

# 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**

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1980-81

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2401 State Highway 41 North  
Dade City, FL 33525

Pasco-Hernando Community College subscribes to and endorses equal employment and educational opportunity. Its policies and practices will assure non-discriminatory treatment of all persons without regard to race, color, age, religion, sex, handicap or national origin.

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

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# PASCO-HERNANDO COMMUNITY COLLEGE

## DISTRICT BOARD OF TRUSTEES

Murray R. Grubbs, Chairman  
Lorenzo E. Coffie, Vice Chairman

Roy F. Corrigan  
Lois R. Linville  
Leland P. McKeown  
James H. Sasser, Jr.

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

Ander P. Gibbs, Board Attorney

## ADMINISTRATION

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Hugh J. Turner, Jr.	Vice President
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William B. Proctor	Provost, North Campus
Jerry W. Kandzer, Jr.	Provost, East Campus
W. Carolyn Allen	Dean, West Campus
Robert W. Judson, Jr.	Dean, East Campus
Sylvia M. Thomasson	Dean, 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.



**FRONT, Left to Right — Roy F. Corrigan, Mrs. Travis Slayden,  
Mrs. Jack Linville, Murray A. Grubbs**

**BACK, Left to Right — Milton O. Jones, Gerald W. Springstead, Lorenzo E. Coffie,  
Leland P. McKeown, James H. Sasser, Ander P. Gibbs**

**MISSING — Robert L. Williams.**

## **THE DISTRICT BOARD OF TRUSTEES**

**FOUNDATION  
BOARD OF  
DIRECTORS**



**FRONT, Left to Right — Thomas Deen, Wayne Cobb, Charles McKenzie**

**BACK, Left to Right — Donald Elliotte, James Kimbrough,  
Milton O. Jones, Roy F. Corrigan**



**Dr. Jones, President of P-HCC**

## Pasco-Hernando Community College Calendar for 1980-81

### Session I

**June 16**  
Applications Due for Financial Aid, Session I

**August 5**  
Registration Begins for Sessions I and IA

**August 20**  
Instructional Staff Reports for Session I

**August 21**  
Classes Begin - Sessions I and IA

**August 26**  
Last Day for Drop/Add and Refunds for Session IA

**September 1**  
Labor day; College Closed

**September 5**  
Last Day for Drop/Add and Refunds for Session I

**October 10**  
Applications Due for Financial Aid, Session II

**November 7**  
Last Day for Graduation Applications, Session I

**November 27-28**  
Thanksgiving; College Closed

**December 1**  
Last Day to Withdraw with Grade of "W" and for Refunds Due to Extenuating Circumstances

**December 5**  
Registration Begins for Sessions II and IIA

**December 15**  
Last Day of Classes - Sessions I and IB

**December 16**  
Last Duty Day for Instructional Staff, Session I; Grades Due to Campus Dean by Noon

**December 24-26**  
Christmas; College Closed

**December 29-30**  
Campus Administrative Offices Open for Student Registration; Session II

**December 31-January 1-2**  
New Year's; College Closed

### Session II

**January 5**  
Instructional Staff Reports for Session II

**January 6**  
Classes Begin - Sessions II and IIA

**January 9**  
Last Day for Drop/Add and Refunds, Session IIA

**January 13**  
Last Day for Drop/Add and Refunds, Session II

**February 13**  
Applications Due for Financial Aid, Session III

**March 20**  
Last Day for Graduation Applications, Session II

**April 10**  
Last Day to Withdraw with Grade of "W" and for Refunds Due to Extenuating Circumstances

**April 13**  
Registration Begins for Sessions III and IIIA

**April 27**  
Last Day of Classes - Sessions II and IIB

**April 28**  
Last Duty Day for Instructional Staff, Session II; Grades Due to Campus Dean by Noon

**May 3**  
Graduation

### SESSION III

**May 4**  
Instructional Staff Reports for Session III; Classes Begin - Sessions III and IIIA

**May 6**  
Last Day for Drop/Add and Refunds, Session IIIA

**May 11**  
Last Day for Drop/Add and Refunds, Session III

**June 1**  
Registration Begins for Session IIIB

**June 4**

Last Day to Withdraw with Grade of "W" and for Refunds Due to Extenuating Circumstances, Session IIIA

**June 12**

Last Day of Classes - Session IIIA; Grades Due to Campus Dean by 10:00 P.M.

**June 12**

Last Duty Day for Instructional Staff, Session IIIA

**June 15**

Instructional Staff Reports for Session IIIB; Classes Begin - Session IIIB

**June 17**

Last Day for Drop/Add and Refunds for Session IIIB

**July 6**

Independence Day; College Closed

**July 17**

Last Day to Withdraw with Grade of "W" and for Refunds Due to Extenuating Circumstances

**July 27**

Last Day of Classes - Session IIIB; Grades Due to Campus Dean by 10:00 P.M.

**July 27**

Last Duty Day for Instructional Staff, Sessions III and IIIB



**Dr. Westrick, Provost, West Campus**



**Dr. Proctor, Provost, North Campus**



**Dr. Kandzer, Provost, East Campus**



## 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 East Campus was begun in 1973 and upon completion, was dedicated by Governor Reubin O'D. Askew in August 1975. In addition, an Occupational Laboratory Building and physical education facilities have recently become operational.

In 1973 a 140-acre site was chosen near New Port Richey for the West Campus. Initial construction began in July 1975 and was finished one year later. Other completions have included buildings for Learning Resources, a Teaching Auditorium, an Occupational Laboratory, increased classroom space, and physical education facilities.

One hundred acres north of Brooksville were selected in 1974 for the North Campus location. First phase construction was completed in the Summer of 1977. Similar to expansion of the East Campus, an Occupational Laboratory Building and physical education facilities have since been added.

Accreditation by the Southern Association of

Colleges and Schools was granted in 1974 and was reaffirmed in December of 1979 for a ten-year period.

### 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:

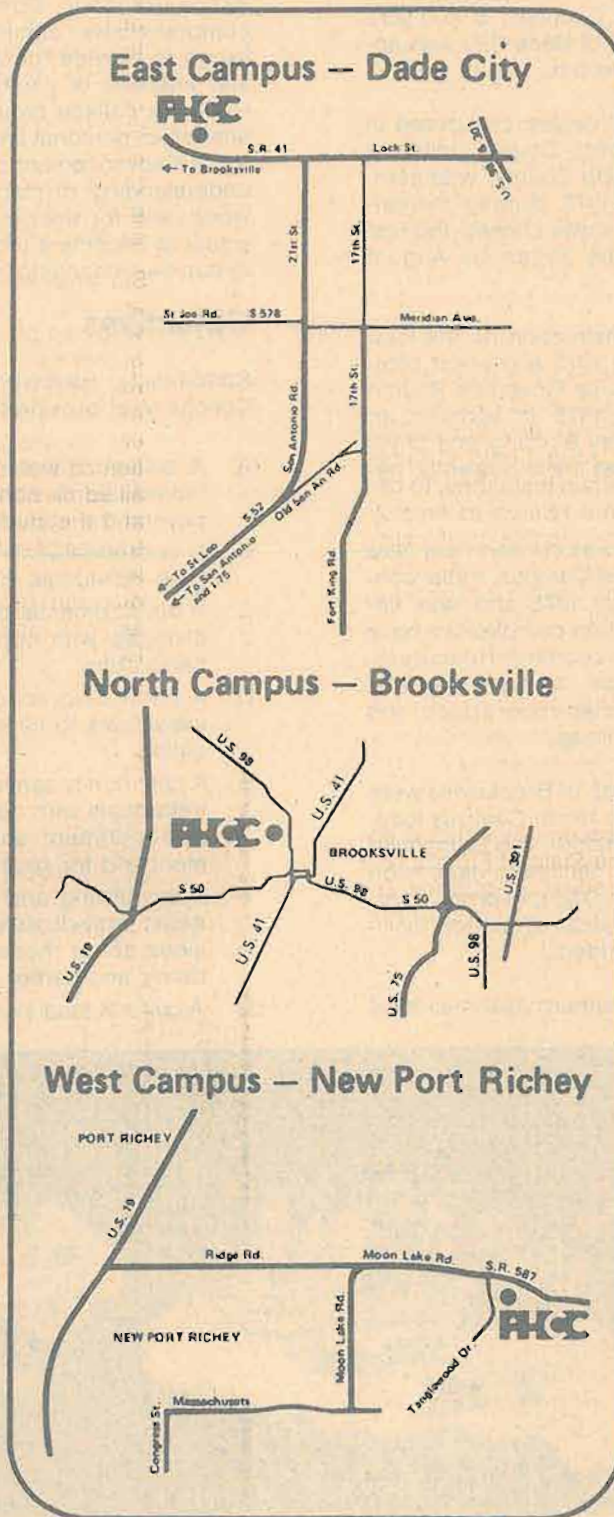
- A. A college transfer program to prepare individuals to continue their education beyond the community college level.
- B. A vocational-technical program to prepare individuals for employment.
- C. A developmental program to provide individuals with opportunities to improve basic skills.
- D. A continuing 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 regula-

tions. The student has the option of remaining under the catalog provisions in effect at the time of the initial enrollment or electing the provisions of the catalog in effect at the time he or she applies either for a 30-hour graduation check or for graduation. A student may remain under the provisions of an earlier catalog for no more than five years.



## Admissions

### Admission to the College

There are several ways prospective students can be eligible for admission to Pasco-Hernando Community College. Prospective students should understand, however, that admission to the college does not guarantee admission to a particular program or course.

### Admission to Programs and Courses

Admission to certain programs may be limited by selection criteria, by federal or state rules, or by the college's ability at the time to serve the number of students desiring entry. Admission to some courses may require the completion of prerequisites, or permission of the instructor, or prior acceptance into a limited access program. All courses are not offered on all campuses.

By statute, a student without a high school diploma or GED cannot be admitted to the Associate in Arts Program. In addition, students enrolling for Occupational Courses may be required, in certain instances, to certify that the courses are related to employment. Those not completing this certification will be charged a Special Fee. Also, admission to the specialized Health and Linkage Programs is restricted to selected applicants.

### 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. Students who have received Certificates of Attendance from a Florida high school may be admitted provided they have a counselor interview prior to first registration. An official transcript sent from the high school directly to the Records Office must be received prior to the interview with a counselor.
3. Graduates from non-accredited secondary schools will be accepted on academic probation if under the age of 19. An official transcript sent from the high school directly to the Records Office is required.
4. 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.

5. Students who are at least 19 years of age, whether or not they have graduated from high school or satisfactorily completed the GED test, but who satisfy all other requirements, are eligible for admission in good standing. A student without a high school diploma may not be admitted to the Associate in Arts Degree program until the GED test has been satisfactorily completed.
6. 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.



7. 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 his 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 from another college may not enter P-HCC until after an interview with a counselor, who will make a determination on admission. Students who are on suspension, or who have been dismissed for academic reasons from another college may not enter P-HCC during the semester immediately following that in which the dismissal or suspension was applied. An official transcript sent from each college or university directly to the Records Office is required. A high school transcript, or GED scores, as outlined in Items A-1 through A-5 is also 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" or better average from P-HCC. Admission will be based on Items A-1 through 5 and 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, and may qualify for and be awarded any certificate offered by the college without presenting this documentation. A special student who decides to work toward a degree must satisfy all admission requirements as listed in Items A or B. A special student is classified as neither a freshman nor a sophomore. A student who has not reached nineteen (19) years of age, but who has graduated or has received a Certificate of Attendance from a Florida high school, may be classified as a special student. Special students in this category must provide a high school transcript.

### **Admission to Specialized Health Programs**

Admission to the Nursing and Paramedics Programs is restricted to students selected by the Admissions Committee for Special Programs. Applications to the college and to the specific programs, as well as fulfillment of all minimum requirements, must be completed prior to the deadlines established for consideration for admission to these 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

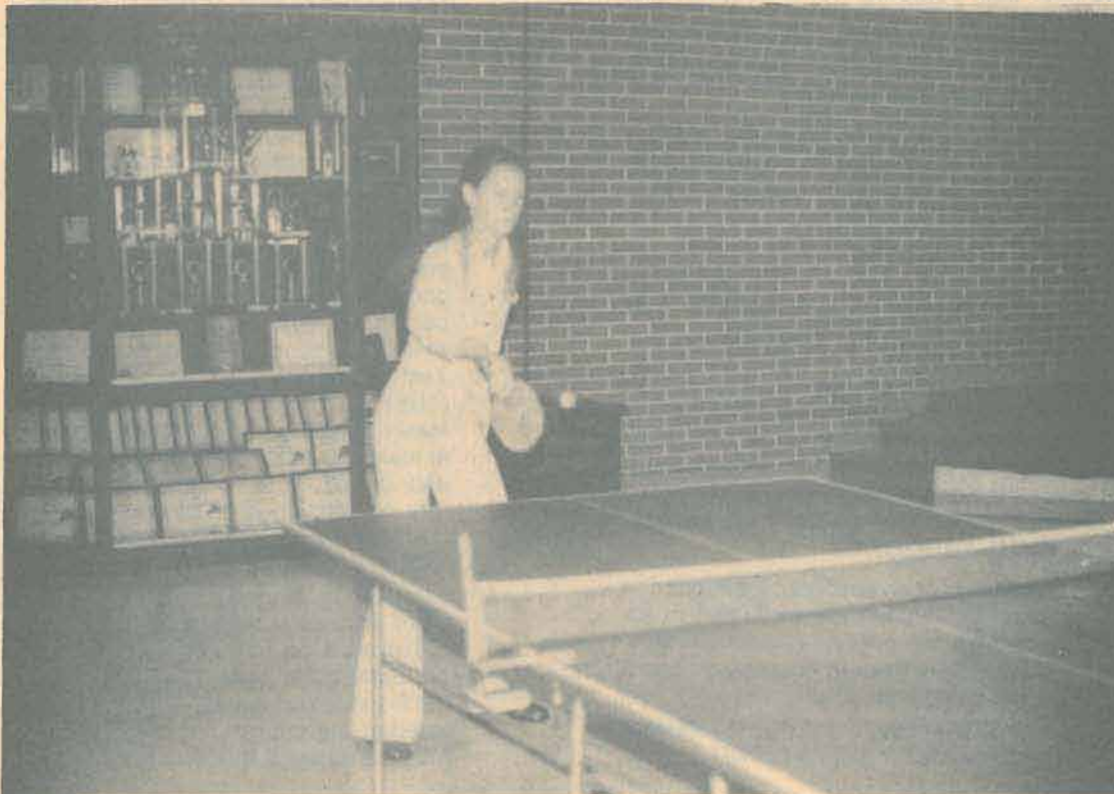
Minimum requirements for consideration of an applicant are:

1. Completed college application.
2. Completed application for the Nursing Program.
3. Official high school transcript indicating graduation or GED scores or equivalent. (A partial transcript of all completed courses will be accepted if the applicant is currently a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.)
4. Cumulative GPA of 2.0 or above on all college courses completed. A grade of "C" or better must be earned in BSC 1010C and APB 1190C, if completed prior to application to the program. (See Page 21, Academic Average and Repeated Courses.)
5. Successful achievement on pre-entrance testing.
6. Letters of recommendation (minimum of three).
7. All materials in Items 1, 2, and 3, must be received, and Items 4, 5, and 6 must be satisfied, by March 15th at the college.

Special provisions have been made for the acceptance of a limited number of LPN (Li-

censed Practical Nurse) applicants in Session II of each year. In addition to fulfilling all basic entrance requirements for the Nursing Program by October 1st, these applicants must:

1. Be currently licensed in Florida as an LPN.
2. Be currently enrolled in BSC 1010C and APB 1190C, if not previously completed with a grade of "C" or better.
3. Achieve a mid-term progress report of "C" or better in BSC 1010C and in APB 1190C and a grade of "C" or better at the end of Session I, if currently enrolled in these courses.
4. Achieve 80% or better on the Challenge Examination written by the Nursing faculty. (See Special Additional Fees, Page 16).
5. Achieve satisfactory rating by nursing faculty on performance of selected experiences in the campus laboratory and/or hospital on the first attempt. Applicants must provide a live model for practice for some designated evaluations.
6. Successfully complete each step in the required sequence within established deadlines before the next step is attempted.
7. Be interviewed by the Admissions Committee for Special Programs, as scheduled.



## Paramedics Program

Minimum requirements for consideration of an applicant are:

1. High school graduation or the equivalent.
2. Current Florida Division of Health EMT Certificate of Registration.
3. Letters of recommendation (minimum of three).
4. All application materials must be received by July 1 at the college.

## Minimum Qualifications for Linkage Program Applicants

Of the several Linkage Programs, three are currently available on a limited enrollment basis to applicants from Pasco-Hernando Community College:

Dental Hygiene at St. Petersburg Junior College

Physical Therapist Assistant at St. Petersburg Junior College

Nuclear Medicine at Hillsborough Community College

Each of these programs admits one class in the first session of each year, is limited to Florida residents, and allocates a specific number of spaces to the college. Applications must be submitted to the Coordinator of Counseling on one of the Pasco-Hernando Community College's campuses no later than February 1 of the year admission is desired. Pasco-Hernando Community College will forward applications from qualified students to the sponsoring college for final selection by that institution.

The minimum qualification for each Linkage Program is successful completion of at least 15 semester hours of work toward an AA or AS Degree at Pasco-Hernando Community College with a cumulative GPA of 3.0.

## Minimum Qualifications for the Cosmetology Program

State Board of Cosmetology requirements for this Program call for a minimum age of sixteen (16), high school graduation if under eighteen (18), and completion of tenth grade if over eighteen (18) years of age.

## Foreign Students

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. Prior to acceptance an international student must:

- Apply to the college and provide the material specified in Item 3 below,

- Provide proof of financial ability to meet needs as a student,
- Provide proof of proficiency in the English language as specified in Item 4 below,
- Secure a F-1 student visa.

1. Pasco-Hernando Community College does not provide, supervise, or recommend student housing. In addition, the college operates three campuses with one-half hour to one hour driving time between each. Students should decide where they wish to live relative to any one campus and be aware that not all programs or courses are offered on each campus. Public transit is not available and the college does not offer inter-campus transportation. Therefore, foreign students should arrive several weeks in advance of enrollment to arrange for their own housing and transportation.
2. The college does not provide transportation or monies to students. Foreign students must make their own arrangements and have available sufficient funds to cover all expenses.
3. The student must submit a complete academic record. All documents should be submitted in the language of the country, accompanied by English translation preferably certified by the United States Consulate. The college does not accept transfer credits from foreign institutions except those from countries where English is an official language.
4. Applicants must submit evidence that they are proficient enough in oral and written English to do satisfactory work in English. Evidence of this may be one or more of the following:
  - Citizenship in a country where English is an official language; graduation from a United States high school; completion of all English courses required for graduation from a U.S. high school; U.S. GED completion; achievement of the 50 percentile or better on the English section of CLEP; a score of 550 or above on the Test of English as a Foreign Language (TOEFL); satisfactory completion of at least one college-level English course or at least two other courses at an accredited United States college; or satisfactory completion of a minimum of three courses conducted in English at a foreign college or university.
5. International students meeting the minimum admission standards given above will receive an I-20 Form from the Coordinator of Records. The I-20 Form and the F-1 student visa will allow the student to enter the country for the purpose of full-time study at this college.

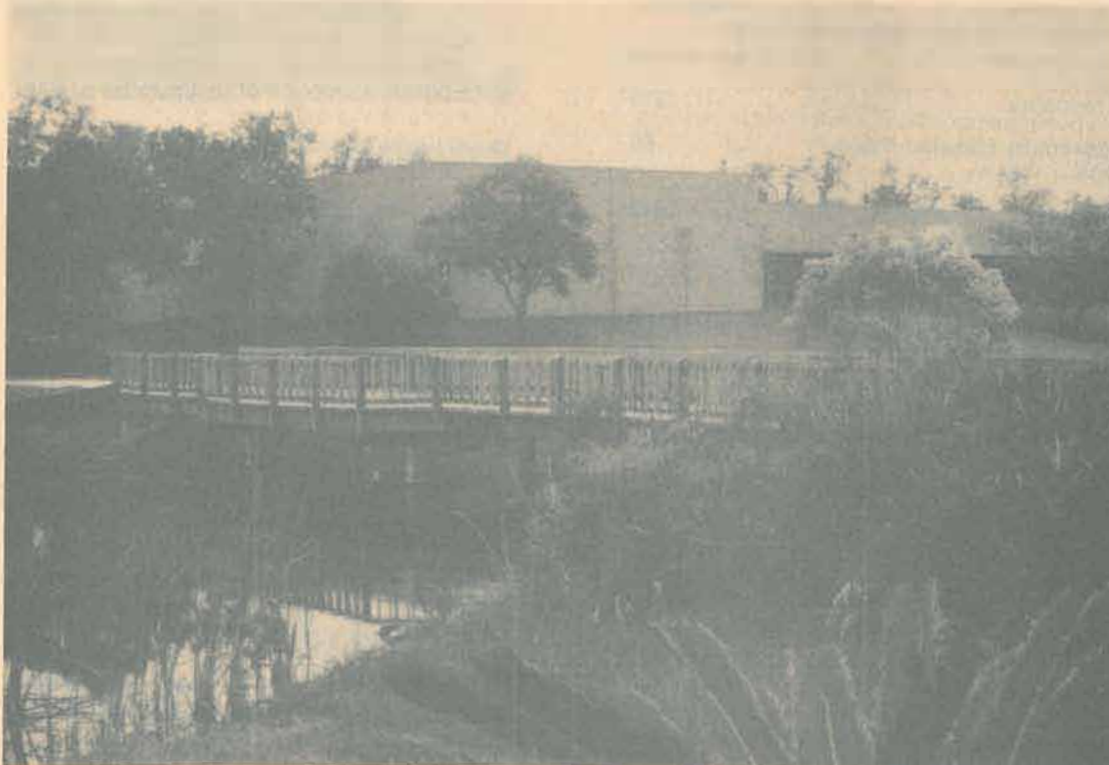
6. Students must meet the standards of progress applicable to all students, and must enroll as a full-time (12 semester hours) student in order to continue under the regulations of the Immigration and Naturalization Service.

## Application Procedure

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

Coordinator of Records  
Records Office  
Pasco-Hernando Community College  
2401 State Highway 41 North  
Dade City, Florida 33525

- A. The applicant should mail the application with a \$10 application fee to the address given above or present it in person at any P-HCC counseling office. Florida residents seeking the reduced course fee must complete a residency affidavit, which may be executed at any P-HCC campus without notary fee.
- B. An application with fee must be submitted and the student must be formally admitted to the college before registrations for courses are considered final. It is emphasized that this fee covers the administrative expenses incidental to admission, is unrelated to registration for courses and is therefore NOT normally refundable.
- C. All applicants who expect to earn a degree must have credentials sent from institutions previously attended. These documents may include high school transcript, GED test score, and a college transcript from each college attended and should be sent by the issuing agency 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 as an aid to counseling. However, a placement test to be used for counseling purposes only is administered by the college after admission. (See Section on Placement Testing, Page 27).
- E. The student will be notified of tentative acceptance as soon as possible after the application is received.
- F. Students given tentative acceptance whose applications remain incomplete after six weeks from the beginning of a session 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, i.e., credit bank and early admission, the student will be administratively withdrawn.



## Fees and Expenses

### Course Fees

The following schedule of fees is applicable to all students:

Florida Resident .....	\$15 per credit hour
Non-Florida Resident .....	\$30 per credit hour
Vocational Certificate Program Course .....	\$7 per vocational certificate hour

#### Continuing Education

Non-Credit Vocational .....	\$7 per course
Other Continuing Education Classes — Small fee varying with length of the course.	

### Special Additional Fees

A special additional fee, which is dependent on the Direct Instructional Cost of the course, will be charged those students who are unable to complete the required Occupational Certification. (See Section on Admission to Courses and Programs, Page 11). All special additional fees are normally non-refundable and nontransferable once paid by the student.

Application .....

#### Credit-by-Examination

Credit Courses .....	\$30 per examination
Vocational Certificate, Principles/ Practices .....	
Combination .....	\$15 per examination

#### Direct Instructional Cost Fee

Occupational Courses .....	\$17.72 per credit hour
Continuing Education Vocational Courses .....	\$26.58 per course

Graduation .....

Laboratory (Course Below) .....

Laboratory (Courses Below) .....

APB 1190C	COS 1132	FSS 1202
ART 1110C	BOT 1010C	FSS 2221
ART 1111C	CHM 1015C	NUR 1021C
ART 1300C	CHM 1046C	NUR 1200C
ART 1301C	CHM 1047C	NUR 1311C
ART 1600C	CHM 2210C	NUR 2130C
ART 1601C	CHM 2211C	NUR 2220C
BSC 1010C	EMT 1803L	PHY 1023C
BSC 1011C	EMT 1826L	PHY 1024C
COS 1131	EMT 1946	ZOO 2010C

Laboratory (Courses below) .....

MTR 0062	MTR 0065	MTR 0067
MTR 0063	MTR 0066	MTR 0068
MTR 0064		

Laboratory (Course below) .....

ACT 0402

Music (Applied) .....

#### Nursing and Paramedics Programs Individual Professional Liability

Insurance* .....	\$8.50 per year (*Will vary with any rate change)
LPN Challenge Examination (each of two parts) .....	\$30
NLN Pre-Nursing Examination .....	\$12

#### Physical Education Courses .....

PEL 1341L	PEL 2342L	PEL 1442L
PEL 1342L	PEL 1441L	

#### Physical Education Courses .....

PEL 1121L	PEL 2122L
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#### Basic Recruit, Police Standards Program

Registration .....	\$5
Certified Transfers .....	\$25
Laboratory Fee .....	\$70

Florida Real Estate Examination .....

Returned Check .....

Transcripts (After the first) .....



### Refunds for Credit Courses

A 100% refund of fees, not including the application fee, may be granted if withdrawal occurs before the end of the drop/add period for a session as specified in the College Calendar. There will be no refund after the end of the drop/add period except in event of a student's death, hospitalization or serious illness, or when a scheduled course is cancelled by the college. For courses that start at a time other than the beginning of a regular session, the final refund date shall be the end of the day on which ten (10) percent of the prescribed instruction hours in the course occurs. The application fee will not be refunded except when the only course or courses for which a new student is registered are cancelled by the college.

All claims for refunds will be in writing and signed by the student or by a person legally authorized to act for the student.



## Refunds for Continuing Education Courses

A full refund will be made to a student should the class be cancelled or to one who withdraws from any Continuing Education 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 Rule 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 has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls . . . In determining residency, the community college may require evidence . . . Florida student classification shall be construed to include students who hold an Immigration and Naturalization Form I-151, Resident Alien Registration Receipt Card, or Cuban nationals or Vietnamese refugees who are considered as resident aliens, provided such students meet the resi-

dency requirements . . . Domicile for fee paying purposes shall denote a person's true, fixed and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he or she expects to return when he or she leaves, without intent to establish domicile elsewhere."

There are five categories of applicants who cannot qualify under the above definition of a Florida resident but who are eligible to sign the residency affidavit if adequate documentation is provided:

- A. Military personnel of the United States of America on active duty and stationed in Florida pursuant to military orders, the spouse, and dependent members of their immediate families as defined in the Internal Revenue Code.
- B. Veterans of the Armed Forces of the United States of America retired with 20 or more years of active military service, including the spouse and dependent members of their immediate families as defined in the internal Revenue Code, who are in Florida at the time of retirement, or who move to Florida within one year following retirement and file a declaration of Florida domicile.
- C. Full-time public elementary, secondary, and university faculty members and administrators under current contracts in the State of Florida, their spouses and dependent members of their immediate families as defined in the Internal Revenue Code.



- D. Full-time faculty, administrative and professional, and career employees of the community college system, their spouses, and dependent members of their immediate family, as defined in the Internal Revenue Code.
- E. Florida residents who had their residency in Florida interrupted by service in the United States Armed Forces, the Peace Corps or other similar volunteer organizations fostered by the United States Government, shall be deemed to have had residency in Florida during times of service in these organizations.

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

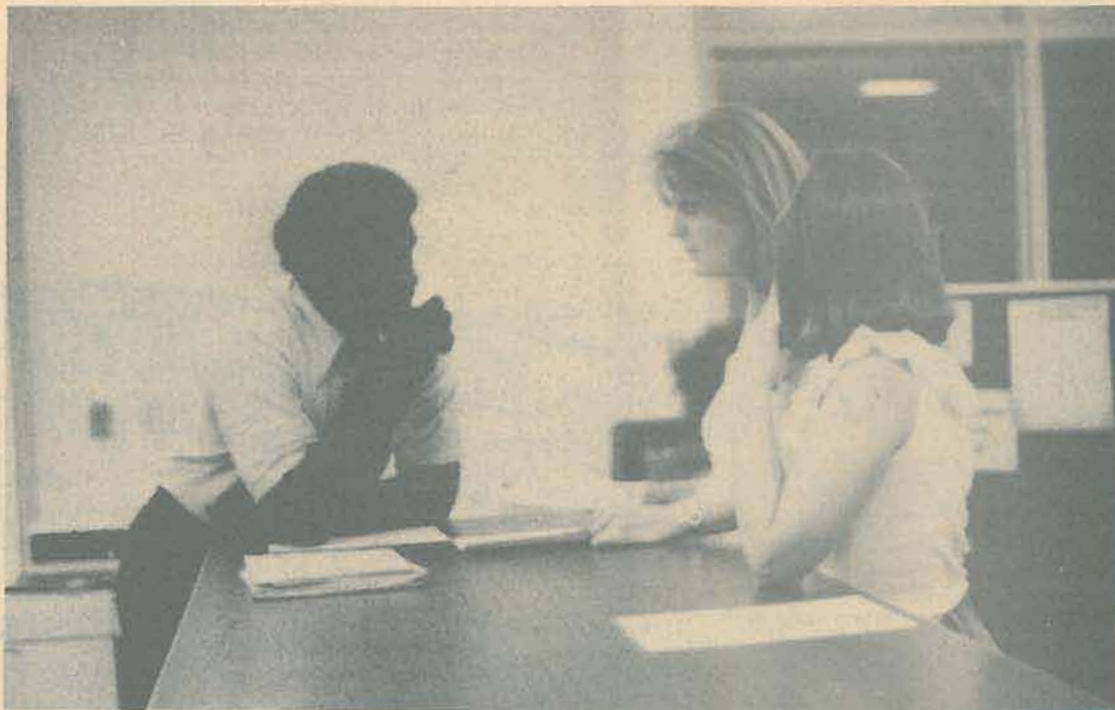
The purpose of financial aid is to provide monetary assistance to students who, without such aid, would not be able to complete

their course of study at Pasco-Hernando Community College. Aid is awarded on the basis of "demonstrated need" and is to be used only for educationally related expenses.

The primary responsibility of meeting educational expenses lies with the students and their families. Students are expected to contribute according to their means, taking into account their income, assets, family size, and other relevant information. A standard formula developed by the Department of Education and approved by Congress is used to determine the expected family contribution.

Demonstrated need is determined by subtracting the expected family contribution from the cost of attendance at Pasco-Hernando Community College. Students are eligible for an amount of financial aid equal to their demonstrated need.

Financial aid is usually awarded as a "package" of grants, scholarships, loans and work-funds which attempts to meet the student's total demonstrated need. However, since aid funds are limited, students are encouraged to seek assistance from sources external to the college in the form of scholarships, loans and part-time employment. Students seeking financial aid should apply as early as possible in the year. Application forms are available at each campus and a counselor should be consulted to help the student complete the application and locate additional sources of aid.



Students seeking financial aid must apply for the Basic Educational Opportunity Grant (BEOG) and complete a P-HCC Institutional Application for financial aid. They are encouraged to complete a College Scholarship Service Financial Aid Form (FAF) or the American College Testing Family Financial Statement (FFS). These forms can be used to apply for the Florida Assistance Grant and BEOG. Transfer students are required to request a financial aid transcript from the institution(s) they previously attended.

Before completing the financial aid application, the student should obtain a copy of the family's Income Tax Return, Social Security Income Statement, and other family income records. Since all information submitted on the application is subject to verification, estimated data may not be used. All application forms must be completed carefully, accurately, and legibly — otherwise there will be delays in processing the application.

To receive financial aid, a student must be enrolled in an eligible degree or certified program as at least a half-time student, must maintain satisfactory academic progress, and must not be in default or overpayment on previous aid received.

As financial aid awards will be reduced for students who withdraw from classes, a portion of the award received by such students may have to be repaid.

### **Financial Aid Programs Available**

Funds for various financial programs are made available by federal, state, private, and institutional sources. A brief description of these programs is given below. Further information on these and other sources of aid may be obtained by contacting a campus counselor or the sponsoring organization.

#### **Basic Educational Opportunity Grant (BEOG)**

BEOG entitles qualified students to receive between \$200 and \$1800 per academic year. All aid applicants are expected to apply for this grant. Six to eight weeks should be allowed from date of application for receipt of a Student Eligibility Report (SER).

#### **Supplemental Educational Opportunity Grant (SEOG)**

SEOG provides grants to students with exceptional financial need who would not normally be able to attend Pasco-Hernando Community College. SEOG awards range from \$200 to \$1500 per academic year and

may only be used to supplement other awards.

#### **Florida Student Assistance Grant (FSAG)**

FSAG awards are usually \$450 per academic year. They are available to eligible Florida residents who have demonstrated financial need and who wish to attend Florida colleges. To apply, the student must submit a FAF or FFS before April 1st.

#### **Law Enforcement Education Program (LEEP)**

LEEP grants are available to eligible law enforcement personnel enrolling in law enforcement or criminal justice related programs. These grants cover the cost of tuition.

#### **Fee Waivers (FW)**

The District Board of Trustees may waive fees for students demonstrating extreme financial need. Fees so waived cover the in-state portion of the tuition and may not exceed 12 semester hours. These waivers are normally available for the summer session only.

Fees may be waived under certain circumstances for Continuing Education courses, except avocational. They may also be waived for courses taken by full-time employees, their spouses and dependent children.

#### **62+ Fee Waivers**

The 62+ Fee Waiver Program at Pasco-Hernando Community College offers tuition waivers on a space-available basis to all Florida residents 62 years of age or over. Qualified persons are thereby allowed to enroll in all classes on a space available basis at no cost other than the initial application fee, where applicable, except for those Continuing Education courses designated as Avocational. The application fee may be waived for selected courses.

#### **College Work-Study Program (CWSP)**

CWSP provides part-time employment opportunities for students who demonstrate need and who must earn part of their educational expenses.

#### **Student Assistant 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.

### **Florida Vocational Work Study (VWS)**

The state vocational work study program provides jobs for students under 21 years of age enrolled in vocational education programs and who demonstrate financial need.

### **Off-Campus Employment**

Students who wish to obtain a part-time job off campus should check with the Career Laboratory or their counselor. Local employers post openings for students with each campus.

### **Florida Guaranteed Student Loans (FGSL)**

The FGSL program enables students to borrow directly from a bank, credit union, savings and loan association, or other partici-

pating lender willing to make the loan. The annual interest rate is 7% and repayment normally begins between 9 and 12 months after the student graduates or leaves school. Applications may be obtained at P-HCC or participating lending institutions.

### **Revolving Loans (RL)**

The college administers a short-term, no-interest, loan program which may cover the cost of tuition and books. The loan must be repaid by the end of the session for which the loan was made or an interest penalty will be charged. In the event of non-payment, the student's records will be closed and enrollment for future sessions will not be accepted until the obligation is met.

### **Scholarships**

Scholarships are available from various sources including the District Board of Trustees, the Pasco-Hernando Community College 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

#### Standards of Academic Progress

1. All students will be evaluated for academic progress at the end of each session. A student will be placed on probation when the cumulative grade point average falls below:

- 1.50 after completion of 1-15 hours
- 1.60 after completion of 16-30 hours
- 1.75 after completion of 31-45 hours
- 1.90 after completion of 46-59 hours
- 2.00 after completion of 60 + hours

2. The academic status of a transfer student will be evaluated at the time of admission and will be based upon the transcript record from the previous institution(s).

3. In the event of probation, a student will be required to see a counselor. After counseling the student and consulting appropriate faculty members, the counselor may require of the student:

- a. additional counseling sessions
- b. limitations of course load
- c. limitations on the type of courses or programs to be taken

4. The counselor may recommend to the President through the Provost that a student making unsatisfactory progress 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 planned session with a counselor before being readmitted.

#### Additional Requirements for Financial Aid Recipients

5. Financial aid students are required to complete at least 50 percent of the hours for

which they are enrolled each semester. Students failing to meet this requirement will be placed on probation.

6. A financial aid student who has transferred into the college and who has been placed on probation at the time of admission will be required to conform to the Standards of Progress by the end of his/her first term of enrollment at P-HCC.

7. A financial aid student not removed from probation after the next term enrolled will be considered to be making unsatisfactory progress. A financial aid student determined to be making unsatisfactory progress will not be eligible to participate in federal, state, or institutionally funded aid programs until such time as the student is no longer on probationary status.

8. The student may make written appeal of the probationary status to the campus Coordinator of Counseling. Documentation (such as a doctor's statement) will be required, if appropriate. The campus financial aid committee will review the appeal and, if accepted, allow the student to continue to receive financial assistance for an additional term.

### 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 according to the following scale:

Veteran Point Average		
Credit Hours Completed	Degree Programs	Vocational Certificate Programs
1-15	1.50	1.50
16-30	1.60	1.75
31-45	1.75	2.00
46-59	1.90	2.00
60 or more	2.00	2.00

For the Police Standards Program, a VPA of 1.50 must be achieved by the end of 120 hours of instruction, 1.75 by the end of 240 hours, and 2.00 by the end of the program.

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 to-

ward graduation requirements. Such course hours are those assigned A, B, C, D, F, and S and U, where applicable.

Attendance will be kept for each class meeting and will be reported to the Veterans Administration as may be required. Students enrolled in Vocational Certificate Programs who accumulate more than three unexcused absences within a calendar month, or more than five unexcused absences per session, will be reported to the VA for termination of benefits.

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 termination of benefits. Veterans so referred will not be considered for deferred 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 college officials.

## 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 campus." All registration, withdrawal, or change of status must be done at that campus. Students may change their home campus at the end of any session.

## Regional Linkage System

The Linkage System is a cooperative agreement among five community colleges in the Tampa Bay area — Hillsborough Community College, St. Petersburg Junior College, Pasco-Hernando Community College, Manatee Junior College, and Polk Community College.

The System offers students the opportunity to enter certain programs on a quota-based system. Students applying for admission to a Linkage Program will be required to conform to all program requirements and to institutional policies and procedures of the Linkage College.

The following Linkage Programs will be offered by the indicated institutions:

- Avionics — Manatee Junior College
- Dental Hygiene — St. Petersburg Junior College
- Flight Attendant — Manatee Junior College
- Horticulture — Polk Community College
- Media Technology — Polk Community College
- Nuclear Medicine — Hillsborough Community College
- Physical Therapist Assistant — St. Petersburg Junior College
- Quality Control Technology — Manatee Junior College



Additional information on Linkage Programs may be obtained by contacting a Pasco-Hernando Community College counselor. See also "Minimum Qualifications for Linkage Program Applicants", Page 14.

## Teacher Certification and Recency of Credit

Courses at the college may 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".

## Classification of Students

Students will be classified according to the following criteria:

### Regular

A degree-seeking student enrolled in college credit courses who has provided the Records Office with all the required admis-

sion credentials. 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 or more credit hours of college work at the time of registration.

### Special

A non-degree seeking 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.

Special students, to include those seeking only a certificate, need not supply proof of high school graduation or attendance at another college.

### 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. These credits are awarded on the basis of knowledge gained prior to college or university study in the subject area. Additional semester hours of credit may be awarded for CLEP Subject Examinations if submitted scores are at or above the percentile specified in Rules of the State Board of Education. Evaluation of CLEP credit is made after the application is paid and the student is admitted to the college.

Credit may be earned in certain other courses by making a satisfactory score on tests prepared by P-HCC instructors. A non-refundable charge 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".

A student may attempt credit-by-examination in a course no more than one time. Certain courses, where active student participation is a particularly important element, are not available for credit-by-examination.

Credits earned through CLEP and credit-by-examination do not satisfy the residency requirement.

## Advanced Placement

College credit may be granted to a student who presents a score of 5, 4, or 3 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board. These examinations must be taken prior to enrolling in the college except for credit bank students.

Credit may be used to satisfy graduation, general education, and unspecified elective requirements, but will not be computed in the grade-point average. This type of credit is transferable among Florida institutions of higher education who participate in the state-wide advanced placement agreement.

## Military Service Credit

Pasco-Hernando Community College does not grant credit for military service, military service schools, or military extension courses completed in service.

## ROTC Program

The P-HCC curriculum currently contains 3 ROTC courses, each of which is conducted on the St. Leo College Campus, Dade City. Scope and prerequisites, if any, are explained in the respective course descriptions. ROTC offerings are not eligible for 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 average. Courses which use "S" or "U" grades are not counted in computing the grade average.

### Example

	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Points
*MAT 9003L	1	S	0	1	0
ENC 1026	3	A	3	3	12
PSY 1000	3	B	3	3	9
MUN 1310	1	B	1	1	3
BSC 1011C	4	D	4	4	4
PSC 1341	3	F	3	0	0
POS 2112	3	X	0	0	0
			14	12	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.

### Grade Dissemination

A progress report will normally be distributed by the instructor 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 circumstances where 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 9000-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".

### "S" and "U" Grades

Where a letter grade is assigned by an instructor in a course for which credit is awarded on the basis of "S" or "U", any letter grade from "A" through "C" will be officially changed to an "S" by the Records Office, and other grades will be recorded as "U". This conversion will also apply to

grades assigned by an instructor under credit-by-examination.

### 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 based upon either the catalog in effect at the time of initial enrollment or that in effect at the time of the check, at the option of the student.

### Graduation Application

Application for graduation should be made at registration for 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 for graduation will include a nonrefundable graduation fee. This fee will be used to pay for the diploma and cover and the 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 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 degree programs at the end of the Session II are required to attend.

### Certificate Program Completions

A student desiring to obtain a certificate for completing a degree-associated or vocational certificate program should apply for a records review no later than the date shown

in the college calendar for a graduation check. Upon receiving an indication from the Coordinator of Records that all required work has been or is being completed, the student must make a formal application for the certificate. A certificate for a degree-associated program will be awarded at a meeting of the Board of Trustees. A certificate for a vocational program will be awarded by the Provost of the campus.

## 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 curriculum 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 operating 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 Dean. Directed Individual Study is defined as a class of five or less 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 Session 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 Dean, to be comparable to a regularly scheduled class in the subject.

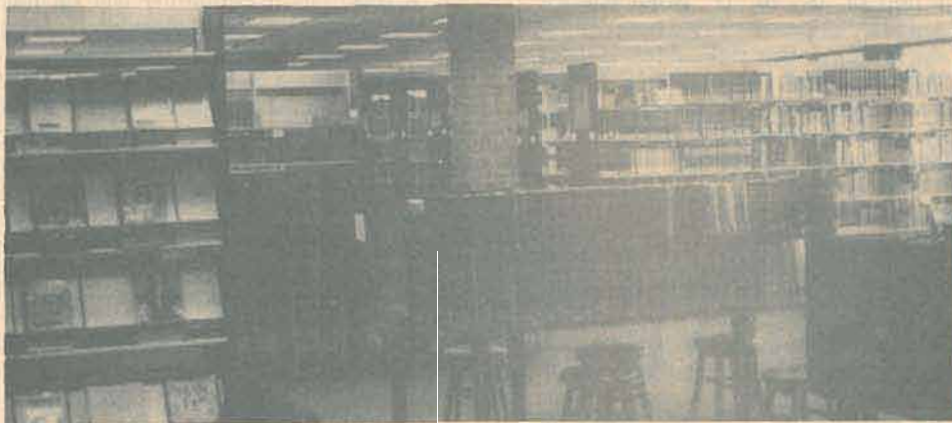
## District Courses

District Courses are those which may be required in a program and/or are of advanced nature, but which are not regularly scheduled by any campus due to low demand. District courses are listed on each campus schedule of classes published for each semester. The location of the classes is announced one week before the opening of classes and may be on any of the three campuses. Location is based on the number of students from any one campus registering for the class. These classes will not be cancelled due to low demand. Students are advised to register for these classes since they are considered to be an "opportunity for enrollment".

## Learning Laboratory

The Learning Laboratory 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, mathematics, spelling, career development, and college survival skills. Self-instructional materials, programmed texts, and peer-tutorial assistance for students are available.



## STUDENT AFFAIRS

### Counseling

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

### Program Selection and Placement

Each regular student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, or one of the Certificate programs offered. Counselors, Program Planners, and Career Information Specialists 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, together with previous grades, experiences, recommendations, outside activities, and time away from formal education may be used for counseling in program selection and class placement.

### Placement Testing

A degree-seeking student must complete the College Basic Testing Program and have a counselor interview within the first semester. All other students must complete the Testing Program within the first fifteen hours. Counselors may use other tests and inventories to help students determine their abilities, needs, values, interests, or aptitudes. These 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 as part of the registration invoice. This card may be required for schedule changes, library use and other college functions. Loss should be reported to a counselor immediately.

### Consequences of Unmet Financial Obligations

Credits will 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. A student who has a financial obligation outstanding will not be allowed to register until the obligation is paid.

### 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.

### 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.

A veteran must select and follow a single degree or vocational certificate program. The first change to a program requires notification to the resident VA Counselor. A second change must be approved by the Veterans Administration Regional Office. Eligible sons and daughters must have Regional Office approval for any change, including the first.

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 in any academic term each time there is a delay in receipt of benefits. 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.

A promissory note will be required for each deferment, payment of which is required within 15 calendar days after benefits are received.

Tutorial assistance is 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". The last day to withdraw each term without penalty is shown on the college calendar.

## Emergencies

Fire and evacuation exits are identified in all buildings and are to be used in emergencies. 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 Office of the Provost.

In case of a personal emergency, the college will try to contact the student. However, the college can assume 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 drug, 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.
19. Repeated violations of college traffic rules while on campus.

A student may be dismissed from the Paramedics Program for any of the following reasons. In all cases Board Rule 6Hx19-6.17, Student Disciplinary Procedures, will be followed.

1. Any action outlined in Board Rule 6Hx19-6.15, Student Conduct, and as repeated above under the section on Student Conduct.
2. Refusing to follow an order from any physician, hospital staff member or college instructor.
3. Endangering a patient's life by:

- a. leaving the patient unguarded in time of a crisis.
  - b. delaying care that is within the student's realm of ability and/or knowledge.
  - c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge.
4. Being found in any restricted or unauthorized areas.
  5. As the result of due process proceedings based upon a request in writing from the hospital or participating agency that the student be withdrawn from said agency.
  6. Aggressive, rude behavior to any college staff members, hospital staff members, Medical Director, physician, patient, or student.
  7. A failing grade awarded by the Medical Director due to the student's attitudinal performance, and based upon stated professional reasons or practices.

## 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, Campus 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 Grievances

1. Students should first attempt to resolve grievances locally and informally through discussion with the following campus officials, in the order listed:
  - a. Instructor (for course/grade related matters)
  - b. Coordinator of Counseling
  - c. Campus Dean
  - d. Provost

Each official, upon receipt of a grievance, shall investigate the circumstances — to include interviews with the individuals involved where necessary — and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility as indicated above.
2. Should the grievance not be settled at the campus level within ten working days, it shall be referred by the Provost in writing to the Vice President who shall attempt to resolve the matter within five working days of receipt. If this effort is unsuccessful, the Vice President will, depending upon the seriousness of the complaint, take one of the following actions:
  - a. Referral to the Student Affairs Council for its recommendation to the President's Council within ten working days.

- b. Direct referral to the President's Council for final decision, if appropriate, at its next scheduled meeting.
  - c. Recommendation to the President for appointment of a Special Appeals Board to conduct a formal administrative hearing as the basis for final action by the President.
3. The student grievant may request assistance from the Equal Access/Equal Opportunity Officer at any point during the grievance process. The EA/EO Officer is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials under paragraph 1 above. When such assistance is requested, the EA/EO Officer shall monitor progress of the case to its conclusion.
  4. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may be questioned and appropriate correction may be sought.

### Privacy Of Student Records

The college shall maintain such information in its file for each student as is considered essential and appropriate to college operations and student welfare. These records are considered confidential, and strict security procedures will be followed by the College regarding the release of student information.

Students, or their parents in certain cases, have the right to review and to obtain copies of their official records, to seek correction of information contained in those records, and to limit disclosure of information from the records.

In the absence of written notice by a student to withhold any or all information classified as "directory", the college reserves the right to distribute this material. Directory information is defined as the name, address, social security number, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, participation in officially recognized activities, and the most recent educational institutions attended by the student. Copies of the complete policy on this subject may be found in the Offices of the Counseling Staff and Provost of each Campus, and in the Office of the President.

### 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.

### Student Government Association

Each campus has a Student Government Association. Membership is composed of all students at each location. The purpose of these associations is to promote active, responsible, and cooperative citizenship through participation and self-government and to participate in the planning and conduct of 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 or-



## Associate in Arts

An Associate in Arts Degree will be awarded upon completion of 60 credit hours. Thirty-nine semester hours must be in General Education courses as provided in the state-wide Articulation Agreement. The remaining 21 hours may consist of any courses in the catalog section on "Courses" except those at the 9000-level, those listed as Physical Education, or Cosmetology, or those designated for Vocational Certificates. Fifteen hours of credit, other than credit-by-examination, 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.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>			
ENC 1103-1136 (ENC 1013 plus ENC 1026 may be substituted for ENC 1103)	English Composition I & II	3	3
MGF 1113 and MGF 1114 or any course with a prefix of MAC, MGF, STA	Mathematics	3	3
Any course with a prefix of APB, BOT, BSC, MCB, ZOO	Biological Science	3	
Any course with a prefix of CHM, PSC, PHY	Physical Science		3
PSY 1000	Behavioral Science		3
Any course with a prefix of AMH, ANT, ECO, EUH, GEA, INR, MAF, POS, SOC, EDE, IDS, STD 1100, HUM, EXP, SOP, DEP, SOW	Social Science (Elective)	3	
	Electives	3	3
		<hr/> 15	<hr/> 15
<b>SOPHOMORE</b>			
Any course with a prefix of HUM	Humanities	3	3
Any course with a prefix of APB, BOT, BSC, MCB, OCE, ZOO, CHM, PSC, PHY, EVS, GLY	Science Elective	3	
POS 2041	American Federal Government	3	
	Social Science		3
	Electives	6	9
		<hr/> 15	<hr/> 15

It is strongly recommended that ENC 1103 (English Composition I) be taken during the first 12 hours of courses and that MGF 1113 (College Mathematics I) be taken within the first 15 hours of course work. If the need for 9000-level developmental courses is indicated by pre-test scores, they should be taken within the first six hours of course work and ENC 1103 and MGF 1113, as applicable, should be taken as soon thereafter as the student demonstrates the necessary skills for these courses.

The student should select electives which are relevant to his/her proposed major. If the major is undecided, counselors are prepared to provide assistance in the selection process.

not apply to the Associate in Arts or Associate in Science Degrees or Certificates. However, for students entering the college in 1979-80 or earlier, a maximum of six hours may be applied toward the Associate in General Studies Degree or Certificate.

## Cooperative Education Program

Cooperative Education balances occupational experience with formal classroom instruction. The program blends theory and practice. 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 COE

1000-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.

## Police Standards Program (Basic Recruit)

Pasco-Hernando Community College offers the Basic Recruit, Police Standards Program. This program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum.

Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Credit is not applicable to those who have already qualified for credit under the provisions of a previous catalog. Under this provision, three hours each will be awarded for CCJ 2220, Criminal Law, and for CJT 1100, Criminal Investigation.





## 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 program. Courses designated for Vocational Certificates, or at the 9000-level, or as Physical Education are not applicable to this degree. Fifteen hours of credit, other than credit-by-examination, 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:

COURSE	DESCRIPTION	SEMESTER HOURS
ENC 1013-1026 ENC 1103-1136	Communication Skills I & II, or English Composition I & II	6
POS 2041	American Federal Government	3
Any course with a prefix of AMH, ANT, DEP 2002, DEP 2302, DEP 2401, ECO, EDE 1036, EDE 1037, EDE 2038, EUH, EXP 1600, INR, IDS 1190, GEA, MAF, POS, SOC, SOP 1602, SOP 2711, STD 1100, SOW	Social Science (elective)	3
SOP 1602*	Human Relations	3
		15

\*SOP 1602 is required for all Associate in Science Programs except Paramedics and Nursing. The Paramedics Program requires SOP 1602 or PSY 1000. The Nursing Program requires PSY 1000.

It is strongly recommended that the first of any required English and mathematics courses be taken within the first 15 hours of course work. If the need for 9000-level developmental courses is indicated



by pre-test scores, they should be taken within the first six hours of courses. The first of any required English and mathematics courses, as applicable, should be taken as soon thereafter as the student demonstrates the necessary skills for these courses.

The Associate in Science Degree programs 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
- Marketing/Distributive Education
- Office Administration
- Real Estate
- Secretarial Science
- Secretarial Science/Legal Secretary Option

Associate in Science in Building Construction Technology

Associate in Science in Cosmetology

Associate in Science in Criminal Justice - Law Enforcement

Associate in Science in Diesel Mechanics Technology

Associate in Science in Electronics Technology - Digital Systems

Associate in Science in Electronics Technology - General Systems

Associate in Science in Electronics Technology - Medical Systems

Associate in Science in Environmental Pollution Control Technology

Associate in Science in Food Service

Associate in Science in Nursing

Associate in Science in Paramedics



## Associate in Science—Accounting

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
GEB 1011	Introduction to Business	3	
ACC 2001-2021	Principles of Accounting I & II	3	3
MAN 2000	Principles of Management		3
SOP 1602	Human Relations	3	
COC 1300	Introduction to Data Processing		3
SES 2321	Office Machines	3	
Elective	(Social Science)		3
		15	15
<b>SOPHOMORE</b>			
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
SES 2335	Business Correspondence	3	
Elective			3
		15	15

### *Suggested Electives:*

MAN 2800	Small Business Management
MAN 2300	Personnel Management
MAR 1011	Principles of Marketing
SES 1100	Beginning Typewriting
COE 1000	Cooperative Education I
— 1949	Cooperative Education II
— 2949	Cooperative Education III

## Associate in Science in Agri-Business Technology

This program prepares the student for employment in the business field of agriculture. The student may specialize in citrus, beef cattle, production, or ornamental horticulture.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>			
GEB 1011	Introduction to Business	3	
POS 2041	American Federal Government	3	
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
QMB 1001	Business Mathematics		3
AGG 1301	Agri-Business Technology	3	
AGG 2941	Agriculture Employment Practicum I	3	
AGG 2942	Agriculture Employment Practicum II		3
Electives	(From Agri-Business Electives)		6
		15	15
<b>SOPHOMORE</b>			
SOP 1602	Human Relations	3	
BUL 2111	Business Law I		3
ACC 2001	Principles of Accounting		
MAR 2101	Salesmanship, or	3	
MAR 1011	Principles of Marketing		
MAN 2000	Principles of Management		3
AGG 2943	Agriculture Employment Practicum III	3	
AGG 2944	Agriculture Employment Practicum IV		3
Electives	(From Agri-Business Electives)	3	6
Elective	(Social Science)	3	
		15	15

### *Agri-Business Electives:*

SOS 2102	Soil Science and Fertilizers
AGR 2222	Forage, Cover and Grain Crops
ANS 2240	Beef Cattle Production
ANS 1003	Animal Science
ANS 1611	Livestock and Meat Selection, Grading and Processing
ORH 2001	Ornamental Horticulture I
ORH 2002	Ornamental Horticulture II
ORH 2840	Landscape Design and Maintenance
FRC 2211	Citrus Culture I
FRC 2220	Citrus Culture II
FRC 1242	Citrus Production Management
PMA 2201	Pests and Diseases of Citrus and Ornamentals
HOS 2054	Florida Plant Nursery Operations

## 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	
			Session I	Session II
<b>FRESHMAN</b>				
ENC 1013-1026	Communication Skills I & II, or		3	3
ENC 1103-1136	English Composition I & II			
BAN 1110	Principles of Banking	AIB 112	3	
SOP 1602	Human Relations		3	
ACC 2001	Principles of Accounting I	AIB 101	3	
ACC 2021	Principles of Accounting II	AIB 102		3
GEB 1011	Introduction to Business		3	
FIN 2230	Money and Banking	AIB 210		3
SES 1100	Beginning Typewriting			3
Elective	(Banking)			3
			15	15
<b>SOPHOMORE</b>				
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
SES 2335	Business Correspondence		3	
Elective	(Social Science)			3
Elective	(Banking)			3
Elective				3
			15	15

### *Suggested Electives:*

BAN 2400	Trust Functions and Services	AIB 208
BAN 1220	Loan and Discount	
BAN 2240	Installment Credit	AIB 205
BAN 1250	Real Estate Finance in Banking	AIB 204
BAN 2150	Marketing for Bankers	AIB 202
BAN 2200	Credit Administration	AIB 203
BAN 2303	Savings and Time Deposit Banking	AIB 207
BAN 1210	Analyzing Financial Statements	AIB 103
COE 1000	Cooperative Education I	
— 1949	Cooperative Education II	
— 2949	Cooperative Education III	

Credit may be awarded for BAN 1110 (AIB 112), FIN 2230 (AIB 210), BAN 2800 (AIB 106), and BAN 2720 (AIB 220), to students who have successfully completed the same AIB courses, and who have successfully completed written examinations on the courses administered by the college. The Credit-by-Examination fee will be waived one time per course for qualifying students.

## 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	
		Session I	Session II
<b>FRESHMAN</b>			
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
QMB 1001	Business Mathematics		3
POS 2041	American Federal Government	3	
SES 2441	Legal Procedures I	3	
COE 1000	Cooperative Education I		1
— 1949	Cooperative Education II		3
		15	16
<b>SOPHOMORE</b>			
POS 2112	State & Local Government		3
SOP 1602	Human Relations	3	
SES 2120	Advanced Typewriting		3
ACC 2001	Principles of Accounting I	3	
SES 2335	Business Correspondence		3
SES 2442	Legal Procedures II	3	
SES 2443	Legal Procedures III		3
— 2949	Cooperative Education III		3
SES 2401	Office Procedures I	3	
Elective	(From Approved Business Electives)	2	
		14	15

\*Typewriting and shorthand courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Approved Business Electives for the program.

### Approved Business Electives:

SES 2212	Shorthand III
SES 2213	Shorthand IV
SES 2321	Office Machines
SES 2402	Office Procedures II
SES 2361	Machine Transcription
SES 2154	Word Processing: Text Editor
SES 2151	Word Processing: Memory Typewriter

## 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	
		<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
SES 1100	Beginning Typewriting		3
POS 2041	American Federal Government	3	
GEB 1011	Introduction to Business	3	
SOP 1602	Human Relations	3	
QMB 1001	Business Mathematics		3
Elective	(Social Science)	3	
Electives			6
		15	15
<b>SOPHOMORE</b>			
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	
		15	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 I
REE 2041	Real Estate Principles and Practices II
FIN 2000	Principles of Finance
MAR 2101	Salesmanship
MAN 1800	Small Business Management
MAN 2300	Personnel Management
COE 1000	Cooperative Education I
— 1949	Cooperative Education II
— 2949	Cooperative Education III

## Associate in Science in Business—Marketing/Distributive Education

The Marketing/Distributive Education career program provides the opportunity for a student to acquire the basic tools to build a successful career in this many-faceted field. The program is centered around the economic process of distributing goods and services to the consumer.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
GEB 1011	Introduction to Business	3	
QMB 1001	Business Mathematics		3
MAR 1011	Principles of Marketing	3	
MAR 2101	Salesmanship		3
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
MAR 1941A	Marketing Practicum	3	
MAR 1941B	Marketing Practicum		3
ECO 2013	Principles of Economics I	3	
SES 2335	Business Correspondence		3
		15	15
<b>SOPHOMORE</b>			
ACC 2001-2021	Accounting I & II	3	3
BUL 2111	Business Law I	3	
MAN 2000	Principles of Management		3
SOP 1602	Human Relations	3	
MAR 2941A	Marketing Practicum	3	
MAR 2941B	Marketing Practicum		3
POS 2041	American Federal Government	3	
Elective	(Social Science)		3
Elective			3
		15	15

### *Suggested Electives:*

MAN 1800	Small Business Management
MAN 2300	Personnel Management
BUL 2112	Business Law II
FIN 2000	Principles of Finance
COC 1300	Introduction to Data Processing



## Associate in Science in Business—Office Administration

This program is designed to provide the necessary skills for students who plan to seek an office position such as General Office Clerk, Typist, Receptionist, Transcribing Machine Operator, Administrative Assistant, and Records Supervisor.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
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
GEB 1011	Introduction to Business	3	
SOP 1602	Human Relations	3	
QMB 1001	Business Mathematics	3	
COC 1300	Introduction to Data Processing		3
POS 2041	American Federal Government		3
Elective	(From Approved Business Electives)		3
		15	15
<b>SOPHOMORE</b>			
ACC 2001	Principles of Accounting I	3	
SES 2401-2402	Office Procedures I & II	3	3
SES 2120	Advanced Typewriting	3	
SES 2321	Office Machines	3	
SES 2335	Business Correspondence		3
SES 2361	Machine Transcription		3
SES 2151	Word Processing: Memory Typewriter		1
SES 2154	Word Processing: Text Editor		1
Electives	(From Approved Business Electives)	3	3
Elective	(Social Science)		3
		15	17

\*Typewriting courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the approved Business Electives for the program.

### Approved Business Electives:

ACC 2021	Principles of Accounting II
BUL 2111	Business Law I
BUL 2112	Business Law II
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAN 1800	Small Business Management
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
FIN 1000	Personal Finance
MAN 2000	Principles of Management
MAN 2300	Personnel Management
SES 2131	Legal Typewriting
SES 2441	Legal Procedures I
SES 2442	Legal Procedures II
SES 2443	Legal Procedures III
SES 1210	Shorthand I
SES 1211	Shorthand II
SES 2212	Shorthand III
SES 2213	Shorthand IV

## 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	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
POS 2041	American Federal Government	3	
SOP 1602	Human Relations	3	
REE 1000	Real Estate Principles and Practices I	4	
QMB 1001	Business Mathematics	3	
GEB 1011	Introduction to Business		3
REE 1030	Real Estate Salesmanship		3
Electives			6
		<hr/>	<hr/>
		16	15
<b>SOPHOMORE</b>			
REE 2091	Current Issues in Real Estate	3	
REE 2441	Florida Real Estate Land Titles		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
		<hr/>	<hr/>
		14	15

*Suggested Electives:*

REE 1300	Real Estate Investment
REE 2041	Real Estate Principles and Practices II
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	
		Session I	Session II
<b>FRESHMAN</b>			
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
SOP 1602	Human Relations	3	
QMB 1001	Business Mathematics		3
GEB 1011	Introduction to Business	3	
POS 2041	American Federal Government		3
		15	15
<b>SOPHOMORE</b>			
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 waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Approved Business Electives for the program.

### Approved Business Electives:

ACC 2021	Principles of Accounting II
BUL 2111	Business Law I
BUL 2112	Business Law II
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
FIN 1100	Personal Finance
MAN 1800	Small Business Management
MAN 2000	Principles of Management
MAN 2300	Personnel Management
SES 2151	Word Processing: Memory Typewriter
SES 2154	Word Processing: Text Editor
SES 2441	Legal Procedures I
SES 2442	Legal Procedures II
SES 2443	Legal Procedures III
SES 2131	Legal Typewriting

## Associate in Science in Business - Secretarial Science/ Legal Secretary Option

This Option, as clarified by the following program structure, is designed to provide the necessary skills for students who plan to seek a career as a Legal Secretary.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>			
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
GEB 1011	Introduction to Business	3	
SOP 1602	Human Relations	3	
QMB 1001	Business Mathematics		3
POS 2041	American Federal Government		3
		15	15
<b>SOPHOMORE</b>			
ACC 2001	Principles of Accounting I	3	
SES 2401-2402	Office Procedures I & II	3	3
SES 2131	Legal Typewriting	3	
*SES 2212	Shorthand III	3	
SES 2441-2442	Legal Procedures I & II	3	3
SES 2335	Business Correspondence		3
SES 2361	Machine Transcription		3
Elective	(From Approved Business Electives)	3	
Elective	(Social Science)		3
		18	15

\*Typewriting and Shorthand courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Approved Business Electives for the program.

### *Approved Business Electives:*

SES 2321	Office Machines
SES 2213	Shorthand IV
SES 2443	Legal Procedures III
SES 2151	Word Processing: Memory Typewriter
SES 2154	Word Processing: Text Editor
COC 1300	Introduction to Data Processing

## Associate in Science in Building Construction Technology

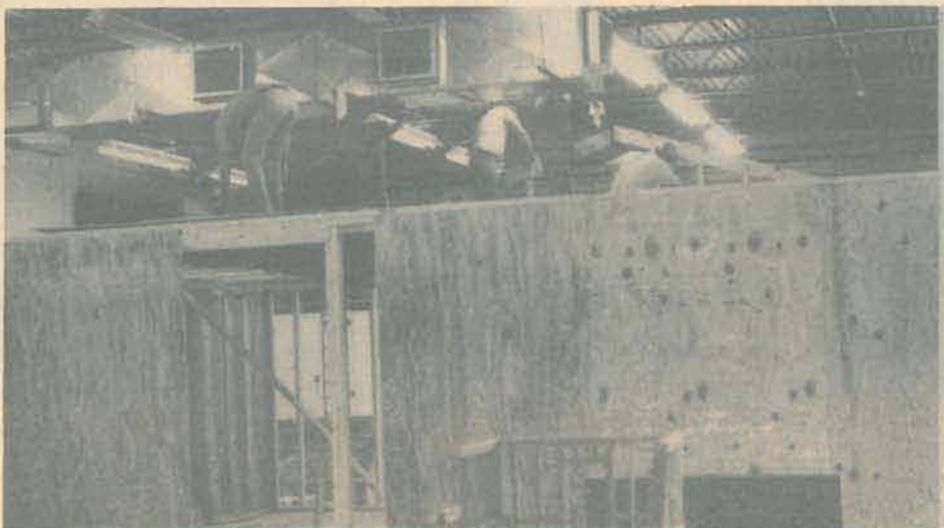
The program is designed to prepare the student for work in the building and construction field.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
QMB 1001	Business Mathematics	3	
MTB 1013	Introduction to Technical Mathematics		3
BCT 1040	Basic Drafting & Blueprint Reading	3	
BCN 1220	Structures I	3	
SOP 1602	Human Relations		3
*BCT 1941	Building Construction Practicum I	3	
*BCT 1942	Building Construction Practicum II		3
POS 2041	American Federal Government		3
		<hr/>	<hr/>
		15	15
<b>SOPHOMORE</b>			
MAN 2300	Personnel Management	3	
BCN 2610	Construction Estimating	3	
BCN 1221	Structures II	3	
BCN 2765	Codes, Contracts, & Specifications	3	
ARC 1120C	Architectural Drawing		3
*BCT 2943	Building Construction Practicum III	3	
BCT 2944	Building Construction Practicum IV		3
HES 1402	Advanced First Aid & Emergency Care		3
Elective	(Social Science)		3
Elective	(Building Construction)		3
		<hr/>	<hr/>
		15	15

### *Suggested Electives:*

ETM 2610	Mechanical Systems
BCN 1520	Electrical Systems
BCN 1501	Plumbing Systems
SUR 2201C	Surveying I
SUR 2200C	Surveying II
ETC 2210	Soil Mechanics

\*Two of the above-suggested Electives can be substituted for any two of the first three Building Construction Practicum.



## Associate in Science in Cosmetology

This program is designed to prepare persons for initial employment in the cosmetology field under such primary job title as Cosmetologist. Supportive instruction is provided in mathematics, communication skills, human relations, and political science.

COURSE	DESCRIPTION	SEMESTER HOURS		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
	<b>FRESHMAN</b>			
COS 1131	Cosmetology I	18		
COS 1132	Cosmetology II		17	
ENC 1013	Communication Skills I, or			3
ENC 1103	English Composition I			
COS 1133	Cosmetology III			12
		<hr/>	<hr/>	<hr/>
		18	17	15
	<b>SOPHOMORE</b>			
ENC 1026	Communication Skills II, or	3		
ENC 1136	English Composition II			
SOP 1602	Human Relations	3		
POS 2041	American Federal Government	3		
Elective	(Social Science)	3		
		<hr/>		
		12		



## 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	
		<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
POS 2041	American Federal Government	3	
SOP 1602	Human Relations	3	
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
<b>SOPHOMORE</b>			
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 2130	Police Community Relations		3
CCJ 2260	Rules for Police		3
CCJ 2930	Seminar in Police Problems		3
CCJ 2000	Police Role in Crime		3
Elective	(Social Science)	3	
Elective		3	
		15	15

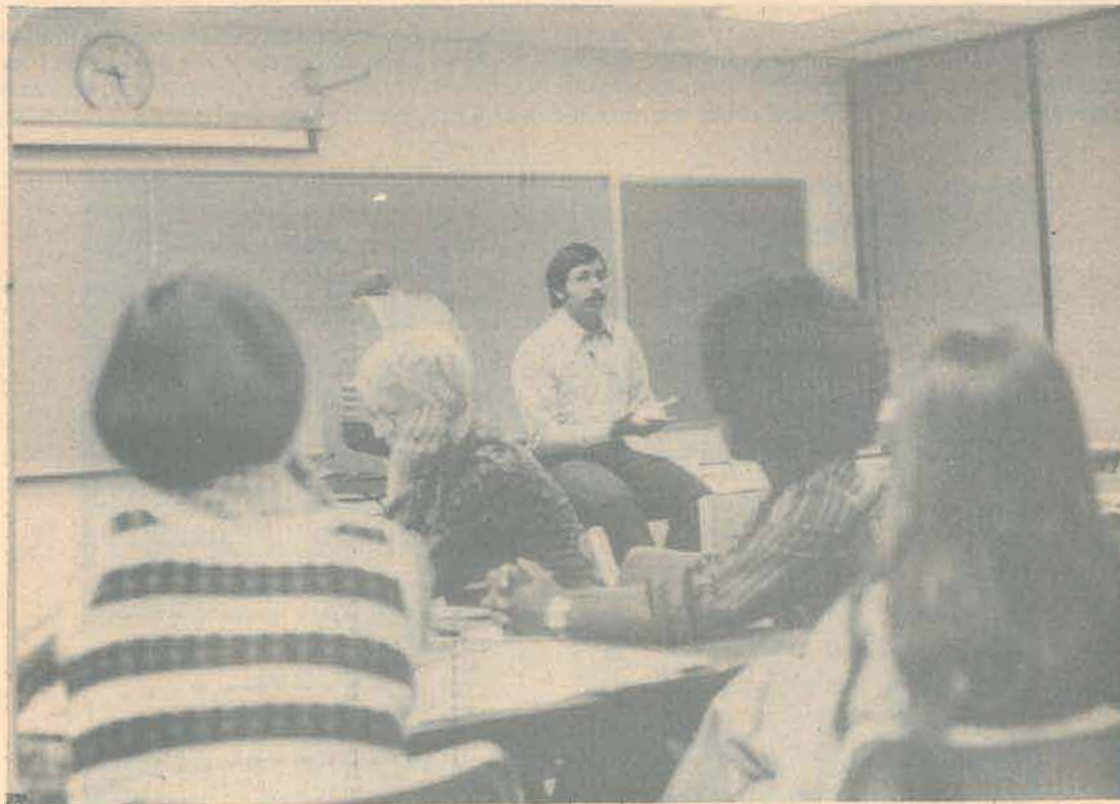
\*Pasco-Hernando Community College offers the Basic Recruit, Police Standards Program. This program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum. Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Under this provision, three hours each will be awarded for CCJ 2220, Criminal Law, and CJT 1100, Criminal Investigation. Credit is not applicable to those who have already qualified for credit under the provisions of a previous catalog.



## Associate in Science in Diesel Mechanics Technology

This program is designed to prepare the student as a mechanic to work on diesel engines and related components and to give the student skills for management/mid-management level jobs. Supportive instruction is provided in mathematics, communication skills, human relations, political science, sales, accounting, and management. Examples of job titles include shop manager, sales and service representative, and manufacturer's technical representative.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
AER 1771	Diesel Mechanics I	6	
AER 1772	Diesel Mechanics II	6	
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
AER 1773	Diesel Mechanics III		6
AER 1774	Diesel Mechanics IV		6
		<hr/>	<hr/>
		15	15
<b>SOPHOMORE</b>			
AER 1775	Diesel Mechanics V	6	
AER 1776	Diesel Mechanics VI	6	
MTB 1321-1322	Technical Mathematics I & II	3	3
POS 2041	American Federal Government		3
MAN 2000	Principles of Management		3
MAR 2101	Salesmanship, or		3
ACC 2001	Accounting I		
SOP 1602	Human Relations	3	
Elective	Social Science		3
		<hr/>	<hr/>
		18	15





## Associate in Science in Electronics Technology - Medical Systems

The Medical Systems Program provides its graduates with knowledge of biomedical electronic circuits, systems, and equipment applications.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
MTB 1321-1322	Technical Mathematics I & II	3	3
SOP 1602	Human Relations	3	
*+ETE 1010C	Electronics I	4	
*ETE 1020C	Electronics II		4
ETD 1620C	Electronic Drawing	4	
POS 2041	American Federal Government		3
Elective	Social Science		3
		<hr/>	<hr/>
		17	16
<b>SOPHOMORE</b>			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
ETE 2600C	Digital Electronics I	4	
ETE 2810C	Medical Electronics		4
PHY 1023C	General Physics I	4	
ETE 2680C	Microcomputers		4
ETE 2208C	Medical Instrumentation		4
ETE 2930	Electronics Seminar		4
		<hr/>	<hr/>
		16	16

+An Electronic pretest in math skills will be administered to each entering student. Those students who do not complete the examination successfully are strongly urged to enroll in ETE 1100, Introduction to Electronics Technology, and MTB 1013, Introduction to Technical Mathematics.

\*Credit-by-examination is available. The examination is composed of two sections: Section I covers written theory; and Section II covers practical laboratory applications. Credit will be awarded upon the successful completion (70%) of each Section.



## 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
<b>FRESHMAN</b>			
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	
PSC 1341	Introduction to the Physical Universe I	3	
PSC 1311	Introduction to the Physical Universe II		3
*APB 1120	Introduction to Biology I	3	
PSC 1512	Energy Systems & Natural Resources		3
CHM 1015C	Chemistry		4
EVS 1651	Waste Disposal: Solid, Liquid, & Radioactive		3
		15	16
<b>SOPHOMORE</b>			
POS 2041	American Federal Government	3	
EVS 2102	Air & Water Environments	3	
GLY 2850	Geology & Environment of Florida	4	
EVS 2912	Ecological Field Problems		1
SOP 1602	Human Relations		3
Elective	(Social Science)	3	
Elective**		3	9
		16	13

\*May substitute BSC 1010C, Fundamentals of Biology I

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

### WATER OPTION REQUIRED COURSES:

EVS 1220C	Laboratory Analysis Techniques I
EVS 1233	Operation & Management of Wastewater Treatment Plants
GLY 2282	Hydrology

### Suggested Electives:

COE 1000	Cooperative Education I
— 1949	Cooperative Education II
— 2949	Cooperative Education III
SUR 2001C	Surveying I

The credit-by-examination fee will be waived one time for students having a valid class "A" certificate in water treatment for the following courses:

- EVS 1220C Laboratory Analysis Techniques I
- MTB 1321, Technical Mathematics I

and for those students having a valid class "A" certificate in wastewater treatment for the following courses:

- MTB 1321, Technical Mathematics I
- EVS 1220C Laboratory Analysis Techniques I
- EVS 1233, Operation & Management of Wastewater Treatment Plants

## 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	
		<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
GEB 1011	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
<b>SOPHOMORE</b>			
SOP 1602	Human Relations	3	
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
FSS 1949	Cooperative Education II
FSS 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		
		Session I	Session II	Session III
	<b>FRESHMAN</b>			
BSC 1010C	Fundamentals of Biology I	4		
APB 1190C	Human Anatomy and Physiology	4		
PSY 1000	Introduction to Psychology		3	
*POS 2041	American Federal Government*		3	
NUR 1021C	Nursing I	8		
NUR 1200C	Nursing II		10	
NUR 1311C	Nursing III			5
*Elective	(Social Science)		3	
		<hr/>	<hr/>	<hr/>
		16	19	5
	<b>SOPHOMORE</b>			
ENC 1103-1136	English Composition I & II, or	3	3	
ENC 1013-1026	Communication Skills I & II			
DEP 2002	Child Psychology	3		
NUR 2130C	Nursing IV	12		
NUR 2220C	Nursing V		12	
NUU 2210	Nursing VI		2	
		<hr/>	<hr/>	
		18	17	
	General Education	26 Semester Hours		
	Nursing Education	49 Semester Hours		
	<b>Total</b>	<hr/> 75 Semester Hours		

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

### Special Graduation Requirements

Completion of 75 semester hours of approved credit. In order to enter and/or continue in the program, a grade of "C" or better must be earned in all required science courses completed. (See Page 21, Academic Average and Repeated Courses.)

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in each Nursing course in order to continue in the Nursing Program. Nursing courses may not be repeated except on the recommendation of the Nursing Faculty.

A minimum of 15 hours of credit in Nursing must be completed in residence at Pasco-Hernando Community College in the 2000-level courses.



## Associate in Science in Paramedics

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1013-1026	Communication Skills I & II, or	3	3
ENC 1103-1136	English Composition I & II		
HSC 2530	Medical Terminology	3	
PSY 1000	Introduction to Psychology, or	3	
SOP 1602	Human Relations		
EMT 1101C	Fundamentals of Emergency Medical Care	5	
EMT 1188C	Paramedics I		12
EMT 1803L	Paramedics Laboratory I		3
Elective	(Social Science)	3	
		<hr/>	<hr/>
		17	18
<b>SOPHOMORE</b>			
EMT 1288C	Paramedics II	4	
EMT 1826L	Paramedics Laboratory II	9	
EMT 1946	Paramedics Internship		9
POS 2041	American Federal Government		3
		<hr/>	<hr/>
		13	12

### *Suggested Electives:*

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

## Associate in General Studies

The Associate in General Studies degree will be awarded a previously enrolled student upon completion of any 60 semester hours including American Federal Government, POS 2041, and no more than six hours of credit in courses at the 9000-level. Vocational certificate courses do not apply toward this degree. 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.

Authorization for the college to offer the Associate in General Studies degree is currently under review, and its availability for the 1980-81 academic year is in doubt. It is being continued in this catalog for students declaring the program in 1979-80 or earlier. New students are cautioned to inquire about its status before enrollment.



## Certificate Programs

The Certificate Programs offered at Pasco-Hernando Community College are shown below. Certificates are awarded in these programs upon satisfactory completion of the number of semester hours required for each, a minimum of six hours having been taken at P-HCC. A cumulative Grade Point Average of not less than 2.0 or "C" must be achieved.

CERTIFICATE PROGRAM	SEMESTER HOURS REQUIRED
Beef Production, Citrus Production, Ornamental Horticulture	15
Real Estate	16
Building Construction, Business, Stock and Inventory Clerk, Clerical, Food Service, *General Studies	30
Teacher Aide	31
Diesel Mechanics	36
Paramedics	37
Cosmetology	47

\*See Page 64 for availability of General Studies Certificate Program.

### Certificate Program-Beef Production

This program prepares the student for jobs in the beef cattle industry. Examples of job titles include: ranch worker, ranch foreman, feedlot operator, and cattle buyer. Instruction includes principles and practices involved in the production and management of beef cattle. Upon completion of this certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SOS 2101	Soil Science and Fertilizers	3
AGR 2222	Forage, Cover and Grain Crops	3
ANS 2240	Beef Cattle Production	3
ANS 1003	Animal Science	3
ANS 1611	Livestock and Meat Selection, Grading and Processing	3
		—
		15

### 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	
		Session I	Session II
MTB 1013	Introduction to Technical Mathematics	3	
ENC 1013	Communication Skills I, or	3	
ENC 1103	English Composition I		
BCN 1220	Structures I	3	
BCT 1040	Basic Drafting and Blueprint Reading		3
SOP 1602	Human Relations		3
BCN 2765	Codes, Contracts, & Specifications	3	
HES 1402	Advanced First Aid & Emergency Care		3
BCN 2610	Construction Estimating		3
Elective	(Building Construction)	3	
*Elective	(Building Construction Practicum)		3
		—	—
		15	15

*Approved Electives:*

SUR 2001C	Surveying I
ETC 2210	Soil Mechanics
ARC 1120C	Architectural Drawing
BCN 1221	Structures II
BCT 1941	Building Construction Practicum I
BCT 1942	Building Construction Practicum II
BCT 2943	Building Construction Practicum III

\*BCT 2944, Building Construction Practicum IV, may not be taken under this Elective.

**Certificate Program-Business**

The program prepares the student for the field of business. On completion of this certificate program, an individual may transfer into the two-year Associate in Science in Business 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>
GEB 1011	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	Communication 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 1800	Small Business Management
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
SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter

\*Other typewriting and shorthand courses may be substituted.

### Certificate Program-Citrus

This program prepares the student for jobs in the citrus industry. Examples of job titles include: citrus producer, citrus caretaker, grove foreman, and grove manager. Instruction includes principles and practices involved in the production and management of citrus groves. Upon completion of the certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SOS 2102	Soil Science and Fertilizers	3
FRC 2211	Citrus Culture I	3
FRC 2220	Citrus Culture II	3
FRC 1242	Citrus Production Management	3
PMA 2201	Pests and Diseases of Citrus and Ornamentals	3
		<hr/> 15



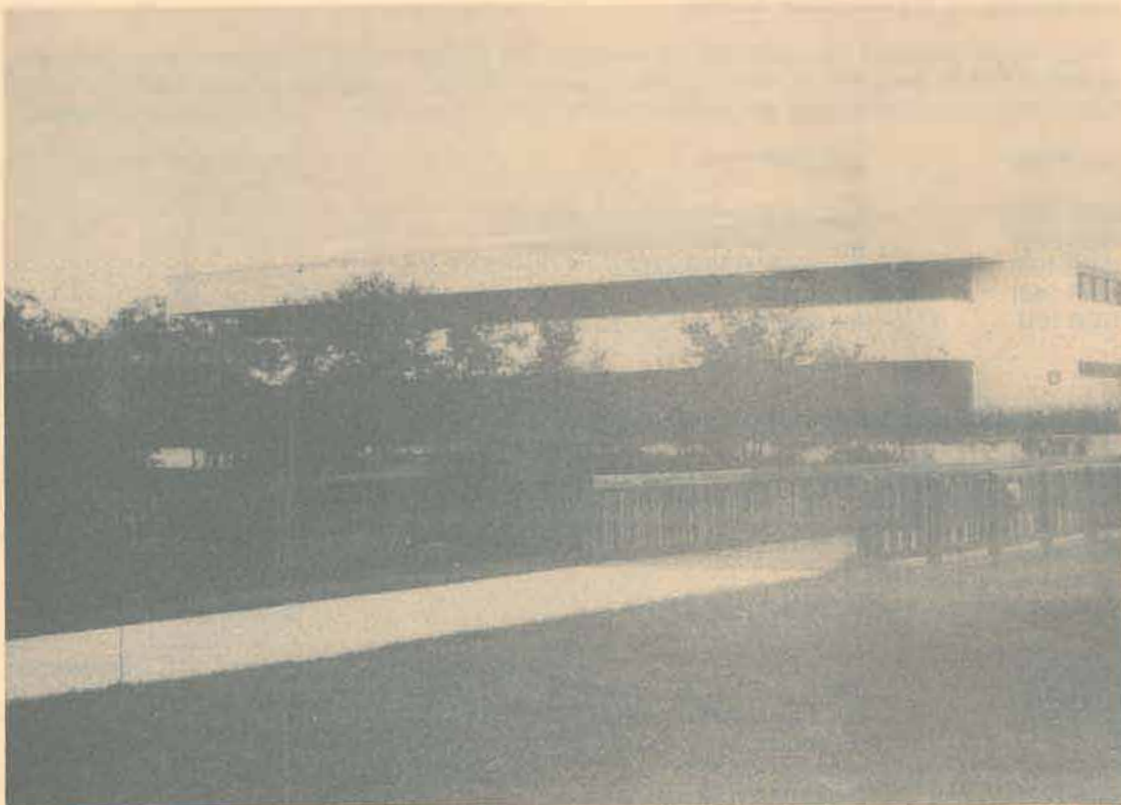


### Certificate Program-Ornamental Horticulture

This program prepares the student for jobs in the ornamental horticulture industry. Examples of job titles include: nurseryman, nursery plant salesman/buyer, landscaper, greenhouse operator, landscape maintainer, and groundskeeper. Recommended for the homeowner engaged in garden and yard care. The course, Florida Plant Nursery Operations, is designed to assist in preparing for the Florida Horticultural Industries Certification Board examinations. Upon completion of the certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS
		CREDIT
SOS 2102	Soil Science and Fertilizers	3
ORH 2001	Ornamental Horticulture I	3
ORH 2002	Ornamental Horticulture II	3
ORH 2840	Landscape Design and Maintenance	3
HOS 2054	Florida Plant Nursery Operations, or	3
*PMA 2201	Pests and Diseases of Citrus and Ornamentals	—
		15

\*The student who is FHICB certified may elect to take this course in lieu of Florida Plant Nursery Operations.



### Certificate Program-Paramedics

This program provides a theoretical basis to understand and to implement life-saving techniques in an emergency situation. Clinical laboratory experience is provided for learning related basic skills, and a supervised clinical rotation enables 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. Upon completion of the certificate program, an individual may transfer into the two-year Associate in Science in Paramedics program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

*Pre or Corequisite Courses:*

EMT 1101C	Fundamentals of Emergency Medical Care
HSC 2530	Medical Terminology

	SESSION I	CREDITS
EMT 1188C	Paramedics I	12
EMT 1803L	Paramedics Laboratory I	3
	SESSION II	
EMT 1288C	Paramedics II	4
EMT 1826L	Paramedics Laboratory II	9
	SESSION III	
EMT 1946	Paramedics Internship (288 hours in the field)	9
		37

### Certificate Program-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.

COURSE	DESCRIPTION	SEMESTER HOURS CREDITS
REE 1000	Real Estate Principles & Practices I	4
REE 2091	Current Issues in Real Estate	3
QMB 1001	Business Mathematics	3
MAR 2101	Real Estate Salesmanship	3
GEB 1011	Introduction to Business	3
		16

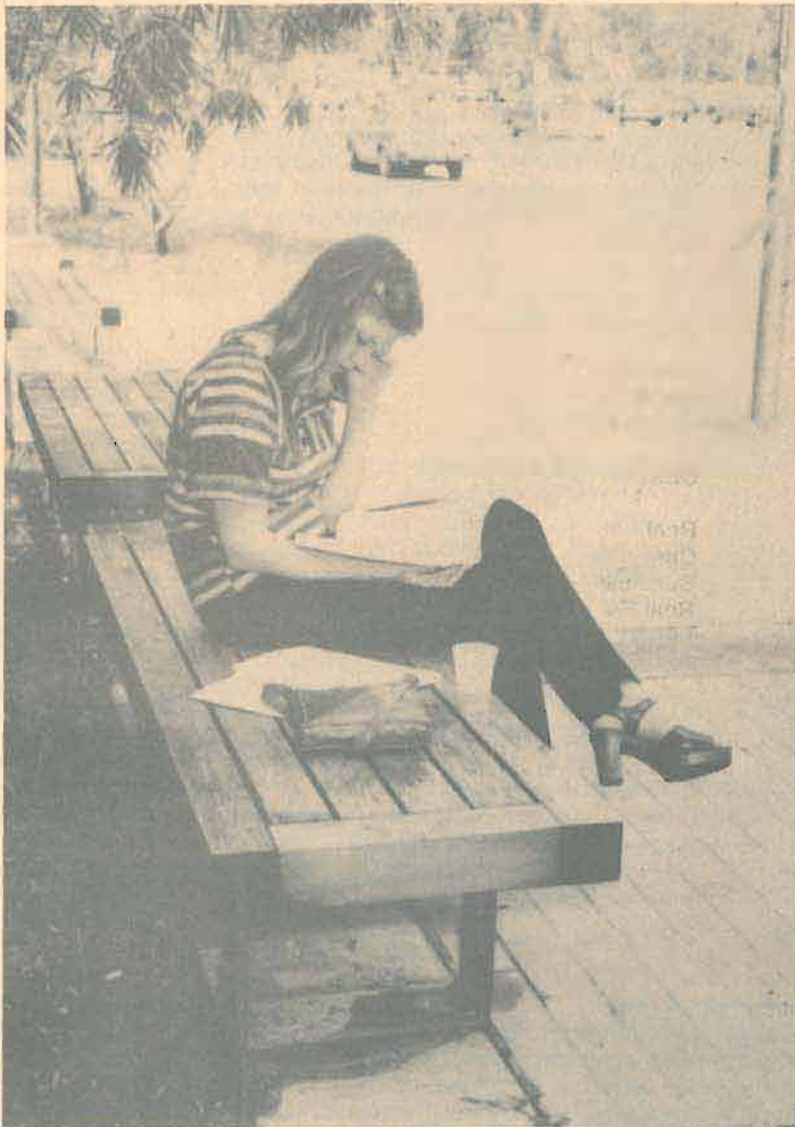
### Certificate Program-Stock and Inventory Clerk

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
GEB 1011	Introduction to Business	3	
QMB 1001	Business Mathematics	3	
SES 1100	Beginning Typewriting	3	
SOP 1602	Human Relations	3	
SES 2321	Office Machines	3	
SES 2335	Business Correspondence		3
ACC 2001	Principles of Accounting I		3
MKA 1940	Business Practicum Stock and Inventory		3
Elective	(From Approved Business Electives)		3
Elective			3
		15	15

*Approved Business Electives:*

FIN 1100	Personal Finance
MAR 1011	Principles of Marketing
COC 1300	Introduction to Data Processing
SES 1110	Intermediate Typewriting
MAN 2000	Principles of Management
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II



## Certificate Program—Teacher Aide

This program is designed to prepare the student for employment as a teacher aide. Upon completion of the Certificate Program the student may transfer into the Associate in Arts Degree.

COURSE	SESSION I	CREDITS
*ENC 1103	English Composition	3
EEC 1001	Early Childhood Development & Education	3
EDG 1316	Tutoring Management and Techniques	3
EDG 1315	Preparation of Instructional Materials	3
*MGF 1113	College Mathematics I, or	
**MAT 9013	Fundamentals of Mathematics	3
		15
	<b>SESSION II</b>	
DEP 2002	Child Psychology, or	3
***EEC 2311	Preschool Activities	
EDG 1317	Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction	3
EDG 1318	Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction	3
SES 1100	Beginning Typewriting	3
COE 1000	Cooperative Education I	1
EDF 1949	Cooperative Education II	3
		16

*Suggested for Associate in Arts Degree*

COURSE	SUGGESTED SESSION I	CREDITS
*ENC 1136	English Composition II	3
SOC 2000	Introduction to Sociology	3
*HUM 2211	Humanities I	3
APB 1120	Introduction to Biology I	3
*Elective	Mathematics: Any course with prefix MAC, MGF, STA	3
		15
	<b>SUGGESTED SESSION II</b>	
APB 1150	Introduction to Biology II	3
PSC 1311	Introduction to the Physical Universe II	3
*POS 2041	American Federal Government	3
*HUM 2230	Humanities II	3
*PSY 1000	Introduction to Psychology	3
		15

\* Required course in A.A. degree.

\*\* Institutional credit. Acceptable for completion of certificate program only. The AA Degree requires (6) hours of college level mathematics.

\*\*\* Suggested for those students preparing to be pre-school teacher aides. If the student later transfers into the A.A. degree, the student will be required to take an additional social science elective course to fulfill the requirements of that degree.

The certificate will be awarded following successful completion (cumulative Grade-Point Average of 2.0 or better) of the indicated courses in the first 31 hours of the program. The A.A. Degree will be awarded following successful completion of the 61 hours of required and elective courses. To receive benefits, a veteran desiring to specialize as a Teacher Aide must enroll for the Associate in Arts Degree program.

## 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. Technical Programs leading to the Associate in Science Degree are aimed at the semi-professional level of an occupation.

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 a chosen occupational field. See course descriptions for class hours.

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

Classroom (lecture) 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, designed to teach principles under controlled conditions, equate to classroom instruction on a two-for-one basis. Credit is awarded on the basis of one credit hour for two sixty-minute laboratory periods per week per session or one credit hour for four sixty-minute laboratory periods per 8-week session.

### Certificate Program-Carpentry

This program requires one year of four 8-week sessions for completion (768 Clock Hours). This program is designed to prepare persons for initial employment, or to upgrade or retrain persons already employed, or to provide the apprenticeship-related course work necessary for employment in the Carpentry trade. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

	SESSION I	SEMESTER HOURS CREDIT*	HOURS PER WEEK
Mod. I (8 weeks)			
BCT 0111	Carpentry Principles I	2	4
BCT 0121	Carpentry Practices I	2	8
BCT 0112	Carpentry Principles II	2	4
BCT 0122	Carpentry Practices II	2	8
		8	24
Mod. II (8 weeks)			
BCT 0113	Carpentry Principles III	2	4
BCT 0123	Carpentry Practices III	2	8
BCT 0114	Carpentry Principles IV	2	4
BCT 0124	Carpentry Practices IV	2	8
		8	24
SESSION II			
Mod. III (8 weeks)			
BCT 0115	Carpentry Principles V	2	4
BCT 0125	Carpentry Practices V	2	8
BCT 0116	Carpentry Principles VI	2	4
BCT 0126	Carpentry Practices VI	2	8
		8	24
Mod. IV (8 weeks)			
BCT 0117	Carpentry Principles VII	2	4
BCT 0127	Carpentry Practices VII	2	8
BCT 0118	Carpentry Principles VIII	2	4
BCT 0128	Carpentry Practices VIII	2	8
		8	24

\*Institutional credit non-transferable



### Vocational Certificate-Masonry

This program requires one year of four 8-week sessions for completion (768 Clock Hours). 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. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

	SEMESTER HOURS CREDIT <sup>a</sup>	HOURS PER WEEK	
<b>SESSION I</b>			
Mod. I (8 weeks)			
BCT 0411	Masonry Principles I	2	4
BCT 0421	Masonry Practices I	2	8
BCT 0412	Masonry Principles II	2	4
BCT 0422	Masonry Practices II	2	8
		8	24
Mod. II (8 weeks)			
BCT 0413	Masonry Principles III	2	4
BCT 0423	Masonry Practices III	2	8
BCT 0414	Masonry Principles IV	2	4
BCT 0424	Masonry Practices IV	2	8
		8	24
<b>SESSION II</b>			
Mod. III (8 weeks)			
BCT 0415	Masonry Principles V	2	4
BCT 0425	Masonry Practices V	2	8
BCT 0416	Masonry Principles VI	2	4
BCT 0426	Masonry Practices VI	2	8
		8	24
Mod. IV (8 weeks)			
BCT 0417	Masonry Principles VII	2	4
BCT 0427	Masonry Practices VII	2	8
BCT 0418	Masonry Principles VIII	2	4
BCT 0428	Masonry Practices VIII	2	8
		8	24

<sup>a</sup>Institutional credit non-transferable.

## Vocational Certificate-Small Gas Engines

This program requires one year of four 8-week sessions for completion (768 Clock Hours). The program offers specialized classroom and laboratory experiences concerned with maintaining and repairing a variety of small gas engines used on portable power equipment, e.g., lawnmowers, outboard motors, generators, pumps, chain saws, and rotary tillers. Instruction includes principles of internal combustion engine operations, reading technical manuals, and customer relations. This program is designed to prepare persons for initial employment as a small gas engine mechanic. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

		SEMESTER HOURS CREDIT*	HOURS PER WEEK
<b>SESSION I</b>			
Mod. I (8 weeks)			
AER 0371	Small Gas Engines Principles I	2	4
AER 0381	Small Gas Engines Practices I	2	8
AER 0372	Small Gas Engines Principles II	2	4
AER 0382	Small Gas Engines Practices II	2	8
		8	24
Mod. II (8 weeks)			
AER 0373	Small Gas Engines Principles III	2	4
AER 0383	Small Gas Engines Practices III	2	8
AER 0374	Small Gas Engines Principles IV	2	4
AER 0384	Small Gas Engines Practices IV	2	8
		8	24
<b>SESSION II</b>			
Mod. III (8 weeks)			
AER 0411	Small Gas Engines Principles V	2	4
AER 0431	Small Gas Engines Practices V	2	8
AER 0377	Small Gas Engines Principles VI	2	4
AER 0387	Small Gas Engines Practices VI	2	8
		8	24
Mod. IV (8 weeks)			
AER 0601	Small Gas Engines Principles VII	2	4
AER 0611	Small Gas Engines Practices VII	2	8
AER 0271	Small Gas Engines Principles VIII	2	4
AER 0275	Small Gas Engines Practices VIII	2	8
		8	24

\* Institutional credit non-transferable

## Vocational Certificate-Welding

This program requires one year of four 8-week sessions for completion (768 Clock Hours). The program offers specialized classroom and practical experiences in the cutting or joining of metal parts through the application of intense heat, using gas welding or electric arc welding equipment. Covered are selection of proper electrodes and adjustment of voltage and current for type of metal. Flame cutting, brazing, and use of equipment introducing a shield of inert gas (MIG-TIG) around the electric arc to prevent oxidation are integrated into the program. Emphasis is also placed on safety, and interpretation of blueprints and layouts. This program is designed to prepare persons for initial employment as an apprentice welder. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

		SEMESTER HOURS CREDIT*	HOURS PER WEEK
<b>SESSION I</b>			
Mod. I (8 weeks)			
MTR 0051	Welding Principles I	2	4
MTR 0061	Welding Practices I	2	8
MTR 0052	Welding Principles II	2	4
MTR 0062	Welding Practices II	2	8
		8	24
Mod. II (8 weeks)			
MTR 0053	Welding Principles III	2	4
MTR 0063	Welding Practices III	2	8
MTR 0054	Welding Principles IV	2	4
MTR 0064	Welding Practices IV	2	8
		8	24
<b>SESSION II</b>			
Mod. III (8 weeks)			
MTR 0055	Welding Principles V	2	4
MTR 0065	Welding Practices V	2	8
MTR 0056	Welding Principles VI	2	4
MTR 0066	Welding Practices VI	2	8
		8	24
Mod. IV (8 weeks)			
MTR 0057	Welding Principles VII	2	4
MTR 0067	Welding Practices VII	2	8
MTR 0058	Welding Principles VIII	2	4
MTR 0068	Welding Practices VIII	2	8
		8	24

\*Institutional credit non-transferable.



## Course Descriptions

Core courses required and designated as electives under the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to a senior public institution. All other catalog courses, except those at the 9000-level (indicated by \*) and those designed for Vocational Certificates only, are credited to any degree program for purposes of graduation from Pasco-Hernando Community College, but may not be accepted by the institution to which a student transfers. A counselor will assist in providing information on courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

Physical Education courses and 9000-level courses (indicated by \*) are not creditable as part of the basic 60-hour requirement in the AA and AS Degrees. For students entering the college in 1979-80 or earlier, no more than six hours of credit in courses at the 9000-level (indicated by \*) may be applied toward the AGS Degree and Certificate. THIS OPTION MAY NOT BE AVAILABLE TO STUDENTS ENTERING IN 1980-81. Vocational Certificate courses accrue credit only toward the certificate to which they apply.

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 a prerequisite should consult a P-HCC counselor.

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

### Florida's Statewide Course Numbering System

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

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

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

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC\_\_\_000 at a community college, he cannot be required to repeat SOC\_\_\_000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

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

### General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC\_\_\_000.

### First Digit

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

### Titles

Each institution will retain its own title for each of its courses. The Sociology courses mentioned above are titled at different

schools "Introductory Sociology", "General Sociology", and "Principles of Sociology". The title does not affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

### Lab Indicators

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

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

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

Examples: Marine Biology  
           OCB \_\_\_ 013 (lecture only)  
           OCB \_\_\_ 013L (lab only)  
   Marine Biology with Lab  
           OCB \_\_\_ 013C (lecture  
   and  
           lab combined)

Therefore, OCB \_\_\_ 013C is equivalent to  
           OCB \_\_\_ 013 plus OCB \_\_\_ 013L.

### Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these

sequences. (For example, MAC \_\_\_ 132, \_\_\_ 133, \_\_\_ 134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

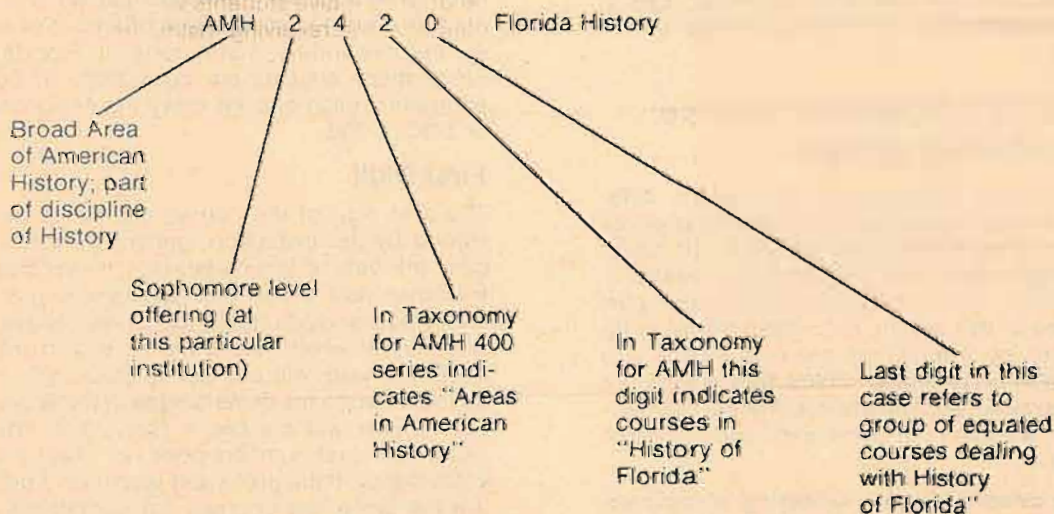
### Explanation of Prefixes and Numbers

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

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

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

A more specific example is AMH 2420.



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

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

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

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

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

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

### Exceptions to the Rule for Equivalencies

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

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

- B. All numbers which have a second digit of 9 (Ex.: ART -2905) are "place keeper" numbers for each course as directed in independent study, thesis hours, etc. Courses with \_\_\_900 numbers must be evaluated individually and are not automatically transferable.
- C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

### Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: " . . . Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in the state-wide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."

## COURSES

### Agri-Business Technology

#### **AGG 1301 Agri-Business Technology** 3 cr.

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

#### **AGG 2941 Agriculture Employment Practicum I** 3 cr.

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

#### **AGG 2942 Agriculture Employment Practicum II** 3 cr.

Prerequisite: AGG 2941. A continuation of AGG 2941, Agriculture Employment Practicum I.

#### **AGG 2943 Agriculture Employment Practicum III** 3 cr.

Prerequisite: AGG 2942. A continuation of Agriculture Employment Practicum II.

#### **AGG 2944 Agriculture Employment Practicum IV** 3 cr.

Prerequisite: AGG 2943. A continuation of Agriculture Employment Practicum III.

#### **AGR 2222 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.

#### **ANS 1003 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.

#### **ANS 1611 Livestock and Meat Selection, Grading and Processing** 3 cr.

A practical course designed primarily for the beef cattle producer and buyer. The relationship between live animal selection and carcass evaluation is stressed. Pork and lamb are covered to a lesser extent than beef. Wholesale and retail cut identification and selection, grading, and processing are covered. Also recommended for the consumer of meat. Three class hours.

#### **ANS 2240 Beef Cattle Production** 3 cr.

A practical course designed to assist those who are engaged in the production and management of beef cattle. Breeds, breeding

and selection, reproduction and fertility, nutrition, feeding, diseases and insects, marketing, and management are covered. Emphasis is placed on the Florida environment. Three class hours.

#### **FRC 1242 Citrus Production Management** 3 cr.

Current issues facing the citrus industry and the producer/manager will be covered. Imports, exports, supply/demand, taxation, zoning, regulations, cooperatives, migrant labor, labor relations, farm credit service, citrus futures, weather, and other major concerns and their effect on citrus production management will be covered. Consultants and specialists may be utilized for specialized topics. Three class hours.

#### **FRC 2211 Citrus Culture I** 3 cr.

The origin and growth of the citrus production industry including citrus varieties, nursery practices, grove establishment and care, testing and marketing citrus. Three class hours.

#### **FRC 2220 Citrus Culture II** 3 cr.

Prerequisite: FRC 2211. A continuation of Citrus Culture I. The study of all citrus growing practices in detail, recommended through research and demanded by economic trends. A Session II (Spring) offering only. Three class hours.

#### **HOS 2054 Florida Plant Nursery Operations** 3 cr.

A course for plant nursery operators and workers. Designed to assist the student in certification examination preparation for the Florida Horticultural Industries Certification Board (FHICB), examinations in Nurseryman's Retail Sales, Landscape Installation, and Landscape Maintenance. Three class hours.

#### **ORH 2001 Ornamental Horticulture I** 3 cr.

A practical overview of the ornamental horticulture industry which explores the four major segments of the fast-growing business field: floriculture, nursery production, turf-grass management, and landscaping. Special emphasis is placed on plant production, marketing, and design to develop a solid and productive business background for those who look forward to a career in horticulture. Three class hours.

#### **ORH 2002 Ornamental Horticulture II** 3 cr.

A practical course designed to assist those who are not trained botanists, but people who want to know about the landscape plants they see every day. The identification of the more common grasses, flowers, shrubs, and trees along with their cultural requirements and landscape uses are covered. Recommended for nurserymen, nursery

sales persons, landscapers, and homeowners. Three class hours.

**ORH 2840 Landscape Design and Maintenance** 3 cr.

A practical course designed to assist those who are not trained landscape architects but people who want to know about landscape design and maintenance. The principles of landscape design, selection and use of plant materials in the landscape, lawn installation, cost estimates, and landscape maintenance are covered. Emphasis is placed on the Florida environment including mobile homes. Three class hours.

**PMA 2201 Pests and Diseases of Citrus and Ornamentals** 3 cr.

A practical course for citrus and horticulture students. An in-depth study of insects, pests, and diseases including identification, prevention, control, and safety measures. Students will have an option of specialized activities in citrus or ornamentals. Three class hours.

**SOS 2102 Soil Science and Fertilizers** 3 cr.  
A general course developed for students not having a geological, chemical, or mathematical background. Terminology, soil formations, physical properties, chemical properties, fertilizers, soil classification, and soil conservation are covered. Three class hours.

### Air Conditioning

**ACT 0402 Air Conditioning I** 8 cr.  
Specialized classroom and practical experience in the cutting, assembling and installing of ducts, grills, outlets and allied flashing and connectors using various tools required for the installation of ducts, grills, and outlets. Emphasis is also placed on safety, and the interpretation of blueprints and layouts. This course requires one sixteen-week session for completion. The student, upon satisfactory completion of this course, should be able to install air-conditioning ducts as well as their component parts. (Does not apply toward a degree). Twelve class hours.

### Anthropology

**ANT 2410 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 preliterate people. Three class hours.

**ANT 2511 Introduction to Physical Anthropology** 3 cr.  
The study of man as a biological unit in the animal kingdom. The human fossil record,

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

### Art

**ARH 1000 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 of art expression. Three class hours.

**ART 1100C Craft Design I** 1 cr.

A course designed to introduce the student to the techniques of craft design and to provide the means for creative application of these techniques. Craft design areas are: A. Macrame; B. Jewelry; C. String Sculpture; D. Crewel; E. Batik; F. Tie & Die; G. Candle-making; H. Needlepoint; I. Weaving; J. Woodworking; K. Shellcraft; L. Leather. Two class hours.

**ART 1101C Craft Design II** 1 cr.

Prerequisite: Craft Design I or consent of instructor. A continuation of the craft design area from Craft Design I. Two class hours.

**ART 1110C Ceramics** 3 cr.

An introduction to the methods of building with clay. Four class hours.

**ART 1111C 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. Four class hours.

**ART 1300C Drawing I** 3 cr.

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

**ART 1301C Drawing II** 3 cr.

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

**ART 1600C Photography I** 3 cr.

This course is designed to introduce the student to the photographic process. Instruction will include introduction to the camera, development and printing of photographs, and refinement of techniques. Four class hours.

**ART 1601C Photography II** 3 cr.

Prerequisite: ART 1600C, or consent of instructor. A continuation of ART 1600C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories and darkroom techniques. Four class hours.

**ART 2510 Painting I** 3 cr.  
Prerequisite: ART 1300C or demonstrate proficiency to instructor. Studio problems in painting involving contemporary styles, techniques, and materials of painting. Four class hours.

**ART 2520 Painting II** 3 cr.  
Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis placed on individual experimentation. Four class hours.

## Banking

**BAN 1110 Principles of Banking** 3 cr.  
This course presents the basic functions and services provided by the banking industry. It provides a broad perspective of bank operations, terminology, and services. The topics include: banking in today's economy, language and documents of banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, and bank loans and investments. Three class hours.

**BAN 1210 Analyzing Financial Statements** 3 cr.  
This course provides the techniques necessary for the evaluation of the financial condition and operating performance of a business. It will include financial statement analysis and accounting, financial statements and business funds flow, tools of financial statement analysis, and the technique of financial statement analysis. Three class hours.

**BAN 1220 Loan and Discount** 3 cr.  
This course provides the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by bonds, stocks and savings accounts; and the concepts of attachment, perfections, priority, default, and foreclosure. Three class hours.

**BAN 1250 Real Estate Finance In Banking** 3 cr.  
This course provides a background in the varied real estate mortgage credit operations of commercial banks. It concentrates on how funds are channeled into the mortgage markets, financing of residential and special purpose property, and administrative tasks common to most mortgage departments. Three class hours.

**BAN 2150 Marketing for Bankers** 3 cr.  
This course presents marketing as a broad concept. It deals with concepts and philosophies of marketing; information, research, and target; the marketing mix (product

strategy, distribution strategy, advertising and sales promotion, personal selling, and pricing strategy); and the methods of market planning. Three class hours.

**BAN 2200 Credit Administration** 3 cr.  
This course describes the factors influencing and determining loan policy. It includes methods of credit investigation and analysis credit techniques, specific credit problems, and secured and unsecured loans. Emphasis is also given to credit department organization and procedures, analysis of financial statements, and methods of dealing with borrowers in financial difficulty. Three class hours.

**BAN 2240 Installment Credit** 3 cr.  
This course emphasizes installment lending techniques in commercial banks. It includes credit evaluation, open-end credit, marketing bank services, collection procedures, legal aspects of credit, financial statement analysis, insurance, and rate structure and yield analysis. Three class hours.

**BAN 2303 Savings and Time Deposit Banking** 3 cr.  
This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It reviews the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed to describe the system of financial flow from income to capital investment. Also covered are interest rates, types of time deposit accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity, and marketing). Three class hours.

**BAN 2400 Trust Functions and Services** 3 cr.  
This course provides an overview of the generally accepted principles of the law of estates, trusts, and agencies. It will include the trust functions and services encountered in the daily operation of a trust department. Three class hours.

**BAN 2720 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 provides new and experienced bankers with a working knowledge of bank management. It includes objectives, planning, structure, control, and the interrelationship of various bank departments. Three class hours.

**BAN 2800 Law and Banking** 3 cr.  
This course is designed not only to present an introduction to basic commercial law, but to relate it more specifically to banking and bank transactions. Topics included are: contracts, agency and partnerships, corporations, real property, personal property and sales, the Uniform Commercial Code, negotiable instruments and bank collections, and secured financing. Three class hours.

**FIN 2230 Money and Banking** 3 cr.  
This course stresses the practical application of the monetary and banking system. It covers such topics as the structure of the commercial banking system, the nature and functions of money, banks and the money supply, cash assets and liquidity management, bank investments, loans, earnings and capital, the Federal Reserve System, and Treasury Department operations. Three class hours.

## Biological Science

**APB 1120 Introduction to Biology I** 3 cr.  
A non-laboratory course for students not planning to major in biology. Introduces the student to evolution and the origin of life, the chemistry of life, energy in living systems, cell biology, genetics, and reproduction and development. APB 1120 and APB 1150 do not have to be taken in sequence. Three class hours.

**APB 1150 Introduction to Biology II** 3 cr.  
A non-laboratory course for students not planning to major in biology. Introduces the student to basic human anatomy and physiology, behavior, ecology and populations, resources and environment. APB 1120 and APB 1150 do not have to be taken in sequence. Three class hours.

**APB 1190C Human 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. Five class hours.

**BOT 1010C 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. Five class hours.

**BSC 1010C Fundamentals of Biology I** 4 cr.  
Suggested prerequisite: High school biology or chemistry. An introduction to the unifying

principles of biology at the molecular and cellular levels of organization; to include: introductory biochemistry, cell structure and function, cellular energetics, and Mendelian and modern genetics. Five class hours.

**BSC 1011C Fundamentals of Biology II** 4 cr.  
Prerequisite: BSC 1010C. A continuation of BSC 1010C, emphasizing the organismic and community levels of organization; to include: evolution and the origin of life, ecology, the diversity of life, and the structure and function of plants and animals. Five class hours.

**MCB 2013C Microbiology** 4 cr.  
Prerequisite: BSC 1010C. Pre or corequisite: CHM 1015C or CHM 1046C. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology, genetic mechanisms, and their effects upon organisms. Five class hours.

**OCE 2007 Introduction to Oceanology** 3 cr.  
An introduction to 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 a science elective only. Three class hours.

**ZOO 2010C 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. Five class hours.

## Building Construction Technology

**ARC 1120C Architectural Drawing** 3 cr.  
Prerequisite: BCT 1040, Basic Drafting and Blueprint Reading. The fundamentals of architectural drawing and design including both residential and commercial buildings. Four class hours.

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

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

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

**BCN 1520 Electrical Systems 3 cr.**

A study of residential and commercial electrical practices based on the current National Electrical Code. Three class hours.

**BCN 2610 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 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.

**BCT 1040 Basic Drafting and Blueprint Reading 3 cr.**

A sequence of related technical information and blueprint reading and drafting practices with emphasis on methods of printing and dimensioning of drawings. Four class hours.

**BCT 1941 Building Construction Practicum I 3 cr.**

Theory and practice of construction ideas and concepts as employed through the use of various organized procedures which will involve on-the-job training with local concrete and masonry contractors, construction firms and special job-related assignments. The course is designed to be coordinated with the other courses that the Building Construction Technology students will be taking. Admission to the course is by approval of the Building Construction Program Director.

**BCT 1942 Building Construction Practicum II 3 cr.**

A continuation of Building Construction Practicum I, with emphasis on framing and building contractors. Admission to the course is by approval of the Building Construction Program Director.

**BCT 2943 Building Construction Practicum III 3 cr.**

A continuation of Building Construction Practicum II, with emphasis on electrical, plumbing, and air-conditioning contractors. Admission to the course is by approval of the Building Construction Program Director.

**BCT 2944 Building Construction Practicum IV 3 cr.**

A continuation of Building Construction III, with emphasis on construction management and supervisory techniques. Admission to the course is by approval of the Building Construction Program Director.

**ETC 2210 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.

**ETM 2610 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.

**SUR 2001C 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.

**SUR 2200C Surveying II 3 cr.**

Prerequisite: SUR 2001C. An introduction to road surveying with an emphasis on cross sections, vertical and horizontal curves. Three class hours.

**Business****ACC 2001 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 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 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 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 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.

**ACC 2509 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.

**BUL 2111 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 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.

**COC 1300 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 a particular field of interest. Three class hours.

**COP 1160 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 1226 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.

**COP 2216 Fortran Programming** 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 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 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.

**FIN 1100 Personal Finance** 3 cr.

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

**FIN 2000 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.

**GEB 1011 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 1800 Small Business Management** 3 cr.

Designed for students with previous business experience or for those who have completed GEB 1011, Introduction to Business. A study of principles of small business management. This course presents the principles and problems in planning, organizing, and operating a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting profit analysis, recordkeeping, insurance management, cost control and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. Three class hours.

**MAN 2000 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 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 representatives. Three class hours.

**MAR 1011 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 1941A Marketing Practicum** 3 cr.

Theory of major course work is employed through the use of various plans, which will involve on-the-job training with local businesses and special job-related assignments. The course is designed to be utilized by Marketing-Distributive Education students. Admission to course is by approval of the instructor. Three class hours.

**MAR 1941B Marketing Practicum** 3 cr.

Continuation of MAR 1941A.

**MAR 2101 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.

**MAR 2941A Marketing Practicum** 3 cr.

Continuation of MAR 1941B.

**MAR 2941B Marketing Practicum** 3 cr.

Continuation of MAR 2941A.

**MKA 1940 Business Practicum-Stock and Inventory** 3 cr.

This course provides for the development of competencies in tasks performed by a stock and inventory clerk. Activities will include: career information, shipping processes, inventory records, purchasing processes, physical inventories, processing mail, telephone techniques and inventory reports. Three class hours.

**QMB 1001 Business Mathematics** 3 cr.

A mathematical treatment of financial prob-

lems 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.

**SES 1100 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. Four class hours.

**SES 1110 Intermediate Typewriting** 3 cr.

Prerequisite: SES 1100 or one year of high school typewriting. A continuation of SES 1100. Four class hours.

**SES 1210 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 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 2120 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. Four class hours.

**SES 2131 Legal Typewriting** 3 cr.

Prerequisite: SES 1100 and SES 1110. This course will provide for the typing of legal papers used in legal offices and legal departments. In addition, legal concepts and terminology and speed-building exercises will be included. Four class hours.

**SES 2151 Word Processing: Memory Typewriter** 1 cr.

Prerequisite: SES 1100 or SES 1110, or equivalent. This course will include individual instruction on the operation of the IBM Memory Typewriter. The operations that will be included are: memory, error correction, storage, special typewriting features, paragraphing, playback from storage, and format changes. The student will type, correct, and play back various types of business documents. One class hour.

**SES 2154 Word Processing: Text Editor** 1 cr.

Prerequisite: SES 1100 and SES 1110, or equivalent. This course will include individual instruction on the operation of the Lanier

Text Editor. The operations that will be included are: the basic components of the machine, machine commands, diskettes, printer, microprocessor, formatting, construction and editing of text, filing, and special applications. The student will type, correct, and play back various types of business documents. One class hour.

**SES 2212 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 Shorthand IV** 3 cr.  
Prerequisite: SES 2212. A continuation of SES 2212. Three class hours.

**SES 2321 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.

**SES 2335 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.

**SES 2361 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 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 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 pro-

cessing and communications techniques, handling banking services, investment and insurance records, payroll records and the legal facets of secretarial work. Three class hours.

**SES 2441 Legal Procedures I** 3 cr.  
This course will present legal terminology and a description of our court systems. The course will include substantive law, procedural law, and the preparation of forms for the following areas: civil and appellate rules of procedure, torts, contracts, real property, and uniform commercial code. This course will emphasize the procedures used in a legal office. A knowledge of typewriting (SES 1100 and SES 1110) is recommended. Three class hours.

**SES 2442 Legal Procedures II** 3 cr.  
This course will present legal terminology and provide an understanding of the rules, procedures, and the preparation of forms in the areas of corporations and partnerships, family law, wills, and criminal law. This course will emphasize the procedures used in a legal office. A knowledge of typewriting (SES 1100 and SES 1110) is recommended. Three class hours.

**SES 2443 Legal Procedures III** 3 cr.  
This course will present advanced legal terminology. Emphasis will be placed on legal research, legal systems, and records management. This course will emphasize the procedures used in a legal office. Three class hours.

**SSI 1123 Taxation: Myths and Realities** 3 cr.  
This course is designed to sort the myths from the realities of taxation. It will explore the social, economic and political challenges confronting the tax system that finances government. Topics to be discussed: the uses and abuses of taxation, taxes and the economy, federal tax problems and policy options, state and local tax problems and policy options, tax reform: myth or reality. (Equivalent to three class hours).

## Carpentry

**BCT 0111 Carpentry Principles I** 2 cr.  
An orientation to the basic hand tools for carpentry trades used in woodworking, trimming, framing, cabinet making, fastening, and other common jobs. Tool selection, adjustment, safety, storage, and parts replacement will be emphasized. Four lecture hours.

**BCT 0112 Carpentry Principles II** 2 cr.  
An introduction to the carpentry portable power tools and machine tools used in woodworking, trimming, framing, cabinet making, fastening and other common jobs.

Selection, adjustment, safety, storage, and parts replacement will be emphasized. Four lecture hours.

**BCT 0113 Carpentry Principles III** 2 cr.  
The orientation to identification of building materials and their use, with an introduction to blueprint reading, house plans, specifications, codes, foundations, elevations and working drawings. Four lecture hours.

**BCT 0114 Carpentry Principles IV** 2 cr.  
The study of footings and foundations, floor framing, and wall framing used in construction. Four lecture hours.

**BCT 0115 Carpentry Principles V** 2 cr.  
The study of roof framing and roofing materials used in construction. Four lecture hours.

**BCT 0116 Carpentry Principles VI** 2 cr.  
The study of exterior wall finish including windows and door units and the interior walls, ceiling, and floor finish. Four lecture hours.

**BCT 0117 Carpentry Principles VII** 2 cr.  
The study of door and interior trimming, and an introduction to lighting fixtures, bathroom fixtures, paints, and varnishes. Four lecture hours.

**BCT 0118 Carpentry Principles VIII** 2 cr.  
An introduction to cabinet making and installing custom-made cabinets. A study of stairway layout and construction, and post and beam construction. Four lecture hours.

**BCT 0121 Carpentry Practices I** 2 cr.  
Pre or corequisite: BCT 0111. The practical application of the basic hand tools used in the carpentry trades with a heavy emphasis on proper use and safety of tools and equipment. Eight laboratory hours.

**BCT 0122 Carpentry Practices II** 2 cr.  
Pre or corequisite: BCT 0112. The practical application of portable power tools and machine tools used in woodworking, trimming, framing, cabinet making, fastening, and other common jobs with a heavy emphasis on proper use and safety. Eight laboratory hours.

**BCT 0123 Carpentry Practices III** 2 cr.  
Pre or corequisite: BCT 0113. The practical application in identifying building materials and correctly using them. Blueprint reading, house plan reading, specifications, and code readings and the application of these readings to foundations, elevations, working drawings, and construction. Eight laboratory hours.

**BCT 0124 Carpentry Practices IV** 2 cr.  
Pre or corequisite: BCT 0114. The practical

application in using the transit in the laying out of buildings; layout and construction of foundations; and floor framing and wall framing. Eight laboratory hours.

**BCT 0125 Carpentry Practices V** 2 cr.  
Pre or corequisite: BCT 0115. The practical application in the construction and installation of roof framing, louvers, and roofing materials. Eight laboratory hours.

**BCT 0126 Carpentry Practices VI** 2 cr.  
Pre or corequisite: BCT 0116. The practical application in the cutting and installing of exterior wall finish including window and door units. Interior walls, ceiling and floor finish are also included in the practical application. Eight laboratory hours.

**BCT 0127 Carpentry Practices VII** 2 cr.  
Pre or corequisite: BCT 0117. The practical application in the installation of interior trimming, doors, and door hardware. Eight laboratory hours.

**BCT 0128 Carpentry Practices VIII** 2 cr.  
Pre or corequisite: BCT 0118. The practical application involved in measuring and fitting custom made cabinets and their relation to fixtures and appliances. Installing laminated plastic tops; and layout and construction of stairways, posts and beams will be performed. Eight laboratory hours.

## Chemistry

**CHM 1015C Chemistry** 4 cr.  
A one semester introductory chemistry course intended for students with either no high school chemistry or those who need a refresher course prior to entering the CHM 1046C, 1047C sequence. Includes chemical symbols, formulas, equations and calculations; states of matter, electronic structure and bonding; thermodynamics; solutions, acids and bases; chemical equilibrium; and rules of chemical reactions. Five class hours.

**CHM 1046C General Chemistry and Qualitative Analysis I** 4 cr.  
Prerequisite: CHM 1015C or one year of high school chemistry. Includes the concepts of periodicity; atomic and molecular orbitals, chemical bonding; properties related to structure; chemical calculations, gas laws; organic covalent properties of solids, liquids and solutions; reactions in solutions. Five class hours.

**CHM 1047C General Chemistry and Qualitative Analysis II** 4 cr.  
Prerequisite: CHM 1046C. This course extends the study of chemical principles in: thermodynamics, kinetics, chemical equilibrium; electro-chemistry, selected metals, nuclear chemistry; biochemistry; and spectroscopy. Five class hours.

**CHM 2210C Organic Chemistry I** 4 cr.  
Prerequisite: CHM 1047C. A study of carbon compounds with emphasis on reaction mechanisms, single and multiple bonding resonance, nucleophilic reagents, functional groups, condensations, organometallic compounds. Five class hours.

**CHM 2211C Organic Chemistry II** 4 cr.  
Prerequisite: CHM 2210C. A continuation of CHM 2210C giving consideration to carbohydrates, aromatic structure, electrophilic substitutions, directive effects, nucleophile substitution, aromatic derivatives, rearrangements. Five class hours.

### Cooperative Education

**COE 1000 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 **Cooperative Education II** 3 cr.  
(Prefix will be determined by area of work experience). Pre or corequisite: 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 **Cooperative Education III** 3 cr.  
(Prefix will be determined by area of work experience). Prerequisite: —1949. Continuation of —1949. The opportunity to move into more rewarding and demanding work experiences that are equaled by the student's increasing skills. Grades of "S" or "U" are awarded.

### Cosmetology

**COS 1131 Cosmetology I** 18 Cr.  
Considers careers in cosmetology, Florida law, basic anatomy, basic physiology, sanitation, and ethics. Basic hair dressing, shampoo, comb out, conditioning the hair, scalp treatments, finger waving, setting, shaping, and selecting hairstyles are covered. Twenty-seven class hours.

**COS 1132 Cosmetology II** 17 Cr.  
Prerequisite: COS 1131. A continuation of laboratory experiences learned in COS 1131 and waving the hair, hair coloring, tints and bleaches, cold waving, silking (and pressing) and curling the hair, facial treatments, facials, and make-up. Salon experience with

patrons is emphasized. Twenty-eight class hours.

**COS 1133 Cosmetology III** 12 Cr.  
Prerequisites: COS 1131 and COS 1132. A continuation of salon experiences with patrons including manicuring the nails and styling wigs and hairpieces. Planning and operating a beauty salon, ethics, relating chemistry to cosmetology, and anatomy and physiology in cosmetology are covered. Twenty-one class hours.

### Criminal Justice

**CCJ 1100 Introduction to Law Enforcement** 3 cr.  
Introduction to the philosophical and historical backgrounds of law enforcement. This course covers the organization, purpose and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. It includes career orientation. Three class hours.

**CCJ 1300 Introduction to Corrections** 3 cr.  
An introduction and overview of processes, trends, and practices of juvenile and adult institutional treatment, parole, and contemporary community-based correctional programs — both publicly and privately supported. Includes history and philosophy of corrections, and emphasis on offender rights. Three class hours.

**CCJ 1330 Probation and Parole** 3 cr.  
This course has been designed for the beginning student in probation and parole. It emphasizes the application of social theories and includes the history and philosophy of the subject, plus problem areas in rehabilitation treatment. Three class hours.

**CCJ 1410 Police Organization and Administration** 3 cr.  
This course covers the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. Three class hours.

**CCJ 1420 Police Operations** 3 cr.  
Principles of organization and administration as applied to operational services. It covers patrol, criminal investigation, intelligence and vice units, juvenile units, and traffic administration. Three class hours.

**CCJ 1500 Introduction to Juvenile Delinquency** 3 cr.  
A general orientation into the study of Juvenile Delinquency. This study emphasizes problems of youthful demand and unlawful behavior; methods used to inhibit, detect,

punish, deter and reduce recurrence of such activity. Major topics include Statutory Offenders, Delinquency Causation, Gang Delinquency, Child Abuse and Neglect, the Police Role in Delinquency Prevention and Control, Juvenile Court Philosophy, Juvenile Detention, Aftercare and Treatment. Three class hours.

**CCJ 2000 Police Role in Crime** 3 cr.  
A general orientation into the impact of crime in the American Society. The primary focus is on crime against the person: murder, forcible rape, robbery, aggravated assault, and conventional property crimes including burglary, larceny, and motor vehicle theft. Other topical studies include organized crime, white collar crimes, antisocial (psychopathic) offenders, crime causation, and victimization. Three class hours.

**CCJ 2130 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 2220 Criminal Law** 3 cr.  
This course covers the nature, sources, and types of criminal law. It examines the classification and analysis of crimes and criminal acts in general and the examination of selected criminal offenses. Three class hours.

**CCJ 2260 Rules of Evidence for Police** 3 cr.  
An overview of rules of evidence and their application to the criminal justice system. Traditional rules of evidence are studied and the degree of proof and admissibility are stressed. The history, development, relevancy, competency and materiality of real, direct, and circumstantial evidence are discussed. Opinion testimony and hearsay rules are covered. Three class hours.

**CCJ 2930 Seminar in Police Problems** 3 cr.  
Prerequisite: Satisfactory completion of nine hours of CCJ 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.

**CJT 1100 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.

**CJT 1110 Introduction to Criminalistics** 3 cr.  
General course in the scientific aspects of criminal investigation with emphasis upon recording at 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.

## Dance

**DAA 1160 Introduction to Dance** 2 cr.  
Exploration of Dance as a performing art through the areas of modern dance techniques and improvisation is covered. Open to all students. Four class hours.

## Developmental Studies

**\*ENC 9014 Grammar Skills Laboratory** 1-4 cr.  
This course is designed to build and review specific grammar skills. Modules will be individually prescribed according to student needs. Modules include: Module A: sentence structure; Module B: word usage and form; Module D: capitalization and punctuation; Module E: spelling. Self-paced learning is offered through the Learning Laboratory. Grades of "S" or "U" are awarded. Modules may be taken prior to or in conjunction with ENC 9033, ENC 1013, ENC 1103, or as needed. Each module carries one hour of credit and requires one class hour. A module in which an "S" was awarded cannot be repeated for credit.

**\*ENC 9033 Fundamentals of Writing** 3 cr.  
This course is designed to improve the student's ability to write sentences and paragraphs. Grammar skills will be briefly reviewed, but emphasis is placed on writing exercises. A student entering the class is expected to have a knowledge of sentence structure, grammar, and punctuation. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

**\*MAT 9002 Pre-Business Arithmetic** 3 cr.  
A study of the operations of arithmetic. Basic skills needed in Business Mathematics are emphasized. Ratio and proportion and construction of graphs are included as topics.

Fundamental skills, concepts, and reasoning are stressed. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

**\*MAT 9003L Mathematics**

**Laboratory** 1-4 cr.  
This course is designed to give assistance needed in specific skills. Modules will be individually prescribed according to student needs. Modules include: Module A: basic operations of arithmetic; Module B: fractions and prime numbers; Module D: decimals and metric system; Module E: percent usage. Self-paced learning is offered through the Learning Laboratory. Grades of "S" or "U" are awarded. Each module carries one hour credit and requires one class hour. A module in which an "S" was awarded cannot be repeated for credit.

**\*MAT 9013 Fundamentals of Mathematics**

3 cr.  
This course is designed to prepare the individual for MGF 1113. Emphasis is on the operations of arithmetic. Fundamental skills, concepts and reasoning are stressed. Basic algebraic skills and concepts, and set theory terminology are included. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

**\*MTB 9006 Pre-Tech Mathematics**

3 cr.  
This course is designed to prepare the individual for MTB 1013. Units include: prime numbers, integers, basic algebraic skills and concepts, measurement systems, and basic geometry. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

**\*REA 9000 Reading Laboratory**

1-4 cr.  
This course is designed to improve the student's reading skills through self-paced study in the Learning Laboratory. Four modules are available and may be prescribed according to diagnosed student need. The four modules are: A. Vocabulary Skills, B. Comprehension Skills, D. Reference Skills, E. Reading Speed Skills. Each module carries one hour of credit, requires one class hour, and is awarded a grade of "S" or "U". A module in which an "S" was awarded cannot be repeated for credit.

**STD 1205 College Survival Skills**

3 cr.  
This course is designed to help the student develop more effective and efficient study skills and attitudes that should enable him/her to have a better chance of success in college. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

## Diesel Mechanics Technology

**AER 1771 Diesel Mechanics I** 6 cr.

An introduction to diesel mechanics. The occupational outlook and places of employment are explored. The identification and use of basic shop tools, test equipment, service tools, fasteners, diesel fuels, engine lubricants, coolants, bearings, and seals are covered. Shop safety is emphasized. Eight class hours.

**AER 1772 Diesel Mechanics II** 6 cr.

Pre or corequisite: AER 1771, Diesel Mechanics I. The engine operating principles including the cylinder head assembly; piston and connecting rod assemblies; camshaft, gear train, and engine timing; frames and cylinder heads; crankshafts and bearings are covered. Eight class hours.

**AER 1773 Diesel Mechanics III** 6 cr.

Prerequisites: AER 1771, AER 1772, Diesel Mechanics I and II. A continuation of the engine operating principles including lubrication systems, cooling systems, air intake and exhaust systems, and starting systems. Eight class hours.

**AER 1774 Diesel Mechanics IV** 6 cr.

Prerequisites: AER 1771, AER 1772, Diesel Mechanics I and II. Pre or corequisite: AER 1773, Diesel Mechanics III. A continuation of the engine operating principles including fuel system components, distributor type injection pump, in-line injection pump, unit injector, PT fuel systems, injection nozzles and governors. Eight class hours.

**AER 1775 Diesel Mechanics V** 6 cr.

Prerequisites: AER 1771, AER 1772, AER 1773, AER 1774, Diesel Mechanics I, II, III, and IV. The principles of electricity, storage batteries, starting circuits, ignition circuits, generator charging circuits, and alternator charging circuits are covered. Emphasis is placed on engine operation and maintenance, diagnosis and testing of engines, tune-up and adjustment and engine storage. Eight class hours.

**AER 1776 Diesel Mechanics VI** 6 cr.

An introduction to arc welding, oxyacetylene fusion welding, and oxyacetylene braze welding. Designed to give the basic skills in welding which are needed by the diesel mechanic. Not designed to prepare persons as welders. Eight class hours.

## Drama

**TPA 1290L 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. Four class hours.

## Education

### CHD 1820 Child Development Associate (CDA) Practicum I 3 cr.

This course is a part of the Child Development Associate (CDA) training needed by persons working in Headstart Programs. It includes teaching children safety consciousness by the instructor, developing and providing information on good health habits, establishing conducive learning environments, and promoting good physical development.

### CHD 1830 Child Development Associate (CDA) Practicum II 3 cr.

A continuation of CDA Practicum I. It includes providing activities to children that encourage problem solving skills, student questions, creative ideas. Developing a positive concept in the child and recognizing individual strengths as well as helping the child to understand, express and control his/her feelings will be stressed.

### CHD 1831 Child Development Associate (CDA) Practicum III 3 cr.

A continuation of CDA Practicum II. Includes helping children to learn how to get along and respect others, developing rules that are realistic and consistent for children to follow, developing positive and productive relationships with parents and encouraging them to participate in activities.

### EDE 1036 Bilingual-Bicultural Education I 3 cr.

Prerequisite: 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 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.

### EDE 2038 Bilingual-Bicultural Education in Elementary Schools I 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 con-

ducted in English and Part III in Spanish. "S" or "U" grades will be awarded. Three class hours.

### EDE 2039 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" grades will be awarded. Three class hours.

### EDF 1005 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 Classroom Management 3 cr.

The study of classroom management principles and applications including individual behavior management and group dynamics techniques. Three class hours.

### EDG 1315 Preparation of Instructional Materials 3 cr.

This course provides knowledge, techniques, and skills for preparing instructional materials for use in elementary and secondary schools. Topics included are: printing and handwriting, lettering and printing tools, laminating and transparency techniques, audio recording and duplication, slide production, and basic operation of audio-visual and reproduction equipment. Three class hours.

### EDG 1316 Tutoring Management and Techniques 3 cr.

This course is designed to provide teacher aides with knowledge and skills necessary to facilitate learning when tutoring students of various ages. Topics include: the Role of the Teacher Aide, Principles of Working with Children, Basic Principles of Learning, Various Approaches and Techniques of Facilitating Learning. While designed for teacher aides, this course is open to all interested students. Three class hours.

### EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction 3 cr.

This course is designed to provide teacher aides with skills for effectively implementing tutoring activities for students in the elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. Three class hours.



**EDG 1318 Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction** 3 cr.

This course is designed to provide teacher aides with skills for implementing tutoring activities for mathematics students in the elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. Three class hours.

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

**EDG 2924 Business Education Competency-Based Instruction** 3 cr.

This course will provide instruction in how to integrate Level II/III competencies in business education with the Level I competencies. Instruction will include: procedures in how to implement the Level II/III competencies, methods of assigning grades for competency-based instruction, and methods of individualized instruction. Three class hours.

**EEC 1001 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 is 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 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 is stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. Three class hours.

**RED 2310 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.

**SPA 1001 Survey of Communication Disorders** 3 cr.

A general survey course concerning the nature and prevention of disorders to assist teachers in recognizing and working with varied communication disorders within the classroom. Three class hours.

**STD 0151 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. (Does not apply toward a degree).

**Electronics Technology****ETD 1620C Electronic Drawing** 4 cr.

This course is designed to introduce the student to electronics drafting practices. Topics covered include symbols, wiring and connection diagrams, block diagrams, schematic diagrams, printed circuit layout and IC connection diagrams. Emphasis is placed on preparing working drawings. Six class hours.

**ETE 1100 Introduction to Electronics Technology** 3 cr.

This course is designed as an entry vehicle into the Electronics Technology Program. A survey of general electrical/electronic principles and systems is provided. Topics include DC and AC electricity, and solid-state devices. System topics include digital, communication, and biomedical systems and sub-systems, basic mathematical concepts as used with electronic applications will be introduced and/or reviewed. Does not substitute for any required course in any Electronics Technology Program. Four class hours.

**ETE 1010C Electronics I** 4 cr.

Pre or corequisite: MTB 1321 or permission of instructor. This course begins with the basic concepts of electricity. Charge, current flow, potential difference, and resistance are dealt with. Ohms Law, series, parallel circuits, Kirchoffs Law, Thevenin's, Norton's, and the Superposition Theorem are covered. Laboratory experiments are used to verify all concepts covered. The use of DC measuring instruments is covered. Alternating current and the 60HZ power line are introduced. Five class hours.

**ETE 1020C Electronics II** 4 cr.

Pre or corequisite: MTB 1322 or permission of instructor. Prerequisite ETE 1010C, Electronics I. This course continues the study of alternating current concepts and circuits. The concepts of inductance, capacitance and their effect in AC circuits is studied. Time constants, RL, RC, and RLC circuits,

complex numbers, Vectors and Phasors, resonance, and filters are studied for both sinusoidal and nonsinusoidal applications. Two terminal active devices, rectifiers, and bipolar transistors are introduced. Laboratory experiments are used to verify all concepts studied. Five class hours.

**ETE 1111C Electronics III** 4 cr.

Prerequisite: ETE 1020C, Electronics II. The study of semi-conductor devices introduced in Electronics II is continued in this course. Topics covered include biasing, small and large signal analysis, frequency effects, field effect transistors, thyristors, differential, and operational amplifiers, oscillators, and feedback amplifiers. Basic pulse and digital circuits are introduced in this course. Laboratory experiments are used to verify all concepts studied. Five class hours.

**ETE 2204C Electronic Instrumentation** 4 cr.

Pre or corequisite: ETE 1111C, Electronics III. Basic concepts, theory, and operation of various electronics test instruments are covered in this course. Topics covered include VOM, VTM, oscilloscopes, AF and RF generators, transistor testers, bridges, and various digital test instruments, including digital logic analysers. Emphasis is placed on setup and operation of instruments in actual measuring situations. Six class hours.

**ETE 2208C Medical Instrumentation** 4 cr.

Prerequisite: ETE 2810C, Medical Electronics. This course is designed to introduce the student to medical systems and equipment associated with Biomedical Electronics. Topics include transducers, biotelemetry, mini/microcomputer applications, measurement techniques and equipment of various physiological systems, and X-ray/Radioisotope instrumentation. Hands-on experience is gained through laboratory experiments. Five class hours.

**ETE 2421C Electronic Communications** 4 cr.

Prerequisite: ETE 1111C, Electronics III. Basic topics dealing with communications are covered in this course. Topics covered include RF amplifiers, AM and FM transmitters and receivers, television, microwave, and radar. All concepts covered are verified by lab experiments. While not specifically designed as an FCC study course many of the topics covered will aid the student in preparing for the FCC license. Five class hours.

**ETE 2600C Digital Electronics I** 4 cr.

Pre or corequisite: ETE 1111C, Electronics III. This course serves to introduce topics needed to become proficient in Digital Electronics. Number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip

flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories are the topics covered in this course. Laboratory experiments are used to verify the concepts studied. Five class hours.

**ETE 2611C Digital Techniques** 4 cr.

Prerequisite: ETE 2600C, Digital Electronics I. This course provides for the completion of the digital series courses at the system level. Emphasis is placed on minicomputer systems. Topics include disc drive technology, interfacing, video terminals, and other peripheral machines. Troubleshooting systems and an introduction to operating systems software are complementary topics. Hands-on experience with a minicomputer system is included. Five class hours.

**ETE 2680C Microcomputers** 4 cr.

Prerequisite: ETE 2600C, Digital Electronics I and ETE 1111C, Electronics III. This course introduces the student to microcomputers. Topics covered include architecture of CPU's, micro-programming, types of microcomputers, peripheral devices, basic system design and applications. Laboratory experiments are performed on microcomputer trainers. Five class hours.

**ETE 2681C Digital Electronics II** 4 cr.

Prerequisite: ETE 2600C, Digital Electronics I. This course uses the concepts learned in Digital Electronics I to develop a systems concept using digital circuits. Emphasis is placed on minicomputer systems. Topics covered include programming, CPU structure, internal timing, Buss structures, and interrupts. Hands-on experience with a minicomputer system is included. Five class hours.

**ETE 2810C Medical Electronics** 4 cr.

Prerequisite: ETE 1111C, Electronics III. This course is designed to acquaint the electronics student with the type of electronic circuits used in medical electronics equipment. Topics covered include differential and operational amplifier circuits, filters, level detectors, ECG equipment. Hands-on experience is gained through laboratory experiments. Five class hours.

**ETE 2930 Electronics Seminar** 4 cr.

This course is designed as an exiting vehicle from the Electronics Technology Program. A review of basic electronic components, and advanced systems is provided. Exiting competencies are measured for instruments and advanced systems. The systems measured include digital, communications, and biomedical systems. Guidance and preparations are made to assist the student in making the transition from the program to the world of work. Five class hours.

## English

### AML 2020 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 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 Creative Writing 3 cr.

Prerequisite: ENC 1103, or consent of instructor. Students have the opportunity to experiment with various forms of writing, such as the short story, poetry, essays, and magazine articles. Discussion of the student's work and analysis of contemporary fiction is included. Three class hours.

### ENC 1013 Communication Skills I 3 cr.

This course, designed primarily for students in occupational programs, teaches listening, speaking, reading, and writing skills. It includes: reading for comprehension, review of functional grammar, usage, punctuation, capitalization, spelling and vocabulary. The writing of clear sentences, unified and well-developed expository paragraphs is emphasized. Conferences provide individual instruction. Three class hours.

### ENC 1026 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 English Composition I 3 cr.

This course is designed to develop effective written communication skills for academic and professional use. 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 the student's own writing. Conferences provide individual instruction. Three class hours.

### ENC 1136 English Composition II 3 cr.

Prerequisite: ENC 1103. A continuation of ENC 1103. It provides further instruction in the planning, organization, and writing of expository 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.

### \*ENC 9014 Grammar Skills

Laboratory 1-4 cr.

See Developmental Studies.

### \*ENC 9033 Fundamentals of Writing 3 cr.

See Developmental Studies.

### ENL 2013 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 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.

### JOU 2100 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.

### REA 1105 College Reading Techniques 3 cr.

See Reading.

### SES 2335 Business Correspondence 3 cr.

See Business.

## Environmental Pollution Control

### EVS 1100 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 1220C 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. Four class hours.

**EVS 1233 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 1651 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.

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

**EVS 2912 Ecological Field Problems** 1 cr.  
Prerequisite: 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 class hours.

**GLY 2822 Hydrology** 3 cr.  
Prerequisite: 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 will be included. Three class hours.

**GLY 2850 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

**FOS 2201 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 1004 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 will be included. Three class hours.

**FSS 1202 Basic Food Preparation** 3 cr.  
A lecture and demonstration 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.

**FSS 1401 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 are included. Three class hours.

**FSS 1500 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 2120 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 2221 Quantity Food Preparation** 3 cr.  
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 2300 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 employees and the responsibility for planning and coordinating their activities. Three class hours.

**FSS 2370 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/she desires to specialize. The class time is spent re-

viewing principles learned in prerequisite courses as they pertain to the area of specialization as well as discussion of problems as they occur in the actual operation. Three class hours.

**FSS 2610 Food Merchandising 3 cr.**

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

**HUN 1001 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 the necessity of relating knowledge gained here to his/her life style. Three class hours.

## French

**FRE 1100 Elementary French I 3 cr.**

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

**FRE 1101 Elementary French II 3 cr.**

Prerequisites: FRE 1100, or consent of instructor. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audio-visual aids. Students read simple short stories and poetry of modern and classic French authors. Three class hours.

## Geography

**GEA 2000 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, solids, and vegetation as they affect man's economic state. Three class hours.

**GEA 2200 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 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 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. Two class hours.

**HES 1402 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. Four class hours.

**HSC 2530 Medical Terminology 3 cr.**  
See Paramedics.

## History

**AMH 1574 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 lifestyles and cultures. Three class hours.

**AMH 2010 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 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 2040 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. Three class hours.

**AMH 2420 History of Florida 3 cr.**

This course begins with the influence of geography on early Indian cultures of the re-

gion. 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 2570 Black American History** 3 cr.

A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background; slavery; reconstruction; and Twentieth Century developments up to present. Three class hours.

**EUH 1000 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 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.

## Humanities

**HUM 2211 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 reflected in his literature, art, music, philosophy, and religions. Three class hours.

**HUM 2230 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 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

**IDS 1190 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. (Equivalent to three class hours).

**IDS 1193 Age of Uncertainty** 3 cr.

An interdisciplinary study of economics, philosophy, history, sociology, anthropology and political science beginning in the agricultural landscape of the 1700's, and progressing through the modern industrial era. (Equivalent to three class hours).

**STD 1100 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.

**SSI 1128 Energy and the Way We Live** 3 cr.

This course explores the history of energy technology and consumption, the impact of values on energy policy and the effects of energy dilemmas on the national and international scene. Three class hours.

## Library Science

**EDG 1315 Preparation of Instructional Materials** 3 cr.

See Education.

**LIS 1001 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 in writing research papers and preparing bibliographies. A brief history of books and printing is included. Three class hours.

**LIS 1702 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.

## Masonry

### **BCT 0411 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 lecture hours.

### **BCT 0412 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 lecture hours.

### **BCT 0413 Masonry Principles III** 2 cr.

A study of the construction of concrete block walls in a variety of bonds and patterns. Four lecture hours.

### **BCT 0414 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 according to plans and specifications. Four lecture hours.

### **BCT 0415 Masonry Principles V** 2 cr.

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

### **BCT 0416 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 jambs and window jambs. Four lecture hours.

### **BCT 0417 Masonry Principles VII** 2 cr.

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

### **BCT 0418 Masonry Principles VIII** 2 cr.

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

### **BCT 0421 Masonry Practices I** 2 cr.

Pre or corequisite: BCT 0411. 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 are included and building layout is practiced. Eight laboratory hours.

### **BCT 0422 Masonry Practices II** 2 cr.

Pre or corequisite: BCT 0412. The practical application of the basic tools, equipment and materials used in the mixing of mortar and

brick wall construction. Eight laboratory hours.

### **BCT 0423 Masonry Practices III** 2 cr.

Pre or corequisite: BCT 0413. 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 laboratory hours.

### **BCT 0424 Masonry Practices IV** 2 cr.

Pre or corequisite: BCT 0414. 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 according to plans and specifications. Eight laboratory hours.

### **BCT 0425 Masonry Practices V** 2 cr.

Pre or corequisite: BCT 0415. The practical application of the tools, equipment, and materials used in the construction of brick or block piers, pilasters, panels, fireplaces and chimneys according to plans and specifications. Eight laboratory hours.

### **BCT 0426 Masonry Practices VI** 2 cr.

Pre or corequisite: BCT 0416. 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 laboratory hours.

### **BCT 0427 Masonry Practices VII** 2 cr.

Pre or corequisite: BCT 0417. The practical application in reading blueprints, plans and specifications and the estimation of materials needed in construction. Eight laboratory hours.

### **BCT 0428 Masonry Practices VIII** 2 cr.

Pre or corequisite: BCT 0418. The practical application in concrete construction and troweling and finishing concrete. Eight laboratory hours.

## Mathematics

### **MAC 1104 College Algebra** 4 cr.

Prerequisite: Two years of high school algebra or MAT 1033. 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, inequalities and functions, systems of equations, matrices and determinants. Four class hours.

### **MAC 1114 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 offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. Three class hours.

**MAC 2311 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 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 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.

**MAE 1816 Informal Geometry** 3 cr.  
Pre or corequisite: MGF 1114. This course is useful for elementary education majors. The deductive proof methods exhibited in plane geometry will not be used in this course. Topics include: set theory, polygonal curves, polygons, geometrical relations, similarity and proportions, transformations, concepts of measure, analytic geometry. Three class hours.

**MAT 1024 Elementary Algebra** 3 cr.  
This course provides the student with a review of basic mathematics and algebraic skills and concepts. Three class hours.

**MAT 1033 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.

**\*MAT 9002 Pre-Business Arithmetic** 3 cr.  
See Developmental Studies.

**\*MAT 9003L Mathematics Laboratory** 1-4 cr.  
See Developmental Studies.

**\*MAT 9013 Fundamentals of Mathematics** 3 cr.  
See Developmental Studies.

**MGF 1113 College Mathematics I** 3 cr.  
Prerequisite: Two years of high school mathematics. This course is designed to meet the general education requirements with an emphasis on concepts. Among the topics included are sets, logic, mathematical systems, sets of numbers, systems of numeration. Three class hours.

**MGF 1114 College Mathematics II** 3 cr.  
Prerequisite: MGF 1113. This is an extension of MGF 1113. Among the topics included are: introductory algebra, probability, statistics, geometry. Three class hours.

**MTB 1013 Introduction to Technical Mathematics** 3 cr.  
A review of basic mathematics with applications. Does not substitute for any required courses in any Electronics Technology program. Three class hours.

**MTB 1321 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 Technical Mathematics II** 3 cr.  
Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. Three class hours.

**\*MTB 9006 Pre-Technical Mathematics** 3 cr.  
See Developmental Studies.

**QMB 1001 Business Mathematics** 3 cr.  
See Business.

**STA 2014 Elementary Statistics** 3 cr.  
Prerequisite: MAT 1024, or any higher level math course. A study of fundamental statistical methods, the basic statistical distributions, measures of central tendency and dispersion, statistical inference, and sampling techniques. Three class hours.

## Military Science

**MIS 1010 Introduction to Military Science** 3 cr.  
This course covers the history and organization of the Reserve Officers' Training Corps and its mission in support of U.S. National



Defense policies. Strong emphasis is placed on the relation of the U.S. Defense establishment to the Federal Government, and extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. Three class hours.

**MIS 1400 Fundamentals of Leadership** 3 cr.

An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the Modern Volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication is stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. Three class hours.

**MIS 1410 Seminar in Leadership and Management** 3 cr.

A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army, the role of the United States in world affairs in the 1970's. Three class hours.

**Music**

**MUL 1111 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.

**MUN 1310 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).

**MUN 1710 Stage Band** 1 cr.

Designed to give the student a musical experience performing the popular music of the past 30 years. Three class hours. (Can be taken for credit up to four times).

**MUT 1001 Fundamentals of Music** 3 cr.

This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. This course is designed for non-music majors, or for students desiring to prepare themselves for Music Theory I. Three class hours.

**MUT 1121 Music Theory I** 4 cr.

Prerequisite: MUT 1001, Fundamentals of Music, or satisfactory performance on a diagnostic exam. A study of musical concepts with emphasis on the materials from the Common-Practice Period. This course will be organized in linear manner, programming from melody through a four-part texture. Practical application for these concepts will include written projects, and aural and visual analysis. Rhythmic, melodic, and harmonic dictation and sightsinging will also be studied. Five class hours.

**MUT 1122 Music Theory II** 4 cr.

Prerequisite: MUT 1121, or consent of instructor. A continuation of MUT 1121. Five class hours.

**MUT 2126 Music Theory III** 4 cr.

Prerequisite: MUT 1122, or consent of instructor. A study of harmonic organization that includes diatonic as well as chromatic structures. Traditional forms such as variation techniques, rondo, sonata-allegro, and 18th Century contrapuntal procedures will also be covered. Practical application for these concepts will include written projects, and aural and visual analysis. More advanced rhythmic, melodic, and harmonic dictation and sightsinging will be studied. Five class hours.

**MUT 2127 Music Theory IV** 4 cr.

Prerequisite: MUT 2126, or consent of instructor. A continuation of MUT 2126. Five class hours.

**MV — 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. May be continued at the Sophomore level with the consent of the instructor or successful completion of the Freshman level course. One class hour.

**MVS 1816A 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 Class Guitar II** 1 cr.  
Prerequisite: MVS 1816A or consent of instructor. A continuation of MVS 1816A. Student must supply own instrument. Two class hours.

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

**MVV 1111B Class Voice II** 1 cr.  
A continuation of MVV 1111A. Open to all students. Two class hours.

## Nursing

**NUR 1021C Nursing I** 8 cr.  
Pre or corequisite: BSC 1010C and APB 1190C. 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 eight lab hours in community agencies each week. Additional campus lab hours will be necessary. Lab fee required.

**NUR 1200C Nursing II** 10 cr.  
Pre or corequisite: PSY 1000. Prerequisite: NUR 1021C. 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 lecture hours and twelve lab hours in community agencies each week. Lab fee required.

**NUR 1311C Nursing III** 5 cr.  
Prerequisite: NUR 1200C. A study of the basic principles and concepts of mental health nursing with major emphasis on nursing intervention in caring for people with varying degrees of mental illness. Two lecture hours and six lab hours in community agencies each week. Lab fee required.

**NUR 2130C Nursing IV** 12 cr.  
Prerequisite: NUR 1311C, POS 2041, and Social Science Elective. Pre 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 lecture hours and sixteen lab hours in community agencies each week. Lab fee required.

**NUR 2220C Nursing V** 12 cr.  
Prerequisite: NUR 2130C. Pre or corequisite: ENC 1026 or ENC 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 psychosocial 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 lecture hours and sixteen lab hours in community agencies each week. Lab fee required.

**NUU 2210 Nursing VI** 2 cr.  
Prerequisite: NUR 2130C. Corequisite: NUR 2220C. 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 lecture hours each week.

## Ornamental Horticulture

**ORH 0101 Ornamental Horticulture Principles I** 2 cr.  
An overview of the horticulture industry with particular emphasis in the ornamental segment of the industry. An introduction to plant parts, their functions, growth requirements, classifications, identification, propagation, and nutrition of plants. Four lecture hours.

**ORH 0102 Ornamental Horticulture Principles II** 2 cr.  
The proper use and maintenance of tools and equipment utilized in the horticulture industry. Engine tune-up, lubrication, adjustments, sharpening of cutting edges, storage, general maintenance and safety are emphasized. Four lecture hours.

**ORH 0103 Ornamental Horticulture Principles III** 2 cr.  
An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures. Fertilizer materials, and formulas and their relation to plants and soil are included. Four lecture hours.

**ORH 0104 Ornamental Horticulture Principles IV** 2 cr.  
The methods of plant propagation including sexual and asexual reproduction. Seeding, transplanting, seedling care, and production of ornamentals, flowers, citrus, and landscape trees are included. Four lecture hours.

**ORH 0105 Ornamental Horticulture Principles V** 2 cr.  
Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees. Application and safety precautions of horticultural chemicals are included. Four lecture hours.

**ORH 0106 Ornamental Horticulture Principles VI** 2 cr.  
An introduction to establishing and caring for lawns and other turf grasses. Selection of grasses, methods of establishing and maintaining are included. Four lecture hours.

**ORH 0107 Ornamental Horticulture Principles VII** 2 cr.  
An introduction to home and commercial landscaping. The basic principles of landscape design and development of a landscape plan are included. Four lecture hours.

**ORH 0108 Ornamental Horticulture Principles VIII** 2 cr.  
An introduction to the ornamental nursery business. Constructing, maintaining and operating greenhouses and shadehouses are included. Merchandizing plants and supplies and customer service are emphasized. Four lecture hours.

**ORH 0111 Ornamental Horticulture Practices I** 2 cr.  
Pre or corequisite: ORH 0101. The practical application or field exercises associated with plant growth, identification, propagation, and nutrition. Eight laboratory hours.

**ORH 0112 Ornamental Horticulture Practices II** 2 cr.  
Pre or corequisite: ORH 0102. The practical application or field exercises associated with horticulture tools and equipment. Eight laboratory hours.

**ORH 0113 Ornamental Horticulture Practices III** 2 cr.  
Pre or corequisite: ORH 0103. The practical application or field exercises associated with plant growing media and fertilizers. Eight laboratory hours.

**ORH 0114 Ornamental Horticulture Practices IV** 2 cr.  
Pre or corequisite: ORH 0104. The practical application or field exercises associated with the propagation and production of ornamental plants, citrus, flowers, and landscape trees. Eight laboratory hours.

**ORH 0115 Ornamental Horticulture Practices V** 2 cr.  
Pre or corequisite: ORH 0105. The practical application or field exercises associated with prevention and control of diseases, insects, and other pests of ornamental plants and

landscape trees. The proper use and safety of equipment and materials are stressed. Eight laboratory hours.

**ORH 0116 Ornamental Horticulture Practices VI** 2 cr.  
Pre or corequisite: ORH 0106. The practical application or field exercises associated with establishing and maintaining lawns and turf grasses. Site preparation, seeding, sodding, sprigging, manicuring, fertilizing and controlling diseases and pests are emphasized. Eight laboratory hours.

**ORH 0117 Ornamental Horticulture Practices VII** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with landscaping. Analyzing problems, determining needs, developing a landscape structure, grading, draining, irrigating, selecting plants, and maintaining the developed landscape are emphasized. Eight laboratory hours.

**ORH 0118 Ornamental Horticulture Practices VIII** 2 cr.  
Pre or corequisite: ORH 0108. The practical application or field exercises associated with the ornamental nursery business. Greenhouse and shadehouse construction with maintenance, customer service area layout, grades and standards and other aspects of merchandising are stressed. Eight laboratory hours.

## Paramedics

**EMT 1101C Fundamentals of Emergency Medical Care** 5 cr.  
Prerequisite or corequisite: Red Cross Standard First Aid Certification. 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. Successful completion of the American Heart Association Basic Life Support Certification must be accomplished by the completion of the course. There will be observational experiences on a mobile emergency care unit or local hospital emergency room. This course meets requirements of the Department of Transportation Basic Training Course/EMT. Successful completion of this course qualifies the student to take the Florida Certification Examination for EMT. Seven class hours.

**EMT 1188C Paramedics I** 12 cr.  
Pre or Prerequisites: EMT 1101C, HSC 2530. Advanced theory will be presented in conjunction with the Department of Transportation Advanced Training Course/Paramedic,

Modules 1-10. Specific areas of study will include modular content relating to the Paramedic, human systems and patient assessment, shock and fluid therapy, respiratory and cardiovascular system, general pharmacology, central nervous system, soft-tissue injuries, musculoskeletal system and medical emergencies. This course must be taken in conjunction with EMT 1803L. Twelve class hours.

**EMT 1288C Paramedics II 4 cr.**

Prerequisites: EMT 1101C, HSC 2530, EMT 1188C and EMT 1803L. Advanced theory will be presented in conjunction with the Department of Transportation Advanced Training Course/Paramedic, Modules 11 through 15, and the American Heart Association Advanced Cardiac Life Support Certification Course. The specific areas of study will include modular content relating to obstetrical/gyn emergencies, pediatrics and neonatal transport, emergency care/emotionally disturbed, extrication/rescue technique, telemetry and communication and advanced cardiac life support certification. Certification in advanced cardiac life support must be accomplished by the completion of the course. Four class hours.

**EMT 1803L Paramedics Laboratory I 3 cr.**

Prerequisites: EMT 1101C, HSC 2530. 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 Department of Transportation Advanced Training Course/Paramedic, Modules 1 through 10, will be presented in seminars throughout the course. This course must be taken in conjunction with EMT 1188C. Six class hours.

**EMT 1826L Paramedics Laboratory II 9 cr.**

Prerequisites: EMT 1101C, HSC 2530, EMT 1188C, EMT 1803L. Extended clinical experiences will be provided in a hospital emergency room, coronary care unit, intensive care unit, delivery suite, I.V. team. The course must be taken in conjunction with EMT 1288C. Eighteen class hours.

**EMT 1946 Paramedics Internship 9 cr.**

Prerequisites: EMT 1101C, HSC 2530, EMT 1188C, EMT 1803L, EMT 1288C, EMT 1826L, American Heart Association Advanced Cardiac Life Support Certification. An internship totaling 288 hours in the field, which will include active rescue service experience with a functioning mobile emergency care unit and the local hospital emergency rooms, will be planned to meet each student's individual needs. The specified procedures to be both

supervised and approved by the medical director must be accomplished by the completion of this course. Eighteen class hours.

**HSC 2530 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.

### Philosophy

**PHI 1100 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.

### Physical Education

**PEL 1111L Bowling 1 cr.**

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

**PEL 1121L Golf 1 cr.**

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

**PEL 1211L Softball 1 cr.**

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

**PEL 1341L Beginning Tennis 1 cr.**

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

**PEL 1342L Intermediate Tennis 1 cr.**

Prerequisite: 1341L or consent of instructor: Designed for students who have acquired the basic skills of the game and desire to improve those skills. Emphasis will also be given to developing tennis strategies. Two class hours.

**PEL 1421L Handball I 1 cr.**

A co-educational course for beginners with instruction in the history, physical and social values, rules of the game, skill techniques, and basic playing strategies. Two class hours.

**PEL 1422L Handball I** 1 cr.  
Prerequisite: PEL 1421L or consent of instructor. An intermediate co-educational course in handball with emphasis on actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

**PEL 1441L Racquetball I** 1 cr.  
A co-educational course for beginners with instruction covering the history, physical and social values, rules of the game, skill techniques, and basic playing strategies. Two class hours.

**PEL 1442L Racquetball II** 1 cr.  
Prerequisite: PEL 1441L or consent of instructor. An intermediate co-educational course in racquetball with emphasis on actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

**PEL 1621L Basketball** 1 cr.  
Instruction in basketball skills, history, and rules. Emphasis will be placed on offensive and defensive skills. Team strategy will be developed in the offensive and defensive areas. Two class hours.

**PEL 2122L Advanced Golf** 1 cr.  
Prerequisite: PEL 1121L, or consent of instructor. Instruction in skill techniques, rules, social and physical values of golf with emphasis on skills at intermediate and advanced levels. Two class hours.

**PEL 2321L Volleyball** 1 cr.  
Instruction in volleyball history, rules, and skills. Treatment of offensive and defensive patterns will be stressed. League play will be provided on an intra-class basis. Two class hours.

**PEL 2342L Advanced Tennis** 1 cr.  
Prerequisite: PEL 1341L, PEL 1342L, or consent of instructor. An advanced course in tennis with emphasis on mastery of actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

**PEM 1441L Karate** 1 cr.  
The study of the art of karate. A culturally oriented course designed to increase one's knowledge of this oriental art. Emphasis is on the history, styles, and development of the physical and mental unity which makes karate an art. Two class hours.

**PEN 1121L Beginning Swimming** 1 cr.  
This is a co-educational course for non-swimmers or for those who are able to swim but a few yards and are not secure in deep water. Two class hours.

**PEN 2113L Advanced Life Saving** 1 cr.  
Teaching water safety, self-rescue and accepted methods of assisting others in danger of drowning. Successful completion of this course qualifies the student for the American Red Cross Advanced Life Saving Certificate. Two class hours.

**PEO 2003C Sports Officiating** 3 cr.  
This course will introduce the student to rules of sports and to techniques of officiating for those activities. Some of the sports covered are baseball, basketball, football, track and field, volleyball, and racquet sports. Four class hours.

## Physical Science

**PSC 1341 Introduction to the Physical Universe I** 3 cr.  
A non-laboratory course intended for non-science majors. Introductory topics in physics and chemistry are included. A working knowledge of simple algebra is recommended. PSC 1341 and PSC 1311 do not have to be taken in sequence. Three class hours.

**PSC 1311 Introduction to the Physical Universe II** 3 cr.  
A non-laboratory course intended for non-science majors. Introductory topics in earth science and astronomy are included. PSC 1341 and PSC 1311 do not have to be taken in sequence. Three class hours.

**PSC 1512 Energy Systems and Natural Resources** 3 cr.  
A study of our energy fuels and other natural resources, their use, economics and supply. The methods of resource recovery and processing, along with their associated environmental effects will be included. Field trips. Three class hours.

## Physics

**PHY 1023C General Physics I** 4 cr.  
Pre or corequisite: MAC 1114 and MTB 1322. Subject matter includes mechanics, heat, and sound. This course is designed for students not majoring in the physical sciences. Five class hours.

**PHY 1024C General Physics II** 4 cr.  
Prerequisite: PHY 1023C. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. Five class hours.

## Plumbing and Pipefitting

**BCT 0501 Plumbing Principles I** 2 cr.  
An introduction to the equipment and tools used in the plumbing industry. The safety and use of the tools and equipment used by

the majority of plumbers and pipefitters are included. Four lecture hours.

**BCT 0502 Plumbing Principles II** 2 cr.  
Emphasizes principles involved in computing the costs for plumbing supplies and completing a Plumbing Contract form. Securing a permit for installation of Plumbing systems, determining local requirements for plumbing system construction, planning or scheduling work assignments, and assigning crews to tasks are included. Four lecture hours.

**BCT 0503 Plumbing Principles III** 2 cr.  
Emphasizes taking inventory of plumbing fixtures and supplies, evaluating work schedules of work load requirements and evaluating a task performed for compliance with work standards. Sizing a water supply system is included. Four lecture hours.

**BCT 0504 Plumbing Principles IV** 2 cr.  
The principles involved in maintaining plumbing systems. Removing and clearing of obstructions from lines and drains, repairing of water closets, showers, water faucets, replacing pressure control switches on water tanks, and installing a prefabricated air chamber in a water supply line are included. Four lecture hours.

**BCT 0505 Plumbing Principles V** 2 cr.  
The principles involved in blueprint reading and building specifications. Inspection of a plumbing system for compliance with codes and specifications is included. Four lecture hours.

**BCT 0506 Plumbing Principles VI** 2 cr.  
The principles involved in installing vents, hangers, and supports. Blueprint reading, specifications, and building codes are integrated into the curricula. Four lecture hours.

**BCT 0507 Plumbing Principles VII** 2 cr.  
The principles involved in installing drains, traps and cleanouts. Blueprint reading, plumbing specifications and local building codes are integrated into the curricula. Four lecture hours.

**BCT 0508 Plumbing Principles VIII** 2 cr.  
The principles involved in installing hot water/steam systems and plumbing fixtures. Blueprint reading, specifications, and local building codes are integrated into the curricula. The many plumbing products and fixtures and their manufacturers are included. Four lecture hours.

**BCT 0511 Plumbing Practices I** 2 cr.  
Pre or corequisite: BCT 0501. The practical application of the equipment and tools used in plumbing and pipefitting with a heavy emphasis on proper use and safety. Eight laboratory hours.

**BCT 0512 Plumbing Practices II** 2 cr.  
Pre or corequisite: BCT 0502. To become proficient in the use of the pipe-view, chain vise, hand pipe, threaders, cutters and reaming tools, tube cutters or reamers, and flaring tool and block. Practical experience in plumbing jobs utilizing these tools is included. Eight laboratory hours.

**BCT 0513 Plumbing Practices III** 2 cr.  
Pre or corequisite BCT 0503. Practical experiences in the joining of the various types of pipe used in the plumbing and pipefitting industry. Brazing and welding of pipe are included. Eight laboratory hours.

**BCT 0514 Plumbing Practices IV** 2 cr.  
Pre or corequisite: BCT 0504. Practical experiences in the maintenance of plumbing systems. Those maintenance jobs which are frequently performed by plumbers are performed. Cleaning and adjusting gas burners, checking steam pressure gauges for malfunctions, cleaning a steam pressure regulator valve and cleaning deposits from a fire tube boiler are included. Eight laboratory hours.

**BCT 0515 Plumbing Practices V** 2 cr.  
Pre or corequisite: BCT 0505. The practical application of building water distribution lines. The use of blueprints, specifications, and codes is integrated into the experiences. Eight laboratory hours.

**BCT 0516 Plumbing Practices VI** 2 cr.  
Pre or corequisite: BCT 0506. The practical application of installing soil or waste back vents, vent terminals (roof-flashing), pipe sleeve or thimble through a wall, ceiling, or floor and securing horizontal and vertical lines to various construction material surfaces with hangers are included. Eight laboratory hours.

**BCT 0517 Plumbing Practices VII** 2 cr.  
Pre or corequisite: BCT 0507. The practical application of installing septic tanks, backfilling a graded drain line, making a water test on a building drain, roughing-in of waste lines and vents, and installing of various types of drains, traps and cleanouts. Eight laboratory hours.

**BCT 0518 Plumbing Practices VIII** 2 cr.  
Pre or corequisite: BCT 0508. The practical application involved in installing hot water/steam systems and plumbing fixtures. Eight laboratory hours.

## Political Science

**INR 2002 World Perspectives: An Introduction to International Relations** 3 cr.  
Prerequisite: POS 2041 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.

**POS 2041 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 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.

**Psychology**

**DEP 2002 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 Adolescent Psychology**

**3 cr.**

This course is a study of the child from the onset 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.

**DEP 2401 Psychology of Adulthood**

**3 cr.**

This course focuses on the predictable crises of life encountered between the ages of 18 and 50. Three class hours.

**DEP 2931 Parent and Child Interaction**

**3 cr.**

This course is designed to give the student the background underlying parent-child communication skills. Materials from several disciplines — communication theory, psychology, sociology, and child development — are incorporated. Three class hours.

**EXP 1600 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/her life and work. Three class hours.

**PSY 1000 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.

**SOP 1602 Human Relations**

**3 cr.**

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

**SOP 2711 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.

**Reading**

**EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction**

**3 cr.**

See Education.

**REA 1105 College Reading Techniques**

**3 cr.**

This basic reading course is 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/her reading potential. Three class hours.

**\*REA 9000 Reading Laboratory**

**1-4 cr.**

See Developmental Studies.

**RED 2310 Current Approaches in Teaching Reading** 3 cr.  
See Education.

## Real Estate

**REE 1000 Real Estate Principles and Practices I** 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. Satisfactory completion of this course permits the student to sit for the Salesman's License examination of Board of Real Estate. (Exam fee required). Four class hours.

**REE 1030 Real Estate Salesmanship** 3 cr.

Prerequisite: REE 1000. A practical course for the salesman. Topics include personal attitude and appearance, obtaining and servicing listings, advertising and prospects, showing properties, obtaining offers, closing techniques, personal referrals, and opportunities in real estate sales specialization. Three class hours.

**REE 1100 Real Estate Appraisal**

This is an intensive course 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 1300 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 2041 Real Estate Principles and Practices II** 3 cr.

Prerequisite: 6 months registration as active salesman. Designed to help 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 2091 Current Issues in Real Estate** 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 2200 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 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 2441 Florida Real Estate Land Titles** 3 cr.

This course covers the history of Florida titles, abstracts and researching, conveyances and encumbrances, title insurance, escrows and closings, land descriptions, and various legal problems affecting land titles today. Three class hours.

## Religion

**REL 1300 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, and Christianity. Each of these religions is studied to discover its teaching and its contribution to the world of thought and moral uplift. Three class hours.

**REL 2210 Old Testament** 3 cr.

A study of religious thought and expression in the Old Testament, studied from a conservative theological viewpoint. The historical setting, authorship, dates, development, and content of the Old Testament documents are covered. Three class hours.

**REL 2243 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.

## Savings and Loan Related Courses

**BAN 1032 Consumer Counselor Training** 2 cr.

Prerequisite: SOP 1602 and BAN 1600. Students gain an understanding of effective interview techniques and formulate strategies for discovering and meeting customer needs. Assertiveness training enables students to develop an expertise in effective communication with customers. Two class hours.

**BAN 1140 Teller Operations** 2 cr.

Prerequisite: BAN 1600. Students examine the importance of the teller in creating and maintaining good customer relations, and



the specific operational procedures necessary for successful performance of this function. Two class hours.

**BAN 1300 Savings Accounts** 2 cr.  
Prerequisite: BAN 1600. This key course enables students to understand the nature of savings accounts, types of savings account ownership, and problems unique to savings accounts. Two class hours.

**BAN 1301 Savings Accounts Administration** 2 cr.  
Prerequisite: BAN 1600 and BAN 1300. This course extends the general presentation of savings accounts offered in the savings accounts course and emphasizes the administration and insurance of savings accounts. Two class hours.

**BAN 1600 Introduction to the Savings Association Business** 2 cr.  
This survey course introduces students to the modern business world and to the role of savings associations. Savings associations' historical development, present-day organization, competition, and future direction are presented allowing students to acquire a solid foundation for more specialized courses of study. Two class hours.

**BAN 1610 Savings Association Operations** 2 cr.  
Prerequisite: BAN 1600. An overview of the internal operations of a savings association, this course surveys the work done throughout the institution, outlines the responsibilities of various departments, and illustrates the inter-relationship of all job assignments. Students compile data about their own association's operations. Two class hours.

**BAN 1620 Mortgage Lending** 2 cr.  
Prerequisite: BAN 1600 and BAN 1610. This course introduces students to the lending operations of savings associations and concentrates on procedures for handling conventional one-to-four family mortgage loans, as well as loans on multi-family units. Also included are sections on the role of government in home financing and the secondary mortgage market. Two class hours.

**BAN 1682 Residential Appraising** 2 cr.  
Prerequisite: REE 1000. Students learn basic principles of appraising single-family residences and multi-family structures, as well as approaches to value used in the appraisal process. Two class hours.

**BAN 1693 Real Estate Law I** 2 cr.  
Prerequisite: REE 1000. Designed for Savings and Loan Program only. The fundamentals principles of real estate law are presented, with emphasis on contracts for the sale of land, evidence of title and forms of ownership. Two class hours.

**BAN 1694 Real Estate Law II** 2 cr.  
Prerequisite: REE 1000 and BAN 1693. Designed for Savings and Loan Program only. Students gain additional knowledge of real estate law principles with emphasis on land acquisition and assembly, land development mortgages, foreclosures and redemptions. Two class hours.

**BAN 1696 Political Action** 2 cr.  
Students learn how politics and government affect them and their associations, and about opportunities for meaningful involvement in the political process. The course also creates student enthusiasm for participation in political activities. Two class hours.

**BAN 2000 Financial Institutions I** 2 cr.  
Prerequisite: BAN 1600 and BAN 1610. Fundamental principles of money and banking are presented, including the role of finance in our economy, the functions of money, the commercial bank and Federal Reserve System. Two class hours.

**BAN 2001 Financial Institutions II** 2 cr.  
Prerequisite: BAN 1600, BAN 1610, and BAN 2000. Students are exposed to the principal types of financial institutions functioning in the modern business world. Two class hours.

**BAN 2035 Supervisory Personnel Management I** 2 cr.  
Prerequisite: SOP 1602 and ENC 1013-1026 or ENC 1103-1136. In an introduction to the principles of supervision, present and potential first-line supervisors gain an understanding of the concepts, techniques, and skills necessary to perform supervisory functions. Students have the opportunity to demonstrate these skills in realistic situations. Two class hours.

**BAN 2036 Supervisory Personnel Management II** 2 cr.  
Prerequisite: BAN 2035. A continuation of Supervisory Personnel Management I. This course provides present and potential supervisors with skills necessary to perform well in supervisory situations and to solve supervisory problems. Two class hours.

**BAN 2151 Public Relations** 2 cr.  
Prerequisite: BAN 1600. Background information on public relations prepares students for work in a public relations capacity by offering guidance and demonstrating the application of public relations in a savings association. Two class hours.

**BAN 2252 Mortgage Loan Servicing** 2 cr.  
Prerequisite: BAN 1620. Students learn the procedures for loan servicing including processing payments, escrow accounts, real estate taxes, insurance and contract changes.

The securing of delinquent loans, foreclosures, and real estate owned are also examined. Two class hours.

**BAN 2602 Liquidity Management** 2 cr.  
Prerequisite: BAN 1610, BAN 2000, and ACC 2001. This course is an introduction to liquidity management for savings associations. Investments that qualify as liquid assets and various methods for determining a desired level of liquidity are examined. Two class hours.

**BAN 2681 Housing: Design and Planning** 2 cr.  
Students are introduced to the general principles of land planning and architectural design and gain an understanding of recent trends in patterns of land development, energy, and building material shortages currently affecting land use. Two class hours.

**BAN 2683 Personal Investments** 2 cr.  
Prerequisite: FIN 1100. In this introduction to the general principles of investments, students examine security markets, common stocks, bonds, the function of investment companies and types of speculative investment. Methods for setting up a personal investment program are also suggested. Two class hours.

**BAN 2685 Insurance** 2 cr.  
Prerequisite: BAN 1620 and FIN 1100. Students examine the theory of risk and the insurance risks faced by associations and borrowers. Two class hours.

**BAN 2691 Energy Conservation and The Lender** 1 cr.  
Prerequisite: BCN 1220, BAN 2681, and BAN 1682. Students are introduced to the importance of energy-efficient housing for the savings association business in terms of the lender's role in the energy crisis, the function and significance of insulation, key design and siting elements, and solar energy systems. One class hour.

## Small Gas Engines

**AER 0371 Small Gas Engines Principles I** 2 cr.  
An orientation to the basic tools for small gas engine repair. Shop safety, tool storage and check-out procedures, and correct tool use will be emphasized. Included will be a review of the metric system. Four lecture hours.

**AER 0381 Small Gas Engines Practices I** 2 cr.  
The practical application of the basic tools for small gas engine repair with emphasis on shop safety, tool selection, tool storage and check-out, and proper use. Eight laboratory hours.

**AER 0372 Small Gas Engines Principles II** 2 cr.  
An introduction into the principles of operation of internal combustion engines. Emphasis will be on four cycle engines, ignition theory, carburetor theory and trouble-shooting. Four lecture hours.

**AER 0382 Small Gas Engines Practices II** 2 cr.  
The practical application of four cycle theory, ignition theory, and carburetor theory. Heavy emphasis will be placed on four cycle engine trouble-shooting. Eight laboratory hours.

**AER 0373 Small Gas Engines Principles III** 2 cr.  
An introduction into the principles of operation of two cycle internal combustion engines. Emphasis will be on tune-up and trouble-shooting procedures. Four lecture hours.

**AER 0383 Small Gas Engines Practices III** 2 cr.  
The practical application of two cycle engine theory, in repair of two cycle engines. Emphasis will be on tune-up and trouble-shooting procedures with equipment found in industry. Eight laboratory hours.

**AER 0374 Small Gas Engines Principles IV** 2 cr.  
To provide experience in disassembly, inspection, repair procedures, assembly, finishing and testing. Includes tap and die use, broken stud removal, basic oxy-acetylene torch use, cylinder honing, valve facing, seat facing and general overhaul procedures. Four lecture hours.

**AER 0384 Small Gas Engines Practices IV** 2 cr.  
An introduction to overhaul procedures used on two and four cycle gas engines. Includes a study of why and how to use equipment in honing, lapping, fitting, replacing, reconditioning and general overhaul procedures. Eight laboratory hours.

**AER 0411 Small Gas Engines Principles V** 2 cr.  
Fundamentals of outboard engine construction, ignition, carburetion, cooling systems, lower units, and accessories. Trouble-shooting and repair procedures are also covered. Four lecture hours.

**AER 0431 Small Gas Engines Practices V** 2 cr.  
To provide experience in outboard engine repair including trouble-shooting, disassembly, inspection, repair procedures, assembly, and testing. The student will trouble-shoot,

disassemble, and reassemble shop owned units and run engines in test tank. Eight laboratory hours.

**AER 0377 Small Gas Engines**

**Principles VI** 2 cr.  
To gain knowledge of the two-stroke engine as applied to chain-saw repair. Includes ignition, carburetion, lubrication, accessories, and construction of engine necessary for operation. Four lecture hours.

**AER 0387 Small Gas Engines**

**Practives VI** 2 cr.  
To provide experience in disassembly, inspection, repair, assembly and operation of the basic components of the chain-saw. Includes ignition, carburetion, chain repair and overhaul practices. Eight laboratory hours.

**AER 0601 Small Gas Engines**

**Principles VII** 2 cr.  
Covers basic motorcycle engine construction, assembly, disassembly to include ignition, carburetion, transmission, wheel repair, wiring and trouble-shooting. Four lecture hours.

**AER 0611 Small Gas Engines**

**PRACTIVES VII** 2 cr.  
To provide experience in motorcycle repair including ignition, carburetion, transmission, wheel repair, wiring and trouble-shooting. Eight laboratory hours.

**AER 0271 Small Gas Engines**

**Principles VIII** 2 cr.  
Fundamentals of small gas engine shop operation. Includes using a parts inventory, organizing and planning, selling small engines, supervising other employees, and customer relations. Four lecture hours.

**AER 0275 Small Gas Engines**

**Practives VIII** 2 cr.  
Fundamentals and practical experience in small gas engine shop operation. Includes using a parts inventory, organizing and planning, selling small engines, supervising other employees and customer relations. Eight laboratory hours.

**Sociology**

**MAF 2001 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 1243 Death in America**

3 cr.  
This course probes mortality, its psychological and social consequences and the prob-

lems it poses for modern Americans. Combining history and recent research findings, the series illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood and the impact of the threat of world holocaust. (Equivalent to three class hours).

**SOC 2000 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 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.

**SOC 2110 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, casual theories, problems of penology, and programs for treatment and prevention. Three class hours.

**SOC 2700 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 2940 Applied Sociology**

3 cr.  
Prerequisite: SOC 2110 or SOC 2000 or SOC 2020 or SOW 1020. 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 hours.

**SOW 1020 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 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 material is supplemented with simple prose texts and audio-visual aids. Three class hours.

**SPN 1200 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

**JOU 2100 Journalistic Writing and Reporting** 3 cr.  
See English.

**ORI 1000 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.

**RTV 1000 Introduction to Broadcasting** 3 cr.  
Introduction to the principles, tools, and skills involved in radio and television broadcasting. Three class hours.

**SPC 1600 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.

## Welding

**MTR 0051 Welding Principles I** 2 cr.  
An introduction to the auxiliary equipment and tools used in the welding industry. The safety and use of hacksaws, power-drilling equipment, power hacksaws, iron-working machines, wire brushes, and power grinders. Four lecture hours.

**MTR 0052 Welding Principles II** 2 cr.  
Emphasizes principles in those types of welding which require the use of oxygen-

acetylene gases. Welding of mild steel, brazing, silver soldering, and torch cutting. A beginning course in welding principles for oxy-acetylene. Four lecture hours.

**MTR 0053 Welding Principles III** 2 cr.  
Identification of metals and their uses and working with blueprints. Reading and interpreting detail sketches from blueprints, drawing sketches, researching technical publications for welding standards, selecting metals for fabrication from blueprint specifications are covered. Four lecture hours.

**MTR 0054 Welding Principles IV** 2 cr.  
Emphasizes principles in those types of welding which require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. Four lecture hours.

**MTR 0055 Welding Principles V** 2 cr.  
Emphasizes principles in those types of welding which require the use of SMAW in welding carbon steel, plug or slot welding and welding of pipe joints. An advanced course in welding principles for SMAW. Four lecture hours.

**MTR 0056 Welding Principles VI** 2 cr.  
Emphasizes principles of finishing metal surfaces, testing metals and inspecting welds. The principles of SMAW in fabrication of tubing systems, welding heat and corrosion resistant stainless steels, welding cast iron, hard surfacing and cutting. Four lecture hours.

**MTR 0057 Welding Principles VII** 2 cr.  
Emphasizes the principles involved in the operating of Metallic and Tungsten Inert Gas Welding Equipment (MIG, TIG). Four lecture hours.

**MTR 0058 Welding Principles VIII** 2 cr.  
An introductory course to supervision in the welding industry. Planning and scheduling work assignments, assigning work to others, improving work methods, interviewing job applicants, in-service for employees, preparing annual shop budgets, receiving and recording new shipments of supplies, estimating costs of repairs and fabrication and preparing estimates of labor and material costs and preparing job estimate sheets are emphasized. Four lecture hours.

**MTR 0061 Welding Practices I** 2 cr.  
Pre or corequisite: MTR 0051. The practical application of the auxiliary equipment and tools used in welding with a heavy emphasis on proper use and safety of tools and equipment. Eight laboratory hours.

**MTR 0062 Welding Practices II** 2 cr.  
Pre or corequisite: MTR 0052. To become

proficient in setting up oxy-acetylene equipment, lighting the torch, carrying a puddle and making good beads in the application of welding ferrous and non-ferrous metals. A beginning course in welding practices for oxy-acetylene. Eight laboratory hours.

**MTR 0063 Welding Practices III** 2 cr.  
Pre or corequisite: MTR 0052, MTR 0062, and MTR 0053. An advanced course in welding practices for oxy-acetylene. Gas welding, brazing, silver brazing, lead soldering, hand forging, shaping metals, removing distortion, and cutting. Eight laboratory hours.

**MTR 0064 Welding Practices IV** 2 cr.  
Pre or corequisite: MTR 0054. To become proficient in removing or replacing SMAW equipment accessories. Use of the chipping hammer in chipping slag, clamping metal work to prevent distortion and tack-welding, setting up and tack-welding in the various positions are emphasized. A beginning course in welding practices for SMAW. Eight laboratory hours.

**MTR 0065 Welding Practices V** 2 cr.  
Pre or corequisite: MTR 0054, 0064, and MTR 0055. To become proficient in the use of SMAW in welding carbon steel, plug or slot welding and pipe joint welding. The use

of work orders, sketches and blueprints are incorporated into the practical application. Eight laboratory hours.

**MTR 0066 Welding Practices VI** 2 cr.  
Pre or corequisite: MTR 0054, MTR 0064, MTR 0055, MTR 0065, and MTR 0056. To become proficient in finishing metal surfaces, testing metals and inspecting welds. The use of SMAW in fabricating of tubing systems, welding heat and corrosion resistant stainless steel, welding cast iron, hard surfacing and cutting. Eight laboratory hours.

**MRS 0067 Welding Practices VII** 2 cr.  
Pre or corequisite: MTR 0057. To become proficient in disassembling and cleaning the TIG and MIG torch assembly and cleaning metals with solvents. The use of TIG and MIG in welding the various metals and alloys. Eight laboratory hours.

**MTR 0068 Welding Practices VIII** 2 cr.  
Pre or corequisite: MTR 0062, MTR 0063, MTR 0064, MTR 0065, MTR 0066, and MTR 0067. To become proficient in the fabrication of metal products. The use of welding equipment in performing structural or equipment welding and cutting operations. Blueprint reading, work orders and sketches are integrated into the welding performances. Eight laboratory hours.

## FACULTY

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