hospitals. This course meets the requirements as recommended by the American College of Orthopedic Surgeons of the AMA. Three lecture hours and three lab hours.

* *HEN 107 Personal and Community Health* 3 credits

A study of health problems which are of major importance to our society. Emphasis is placed on the general principles involved in our present understanding of health related areas. Three class hours.

* *HEN 112 Advanced First Aid and Emergency Care* 3 credits

Designed to meet the needs of individuals and groups who are in a position to provide first aid and emergency care frequently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. Three class hours.

+ *HEN 280 Gerontology* 3 credits

A study of the aging process and its impact on the individual. The clinical, biological, historical, and sociological aspects of aging are considered. The effect of legislation, economics, recreation, education, and special current problems are explored. Field trips are included. Three class hours.

+ *MRT 270 Medical Terminology* 3 credits

Emphasis is on the handling of medical forms; filing; records; medical terminology and transcription; and medical office procedures. Three class hours.

HISTORY

HIS 101 Western Civilization I 3 credits

Origins and development of western civilization beginning with the classical civilizations of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the Sixteenth Century. The emphases are upon social, economic, and cultural trends of each period. Three class hours.

HIS 102 Western Civilization II 3 credits

The evolution of modern western civilization since the commercial revolution of the Sixteenth Century. This course covers the period of colonization, the industrial revolution, and the emergence of modern national states extending to the present. The emphases are upon social, economic, and cultural developments. Three class hours.

HIS 204 History of The United States I 3 credits

United States history to 1865 emphasizing the European background, Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery and the War Between the States. Three class hours.

HIS 205 History of The United States II 3 credits

A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economic, and world affairs since World War II. Three class hours.

HIS 253 History of Florida 3 credits

This course begins with the influence of geography on early Indian cultures of the region. The economic, social and political background of Florida is chronologically developed from discovery, settlement and colonization to United States acquisition and the Territorial Experience concluding with statehood. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

HUMANITIES

HUM 201 Humanities I

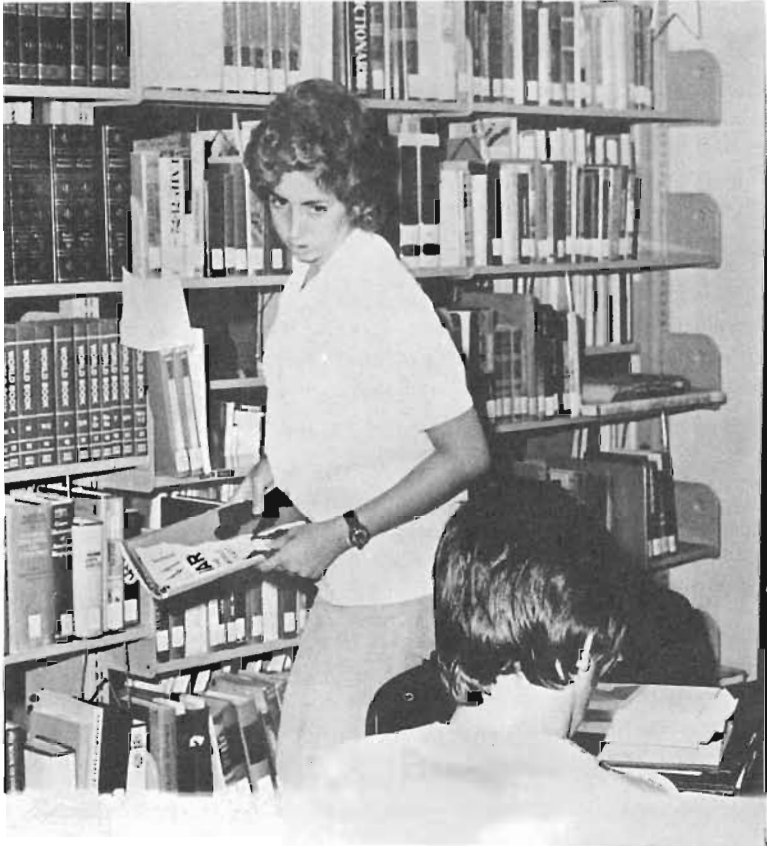
3 credits

A study of the ideas and ideals which characterize the moral, intellectual, and aesthetic activities of early civilizations through the Medieval period. Emphasis is placed upon man's speculative and creative nature as it is reflected in his literature, his art, his music, his philosophy, and his religions. Three class hours.

HUM 202 Humanities II

3 credits

A continuation of HUM 201. A study of the culture of Western Man from the Renaissance to the present. Three class hours.



INTERDISCIPLINARY

ECY 102 Man and Environment II 3 credits

IDS 140 Man and Environment 3 credits

An interdisciplinary education course designed to provide an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic, and social institutions, differing beliefs and myths, and individual and group maladjustment will be investigated along with possible solutions. (Credit can be earned for only one course designation: ECY 102 or IDS 140).

IDS 150 Individual Discovery 3 credits

This course is designed to help the student learn more about himself and his relationships with other people. Through the use of testing materials, tape recordings and actual experience in interpersonal relationships the student is made aware of how he is affected by others and how they in turn affect him. Three class hours.

JOURNALISM

JOU 201 Journalistic Writing and Reporting 3 credits

An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyreading both news and feature stories. Emphasis on grammar and usage as student needs demand. Three class hours.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

LAW ENFORCEMENT

+ LAE 101 Introduction to Law Enforcement 3 credits

Introduction to the philosophical and historical backgrounds of law enforcement. Organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. Career orientation. Three class hours.

+ LAE 160 Introduction to Criminalistics 3 credits

General course in the scientific aspects of criminal investigation with emphasis upon recording the crime scene, collection and preservation of evidence, and the examination of evidence employing techniques available to the criminal investigator or crime technician. Advanced criminalistics discussed to the extent necessary to familiarize the student with the capabilities and limitations of the advanced police science laboratory. Three class hours.

+ LAE 161 Criminal Investigation 3 credits

Introduction to criminal investigation procedure including theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation. Three class hours.

+ LAE 162 Police Organization and Administration 3 credits

Principles of organization and administration in law enforcement: functions and activities; planning and research; public relations; personnel and training; inspection and control; policy formulation. Three class hours.

+ LAE 163 Police Operations 3 credits

Principles of organization and administration as applied to operational services. Patrol; criminal investigation; intelligence and vice units; juvenile units; traffic administration. Three class hours.

+ LAE 260 Criminal Law 3 credits

The nature, sources and types of criminal law. The classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses. Three class hours.

+ LAE 261 *Police Role in Crime and Delinquency* 3 credits

A general orientation to the field of criminology. Considers the following topics: development of delinquent and criminal behavior; initial handling and proper referrals; preventive police techniques. Specific police problems studied, such as addicts, the mentally ill, compulsive and habitual offenders. Special attention given to the police handling of juveniles and youths. Three class hours.

+ LAE 262 *Constitutional Law for Police* 3 credits

A comprehensive survey of areas of constitutional law important to operational levels of law enforcement; includes a study of cases interpreting applicable provisions of the Bill of Rights; includes study of laws of arrest, search and seizure, right to counsel, self-incrimination, interviews, and interrogation, due process of law and the right to a fair trial. Three class hours.

+ LAE 263 *Rules of Evidence in Criminal Cases* 3 credits

Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence and weight; specifically deals with rules of evidence and procedure of particular importance to the operational level in law enforcement. Three class hours.

+ LAE 280 *Seminar in Police Problems* 3 credits

Prerequisite: Satisfactory completion of 18 hours of LAE courses. Research, writing, and discussion of selected subject areas including foreign police agencies, industrial and retail security, and duties of various government regulatory agencies. Analysis of contemporary police problems. Three class hours.



MATHEMATICS

MAT 101 College Mathematics I *3 credits*

Prerequisite: Two years of high school mathematics including one full year of algebra or equivalent. Designed to meet the General Education mathematics requirement. Emphasis on concepts. The topics include mathematical logic, set symbolism and terminology, number bases, finite mathematical systems, introductory algebra and geometry and an introduction to the real number system. Three class hours.

MAT 102 College Mathematics II *3 credits*

Prerequisite: MAT 101. This is an extension of MAT 101. Among the topics included are: elements of modern geometry, a treatment of rational and irrational numbers, polynomials, inequalities, exponents and radicals, linear and quadratic functions, and complex numbers. Three class hours.

MAT 120 Intermediate Algebra *3 credits*

Prerequisite: One year of high school algebra. This course is designed to prepare students wishing to enter MAT 121 but who have an inadequate or antiquated background in high school algebra. Topics include an introduction to the mathematics of sets; the complex number system; linear, fractional, radical and quadratic equations and inequalities, relations and functions and their graphical representations. Three class hours.

MAT 121 College Algebra I *3 credits*

Prerequisite: Two years of high school algebra and one year of high school geometry. A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: factoring, exponents and radicals, linear and quadratic equations, systems of equations, introduction to matrices, graphs, mathematical induction, theory of equations. Three class hours.

MAT 122 Trigonometry *3 credits*

Prerequisite: MAT 121, 2-1/2 years of high school algebra, or two years of high school algebra and one year of plane geometry. This course treats trigonometric functions as functions of real numbers with trigonometric functions of angles as a subordinate topic. It includes identities, solutions of triangles, complex numbers, and the theory and use of logarithms. Three class hours.

MAT 231 Calculus and Analytic Geometry I 5 credits

Prerequisite: MAT 121 and MAT 122 or equivalent. This course emphasizes the line, inequalities, limits and continuity, derivatives, the differential, and conic sections. Five class hours.

MAT 232 Calculus and Analytic Geometry II 5 credits

Prerequisite: MAT 231. Emphasized are: the definite integral, applications, differentiation and integration of trigonometric and exponential functions, parametric equations, polar coordinates, and formal methods of integration. Five class hours.

MAT 233 Calculus and Analytic Geometry III 5 credits

Prerequisite: MAT 232. Topics include: application of integrals, indeterminate forms, infinite series, vectors, three dimensional analytic geometry, and an introduction to partial differentiation and multiple integration. Five class hours.

MAT 240 Elementary Linear Algebra 3 credits

Prerequisite: MAT 231. This course emphasizes vectors, coordinates in space, linear independence and bases, scalar product, vector product, equations of lines and planes, linear transformations, matrices, rank and nullity. Three class hours.

MAT 242 Differential Equations 3 credits

Prerequisite or corequisite: MAT 233. A first course in ordinary differential equations with applications covering homogeneous and non-homogeneous equations, linear equations with constant coefficients, power series method, and the LaPlace transform. Three class hours.

MAT 251 Elementary Statistics 3 credits

Prerequisite: MAT 101 or three years of high school mathematics. This course includes the study of descriptive statistics covering measures of central tendency and dispersion, frequency distributions, normal distributions, linear regression, correlation, samplings, probability and the normal distribution, hypothesis testing, students "t" distribution, the Chi-square test, the "F" distribution, analysis of variance, and non-parametric tests. Three class hours.

+ MAT 910 Fundamentals in Mathematics 3 credits

A study of the operations of arithmetic. Many fundamental skills and concepts are included. Basic algebraic skills and concepts are stressed. The course is designed to meet the individual needs of the students. Four class periods per week.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

MUSIC

MUS 101 Music Appreciation 3 credits

A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world's great music. This course is open to all students. Three class hours.

MUS 112 Music Theory I 3 credits

Basic course for music majors in the basic introductory fundamentals of music; aural and visual analysis of musical styles; composition for voices; counterpoint; form; and the development of related skills in music reading. Three class hours.

MUS 113 Music Theory II 3 credits

Prerequisite: MUS 112. Continuation of the basic course with emphasis on further development of musical skills relating to theory counterpoint. Three class hours.

MUS 150, 151, 250, 251 Applied Music 1 credit

Private Instruction in Voice, Organ, Woodwind, Brass or Percussion Instruments. Special fee - one hour per week.

MUS 163 Stage Band 1 credit

Designed to give the student a musical experience performing the popular music of the past 30 years. Three lab hours.

MUS 164 College Chorus 1 credit

This course will offer a wide variety of types and periods of choral literature. It is open to all students of the College and the members of the community. No auditions are given. This group will represent the College in school and community functions. Three class hours. (Can be taken for credit up to 4 times.)

MUS 212 Music Theory III 3 credits

Prerequisites: MUS 112, 113. The second year in musical theory with an emphasis on the musical styles to the present day; harmony; form; and stylistic composition for various media. Three class hours.

MUS 213 Music Theory IV 3 credits

Prerequisites: MUS 112, 113, 212. The final sequence of musical theory, with an emphasis on continued development of musical theory; harmony; form; and instrumentation and composition. Three class hours.

PHOTOGRAPHY

PTY 101 Basic Creative Photography 3 credits

This course is designed to give the student an introduction to the camera, its mechanics and use. Initial instruction will be given on the photographic process, lighting scenes, exposure, development, and printing of photographs. Three class hours.

PHYSICAL EDUCATION

A.A. and A.S. Degree Candidates must consider Physical Education courses as courses outside of the 60 hour requirement.

PED 101 Archery 1 credit

Fundamentals of target and field archery and the development of skills in the activity. Two class hours.

PED 102 Badminton 1 credit

Instruction in skill techniques, strategy, history, rules, physical and social values of badminton. Two class hours.

PED 104 Basketball 1 credit

Instruction in basketball skills, history and rules. Emphasis will be placed on offensive and defensive skills. Team strategy will be developed in the offensive and defensive areas. Two class hours.

PED 106 Bowling 1 credit

This is a co-educational course for beginners and is primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational bowling. Two class hours.

PED 112 Golf 1 credit

Instruction in skill techniques, history, rules, social and physical values of golf with emphasis on skills at beginning and intermediate levels. Two class hours.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

PED 212 Advanced Golf *1 credit*

Prerequisite: PED 112 or consent of instructor. Instruction in skill techniques, rules, social and physical values of golf with emphasis on skills at intermediate and advanced levels. Two class hours.

PED 114 Handball *1 credit*

Instruction in basic one-wall handball skills such as types of serves, strokes, offensive and defensive play and general strategy. Practice of learned skills in intra-class tournaments will be provided. History and rules of handball will be included. Two class hours.

PED 115 Karate *1 credit*

The study of the art of karate. A culturally oriented course designed to increase one's knowledge of this oriental art. Emphasis is on the history, styles and development of the physical and mental unity which makes karate an art. Two class hours.

PED 117 Softball *1 credit*

Instruction in the history, rules and skills of softball. Emphasis will be placed on the Slow Pitch game. Opportunity to participate in intra-class league play will be presented. Two class hours.

PED 118 Tennis *1 credit*

This is a co-educational course for beginners and is primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational tennis. Two class hours.

PED 218 Advanced Tennis *1 credit*

Prerequisite: PED 118 or consent of instructor. An advanced course in tennis with emphasis on mastery of actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

PED 122 Wrestling *1 credit*

The introduction of the basic takedowns, escapes, reversals, counters, breakdowns, and pinning holds. Two class hours.

PED 131 Beginning Swimming *1 credit*

This is a co-educational course for non-swimmers or for those who are able to swim but a few yards and are not secure in deep water. Two class hours.

PED 132 Intermediate Swimming *1 credit*

Course work is designed for the student able to swim continuously for 25 yards in good form. Emphasis is placed on endurance and good form in the crawl, side, back and breast strokes. Course content includes diving, elementary water rescues, and drownproofing. Two class hours.

PED 142 Recreational Sports *1 credit*

Instruction in skills of games of recreational activities including archery, badminton, golf, tennis, volleyball, deck tennis, horseshoes, croquet, paddle ball, etc. Two class hours.

PED 157 Folk and Square Dance *1 credit*

Skills of folk square dance basic to good performance. Two class hours.

PED 220 Volleyball *1 credit*

Instruction in volleyball history, rules and skills. Treatment of offensive and defensive patterns will be stressed. League play will be provided on an intra-class basis. Two class hours.

PED 233 Advanced Swimming *1 credit*

To develop the good swimmer to the point where he can execute a wide variety of swimming strokes, dives and aquatic activities. Student should be able to swim a well coordinated front crawl, breast stroke, elementary back stroke, side stroke and be able to execute a front dive from the side of the pool prior to entering class. Two class hours.

PED 235 Senior Life Saving *1 credit*

Teaching water safety, self rescue and accepted methods of assisting others in danger of drowning. Successful completion of this course qualifies the student for the American Red Cross Senior Life Saving Certificate. Two class hours.

PED 245 Physical Fitness - Conditioning and Figure Improvement *1 credit*

Emphasis is placed on physical fitness development and weight control of the individual. Basic conditioning activities are an integral part of the course. Two class hours.

PED 258 Recreational Dance *1 credit*

An introduction to the basic dance skills for enjoyment and recreation. Content includes round, folk, square, social, and current dance styles. Two class hours.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

PHYSICAL SCIENCE

PHS 101 Life in Its Physical Environment I 3 credits

To acquaint the student with the history and development of the physical sciences with the integration principles and theories in the physical sciences, and with the practice of the scientific method. Three class hours.

PHS 102 Life in Its Physical Environment II 3 credits

Designed to acquaint the student with the development of science, with the integrating principles and theories in the earth sciences, with the practice of the scientific method, and with a useful knowledge of selected areas of the earth sciences; solar astronomy, geology and meteorology. Three class hours.

PHYSICS

PHY 101 General Physics I 4 credits

Prerequisite or Corequisite: MAT 122. Subject matter includes mechanics, heat, and sound. This course is designed for students not majoring in the physical sciences. Three class hours and three lab hours.

PHY 102 General Physics II 4 credits

Prerequisite: PHY 101. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. Three class hours and three lab hours.

POLITICAL SCIENCE

** POS 204 American Federal Govt.* 3 credits

A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing relationship of the individual to the government and study of U.S. Constitution. Three class hours.

** POS 205 State and Local Govt.* 3 credits

Study of state, county, and municipal government with emphasis on the newer tendencies in local government. Three class hours.

PSYCHOLOGY

SOP 110 Human Relations 3 credits

Drawing from several areas of behavioral science, the course is designed for students in business and technical fields. Also suitable for general education and personal enrichment. Includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations, and other selected topics. Three class hours.

PSY 111 Introduction to Psychology 3 credits

An introduction to the field of psychology wherein the student becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, inter-action of heredity and environment, receptor mechanisms, perception, basic statistical concept, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psycho-therapy, and personality structure. Three class hours.

PSY 115 Creative Thinking and Imagination 3 credits

Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the vital importance of creative effort and stimulating the student's ability to utilize the creative approach to his life and work. Three class hours.

PSY 242 Child Psychology 3 credits

A developmental study is made of the normal child from birth to the adolescent years. Practical applications are stressed, with their implications for the parent and teacher as well as for the evolving individual. Written reports on observations of several age levels of infancy and childhood are a part of the course. Three class hours.

PSY 243 Adolescent Psychology 3 credits

A study of the normal development, characteristics, and problems of the adolescent period with emphasis on the evolvment of desirable adulthood. Three class hours.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

REAL ESTATE

** RES 160 Principles and Practices of Real Estate 3 credits*

A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. This course meets the requirement of the Florida Real Estate Commission for the Salesman's license examination. Three class hours.

+ RES 161 Florida Real Estate License Law 3 credits

To familiarize the student with the Real Estate License Law and its provisions under which he will operate as a registrant. The material will aid in preparing the participant for the state salesman's examination. Three class hours.

+ RES 163 Real Estate Appraisal 3 credits

This is an intensive course that has been developed to impart a broad understanding of real property appraisal concepts and to teach technical skills employed in their applications to residential properties. It is designed to give the experienced real estate man a basic knowledge of appraisal fundamentals. Three class hours.

+ RES 281 Real Estate Finance 3 credits

Typical topics considered include the problems involved in obtaining mortgage money; money sources, mortgage liability, foreclosure proceedings, debts and pledges, titles, and liabilities of mortgagor and mortgagee.

+ RES 282 Mortgage Broker in Mortgage Lending 3 credits

This course offers an exposure to the principles and techniques of mortgage financing and brokerage operations and a background study of the Florida Mortgage Brokerage Act.



RELIGION

REL 101 World Religions *3 credits*

The religious inclinations of man have found expression in varied types of worship and many forms of belief and have produced such religions as the mysteries of Greece and Rome, Zoroastrianism, Hinduism, Buddhism, Confucianism, Shintoism, Judaism, Mohammedanism, and Christianity. Each of these religions is studied to discover its teaching and its contribution to the world of thought and moral uplift. Three class hours.

REL 210 Old Testament *3 credits*

A study of religious thought and instructions in the Old Testament. Attention is given to the problems of authorship, date, historical setting, and textual criticism. Three class hours.

REL 212 New Testament *3 credits*

A study of the life and teachings of Jesus, and of the beginnings of church life and thought as reflected in the New Testament. Three class hours.

SOCIOLOGY

SOC 201 Introduction to Sociology *3 credits*

The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, social movement, role and status, crowd behavior, race and ethnic relations, the community, population, social class, and social mobility. Three class hours.

SOC 210 Social Problems *3 credits*

American society is reviewed as a social system whose ideology and values produce conditions defined by its members as social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. Three class hours.

† Vocationally oriented, consult receiving institution for transfer information.

* Vocational and academic transfer.

SOC 220 Marriage and the Family 3 credits

A sociological analysis of preparation for marriage and adjustment to family life. Topics include: dating, mate selection, interpersonal relations, sexual adjustment, finance management, child rearing, and family problems. Three class hours.

SPANISH

SPA 101 Beginning Spanish 3 credits

A beginning course covering the fundamentals of Spanish grammar. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audio-visual aids. Three class hours.

SPEECH AND DRAMA

DRA 101 Introduction to Theatre Arts 2 credits

This is an orientation course to theatre with special emphasis on the nature of theatre as an art form. Four class hours.

DRA 132 Drama Practicum 1 credit

Planning and execution of production functions; scene construction and painting, props, costuming, lighting and other full technical responsibilities. Three class hours.

SPE 110 Fundamentals of Speech 3 credits

This course is designed to help the student improve in oral communication skills. Speech assignments are designed to acquaint the student with the importance of organization, the principle of clarity, interest and persuasion. Three class hours.

SPE 150 Introduction to Oral Interpretation 3 credits

The art and technique of interpreting literature. Aesthetics, evaluation and performance in reading aloud prose, poetry, and dialogue are demonstrated and practiced. Three class hours.

SPE 240 Foundations of Group Discussion and Debate
3 credits

Prerequisite: SPE 110 or permission of the instructor. The course deals with the discovery and use of evidence, reflective thinking, and logical reasoning as used in persuasion, discussion, and debate. Students will have the opportunity to participate in intramural forensics. Three class hours.

COMMUNITY SERVICES

The Pasco-Hernando Community College will provide such community service programs in adult and continuing education as are needed to serve the youth and adults of the district. The Continuing Education Unit (CEU) is the basic unit for measuring an individual's participation in community service classes. The college offers a CEU for each 10 clock hours of work accomplished in community service courses. Records of CEU's are maintained by the college registrar.

The following activities have been approved by the Board of Trustees. Others will be added to meet the demands of the district.

CS 1 First Aid and Injuries *2.4 CEU*

This course includes standards and accepted principles of first aid. Discussion and laboratory practices in dressings, wounds and their care, artificial respiration, poisons, fractures, burns, and other areas of first aid. This course includes the American Red Cross First Aid Course.

CS 2 Community Chorus *3.5 CEU*

An adult choral organization open to all members of the community. Works to be performed will be selected from both sacred and secular sources of choral literature.

CS 3 Community Theatre-Rehearsal & Performance *3.5 CEU*

Participation in the class includes the rehearsal and performance of the current theatrical presentation of the college. Students will be enrolled by the director and be placed in roles as cast members or support crew members.

CS 4 Beginning Guitar *2.4 CEU*

Class instruction covering basics of string classic type guitar skills, designed primarily for those with limited knowledge in reading of music or playing the guitar. Group instruction will be employed.

CS 5 Fundamentals of Banking *2.0 CEU*

Fundamentals of Banking is a lecture and study course designed to introduce new staff members to the banking industry.

CS 6 Basic Banking Techniques 4.8 CEU

This course presents basic banking functions for the person interested in the broad aspects of banking. The complete bank operation will be discussed. A.I.B. credit will be given.

CS 7 School Bus Driver Training 4.0 CEU

The five eight-hour sessions will include the study of the following topics: school bus driver qualifications and standards; human relations; school bus discipline; school bus care and maintenance; school bus driver guidelines; emergency school bus procedures; county, state, and local regulations; and administrative procedures.

CS 8 Acting Workshop 1.5 CEU

Students will work on scenes from plays. The course will stress character development, character interaction and reaction, delivery, and stage movement.

CS 9 Managing Your Money Through Personal Investments
1.2 CEU

The course is designed as an introduction to the Securities Market. Topics to be included are: Common Stock, Bonds, Margin and Cash Accounts, Options, Commodities, Managing Your Account, Real Estate, Limited Partnerships, Insurance and Designing a Personal Financial Plan.

CS 10 A Lovelier You 1.6 CEU

If you're a woman who'd like a better figure, a nicer voice, a more attractive personality and new self-confidence and poise, this class is for you! Training in figure control, visual poise, make-up, hair care and wardrobe planning can help you make the most of your natural beauty.

CS 11 First Aid Instructors 1.6 CEU

An in-service course to prepare instructors for the American Red Cross Standard and Advanced First Aid courses.

CS 12 Blueprint, Aerial Map and Chart Reading 2.4 CEU

To teach the individual to read blueprints, aerial maps, and charts in preparation for surveying, landscaping, or other topographical preparations.

CS 13 Floral Design

2.1 CEU

This is a course designed to prepare students for the making a floral arrangements and decoration utilizing fresh and artificial materials. Particular emphasis in each offering will be directed toward the season (Fall, Winter, Spring, Summer) in which the course is being presented.

CS 14 Private Pilots Ground School

2.8 CEU

To prepare for the FAA Private Pilot written exam. Areas to be covered include Federal aviation requirements, engine operation, meteorology, navigation, communication, etc.

CS 15 "All in the Family"

1.6 CEU

A course designed for those contemplating marriage and those already married, with an emphasis upon a better understanding of the responsibilities and privileges of married life and the gaining of new interpersonal insights and skills that make for a happier marriage relationship. Lectures will be given on important phases of married life, and there will be ample time for "rap sessions" concerning common marriage problems.

CS 16 Asphalt Construction and Operations - Phase I

.8 CEU

A familiarization and indoctrination period covering the overall asphalt plant and roadway operation. This portion is intended to acquaint inexperienced personnel with an idea of the construction operation, what will be expected of them, highlights of what they will encounter, and the tools available to help them do their job. It is intended to assist experienced personnel by providing a review of fundamentals and affording them a means of evaluating their own knowledge and practices.

CS 17 Asphalt Construction and Operations - Phase II

7.2 CEU

To become familiar with the testing and administrative activities of the laboratory and the District Bituminous Engineer's scope of operations. Emphasis will be placed upon learning correct test methods and procedures. This is where personnel should find out the "why" as well as the "how" of the tests performed. This is where personnel should gain an insight into not only test reporting, but into the entire District bituminous construction paperwork operation so that they will readily understand and appreciate the need for all written communications (sample cards, reports, etc.) to be submitted promptly, and to be legible, clear, accurate and complete.

CS 18 Bridge and Culvert Construction 1.6 CEU

To acquaint Department of Transportation construction personnel with the problems encountered and methods used to construct bridges and culverts. To acquaint them with the various tests, materials, equipment and inspection techniques to insure structures are constructed to the required specifications.

CS 19 Concrete Batching and Testing .6 CEU

To improve the inspection and testing skills of Florida Department of Transportation employees in batching and testing concrete as specified. To acquaint personnel with the problems encountered and the methods required to obtain and proportion aggregates, water, and cement to batch concrete to required specifications.

CS 20 Furniture Refinishing 1.6 CEU

Learn to restore your fine furniture or beautify a discarded piece. Course includes stripping and refinishing by various methods. Students will be expected to supply their own materials (upon advice of the instructor).

CS 21 Basic Seamanship Course 2.6 CEU

This short course will provide an introduction to basic seamanship emphasis will be placed on small boat handling, piloting, and the rules of boating. The course will be produced by the U.S. Coast Guard Auxiliary, Flotilla 11-7, Hudson, Florida.

CS 22 Mini-Mechanics 1.6 CEU

Want to learn more about your car? What does the carburetor do? Why change the oil or add antifreeze or rotate tires? What is a generator? The course is designed to answer these and other questions related to providing a broader understanding of the automobile.

CS 23 Personal Income Tax 1.8 CEU

Assistance for individuals who plan to work their personal tax returns and who desire to know the types of information and records to keep during the year in preparation for handling their returns.

CS 24 Basic Gourmet Cooking 2.0 CEU

The course will focus on various methods of preparing and cooking a number of basic gourmet dishes. Among them will be stocks and stock based soups, sauces, egg dishes, meats, fish, chicken, crepes, desserts, and crown roasts. Students will actually participate in the preparation of a variety of these specialties.

CS 25 International Cooking 1.4 CEU

Each week a different instructor will teach the class how to cook several dishes from a foreign country. International recipes also will be shared.

CS 26 Crisis Intervention Volunteer Training 1.5 CEU

Course will give lay volunteers training in hot line, crisis intervention, and use of county referral agencies. Emphasis will be on listening, self awareness, drug knowledge, and teenage behavior.

CS 27 New Directions in Retirement .8 CEU

Produced by the Junior Service League of New Port Richey, this symposium will focus on the concerns of people over 40 years of age. Local, state and national authorities will direct discussion classes on cardiology, arthritis, strokes, wills and probate, depression, funeral alternatives, nursing homes, leisure time activities, and the philosophical and moral implications of aging during the morning session. There will be a movie and a panel discussion of the psychology of dying and bereavement and a presentation by William Peterson, author of *Life Begins at 40*, during the afternoon session.

CS 28 Seminar: Coronary Care 10.5 CEU

Basic common sense care of coronary patients as well as explanation of treatment to be used in caring for such will be presented in this seminar. Films, tapes, demonstrations, and actual involvement by students in simulation situations will be emphasized.

CS 29 DWI Counterattack 1.0 CEU

The objective is to reduce the frequency of alcohol-related traffic offenses by seeking to improve the drinking-driving behavior of the participant.

CS 30 Weekend Fire School 1.2 CEU

A two-day fire school for training and improvement of skills of fire service personnel. Instruction will be given in various subjects that fulfill the training need of participants and may include but are not limited to hose evolutions, ladder practices, and pump operations.

CS 31 Basic Electricity for Lineman 3.0 CEU

A course designed to update the lineman in electricity as it pertains to his daily work. Topics to be covered include: What is Electricity?; Magnetism; Static Electricity; Electric Current; Current Flow; Effect of Electric Current; D.C. Measuring Instruments; Induced E.M.F.; Characteristics of A.C.; Factors effecting A.C.; A.C. Meters; Mechanical Generators; Transmission and Control; Transformers.

CS 32 Southern Standard Plumbing Code 1.5 CEU

Instruction in the principles, theory, and practice of plumbing based on the Southern Standard Plumbing Code.

CS 33 Beginning Yoga 1.2 CEU

The ancient science of yoga has practical applications for your everyday life. Learn the simple techniques to attain fitness, relaxation, and inner peace. The course is for beginners only, and class size is limited to 15 students.

CS 34 How To Study in College 1.6 CEU

This course is designed to improve the study skills of students in college by providing exercises in comprehension and retention, note taking, and vocabulary. Emphasis is placed on concentration in reading, learning how to study, review for tests, test taking, budgeting of time and self discipline in study habits. Class is designed for, although not limited to, high school seniors and first year college students. Students should have 11th grade reading level before enrolling.

CS 35 Fire Fighters' Standards Course 20 CEU

Minimum firemanship training for the purpose of training fire service recruits. Topics include orientation, apparatus and equipment, fire behavior, portable extinguishers, fire streams, ladders, hose, salvage, overhaul, ventilation, rescue, first aid, emergency driving, physical fitness, and controlled burning.

CS 36 The Psychology of Learning for Volunteer Teachers .9 CEU

This course is designed for those people who volunteer their services to teach. Emphasis is placed on the nature of the learner, the learning process, classroom activities, and teaching techniques.

CS 37 Christmas Crafts 1.8 CEU

This course is designed for the purpose of designing and making a variety of crafts for the Christmas season. This variety includes decorations (ornaments, table, wall and door arrangements) and unique homemade gifts.

CS 38 Small Business Workshop

.8 CEU

The purpose of this workshop is to provide the person who owns, operates, or manages a small business with knowledge of the legal aspects of corporations and partnerships, tax considerations of small businesses, basic accounting principles, federal and state requirements and regulations in reference to conducting a business, and basic information on insurance, pension, and profit sharing plans.

CS 39 Hypnosis: Its Potentials and Limitations *1.6 CEU*

A lecture study course designed to promote increased awareness and self-understanding through the investigation of the potentials and limitations of hypnosis.

CS 40 Florida Landscaping *2.0 CEU*

A lecture-laboratory course designed to acquaint students with local flora, their growing habits, and their use in Florida landscape designs.

CS 41 Community Awareness Series *.75 CEU*

The community awareness series is designed to provide P-HCC students and area residents with the opportunity to meet with community leaders for the purpose of informally discussing problems, concerns, and issues of local interest.



FACULTY

- ALLEN, Carol Ann *Language Arts*
B.A., West Virginia Wesleyan College 1967
M.A., Wayne State University 1971
- ALLEN, Willie Carolyn *Secretarial Science*
B.S., Florida State University 1963
M.S., University of Tennessee 1966
- BELSITO, Roseanne *Counselor/Instructor*
B.A., University of South Florida 1968
M.A., University of South Florida 1970
- CULLIGAN, James Arthur *Assitant Dean, Vocational-
Technical Programs*
B.S., University of Florida 1960
M.S., University of Florida 1969
Ed.D., University of Tennessee 1973
- CUNNINGHAM, Mac H., Jr. *Director, Business Affairs*
B.S., Florida Southern College 1957
- DE MEZA, David A. *Language Arts*
B.A., State University College at Geneseo, N.Y. 1963
M.Ed., State University of New York at Buffalo 1967
- DUNCAN, L. Wendell *Dean of Student Affairs*
B.S., Georgia Southern College 1953
M.Ed., University of Florida 1958
Ed.D., University of Florida 1968
- FISHER, Herbert A. *Mathematics*
B.S., Allen University 1964
M.Ed., Florida A and M University 1970
- HELFRICH, David C. *Counselor/Instructor*
B.M., University of Rochester 1955
M.Ed., University of Florida 1964
Ph.D., University of Georgia 1973

- HERNDON, Janet E. *Admissions Specialist/
Program Planner*
B.A., University of West Florida 1970
M.A., University of South Florida 1973
- HOGLUND, Daniel G. *Science*
B.S., Morris Harvey College 1965
M.Ed., Texas A and M University 1971
- HOLLINGSWORTH, James Lewis *Social Sciences*
B.A., University of Texas 1953
M.A., Texas Christian University 1968
Ph.D., Texas Christian University 1971
- HOLT, William W. *Coordinator, Cooperative Education
Programs*
B.S., Carson Newman College 1959
M.A.C.T., University of Tennessee 1970
- JONES, Milton O. *President*
B.M., Stetson University 1955
M.R.E., New Orleans Baptist Theological Seminary 1960
M.S.M., New Orleans Baptist Theological Seminary 1960
Ph.D., Florida State University 1964
Post-Doctoral Fellow, American Council on Education
1968
- JUDSON, Robert W., Jr. *Coordinator, Financial Aid
and Veterans Affairs*
B.S., Florida A and M University 1969
M.Ed., Florida A and M University 1972
- MC GINNIS, Richard A. *Community Services Specialist*
B.S., University of Florida 1972
M.A., University of Florida 1974
- MOORE, James R. *Community Services Specialist*
B.S., Indiana University 1950

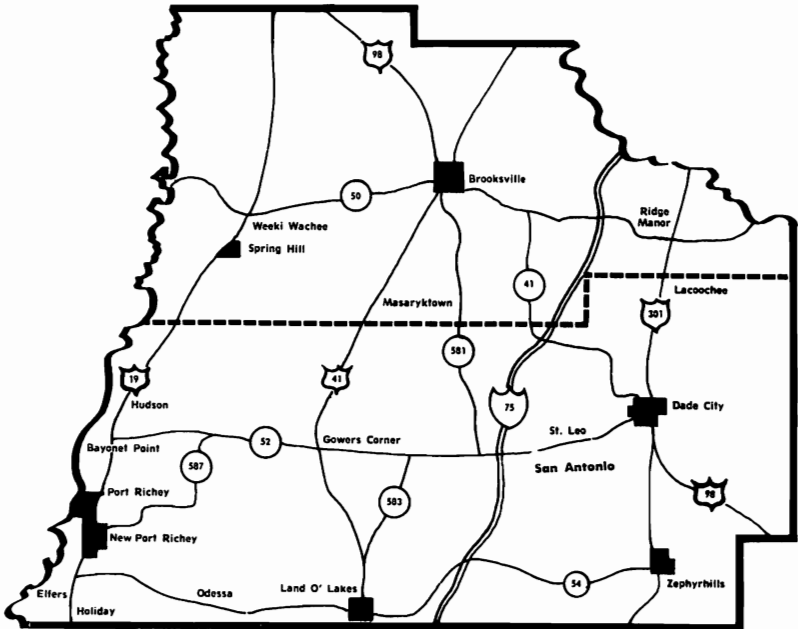
- MORANT, Charles *Dean of Academic Affairs*
 B.Ed., University of Miami 1957
 M.Ed., University of Miami 1958
 Ph.D., Florida State University 1970
- NOVAK, Leroy F. *Counselor/Instructor*
 B.S., Mankato State College 1959
 M.S., Mankato State College 1965
- PARKER, Diane M. *Librarian/Media-Specialist*
 B.A., State College at Boston 1967
 M.A., University of South Florida 1971
- RITCH, Stephen W. *Admissions Specialist/
 Program Planner*
 B.A., University of South Florida 1971
 M.A., University of South Florida 1974
- RODGERS, Charles R. *Librarian/Media-Specialist*
 B.A., University of South Florida 1969
 M.A., University of South Florida 1972
- STANABACK, Richard J. *Social Sciences*
 B.A., Rutgers University 1960
 M.A., University of Texas 1968
- TYREE, Lawrence W. *Dean, West Pasco Center*
 B.A., University of Florida 1966
 M.Ed., University of Florida 1968
 Ed.D., Indiana University 1972
- WALKER, Millard C. *Humanities*
 B.A., Bard College 1942
 M.A., Teachers College, Columbia University 1946
- WALTON, Hugo W. *Admissions Specialist/
 Program Planner*
 B.S., University of Southern Mississippi 1970

WESTRICK, Robert W. *Dean, Hernando Center*
 B.A., Bellarmine College 1961
 M.Ed., Xavier University 1963
 Ed.D., University of Alabama 1971

WILLIAMS, Gaylord T. *Science*
 B.S., Eastern Michigan University 1963
 M.A., Eastern Michigan University 1964

WILSON, William F. *Coordinator of Records
 and Registrar*
 A.B., Hillsdale College 1953
 M.A., Michigan State University 1959

PASCO-HERNANDO COMMUNITY COLLEGE DISTRICT



INDEX

| Item | Page |
|--|------|
| Academic Policies | |
| Academic Average and Repeated Courses | 18 |
| Academic Probation & Suspension | 18 |
| Acceleration of Program | 33 |
| Accounting | |
| Program | 38 |
| Course descriptions | 62 |
| Accreditation | 11 |
| Administration | 4 |
| Admission | |
| Eligibility | 12 |
| Procedure | 15 |
| Agri-business Technology | |
| Program | 39 |
| Course descriptions | 52 |
| Art, course descriptions | 53 |
| Associate in Arts Degree | |
| General Education program suggestions | 36 |
| Associate in General Studies | 47 |
| Associate in Science Degrees in | |
| Building Construction Technology - Program | 44 |
| Course descriptions | 60 |
| Food Service - Program | 45 |
| Course descriptions | 72 |
| Law Enforcement - Program | 46 |
| Course descriptions | 78 |
| Associate in Science Degree, program list | 37 |
| Athletics | 32 |
| Banking, | |
| Program | 40 |
| Course descriptions | 55 |
| Biological Science, course descriptions | 58 |
| Business, General | |
| Program | 41 |
| Course descriptions | 62 |
| Calendar for 1974-75 | 6 |
| Carrer Selection & Placement | 25 |

| Item | Page |
|---|------|
| Certificate Programs | |
| Food Service | 48 |
| General Studies | 48 |
| Real Estate | 49 |
| Certification and Recency of Credit | 19 |
| Chemistry, course descriptions | 67 |
| Class attendance | 19 |
| Classification of students | 19 |
| College Catalog | 12 |
| College Transfer Programs | 35 |
| Communications, course descriptions | 68 |
| Community Services, course descriptions | 91 |
| Cooperative Education | |
| Program | 34 |
| Course descriptions | 68 |
| Course descriptions | 51 |
| Counseling | 25 |
| Curriculum and Instruction | 33 |
| | |
| Disciplinary Procedures | 30 |
| District Board of Trustees | 4 |
| District Map | 101 |
| | |
| Education, course descriptions | 69 |
| Emergency Procedures | 29 |
| English, course descriptions | 70 |
| | |
| Faculty | 98 |
| Fees | 16 |
| | |
| Geography, course descriptions | 74 |
| Grade Dissemination | 22 |
| Grade Point Average | 21 |
| Grading System | 21 |
| Graduation Ceremony | 23 |
| Graduation Check | 23 |
| Graduation Policy | 23 |
| | |
| Health, course descriptions | 74 |
| History of college | 9 |
| History, course descriptions | 75 |
| Humanities, course descriptions | 76 |

| Item | Page |
|--|------|
| Incomplete Grades | 22 |
| Identification Cards | 26 |
| Interdisciplinary, course descriptions | 77 |
| Job Placement | 28 |
| Journalism, course descriptions | 77 |
| Library and Instructional Media Services | 23 |
| Mathematics, course descriptions | 80 |
| Maximum Student Load | 24 |
| Military Service Credit | 24 |
| Multi-Campus/Center Location Attendance | 24 |
| Music, course descriptions | 82 |
| Objectives | 11 |
| Photography, course descriptions | 83 |
| Physical Education, course descriptions | 83 |
| Physical Science, course descriptions | 86 |
| Physics, course descriptions | 86 |
| Political Science, course descriptions | 86 |
| Psychology, course descriptions | 87 |
| Real Estate | |
| Program | 42 |
| Course descriptions | 88 |
| Refunds | 16 |
| Religion, course descriptions | 89 |
| Residency Information | 17 |
| Resolution | 10 |
| Secretarial Science, program | 43 |
| Sociology, course descriptions | 89 |
| Spanish, course descriptions | 90 |
| Speech and Drama, course descriptions | 90 |
| Student Activities | 32 |
| Student Affairs | 25 |
| Student Conduct | 29 |
| Student Financial Aid | 26 |
| Testing Services | 25 |
| Veterans Benefits | 28 |
| Withdrawal Policy..... | 29 |

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