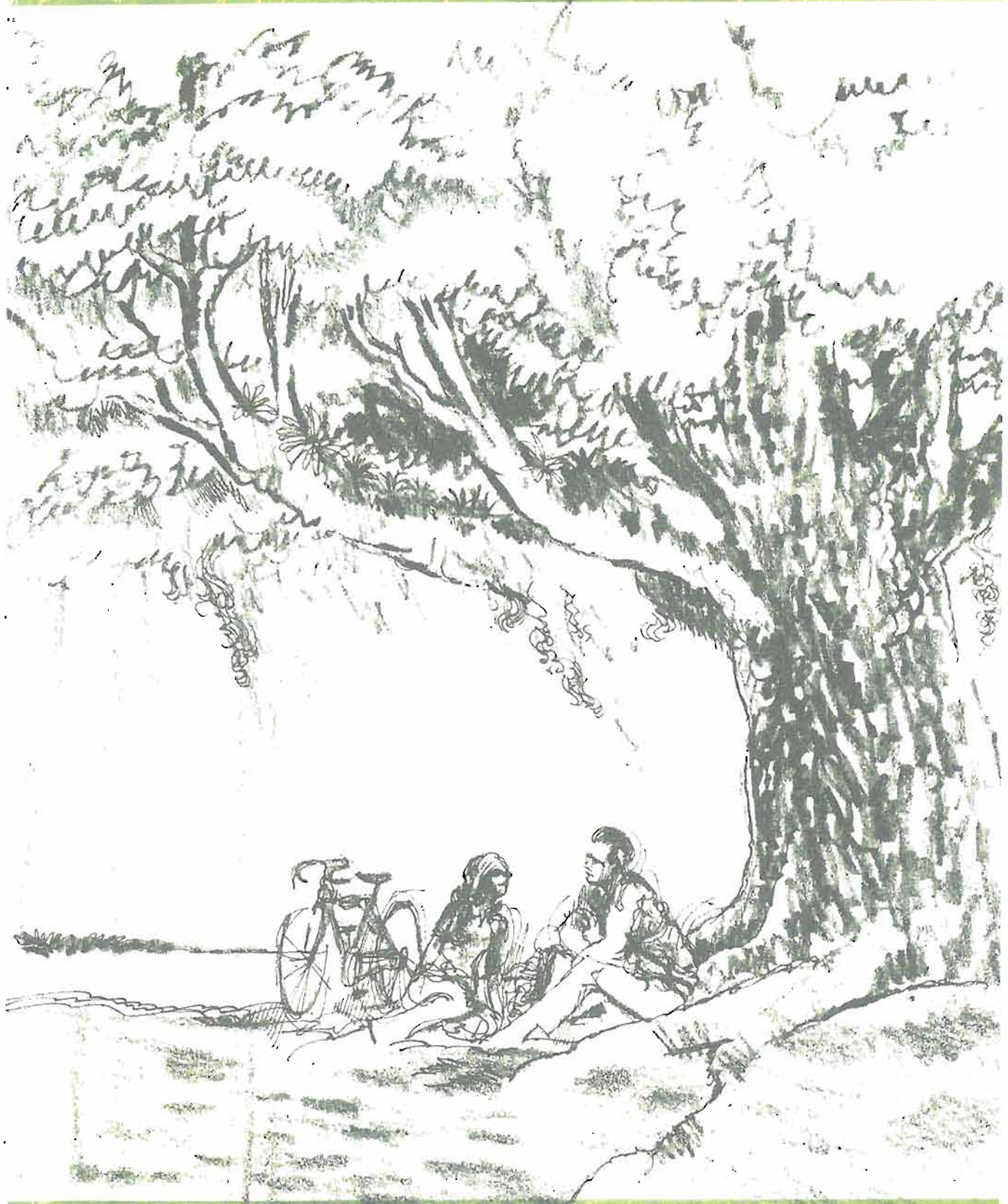


PASCO-HERNANDO COMMUNITY COLLEGE



1977-79 CATALOG

PASCO-HERNANDO COMMUNITY COLLEGE

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



DISTRICT OFFICE
2401 State Highway 41 North
Dade City 33525
904/567-6701

NORTH CAMPUS
3125 U.S. 98 North
Brooksville 33512
904/796-6726

EAST CAMPUS
2401 State Highway 41 North
Dade City 33525
904/567-6701

WEST CAMPUS
7025 State Road 587
New Port Richey 33552
813/847-2727

ACCREDITATION

Southern Association of Colleges and Schools
Florida State Department of Education

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 6Hx19-8

1977-79

Volume VI

Published By
Pasco-Hernando Community College
2401 State Highway 41 North
Dade City, FL 33525

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).

Pasco-Hernando Community College further subscribes to and endorses the Open Door Policy of the Community College System which assures Equal Educational Opportunity for all persons without regard to race, color, age, religion, sex, handicap or national origin.

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

PASCO-HERNANDO COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

Lois R. Linville, Chairman
Leland P. McKeown, Vice-Chairman

S. C. Bexley, Jr.
Lorenzo E. Coffie
Roy F. Corrigan
Murray R. Grubbs

Alice R. Slayden
Gerald W. Springstead
Robert L. Williams

ADMINISTRATION

Milton O. Jones..... President
Hugh J. Turner, Jr..... Vice President
Mac H. Cunningham, Jr..... Director of Business Affairs
Omar H. Egle, Jr..... Director of Vocational and Technical Programs
Charles Morant..... Provost, East Campus
To Be Announced..... Provost, West Campus
Robert W. Westrick..... Provost, North Campus

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.

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Left to right — seated: McKeown, Linville, Slayden, Corrigan

Left to right — standing: Grubbs, Gibbs, Jones, Springstead, Bexley

Missing from photo: Coffie, Williams

THE DISTRICT BOARD OF TRUSTEES

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Calendar for 1977-78

Session I

July 25

Last Day to Apply for Financial Aid, Session I

August 24

Instructional Staff Reports for Session I

August 25

Classes Begin — Sessions I and IA

September 5

Labor Day; College Closed

September 8

Last Day to Drop/Add a Course, to Apply for Session I Graduation, and for 50% Refund — Session I

November 24-25

Thanksgiving; College Closed

December 2

Last Day to Apply for Financial Aid, Session II

December 5

Last Day to Withdraw with Grade of "W," Session I

December 19

Last Day of Classes — Sessions I and IB

December 20

Grades Due by Noon to Campus Associate Dean

December 20

Last Duty Day for Instructional Staff, Session I

December 23

College Closed

December 26-30

College Closed (Campus Administrative Offices Open December 27-29)

Session II

January 2

New Year's Day Holiday; College Closed

January 5

Instructional Staff Reports for Session II

January 6

Classes Begin — Sessions II and IIA

January 20

Last Day to Drop/Add a Course and for 50% Refund — Session II

March 23

Last Day to Apply for Session II Graduation

March 24

Easter Holiday; College Closed

April 3

Last Day to Apply for Financial Aid, Session III

April 14

Last Day to Withdraw with Grade of "W" Session II

April 28

Last Day of Classes — Sessions II and IIB

April 30

Graduation

May 1

Grades Due by Noon to Campus Associate Dean

May 1

Last Duty Day for Instructional Staff, Session II

Session III

May 2

Instructional Staff Reports for Sessions III and IIIA

May 2

Classes Begin — Sessions III and IIIA

May 9

Last Day to Drop/Add a Course and for 50% Refund — Session IIIA

May 16

Last Day to Drop/Add a Course, to Apply for Session III Graduation, and for 50% Refund Session III

June 5

Last Day to Withdraw with Grade of "W," Session IIIA

June 12

Last Day of Classes — Session IIIA; Grades Due by 10 p.m. to Campus Associate Dean

June 13

Instructional Staff Reports for Session IIIB

June 13

Classes Begin — Session IIIB

June 20

Last Day to Drop/Add a Course and for 50% Refund — Session IIIB

July 4

Independence Day: College Closed

July 17

Last Day to Withdraw with Grade of "W," Sessions III and IIIB

July 25

Last Day of Classes — Sessions III and IIIB

July 25

Grades for Session III and IIIB Due by 10 p.m. to Campus Associate Dean

July 25

Last Duty Day for Instructional Staff, Sessions III and IIIB



Pasco-Hernando Community College

History

Pasco-Hernando Community College, the newest of Florida's twenty-eight community colleges, was established in 1967 by the State Legislature. In the fall of 1971, following surveys and studies by the school boards of Pasco and Hernando counties, a 100-acre tract of land northwest of Dade City was approved for the East Campus.

The District Board of Trustees, composed of five members from Pasco County and four members from Hernando County, was commissioned in January 1972. Shortly thereafter Dr. Milton O. Jones was chosen the first president, and classes began in August 1972.

The first phase of construction of the new East Campus was begun in 1973 and upon completion was dedicated by Governor Reubin O'D. Askew in August 1974. In 1973, a 140-acre site was chosen near New Port Richey for the West Campus. Construction for the first phase of the West Campus began in July 1975, was completed one year later, and the second phase is now underway. One hundred acres north of Brooksville were selected for the North Campus location in 1974, and first phase construction for a permanent facility will be completed in the summer of 1977. The first phase of construction at each campus has been designed to have classrooms and laboratories for 500 students, a modern media center and learning laboratory, a student center, and faculty and staff offices.

Accreditation by the Southern Association of Colleges and Schools was granted in December 1974. In 1975, all three locations were designated as Bicentennial Campuses.

Statement of Philosophy

Pasco-Hernando Community College is a comprehensive community college established to provide for the educational needs and interests of youth and adults. Accordingly, the college provides opportunities for academic, personal and cultural enrichment, for the advancement of skills, for the better understanding of mankind and the natural world, and for the development of the individual to become a more responsible citizen in our ever-changing society.

Objectives

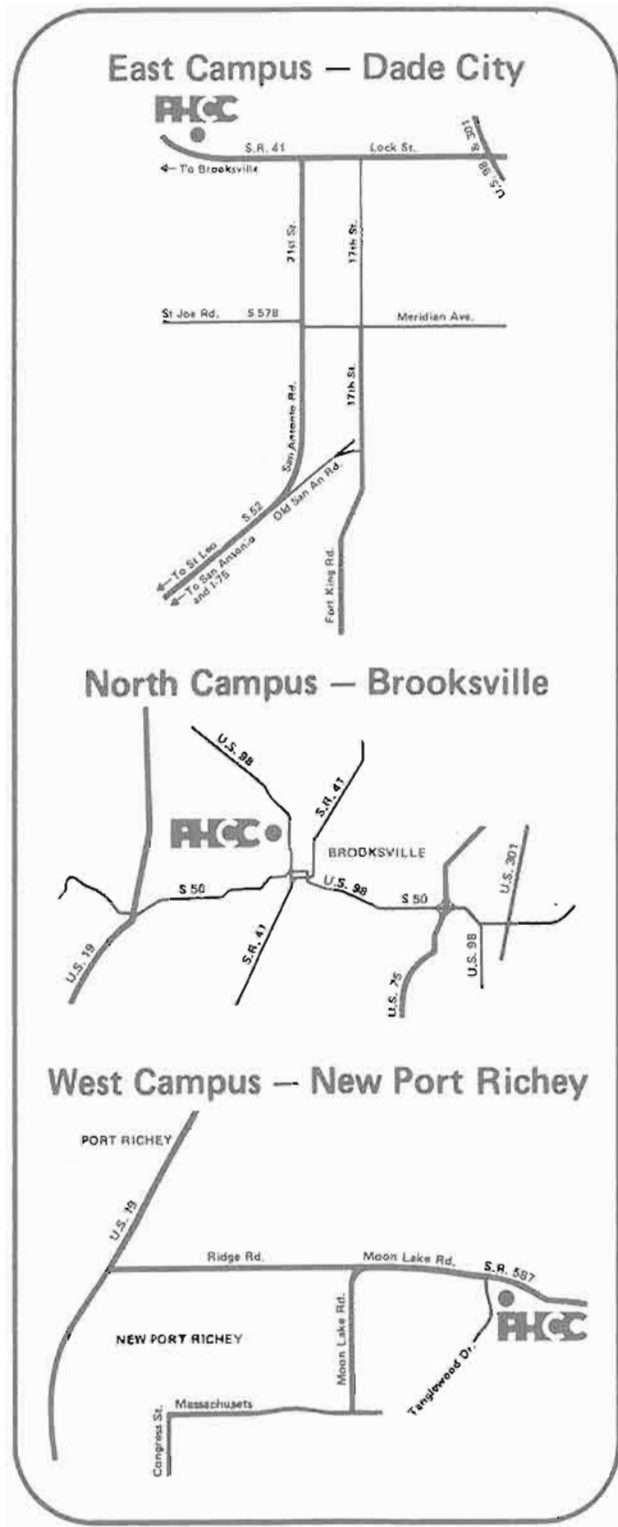
Specifically, Pasco-Hernando Community College shall provide the following:

- A. A college transfer program to prepare individuals to continue their education beyond the community college level.
- B. A vocational-technical program to prepare individuals for employment.
- C. A developmental program to provide individuals with opportunities to improve basic skills.
- D. A continuing education opportunity for individuals to further their general education.
- E. A community service program to provide individuals with opportunities for cultural enrichment and personal development and for vocational training.
- F. A counseling and guidance program to assist individuals to make realistic decisions about themselves, and also academic and career goals.
- G. A cultural focal point for the community.

College Catalog

The college catalog is the official document which outlines the requirements and regulations that relate to students. It is the responsibility of each student to be aware of and understand these requirements and regulations. The stu-

dent has the option of remaining under the catalog provisions in effect at the time of the initial enrollment or electing to graduate under the provisions of a newer catalog should they be more advantageous. A student may remain under the provisions of any one catalog for no more than five years.



Admissions

Eligibility

There are several ways prospective students can be eligible for admission to Pasco-Hernando Community College.

Degree Seeking Students

- A. Students who have never attended college may be accepted as follows:
1. Graduates of secondary schools accredited by the State of Florida or a regional accreditation agency are accepted in good standing. An official transcript sent from the high school directly to the Records Office is required.
 2. Graduates from non-accredited secondary schools will be accepted on academic probation. An official transcript sent from the high school directly to the Records Office is required.
 3. Students who have completed the General Education Development test will be admitted in good standing. An official report of the GED scores sent from the granting agency directly to the Records Office is required.
 4. Students who are at least 19 years of age and have not graduated from high school or satisfactorily completed the GED test, but who satisfy all other requirements, are eligible for admission in good standing.
 5. Students may be admitted by early admission. A high school senior who

has completed most of the requirements for graduation may enroll with the written permission of the high school principal. Credits earned are for high school graduation as well as college credit. When all admission requirements are met, and the student supplies an official transcript indicating graduation or a letter from a high school official indicating graduation requirements are met, the student may enter P-HCC or have credits transferred to another college.

6. Students may be admitted to the credit bank program. Students may remain in high school but take college credit with written permission from the principal or his designate. An additional written permission from the principal or designate is required with each new P-HCC registration. Credits will be held in escrow until the student completes all admission requirements. When all admission requirements are met, and the student supplies an official transcript indicating graduation or a letter from a high school official indicating graduation requirements are met, the student may officially enter P-HCC or have credits transferred to another college.

- B. Transfer students may be accepted under the following procedures:

1. Students will be accepted in good standing from fully accredited colleges or universities. Students who are on academic probation, or suspension, or who have been dismissed for academic reasons, from another college may not enter P-HCC during the semester immediate-

ly following that in which the probation or suspension was applied. An official transcript sent from each college or university directly to the Records Office is required. (See Item B-3).

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 from P-HCC. Admission will be based on Items A-1 through 6 or B-1. The official transcript sent from the non-accredited college or university directly to the Records Office may be submitted at a later date. (See Item B-3).
3. In accordance with Florida Statutes, a student who has previously been expelled from a Florida community college or university for unlawful possession, sale, or use of narcotic drugs will not be admitted to P-HCC for a period of one year from date of that expulsion. A student who has been found guilty of campus disruption will not be admitted to P-HCC for a period of two years from the date of such finding.

Non-Degree Seeking Students

- C. A student may be enrolled in a transient status at P-HCC without fulfilling admission requirements when accepted at another institution and with the written permission from the registrar of that institution. The written permission from the registrar of the other institution is required with each P-HCC registration.
- D. A student may be enrolled in a dual enrollment status at P-HCC without fulfilling admission requirements when accepted at another institution and with the written permission from the registrar of that institution. The written permission from the registrar of the other institution is required with each P-HCC registration.
- E. A student may be accepted as a special student when at least 19 years of age. A special student need not supply proof of high school graduation or proof of attendance at another college. A special student who decides to work toward a degree other than Associate of General Studies must satisfy all admission requirements as listed in Items A or B. A special student is classified as neither a freshman nor a sophomore.

- F. In order to maintain college standards of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed to be in the best interest of the campus at which the student is applying.

Admission to Specialized Health Programs

Admission to the Nursing and Emergency Medical Technology Programs is restricted to students selected by the Admissions Committee for Special Programs. Admission to the College does *not* infer acceptance into either of these programs. Students are selected to enter in Session I of each year. Information about applications can be obtained from any campus of Pasco-Hernando Community College.

Nursing Program

Minimum requirements for consideration of an applicant are:

1. High School graduation or the equivalent.
2. Cumulative GPA of 2.0 or above on all college courses completed. A "C" or better is required in BSC 1010 and APB 1190, if attempted.
3. Minimum TABE Test results of 10.5 in reading, 9.7 in language, and 9.5 in mathematics.
4. Evidence of good mental and physical health. A physical examination must be completed prior to the beginning of each academic year. Forms will be provided.
5. Letters of recommendation (minimum of three).

Emergency Medical Technology Program

Minimum requirements for consideration of an applicant are:

1. High School graduation or the equivalent.
2. Current Florida Division of Health EMT-I Certificate of Registration.
3. Physician statement of good health and health information form filed with the application.
4. Physical ability to lift and carry a minimum of 100 pounds.
5. Letters of recommendation (minimum of three).

Application Procedure

A prospective student may obtain an application from a local high school guidance counselor, any P-HCC office, or by contacting the P-HCC Records Office at the Dade City Campus. The mailing address for all transcripts, GED scores, and all other application materials is:

Coordinator of Records and Reports
Records Office
Pasco-Hernando Community College
2401 State Highway 41 North
Dade City, FL 33523

- A. The applicant should mail the application with a non-refundable \$10 application fee to the address given above or present it in person at any P-HCC office. Florida residents seeking the reduced course fee must complete a residency affidavit.
- B. An application with fee should be submitted and the student formally admitted to the college before registering for courses. It is emphasized that this fee covers the administrative expenses incident to admission, is unrelated to registration for courses, and is therefore NOT refundable.
- C. All applicants who expect to earn a degree must have credentials sent from institutions attended before coming to P-HCC. These documents may include high school transcript, GED test score, or a college transcript from each college attended and should be sent directly to the Records Office of the college at the above address.
- D. Test scores are not required for admission, but all students entering P-HCC for the first time are encouraged to submit scores on an appropriate nationally standardized test such as SAT or ACT. If no test scores are submitted, the student may be given a School and College Ability Test by the college.
- E. The student will be notified of tentative acceptance or rejection as soon as possible after the application is received.
- F. Students given tentative acceptance whose applications remain incomplete for an extended period will be reclassified as special students if the definition of a special student permits. In the event that the definition of a special student does not permit the reclassification, the student will be suspended and current registration will be canceled without refund.



Fees and Expenses

Course Fees

The following schedule of fees is applicable to all students.

Florida Resident..... \$12 per credit hour
 Non-Florida Resident..... \$27 per credit hour
 Community Service — Small fee varies with length of the course.

Special Fees

All Special Fees are non-refundable and non-transferable once paid by the student.

Application..... \$10
 Credit-By-Examination..... \$25 per course
 Florida Financial Aid
 Trust Fund..... \$7 (12 hours or more)
 Graduation..... \$10
 Golf—varies with campus and term
 Laboratory..... \$10

APB 1190	ART 2520	CHM 2211
ART 1110	BSC 1010	EMT 1803
ART 1111	MCB 2013	EMT 1826
ART 1300	BOT 1010	EMT 1946
ART 1301	CHM 1015	PHY 1023
ART 1600	CHM 1046	PHY 1024
ART 1601	CHM 1047	ZOO 2010
ART 2510	CHM 2210	

Music (applied)..... \$48 per course
 Nursing Program
 (approved students)..... \$ 5 per session
 Real Estate Examination..... \$5
 Returned Check..... \$5
 Tennis—varies with campus and term

Refund Policies for Credit Courses

- A. A total refund not including application fee may be granted if withdrawal occurs before the first day of the session in the fall, spring, and summer sessions. For courses that start at times other than the normal registration period, the refund may be granted if withdrawal occurs before the first day of the first class meeting.
- B. For credit courses, one half of the course fees will be refunded to a student who withdraws from classes during the refund period as specified in the college calendar. For courses that start at times other than normal registration period, the final refund date shall be the last day to register for the course. Such date shall not exceed the end of the day on which 10% of the prescribed instruction hours in a given course occurs.
- C. The Florida Financial Aid Trust Fund fee and any laboratory fees will be refunded only during the regular refund period.

Refund Policies for Community Service Courses

A full refund will be made to a student should the class be canceled or to one who withdraws from any community service class prior to the second class meeting unless the second class meeting exceeds 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

State Board of Education Regulation 6A-14.52 gives the following definition of a bona fide Florida resident for public community college purposes:

"A Florida student is a person who shall have resided and had domicile in the state of Florida for at least twelve (12) months immediately preceding the first day of classes of the current term of the community college to which admission is requested . . . The word "domicile" for fee paying purposes shall denote a person's true, fixed and permanent home and place of habitation. It is a place where he intends to remain, and to which he expects to return when he leaves without intending to establish a new domicile elsewhere."

There are four categories of applicants who cannot qualify under the above definition of a Florida resident but who are eligible to sign the residency affidavit. These categories are as follows:

- A. Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.
- B. Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members or their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.
- C. Elementary, secondary, and junior college faculty members under current teaching contracts in the State of Florida.
- D. Full-time faculty and career employees of the junior college system of Florida and members of their immediate families. (This is construed to exclude the spouses of students.)

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. Proof of guardianship is required when applicable.

Application for changing Florida resident status must be made to the Records Office. If application is made after the beginning of a session, it will not become effective until the following session. A new affidavit must be filed every two years and also at each Session I and Session II registration when the student did not attend the previous term.

Financial Aid and Scholarships

Any student admitted to the college may apply for financial aid. Aid is awarded on the basis of demonstrated need and is intended to defray only those costs which are educationally related. Students wishing to apply for financial aid must complete and mail an Application for the Basic Educational Opportunity Grant and either a Parent's Confidential Statement or Financial Aid Form. At the same time, a P-HCC Financial Aid Application must be completed and returned to the college. All necessary forms are available from counselors at each of the college's campuses. Assistance in the accurate preparation of these forms is also available at each campus.

Analysis of these applications reveals the student's expected contribution toward expenses. The difference between the expected contribution and the total estimated cost of attendance is defined as the student's need. Review of the entire application by the District Financial Aid Officer and the appropriate campus counselor determines the amount and source of aid awards.

An aid award is usually offered in a "package," this being a combination of aid from several sources. For more information on how packaging is designed to meet individual needs the student should consult a campus counselor. Early consultation is strongly recommended as aid funds may be limited.

Completed applications received prior to *one month* before the start of the session are given priority. Students submitting applications after that date may not receive aid for that session although every effort will be made to provide the necessary assistance.

Aid Programs at Pasco-Hernando Community College

Basic Educational Opportunity Grant (BEOG)

BEOG entitles qualified students to receive between \$150 and \$1,400 per academic year. No repayment is required for grants. However, students withdrawing from the college may be required to return unused portions of the BEOG.

Supplemental Educational Opportunity Grant (SEOG)

SEOG provides grants to students with exceptional financial need who would not normally be able to attend P-HCC. SEOG awards range from \$200 to \$1,500 per academic year.

Florida Student Assistance Grant (FSAG)

FSAG awards range from \$200 to \$1,200. The Financial Aid Form must be sent to the Scholarships and Loans Section of the Florida Department of Education in Tallahassee before March 1.

Fee Waivers

The District Board of Trustees may waive fees for students demonstrating extreme financial need. Fees so waived may not exceed 12 semester hours and the in-state portion of the tuition.

62+ Fee Waivers

The Sixty-Two Plus Waiver Program at Pasco-Hernando Community College offers tuition waivers on a space available basis to all residents of Pasco and Hernando Counties who are 62 years of age or over. Qualified persons are thereby allowed to enroll on a space available basis at no cost in all classes except those community service courses designated as avocational.

College Work-Study Program (CWSP)

CWSP participants are assigned part-time work at the college. Need must be demonstrated.



Student Assistant's Work Program (SAWP)

Student Assistants work exclusively for P-HCC as assistants to instructors or staff members. Special skills of students are utilized in this program.

Federally Insured Student Loans (FISL)

Federally Insured Student Loans are loans made by banks, credit unions, other lending institutions, and by the State of Florida. The interest and repayment schedule depend upon the student's family income. Applications may be obtained at P-HCC.

Revolving Loan

P-HCC administers a short-term loan program which covers tuition costs up to \$132. No interest is charged if the loan is repaid by the end of the session for which the loan was made.

Scholarships

Scholarships are available from various sources including the P-HCC Foundation, local, state, national, and commercial organizations.



Academic Policies

Academic Average and Repeated Courses

A student's academic average will include grades on all work attempted except that only the last grade in a repeated course will be used in computing the grade point average. The earlier grade will continue to appear as part of the record. When a course is repeated or when two courses are taken for which credit cannot be granted in both, credit will be allowed only in the most recent course taken, regardless of the grade. A student may not repeat a course for which a grade of "A" or "B" has been earned except on an audit basis.

Academic Probation and Suspension

A student's academic progress will be evaluated at the end of each session. When a cumulative grade point average falls below 1.5 after at least 15 hours are attempted, the student will be placed on academic probation. In this event the student will be required to see a counselor. After counseling the student and consulting other faculty members, the counselor may require of the student:

1. Additional counseling sessions.
2. Limitation of course load.
3. Limitation of the type of courses or programs to be taken.

In unusual situations the counselor may also recommend that the student be suspended from registration at the college for a period of one term. A student suspended under this provision may return after one session but must have a planning session with a counselor before being readmitted.

Teacher Certification and Recency of Credit

Most courses at the college can apply toward certification or recency of credit for Florida teachers. It is the responsibility of the teacher to insure that the course meets the requirements. Degree-holding teachers with Florida Teaching Certificates are normally classified as special students and are not required to furnish transcripts for admission.

Class Attendance

All students, both credit and audit, are expected to attend all their classes unless illness or other emergencies arise. The effect of absence upon an individual's grade is determined by the instructor. When absences are such that a student cannot make normal progress, a warning letter may be mailed to the student. If absences are not corrected or if no response to the letter is received, the student may be administratively withdrawn with a grade of "W."

Attendance at More Than One Campus

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

Classification of Students

Students will be classified according to the following criteria:

Regular

A student enrolled in college credit courses who has provided the Records Office 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 24 semester hours of college work at the time of registration.

Sophomore — A student regularly enrolled in college credit courses who has completed 24 semester hours but not more than 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 Records Office 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 classified as neither freshman nor sophomore.

Audit

A student enrolled in and attending a college credit course but not seeking college credit.

Full-Time

A student enrolled for 12 or more semester hours in Sessions I, II, or III or 6 or more semester hours in Session IIIA or IIIB.

Part-Time

A student enrolled for less than 12 semester hours in Sessions I, II, or III and less than 6 semester hours in Sessions IIIA or IIIB.

CLEP and Credit By Examination

Students may earn a maximum of 30 semester hours of college credit by submitting scores at the 50th percentile or above under the General Examination of the College Level Examination Program (CLEP). A maximum of six semester hours of credit may be granted in each of the following areas: English, Humanities, Mathematics, Natural Science, and Social Science. Additional semester hours of credit may be awarded for CLEP Subject Examinations if submitted

scores are at the 50th percentile or above. Evaluation of CLEP credit is made after the application is paid and the student is admitted to the college.

Credit may be earned in other courses by making a satisfactory score on tests prepared by P-HCC instructors. A charge of \$25, nonrefundable, will be made for each examination. Credit by examination cannot be granted in any course for which credit has already been awarded. CLEP credit earned will appear on the student's permanent record as earned credit without indication of grade. Credit earned through tests prepared by P-HCC will appear on the student's permanent record using the grade designation of "S" or "U."

Credits earned through CLEP and Credit By Examination do not satisfy the residency requirement.

Dual Enrollment

A P-HCC student may be enrolled in another institution concurrent with enrollment at P-HCC by securing permission in advance from the Campus Associate Dean for Student Affairs. This procedure is necessary to assure the acceptance of credit involved.

Transient Enrollment

A P-HCC student may be enrolled at another institution as a transient student by securing permission in advance from the Campus Associate Dean for Student Affairs. This procedure is necessary to assure the acceptance of credit involved.

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 sufficiently confident of knowledge obtained elsewhere, the student may seek credit by examination.

Maximum Student Load

The 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. The permission form will be forwarded to the Records Office for filing in the student's folder.

Grading System

Pasco-Hernando Community College uses the grading system shown below. These grade definitions are used by Florida community colleges.

A	4	GP	Excellent	NR	Grade not reported
B	3	GP	Good	I	Incomplete (automatically changed to "W" if not made up within the ensuing session)
C	2	GP	Average	W	Withdrew
D	1	GP	Poor	*S	Satisfactory
F	0	GP	Failure	*U	Unsatisfactory
N	No Credit			X	Audit
NC	Non credit course				*Used only in certain areas.

Grade Point Average

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

erage. Courses which use "S" and "U" grades are not counted in computing the grade average.

Example

	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Points
MAT 9013	3	S	0	3	0
ENC 1026	3	A	3	3	12
PSY 1000	3	B	3	3	9
MUN 1310	1	B	1	1	3
BSC 1011	4	D	4	4	4
PSC 1341	3	F	3	0	0
POS 2112	3	X	0	0	0
			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 or certificate 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 be aware of their progress by having conferences with their instructors during the session. Final grades are mailed immediately after the end of the session.

Incomplete Grades

Instructors may assign "I," incomplete grade, in the rare circumstance when a student has not

completed requirements for a course due to accident or illness. Incomplete grades may be made up and a grade assigned before the end of the next session. Incomplete grades not made up and a grade assigned before the end of the next session will be changed to "W." Session I is considered the next session following Sessions II and III of the previous academic year.

For 900-level courses, an "I" may be assigned in lieu of "S" or "U" when the instructor judges that progress has been satisfactory considering the difficulties experienced by a student. In this event, the instructor will change the "I" to either a "S" or "U" by the end of the next semester, as defined above, and not to a "W."

Graduation Check

Upon completion of 30 hours toward a planned program, the student should apply for a graduation check. The graduation check will show the remaining requirements for completion of a program.

Graduation Policy

Application for graduation should be made at registration or the session in which the student plans to complete the requirements for a degree program, and must be submitted no later than the date given in the college calendar. Application fee for graduation shall include a \$10 non-refundable graduation fee. This fee will be used to pay for the diploma and use of a cap and gown.

Graduation Ceremony

A graduation ceremony will be held each year near the end of Session II. All students who have completed requirements for degrees and certificates during the academic year and those who expect to complete requirements during the summer session are encouraged to participate in the graduation ceremony. Students who complete programs at the end of Session II are required to attend.

Learning Resource Center Services

A Learning Resource Center is available on each campus, providing books, periodicals, newspapers, microfilm and audio-visual equipment and materials to support the curricular and leisure needs of students and faculty. A combined card catalog permits access to materials held on any of the three campuses. The Learning Resource staff assists students and faculty in using materials and securing inter-campus and inter-library loans. To provide the best service for each campus, the operation schedules of the LRC's are slightly different.

Directed Individual Study

A student requiring a course for current graduation, who has not had an opportunity to enroll in that course, may take the course under Directed Individual Study by making arrangements with the campus provost. Directed Individual Study is defined as a class of one to five students that is not required to meet on an established three hours per week schedule for the session, and where there are provisions for:

- A. Meeting with the instructor at least one and one-half hours a week for a full ses-

sion or a proportionately lesser time for courses of shorter duration.

- B. Instructor's option of more frequent meetings and of meetings of longer duration for those students needing additional study.
- C. An option for the student to complete the course earlier than the prescribed length upon mutual agreement between student and instructor.
- D. Standards and content, in the opinion of the instructor and the campus provost, to be comparable to a regularly scheduled class in the subject.

Individualized Learning Center

The Individualized Learning Center has been designed to assist the student by providing various testing services and individualized materials for instruction. The Learning Center functions both as supplemental assistance to regular programs and to remedy educational deficiencies. Individualized materials in the Center include English, reading, math, spelling, career development and college survival skills. After the student has used the testing services offered in the Center and has been assisted in defining academic and occupational goals, the Center professionals will plan an individualized program of study based on the student's needs. Self-instructional materials, programmed texts, and peer-tutorial assistance for students are available in the Learning Center.

Veteran Progress and Probation

The Veterans Administration requires the college to measure progress of students receiving veterans benefits. Accordingly, the veteran student's Veteran Point Average (VPA) will be evaluated in comparison to the following scale:

Credit Hours Completed	Minimum Veteran Point Average Based on Credit Hours Completed
1 - 15	1.50
16 - 30	1.60
31 - 45	1.75
46 - 59	1.90
60 or more	2.00

The Veteran Point Average is calculated in the same manner as the Grade Point Average (GPA) with the exception that grades of "S" and "U" will be included in the calculation if such courses count toward graduation. "S" grades will be assigned two grade points and "U" grades will be assigned no grade points.

"Credit Hours Completed" is defined as those

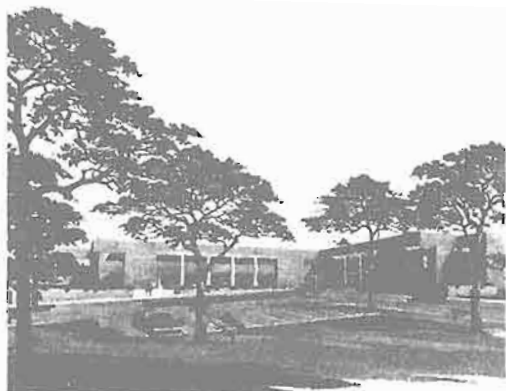
hours which are calculated to apply toward graduation requirements. Such course hours are those assigned A, B, C, D, F, and S and U, when applicable.

Attendance will be kept for each class meeting and will be reported to the Veterans Administration as may be required.

Veterans failing to maintain the minimum VPA will be counseled early in the semester following this determination. At that time, the veteran will be informed that achievement of the minimum VPA is expected by the end of the current enrollment; and, if this minimum is not achieved, the veteran will be referred to the Veterans Administration for approval of recertification. Veterans so referred will not be considered for de-

ferred payment until recertified by the Veterans Administration. Veterans are expected to progress at a rate that will permit graduation within the approved length of the program based upon the training time paid by VA. Failure to comply with these provisions may result in the termination of educational benefits.

Any unusual extenuating circumstances concerning probation, unsatisfactory progress, or eligibility for deferred payment may be reported by the veteran in writing to the campus provost. Such written appeals will be referred to a campus committee appointed by the provost and which will include at least one student veteran. This committee will determine the appropriate report to the Veterans Administration or to the college officials.



Student Affairs

Counseling

Counselors are available to assist students and prospective students with personal, academic, or vocational matters. These services are available on campus each weekday and evening by appointment and at other locations throughout the district upon arrangement. Special minority counseling is also available.

Career Selection and Placement

Each regular student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, Associate in General Studies, or other programs offered. Counselors and Program Planners are available to help with these selections. Program changes may be made at the end of any session but must be approved by a counselor.

Test scores are not required for enrollment. However, certain test scores such as ACT, SAT, or GED may be used for class placement. If test scores are not 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 and inventories to help students determine their abilities, needs, values, interests, or aptitudes. Testing services are available to any student or prospective student in the community at no cost to the individual.

Identification Cards

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

Withholding Credits and Transcripts

Credits may not be officially awarded and transcripts will not be released until student financial obligations are met. Such financial obligations include, but are not limited to, library accounts, revolving loans, and veteran deferred payments.

Job Placement

Through the counseling staff on each campus, the college has established a Job Placement Program to assist students in obtaining part-time or full-time jobs. Each student must complete a job placement resume before being approved for graduation.

Veterans Benefits

All degree programs at the college are approved for education and training under the various Veterans Administration programs. However, it is the responsibility of the student to obtain and present to a counselor the original certificate of eligibility from the Veterans Administration.

The Veterans Administration pays the entitlement directly to the student. In turn, the student must pay fees and obtain the necessary books. Counselors can furnish additional information

on Veterans Administration programs and procedures.

Upon their request, veterans may receive a 60-day deferment for the payment of registration fees beginning with the first day of classes for the first term of enrollment in an academic year, or the first term of enrollment following a break in the receipt of benefits from the Veterans Administration. If the academic session is for less than 60 days, the deferment shall be limited to ten days less than the number of days in the session. Such a deferment may be granted for an additional session only upon fully justified extenuating circumstances.

Tutorial assistance is also available for veterans having a deficiency in one or more subjects and will be paid for by the Veterans Administration.

Withdrawal Policy

A student who wishes to withdraw from the college is required to have an exit interview with the counselor at the campus where registered. When possible, a conference with each instructor is also recommended before withdrawal. Improper withdrawal from any course may result in the award of a failing grade. A student administratively withdrawn from a class for excessive absence will be assigned a grade of "W."

Emergencies

Fire and evacuation exits are identified in all buildings and are to be used in emergencies. There is a first aid station at each campus. No health services are provided by P-HCC nor does P-HCC assume responsibility for medical emergencies. In case of disaster, the president or the senior college official present may cancel classes. Local radio stations will be asked to carry announcements regarding cancellation and re-opening in emergency situations.

Any emergency situation observed by a student should be reported immediately to the provost's office.

In case of a personal emergency, the college will try to contact the student. However, the college assumes no responsibility for making such contacts.

Student Conduct

In accordance with Florida Statutes, no student attending Pasco-Hernando Community College may participate in any activities that are disruptive to the normal, peaceful, and orderly operation of state institutions of higher learning.

The following actions are prohibited at or on any

campus, or at any college-sponsored or college-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. Disciplinary action may also be imposed for special circumstances as 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; this includes 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 to the normal, peaceful, 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.
17. Unauthorized entry or occupancy of college facilities.
18. Conspiracy or solicitation to commit an unlawful act or to violate any college regulations or policies.

Disciplinary Procedures

Alleged violations of student regulations or other student misconduct shall be referred to the campus provost. Reprimands or unrecorded disciplinary probations may be administered by

the provost. Disciplinary probation will be recorded on the student's permanent record when approved by the vice president upon the recommendation of the provost. In situations where the penalty could be disciplinary suspension (not to exceed one session) or dismissal from the college, the problem will be referred by the provost to a disciplinary board. The board will be composed of the vice president as chairman, an associate or assistant dean, a counselor, a student, and a faculty member. Except for the chairman, all members of the board will be from the accused student's campus.

In all cases in which disciplinary suspension or dismissal could result, the student will be notified by certified mail of the nature of the charges and evidence against him or her and the time and date of the hearing. The notice shall also inform the student of the right to appear at the hearing, to face the accuser, and to present any applicable evidence on own behalf. After careful and thorough hearing on the case, the disciplinary board shall make a final determination by majority vote in accordance with one of the following actions:

1. Dismissal from college;
2. Disciplinary suspension for a specified period of time;
3. Disciplinary probation, which may or may not be recorded on the student's permanent record;
4. Administrative reprimand;
5. Removal of the charges against the student.

Decisions of the disciplinary board may be appealed to the president. In all cases in which disciplinary suspension or dismissal from the college has been determined, a copy of the proceedings of the hearing shall be sent to the president. Nothing in this procedure shall be so construed as to prevent the president or any appropriate official of the college from taking such immediate action as deemed necessary, except that final action shall be in accordance with the procedure as prescribed.

Student Records

The college shall maintain such information in its files for each student as is considered essential and appropriate to college operation and student welfare. These records are considered confidential, and strict security procedures will be followed by the college regarding the release of student information. A student's file is available for inspection by the student upon request. It shall be the policy of P-HCC that Public Law 93-380, the Family Educational Rights and

Privacy Act, will be strictly enforced. Details of procedures under this Act are published in the Student Handbook.

Student Use of College Facilities

Students are not permitted to remain in any college building after college hours without faculty supervision. Loitering on college property or at teaching locations is not permitted.

Bookstore Services

Bookstore services are generally limited to the sale of supplies and textbooks for college courses. Books needed for courses at each campus will be available for purchase at that location. Refunds for unmarked textbooks are made only during the regular fee refund period. (See Refund Policy for Credit Courses.) Sales slips and certification by the campus provost are required for all refunds.

Student Government Association

Each campus has a Student Government Association. Membership is composed of all full-time students at each location. The purpose of these associations is to promote active, responsible, and cooperative citizenship through participation and self-government and to establish rules for effective procedure and conduct for extracurricular activities in harmony with student interests.

Student Activities

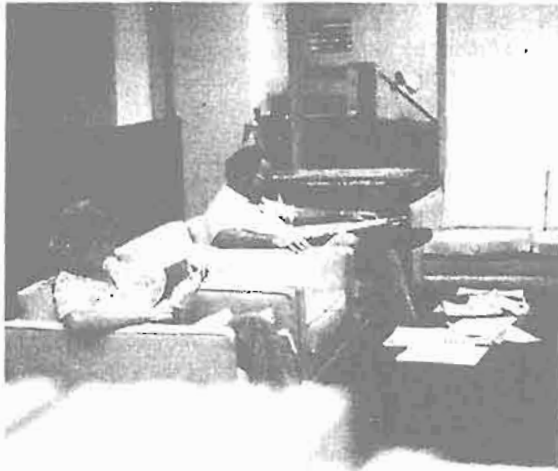
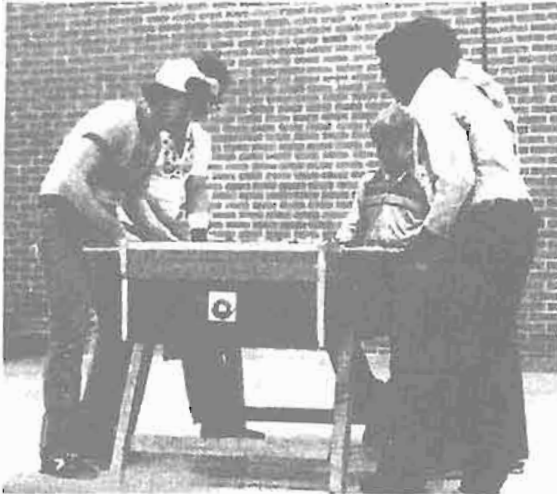
Participation in extracurricular student activities is encouraged. Students having common interests may form clubs, groups, or organizations as approved by the Student Government Association and the college administration. Such activities may be related to courses, athletics, service to the college and the community, publications, religion, and social life. Some examples of extracurricular events are dances, musical and drama productions, forensics, speeches, and films.

Athletics

The athletic program at P-HCC is currently both intramural and extramural. College teams participate in local recreation leagues. When facilities and personnel become available, P-HCC will participate in selected intercollegiate sports.

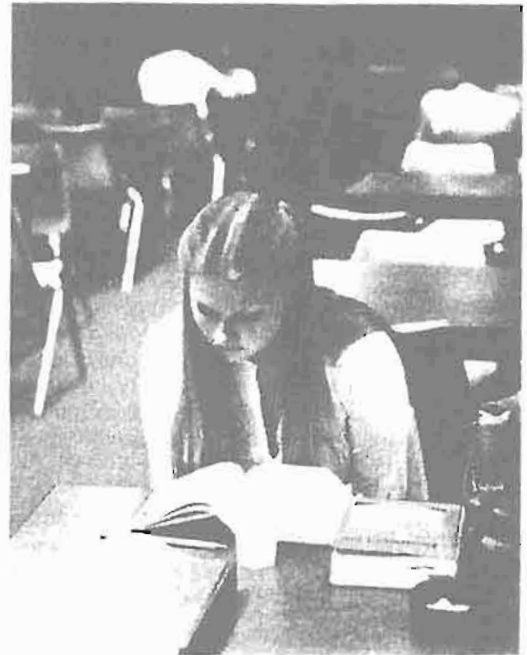
Student Publications

The Student Government Association of each campus may sponsor a student newsletter as a student activity. The newsletter is a means of distributing information of interest to students and the public. A staff or faculty member on each campus will serve as advisor to the newsletter staff.



Student Handbook

The Student Handbook is a quick reference to important information, policies, and procedures concerning the student. Students will find it a valuable aid to their orientation at P-HCC.



Curriculum and Instruction

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

A student must earn at least 15 semester hours 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.

Acceleration of Program

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

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

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 Program: Up to 30 hours of credit may be awarded upon satisfactorily completing the CLEP General Examinations at the 50th percentile or above. Additional semester hours of credit may be awarded

for CLEP Subject Examinations if scores are at the 50th percentile or above.

Credit by Examination: A student who is competent in a subject may receive credit in it by passing a comprehensive examination administered by the college.

Transient Enrollment: A P-HCC student may be enrolled at another institution as a transient student by securing permission in advance from the campus associate dean. This procedure is necessary to assure the acceptance of credit involved.

Dual Enrollment: A P-HCC student may be enrolled at another institution concurrent with his P-HCC enrollment by securing permission in advance from the campus associate dean. This procedure is necessary to assure the acceptance of credit involved.

College Transfer Program

The Associate in Arts (AA) Degree is the normal college transfer program. Satisfactory completion of this program will allow a student to enter a Florida public university at the junior level. Great flexibility is allowed in the AA Degree to permit a student to prepare for almost any bachelor's degree program. College catalogs and counseling manuals from all state universities and other senior colleges are available at the counseling office at any P-HCC campus. Counselors will help students plan their programs to satisfy transfer requirements.

Associate in Arts

An Associate in Arts Degree will be awarded upon completion of 60 credit hours. Thirty-six 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. These courses are located in the section of the catalog headed "Course Descriptions." 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 achieved by graduation.

The 36 semester hours in general education are:

AREA I	Communication ENC 1103 and ENC 1136 (ENC 1013 and ENC 1026 may be substituted for ENC 1103)		6 Hours
AREA II	Mathematics MGF 1113 or higher level		3 Hours
AREA III	Science		9 Hours
	Physical Science (Any course with a prefix of CHM, PSC, or PHY)	3 Hours	
	Biological Science (Any course with a prefix of APB, BOT, BSC, MCB, OCE, or ZOO)	3 Hours	
	Science Elective (Any qualifying course with a prefix of APB, BOT, BSC, CHM, EVS 1100 and 1651, MCB, OCE, PHC, PHY, ZOO, and IDS 1150-1151)	3 Hours	
AREA IV	Humanities		6 Hours
AREA V	Social Science POS 2041	3 Hours	9 Hours
	Elective (Any course with a prefix of AMH, ANT, ECO, EUH, GEA, INR, MAF, POS, SOC, and EDE 1036-1037, IDS 1190, STD 1100, EDE 2038, HUM 0574).	6 Hours	
AREA VI	Behavioral Science PSY 1000		3 Hours
			<hr/> 36 Hours

College counselors can assist students in planning transfer programs in architecture, business administration, education, engineering, journalism, pre-medicine, pharmacy, or other areas of student interest. For details of the requirements of a program at a senior college, consult that college's catalog and a P-HCC counselor.



Associate in Science

An Associate in Science Degree will be awarded upon completion of a minimum 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 hours from an approved 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 achieved by graduation.

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

AREA I	Communication ENC 1013 and ENC 1026 <i>or</i> ENC 1103 and ENC 1136	6 Hours
AREA II	Social Science POS 2041 Elective (Any course with a prefix of ANT, ECO, GEA, EUH, AMH, IDS, POS, INR, EDE, MAF or SOC)	6 Hours
AREA III	Behavioral Science PSY 1000 <i>or</i> SOP 1602	3 Hours
		15 Hours

The Associate in Science Degree program offered at Pasco-Hernando Community College are the:

Associate in Science in Business with options in:

Accounting
Agri-Business Technology
Banking
Court Clerk
General Business
Real Estate
Secretarial Science
Secretarial Science (Legal Secretary Option)

Associate in Science in Building Construction Technology

Associate in Science in Civil Engineering Technology

Associate in Science in Criminal Justice with Option in Law Enforcement

Associate in Science in Emergency Medical Technology

Associate in Science in Environmental Pollution Control Technology

Associate in Science in Food Service

Associate in Science in Nursing

The Associate in Science Degree is intended as a two-year preparation to enter into the world of work. However, some programs may be transferable to a senior college offering a bachelor's degree in that area. If the senior college does not offer a bachelor's degree in a particular program, many of the courses in an Associate in Science program may not be accepted. For details consult a Pasco-Hernando Community College counselor.

Associate in Science in Business — Accounting

This program is for students who intend to seek employment in the field of accounting.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1013-1026	Communications Skills I & II or	3	3
ENC 1103-1136	English Composition I & II		
MAN 1700	Introduction to Business	3	
ACC 2001-2021	Principles of Accounting I & II	3	3
MAN 2000	Principles of Management		3
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		
COC 1300	Introduction to Data Processing		3
SES 2321	Office Machines	3	
Elective	(Social Science)		3
		<hr/> 15	<hr/> 15
SOPHOMORE			
POS 2041	American Federal Government		3
FIN 2000	Principles of Finance	3	
BUL 2111-2112	Business Law I & II	3	3
ACC 2109-2129	Intermediate Accounting I & II	3	3
ACC 2409	Cost Accounting	3	
ACC 2509	Federal Income Tax Principles		3
Electives		3	3
		<hr/> 15	<hr/> 15

Suggested Electives:

MAN 2300	Personnel Management
SOP 1602	Human Relations
MAR 1011	Principles of Marketing
SES 2335	Business Correspondence
SES 1100	Beginning Typewriting
COE 1000	Cooperative Education I
___ 1949	Cooperative Education II
___ 2949	Cooperative Education III



Associate in Science in Business — Agri-Business Technology

This program prepares the student for employment in the business field of agriculture. The graduate should have acquired a basic understanding of the fundamentals of agriculture.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
MAN 1700	Introduction to Business	3	
POS 2041	American Federal Government	3	
ENC 1013-1026	Communication Skills I & II	3	3
	or		
ENC 1103-1136	English Composition I & II		
QMB 1001	Business Mathematics	3	
AGG 1301	Agri-Business Technology	3	
MAR 1011	Principles of Marketing		3
ACC 2001	Principles of Accounting I		3
Electives	(Agri-Business)		3
Electives	(Social Science)		3
		15	15
SOPHOMORE			
PSY 1000	Introduction to Psychology	3	
	or		
SOP 1602	Human Relations		
BUL 2111	Business Law I	3	
MAR 2101	Salesmanship	3	
MAN 2000	Principles of Management	3	
AGG 2941	Agri-Employment Practicum		3
Electives	(Biological Science)	3	3
Electives			9
		15	15

Suggested Electives

(ASC 220)	Artificial Insemination in Farm Animals
BOT 1010	Botany
SOS 2102	Soil Science & Fertilizers
MAG 2331	Agriculture Equipment
FRC 2211	Citrus Culture
AGR 2222	Forage, Cover & Grain Crops
ANS 1003	Animal Science
ORH 2002	Ornamental Horticulture
FOS 2441	Citrus Processing
COE 1000	Cooperative Education I
___ 1949	Cooperative Education II
___ 2949	Cooperative Education III



Associate in Science in Business — Banking

This program provides a fundamental background for a career in banking. Courses are suited to the student's particular interests and needs. All banking courses listed below are approved by the American Institute of Banking.

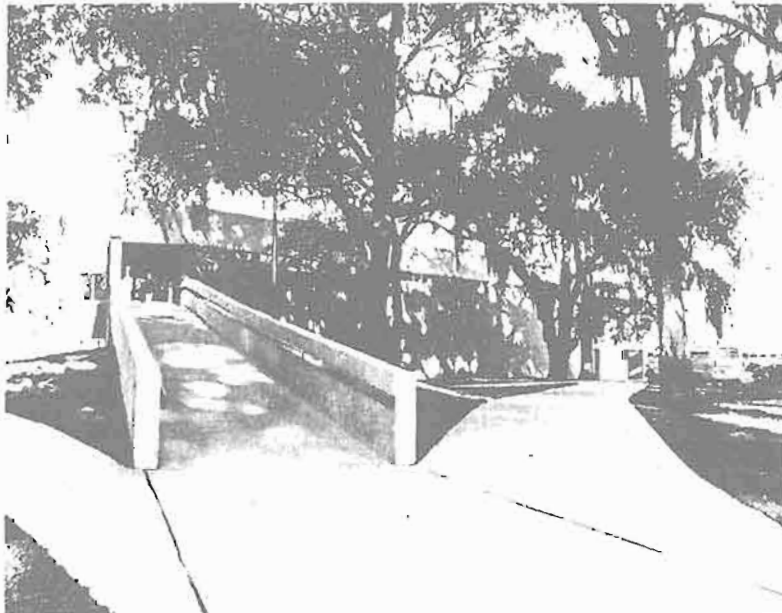
COURSE	DESCRIPTION	AMERICAN INSTITUTE OF BANKING COURSE DESIGNATION	SEMESTER HOURS CREDIT	
			<i>Session I</i>	<i>Session II</i>
FRESHMAN				
ENC 1013-1026	Communication Skills I & II		3	3
	or			
ENC 1103-1136	English Composition I & II			
BAN 1110	Principles of Bank Operations	AIB 112	3	
PSY 1000	Introduction to Psychology or		3	
SOP 1602	Human Relations			
ACC 2001	Principles of Accounting I	AIB 101	3	
ACC 2021	Principles of Accounting II	AIB 102		3
MAN 1700	Introduction to Business		3	
FIN 2230	Money and Banking	AIB 210		3
Elective	(Banking)			3
Elective				3
			15	15
SOPHOMORE				
BAN 2800	Law and Banking	AIB 106	3	
ECO 2013	Principles of Economics I	AIB 107	3	
ECO 2023	Principles of Economics II			3
POS 2041	American Federal Government		3	
MAN 2000	Principles of Management		3	
BAN 2720	Bank Management	AIB 220		3
Elective	(Social Science)			3
Elective	(Banking)			3
Electives			3	3
			15	15
<i>Suggested Electives</i>				
BAN 2400	Trust Functions and Services	AIB 208		3
BAN 1220	Loan and Discount			
BAN 2240	Installment Credit	AIB 205		3
BAN 1160	Bank Letters and Reports	AIB 122		3
BAN 1250	Home Mortgage Lending	AIB 204		3
BAN 2150	Bank Public Relations & Marketing	AIB 202		3
BAN 2200	Credit Administration	AIB 203		3
BAN 2303	Savings and Time Deposit Banking	AIB 207		3
BAN 1210	Analyzing Financial Statements	AIB 103		3
COE 1000	Cooperative Education I			
____ 1949	Cooperative Education II			
____ 2949	Cooperative Education III			

Associate in Science in Business — Court Clerk

This program provides the fundamentals for individuals to gain employment as court clerks.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
ENC 1013-1026	FRESHMAN Communication Skills I & II or	3	3
ENC 1103-1136 **SES 1100-1110	English Composition I & II Beginning & Intermediate Typewriting	3	3
**SES 1210-1211	Shorthand I & II	3	3
QMB 1001	Business Mathematics		3
POS 2041	American Federal Government	3	
SES 2431	Procedural Law for Legal Secretaries & Court Clerks I	3	
COE 1000	Cooperative Education I		1
____ 1949	Cooperative Education II		3
		<hr/> 15	<hr/> 16
	SOPHOMORE		
POS 2112	State & Local Government		3
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		
SES 2120	Advanced Typewriting		3
ACC 2001	Principles of Accounting I	3	
SES 2335	Business Correspondence		3
SES 2442	Procedural Law for Legal Secretaries & Court Clerks II	3	
SES 2443	Procedural Law for Legal Secretaries & Court Clerks III		3
____ 2949	Cooperative Education III		3
SES 2401	Office Procedures I	3	
Elective		2	
		<hr/> 14	<hr/> 15

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



Associate in Science in Business — General Business

This program is offered for students who plan to enter business upon graduation from Pasco-Hernando Community College. Graduates should be qualified for a clerical or junior executive position.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1013-1026	Communication Skills I & II or	3	3
ENC 1103-1136	English Composition I & II		3
SES 1100	Beginning Typewriting		3
POS 2041	American Federal Government	3	
MAN 1700	Introduction to Business	3	
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		3
QMB 1001	Business Mathematics		3
Electives	(Social Science)	3	
Electives			6
		<hr/> 15	<hr/> 15
SOPHOMORE			
ACC 2001-2021	Principles of Accounting I & II	3	3
COC 1300	Introduction to Data Processing	3	
SES 2321	Office Machines	3	
BUL 2111-2112	Business Law I & II	3	3
ECO 2013	Principles of Economics I		3
SES 2335	Business Correspondence		3
MAN 2000	Principles of Management		3
Elective		3	
		<hr/> 15	<hr/> 15

Suggested Electives:

SES 1210	Shorthand I
SES 1211	Shorthand II
MAR 1011	Principles of Marketing
ECO 2023	Principles of Economics II
SES 1110	Intermediate Typewriting
REE 1000	Real Estate Principles and Practices
FIN 2000	Principles of Finance
MAR 2101	Salesmanship
MAN 2300	Personnel Management
COE 1000	Cooperative Education I
REE 2041	Real Estate Principles and Practices II
____ 1949	Cooperative Education II
____ 2949	Cooperative Education III

Associate in Science in Business — Real Estate

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
ENC 1013-1026	Communications Skills I & II <i>or</i>	3	3
ENC 1103-1136	English Composition I & II		
POS 2041	American Federal Government	3	
PSY 1000	Introduction to Psychology <i>or</i>	3	
SOP 1602	Human Relations		
REE 1000	Principles & Practices of Real Estate	4	
QMB 1001	Business Mathematics	3	
MAN 1700	Introduction to Business		3
MAR 2101	Salesmanship		3
Electives			6
		16	15
SOPHOMORE			
REE 2091	Current Issues in Real Estate I	3	
REE 2092	Current Issues in Real Estate II		3
MAN 2000	Principles of Management	3	
ECO 2013	Principles of Economics I	3	
BUL 2111-2112	Business Law I & II	3	3
REE 2200	Real Estate Finance		3
REE 1100	Real Estate Appraisal		3
Electives		2	3
		14	15

Suggested Electives:

REE 1300	Real Estate Investment
REE 2270	Mortgage Broker in Mortgage Lending
COE 1000	Cooperative Education I
____ 1949	Cooperative Education II
____ 2949	Cooperative Education III



Associate in Science in Business — Secretarial Science

This program meets the needs of the student desiring college level training in secretarial science.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
	FRESHMAN		
ENC 1013-1026	Communication Skills I & II or	3	3
ENC 1103-1136	English Composition I & II		
**SES 1100-1110	Beginning & Intermediate Typewriting	3	3
**SES 1210-1211	Shorthand I & II	3	3
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		
QMB 1001	Business Mathematics		3
MAN 1700	Introduction to Business	3	
POS 2041	American Federal Government		3
		15	15
	SOPHOMORE		
SES 2361	Machine Transcription		3
ACC 2001	Principles of Accounting I	3	
SES 2401-2402	Office Procedures I & II	3	3
SES 2212-2213	Shorthand III & IV	3	3
SES 2120	Advanced Typewriting	3	
SES 2335	Business Correspondence		3
COC 1300	Introduction to Data Processing	3	
SES 2321	Office Machines		3
Elective	(Social Science)	3	
		18	15

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

Legal Secretary Option

When a student chooses the Legal Secretary option in the Secretarial Science program, the following courses should be substituted for SES 2213, COC 1300 and SES 2321 in the above curriculum:

SES 2431	Procedural Law for Legal Secretaries & Court Clerks I
SES 2442	Procedural Law for Legal Secretaries & Court Clerks II
SES 2443	Procedural Law for Legal Secretaries & Court Clerks III



Associate in Science in Building Construction Technology

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
	FRESHMAN		
ENC 1013-1026	Communication Skills I & II or	3	3
ENC 1103-1136	English Composition I & II		
MTB 1321	Technical Mathematics I	3	
MTB 1322	Technical Mathematics II		3
POS 2041	American Federal Government	3	
BCN 1220-1221	Structures I & II	3	3
ETD 1100	Engineering Drawing	3	
ARC 1120	Architectural Drawing		3
Elective	(Social Science)		3
		<hr/> 15	<hr/> 15
	SOPHOMORE		
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		
BCN 2408	Structural Design		3
BCN 2610	Construction Estimating	3	
BCN 2403	Engineering Mechanics	3	
BCN 2765	Codes, Contracts and Specifications		3
ETG 2530	Strength of Materials		3
Electives		6	6
		<hr/> 15	<hr/> 15

Suggested Electives:

MTB 1013	Introduction to Technical Mathematics
ETM 2610	Mechanical Systems
BCN 1520	Electrical Systems
BCN 1501	Plumbing Systems
ETC 2321	Surveying I
ETC 2323	Surveying II
HES 1400	First Aid & Personal Safety
COE 1000	Cooperative Education I
____ 1949	Cooperative Education II
____ 2949	Cooperative Education III



Associate in Science in Civil Engineering Technology

The Associate In Science in Civil Engineering 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 shall be from the approved Civil Engineering Technology program.

The course of study is designed to prepare the student for work in the civil engineering field.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1013-1026	Communication Skills I & II <i>or</i>	3	3
ENC 1103-1136	English Composition I & II		
MTB 1321-1322	Technical Mathematics I & II	3	3
POS 2041	American Federal Government	3	
ETD 1100	Engineering Drawing	3	
BCN 2610	Construction Estimating		3
PSY 1000	Introduction to Psychology <i>or</i>		3
SOP 1602	Human Relations		
Electives		3	3
		<hr/> 15	<hr/> 15
SOPHOMORE			
ETC 2321-2323	Surveying I & II	3	3
ETC 2500	Highway Engineering		3
ETC 2210	Soil Mechanics	3	
BCN 2408	Structural Design	3	
BCN 2403	Engineering Mechanics		3
ETG 2530	Strength of Materials	3	
Electives		3	6
		<hr/> 15	<hr/> 15

Suggested Electives:

COE 1000	Cooperative Education I
— 1949	Cooperative Education II
— 2949	Cooperative Education III
BCN 1501	Plumbing Systems
BCN 1220	Structures I
BCN 1221	Structures II
BCN 2765	Codes, Contracts, & Specifications
ARC 1120	Architectural Drawing



Associate in Science in Criminal Justice — Law Enforcement

This program provides a professional background to those preparing for careers in law enforcement. This program should be followed by those intending to pursue a two-year degree program in law enforcement.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1013-1026	Communication Skills I & II or	3	3
ENC 1103-1136	English Composition I & II		
POS 2041	American Federal Government	3	
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		
CCJ 1100	Introduction to Law Enforcement	3	
CJT 1100	Criminal Investigation		3
CCJ 1410	Police Organization & Administration	3	
CCJ 1420	Police Operations		3
Electives			6
		15	15
SOPHOMORE			
SOC 2000	Introduction to Sociology	3	
CJT 1110	Introduction to Criminalistics	3	
CCJ 2220	Criminal Law	3	
DEP 2002	Child Psychology or		3
DEP 2302	Adolescent Psychology		
CCJ 2240	Police Community Relations		3
CCJ 2251	Constitutional Law & Rules of Evidence in Police Cases		3
CCJ 2930	Seminar in Police Problems		3
CCJ 2000	Police Role in Crime & Delinquency		3
Elective	(Social Science)	3	
Elective		3	
		15	15

Suggested Electives:

HES 1402	Advanced First Aid and Emergency Care
SPC 1600	Introduction to Public Speaking
SOC 2110	Introduction to Crime & Delinquency
COE 1000	Cooperative Education I
____ 1949	Cooperative Education II
____ 2949	Cooperative Education III

Ten hours of credit will be awarded in the Law Enforcement program for students who have successfully completed the required Florida Police Standards Board Basic Recruit Training Course from a state certified police academy and written examinations administered by the campus Law Enforcement instructor in the following course areas:

1. CJT 1100, Criminal Investigation	3 credits
2. CCJ 1420, Police Operations	3 credits
3. CCJ 2220, Criminal Law	3 credits
4. HES 1400, Standard First Aid & Safety	1 credit

TOTAL 10 credits

The credit-by-examination fee will be waived one time per course for students applying for the above ten credits who have successfully completed the required state certified police academy.

Associate in Science in Emergency Medical Technology II

This program prepares the student for work in the emergency medical field.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
	FRESHMAN		
ENC 1013-1026	Communication Skills I & II or	3	3
ENC 1103-1136	English Composition I & II		
POS 2041	American Federal Government	3	
MRE 2001	Medical Terminology	3	
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		
*EMT 1101	Fundamentals of Emergency Medical Care	4	
EMT 1188	Advanced Emergency Medical Technology		8
EMT 1803	Advanced Emergency Medical Technology Laboratory I		3
		<hr/>	<hr/>
		16	14
	SOPHOMORE		
EMT 1288	Advanced Emergency Medical Technology II	4	
EMT 1826	Advanced Emergency Medical Technology Laboratory II	6	
EMT 1946	Emergency Medical Technology Internship		6
Elective	(Social Science)	3	
Electives		2	9
		<hr/>	<hr/>
		15	15

*HES 1400 or equivalent must be completed prior to taking EMT 1101.

Suggested Electives:

COE 1000	Cooperative Education I
___ 1949	Cooperative Education II
___ 2949	Cooperative Education III

Credit for EMT 1188—Advanced Emergency Technology I, and EMT 1803—Advanced Emergency Technology Laboratory I, may be granted for students who have successfully completed EM 172—Emergency Technology I, EM 173—Emergency Medical Technology II, and EM 271—Emergency Medical Technology III, at St. Petersburg Junior College.



Associate in Science in Environmental Pollution Control Technology

This program provides knowledge and skills utilized by operators of water plants or wastewater plants.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1103-1136	English Composition I & II or	3	3
ENC 1013-1026	Communication Skills I & II		
MTB 1321	Technical Mathematics I	3	
EVS 1100	Fundamentals of Environmental Science	3	
*(ASE 161)	Applied Physical Science	4	
**APB 1120	Introduction to Contemporary Life Science I	3	
PSC 1512	Energy Systems & Natural Resources		3
CHM 1015	Chemistry		4
EVS 1651	Waste Disposal: Solid, Liquid, & Radioactive		3
		16	13
SOPHOMORE			
POS 2041	American Federal Government	3	
EVS 2102	Air & Water Environments	3	
GLY 2850	Geology & Environment of Florida	4	
(EVT 264)	Ecological Field Problems		1
PSY 1000	Introduction to Psychology or		3
SOP 1602	Human Relations		
Electives***		6	11
		16	15

*May substitute PHS 101-102

**May substitute BSC 1011, Fundamentals of Biology

***Students desiring to major in water treatment must complete the water option courses.

WATER OPTION REQUIRED COURSES:

EVS 1220	Laboratory Analysis Techniques I
EVS 1233	Operation & Management of Wastewater Treatment Plants
(GEY 204)	Hydrology

Suggested Electives:

COE 1000	Cooperative Education I
___ 1949	Cooperative Education II
___ 2949	Cooperative Education III
ETC 2321	Surveying I



Associate in Science in Food Service

This program is for students who are preparing to assume supervisory or management positions within the food service industry.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1013-1026	Communication Skills I & II or	3	3
ENC 1103-1136	English Composition I & II		
MAN 1700	Introduction to Business	3	
FSS 1004	Introduction to Food Service	3	
HUN 1001	Nutrition	3	
POS 2041	American Federal Government	3	
QMB 1001	Business Mathematics		3
FSS 1202	Basic Food Preparation		3
FSS 1500	Food Accounting & Cost Control		3
FSS 1401	Food Service Equipment		3
		15	15
SOPHOMORE			
PSY 1000	Introduction to Psychology or	3	
SOP 1602	Human Relations		
FSS 2221	Quantity Food Preparation	3	
FOS 2201	Food Service Sanitation & Safety	3	
FSS 2120	Food Purchasing & Storage	3	
FSS 2300	Food Service Supervision & Management		3
FSS 2610	Food Merchandising		3
FSS 2370	*Area of Food Service Specialization		3
Electives			6
Elective	(Social Science)	3	
		15	15

*Specialization Fields: Restaurant Management, Cafeteria Management, Nursing Home Supervision, School Food Service Administration, Hospital Supervision, and Private Club Management

Suggested Electives:

- COE 1000 Cooperative Education I
- 1949 Cooperative Education II
- 2949 Cooperative Education III



Associate in Science in Nursing

This program is designed to educate men and women to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to take the Florida State Board Examination for licensure as a Registered Nurse.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
FRESHMAN				
BSC 1010	Fundamentals of Biology	4		
APB 1190	Anatomy and Physiology	4		
PSY 1000	Introduction to Psychology		3	
POS 2041	American Federal Government*		3	
NUU 1120	Nursing I	7		
NUR 1210	Nursing II		8	
NUR 1310	Nursing III			4
Elective	(Social Science)*		3	
		<hr/> 15	<hr/> 17	<hr/> 4
SOPHOMORE				
ENC 1103-1136	English Composition I & II or	3	3	
ENC 1013-1026	Communication Skills I & II			
DEP 2002	Child Psychology	3		
NUR 2133	Nursing IV	9		
NUR 2220	Nursing V		9	
NUU 2420	Nursing VI		2	
		<hr/> 15	<hr/> 14	
	General Education	26		
	Nursing Education	39		
	Total Credits	<hr/> 65		

*Must be completed prior to the beginning of the Sophomore year.

Special Graduation Requirements

Completion of 65 semester hours of approved credit. A grade of "C" or higher must be earned in all nursing and science courses. Completion of a minimum of 15 hours of credit in residence at Pasco-Hernando Community College of which 13 hours must be in nursing (eight of these must be 200-level courses).



Associate in General Studies

The Associate of General Studies degree will be awarded upon completion of any 60 semester hours including American Federal Government, POS 2041. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. The Associate in General Studies degree is for an individual's particular interests and not to meet requirements for transfer or any specific program.

Certificate Programs

A certificate is awarded upon the satisfactory completion of 30 semester hours in the areas of Building Construction, Building Inspector I, Business, Emergency Medical Technology II, Food Service, General Studies, Real Estate, and Teacher Aide. In addition, a certificate is offered for Building Inspector II upon completion of 15 semester hours and for Real Estate upon the completion of 16 semester hours.

Certificate Program—Building Construction

This program requires one year or two sessions for completion. At the conclusion of the first semester or upon completion of the Certificate Program, the participant may transfer into the two-year Associate in Science in Building Construction program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
PSY 1000	FRESHMAN		
	Introduction to Psychology	3	
	or		
SOP 1602	Human Relations		
MAN 1700	Introduction to Business	3	
BCN 1220-1221	Structures I and II	3	3
ETD 1100	Engineering Drawing	3	
ARC 1120	Architectural Drawing		3
BCN 2610	Construction Estimating		3
BCN 2765	Codes, Contracts & Specifications		3
Electives		3	3
		<hr/> 15	<hr/> 15

Suggested Electives:

ETM 2610	Mechanical Systems
BCN 1520	Electrical Systems
BCN 1501	Plumbing Systems
HES 1400	First Aid & Personal Safety
COE 1000	Cooperative Education I
____ 1949	Cooperative Education II
____ 2949	Cooperative Education III

Certificate Program — Building Inspector

The certificate program for Building Inspector requires 15 semester hours for the Certificate II and 30 hours for the Certificate I program. At the conclusion of either certificate program, the participant may transfer into the two-year program, Associate in Science in Building Construction.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
Certificate II—15 Hours			
BCN 1220	Structures I		3
MTB 1013	Introduction to Technical Math		3
BCN 2765	Codes, Contracts & Specifications		3
PSY 1000	Introduction to Psychology or		3
SOP 1602	Human Relations		
ETD 1100	Engineering Drawing		3
		<hr/>	<hr/> 15

Certificate Program—Building Inspector (cont.)

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
Certificate I — 30 Hours			
Certificate II			15
ENC 1103	English Composition I		3
MAN 2000	Principles of Management		3
BCN 1221	Structures II		3
HES 1402	Advanced First Aid and Emergency Care		3
Any one of the following:			3
ETM 2610	Mechanical Systems		
BCN 1520	Electrical Systems		
BCN 1501	Plumbing Systems		
			30

Certificate Program—Business

This program prepares the student for the field of business. On completion of this program, an individual may transfer into the two-year Associate in Science program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
MAN 1700	Introduction to Business	3	
SES 2335	Business Correspondence	3	
QMB 1001	Business Mathematics	3	
SOP 1602	Human Relations	3	
MAN 2000	Principles of Management		3
BUL 2111	Business Law I		3
ACC 2001	Principles of Accounting I		3
Electives	(From Approved Electives)	3	6
		15	15

Approved Electives:

ENC 1013-1026	Communications Skills I & II
FIN 2000	Principles of Finance
BUL 2112	Business Law II
ECO 2013-2023	Principles of Economics I & II
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
MAN 2300	Personnel Management
COC 1300	Introduction to Data Processing
SPC 1600	Introduction to Public Speaking
ACC 2021	Principles of Accounting II
SES 2321	Office Machines
*SES 1100	Beginning Typewriting
*SES 1210	Shorthand I
COP 1160	RPG Programming
COP 2216	Fortran Programming I
COE 1000	Cooperative Education I
___ 1949	Cooperative Education II
___ 2949	Cooperative Education III

*Other typewriting and shorthand courses may be substituted.

Certificate Program—Emergency Medical Technology II

This program provides a theoretical basis to understand and to implement life-saving techniques in an emergency situation. Clinical laboratory experience will be provided for the learning of related basic skills, and a supervised clinical rotation will enable the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene during transportation to a medical facility.

Prerequisite Courses:

HES 1400	Standard First Aid & Personal Safety
EMT 1101	Fundamentals of Emergency Medical Care
MRE 2001	Medical Terminology

		CREDITS
EMT 1188	SESSION I Advanced Emergency Medical Technology I	8
EMT 1803	Advanced Emergency Medical Technology Laboratory I	3
EMT 1288	SESSION II Advanced Emergency Medical Technology I	4
EMT 1826	Advanced Emergency Medical Technology Laboratory II	6
EMT 1946	SESSION III Emergency Medical Technology Internship (288 hours in the field)	6
Elective		3
		<hr/> 30
<i>Suggested Electives:</i>		
COE 1000	Cooperative Education I	
— 1949	Cooperative Education II	
— 2949	Cooperative Education III	

Certificate Program in Food Service

This program requires one year or two sessions for completion. At the conclusion of the first semester or upon completion of the Certificate Program the participant may transfer into the two-year Associate in Science in Food Service program.

		CREDITS
MAN 1700	SESSION I Introduction to Business	3
QMB 1001	Business Mathematics	3
HUN 1001	Nutrition	3
FSS 1004	Introduction to Food Service	3
FSS 1202	Basic Food Preparation	3
		<hr/> 15
FOS 2201	SESSION II Food Service Sanitation & Safety	3
FSS 1401	Food Service Equipment	3
FSS 2120	Food Purchasing & Storage	3
FSS 2300	Food Service Supervision and Management	3
Elective		3
		<hr/> 15
<i>Suggested Electives:</i>		
COE 1000	Cooperative Education I	
— 1949	Cooperative Education II	
— 2949	Cooperative Education III	

Certificate Program in General Studies

A certificate in General Studies will be awarded upon completion of any 30 credit hours of the student's choice. Fifteen credit hours must be earned at Pasco-Hernando Community College. College counselors can assist students in planning their program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

Certificate Program in Real Estate

This program prepares 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 in Real Estate program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

		CREDITS
REE 1000	Principles & Practices of Real Estate	4
REE 2091	Current Issues in Real Estate I	3
QMB 1001	Business Mathematics	3
MAR 2101	Salesmanship	3
MAN 1700	Introduction to Business	3
		16

Certificate Program—Teacher Aide

This program prepares the student as a teacher aide. Upon completion of the Certificate Program the participant may transfer into the two-year Associate in Arts Degree.

COURSE		CREDITS
SESSION I		
ENC 1103	English Composition I <i>or</i>	3
**ENC 9000	Fundamentals in English	
EEC 1001	Early Childhood Development & Education	3
LIS 1320	Preparation of Learning Resource Material	3
HES 1000	Personal & Community Health	3
SES 1100	Beginning Typewriting	3
		15
SESSION II		
DEP 2002	Child Psychology <i>or</i>	3
***EEC 2311	Preschool Activities	
MGF 1113	College Mathematics I <i>or</i>	3
**MAT 9013	Fundamentals of Mathematics	
RED 2310	Current Approaches in Teaching Reading	3
(EDU 105)	Classroom Management I	3
COE 1000	Cooperative Education I	1
____1949	Cooperative Education II	3
		16

Additional Requirements for Associate in Arts Degree

COURSE		CREDITS
SESSION I		
ENC 1136	English Composition II	3
PSY 1000	Introduction to Psychology	3
SOC 2000	Introduction to Sociology	3
HUM 2211	Humanities I	3
APB 1120	Introduction to Contemporary Life Science I	3

Additional Requirements for Associate in Arts Degree (cont.)

COURSE		CREDITS
	SESSION II	
APB 1150	Introduction to Contemporary Life Science II	3
PSC 1311	Introduction to Physical Universe II	3
POS 2041	American Federal Government	3
HUM 2230	Humanities II	3
	Social Science Elective	3
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**Institutional credit. Acceptable for completion of certificate program only. The AA Degree requires ENC 1103 and MGF 1113 before graduation.

***Suggested for those students preparing to be pre-school teacher aides.

Certificate to be awarded following successful completion (cumulative Grade-Point Average of 2.0 or better) of the indicated courses in the first 30 hours of the program. The AA Degree will be awarded following successful completion of the 60 hours of courses indicated.

In case a student enters the program with course credits from another college, course equivalency will be determined by the Coordinator of Records and Reports. Should a student enter the program with necessary typewriting skills, as measured by Pasco-Hernando Community College Typewriting Test, credit by examination will be awarded for SES 1100 upon payment of the required fee.

Vocational Certificate Programs

Courses in these programs are not planned as a part of a four-year collegiate program.

Vocational Certificate programs are presented at the skilled employee level with emphasis on both theory and practice, whereas Technical programs leading to the Associate in Science Degree, are aimed at the semi-professional level of occupation in the respective areas.

Certificate Programs are designed to prepare the student for an entry job or to supplement the education and training of the employed worker desiring increased competency in his chosen occupational field. See course descriptions for class hours.

Certificate Program—Carpentry

This program requires one year or four 8-week sessions for completion. The program is designed to prepare persons for initial employment, or to upgrade or retrain persons already employed, or to provide the apprenticeship-related coursework necessary for employment in the Carpentry trade. (768 Clock Hours)

		SEMESTER HOURS CREDIT*	HOURS PER WEEK
	SESSION I		
Mod. I (8 weeks)			
BCN 0801	Carpentry Principles I	2	4
BCN 0801L	Carpentry Practices I	2	8
BCN 0802	Carpentry Principles II	2	4
BCN 0802L	Carpentry Practices II	2	8
		8	24
Mod. II (8 weeks)			
BCN 0803L	Carpentry Practices III	2	8
BCN 0803	Carpentry Principles III	2	4
BCN 0804L	Carpentry Practices IV	2	8
BCN 0804	Carpentry Principles IV	2	8
		8	24

*Institutional credit non-transferable

Certificate Program—Carpentry (cont.)

		SEMESTER HOURS CREDIT*	HOURS PER WEEK
SESSION II			
Mod. III (8 weeks)			
BCN 0805L	Carpentry Practices V	2	8
BCN 0805	Carpentry Principles V	2	4
BCN 0806L	Carpentry Practices VI	2	8
BCN 0806	Carpentry Principles VI	2	4
		8	24
Mod. IV (8 weeks)			
BCN 0807L	Carpentry Practices VII	2	8
BCN 0807	Carpentry Principles VII	2	4
BCN 0808L	Carpentry Practices VIII	2	8
BCN 0808	Carpentry Principles VIII	2	4
		8	24
*Institutional credit non-transferable		8	24

Certificate Program—Masonry

This program requires one year or four 8-week sessions for completion. The program is designed to prepare persons for initial employment, or to upgrade or retrain persons already employed, or to provide the apprenticeship-related coursework necessary for employment in the Masonry trade. (768 Clock Hours)

		SEMESTER HOURS CREDIT*	HOURS PER WEEK
SESSION I			
Mod. I (8 weeks)			
BCN 0811L	Masonry Practices I	2	8
BCN 0811	Masonry Principles I	2	4
BCN 0812L	Masonry Practices II	2	8
BCN 0812	Masonry Principles II	2	4
		8	24
Mod. II (8 weeks)			
BCN 0813L	Masonry Practices III	2	8
BCN 0813	Masonry Principles III	2	4
BCN 0814L	Masonry Practices IV	2	8
BCN 0814	Masonry Principles IV	2	4
		8	24
SESSION II			
Mod. III (8 weeks)			
BCN 0815L	Masonry Practices V	2	8
BCN 0815	Masonry Principles V	2	4
BCN 0816L	Masonry Practices VI	2	8
BCN 0816	Masonry Principles VI	2	4
		8	24
Mod. IV (8 weeks)			
BCN 0817L	Masonry Practices VII	2	8
BCN 0817	Masonry Principles VII	2	4
BCN 0818L	Masonry Practices VIII	2	8
BCN 0818	Masonry Principles VIII	2	4
		8	24
*Institutional credit non-transferable		8	24

A student is considered a full-time student when enrolled for 8 Credit Hours (24 Clock Hours per week) per 8 week session.

Vocational Certificate Course fees are \$12.00 per semester hour.

Classroom (academic) instruction requires outside preparation and credit is awarded on the basis of one credit hour for a fifty minute class of instruction per week per session or one credit hour for two fifty minute classes per week per 8-week session.

Vocational Certificate laboratories are equated to classroom instruction on a two-for-one basis.

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 obtained 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's 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. A student who participated in this type of program in high school will be allowed to waive CWS 101 Cooperative Education I. 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 a Cooperative Education Office.
2. Complete this form with the required references and make an appointment with the cooperative education advisor for an interview.
3. The advisor 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 advisor will assign an appropriate training position.



Course Descriptions

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 marked with "+" are designated as vocational or occupational and may transfer only to a senior college which offers a Bachelor's Degree in that area. They do not apply toward an Associate in Arts Degree. Courses designated with "*" are considered both vocational and academic. See the catalog of a particular institution to determine if such courses are transferable.

Course numbers are based on the state-wide Common Course Numbering System. In the transition to this System some indicator elements have not yet been determined. For this reason, an underlined space is used in this catalog where a new prefix is not available, and the original prefix and three-digit number are shown in parentheses where the replacement indicators have not been assigned.

Students may register for any course for which they have the necessary background. A student who feels that he or she 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 at each campus or center in any given session. To determine when and where courses are to be offered, see a Pasco-Hernando Community College counselor.

Agriculture-Business Technology

+AGR 2222 (+AGP 260) Forage, Cover, and Grain Crops 3 cr.
Scientific and practical considerations in the production of hay, cover, and grain crops, and their importance to livestock. Three class hours.

+SOS 2102 (+AGP 261) Soil Science and Fertilizers 3 cr.
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. Three class hours.

+AGG 2941 (+AGP 270) Agriculture Employment Practicum 3 cr.
Students will be assigned to an agricultural business for practical work experience in his or her major field. Three class hours.

+MAG 2331 (+AME 260) Agriculture Equipment 3 cr.
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.

***AGG 1301 (*APR 101) Agri-Business Technology** 3 cr.
Introduction to the field of agri-business. Prin-

ciples of business as applied to agriculture, economics of the agricultural industry and the individual farmer or citrus grower. Three class hours.

+FOS 2441 (+APR 261) Citrus Processing 3 cr.

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

+FRC 2211 (+APR 262) Citrus Culture 3 cr.

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

+ANS 1003 (+ASC 120) Animal Science 3 cr.

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

+ASG 2331 (+ASC 220) Artificial Insemination in Farm Animals 3 cr.

Prerequisite: ANS 1003 or consent of instructor. Emphasis is given to the development of skills in the techniques of artificial insemination of farm animals. Principles and procedures for collection and processing of semen from farm animals. Application of genetics and production records in developing a successful breeding program. Three class hours.

***ORH 2002 (*ORH 221) Ornamental Horticulture** 3 cr.

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.

Anthropology

ANT 2410 (ANT 220) Introduction to Cultural Anthropology 3 cr.

A study of the nature of culture, personality, and social organization of man. Emphasis is placed on the customs of pre-literate people. Three class hours.

ANT 2511 (ANT 230) Introduction to Physical Anthropology 3 cr.

The study of man as a biological unit in the animal kingdom. The human fossil record, liv-

ing primates, the criteria of race and races of man, principles of biological evolution and human genetics are topics of emphasis. Three class hours.

Art

ART 1110 (APD 131) Ceramics 3 cr.

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

ART 1111 (APD 132) Advanced Ceramics 3 cr.

Advanced emphasis on creative clay application, which will also deal with the technical aspects of preparing and mixing glazes and technical operation of kiln firing. Six class and studio hours.

ART 1300 (ART 101) Drawing I 2 cr.

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

ART 1301 (ART 102) Drawing II 2 cr.

Prerequisite: ART 1300 or consent of instructor. A continuation of ART 1300. Four class and studio hours.

ART 1000 (ART 110) Art Appreciation 3 cr.

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

ART 2510 (ART 231) Painting I 2 cr.

Prerequisite: ART 1300 or demonstrate proficiency to instructor. Studio problems in painting involving contemporary styles, techniques and materials of painting. Four class and studio hours.

ART 2520 (ART 232) Painting II 2 cr.

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

Banking

All banking courses are approved by the American Institute of Banking.

+BAN 1210 (+FCR 163) Analyzing Financial Statements 3 cr.

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

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.

+BAN 2800 (+FCR 282) Law and Banking 3 cr.

An introduction to basic American law, presenting the rules 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 collection, documents of title, and secured transaction. Emphasis is on the Uniform Commercial Code. Three class hours.

+BAN 2720 (+FCR 283) Bank Management 3 cr.

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 banking 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.

Biological Science

APB 1190 (ANA 115) Anatomy and Physiology 4 cr.

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 specimens will be studied. Three lecture hours and three lab hours.

APB 1120 (BIO 101) Introduction to Contemporary Life Science I 3 cr.

A non-laboratory course designed to fulfill the general education requirements for students not planning to major in biology. This course develops an understanding of the basic life processes, the relationships of organisms and environment, man's impact on his life support systems, and some of the effects of drug abuse and pollution. Three class hours. APB 1120 and 1150 do not have to be taken in order.

APB 1150 (BIO 102) Introduction to Contemporary Life Science II 3 cr.

A non-laboratory course designed to fulfill the general requirements for students not planning to major in biology. This course develops

an understanding of reproduction and development, inheritance and mutation, basic principles of ecology, the evolutionary concept, and the biological future of man. Three class hours. APB 1120 and 1150 do not have to be taken in order.

BSC 1010 (BIO 103) Fundamentals of Biology 4 cr.

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 functions, control systems, reproduction, genetics, evolution, and ecology. This course is intended for those planning to major in biology. Three lecture hours and three lab hours.

MCB 2013 (BIO 241) Microbiology 4 cr.

Prerequisite: BSC1011. Pre or Corequisite: CHM 1015 or CHM 1046. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology, genetic mechanisms, and their effects upon organisms. Three lecture hours and three lab hours.

BOT 1010 (BOT 101) Botany 4 cr.

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 lecture hours and three lab hours.

IDS 1150 (ECY 101) Man and Environment I 3 cr.

A general education course designed to provide students and the public with an understanding of man's interdependence with his environment and his responsibilities 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.

IDS 1151A (ECY 102) Man and Environment II 3 cr.

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 the possible solutions. Credit can be earned for only one course designated: IDS 1151A or IDS 1151B.

ZOO 2010 (ZOO 101) Zoology 4 cr.
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. It is strongly recommended that students take a Fundamentals of Biology course or its equivalent before attempting Zoology. Three lecture hours and three lab hours.

OCE 2007 (OCE 201) Introduction to Oceanology 3 cr.
An introduction to the physical, chemical, and biological nature of the sea. Topics include; The History and Shape of the Oceans, Waves, Tides, and Currents; Diversity and Ecology of Marine Life; and Oceanic Contamination. Credit to be earned as either Biological or Physical Science, but not both. Three class hours.

Building Construction Technology

+ **ETM 2610 (+AIC 280) Mechanical Systems** 3 cr.
An introductory course to the environmental control of houses and buildings with emphasis on equipment design, performance, and maintenance of air-conditioning, heating and steam systems. Three class hours.

+ **MTB 1013 (+APM 160) Introduction to Technical Mathematics** 3 cr.
A review of basic mathematics with applications. Three class hours.

+ **MTB 1321 (+APM 161) Technical Mathematics I** 3 cr.
Prerequisite: One year of high school algebra or MTB 1013. A study of practical algebra with topics which include; linear equations, exponents, complex numbers, quadratic equations, and logarithmic functions. Three class hours.

+ **MTB 1322 (+APM 162) Technical Mathematics II** 3 cr.
Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. Three class hours.

* **BCN 1220 (*BCN 120) Structures I** 3 cr.
The principles and practices of residential building construction with emphasis on regional construction. Three class hours.

* **BCN 1221 (*BCN 121) Structures II** 3 cr.
The principles and practices of commercial and industrial building construction using structural timber, steel, and concrete. Three class hours.

* **ETD 1100 (*DTG 170) Engineering Drawing** 3 cr.
The study of orthographic projection, cross sections, revolutions, intersections and development. Two hours lecture, three hours lab.

* **ARC 1120 (*BCN 170) Architectural Drawing** 3 cr.
Prerequisite: ETD 1100. The fundamentals of architectural drawing and design including both residential and commercial buildings. Two hours lecture, three hours lab.

+ **BCN 2408 (+BCN 271) Structural Design** 3 cr.
Prerequisite: MTB 1322. 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 2610 (+BCN 280) Construction Estimating** 3 cr.
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.

+ **BCN 2765 (+BCN 281) Codes, Contracts, and Specifications** 3 cr.
A review of the various statutes, codes, contracts, and specifications which are related to the building industry. Three class hours.

+ **ETC 2321 (+CIT 270) Surveying I** 3 cr.
Prerequisite: MTB 1322. An introduction to the basic methods of site surveying, use of instruments, and note recording. Site plan development for use in building construction projects is emphasized. Three class hours.

+ **ETC 2323 (+CIT 271) Surveying II** 3 cr.
Prerequisite: ETC 2321. An introduction to road surveying with an emphasis on cross sections, vertical and horizontal curves. Three class hours.

+ **ETC 2210 (+CIT 280) Soil Mechanics** 3 cr.
A study of various soil characteristics with tests for density, plastic and liquid limit, bearing, compaction, shrinkage and strength. Three class hours.

+ **ETC 2500 (+CIT 281) Highway Engineering** 3 cr.
A study of highway construction, including design factors, traffic engineering, subgrade structure, pavements, and maintenance. Three class hours.

+ **BCN 1520 (+ELC 120) Electrical Systems** 3 cr.
A study of residential and commercial electrical practices based on current National Electrical Code. Three class hours.

+ **BCN 1501 (+PPF 120) Plumbing Systems** 3 cr.
The study of the residential and commercial plumbing practices based on the current Southern Plumbing Code. Three class hours.

* **BCN 2403 (*MTY 260) Engineering Mechanics** 3 cr.
Prerequisite: MTB 1322. The study of force systems including measurements of inertia, vector analysis, trusses and friction. Three class hours.

* **ETG 2530 (*STT 280) Strength of Materials** 3 cr.
Prerequisite: MTB 1322. Investigation of various building materials as to their stresses, strains, elasticity, and deflection. Three class hours.

Business

+ **ACC 2509 (+AAC 240) Federal Income Tax Principles** 3 cr.
This course is designed to familiarize students with the federal income tax structure and to provide training in the application of the tax principles of specific tax problems. Three class hours.

* **ACC 2001 (*ACC 200) Principles of Accounting I** 3 cr.
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; payroll; the form and content of the balance sheet and the income statement. Three class hours.

* **ACC 2021 (*ACC 201) Principles of Accounting II** 3 cr.
Prerequisite: ACC 2001. 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.

* **ACC 2109 (*ACC 202) Intermediate Accounting I** 3 cr.
Prerequisite: ACC 2021. A continuation of the accounting principles involved in measuring income, expense, and the valuation of assets. Three class hours.

* **ACC 2129 (*ACC 203) Intermediate Accounting II** 3 cr.
Prerequisite: ACC 2109. 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 2409 (*ACC 210) Cost Accounting** 3 cr.
Prerequisite: ACC 2129. 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.

* **QMB 1001 (*APM 120) Business Mathematics** 3 cr.
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: decimals and fractions, percentage, inventories and turnover, simple interest and present value, depreciation, and payroll. Three class hours.

* **FIN 2000 (*BAN 205) Principles of Finance** 3 cr.
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.

* **COC 1300 (*BDP 160) Introduction to Data Processing** 3 cr.
This course is a general survey of what a computer system is, how it works, and uses to which it is applied. The chief objective is to provide the student with a basic understanding of data processing, hardware, and software, 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.

* **COP 1226 (*BDP 165) Cobol** 3 cr.
Prerequisite: COC 1300. Cobol is a widely accepted business programming language. Basic concepts of COBOL will be taught. The course will develop skills, understanding and usage of the COBOL language. Programs written will be compiled, tested and debugged on the Burroughs 1700 computer. Sample data will be processed. Three class hours.

- *SES 2335 (*BUN 270) Business Correspondence** 3 cr.
Prerequisite: SES 1100 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.
- *BUL 2111 (*BUW 260) Business Law I** 3 cr.
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, personal property and bailments and sales with relevant portions of the Uniform Commercial Code. Three class hours.
- *BUL 2112 (*BUW 261) Business Law II** 3 cr.
Prerequisite: BUL 2111. Business law with emphasis on commercial paper, creditors rights and secured transactions, agency and employment, partnerships, corporations, and real property. Three class hours.
- *COP 1160 (*CPR 120) RPG Programming** 3 cr.
A study of the organization and concepts of Report Program Generator and its application as a programming tool in business and industry. It includes the writing and computer testing of RPG programs. Three class hours.
- *COP 2216 (*CPR 220) FORTRAN Programming I** 3 cr.
A study of the organization, components, and concepts of FORTRAN computer language and its application as a programming tool in business and industry. Three class hours.
- *ECO 2013 (*ECO 210) Principles of Economics I** 3 cr.
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; public finance; the principles and problems of full employment without inflation; macroeconomics. Three class hours.
- *ECO 2023 (*ECO 211) Principles of Economics II** 3 cr.
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; microeconomics. Three class hours.
- *SES 2321 (*FMC 230) Office Machines** 3 cr.
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.
- *MAR 1011 (*MAG 161) Principles of Marketing** 3 cr.
The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinants 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.
- *MAR 2101 (*MAG 240) Salesmanship** 3 cr.
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.
- *FIN 1100 (*SAM 126) Personal Finance** 3 cr.
The 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.
- *MAN 1700 (*SAM 160) Introduction to Business** 3 cr.
Fundamentals of business environment, organization, and operation with emphasis on perspectives on business, management, marketing, finance, and quantitative tools. Three class hours.
- *MAN 2000 (*SAM 240) Principles of Management** 3 cr.
The basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises. An opportunity to relate the material to actual situations is provided by the use of case studies. Three class hours.
- *MAN 2300 (*SAM 260) Personnel Management** 3 cr.
A systematic analysis of personnel problems in organization with emphasis placed upon employee procurement, development, compensation, motivation, communications and the relationship between employer-employee representative. Three class hours.

- *SES 1210 (*STS 170) Shorthand I** 3 cr.
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.
- *SES 1211 (*STS 171) Shorthand II** 3 cr.
Prerequisite: SES 1210, or one year of high school shorthand (Gregg). A continuation of Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. Three class hours.
- *SES 2361 (*STS 220) Machine Transcription** 3 cr.
Prerequisite: SES 1100. This course provides for the development of proficiency in machine transcription using various types of transcribing machines. It will introduce general grammar rules, vocabulary, listening skills, and provide the usage of documents and forms used in all phases of business. Three class hours.
- +SES 2401 (+STS 260) Office Procedures I** 3 cr.
Prerequisite: SES 1100 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.
- +SES 2402 (+STS 261) Office Procedures II** 3 cr.
Prerequisite: SES 1100 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.
- *SES 2212 (*STS 270) Shorthand III** 3 cr.
Prerequisite: SES 1211 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.
- *SES 2213 (*STS 271) Shorthand IV** 3 cr.
Prerequisite: SES 2212. A continuation of SES 2212. Three class hours.
- +SES 2431 (+STS 280) Procedural Law for Legal Secretaries and Court Clerks I** 3 cr.
This course will present basic legal terminology with an orientation to case track and general procedures, small claims, landlord/tenant suits-at-law, equity, domestic, guardianship, probate, mental health, appeals, and bankruptcy. Students will be able to correctly select and complete the appropriate forms. Three class hours.
- +SES 2442 (+STS 281) Procedural Law for Legal Secretaries and Court Clerks II** 3 cr.
This course will present basic legal terminology and provide a basic understanding of the rules and procedures in criminal law and court procedures with an emphasis on case track and general procedures, misdemeanors, felonies, juveniles, appeals, and traffic. Students will be able to correctly select and complete the appropriate forms. Three class hours.
- +SES 2443 (+STS 282) Procedural Law for Legal Secretaries and Court Clerks III** 3 cr.
This course will present basic legal terminology with an orientation to land records including transfer of title or use, liens, personal property, and documentary taxation. Other subject areas include ad valorem taxation, business organizations, records management, and traffic administration. Students will be able to correctly select and complete the appropriate forms. Three class hours.
- *SES 1100 (*TYG 170) Beginning Typewriting** 3 cr.
A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. Five class hours.
- *SES 1110 (*TYG 171) Intermediate Typewriting** 3 cr.
Prerequisite: SES 1100 or one year of high school typewriting. A continuation of SES 1100. Five class hours.
- *SES 2120 (*TYG 270) Advanced Typewriting** 3 cr.
Prerequisite: SES 1110 or two years of high school typewriting. Continuation of basic and production skill-building with further application of these skills to advanced office problems. Five class hours.

Chemistry

CHM 1015 (CHE 101) Chemistry 4 cr.
Chemical symbols, formulas, and equations, states of matter; electronic structure and bonding, thermodynamics; solutions; acids and bases; equilibrium and rules of chemical reactions. Three lecture hours and three lab hours.

CHM 1046 (CHE 110) General Chemistry and Qualitative Analysis I 4 cr.
Prerequisite: CHM 1015 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 lecture hours and three lab hours.

CHM 1047 (CHE 111) General Chemistry and Qualitative Analysis II 4 cr.
Prerequisite: CHM 1046. 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 lecture hours and three lab hours.

CHM 2210 (CHE 220) Organic Chemistry I 4 cr.
Prerequisite: CHM 1047. A study of carbon compounds with emphasis on reaction mechanisms, single and multiple bonding resonance, nucleophilic reagents, functional groups, condensations, organometallic compounds. Three class hours and three lab hours.

CHM 2211 (CHE 221) Organic Chemistry II 4 cr.
Prerequisite: CHM 2210. A continuation of CHM 2210 giving consideration to carbohydrates, aromatic structure, electrophilic substitutions, directive effects, nucleophile substitution, aromatic derivatives, rearrangements. Three lecture hours and three lab hours.

Cooperative Education

***COE 1000 (*CWS 101) Cooperative Education I** 1 cr.
A seminar which will be taken by every Cooperative Education student either prior to or in conjunction with the first work assignment. This course is designed to meet the needs of the student by assisting in the development of necessary skills related to obtaining and maintaining career employment. Grades of "S" or "U" are awarded. One class hour.

***—1949 (*CWS 102) Cooperative Education II** 3 cr.
Prefix will be determined by area of work experience)
Prerequisite or Co-requisite: COE 1000. Supervised work experience pertinent to the student's career plans. The work experience must be in an approved setting with a cooperating employer. Grades of "S" or "U" are awarded.

***—2949 (*CWS 201) Cooperative Education III** 3 cr.
(Prefix will be determined by area of work experience)
Prerequisite: — 1949. Continuation of TPA 1949. The opportunity to move into more rewarding and demanding work experiences that are equalled by the student's increasing skills. Grades of "S" or "U" are awarded.

Criminal Justice

***CCJ 1100 (*LAE 101) Introduction to Law Enforcement** 3 cr.
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.

***CJT 1110 (*LAE 160) Introduction to Criminalistics** 3 cr.
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 advanced police science laboratory. Three class hours.

***CJT 1100 (*LAE 161) Criminal Investigation** 3 cr.
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.

***CCJ 1410 (*LAE 162) Police Organization and Administration** 3 cr.
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.

***CCJ 1420 (*LAE 163) Police Operations** 3 cr.
Principles of organization and administration as applied to operational services. Patrol; criminal investigation; intelligence and vice units; juvenile units; traffic administration. Three class hours.

***CCJ 2220 (*LAE 260) Criminal Law** 3 cr.
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.

***CCJ 2000 (*LAE 261) Police Role in Crime & Delinquency** 3 cr.
A general orientation to the field of criminology. Considers the following topics: development of delinquent and criminal behavior; initial handling and proper referrals; preventive policy 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.

***CCJ 2240 (*LAE 264) Police Community Relations** 3 cr.
The course provides an understanding of the complex factors involved in human relations between the community and law enforcement officers. The police role and the nature, meaning and implications of professionalism in policing are explored in order to provide a better understanding of the necessity for a successful police-citizen partnership. Three class hours.

***CCJ 2251 (*LAE 265) Constitutional Law and Rules of Evidence in Criminal Cases** 3 cr.
A survey of constitutional law and its importance to the operations of law enforcement. Topics include Bill of Rights, law of arrest, search and seizure, right to counsel, self-incrimination, interview and interrogation, and due process of law. The study and evaluation of and proof of the degrees of admissibility and the rules of evidence and procedure will be included. Three class hours.

***CCJ 2930 (*LAE 280) Seminar in Police Problems** 3 cr.
Prerequisite: Satisfactory completion of nine 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.

Dance

DAA 1160 (DAN 101) Introduction to Dance 2 cr.
Exploration of Dance as a performing art through the areas of modern dance techniques and improvisation. Open to all students. Three class hours.

Education

EDF 1005 (EDU 101) Introduction to Education 3 cr.
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.

***EDG 1310 (*EDU 105) Classroom Management I** 3 cr.
The study of classroom management principles and applications including individual behavior management and group dynamics techniques. Three class hours.

EDG 1905 (EDU 181) Individual Study in Education 3 cr.
The focus of this course is in the implementation of individualized instruction in the kindergarten through secondary school classroom. Three class hours.

***EEC 1001 (*EPE 111) Early Childhood Development and Education** 3 cr.
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 are stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and are also essential for achieving the experiences and the attitudes that characterize an enriched school program. Observations of children in school situations are required. Three class hours.

***EEC 2311 (*EPE 205) Preschool Activities** 3 cr.
This course is directed toward planning activities for the preschool child in early childhood education. Emphasis is placed on the selection and use of appropriate equipment and materials for developing readiness in the subject areas. The importance of play, art,

drama, music and scientific discoveries are stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. Three class hours.

***RED 2310 (*ERE 204) Current Approaches in Teaching Reading** 3 cr.
A course designed to investigate and evaluate methods of teaching reading at the elementary level. Three class hours.

+STD 0151 (+OCC 010) Orientation to the World of Education and Work 3 cr.
A view of the role of education and work in the community and the expectations placed upon individuals and families by the mores, laws, and traditions of society. Three class hours.

English

***ENC 1013 (*ENG 111) Communication Skills I** 3 cr.
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.

***ENC 1026 (*ENG 112) Communication Skills II** 3 cr.
Prerequisite: ENC 1013. A continuation of ENC 1013. 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.

***ENC 1103 (*ENG 121) English Composition I** 3 cr.
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.

***ENC 1136 (*ENG 122) English Composition II** 3 cr.
Prerequisite: ENC 1103. A continuation of ENC 1103. It provides further instruction in the planning, organization, and writing of papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. Three class hours.

REA 1105 (ENG 160) College Reading Techniques 3 cr.
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.

+ENC 9000 (+ENG 901) Fundamentals In English 3 cr.
Involves individualized instruction in basic English skills. Through a variety of diagnostic measures, the student's entrance level of performance will be determined, and a program of studies to meet the individual needs will be pursued. A grade of "S" or "U" will be awarded upon the completion of the individual program. Four class hours.

ENL 2013 (LIT 210) British Literature I 3 cr.
Prerequisite: ENC 1103 or consent of instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Jonson, Milton, Pepys, Defoe, Swift, and Goldsmith. Three class hours.

ENL 2023 (LIT 211) British Literature II 3 cr.
Prerequisite: ENC 1103 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.

AML 2020 (LIT 220) American Literature I 3 cr.
Prerequisite: ENC 1103 or consent of instructor. A critical study of selections from American literature. Colonial period to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. Three class hours.

AML 2022 (LIT 221) American Literature II 3 cr.

Prerequisite: ENC 1103 or consent of instructor. A survey of the major movements and representative authors in American literature: 1865 through the twentieth century including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. Three class hours.

CRW 2020 (COM 207) Creative Writing 3 cr.

Students have the opportunity to write short stories, poetry, drama, and personal essays. Discussion and analysis of student work and contemporary writers is included. Three class hours.

Emergency Medical Technology

***EMT 1101 (*EME 130) Fundamentals of Emergency Medical Care** 4 cr.

Prerequisite: Hold a standard 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 class hours and three lab hours.

+EMT 1188 (+EME 160) Advanced Emergency Medical Technology I 8 cr.

Prerequisites: HES 1402, EMT 1101, MRE 2001. Advanced theory will be presented in conjunction with the state-approved Emergency Medical Technician II Modular Curriculum, Modules I through VII. Specific areas of study will include modular content relating to the EMT II role in Florida, skills for the EMT II, shock, cardiology and pulmonary emergencies, and general medical and traumatic emergencies. This course must be taken in conjunction with EMT 1803. Eight class hours.

+EMT 1803 (+EME 170) Advanced Emergency Medical Technology Laboratory I 3 cr.

Prerequisites: HES 1402, EMT 1101, MRE 2001. Local clinical experiences will be provided, and feasible structured experiences will be planned for each student in a hospital emergency department, intensive care unit, coronary care unit, and laboratory. Observational experiences will be planned in an operating room and an autopsy laboratory. Clinical-related theory from the state-approved Emer-

gency Medical Technician II Modular Curriculum, Modules I through VII, will be presented in seminars throughout the course. This course must be taken in sequence along with EMT 1188. Nine lab hours.

+EMT 1288 (+EME 180) Advanced Emergency Medical Technology II 4 cr.

Prerequisites: HES 1400, EMT 1101, MRE 2001, EMT 1188, and EMT 1803. Advanced theory will be presented in conjunction with the state-approved Emergency Medical Technician II Modular Curriculum, Module VIII. The specific area of study will be modular content relating to extrication technology. The course must be taken in sequence along with EMT 1826. Four class hours

+EMT 1826 (+EME 190) Advanced Emergency Medical Technology Laboratory II 6 cr.

Prerequisites: HES 1400, EMT 1101, MRE 2001, EMT 1188, and EMT 1803. Extended clinical experiences will be provided at a major health facility, and feasible structured experiences will be planned for each student in a pediatric unit, delivery suite, and a mental health or crisis intervention center. Physician supervision and written approval of specified procedures performed by each student will be mandatory during this course in order that each student will attain with competency the designated course objectives. The course must be taken in sequence along with EMT 1288. Eighteen lab hours.

+EMT 1946 (+EME 191) Emergency Medical Technology Internship 6 cr.

Prerequisites: HES 1400, EMT 1101, MRE 2001, EMT 1188, EMT 1803, EMT 1288, and EMT 1826. An internship totaling 288 hours in the field, which will include active rescue service experience with a functioning mobile emergency care unit, will be planned to meet each student's individual needs. The specified procedures to be both supervised and approved by a physician must be accomplished by the completion of this course. Eighteen lab hours.

Environmental Pollution Control

+EVS 1220 (+EVT 110) Lab Analysis Techniques I 3 cr.

Designed to provide water and wastewater operators with a working knowledge of chemistry as applied to water and wastewater plants. Five lecture and laboratory hours.

EVS 2912 (EVT 264) Ecological Field Problems 1 cr.

Prerequisite: GLY 2024 or consent of instructor. Designed to provide field and laboratory experience in the application of scientific principles toward an environmental problem that

the student chooses with the consent of the instructor. Three lab hours.

GLY 2822 (GEY 204) Hydrology 3 cr.
Prerequisite: (ASE 161) or PSC 1311 or consent of instructor. A detailed study of surface and sub-surface water including its chemical and physical characteristics, movement, and storage in relation to the geologic environment. The various aquifer types will be viewed or examined, but emphasis is on the limestone Floridan Aquifer. Methods of well drilling and maintenance along with Florida water law will be included. Field trips. Three class hours.

+ **EVS 1233 (+EVT 120) Operation & Management of Wastewater Treatment Plants** 3 cr.
The functions and processes of wastewater treatment plants, and the standard methods involved in their operation and management. Emphasis on the functions of plant equipment and the identification and correction of malfunctions. Three class hours.

* **EVS 1100 (*EVT 161) Fundamentals of Environmental Science** 3 cr.
An introductory view of the principles and concepts that govern the state of the environment. A broad approach will be used to the study of scientific and technical aspects of topics such as: population, energy, agricultural systems, air and water pollution, waste disposal, and space monitoring. Field trips will be included. Three class hours.

+ **EVS 2102 (+EVT 261) Air & Water Environments** 3 cr.
A detailed examination of the hydrologic and atmospheric environments. It is strongly recommended that the student have completed EVS 1100 and PSC 1512. Three class hours.

* **EVS 1651 (*EVT 162) Waste Disposal: Solid, Liquid, Radioactive** 3 cr.
The methods of waste treatment and disposal along with their associated environmental effects will be viewed. Recycling procedures and alternatives are to be presented with the intent of using wastes as a natural resource in industry. Field trips will be included. Three class hours.

+ **GLY 2850 (+GEY 202) Geology and Environment of Florida** 3 cr.
A course designed to investigate the geologic history and development of rocks, structures, physiography and mineral resources of Florida. Three class hours.

Food Service

* **FSS 1004 (*FSM 160) Introduction to Food Service** 3 cr.
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.

* **HUN 1001 (*FSM 161) Nutrition** 3 cr.
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.

+ **FSS 1500 (+FSM 163) Food Accounting and Cost Control** 3 cr.
The 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.

+ **FSS 1401 (+FSM 164) Food Service Equipment** 3 cr.
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.

+ **FSS 1202 (+FSM 170) Basic Food Preparation** 3 cr.
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. Three class hours.

+ **FOS 2201 (+FSM 280) Food Service Sanitation and Safety** 3 cr.
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.

+ **FSS 2300 (+FSM 281) Food Service Supervision and Management** 3 cr.
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.

+ **FSS 2120 (+FSM 282) Food Purchasing and Storage** 3 cr.
A study of 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.

+ **FSS 2610 (+FSM 283) Food Merchandising** 3 cr.
A study of proper food merchandising meth-

ods, food display techniques, effective menu presentations, promotional programs, public relations, and effective atmosphere. Three class hours.

+FSS 2221 (+FSM 290) Quantity Food Preparation 3 cr.

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.

+FSS 2370 (+FSM 292) Areas of Food Service Specialization 3 cr.

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.

French

FRE 1100 (FRE 101) Elementary French 3 cr.

Introduction to French with emphasis on auditory comprehension, oral production and control of structure. Three class hours.

Geography

GEA 2000 (GEO 210) World Regional Geography 3 cr.

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.

GEA 2200 (GEO 218) Geography of North America 3 cr.

A regional study of the physical and natural environment of North America with particular emphasis on human activities from an ecological perspective. Three class hours.

Health

HES 1000 (HEN 107) Personal and Community Health 3 cr.

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.

HES 1400 (HEN 110) Standard First Aid and Personal Safety 1 cr.

A course dealing with first aid skills to be used in the treatment of injuries in an emergency. Students successfully meeting the requirements of this course with a grade of "C" or better will be issued the American Red Cross Standard Certificate. One class hour.

HES 1402 (HEN 112) Advanced First Aid and Emergency Care 3 cr.

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.

MRE 2001 (MRT 270) Medical Terminology 3 cr.

This course is directed toward the learning of medical terminology needed for medical personnel, medical secretaries, technicians or any other persons interested in related medical fields. The learning of the medical language will be organized according to body systems and will include fundamental understanding of the anatomy, physiology, and disease process of each system. Three class hours.

History

EUH 1000 (HIS 101) Western Civilization I 3 cr.

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.

EUH 1001 (HIS 102) Western Civilization II 3 cr.

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.

AMH 2010 (HIS 204) History of the United States I 3 cr.

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.

AMH 2020 (HIS 205) History of the United States II 3 cr.

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, economical and world affairs since World War II. Three class hours.

AMH 1574 (BLC 120) Roots 3 cr.

This course presents an historio-cultural view of the Black American from his roots in Africa to the present. The course encompasses African heritage, slavery, emancipation through the post-reconstruction period, and reveals the on-going contributions of Black Americans to America. Through this course students will gain increased understanding of the Black American history and Black American life styles and cultures. Three class hours.

AMH 2420 (HIS 253) History of Florida 3 cr.

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 settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. Three class hours.

AMH 2040 (HIS 280) The Adams Chronicles 3 cr.

A social history of the United States from 1750 to 1900, centered around the four generations of the Adams family, showing their role in major events of the period.

Humanities**HUM 0574 (IDS 142) Classic Theatre—The Humanities in Drama** 3 cr.

A study of drama and literature by European authors of the 17th, 18th, and 19th centuries to be developed around a selection of 13 televised plays augmented by textual materials and readings. Filmed segments will be integrated with anthology, book of critical readings, and workbook-study guide. Basic intent of the course is to aid in understanding historical-social backgrounds of the periods represented; to aid in analyzing form and literary importance as an enhancement to enjoying the plays; and to develop learning techniques of interpretation and criticism.

HUM 2211 (HUM 201) Humanities I 3 cr.

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 reflect-

ed in his literature, his art, his music, his philosophy, and his religions. Three class hours.

HUM 2230 (HUM 202) Humanities II 3 cr.

A continuation of HUM 2211. A study of the culture of Western Man from the Renaissance to the present. Three class hours.

HUM 2700 (HUM 282) Overseas Study in the Humanities 6 cr.

A humanities course offering students a study/travel program centered around the cities and countries of the tour. The course will include field experience, lectures, discussions, concerts, performances, and other pertinent materials in the humanities area. The student will gain an understanding and appreciation of great and vital ideas through on-site study of great works of art, music, architecture, drama, religion, and philosophy in the cultural heritage of Western civilization. Will fulfill requirements in the humanities.

Interdisciplinary***EDE 1036 (*IDS 101) Bilingual-Bicultural Education and Classroom Techniques in Elementary School** 3 cr.

Prerequisites: High school or equivalent and bilingual in English and Spanish. Meets the academic needs of teacher aides involved in a Bilingual Program. The course has been divided into four parts: I-Bilingual Education, II-Classroom Techniques, III-Mexican Culture, IV-Spanish Grammar and Pronunciation. Classes will be conducted in Spanish as well as in English. "S" or "U" grades will be awarded. Three class hours.

***EDE 1037 (*IDS 102) Bilingual-Bicultural Education II** 3 cr.

This course has been designed to meet the academic needs of teacher aides involved in a Bilingual Program. The course contains Bilingual Education, Classroom Techniques, Mexican Culture and Advanced Spanish Grammar. "S" or "U" grades will be awarded. Three class hours.

IDS 1151B (IDS 140) Man and Environment II 3 cr.

Provides 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: IDS 1151A or IDS 1151B.)

IDS 1190 (IDS 141) Ascent of Man 3 cr.
Focuses on the historical development of scientific achievements, and the impact of these on man's progress throughout the ages. Relates to the advancement of human ideas in relationship to the natural forces of the universe and the continuing emergence of civilization.

STD 1100 (IDS 150) Individual Discovery 3 cr.
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth, and group developmental activities placing emphasis on the defining of individual goals and interests. Three class hours.

***EDE 2038 (*IDS 203) Bilingual Education in Elementary Schools** 3 cr.
Prerequisite: Recommendation of Bilingual Supervisor. Meets the needs of principals, supervisors, counselors and teachers who are dealing with a Bilingual Program. The course has been divided into three parts: I-Bilingual Education, II-Mexican Culture, III-Spanish Language. Parts I and II will be conducted in English and Part III in Spanish. Three class hours. "S" or "U" grade will be awarded.

***EDE 2039 (*IDS 204) Bilingual-Bicultural Education in Elementary Schools II** 3 cr.
This course has been designed to meet the needs of principals, supervisors, counselors and teachers who are dealing with a Bilingual Program. The course is a continuation of EDE 2038. It contains; I-Bilingual Education, II-Mexican Culture, III-Spanish Language. "S" or "U" will be awarded. Three class hours.

Library Science

LIS 1001 (LIS 101) Introduction to the Use of Books and Libraries 3 cr.
A basic course in how to use a library. The student gains experience in using library materials helpful to him in writing research papers and preparing bibliographies. A brief history of books and printing is included. Three class hours.

LIS 1500 (LLR 165) Learning Resource Equipment 3 cr.
A study of the day-to-day uses, operation and general maintenance of school learning resource center equipment. Topics include: Motion picture projectors, slide, filmstrip projectors, overhead and opaque projectors, tape recorders, record players, cameras and duplicating equipment. Three class hours.

LIS 1320 (LLR 166) Preparation of Learning Resource Material 3 cr.
Techniques of preparation of audio-visual ma-

terials, leading to the ability to produce slides, audio tapes, transparencies mountings and laminations, bulletin boards, and duplicated materials. Three class hours.

Masonry

BCN 0811 (MAY 020) Masonry Principles I 2 cr.
An orientation to the basic tools, equipment and materials used in the masonry trades and the common brick, concrete and cinder block used in construction. Tool and equipment selection, adjustment, safety, storage, and parts replacement will be emphasized. Building layout will also be studied. Four class hours.

BCN 0811L (MAY 030) Masonry Practices I 2 cr.
Pre or corequisite: MAY 020. The practical application of the basic tools, equipment, and materials used in masonry with a heavy emphasis on proper use and safety of tools and equipment. Concrete ingredients and mixing of concrete is included and building layout is practiced. Eight class hours.

BCN 0812 (MAY 021) Masonry Principles II 2 cr.
A study of mortar mixing, types of mortar, spreading mortar and brick wall construction. Quality standards and wall patterns and designs will be included. Four class hours.

BCN 0812L (MAY 031) Masonry Practices II 2 cr.
Pre or corequisite: MAY 021. The practical application of the basic tools, equipment and materials used in the mixing of mortar and brick wall construction. Eight class hours.

BCN 0813 (MAY 022) Masonry Principles III 2 cr.
A study of the construction of concrete block walls in a variety of bonds and patterns. Four class hours.

BCN 0813L (MAY 032) Masonry Practices III 2 cr.
Pre or corequisite: MAY 022. The practical application of the basic tools, equipment, and materials used in the construction of concrete block walls. Block walls will be constructed in a variety of bonds and patterns. Eight class hours.

BCN 0814 (MAY 023) Masonry Principles IV 2 cr.
A study of the construction of a variety of brick and block combination walls in common and stretcher bond patterns to plans and specifications. Four class hours.

BCN 0814L (MAY 033) Masonry Practices IV 2 cr.

Pre or corequisite: MAY 023. The practical application of the tools, equipment, and materials used in the construction of a variety of brick and block combination walls in common and stretcher bond patterns to plans and specifications. Eight class hours.

BCN 0815 (MAY 024) Masonry Principles V 2 cr.

A study of the construction of brick or block piers, pilasters, panels, and fireplace and chimneys according to plans and specifications. Four class hours.

BCN 0815L (MAY 034) Masonry Practices V 2 cr.

Pre or corequisite: MAY 024. The practical application of the tools, equipment, and materials used in the construction of brick or blocks, piers, pilasters, panels, fire place and chimneys according to plans and specifications. Eight class hours.

BCN 0816 (MAY 025) Masonry Principles VI 2 cr.

A study of the construction of brick and block veneer walls. This study includes lintels and sills, veneer lay up at door jams and window jams. Four class hours.

BCN 0816L (MAY 035) Masonry Practices VI 2 cr.

Pre or corequisite: MAY 025. The practical application in the construction of brick and block veneer walls. The student will learn to construct veneer walls, attaching to a frame structure, and building around doors and windows. Eight class hours.

BCN 0817 (MAY 026) Masonry Principles VII 2 cr.

A study of blueprints, plans and specifications and the estimation of materials needed in construction. Four class hours.

BCN 0817L (MAY 036) Masonry Practices VII 2 cr.

Pre or corequisite: MAY 026. The practical application in reading blueprints, plans and specifications and the estimation of materials needed in construction. Eight class hours.

BCN 0818 (MAY 027) Masonry Principles VIII 2 cr.

A study of concrete construction and troweling and finishing concrete. Four class hours.

BCN 0818L (MAY 037) Masonry Practices VIII 2 cr.

Pre or corequisite: MAY 027. The practical application in concrete construction and troweling and finishing concrete. Eight class hours.

Mathematics**MAT 1024 (MAT 100) Elementary Algebra** 3 cr.

This course provides the student with a review of basic mathematics and algebraic skills and concepts. Three class hours.

MGF 1113 (MAT 101) College Mathematics I 3 cr.

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

MGF 1114 (MAT 102) College Mathematics II 3 cr.

Prerequisite: MGF 1113. This is an extension of MGF 1113. Among the topics included are: the real number system, relations & functions, permutations & combinations, probability, systems of linear algebraic equations, matrices and the solution of linear systems, and polynomial and other functions. Three class hours.

MAT 1033 (MAT 120) Intermediate Algebra 3 cr.

Prerequisite: One year of high school algebra or MAT 1024. This course is designed to prepare students wishing to enter MAC 1104 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.

MAC 1104 (MAT 121) College Algebra I 3 cr.

Prerequisite: Two years of high school algebra or MAT 1024. 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, exponential and logarithmic functions, systems of equations, introduction to matrices, and complex numbers. Three class hours.

MAC 1114 (MAT 122) Trigonometry 3 cr.

Prerequisite: MAC 1104, 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course treats 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.

MAC 2311 (MAT 231) Calculus and Analytic Geometry I 5 cr.
Prerequisite: MAC 1104 and MAC 1114 or equivalent. This course emphasizes the line, inequalities, limits and continuity, derivatives, and the differential. Five class hours.

MAC 2312 (MAT 232) Calculus and Analytic Geometry II 5 cr.
Prerequisite: MAC 2311. Emphasized are: the definite integral, applications, differentiation and integration of trigonometric and exponential functions, conic sections, polar coordinates, and formal methods of integration. Five class hours.

MAC 2313 (MAT 233) Calculus and Analytic Geometry III 5 cr.
Prerequisite: MAC 2312. Topics include; application of integrals, indeterminate forms, infinite series, vectors and parametric equations, three dimensional analytic geometry, and an introduction to partial differentiation and multiple integration. Five class hours.

STA 2014 (MAT 251) Elementary Statistics 3 cr.
Prerequisite: MAT 1024 or above. This course includes the study of descriptive statistics covering measures of central tendency and dispersion, frequency distributions, probability, normal distributions, sampling, hypothesis testing, Student's "t" distribution, and linear regression and correlation. Three class hours.

+ **MAT 9013 (+MAT 911) Fundamentals of Mathematics** 3 cr.
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 prepare the individual for MAT 1024. Grades of "S" or "U" are awarded. Three class hours.

Music

MUL 1111 (MUS 101) Music Appreciation 3 cr.
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.

MUT 1121 (MUS 112) Music Theory I 4 cr.
Basic course for prospective music majors in the fundamentals of music; chord construction and progression; rhythmic and melodic ear training, dictation, sight singing; elements of form analysis, and harmony; simple composition. Five class hours.

MUT 1122 (MUS 113) Music Theory II 4 cr.
Prerequisite: MUT 1121. Continuation of the

basic course with emphasis on further development of musical skills. Application of principles at the keyboard. Five class hours.

MVV 1111A (MUS 132) Class Voice I 1 cr.
For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correct diction. Open to all students. Two class hours.

MVV 1111B (MUS 133) Class Voice II 1 cr.
A continuation of MUS 132. Open to all students. Two class hours.

MVS 1816A (MUS 134) Class Guitar I 1 cr.
For beginning guitar students, designed to develop basic musical skills and facility in playing the instrument. Open to all students. Student must supply own instrument. Two class hours.

MVS 1816B (MUS 135) Class Guitar II 1 cr.
Prerequisite: MUS 134 or consent of instructor. A continuation of MUS 134. Student must supply own instrument. Two class hours.

————— **(MUS 150) Applied Music** 1 cr.
(Prefix and number will be determined by specialty)
Private instruction and studio lab at freshman level in the principal areas of voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments. Designed for the music major studying a principal instrument. Special fee. One-half hour lesson per week.

————— **(MUS 151) Applied Music** 1 cr.
(Prefix and number will be determined by specialty)
Prerequisite: MUS 150 or consent of instructor. A continuation of MUS 150. Special fee. One-half hour lesson per week.

————— **(MUS 250) Applied Music** 1 cr.
(Prefix and number will be determined by specialty)
Prerequisite: MUS 151 or consent of instructor. Private instruction and studio lab at the sophomore level in the principal areas of voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments. Designed for the music major studying a principal instrument. Special fee. One-half hour lesson per week.

————— **(MUS 251) Applied Music** 1 cr.
(Prefix and number will be determined by specialty)
Prerequisite: MUS 250 or consent of instructor. A continuation of MUS 250. Special fee. One-half hour lesson per week.

MUN 1710 (MUS 163) Stage Band 1 cr.
Designed to give the student a musical experience performing the popular music of the past 30 years. Three lab hours. (Can be taken for credit up to four times).

MUN 1310 (MUS 164) College Chorus 1 cr.
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 four times).

MUT 2126 (MUS 212) Music Theory III 4 cr.
Prerequisite: MUT 1122. The second year in musical theory with emphasis on advanced harmony and chord structure. Examination and analysis of form and varying styles from the past to the contemporary. More advanced problems in composition for various media, and a continued development of aural skills. Five class hours.

MUT 2127 (MUS 213) Music Theory IV 4 cr.
Prerequisite: MUT 2126. The final sequence of music theory, continued development of harmonic materials; aural and visual analysis; problems in composition involving form and instrumentation. Five class hours.

Nursing

***NUU 1120 (*NUR 101) Nursing I** 7 cr.
Prerequisite or Corequisite: BSC 1011 and APB 1190. An introduction to nursing and its relationships with other health disciplines. It includes principles and techniques basic to nursing care for people of all ages. Four class hours and nine lab hours in classroom laboratory or community agencies each week. Lab fee required.

***NUR 1210 (*NUR 104) Nursing II** 8 cr.
Prerequisite or Corequisite: PSY 1000. Prerequisite: NUU 1120. An introduction to medical-surgical nursing including the developmental tasks of all age groups, the causes of illness and the promotion of health. The nursing process is used as an approach to nursing care of people of all ages with major health problems of oxygenation, endocrine regulation, digestion and circulation. Four class hours and twelve lab hours in community agencies each week.

***NUR 1310 (*NUR 201) Nursing III** 4 cr.
Prerequisite: NUR 1210. A study of the basic principles and concepts of mental health nursing with major emphasis on nursing interven-

tion in caring for people with varying degrees of mental illness. Two class hours and six lab hours in community agencies each week.

***NUR 2133 (*NUR 203) Nursing IV** 9 cr.
Prerequisite: NUR 1310, POS 2041 & Social Science Elective. Prerequisite or Corequisite: DEP 2102, ENC 1013, or ENC 1103. A study of the nursing care of the child-bearing family, the infant from conception to one year of age and children from infancy through adolescence with major health problems. Four class hours and fifteen lab hours in community agencies each week. Lab fee required.

***NUR 2220 (*NUR 206) Nursing V** 9 cr.
Prerequisite: NUR 2133. Prerequisite or Corequisite: ENC 1026 or 1136. The nursing process is used as an approach to nursing care of people of all ages with major health problems of locomotion, sensory deprivation, special senses and the genito-urinary system. The processes of aging and the psycho-social and economic impacts on the individual, the family and the community are explored. Opportunities are provided for practice as team members, team leaders and in intensive care nursing areas. Four class hours and fifteen lab hours in community agencies each week. Lab fee required.

***NUU 2420 (*NUR 210) Nursing VI** 2 cr.
Prerequisite: NUR 2133. Corequisite: NUR 2220. A course designed to assist the graduating student in the transition to the role of the registered nurse. The legal, ethical and professional responsibilities of the R.N., nursing organizations and principles of team nursing are stressed. Two class hours each week.

Philosophy

PHI 1100 (PHI 110) Logic 3 cr.
The application of reason to develop logical skills and understanding. The study of deductive methods used to distinguish correct from incorrect reasoning. Three class hours.

Photography

ART 1600 (PTY 101) Basic Creative Photography I 3 cr.
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.

ART 1601 (PTY 102) Basic Creative Photography II 3 cr.
A continuation of ART 1600. Emphasis will be placed on in-depth study of cameras, film, pa-

dustrial, and environmental applications. Areas to be investigated include; basic hydrodynamics, thermodynamics, gas laws, rock and soil properties, chemical solutions, mechanics, light and sound. Four class hours.

Physics

PHY 1023 (PHY 101) General Physics I 4 cr.
Prerequisite or Corequisite: MAC 1114. Subject matter includes mechanics, heat, sound. This course is designed for students not majoring in the physical sciences. Three class hours and three lab hours.

PHY 1024 (PHY 102) General Physics II 4 cr.
Prerequisite: PHY 1020. 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 2041 (POS 204) American Federal Government 3 cr.
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 2112 (POS 205) State and Local Government 3 cr.
Study of state, county, and municipal government with emphasis on the newer tendencies in local government. Three class hours.

INR 2002 (POS 230) World Perspectives: An Introduction to International Relations 3 cr.
Prerequisite: POS 2401 or instructor approval. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. Three class hours.

Psychology

SOP 1602 (SOP 110) Human Relations 3 cr.
The study of relationships as individuals and as group members. Emphasis is on practical application of interpersonal relationship skills in the vocational environment. Includes group dynamics, motivation, interpersonal perception, communications, leadership, decision-making, problem-solving, and other topics. Designed for students in business and techni-

cal fields, but not suitable for personal enrichment. Three class hours.

PSY 1000 (PSY 111) Introduction to Psychology 3 cr.
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, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concept, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. Three class hours.

EXP 1600 (PSY 115) Creative Thinking and Imagination 3 cr.
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.

SOP 2711 (PSY 215) Futuristics— Learning to Live with the Future 3 cr.
Futuristics or the study of possible alternative futures will be fundamental to personal growth and to the development of world consciousness in the next two decades. This course is designed to prepare the individual for living with the rapid changes of the future. The concept of "Future Shock" will be thoroughly explored. Students will attempt to understand and devise creative approaches to solve some of the world-wide problems such as pollution, population explosion, knowledge expansion, and the interdependence of the various nations of the world. Students will learn how to create alternative futures by using creative thinking techniques and imagination. Methods of forecasting such as the Delphi and Scenarios will be studied, analyzed and used in forecasting possible futures. Three class hours.

DEP 2002 (PSY 242) Child Psychology 3 cr.
This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. Three class hours.

DEP 2302 (PSY 243) Adolescent Psychology 3 cr.
This course is a study of the child from the on-

set of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial and educational growth of the adolescent. Three class hours.

Real Estate

*REE 1000 (*RES 160) Principles and Practices of Real Estate 4 cr.

A study of the legal and economic aspects of real estate. This involves ownership of real property, the real estate market, titles, deeds, mortgages, liens, and taxation. It will familiarize the students with the law and its provisions under which the registrant will operate. This course meets the requirements of the Florida Real Estate Commission for the Salesman's License Examination. (Exam fee required). Four class hours.

+REE 1300 (+RES 162) Real Estate Investment 3 cr.

This course is an exploration of investment opportunities available today, and the impact of taxation and financing upon the goals and objectives of the investor. Three class hours.

+REE 1100 (+RES 163) Real Estate Appraisal 3 cr.

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.

*REE 2041 (*RES 265) Real Estate Principles and Practices II 3 cr.

Prerequisite: 6 months registration as active salesman. Designed to prepare the real estate salesperson for the brokers examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required). Three class hours.

+REE 2200 (+RES 281) Real Estate Finance 3 cr.

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. Three class hours.

+REE 2270 (+RES 282) Mortgage Broker in Mortgage Lending 3 cr.

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. Three class hours.

+REE 2091 (+RES 283) Current Issues in Real Estate I 3 cr.

Prerequisite: REE 1000 or active license. Research, writing, and discussion in selected areas which the prospective licensee will encounter in the real estate profession. Three class hours.

+REE 2092 (+RES 284) Current Issues in Real Estate II 3 cr.

Prerequisite: REE 1000 or active license. Continued discussion of selected service areas in the real estate field. Three class hours.

Religion

REL 1300 (REL 101) World Religions 3 cr.

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, & 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 2210 (REL 210) Old Testament 3 cr.

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

REL 2243 (REL 212) New Testament 3 cr.

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

Sociology

SOC 2000 (SOC 201) Introduction to Sociology 3 cr.

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 movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. Three class hours.

SOC 2020 (SOC 210) Social Problems 3 cr.

American society is viewed 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.

MAF 2001 (SOC 220) Marriage and the Family 3 cr.

A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relations, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. Three class hours.

SOC 2700 (SOC 230) Women in American Society 3 cr.

An overview of women's changing roles in American Society, 17th Century to the present. Emphasis will be placed on individual women and their contributions. Current problems will be examined. Three class hours.

SOC 2110 (SOC 232) Introduction to Crime and Delinquency 3 cr.

Crime and delinquency will be viewed as aspects of socially defined deviant behavior. To be investigated are cultural nature, etiology, causal theories, problems of penology, and programs for treatment and prevention. Three class hours.

***SOC 2940 (*SOC 260) Applied Sociology 3 cr.**

Prerequisite: SOC 2110 or SOC 2000 or SOC 2020 or SOW 101. Minimum of 15 hours work at Pasco-Hernando Community College. GPA 3.0 and consent of instructor. A limited number of students are placed with community agencies to serve as closely supervised volunteer workers. Academic credit is given for satisfactory completion of 96 hours of seminar and field work. Weekly meetings with the instructor and a final summary paper on the field experience are required. Six class and field hours.

———— (SOW 101) Introduction to Social Welfare 3 cr.

This course is designed to give the student an overview of the social welfare system in the United States. It serves as a foundation course for those interested in the profession of social work and provides background for the interested citizen. Three class hours.

Spanish**SPN 1100 (SPA 101) Beginning Spanish 3 cr.**

A beginning course covering the fundamentals of Spanish grammar. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course ma-

terial is supplemented with simple prose texts and audio-visual aids. Three class hours.

SPN 1200 (SPA 102) Intermediate Spanish 3 cr.

Prerequisite: SPN 1100. A thorough review of the principles of grammar. Composition and conversation planned to develop a basic active vocabulary and facility in understanding written and spoken Spanish. Three class hours.

Speech and Communications**RTV 1000 (COM 102) Introduction to Broadcasting 3 cr.**

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

TPA 1290 (DRA 132) Drama 3 cr.

Planning and execution of such production functions as: scene constructing and painting, costuming, lighting, acting, publicizing, and other responsibilities related to play production. 2.5 lecture hours and .5 lab hours.

SPC 1600 (SPE 110) Introduction to Public Speaking 3 cr.

This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and video taped. Three class hours.

ORI 1000 (SPE 150) Introduction to Oral Interpretation 3 cr.

The focus of this course is on the selection, interpretation, and preparation of literature for oral presentation. The student will read aloud from prose and poetry, including selections from dialogue. Three class hours.

JOU 2100 (JOU 201) Journalistic Writing and Reporting 3 cr.

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 need demands. Three class hours.

Community Service Courses

Pasco-Hernando Community College will provide such Community Service courses and programs as are needed to serve the citizens of the college district. These courses are designed to meet specific needs and may vary in content, length, and time scheduled.

Community Service activities may be listed in any one of three categories, Avocational, Citizenship, and Vocational.

Avocational Community Services courses are designated with a course prefix of CSA. These courses are designed for the enjoyment of the participant and to enhance and develop leisure time, interest and activities. The cost of these

courses are completely supported by the fees collected.

Citizenship courses are indicated by the prefix CSC. These courses are designed to better inform the students as citizens of our community, state, and country.

Community Service Vocational courses are designated as CSV and are organized to develop or enhance an individual's occupational skills. Information regarding existing courses or courses which should be developed can be obtained by contacting a Community Service Specialist on any campus of the college.



Faculty

Allen, Carol A., *Instructor, Language Arts, North Campus*, B.A., West Virginia Wesleyan College 1967; M.A., Wayne State University 1970

Allen, W. Carolyn, *Associate Dean, Vocational-Technical Programs, West Campus*, B.S., Florida State University 1963; M.S., University of Tennessee 1966

Anderson, Susan L., *Librarian, East Campus*, B.A., University of Colorado 1962; M.S., Drexel University 1969

Boorman, William W., *Assistant Dean, Advanced & Professional Programs, North Campus*, B.A., San Jose State College 1960; M.A., Stanford University 1966; M.A., Stanford University 1969

Cook, Randall A., *Coordinator, Financial Aid & Veterans Affairs*, B.S., University of Alabama 1967; M.S., Rollins College 1974

Culligan, James A., *Associate Dean, Vocational-Technical Programs, East Campus*, 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., *Instructor, Language Arts, West Campus*, B.A., State University College, N.Y. 1963; M.Ed., State University of New York 1967

Doster, Virginia M., *Librarian, North Campus*, B.A., University of Florida 1972; M.S., Florida State University 1976

Drury, David J., Jr., *Career Information Specialist, North Campus*, A.A., Delmar College

1972; B.S., University of Tampa 1975; M.P.A., Golden Gate University 1977.

Duncan, L. Wendell, *Associate Dean, East Campus*, B.S., Georgia Southern College 1953; M.Ed., University of Florida 1958; Ed.D., University of Florida 1968

Dunne, M. Carolyn, *Instructor, Nursing, West Campus*, B.S.N.E., Catholic University of America 1946; M.A., Teachers College 1963

Eapen, K.C., *Instructor, Language Arts, West Campus*, B.S., University of Travancore 1943; M.A., Benares Hindu University 1953; Ph.D., University of Colorado 1962

Elliott, Bambi W., *Learning Laboratory Specialist, East Campus*, B.A., University of Florida 1965; M.Ed., University of Florida 1966

Ergle, Omar H., Jr., *Director, Vocational-Technical Programs*, B.S.A., University of Florida 1954; M.A., University of Florida 1955

Estey, Wellington E., *Assistant Dean, Advanced & Professional Programs, East Campus*, B.A., University of South Florida 1968; M.A., University of South Florida 1970; Ed.D., Nova University 1976

Evans, James W., *Admission Specialist/Program Planner/Cooperative Education Specialist, East Campus*, B.S., Northeast Missouri State Univ. 1972; M.A., Northeast Missouri State Univ. 1975

Fisher, Herbert A., *Instructor, Mathematics, North Campus*, B.S., Allen University 1964; M.Ed., Florida A & M University 1970

Floyd, Thomas D., *Coordinator, Personnel*, B.S., Florida A & M University 1966; M.N.S., University of South Dakota 1972

- Gordon, Pamela B.**, *Instructor, Nursing, West Campus*, B.S.N., University of Florida 1972; M.N., University of Florida 1975
- Grauer, Margaret C.**, *Instructor, Humanities, East Campus*, B.M., North Texas State University 1964; M.M., Southern Illinois University 1966
- Griffin, Anne M.**, *Learning Laboratory Specialist, West Campus*, B.A., Agnes Scott College 1961; M.R.E., Union Theological Seminary 1963; M.Ed., Georgia State University 1972
- Gude, Frank C.**, *Supervisor, Building & Grounds*
- Hazell, Brenda S.**, *Instructor, Secretarial Science, West Campus*, B.S., Western Kentucky University 1970; M.A., Western Kentucky University 1971
- Helfrich, David C.**, *Instructor, Behavioral Science, West Campus*, B.M., University of Rochester 1955; M.Ed., University of Florida 1964; Ph.D., University of Georgia 1973
- Herndon, Janet D.**, *Counselor, Financial Aid/Veteran Affairs, East Campus*, B.A., University of West Florida 1970; M.A., University of South Florida 1973
- Hollingsworth, James L.**, *Instructor, Social Science, West Campus*, B.A., University of Texas 1953; M.A., Texas Christian University 1968; Ph.D., Texas Christian University 1971
- Hopkins, John C.**, *Instructor, Behavioral Science, East Campus*, B.S., East Texas State University 1967; M.S. East Texas State University 1968
- 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.**, *Associate Dean, Administrative Services*, B.S., Florida A & M University 1969; M.Ed., Florida A & M University 1972
- Kendig, Harlow E., Jr.**, *Associate Director, Data Processing Systems*
- Kohlenberg, James D.**, *Coordinator, Community Relations*, B.S., University of Kansas 1958
- Kranz, Carla M.**, *Instructor, Humanities, West Campus*, B.A., Slippery Rock College 1968; M.M., University of South Florida 1970
- Lester, John M.**, *Programmer*, B.A., University of South Florida 1973
- Magoulis, Bill**, *Instructor, Business Administration, West Campus*, B.S., Fairleigh Dickinson University 1968; M.B.A., Fairleigh Dickinson University 1974
- Marlette, Caroline D.**, *Instructor, Language Arts, East Campus*, B.S., University of the State of New York at Oneonta 1962; M.S., University of the State of New York at Oneonta 1967
- Maulden, Hoyt P.**, *Instructor, Business Administration, North Campus*, B.A., University of Mississippi 1956; M.S., George Washington University 1968
- May, Ronald J.**, *Admission Specialist/Program Planner/Cooperative Education Specialist, West Campus*, B.A., University of Florida 1974; M.Ed., University of Florida 1975
- McGinnis, Richard A.**, *Assistant to the Provost/Community Service Specialist, East Campus*, B.S., University of Florida 1972; M.S., University of Florida 1975
- Moore, James R.**, *Assistant to the Provost/Business Manager, West Campus*, B.S., Indiana University 1949
- Morant, Charles**, *Provost, East Campus*, B.Ed., University of Miami 1957; M.Ed., University of Miami 1958; Ph.D. Florida State University 1970
- Moses, William L.**, *Instructor, Behavioral Science, West Campus*, A.B., Mercer University 1961; M.A., University of South Florida 1974
- Newsome, Dwight H.**, *Instructor, Mathematics, West Campus*, B.A., University of South Florida 1971; M.A., University of South Florida 1973
- Nickels, Frank L.**, *Instructor, Business Administration, West Campus*, B.A., University of South Florida 1970; M.A., University of Mississippi 1975
- Novak, Leroy F.**, *Counselor/Financial Aid/Veteran Affairs, West Campus*, B.S., Mankato State University 1959; M.S., Mankato State University 1965
- O'Brien, Dora Mae**, *Learning Laboratory Specialist, East Campus*, B.S., Marshall University 1956; M.A., Marshall University 1959
- Olson, Harriet M.**, *Executive Assistant to the President*
- Parker, Diane M.**, *Supervisor, Learning Resource Center, West Campus*, B.A., State College at Boston 1968; M.A., University of South Florida 1971
- Pendergrass, Barbara J.**, *Counselor/Financial Aid/Veteran Affairs, West Campus*, B.A., South Carolina State College 1973; M.S., Fort Valley State College 1975

Penegor, Lorinda R., *Systems Analyst*, A.A., Edison Community College 1968

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Schnitzer, Cornelius J., *Instructor, Law Enforcement*, West Campus, B.S., Florida State 1972; M.A., University of South Florida 1977

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& Professional Programs, West Campus, B.A., Bryn Mawr College 1944; M.A., Rutgers University 1966

Sutherland, Bruce, *Community Service Specialist*, West Campus, B.S., Edinboro State College 1967; M.A., Slippery Rock State College 1971

Sykes, Cynthia J., *Accountant*, B.S., Florida State University 1975

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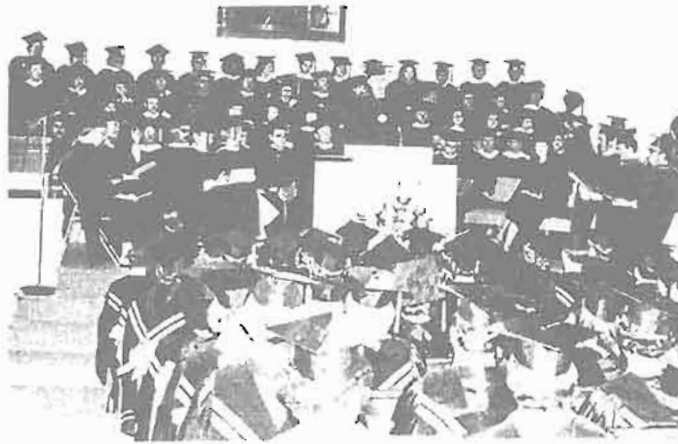
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