

Pasco-Hernando *Community College*

1991-1992
Catalog and Student
Handbook



PASCO-HERNANDO COMMUNITY COLLEGE

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



DISTRICT OFFICE

2401 County Road 41 North
Dade City 33525-7599
904/567-6701

EAST CAMPUS

2401 County Road 41 North
Dade City 33525-7599
904/567-6701

NORTH CAMPUS

11415 Ponce de Leon Boulevard
(U.S. 98 North)
Brooksville 34601-2098
904/796-6726

WEST CAMPUS

10230 Ridge Road
New Port Richey 34654-5199
813/847-2727

GOWERS CORNER CENTER

(Located on the west side of US 41,
just north of Highway 52)
c/o East Campus
2401 County Road 41 North
Dade City 33525-7599
813/996-5080

SPRING HILL CENTER

11245 Spring Hill Drive
Spring Hill 34609
904/688-8798

Pasco-Hernando Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree.

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

PASCO-HERNANDO COMMUNITY COLLEGE

Bulletin 6Hx19-8

1991-1992

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Pasco-Hernando Community College
2401 County Road 41 North
Dade City, FL 33525-7599

Pasco-Hernando Community College subscribes to and endorses equal employment and educational opportunity. Its policies and practices will ensure non-discriminatory treatment of all persons without regard to race, color, age, religion, marital status, 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

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Marc Bowman, Vice Chair

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Henry A. Ash
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James G. Cummings

Teresa Guerrero, M.D.
Thomas S. Hogan
Harold Vinecour

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Debra J. Hay Assistant Dean of Student Services/Counselor, East Campus
William S. Shaw Assistant Dean of Student Services/Counselor, North Campus
Christy L. Hessler College Attorney

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, continuing education courses, and lifelong learning opportunities.

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.

THE DISTRICT BOARD OF TRUSTEES



Mark Browning
Chair



Marc Bowman
Vice Chair



E.D. Armstrong III



Henry Ash



Judith Braak



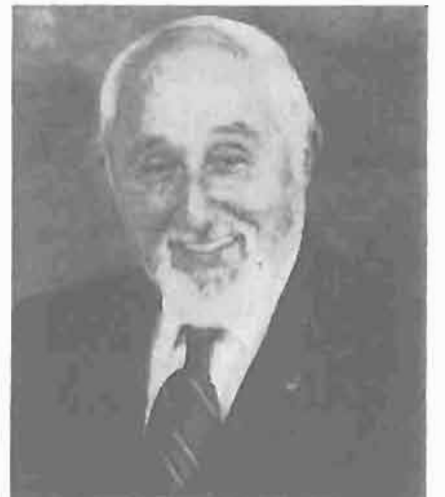
James Cummings



Teresa Guerrero, M.D.



Thomas Hogan



Harold Vinecour

PASCO-HERNANDO COMMUNITY COLLEGE

1991-92 COLLEGE CALENDAR

Activity	Session I Fall	Session II Winter
Advisement of Continuing Students	July 17-25	November 13-21
Orientation of New Students	July 17-25	November 13-21
Advisement of All Students	July 26-August 8	November 22-December 10
Registration of All Students (By Appointment)	August 9-22	December 11-20 January 2-3
Faculty Reports	August 19	January 2
Classes Begin	August 23	January 6
Late Registration, Drop/Add	August 23-September 4	January 6-15
Last Day - Drop/Add	September 4	January 15
CLAST Registration Deadline	September 6	January 24
Last Day to Use Book Authorizations	September 11	January 24
CLAST Review	September 14	February 1
Applications Due for End of Term Graduation	September 16	January 17
CLAST Test Administration	October 5 (no classes)	February 22 (no classes)
Financial Aid Disbursement	October 7	February 21
Progress Grades Distributed to Students	October 14-19	February 24-29
Last Day to Withdraw or Change to Audit	October 28 (by 4 p.m.)	March 13 (by 4 p.m.)
Last Day of Classes	December 19	May 4
Last Day for Faculty (Grades turned in by 4:30 p.m.)	December 20	May 5
Graduation		May 5
No Classes: Labor Day	September 2	
CLAST Administration	October 5	February 22
Veterans Day	November 11-12	
Thanksgiving	November 27-30	
Martin Luther King Holiday		January 20
Spring Break		March 2-7
College Closed: Labor Day	September 2	
Veterans Day	November 11	
Thanksgiving	November 28-30	
Winter Break	December 23-January 1	
Martin Luther King Holiday		January 20
Spring Break		March 6

PASCO-HERNANDO COMMUNITY COLLEGE

1991-92 COLLEGE CALENDAR

Activity	Session IIIA Summer	Session IIIB Summer	Session III Summer
Advisement of Continuing Students	April 15-19	June 8-12	April 15-19
Orientation of New Students	April 15-19	June 8-12	April 15-19
Advisement of All Students	April 22-30	June 15-18	April 22-30
Registration of All Students (By Appointment)	May 1-7	June 19-25	May 1-7
Faculty Reports	May 7	June 25	May 7
Classes Begin	May 8	June 26	May 8
CLAST Registration Deadline	May 8	May 8	May 8
Late Registration, Drop/Add	May 8-12	June 26-30	May 8-12
Last Day - Drop/Add	May 12	June 30	May 12
Applications Due for End of Term Graduation	May 15	July 1	July 1
CLAST Review	May 16	May 16	May 16
Last Day to Use Book Authorizations	May 19	July 6	May 19
Last Day to Withdraw or Change to Audit	June 3	July 18	July 6
CLAST Test Administration	June 6	June 6	June 6
Last Day of Classes	June 22	August 7	August 7
Last Day for Faculty (Grades turned in by 4:30 P.M.)	June 23	August 10	August 10
Financial Aid Disbursement	June 30	August 3	June 30
No Classes: Memorial Day Independence Day	May 25	July 3	May 25 July 3
College Closed: Memorial Day Independence Day	May 25	July 3	May 25 July 3

FOUNDATION BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

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Secretary Milton O. Jones, Ph.D.
Treasurer Wayne L. Cobb

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Charles B. McKenzie, Jr.	Herman A. Vidal

COLLEGE PRESIDENT



Dr. Milton O. Jones

Administrators



Dr. Robert W. Judson, Jr.
Vice President



Ms. Janice R. Bullard
Vice President of Business Services



Dr. Omar H. Egle, Jr.
Provost, North Campus and Dean of
Vocational/Technical Programs



Dr. L. Kim Porter
Provost, East Campus



Dr. Michael G. Rom
Provost, West Campus



Dr. Sylvia M. Thomasson
Dean of Student Services



Dr. Sherry C. Thomas-Dertke
Dean of Instruction



Dr. Harry T. Albertson
Executive Director of the Foundation

Pasco-Hernando Community College

History

Pasco-Hernando Community College (P-HCC), 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 as the first President, and classes began in August 1972.

The first phase of construction of the East Campus began in 1973 and, upon completion, was dedicated by Governor Reubin Askew in August 1975. Since that time, the Charles E. Conger Library, the Occupational Laboratory Building, and physical education facilities have become operational. The District Administration Office is also located on the East Campus.

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. Subsequent campus additions include the Alric C. T. Pottberg Library, the Teaching Auditorium, the Occupational Laboratory, increased classroom space, and the Physical Fitness Center.

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. The Alfred A. McKethan Library, the Occupational Laboratory Building, and physical education facilities have been added. In addition, a small center was located in the growing Spring Hill area of Hernando County in 1979. This facility was remodeled and expanded in 1988.

In February of 1985, a center was opened at Gowens Corner. Located at this facility is the P-HCC Police Academy which provides training for all law enforcement agencies throughout Pasco County.

Accreditation Status

P-HCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the associate degree.

College Mission Statement

Statement of Philosophy

P-HCC 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 our world, and for the development of the individual to become a more responsible citizen in our ever-changing society.

Objectives

P-HCC shall:

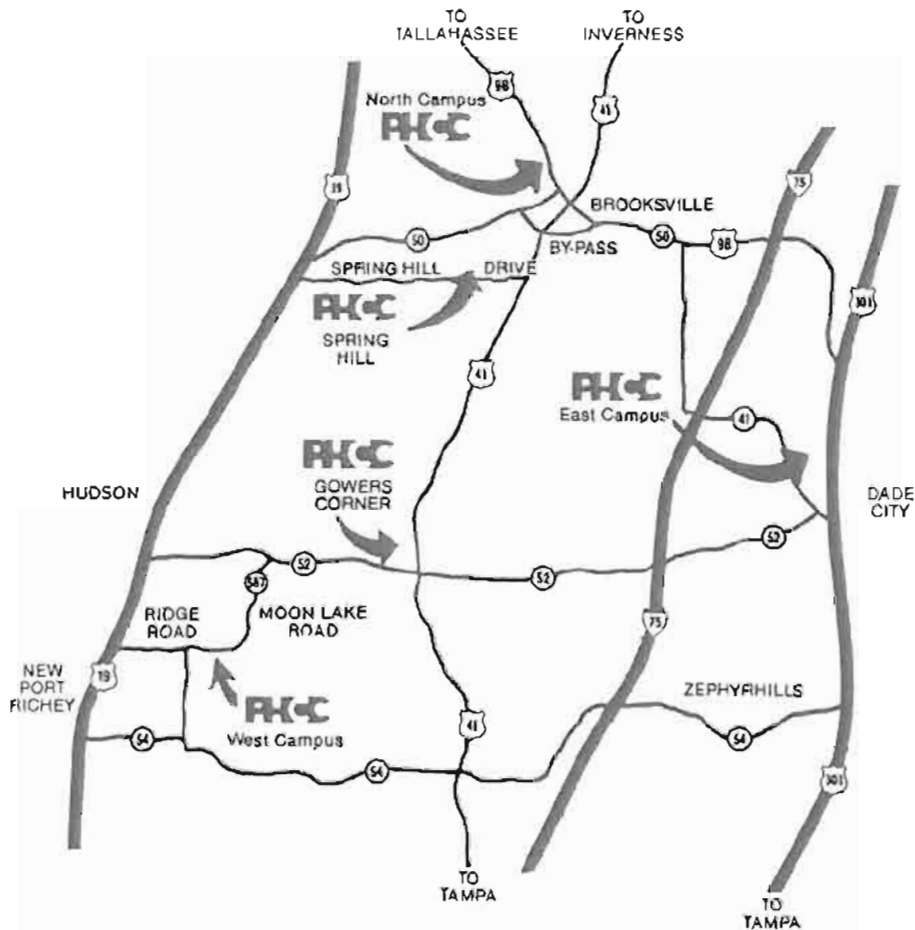
- A. Provide the first two years of postsecondary instruction which lead to the baccalaureate degree;
- B. Provide comprehensive vocational education programs which prepare students for employment in business, industry, and service occupations;
- C. Provide adult vocational and continuing education;
- D. Promote the opportunity for economic development for the state within the district;
- E. Provide community instructional opportunities for cultural enrichment and personal development.

College Catalog/Student Handbook

The college catalog/student handbook is the official document which outlines the requirements and regulations that relate to students, subject to changes and additions approved by the District Board of Trustees. It is the responsibility of each student to be aware of and understand these requirements and regulations. For graduation purposes, a student has the option of remaining under the catalog provision in effect at the time of initial enrollment at the college or any subsequent catalog, provided that the catalog is no more than three (3) academic years old in the term that the student meets all graduation requirements.



DISTRICT MAP



East Campus and District Office

2401 County Road 41 N.
Dade City, Florida 33525-7599
(904) 567-6701

North Campus

11415 Ponce de Leon Blvd.
(U.S. 98 North)
Brooksville, Florida 34601-2098
(904) 796-6726

West Campus

10230 Ridge Road
New Port Richey, Florida 34654-5199
(813) 847-2727

Spring Hill Center

11245 Spring Hill Drive
Spring Hill, Florida 34609
(904) 688-8798

Gowers Corner Center

(Located on the west side of U.S. 41,
just north of Highway 52)
c/o East Campus
2401 County Road 41 North
Dade City, Florida 33525-7599
(813) 996-5080

ADMISSIONS PROCESS

Admission to Pasco-Hernando Community College (P-HCC) is a two-step process: Step 1 – admission to the college; Step 2 – admission to a program. However, a student may take some courses without seeking a degree or a certificate.

Admission to the College

There are several ways prospective students can be eligible for admission to P-HCC. Applicants should understand that admission to the college does not imply admission to any particular program or course. Applicants should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by Rules of the District Board of Trustees. All candidates must complete the official P-HCC application form and pay the application fee.

applicants

Application Procedures

A prospective student may obtain an application from a district high school guidance counselor or any P-HCC counseling office. The mailing addresses for all transcripts, GED scores, and all other application materials are as follows:

East Campus

Director of Admissions/Student Records
Pasco-Hernando Community College
2401 County Road 41 North
Dade City, FL 33525-7599

North Campus

Director of Admissions/Student Records
Pasco-Hernando Community College
11415 Ponce de Leon Boulevard
Brooksville, FL 34601-2098

West Campus

Director of Admissions/Student Records
Pasco-Hernando Community College
10230 Ridge Road
New Port Richey, FL 34654-5199

- The applicant should mail the application with the application fee to one of the addresses above or present it in person at any P-HCC Student Services Office. Florida residents who seek the in-state course fees must complete a residency affidavit.
- An application with fee must be submitted and the student must be formally admitted to the college before registration for courses is final. It is emphasized that this application fee covers the administrative expenses incidental to admission, is unrelated to registration for courses, and is **NOT** normally refundable.
- Test scores are required for admission from all degree-seeking students and those students who take mathematics, English, or reading courses.
- The student will be notified of tentative acceptance as soon as possible after the application is received.

U.S. Citizens

General Requirements

Applicants 19 years of age or older, except those referred to under "Delayed Admission," may be admitted to the college upon submitting the application form. Supporting documents are not required.

Applicants under 19 years of age, except those referred to under "Delayed Admission," must provide one of the following documents in addition to the application form before formal admission is granted:

- An official high school transcript
- GED scores
- A Credit Bank Form approved by the high school principal (required before registration each semester)
- An Early Admission Form approved by the high school principal (required before the initial registration)
- A Dual Enrollment Form approved by the high school principal (required before registration each semester)

Admission will be considered as tentative until the required transcripts or GED scores are submitted. The applicable documents must be received by the end of the first term of enrollment.

High School Graduates

Graduates of secondary schools accredited by the State of Florida or by a regional accrediting agency will be accepted in good standing. Graduates of non-accredited secondary schools may be accepted on a provisional basis if under the age of 19. For entry into the Associate in Arts (AA) Program, the so-called 4-3-3-3 rule applies (see Page 13).

GED Completers

Students who have successfully completed the General Education Development (GED) test will be admitted in good standing. Students who have not obtained a GED will be encouraged to do so.

Students who are at least 19 years of age and have not graduated from high school, but who satisfy all other requirements, are eligible for admission in good standing to the college. Admission to limited-access programs, advanced and professional courses, associate degree programs, and some certificate programs is, however, restricted by state law, state and federal regulations, or by Rules of the District Board of Trustees of P-HCC.

Students with Certificates of Completion

Students who have received Certificates of Completion or Attendance from a Florida public high school may be admitted to the college, but are not eligible to enter associate degree programs, limited-access programs, advanced and professional courses, and some certificate programs. An official transcript sent from the high school directly to the Records Office must be received prior to admission to the college.

Transfer Students

Students will be accepted in good standing from fully accredited colleges or universities provided they do not fall under one of the categories classified as "Delayed Admission."

Students will be accepted on a provisional basis from non-accredited colleges and universities. If the American Association of Collegiate Registrars and Admissions Officers recommends the granting of transfer credit, an award may be made once a student has completed 15 semester hours of course work with a "C" or better average. An official transcript sent

from the non-accredited college or university directly to the Records Office is required before transfer credit may be granted. It is the responsibility of the student to request an evaluation of the transcript in order to receive transfer credit.

Delayed Admission

1. Transfer students who are on academic probation from another college may not enter P-HCC until they have had an interview with a counselor/advisor.
2. Transfer students who are on academic suspension or who have been dismissed for academic reasons from another institution may not enter P-HCC without the permission of the Dean of Student Services.
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 the 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.

Admission to Programs and Courses

Upon admission to the college, each student is required to declare an educational goal and to submit all documents required for his/her particular goal. Students may select from the following goals:

1. Associate in Arts Degree.
2. Associate in Science Degree in (specific program).
3. Certificate in Science in (specific program).
4. Vocational Certificate in (specific program).
5. General Freshman.
6. Other Personal Objectives (such as Personal Enrichment, Transient, Dual Enrollment, Teacher Certification).
7. Career Exploration.
8. Job Upgrading.

A student declaring a goal of Other Personal Objectives, Career Exploration, or Job Upgrading need not supply required documents, but must do so upon applying for a degree program or an associated certificate program.

Formal admission to a program is dependent upon receipt of required documents by the offices listed under "Application Procedures." In addition, 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 who desire entry. Admission to some courses may require the completion of prerequisites, permission of the instructor, or prior acceptance into a limited access program. ALL PROGRAMS/COURSES ARE NOT OFFERED ON ALL CAMPUSES.

All transcripts and GED scores must be mailed directly from the granting institution or agency to the Records Office at the student's home campus. Mailing addresses are printed on the back cover of this catalog/student handbook.

It is the responsibility of the applicant to ensure that all credentials have been received in the appropriate Records Office.

Required Documents

Supporting documents are required to enter the following programs:

1. Associate in Arts and Associate in Science degrees: High school transcript indicating graduation or GED scores indicating successful completion, except as provided in FS 240.115 (4); and an official transcript sent to the Records Office by each college or university attended.
2. Certificates: See catalog section regarding the specific certificate. Required documents vary for different certificate programs.

Admission to Associate in Arts (AA) and Associate in Science (AS) Degree Programs

Students may apply for admission to the AA or AS degree programs after they have been admitted to P-HCC (see above). To enter these degree programs, students must ensure that the following documents have been received by the Records Office on their campus:

1. A Program Declaration form indicating the intent to pursue the AA or AS degree program;
2. A high school transcript indicating graduation or GED scores indicating successful completion; and
3. An official transcript sent directly from each college or university attended.

There are additional requirements for entry into the AA Program only:

Applicants to the AA Program who graduated from high school after August 1, 1987, must have completed four (4) years of secondary school English, three (3) years of secondary school mathematics, three (3) years of secondary school natural science, and three (3) years of secondary school social studies. This requirement is referred to as the 4-3-3-3 Rule.

Graduates of public schools in Florida or students who have successfully completed the Florida GED are usually considered to have met these requirements. Graduates of private or out-of-state high schools whose transcripts do not indicate compliance may meet the requirements by successfully completing the appropriate 1000 level and 2000 level courses at P-HCC. Each three semester hour 1000 or 2000 level P-HCC course is considered to be equivalent to one year of secondary school study.

It is the responsibility of the applicant to ensure that all necessary documents have been received by the Records Office on his/her campus.

Admission to Associated Vocational Certificate Programs

P-HCC offers the following vocational certificate programs which are associated with AS degree programs: Paramedics (a limited access health program; see below), Office Systems Specialist, and Small Business Management. Admission to an associated certificate program does not require admission to a degree program; however, students enrolled in these programs may opt later to apply to a degree program since many of the required courses are the same.

To enter an Associated Certificate Program, students must ensure that the following documents have been received by the Records Office on their campus:

1. A Program Declaration form indicating the intent to pursue a particular associated certificate program;

2. A high school transcript indicating graduation or GED scores indicating successful completion *and*
3. An official transcript sent directly from each college or university attended.

Applicants to the Certificate in Paramedics program must meet the additional requirements noted in the section, "Admission to Specialized Limited Access Health Programs."

Admission to Vocational Credit Certificate Programs

Vocational credit certificate programs are designed to prepare the student for an entry-level job or to supplement existing education and training in a chosen occupational field. P-HCC offers these Vocational Credit Certificate programs:

Cosmetology	Landscape Operations
Dental Assisting	Licensed Practical Nursing
Electronic Technology	Welding

Dental Assisting and Licensed Practical Nursing are limited access health programs; the entry requirements for these programs are listed in the section, "Admission to Specialized Limited Access Health Programs." Because entry requirements to the other programs listed vary, please consult the specific program listing in this catalog/handbook to determine admission requirements.

Admission to Vocational Certificate Programs

P-HCC offers a number of vocational certificate programs as single courses. These programs are designed to provide occupational skills or to assist in the fulfillment of licensure requirements in certain occupations. These programs vary in length and in starting and ending dates of instruction. Additional information and a complete list of the programs offered may be found on Pages 71-72.

Admission to Programs of Acceleration

P-HCC has established several ways for high school and/or college students to accelerate their postsecondary education. Students admitted as Dual Enrollment/High School, Early Admission, or Credit Bank are not considered as regular admission until they have supplied proof of high school graduation. The following are acceleration methods for program completion.

Advanced Placement

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board as outlined in District Board of Trustees Rule 6Hx19-3.24. These examinations must be taken prior to enrolling in the college, except for Credit Bank and Dual Enrollment/High School students. (See Page 30.)

Armed Services Educational Experiences

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's (ACE) *Guide to the Evalu-*

ation of Educational Experiences in the Armed Services. After application to P-HCC, a student may initiate the request for such credit to the Records Office by providing appropriate documentation as determined by the college. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college. (See Page 31.)

College Level Examination Program (CLEP)

Up to 30 hours of credit may be awarded upon satisfactory completion of the CLEP General Examination at the 50th percentile or above. 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 scores are at or above the percentile specified in the Rules of the State Board of Education. (See Page 30.)

Credit Bank

High school students may be admitted to the credit bank program. This program allows students to remain in high school and receive college credit with permission from the principal. This permission must be obtained by completion of a "Credit Bank Form" with each P-HCC registration. Credit will be held in escrow until the student completes all admission requirements. When the student supplies an official transcript indicating high school graduation or a letter from a high school official indicating that graduation requirements have been met, the student may officially enter P-HCC or have the credits transferred to another college. This method of acceleration extends to students younger than 19 years of age who are actively seeking GED status, with the appropriate approval from the public school system.

Credit-by-Examination

Students may receive credit for courses approved for Credit-by-Examination by passing a comprehensive test prepared and administered by college personnel. (See Page 30).

A grade of satisfactory ("S") will be awarded if the exam grade is "A," "B," or "C." A grade of unsatisfactory ("U") will be awarded if the exam grade is "D" or "F."

Dual Enrollment/College (or University)

A P-HCC student may be enrolled at another institution concurrent with his/her P-HCC enrollment by securing written permission in advance from the Division Director or Assistant Dean of Instruction. This procedure is necessary to assure the acceptance of credit involved.

A student may be enrolled in a dual enrollment status at P-HCC 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.

Dual Enrollment/High School

Public, and certain non-public, high school students may be dually enrolled at P-HCC with the permission of the high school principal. This permission must be obtained by the completion of a "Dual Enrollment Form," signed by the high school principal, with each P-HCC registration. Credit earned will apply toward high school graduation as well as toward college credit.

Early Admission

Public, and certain non-public, high school students, not currently taking classes in high school, may enroll at P-HCC

with the permission of the high school principal. This permission must be obtained by completion of an "Early Admission Form," signed by the high school principal, with each P-HCC registration. Credit earned applies toward high school graduation as well as toward college credit.

International Baccalaureate (IB) Program

Up to 30 semester hours of transfer credit shall be awarded on the basis of IB examinations, with no grades or grade points assigned. The cut-off scores used to grant postsecondary credit shall be established by the State Board of Education.

Transient Students

A P-HCC student may be enrolled at another institution as a transient student by securing written permission from the Division Director or Assistant Dean of Instruction. This procedure is necessary to assure the acceptance of credit involved.

A student may be enrolled in a transient status at P-HCC 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.

Admission to Specialized Limited Access Health Programs

Admission to the Nursing, Paramedic, and Dental programs is restricted to students selected by the Admissions Committee for Special Programs. All minimum requirements must be fulfilled, including receipt of documents by the District Records Office, West Campus, prior to the following established deadlines for the respective program in order for an applicant to be considered for that program:

Program	Deadline
Certificate in Practical Nursing	– June 1
Associate in Science in Nursing (ADN/LPN Track)	– June 1
Associate in Science in Nursing (ADN/Generic Track)	– June 15
Associate in Science in Nursing (ADN/Paramedic Track)	– TBA
Certificate in Paramedics	– June 1
Certificate in Dental Assisting	– June 1
Associate in Science in Dental Hygiene	– June 15

Admission to the college does not imply acceptance into any of the above-mentioned programs. All programs begin in Session I of each year except for the ADN/LPN Track which starts in Session IIB and the ADN/Paramedic Track which may vary in starting time from year to year.

Information about applications can be obtained from the Student Services Office on any P-HCC campus or from the Health Programs Office on the West Campus. Admission packets are available on all campuses beginning in October.

Acceptance Procedures for Specialized Limited Access Health Programs

The Admissions Committee meets approximately one week after the deadline date for applications. Applicants who meet

minimum requirements will be notified in writing of their selection as candidates or alternates. Candidate and alternate offers are conditional and are dependent upon the following:

1. Receipt of the written statement of acceptance or rejection of the admission offer in the District Records Office, West Campus, by the date specified in the letter of notification.
2. Certification of good health by submission of results of a physical examination conducted by a physician or a registered nurse practitioner by the date specified in the letter of notification.
3. Successful completion of the Basic Life Support "C" Course (8 hours) required by the date specified in the letter of notification.
4. Registration and payment of fees at the time and place specified by the Health Programs Office.

Failure to comply with any of the above procedures may result in the allocation of the space to an alternate.

Nursing Programs

Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
 - a. Completed P-HCC application form and fee;
 - b. Completed Nursing Program application; (Applicants who wish to apply to more than one program must submit a separate form for each program.)
 - c. Official high school transcript indicating graduation or scores indicating successful completion of the GED; (A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.)
 - d. Official transcript from each college and university attended other than P-HCC; and
 - e. Report of scores from the National League of Nursing (NLN) Pre-Admission Examination indicating a minimum composite score at the 40th percentile.

Additional documents are required for the following programs:

ADN/LPN Track: a copy of current Florida LPN license;
ADN/Paramedic Track: a copy of current Florida Paramedic license;

Certificate in Practical Nursing: a report of scores on the Test of Adult Basic Education (TABE) with minimum grade levels of 11th grade in Language and Reading and 9th grade in Mathematics.



2. All applicants must have completed each prerequisite course with a grade of "C" or better and have a cumulative all-college grade point average of 2.0 or above, if applicable.

It is the responsibility of the applicant to ensure that all transcripts and test scores, as well as any address change, have been received by the District Records Office, West Campus, by the established application deadline dates.

Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Graduates of the P-HCC Practical Nursing and Paramedic programs will have preference over other applicants (ADN/LPN and ADN/Paramedic Tracks). Graduates with at least one year's experience will have preference over other applicants (ADN/Paramedic Track).

ADN Program Tracks

1. Applicants who meet minimum requirements as of the deadline dates will be rank ordered, highest to lowest, on a product score devised by multiplying the GPA in the prerequisite courses by the NLN composite percentile score.
2. Seventy-two (72) candidates will be selected for admission to the ADN/Generic Track.
3. Twelve (12) candidates will be selected for admission to the ADN/LPN Track. Additional candidates will be selected on a space-available basis.
4. Twenty-four (24) candidates will be selected for admission to the ADN/Paramedic Track.
5. All other applicants who meet minimum requirements by the deadline date will be selected as alternates with admission on a space-available basis.

Certificate in Practical Nursing

1. Applicants who meet minimum requirements as of the deadline date will be rank ordered, highest to lowest, on a product score devised by multiplying the sum of the TABE sub-test scores by the NLN composite percentile score.
2. Thirty-six (36) candidates will be selected for admission.
3. All other applicants who meet minimum requirements by the deadline date will be selected as alternates with admission on a space-available basis.

Certificate in Paramedics

Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
 - a. Completed P-HCC application form and fee;
 - b. Completed Paramedic Program application;
 - c. Official high school transcript indicating graduation or scores indicating successful completion of the GED;
 - d. Official transcript from each college and university attended other than P-HCC;
 - e. Copy of current Florida EMT license;
 - f. Report of scores on the Test of Adult Basic Education (TABE) with minimum grade levels of 11th grade in Language and Reading and 9th grade in Mathematics;
 - g. Report of score of 70% or above on the Paramedic Pre-Admission Examination administered at P-HCC, West Campus.
2. Applicants must have a cumulative all-college grade point average of 2.0 or above, if applicable.

It is the responsibility of the applicant to ensure that all transcripts and test scores, as well as any address change, have been received by the District Records Office, West Campus, by the established application deadline dates.

Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents.

1. Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, on a product score devised by multiplying the sum of the TABE sub-test scores by the pre-admission examination score.
2. Applicants for first-time entry into the P-HCC Paramedic Program will be considered first.
3. Applicants for repeat of a Paramedic Program resulting from non-achievement of state licensure will be considered second.
4. Thirty (30) candidates will be selected for admission to the program.
5. All other applicants who meet the minimum eligibility requirements by the deadline date will be selected as alternates with admission on a space-available basis.

Certificate in Dental Assisting

Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
 - a. Completed P-HCC application form and fee;
 - b. Completed Dental Assisting Program application;
 - c. Official high school transcript or GED scores;
 - d. Official transcript from each college and university attended other than P-HCC;
 - e. Report of scores on the Test of Adult Basic Education (TABE) with a minimum grade level of 10th grade in Reading and 8th grade in Language and Mathematics.
2. Applicants must have completed an approved manual dexterity test with a minimum score of 50%.

Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents.

1. Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, based on the sum of the TABE sub-test scores.
2. Twenty (20) candidates will be selected for admission to the program.
3. All other applicants who meet the minimum requirements by the deadline date will be selected as alternates with admission on a space-available basis.

Associate in Science in Dental Hygiene

Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
 - a. Completed P-HCC application form and fee;
 - b. Completed Dental Hygiene Program application;
 - c. Official high school transcript indicating graduation or scores indicating successful completion of the GED;

(A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.)

- d. Report of scores on ACT, ASSET, MAPS, or SAT;
 - e. Official transcripts from each college or university attended other than P-HCC.
2. Applicants must have completed an approved manual dexterity test with a minimum score of 50%.
 3. Applicants must have completed each prerequisite course with a grade of "C" or better and have a cumulative all-college grade point average of 2.0 or above.

It is the responsibility of the applicant to ensure that all transcripts and test scores, as well as any address change, have been received by the District Records Office, West Campus, by the established application deadline dates.

Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Graduates of the P-HCC Dental Assisting Program will have preference over other applicants.

1. Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, based on the GPA of their prerequisite courses.
2. Six (6) candidates will be selected for admission to the program.
3. All other applicants who meet the minimum requirements by the deadline date will be selected as alternates with admission on a space-available basis.

Admission to Linkage Programs

Linkage programs allow a limited number of P-HCC students to enroll in specialized programs at other public community colleges in the Bay area. Currently, eleven different quota-based linkage programs are available. These programs and their home institutions include:

Hillsborough Community College (HCC)
Diagnostic Medical Sonography Technology*
Medical Clinical Dosimetry Management*
Nuclear Medicine Technology*
Ophthalmic Dispensing*
Ophthalmic Technician*
Radiation Therapy Technology*

Manatee Community College (MCC)
Quality Control Technology
Respiratory Care*

Polk Community College (PCC)
Multimedia Technology

St. Petersburg Junior College (SPJC)
Medical Record Technology*
Medical Laboratory Technology*
Physical Therapist Assistant*
Respiratory Care*
Veterinary Technology

*These programs have limited enrollments.

Generally, these programs admit one class each year, are limited to Florida residents, and allocate a specific number of spaces to P-HCC. Information and special application forms are available from P-HCC advisors. Applications must be submitted to the Assistant Dean of Student services on one of P-HCC's campuses prior to the application deadline of the program for the year admission is desired. P-HCC will forward applications from qualified students to the sponsoring college for final selection by that institution.

The minimum qualification to apply to a Linkage Program is successful completion of at least 15 semester hours of work toward an AA or AS Degree at P-HCC with a cumulative GPA of 3.0 or higher. Most programs have other specialized requirements also.



FEES AND EXPENSES

All fees are subject to change based on implementation of FS 240.035.

Course Fees

The following schedule of fees is applicable to all students, including those in an audit status:

- *Florida Resident/
College Credit\$26.50 per credit hour
- *Non-Florida Resident/
College Credit\$53 per credit hour
- *Florida Resident/
Vocational Credit\$15 per credit hour
or Adult Vocational\$.60 per clock hour
- *Non-Florida Resident/
Vocational Credit\$30 per credit hour
or Adult Vocational\$1.20 per clock hour
- *Florida Resident/
College Preparatory Credit ..\$26.50 per credit hour
- *Non-Florida Resident/
College Preparatory Credit\$53 per credit hour
- *Florida Resident/
Vocational Preparatory Credit ..\$15 per credit hour
- *Non-Florida Resident/
Vocational Preparatory Credit ..\$30 per credit hour
- Late Registration\$10

Continuing Education Fees

- *Florida Resident/Non-Credit
Vocational Supplemental\$.80 per contact hour
Adult Vocational (Job
Preparatory)\$.60 per contact hour
- *Non-Florida Resident/Non-Credit
Vocational\$1.60 per contact hour
Lifelong Learning (CEL)Varies per course
WorkshopsVaries per workshop
- *Includes a five percent (5%) fee for financial aid, student activity, and service fee

Special Additional Fees

All special additional fees are normally non-refundable and non-transferable once paid by the student.

- Application\$10
- Credit-by-Examination
- Credit Courses\$30 per examination
- COS 0001C, Cosmetology I
- Written Examination\$30 per examination
- Laboratory Examination\$150 per examination
- NLN Pre-Nursing Examination.....\$20
- Graduation\$15
- Laboratory (Courses Below)\$5
- BCT 1040 HSA 1194 OST 1811
- EET 2605C OST 1743 OST 2741
- ETD 1530C
- Laboratory (Courses Below)\$10
- CSP 0920

- Laboratory (Courses Below)\$15
- CET 2114C COP 2120 CSP 0921 EMS 2275C
- CET 2121C COP 2121 EET 1015C EMS 2458
- CET 2123C COP 2170 EET 1025C ETD 1380C
- CET 2341C COP 2200 EET 2142C ETD 1651C
- CGS 1000 COP 2210 EET 2145C FSS 1202C
- CGS 1061 COP 2212 EET 2215C FSS 2221C
- CGS 1570 COP 2220 EET 2326C MCB 2013
- CGS 2510 COS 0001C EMS 1119C OST 1721
- CGS 2540 COS 0080C EMS 2274C OST 1722
- CGS 2571 COS 0081C

- Laboratory (Courses Below)\$20
- ART 1300C NUR 1990C NUR 2992C PMT 0131
- ART 1301C NUR 1991C PGY 1101C PMT 0134
- ART 2510 NUR 1992C PGY 1102C PMT 0135
- ART 2520 NUR 2412C PMT 0106 PMT 0138
- NUR 1020C NUR 2460C PMT 0112 PMT 0158
- NUR 1203C NUR 2711C PMT 0121 PMT 0164
- NUR 1520C NUR 2291C PMT 0122 PMT 0175
- NUR 1710C

- Laboratory (Courses Below).....\$25
- APB 1811L CHM 2210C DEH 2802L PHY 1054C
- APB 1812L CHM 2211C DEH 2804L PRN 0601
- BOT 1010C DEA 0700A DEH 2830L PRN 0630
- BSC 1010C DEA 0700B DES 1020L PRN 0631
- BSC 1011C DEA 0700L DES 1100C THE 2525A
- CHM 1025C DEH 1003L DES 1200C THE 2525B
- CHM 2045C DEH 1800L PHY 1053C ZOO 2010C
- CHM 2046C DEH 2702L

- All Applied Music Courses\$90
- Music Ensemble Courses.....\$20
- MUN 1450 MUN 1710B MUN2710B
- MUN 1710A MUN 2710A

- Physical Education Courses.....\$5
- PEL 1341 PEL 1342 PEL 1441

- Physical Education Courses.....\$50
- PEL 1111 PEL 1121

- Vocational Credit Programs (As Noted Below)
- ACO 0005 \$ 31 CJD 0003 \$155 HCP 0600 \$ 15
- CGS 0991 \$ 47 CPT 0994 \$ 51.80 OFT 0011 \$ 38
- CJD 0000 \$157 FFP 0005 \$ 65 OFT 0505 \$ 15

Child Care Services, Cosmetology, Dental Assisting and Hygiene, Electrocardiograph Technology, Emergency Medical Services/Paramedic, Health Unit Coordinator, Human Services, Medical Office Assistant, Medical Records Transcribing, Nursing, Nursing Assistant/Geriatric and Rehabilitative Aide, Patient Care Assistant, Phlebotomy Technician, Practical Nursing — **Individual Professional Liability Insurance**\$12.50 per year

- Florida Real Estate Examination\$7
- Returned Check\$15
- Fee for Writing Validation (CLEP — See Page 30) ..\$30
- Overseas Study in the HumanitiesTravel Expenses

REFUND POLICIES

College and Vocational 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. Refunds after the end of the drop/add period are authorized only in the event of a student's death, or when a scheduled course is cancelled by the college, or in case of administrative error by the college. The fee for late registration shall not be refunded, except in instances where the only course(s) in which the student is enrolled is(are) 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 number of instructional hours in the course occurs. The application fee will not be refunded except when the only course(s) for which a student is(are) registered is(are) cancelled by the college.

A claim for refund due to death must be in writing and signed by a person legally authorized to act for the deceased.

Continuing Education Courses and Vocational Certificate Programs

A full refund will be given to a student who withdraws from any Continuing Education course or Vocational Certificate program (those listed on Pages 71-72) prior to the fourth class meeting as long as the fourth class meeting does not exceed twenty-five (25) percent of the number of instructional hours in the course. No refund will be given after this point. No refund will be given for conferences, institutes, workshops, seminars, or special training programs after the published starting date. The application fee will not be refunded except when the only course(s) for which a student is(are) registered is(are) cancelled by the college.

Textbook Refunds

The College Bookstore will accept textbook returns for refunds during the registration, drop/add, and the immediate week following the end of the drop/add periods. Bookstore personnel cannot issue a refund if: the textbook has been written in or damaged in any way; the textbook is wrapped in plastic, and the plastic has been removed; and without the original cash register receipt.

RESIDENCY FOR TUITION PURPOSES

For the purpose of assessing registration fees, the following provisions of Florida Statute 240.1201 will govern actions by the college:

Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees in public community colleges and universities.

(2) (a) To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his/her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his/her qualification.

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his/her length of residence in the state and, further, shall

establish that his/her presence or, if he/she is a dependent child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the five (5) years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he/she seeks the in-state tuition rate.

(4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for five (5) consecutive years prior to enrolling or reregistering at the institution of higher education at which residence status for tuition purposes is sought.

(5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when the person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes

of satisfying the 12-month durational requirement of this section.

(7) A person shall not lose his/her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his/her parent's or parents' serving, in the Armed Forces outside this state.

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his/her resident tuition status because he/she or, if he/she is a dependent child, his/her parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his/her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his/her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(10) The following persons shall be classified as residents for tuition purposes:

(a) Active duty members of the Armed Services of the United States stationed in this state, their spouses and dependent children.

(b) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in Florida Statute 228.04), and their spouses and dependent children.

(c) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(d) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

If the applicant qualifies as a Florida resident, a 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 on any campus. 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

What is Financial Aid?

The purpose of financial aid is to help fill the gap between what it costs to attend college and what the student can afford to pay.

The student and his/her family have the primary responsibility for financing his/her education. However, the Financial Aid Office at P-HCC can assist by showing where the student may be able to obtain grants, loans, scholarships, and part-time employment and by showing the student how to apply for this assistance.

When Should A Student Apply?

If a student thinks he/she may attend college this year, then the time to apply is **NOW**.

It often takes several months to complete the application process. Keep the following application dates in mind:

- January 1, 1991 — Application period begins.
- April 1, 1991 — Deadline to apply for Florida Student Assistance Grant (FSAG) and most scholarships.
- June 1, 1991 — Priority deadline for financial aid applications. Applications received after June 1 will be considered in order of date received, provided funds are available.
- August 9, 1991 — Registration begins.
- August 23, 1991 — Classes begin.
- May 1, 1992 — Deadline to apply for Pell Grant.

What Are The Application Procedures?

The first thing a student must do is to gather the following financial records for him/herself and his/her family:

- 1990 U.S. Income Tax Record.
- W-2 Forms and other records of money earned in 1990.
- Records of non-taxable income such as veterans, social security, and welfare benefits.
- Current bank statements.
- Current mortgage information.
- Records of medical and dental bills paid in 1990.
- Business and farm records.

The student will need this information to complete the Federal Financial Aid Application Form. When completing the application, income information should not be estimated. Verification of the information on the application may be requested at a later date.

Any of the following forms may be used to apply for financial aid:

- An **Application for Federal Student Aid (AFSA)** may be used, if the student wishes to apply only for Federal Aid Programs.
- A **CSS Financial Aid Form (FAF)** or an **ACT Family Financial Statement (FFS)** should be completed by all students wishing to be considered for the Florida Student Assistance Grant and institutional programs. By filing one of these forms, the student will also be applying for the Federal Programs.

Upon completion of one of these forms, the student should mail it to the appropriate agency for processing.

In order to apply for financial aid at P-HCC, students must also complete the following steps:

- Complete an **Application for Admission**.

- Complete an **Institutional Application for Financial Aid** (may be submitted at the time the student brings in his/her Student Aid Report).
- If the student has attended another college or vocational school, complete Part A of a **Financial Aid Transcript** and send it to that institution.
- Call the nearest campus and make an appointment for orientation/placement testing.

Students must reapply each year. Financial aid awards are not renewed automatically. The following dates apply to the 1992-93 academic year.

- January 1, 1992 — Application period begins.
- April 1, 1992 — Deadline to apply for FSAG and most scholarships.
- June 1, 1992 — Priority deadline for financial aid.

How Much Will It Cost To Attend P-HCC?

All fees are subject to change based on implementation of FS 240.035.

The following figures are estimated expenses based on the average costs of all credit programs for 2 semesters (9 months):

	Students living with parents	Students not living with parents
Tuition and Fees	\$ 858.00*	\$ 858.00*
Books and Supplies	320.00	320.00
Personal	1,409.00	1,409.00
Transportation	792.00	792.00
Room & Board	1,500.00	4,190.00
	<u>\$4,879.00</u>	<u>\$7,569.00</u>

*Non-Florida Residents — add \$814.00 in Out-of-State Fees

Allowances for child care expenses, handicapped-related expenses (not provided by other agencies), and additional adjustments will be considered at the request of the student on a case-by-case basis.

How Is Need For Financial Aid Determined?

If either the FAF or the FFS is used to apply for financial aid, and the student includes the appropriate processing fee, a need analysis will be conducted by the processor. The results will be sent to the college.

A need analysis is used to determine the amount that a student can afford to pay toward cost of attendance. It is a systematic way of measuring a family's ability to pay for educational costs and of determining the student's eligibility for financial aid. In determining how much a student and his/her family can contribute, the need analysis takes into account family income, assets, student income, family size, number in college, and various other factors.

The end result of the need analysis is the expected family contribution. The **expected family contribution** is the amount that a student and his/her family can reasonably be expected to pay toward the cost of attendance. It measures the ability, not the willingness, of the family to finance the student's education.

The amount of financial need is determined by subtracting the expected family contribution from the cost of attendance.

(Cost of attendance minus expected family contribution = financial need — Example: \$4,879 — \$2,200 = \$2,679)

How Does A Student Know Whether He/She Qualifies?

Approximately 6 to 8 weeks after sending the application to the processor, the student will receive a Student Aid Report (SAR). The student should take the SAR to the campus financial aid advisor. The advisor will let the student know whether he/she qualifies for financial aid and will forward the SAR to the District Financial Aid Office on the West Campus for processing.

If the student qualifies for financial aid, an award will be issued provided that:

- All required forms and documents have formally been submitted.
- The student has been formally accepted for admission to the college as a regular student.
- The student enrolls in a program leading to a degree or certificate.
- Except as otherwise provided, the student enrolls for at least 6 hours per session.
- The student is neither in default on a student loan nor owes a refund on a grant.
- The student makes satisfactory academic progress.
- The student meets the U.S. citizenship and the draft registration requirements.

An award letter will be sent to notify the student of financial aid award(s). If the student accepts the award(s), he/she will need to sign and return the award letter by the date indicated. If the student declines the award(s), he/she should indicate such on the letter and return it.

When Is Financial Aid Received?

A student may utilize his/her grant/scholarship award(s) to register and purchase books and supplies for the term, if the amount of the award will cover such costs. At the end of registration, any funds owed to the college for such costs will be deducted from the student award(s) for the term.

Once these deductions have been made, the balance of the award(s) will be paid to the student approximately 30 days after the end of the drop/add period. Students receiving Institutional or Foundation awards will not receive direct payments.

A student receiving a federal loan may pick up his/her check after he/she has registered and paid fees, and has attended class(es) for the session.

Work-Study funds will be paid bi-weekly (based upon hours worked) at the federal minimum wage rate.

What Are The College's Standards of Academic Progress?

Students should know how the college determines whether satisfactory academic progress is being made and the consequences of unsatisfactory progress. The college's Standards of Academic Progress are listed on Page 28.

What If A Student Reduces His/Her Course Load?

A reduction in course load occurs when a student either withdraws from a class(es) or changes to audit after the drop/add period in a given semester. There are two categories of withdrawals/audits:

Category 1 occurs when a student withdraws from or audits a class(es) and never attends the class(es). Awards in this category will be reduced to reflect the enrollment status after the withdrawal/audit. If a student receives funds in excess

of the reduced award, the student must refund the excess amount.

Category 2 occurs when a student withdraws from or audits a class (or classes) and attends at least one class meeting in each class. Awards in this category will not be reduced except when a student withdraws from or audits all classes prior to receiving the cash disbursement. The balance of the student's award for the semester will be cancelled after deducting any authorized funds owed to the College.

A late applicant who submits the necessary documents, e.g., the Student Aid Report for the Pell Grant, after the first class day of the semester will be processed based on the enrollment status at the time these documents are received by the College.

What Is The College's Refund Policy?

The college's refund policy appears on Page 19. It is the responsibility of the student to review these policies and be aware of the steps necessary to receive a refund.

What Are The Facilities and Services Available To Handicapped Students?

Services to the handicapped are provided on a case-by-case basis at each campus. Alterations to campus physical facilities have been implemented on the basis of Section 504 evaluations. These evaluations were made jointly by administrators and handicapped students. Services and alterations are monitored by both campus and district office administrators.

Where Can A Student Get Help?

Contact the campus financial aid advisor. Information about student assistance may be obtained from personnel and locations listed below:

EAST CAMPUS 2401 County Road 41 North Dade City, FL 33525-7599 (904) 567-6701	MATT HILLEN , Financial Aid Advisor DIANE SMITH , Financial Aid Clerk
NORTH CAMPUS 11415 Ponce de Leon Blvd. Brooksville, FL 34601-2098 (904) 796-6726	TRACEY SCHWINDT , Financial Aid Advisor BEVERLY AUSBURN , Financial Aid Clerk
DISTRICT OFFICE/ WEST CAMPUS 10230 Ridge Road New Port Richey, FL 34654-5199 (813) 847-2727	WAYNE BODIFORD , Director of Financial Aid/Veteran Services TOM SZMYTKOWSKI , Financial Aid Specialist LISA SIMON , Financial Aid Specialist KRIS BRUNST , Secretary

Information on financial aid programs is also available through CHOICES.

NOTE: The provisions of the following programs are subject to change as actions are taken by the President and Congress, and/or the Florida Legislature.

GRANTS AND SCHOLARSHIPS

Grants and scholarships are considered gift-aid. Financial aid awarded in the form of grants and scholarships does not have to be repaid. Grants are generally awarded to students with financial need. Scholarships are usually awarded to students based on skills and academic attainment.

PELL GRANT

This is the largest of the Government's student aid programs and is the starting point for most students seeking financial aid. Awards for the 1991-92 academic year will depend on the level of program funding.

How To Apply:

Forms are available from advisors.

1. Complete FAF or FFS or AFSA and mail to processor.
2. Complete Application for Admission and Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts (transfer students only).
4. Return Student Aid Report (SAR), which is sent from Pell Grant, to the campus financial aid counselor.
5. Application Period: January 1, 1991 — May 1, 1992.

Eligibility:

1. A student is eligible if he/she is admitted to the college as a regular student.
2. Enrolls for a minimum of 6 semester hours per session.
3. Enrolls in an eligible degree or certificate program.
4. Is a U.S. citizen, national or permanent resident, and has met draft registration requirements.
5. Is making satisfactory academic progress.
6. Is neither in default nor overpayment on student loans or other aid.
7. Has financial need.

Selection of Recipients:

Selection is based upon student's eligibility as determined by the information provided on the SAR.

Determination of Awards:

Awards are based upon the following criteria:

1. The Pell Grant Index on the SAR.
2. The Student's Cost of Attendance.
3. The Student's Enrollment for the session.

Criteria For Continued Eligibility:

1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

SUPPLEMENTAL GRANT (SEOG)

An SEOG is not an entitlement, as is the Pell Grant. There are no guarantees attached to it. Every year the college receives funds to use for SEOG's. When this money is gone, there are no more SEOG's for that year. That is why it is important to meet the college's financial aid deadline. Awards range from \$100 to \$4000 per year.

How To Apply:

1. Complete FAF, AFSA, or FFS and mail to processor.
2. Complete Application for Admission and Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts (transfer students only).
4. Priority Deadline: June 1.

Eligibility:

Eligibility requirements are the same as those for the Pell Grant.

Selection Of Recipients:

Selection is based on greatest financial need and Pell eligibility. Priority is given on a first-come/first-serve basis to students who apply before June 1st. Applications received after that date will be processed on a first-come/first-serve basis as funds permit.

Determination Of Awards:

Awards are made based on financial need as determined by the need analysis report received by the college from the processor.

Conditions For Continued Eligibility:

1. Continued satisfaction of eligibility requirements.
2. Reapplication each year.

FLORIDA UNDERGRADUATE SCHOLARS' FUND

The Florida Undergraduate Scholars' Fund was created by the Florida Legislature to award scholarships to students who demonstrate outstanding academic achievement and who wish to attend a Florida college.

How To Apply:

1. Complete Florida Undergraduate Scholars' Fund Application and mail to Florida Student Financial Assistance Commission, Tallahassee, Florida.
2. Applications will be accepted beginning February 15th of each year.

Eligibility:

A student is eligible if he/she:

1. Is a first-time-in-college student after July 31, 1982.
2. Scored 1200 or above on the Scholastic Aptitude Test or a composite score of 28 or above on the ACT Test and obtained a 3.5 grade-point average in high school academic subjects, or is recognized by the National Merit Scholarship Corporation as a scholar finalist.
3. Enrolls for a minimum of 12 semester hours per term.
4. Has been a resident of Florida for at least 12 consecutive months prior to the first day of classes for the Term I (fall) semester.

Selection of Recipients:

Awards will be made by the State of Florida to qualified applicants on a first-come/first-serve basis.

Determination of Awards:

The amount of the award equals \$1000 per academic year.

Criteria For Continued Eligibility:

1. Reapplication each year.
2. Continued satisfaction of eligibility requirements.
3. Successful completion of 24 semester hours in previous academic year.
4. A minimum 3.2 grade-point average.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

FSAG awards are available to eligible Florida residents who demonstrate financial need and who wish to attend a Florida college.

How To Apply:

1. Complete FSAG section on FFS or FAF.
2. Application period: January 1 to April 1 of each year.

Eligibility:

A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 12 semester hours per semester in an eligible degree program.

3. Has been a resident of Florida for at least 12 consecutive months.
4. Demonstrates financial need.

Selection of Recipients:

Priority is given to:

1. Renewal students.
2. Students with greatest need.
3. Students who apply by the April 15th deadline.

Determination Of Awards:

1. Financial need as determined by an approved need analysis.
2. Amount of award equals average tuition charge for two semesters at college.

Criteria For Continued Eligibility:

1. Reapplication each year.
2. Continued satisfaction of eligibility requirements.
3. Successful completion of 24 semester hours in previous academic year.
4. A 2.0 grade-point average.
5. Payments have not exceeded nine semesters.

BUREAU OF INDIAN AFFAIRS (BIA)

BIA provides benefits for people who are at least one quarter American Indian, Eskimo, or Aleutian, and who are in tribes served by the Bureau of Indian Affairs, and who have financial need. Contact the appropriate tribal council for details and application forms.

PASCO-HERNANDO COMMUNITY COLLEGE SCHOLARSHIPS

The college awards scholarships to students who have demonstrated scholastic achievement or athletic ability. Awards are made to students finishing in the top 10% of their graduating class, as well as to students who have demonstrated high academic achievement in specific disciplines of study. Additionally, Athletic and Financial Need Scholarships are also available. For specific information, please contact an advisor.

How To Apply:

1. Complete an Application for Admission.
2. Complete a P-HCC Scholarship Application form.
3. Call the nearest P-HCC campus and set an appointment for an Admissions interview.
4. Apply for all scholarships and grants for which eligible.

WORK STUDY

Part-time employment may be awarded to a student as part of his/her financial aid award. This type of aid is classified as "self-help." The student must earn the funds he/she receives through these programs.

Conditions and Terms

1. If a student is awarded work-study, he/she should contact the campus financial aid advisor for job placement.
2. The student will be paid bi-weekly at the federal minimum wage rate.
3. The student and the supervisor will establish a schedule which is satisfactory to both parties.
4. The student is expected to work scheduled hours.
5. To reduce the work load, the student must notify the supervisor and the campus financial aid advisor.
6. A student who misses work three times without notifying the supervisor will have his/her work-study award cancelled.

7. A student may not work more than 20 hours per week without prior approval from the financial aid director.
8. A student must maintain a satisfactory standard of job performance.
9. A student must maintain satisfactory academic progress.
10. A student must remain enrolled during the session for which he/she receives a work study award.

COLLEGE WORK STUDY (CWS)

This program provides work experience to students with financial need who must earn part of their educational expenses.

How To Apply?

Application procedures are the same as those for Supplemental Grant.

Eligibility:

A student is eligible if he/she:

1. Is admitted to the college as a regular student.
2. Enrolls in an eligible degree or certificate program.
3. Is a U.S. citizen, national or permanent resident, and has met draft registration requirements.
4. Has financial need.
5. Is maintaining satisfactory academic progress.
6. Is neither in default nor overpayment on previous aid received.

Selection Of Recipients:

Selection is based upon financial need. Priority is given to students with the greatest financial need who apply before June 1st.

Determination Of Awards:

According to financial need as determined by the need analysis report received from the processor. In general, the awards do not exceed 20 work hours per week in a given semester.

Criteria For Continued Eligibility:

1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

STUDENT ASSISTANT WORK PROGRAM (SAWP)

This is an institutional work program that enables a limited number of students to work part-time on-campus. Special skills are usually required.

How To Apply:

Contact the campus financial aid advisor.

Eligibility:

A student is eligible if he/she enrolls for at least 6 semester hours per session.

Selection Of Recipients:

Students are selected based upon their qualifications for job openings. Priority will be given to applicants with financial need.

Criteria For Continued Eligibility:

1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

OFF-CAMPUS EMPLOYMENT

Students seeking part-time employment should check with an advisor. Local employers post job openings for students at each campus. Wages vary according to the employer.

DEFERMENT OF FEES

Students who have received preliminary information indicating they are eligible for State and/or Federal grant aid may request a deferment of registration fees (excluding application and penalty fees) and deferment of payment for necessary books. Such deferments are available to students whose financial aid is delayed in being transmitted to them DUE TO CIRCUMSTANCES BEYOND THEIR CONTROL. Deferments will be granted for up to SIXTY (60) DAYS from the first day of classes, but not beyond TEN (10) DAYS before the end of the term to which the fees apply. Students must be enrolled AT LEAST one-half time (6 semester hours). *Failure by the student to make timely application for State and/or Federal aid shall not be a reason for granting the deferral.*

LOANS

Financial aid award in the form of loans must be repaid. For this reason, loans are considered to be "self-help" forms of assistance.

STAFFORD GUARANTEED STUDENT LOANS (GSL)

The Stafford GSL is a low-interest loan made by participating lenders to help pay for a college education.

How To Apply:

Forms are available from advisors and participating lender institutions.

1. Complete FAF or FFS or AFSA and mail to processor.
2. Complete Stafford-GSL Application Form.
3. Complete a P-HCC Institutional Application for Aid.
4. Locate and select a participating lender.

Eligibility:

A student is eligible if he/she:

1. Enrolls for at least 6 semester hours per session.
2. Is a U.S. citizen, national or permanent resident.
3. Is neither in default nor overpayment of other aid received.
4. Is in good academic standing.
5. Meets eligibility requirements of the lender.

Determination Of Awards:

Students may borrow up to \$2625 per year for their freshman and sophomore years to a maximum of \$17,250. The maximum loan amount, however, cannot exceed the total cost of education less any other aid received, including family contribution.

Selection Of Recipients:

Recipients are selected by the lending institution.

Criteria For Continued Eligibility:

1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

Terms Of The Loan

1. Repayments of the loan begin six months after a student withdraws, graduates, or drops to below half-time status.
2. The minimum repayment is \$50 per month.
3. Interest is charged at the rate of 7 to 9 percent, dependent

upon the date the student began borrowing. Current rate for new borrowers is 8% for the first four years of repayment. This rate will increase to no more than 10% beginning the fifth year of repayment.

4. Maximum repayment time is ten years from the start of the repayment period.

SAMPLE REPAYMENT SCHEDULE @ 9%

Amount Borrowed For 10 Years	Monthly Payments	Total Loan To Be Repaid
\$4,000	\$50.68	\$6,081.70
\$5,000	\$63.34	\$7,600.80
\$6,000	\$76.01	\$9,121.20

AUXILIARY LOAN PROGRAM (ALP)

This program is available to parents of dependent students and to independent students. Qualified applicants may borrow from a bank, credit union, savings and loan association or other participating lender. Repayment and interest usually begin 60 days following the date of loan disbursement. Interest rate is currently at a variable rate of 11.49% and will not exceed 12%.

How To Apply:

Forms are available from advisors and participating lending institutions.

1. Complete ALP Application Form.
2. Complete P-HCC Student Loan Checklist.
3. Locate and select a participating lender.

Eligibility:

A student is eligible if he/she:

1. Enrolls for at least six (6) semester hours per session.
2. Is a U.S. citizen, national or permanent resident.
3. Is neither in default nor overpayment of other aid received.
4. Is in good academic standing.
5. Meets eligibility requirements of the lender.

Determination Of Awards:

A dependent student's parents (or independent students) may borrow an amount not to exceed \$4,000 per academic year up to a maximum of \$20,000. However, the maximum loan amount each year cannot be more than the total cost of education less other aid received, including the Stafford Loan.

Selection Of Recipients:

Recipients are selected by the lending institution.

Criteria For Continued Eligibility?

1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

Terms Of The Loan:

1. Payment of the student loan begins when the student withdraws, graduates, or drops to below half-time status. Interest payments start 60 days after the disbursement date, unless deferred by the lender.
2. Parent loans become payable sixty (60) days after the disbursement date, unless deferred by the lender.
3. The current interest rate is 11.49% variable and begins to accrue at the time of disbursement.

REVOLVING LOAN (RL)

The Revolving Loan is a P-HCC short-term, no-interest loan to cover the cost of tuition and books. Funds for these loans are very limited. An origination fee of \$15.00 is charged on

all approved loans and is added to the loan note amount. An interest penalty of 18% per annum will be charged on delinquent loans.

How To Apply?

Complete P-HCC Revolving Loan Application Packet.

Eligibility:

A student is eligible if he/she:

1. Is at least 18 years of age or the loan is endorsed by someone 18 years of age or older who is not a spouse of the applicant, a college employee, or another P-HCC student.
2. Demonstrates ability to repay through credit experience.
3. Is neither in overpayment nor default of previous aid received.

Determination Of Awards:

The amount of the loan will be for the actual cost of the student's tuition, fees, and required textbooks. Application and penalty fees are not included.

Selection Of Recipients:

Recipients are selected based upon credit experience and ability to repay.

Criteria For Continued Eligibility:

1. Application is required for each semester.
2. Continued satisfaction of eligibility criteria.
3. An interest penalty of 18% per year is assessed on delinquent loans.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Student Rights, You Have The Right To Ask A School:

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What is the cost of attending, and what are the policies regarding refunds for students who drop out.
- What criteria are used to select financial aid recipients.
- How financial need is determined. This process includes how expenses (i.e., for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous costs) impact your budget.
- What resources (e.g., parental contribution, other financial aid, your assets) are considered in the calculation of your need.
- To explain how much of your financial need, as determined by the institution, has been met.
- To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
- What portion of the financial aid you receive must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, the

length of time allowed to repay the loan, and when repayment is to begin.

- How the school determines whether you are making satisfactory progress, and what happens if you are not.
- To make available for review a copy of the documents describing the institution's accreditation, approval, or licensing.

Student Responsibilities, It Is Your Responsibility To:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receiving financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign, and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a College Work-Study award.
- Know and comply with the deadlines for application or reapplication for aid. (You must reapply each year.)
- Know and comply with your school's refund procedures.
- Request Financial Aid Transcripts from each college you attended previously.
- Notify the Financial Aid Office of all financial aid you receive from sources other than the college as soon as you receive it.
- Know the schedule for the disbursement of your award(s), and process aid checks within a reasonable period of time.
- Notify the Financial Aid Office of changes in name, address, or enrollment.



P-HCC FOUNDATION

The Pasco-Hernando Community College Foundation is a non-profit organization established to support the institution financially in its goals and objectives. Organized in 1975, the Foundation is governed by 35 directors who are community members from both Pasco and Hernando counties and who have a deep interest in the College and its positive effect on the community.

Project priorities are set by the directors, with scholarships as the highest priority. Other priorities include library development, faculty and staff development, arts development, student development, and the Health Programs. Financial assistance is given to these projects through the Foundation's fund-raising activities among the community's private and corporate sector. The Foundation has also applied for and received various grants to aid P-HCC.

The Foundation categorizes its funds into two basic groups, endowed and non-endowed funds. A partial listing of those funds includes:

Endowed Funds (Scholarships)

Atric and Mary Pottberg Fund
American Legion Auxiliary Zephyrhills Fund
Anne F. Bucy Fund
Barry Jaap Fund
Brooksville Garden Club Fund
Brooksville Lions Club Fund
Brooksville Woman's Club Fund
Carol Dudley Scholarship Fund
Charles E. Conger Fund
Col. William Van Derripe Fund
Community United Methodist Church Fund
Dade City Woman's Club Ruth Touchton Fund
Des and Mickey Little/New Port Richey Rotary Club Fund
Diane Rowden Scholarship Fund
Dingus Fund
Dola Creekmere Memorial Fund
Donna Sumner Cox Fund
Dorothy Hassall Fund
Edith and J. Wesley Richards Fund
Elizabeth Koerner Memorial Fund
Ellen Geilhufe Fund
F.O.P. Robert Pitman Lodge #4 Memorial Fund
First Union National Bank Fund
HCA New Port Richey Hospital/Dr. Alfred Leon Fund
Harvey and Mary Snell Fund
Jay Edward Starling Memorial Fund
Jeffrey Kinnunen Fund
John and Martha Ayers Fund
Joseph and Julia Evessa Fund
New Port Richey Junior Service League Fund
Kiwanis Club of Brooksville Fund
Kiwanis Club of Dade City Fund
Kiwanis Club of Seven Springs Fund
Kristine Smith Ullrich Fund
L.C. Hawes, Sr., Methodist Fund
Lois E. Trotter Fund
Mantey/First Baptist Church Fund
Margaret Moore Johnston Fund
Marjorie Kennedy Wilson Memorial Fund
Masaryktown Town Council Fund
New Port Richey Noon Optimist Club Fund
North Campus Bicentennial Fund
North Suncoast Association of Life Underwriters Fund
Orange Blossom Classic Chevy Club Fund

Otto and Elaine Weitzenkorn Fund
Pasco County Medical Society Auxiliary Fund
Pasco High Alumni Fund
Pilot Club of Brooksville Fund
President Milton O. Jones Fund
Regency Communities Fund
Rev. James and Vienna Barrhardt Fund
Richard and Eileen Cooper Fund
Ridgewood High Athletic Boosters Fund
Rose Fund
Rotary Club of Brooksville Fund
Rotary Club of Dade City Fund
Rotary Club of New Port Richey/George Gunter Fund
Rotary Club of New Port Richey Fund
Ruth and W.P. "Doc" Murphy Fund
Tampa Bay Downs Fund
Tampa Electric Co. Fund
Volunteers of Community Hospital Fund
West Hernando Chamber of Commerce Fund
West Pasco Chamber of Commerce Fund
West Pasco Dental Association Fund
West Pasco La Sertoma Fund
William and Madeline Carney Fund

Endowed Funds (Special Purpose)

Allied Health Staff and Program Development Fund
Charles E. Conger Fund
Florence B. Lange Special Purpose Fund
General Endowment Fund
General Staff and Faculty Development Fund
Glen Dill Florida History and Area Environmental Fund
Library Development Fund
Mary Ellen Grodrian Memorial Endowed Cultural Events Fund
Theresa Henninger Staff and Program Development Fund
William Carney Staff and Program Development Fund

Non-Endowed Funds

Many other organizations and individuals not listed contribute annually to provide additional scholarships and funding for expanded and new programs.

Questions about the Foundation and its programs should be directed to P-HCC's Executive Director of the Foundation/Director of Institutional Advancement.

ACADEMIC POLICIES

Program Selection

Each degree- or certificate-seeking 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. Students in the Associate in Arts program or any student who intends to be admitted to upper-division status in a state university in Florida must take the College Level Academic Skills Test (CLAST) prior to transferring (see Page 32). Counselors and Program Planners are available to help with program selections. Program changes may be made at the end of any session by submitting the prescribed form, but must be approved by an advisor.

Common Placement Testing

Associate Degree-Seeking Students

Students who intend to enter degree programs shall be tested prior to the completion of registration with the Florida Multiple Assessment Programs and Services (MAPS) Test which consists of four tests covering Reading, English, Arithmetic Skills, and Elementary Algebra. Minimum cut-off scores have been established by State Board of Education Rule 6A-10.315, and any student falling below these minimum scores will be placed in a variety of College Preparatory English and mathematics courses (except College Algebra, since placement in that course is determined by a fifth test, Intermediate Algebra).

The college will accept MAPS, SAT, ACT, and ASSET scores, provided that they are no more than three years old, and will place students accordingly. Test modifications and exemptions in State Board of Education Rule 6A-10.0311 (4), FAC, shall apply in the case of students with records of physiological disorders. Students should contact a P-HCC advisor for more information on placement testing.

Vocational Credit and Certificate Students

To comply with FAC 6A-10.040, the Test of Adult Basic Education (TABE) is used by the College to assess basic skill levels in language and mathematics for students entering vocational credit and certificate programs. Students in programs of 450 clock hours or more will be required to reach minimum basic skill levels PRIOR to being awarded a certificate. In those programs that prepare students for licensure or certification, regardless of the number of hours, the minimum basic skill levels established will be a PREREQUISITE to entry into the program. The minimum basic skill levels vary according to the program. For additional information, contact an advisor.

Academic Averages 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", "B", or "C" has been earned. Courses, credit-by-exam, and

programs of acceleration which use "S" or "U" grades are not counted in computing the grade-point average.

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 that shown in the following scale:

<u>Credit Hours Completed</u>	<u>Required Grade Point Average</u>
1 - 15	1.50
16 - 29	1.75
30+	2.00

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. A 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.
4. In the event of probation, a student will be required to see a counselor/advisor. After counseling the student and consulting appropriate faculty members, the counselor/advisor may require of the student:
 - a. Additional counseling sessions
 - b. Limitations of course load
 - c. Limitations of the type of course or program to be taken
5. The counselor/advisor may recommend to the President through the Provost (East and North campuses) or the Dean of Student Services (West Campus) 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 planning session with a counselor before being readmitted.
6. Withdrawals, grades of "U" or "F", audits, incompletes, and repetitions are counted for financial aid purposes as hours attempted, but not completed successfully. Financial Aid recipients are required to complete successfully at least 67% of the total hours they attempt toward their educational objective, degree, or certificate at P-HCC. Students failing to meet this requirement will be placed on probation.
7. A student will be terminated from financial aid the semester following that semester in which his or her hours completed (less college preparatory hours completed) is equivalent to the number of hours required to complete the program. If the student has changed his or her program of study, then any hours completed which were applicable to his or her former program(s) of study that cannot be applied to his or her current program of study will also be excluded from his or her hours completed for comparison with hours required.
8. If a student has not been removed from probation after the next term enrolled and the campus financial aid committee has not determined that the student should be allowed to continue to receive financial aid for an additional term, then he/she will be considered to be making un-

satisfactory progress for financial aid purposes. A student determined to be making unsatisfactory progress for financial aid purposes will not be eligible to participate in federal, state, or institutionally funded aid programs until the student is no longer on probationary status.

9. The student may make written appeal of the probationary status to the Provost (East and North campuses) or the Dean of Student Services (West Campus). 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.

Veterans Progress and Probation

The Veterans Administration (VA) regulations require the college to measure progress of students receiving veterans benefits. Accordingly, the veteran student's grade-point average (GPA) will be evaluated according to the probation requirements for all students.

For the Law Enforcement/Basic Recruit Program, a GPA 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.

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.

Attendance will be kept for each class meeting and will be reported to the VA as may be required. Students enrolled in certificate programs who accumulate more than three (3) unexcused absences within a calendar month or more than five (5) unexcused absences per session will be reported to the VA for termination of benefits.

Veterans failing to maintain the minimum GPA will be placed on probation and counseled early in the semester following this determination. At that time, the veteran will be informed that if achievement of the minimum GPA is not achieved, the student will be reported to the VA for the termination of benefits.

Students whose benefits have been terminated will not be considered for deferred payment or recertification until they have been counseled by a P-HCC VA advisor.

Any unusual or extenuating circumstances concerning probation, unsatisfactory progress, or eligibility for deferred payment may be reported by the veteran in writing to the Provost (East and North campuses) or the Dean of Student Services (West Campus). Such written appeals will be referred by the Provost to a campus committee which will include at least one student veteran. This committee will determine the appropriate report to the VA or to college officials.

Classification of Students

Students will be classified in accordance with the following criteria:

Degree- or Certificate-Seeking

A student enrolled in credit courses who has provided the District Records Office with all the required admission creden-

tials and has been accepted into his or her declared program.

A degree-seeking student is further classified as:

- Freshman — A student regularly enrolled in college credit courses who has completed less than 24 credit 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.

Unclassified

The unclassified designation applies to a student who has enrolled but is undecided as to program, as a dual enrollment or transient student, or one who has enrolled for purposes of teacher recertification or personal enrichment. This student is classified as neither freshman nor sophomore.

Full-Time

A student enrolled for 12 or more credit hours in Sessions I, II, or III (to include IIIB).

It should be noted that these classifications are for internal use by the college. A student who is receiving benefits from another agency (such as the Veterans Administration) is subject to that agency's definition of these terms. It should also be noted that for those students receiving financial aid, a minimum of 12 credit hours per session is considered full time.

Part-Time

A student enrolled for less than 12 credit hours in Sessions I, II, or III (to include IIIB).

It should be noted that these classifications are for internal use by the college. A student who is receiving benefits from another agency (such as the Veterans Administration) is subject to that agency's definition of these terms.

Attendance At More Than One Campus/Home Campus

Students may attend classes at more than one campus. However, for record purposes a student must select one campus as a "home campus." It is recommended that registration, withdrawal, or change of status 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 the five community colleges in the Tampa Bay area — Hillsborough Community College (HCC), St. Petersburg Junior College (SPJC), Pasco-Hernando Community College (P-HCC), Manatee Community College (MCC), and Polk Community College (PCC). 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.

Additional information on Linkage Programs may be obtained by contacting a P-HCC counselor. See also "Admission to Linkage Programs," Page 17, for a list of these programs.

College Level Examination Program (CLEP)

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 Sciences, History and Social Sciences. These credits are awarded on the basis of knowledge gained prior to college or university study in the subject area. CLEP credit, based upon the General Examination, is applied only to certain designated courses and will be denied in whole or part in instances in which courses in the general area have already been completed or are being taken at the time of the CLEP General Examination. Students seeking this credit are strongly advised to discuss their academic plans with a counselor before registering.

If a student has earned six (6) semester credits in an area covered by the CLEP General Examinations, he/she shall not be awarded any CLEP credit in that area on the basis of the CLEP General Examination. If a student has earned fewer than six (6) semester credits in courses, he/she shall be awarded only the difference between the number earned and the six (6) semester credits through the CLEP General Examinations.

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 fee is paid and the student is admitted to the college. CLEP credit will appear on the student's permanent record as earned credit without indication of grade. Credits earned through CLEP do not satisfy the residency requirement. Students seeking this credit are strongly advised to discuss their academic plans with a counselor before registering.

Under the provisions of Board Rule 6Hx19-3.28, a student who receives credit for ENC 1101 (English Composition I) and ENC 1102 (English Composition II) and/or HUM 2211 (Humanities I) and HUM 2230 (Humanities II) under CLEP will be required to produce documentation of written material totaling 6,000 words per course for which credit was awarded, as a condition for graduation with the AA Degree. A grade of "C" or higher must be obtained on written work associated with each of these courses. The quality of this written work **must meet** the requirements as stated for the corresponding course.

A student **fulfilling** the writing requirement for one of these designated English and Humanities courses must pay a fee of \$30 for each such requirement. The instructor shall establish a prescriptive syllabus for the student that describes the topic, content, standards, and schedule for submission of written work and shall certify a grade.

A writing requirement may be completed on an irregular schedule. In no case, however, shall a single requirement extend for more than one regular 16-week term. Failure to complete agreed work within the 16-week period shall require the payment of another fee and a new prescriptive requirement, unless the delay was caused by illness or other emergency situation.

Credit-by-Examination

Students may earn credit in designated courses by making a satisfactory score on tests prepared by P-HCC instructors. A nonrefundable charge will be made for each examination.

An examination must be completed within the session for which the student first applied for credit-by-examination. Credit-by-examination cannot be granted in any course for which credit has already been awarded. 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 are **NOT** eligible for credit-by-examination. Credits earned through credit-by-examination do **NOT** satisfy the residency requirement.

Advanced Placement

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board, as outlined in District Board of Trustees' Rule 6Hx19-3.24. These examinations must be taken prior to enrolling in the college, except for Credit Bank and Dual Enrollment students.

To receive college credit for ENC 1101 (English Composition I) and ENC 1102 (English Composition II) under the Advanced Placement Program, students must fulfill the same writing requirements as explained under CLEP above or obtain written documentation from the high school teacher of 12,000 written words.

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 that participate in the Advanced Placement Program. However, students should secure approval in advance of transferability, since minimum qualifying scores differ slightly among colleges and universities.

Certificate Program Completions

A student who desires to obtain a certificate for completing a degree-associated program should apply in the Records Office for a records review no later than the date shown in the College Calendar for graduation application. Upon receiving an indication from the Director of Admissions/Student Records that all required work has been or is being completed, the student must make a formal application for the certificate. **Students are reminded that the certificate will not be awarded unless application has been made. A delay in the application process may cause a student to meet additional program requirements of a subsequent catalog.**

Television Courses

In addition to traditional teaching methods, P-HCC offers courses via WEDU-TV, Channel 3. Videotapes of these programs are available in each P-HCC library. Credit earned for TV courses may be applied toward an associate degree. Courses that are offered by television are marked with a "TV" designation in the P-HCC Course Schedule, published each term.

Students enrolled in television courses are required to meet with the P-HCC instructor who coordinates the course at least three times during the term (first meeting, mid-term review, and final review). These meetings are generally held in the Gowers Corner Center on U.S. 41 (see map on Page 11 for location).

Students should inform bookstore personnel when they have registered for a "TV" course, since different texts and other

materials are sometimes used. Veterans Services students should check with their advisors before enrolling in television courses. For information about TV courses, contact the Assistant Dean of Student Services on each campus.

Directed Individual Study

A student who needs a course that is required for current graduation at P-HCC, and who has not had an opportunity to enroll in that course previously, may take the course under Directed Individual Study by making arrangements with the Campus Provost. Directed Individual Study is defined as a class of nine or fewer students that is not required to meet the total number of instructional hours established for the course and where there are provisions for:

- A. Meeting with the instructor at least once a week for a course lasting a full session or a proportionate time for courses of shorter duration.
- B. Instructor's option of more frequent meetings for those students needing additional work.
- 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 Provost (East and North campuses) or the appropriate Division Director (West Campus) to be comparable to a regularly scheduled class in the subject.

Courses containing laboratory experiences, in which student participation is a particularly important element, are not eligible for Directed Individual Study.

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 ensure that the course meets all requirements. Degree-holding teachers with Florida Teaching Certificates are not required to furnish transcripts for admission.**

Military Service Credit

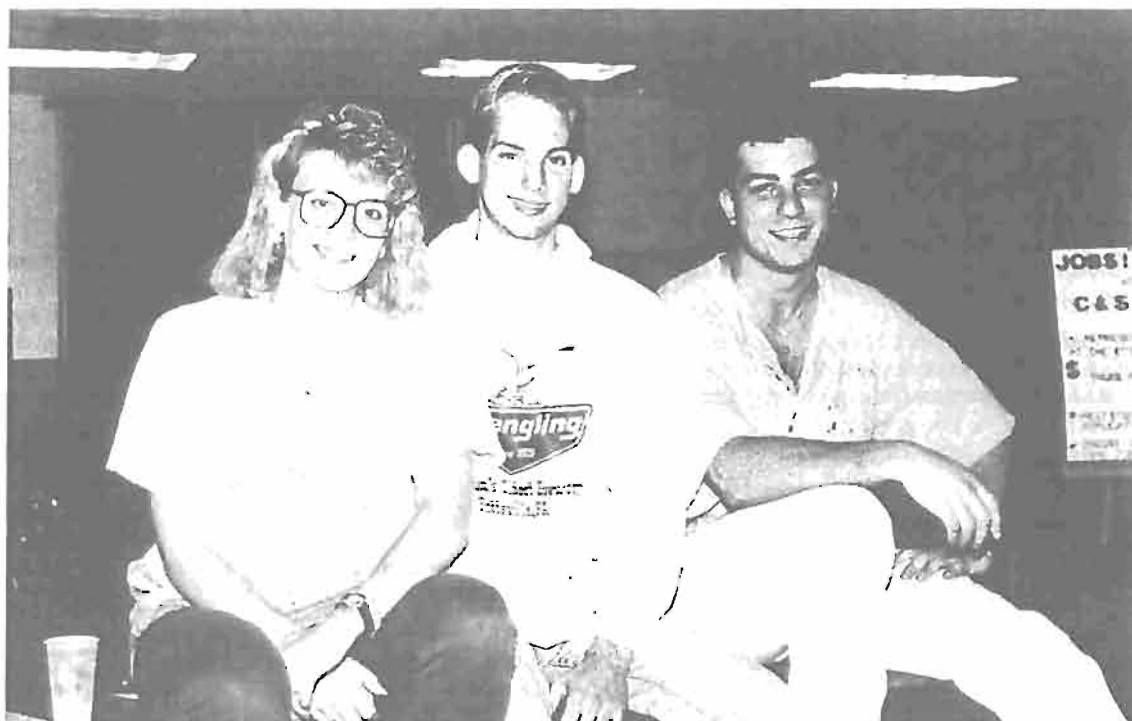
Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. After application to the college, a student may initiate the request for such credit by providing appropriate documentation as determined by the college. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college. A maximum of 45 credit hours may be counted towards a degree.

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," subject to College Calendar withdrawal dates. **It is the student's responsibility to ensure withdrawal.**

Maximum Student Load

The maximum student load for Session I or Session II is 18 semester hours and 14 semester hours for Session III (to include IIB). Any student who desires to take more hours must obtain the permission of a counselor. The permission form will be forwarded to the Records Office for placement in the student's folder.



Grading System

P-HCC uses the grading system shown below. These grade definitions are used by Florida community colleges.

Grade	Number of Grade Points	Definition	Other Grade Designations	Definition
A	4	Excellent	N	No Credit
B	3	Good	NC	Non Credit Course
C	2	Average	NR	Grade not reported
D	1	Poor	I	Incomplete (automatically changed to "W" if not made up within the ensuing session)
F	0	Failure	W	Withdrew
			*S	Satisfactory
			*U	Unsatisfactory
			X	Audit

*Used only in certain circumstances.

Grade-Point Average (GPA)

The grade-point average (GPA) is determined by dividing the total grade points earned by the total credits attempted. Only the last grade in a repeated course is used in computing the GPA. Courses which use "S" or "U" grades are not counted in computing the GPA.

Example	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Points
ENC 1101	3	A	3	3	12
PSY 1012	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
QMB 1001	3	W	0	0	0
SLS 1211	3	I	0	0	0
			<u>14</u>	<u>11</u>	<u>28</u>

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

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

Audit

A student will not be permitted to register for a course on an audit status during the normal registration and drop/add period. However, upon the completion of the drop/add period, a student may change his or her registration in a course from credit to audit up to and including the last day to withdraw for a semester as published in the college calendar. Audit fees are the same as those for credit. Vocational courses are not available for audit.

Audit students participate in class activities, but are not required to prepare papers or take examinations. Regular class attendance is expected, and a non-credit grade of "X" is issued.

Practicums

Practicums are required in several Occupational Programs and are elective in several others. Practicums may consist of on-the-job training, special projects, research, or a combination of these activities. The instructor will develop specific requirements and the method(s) of evaluation to best fit the academic and work needs of the student. Each Practicum will consist of a minimum of 117 hours in a planned learning situation, together with at least three scheduled conferences

with the instructor. Unless the course description specifies otherwise, a letter grade of "A," "B," "C," "D," "F," "I," or "W" will be assigned.

Incomplete Grades

Instructors may assign "I," incomplete grade, in the rare circumstances in which a student has not completed requirements for a course as a result of accident or illness. Incomplete grades should be made up and have a grade assigned before the end of the next session. Incomplete grades that are not made up and do not have a grade assigned before the end of the next session will be changed to "W" unless otherwise provided for or approved by the President or his/her designee. Session I is considered the next session following Sessions II and III (to include III B) of the previous academic year.

"S" and "U" Grades

If 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. Other grades will be recorded as

"U." This conversion will apply also to grades assigned by an instructor under credit-by-examination.

Grade Dissemination

A progress report will normally be distributed by the instructor prior to the eighth week 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 to those who do not have a financial obligation to the college or outstanding college obligations (i.e., outstanding loans or unreturned library books).

President's Honors List

A student is placed on the President's Honors List when a 3.5 of a possible 4.0 grade-point average (GPA) has been earned while attending at least 12 semester hours of college credit. Part-time students may be placed on the President's Honors List each time 12 semester hours of college credit have been accumulated with a GPA of 3.5 on the 4.0 scale.

Any student graduating with an overall grade-point average of 3.5 or above in all college credit courses applied toward a degree shall be graduated with honors. The student with the highest academic average in any graduating class during the academic year shall be designated as the "Honor Graduate with Highest Honors."

Honors Courses

In furthering its commitment to educational excellence, P-HCC will introduce two honors courses in 1992. The emphasis on honors is geared toward high-achieving students who can benefit from a more challenging academic experience. Enrollment in honors sections will be limited to afford faculty and students alike a more concentrated intellectual learning environment. These courses include Introduction to Asian Arts and Letters—Honors (IDS 2290H) and English Composition II—Honors (ENC 1122H).

The proposed eligibility requirements for registering for an honors course are as follows:

1. Students who have a minimum of a 3.5 GPA, after the completion of at least 12 hours of 1000 or higher level courses, will be eligible to register for an honors course. Within these 12 hours, the student will be required to have completed English Composition I (ENC 1101) with at least a "B." These 12 hours will be exclusive of physical education courses and self-enrichment courses such as College Survival Skills (SLS 1501) and Individual Discovery (SLS 1211). Such enrichment courses will be excluded also in computing the eligibility GPA.
2. Prior to registering for an honors course, all prospective students will be required to meet with the honors instructor to discuss the course.

Specific course information, eligibility requirements, and registration details will be available through Student Services staff and the Division Director of Arts and Letters.

Graduation Check/Report

Upon completion of 30 hours toward a declared program, the student is strongly encouraged to apply for a graduation check. The graduation check will show the remaining re-

quirements for completion of a program based upon an eligible catalog (see Page 10). The forms for requesting this report are available in the Student Services Office on each campus, or a letter requesting this service may be mailed to the Director of Admissions and Records at the student's home campus. There is no charge for a graduation check.

Graduation Application

Application for graduation with a degree must be made at the time of registration for the session in which the student plans to complete the requirements for a degree program. Certain programs require students to complete the CLAST with a passing score prior to graduation. The testing requirement shall be included as an item on all graduation checks, and positive controls shall be established to assure that each applicant for an AA Degree has complied before the Degree is awarded (see CLAST, Page 34). 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. **Students are reminded that the degree will not be awarded unless application has been made. A delay in the application process may cause a student to meet additional program requirements of a subsequent catalog.**

Graduation Ceremony

A graduation ceremony is 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.

Additional Degrees

Normally, a student will be awarded only one degree. To be eligible for a second degree, a student must complete a minimum of 15 hours of additional course work, fulfill all the requirements of the additional degree, make application for graduation for the second degree, and pay an additional graduation fee.

Library Services

A library containing 19,000 square feet is located on each campus. The combined holdings of all three libraries are approximately 48,000 volumes. In addition to books, each library has a collection of periodicals, newspapers, microfiche, and audiovisual materials. A combined card catalog permits access to materials on any of the three campuses.

The libraries provide full inter-campus and inter-library loan services. Copies of library materials may also be "faxed" between libraries and centers.

The library staff on each campus is trained to assist students and faculty make full use of all the library's facilities and materials. Orientations to the library are provided to any class that requests one.

Additionally, the libraries house exhibit areas and learning laboratories. In the exhibit areas, monthly shows on a variety of themes are scheduled for the benefit of students, faculty, and the community.

Learning Laboratory

The Learning Laboratory on each campus assists the student by providing various testing services and individualized materials for instruction. It functions both as supplemental assistance in regular programs and to remedy educational deficiencies.

Individualized materials in the Laboratory include English, reading, mathematics, spelling, career development, and college survival skills. There are materials that relate to the CLAST examination. Self-instructional materials, programmed texts, and peer-tutorial assistance for students are available.

The Learning Laboratory also has microcomputers available for student use. Many of the materials in the Laboratory are computer-based.

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST)

The State of Florida has developed a test of college-level communication and computation skills called the College-Level Academic Skills Test (CLAST). The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level.

Successful completion of the test is required by Florida Statutes and Rules of the State Board of Education for community college students who are completing Associate in Arts (AA) degree programs and for community college students who are completing Associate in Science degree programs and are seeking admission to upper-division programs in state universities in Florida. The test also is required of university students. Students who do not pass all sections of the test will neither be awarded the Associate in Arts degree nor be admitted to upper-division status in state universities in Florida.

A passing score on the CLAST is required for the award of the Associate in Arts degree and for admission to upper-division status in state universities in Florida. Students cannot take CLAST until they have completed 18 hours of college-level courses (1000 and higher). Students are encouraged to wait to take the CLAST until after they have completed any necessary college preparatory courses.

Students should register in the Student Services Office before the State-mandated registration deadline, listed in the College Calendar on pages 6-7. All students who register for CLAST must be advised by a counselor/advisor.

CLAST-preparation workshops for P-HCC students are provided at least three times per year on each campus at no charge. There are CLAST review materials in each library and learning laboratory and available for purchase in the campus bookstores.

Other

In addition to students who meet the above standards for taking CLAST, participating colleges and universities are to register other students who meet both of the following criteria:

- a. They are eligible to participate in a State of Florida financial aid program governed by State Board of Education Rule 6A-20.005, FAC.

- b. They are required under provisions of SBE Rule 6A-20.005, FAC, to have CLAST scores to continue their eligibility beyond the academic term in which they register for CLAST.

College-Level Communication and Computation Skills on the CLAST

State Board Rule 6A-10.031 cites the communication and computation skills identified below that are associated with successful performance of students in college programs through the baccalaureate level. **EXCEPT FOR THE SPEAKING AND LISTENING SKILLS, ALL OF THESE SKILLS ARE TESTED ON THE CLAST.**

- (1) The following skills, by designated category, are defined as college-level communication skills:
 - (a) **Reading with literal comprehension includes all of the following skills:**
 1. Recognizing main ideas in a given passage.
 2. Identifying supporting details.
 3. Determining meanings of words on the basis of context.
 - (b) **Reading with critical comprehension includes all of the following skills:**
 1. Recognizing the author's purpose.
 2. Identifying the author's overall organizational pattern.
 3. Distinguishing between statement of fact and statement of opinion.
 4. Detecting bias.
 5. Recognizing author's tone.
 6. Recognizing explicit and implicit relationships within sentences.
 7. Recognizing explicit and implicit relationships between sentences.
 8. Recognizing valid arguments.
 9. Drawing logical inferences and conclusions.
 - (c) **Listening with literal comprehension includes all of the following skills:**
 1. Recognizing main ideas.
 2. Identifying supporting details.
 3. Recognizing explicit relationships among ideas.
 4. Recalling basic ideas, details, or arguments.
 - (d) **Listening with critical comprehension includes all of the following skills:**
 1. Perceiving the speaker's purpose.
 2. Perceiving the speaker's organization of ideas and information.
 3. Discriminating between statements of fact and statements of opinion.
 4. Distinguishing between emotional and logical arguments.
 5. Detecting bias.
 6. Recognizing the speaker's attitude.
 7. Synthesizing by drawing logical inferences and conclusions.
 8. Evaluating objectively.
 - (e) **Composing units of discourse providing ideas and information suitable for purpose and audience includes all of the following skills:**

1. **Selecting a subject which lends itself to development.**
 2. **Determining the purpose and the audience for writing.**
 3. **Limiting the subject to a topic which can be developed within the requirements of time, purpose, and audience.**
 4. **Formulating a thesis or statement of main idea which focuses the essay.**
 5. **Developing the thesis or main idea statement by all of the following:**
 - a. **Providing adequate support which reflects the ability to distinguish between generalized and specific evidence.**
 - b. **Arranging the main ideas and supporting details in a logical pattern appropriate to the purpose and the focus.**
 - c. **Writing unified prose in which all supporting material is relevant to the thesis or main idea statement.**
 - d. **Writing coherent prose and providing effective transitional devices which clearly reflect the organizational pattern and the relationships of the parts.**
- (f) **Transmitting ideas and information in effective written language which conforms to the conventions of standard American English includes all of the following skills:**
1. **Demonstrating effective word choice by all of the following:**
 - a. **Using words which convey the denotative and connotative meanings required by context.**
 - b. **Avoiding inappropriate use of slang, jargon, clichés, and pretentious expressions.**
 - c. **Avoiding wordiness**
 2. **Employing conventional sentence structure by all of the following:**
 - a. **Placing modifiers correctly.**
 - b. **Coordinating and subordinating sentence elements according to their relative importance.**
 - c. **Using parallel expressions for parallel ideas.**
 - d. **Avoiding fragments, comma splices, and fused sentences.**
 3. **Employing effective sentence structure by all of the following:**
 - a. **Using a variety of sentence patterns.**
 - b. **Avoiding overuse of passive construction.**
 4. **Observing the conventions of standard American English grammar and usage by all of the following:**
 - a. **Using standard verb forms.**
 - b. **Maintaining agreement between subject and verb, pronoun and antecedent.**
 - c. **Using proper case forms.**
 - d. **Maintaining a consistent point of view.**
 - e. **Using adjectives and adverbs correctly.**
 - f. **Avoiding inappropriate shifts in verb tenses.**
 - g. **Making logical comparisons.**
 5. **Using standard practice for spelling, punctuation, and capitalization.**
 6. **Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.**
- (g) **Speaking involves composing the message, providing ideas and information suitable to topic, purpose and audience which includes all of the following skills:**
1. **Determining the purpose of the oral discourse.**
 2. **Choosing a topic and restricting it according to purpose and audience.**
 3. **Fulfilling the purpose by the following:**
 - a. **Formulating a thesis or main idea statement.**
 - b. **Providing adequate support material.**
 - c. **Organizing suitably.**
 - d. **Using appropriate words.**
 - e. **Using effective transitions.**
- (h) **Speaking involves transmitting the message, using oral delivery skills suitable to the audience and the occasion by all of the following skills:**
1. **Employing vocal variety in rate, pitch, and intensity.**
 2. **Articulating clearly.**
 3. **Employing the level of American English appropriate to the designated audience.**
 4. **Demonstrating nonverbal behavior which supports the verbal message with eye contact and appropriate posture, gestures, facial expressions, and body movements.**
- (2) **The following skills, by designated category, are defined as college-level computation skills:**
- (a) **Demonstrating mastery of all of the following arithmetic algorithms:**
1. **Adding, subtracting, multiplying, and dividing rational numbers.**
 2. **Adding, subtracting, multiplying, and dividing rational numbers in decimal form.**
 3. **Calculating percent increase and percent decrease.**
 4. **Solving the sentence — a percent of b is c — where values for two of the variables are given.**
- (b) **Demonstrating mastery of all of the following geometric and measurement algorithms:**
1. **Rounding measurements to the nearest given unit of the measuring device used.**
 2. **Calculating distances, areas, and volumes.**
- (c) **Demonstrating mastery of all of the following algebraic algorithms:**
1. **Adding, subtracting, multiplying, and dividing real numbers.**
 2. **Applying the order-of-operations agreement to computations involving numbers and variables.**
 3. **Using scientific notation in calculations involving very large or very small measurements.**
 4. **Solving linear equations.**
 5. **Solving linear inequalities.**
 6. **Using given formulas to compute results, when geometric measurements are not involved.**
 7. **Finding particular values of a function.**
 8. **Factoring a quadratic expression.**
 9. **Finding the roots of a quadratic equation.**
 10. **Solving a system of two linear equations in two unknowns.**
- (d) **Demonstrating mastery of all of the following statistical algorithms, including some from probability:**
1. **Identifying information contained in bar, line, and circle graphs.**
 2. **Determining the mean, median, and mode of a set of numbers.**
 3. **Using the fundamental counting principle.**

- (e) **Demonstrating mastery of logical-reasoning algorithms by deducing facts of set inclusion or set non-inclusion from a diagram.**
- (f) **Demonstrating understanding of arithmetic concepts by all of the following skills:**
1. Recognizing the meaning of exponents.
 2. Recognizing the role of the base number in determining place value in the base-ten numeration system.
 3. Identifying equivalent forms of positive rational numbers involving decimals, percents, and fractions.
 4. Determining the order relation between real numbers.
 5. Identifying a reasonable estimate of a sum, average, or product of numbers.
- (g) **Demonstrating understanding of geometric and measurement concepts by all of the following skills:**
1. Identifying relationships between angle measures.
 2. Classifying simple plane figures by recognizing their properties.
 3. Recognizing similar triangles and their properties.
 4. Identifying appropriate units of measurement for geometric objects.
- (h) **Demonstrating understanding of algebraic concepts by all of the following skills:**
1. Using properties of operations correctly.
 2. Determining whether a particular number is among the solutions of a given equation or equality.
 3. Recognizing statements and conditions of proportionality and variation.
 4. Identifying regions of the coordinate plane which correspond to specified conditions and vice versa.
- (i) **Demonstrating understanding of statistical concepts, including probability, by all of the following skills:**
1. Recognizing properties and interrelationships among the mean, median, and mode in a variety of distributions.
 2. Choosing the most appropriate procedure for selecting an unbiased sample from a target population.
 3. Identifying the probability of a specified outcome in an experiment.
- (j) **Demonstrating understanding of logical-reasoning concepts by all of the following skills:**
1. Identifying statements equivalent to the negations of simple and compound statements.
 2. Determining equivalence or non-equivalence of statements.
 3. Drawing logical conclusions from data.
 4. Recognizing that an argument may not be valid even though its conclusion is true.
- (k) **Inferring relations between numbers in general by examining particular number pairs.**
- (l) **Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:**
1. Inferring formulas for measuring geometric figures.
 2. Selecting applicable formulas for computing measures of geometric figures.
- (m) **Generalizing and selecting applicable generalizations in algebra by using applicable properties to select equivalent equations and inequalities.**
- (n) **Generalizing and selecting applicable generalizations in statistics, including probability, by inferring relations and making accurate predictions from studying statistical data.**
- (o) **Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:**
1. Recognizing valid reasoning patterns as illustrated by valid arguments in everyday language.
 2. Selecting applicable rules for transforming statements without affecting their meaning.
- (p) **Demonstrating proficiency for solving problems in the area of arithmetic by the following skills:**
1. Solving real-world problems which do not require the use of variables and which do not require the use of percent.
 2. Solving real-world problems which do not require the use of variables and which do require the use of percent.
 3. Solving problems that involve the structure and logic of arithmetic.
- (q) **Demonstrating proficiency for solving problems in the area of geometry and measurement by both of the following skills:**
1. Solving real-world problems involving perimeters, areas, or volumes of geometric figures.
 2. Solving real-world problems involving the Pythagorean property.
- (r) **Demonstrating proficiency for solving problems in the area of algebra by both of the following skills:**
1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
 2. Solving problems that involve the structure and logic of algebra.
- (s) **Demonstrating proficiency for solving problems in the area of statistics, including probability for both of the following skills:**
1. Interpreting real-world data involving frequency and cumulative frequency tables.
 2. Solving real-world problems involving probabilities.
- (t) **Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.**



STUDENT SERVICES

Counseling/Advising

Counselors/advisors 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 minority students is available.

Orientation

All degree-seeking students who register to take courses at P-HCC for the first time **MUST** schedule an appointment in the Counseling Office for mandatory orientation and placement testing. Approximately three hours are required for these activities. Appointments are available during both day and evening hours. Advising appointments are made following these activities. Early advisement and registration help ensure the best selection of courses.

Identification Cards

Each student is issued an identification card each semester at registration. This card may be required for schedule changes, library use, and other college functions. Loss should be reported to a counselor immediately.

Unmet Financial Obligations

Credits will not be awarded officially and transcripts will not be released until student financial obligations are met. Diplomas and certificates are withheld until these obligations are met. Such financial obligations include, but are not limited to, library accounts, revolving loans, and 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 advising staff on each campus, the college has established a Job Placement Service to assist students in obtaining part-time or full-time jobs.

CHOICES

CHOICES is a computerized system that assists students in locating information on careers, Florida's schools and training programs, financial aid, and current job openings. CHOICES, together with a counselor, can assist students in setting career goals.

Veterans Benefits

All degree programs and many certificate 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 (VA).

A veteran or other eligible person must select, be admitted to, and follow a single degree program. The first change in

a program requires notification to the campus VA Counselor. Before approval of a second or subsequent change of program, the Counselor must find that the proposed program is suited to the aptitudes, interests, and abilities of the veteran or other eligible person.

The VA 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 VA 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 break 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. Veterans receiving continual benefits are not eligible for deferment.

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

Withdrawal Policy

A student who wishes to withdraw from the college is required to have an exit interview with the counselor at the campus on which the student is 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 or change to audit each term is shown on the College Calendar (see Pages 6-7).

Emergencies

Fire and evacuation exits are identified in all buildings and are to be used in 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 or the Center Director.

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

Health Information

P-HCC provides neither health services nor student health insurance. Furthermore, the college assumes no responsibility for medical emergencies. As required by Florida Statute, some health information, including that pertaining to acquired immune deficiency syndrome (AIDS), can be obtained from the counselor on each campus.

Crime Statistics

As required by Florida Statutes, Chapter 90-302, data regard-

ing campus crime must be compiled annually. Information for the past three years is available from the Assistant Dean of Student Services on each campus.

Drug-Free College Program

P-HCC is committed to the development and implementation of a comprehensive plan to establish and maintain a drug-free environment. Therefore, the District Board of Trustees has adopted a "Drug-Free College Program" in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses).

Use or possession of alcohol or controlled drugs by students while on college premises or while engaged in college-sponsored activities off-campus is prohibited. No student shall report to classes or college-sponsored activities while intoxicated, impaired, or under the influence of drugs or alcohol. The college will impose disciplinary sanctions on students consistent with local, State, and Federal law, up to and including suspension, expulsion, and reporting to local law enforcement agencies for abuses of drugs and alcohol.

Students, by registering at P-HCC, assume the responsibility of becoming familiar with and abiding by the regulations and rules of conduct of the college.

Student Conduct

In accordance with Florida Statutes, no student attending P-HCC 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 893 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 trained law enforcement officers either on or off duty.
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.
20. Trespass on college grounds in violation of college rules.

Hazing

The college shall not tolerate hazing, as defined below, at or on any college property or at any college-sponsored or college-affiliated event, on or off any campus or center.

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college, hereinafter referred to as a "college organization." Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.
4. Violations of this rule may subject an individual student to the following penalties:
 - a. Minor violations — disciplinary probation; and
 - b. Major or repeated minor violations — suspension or dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this rule shall be penalized as follows:
 - a. Minor violations — probation from operating as a college organization; and
 - b. Major or repeated violations — suspension in accordance with District Board of Trustees Rule 6Hx19-6.32, or rescission of the authority for such organization to operate on college property or operate under the sanction of the college.Organizational violations shall be handled by the Dean of Student Services or center administrator. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.
6. In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.
7. All college organizations are required to include the above anti-hazing rule in the bylaws of such organization.
8. The college shall provide each student with a copy of the college's anti-hazing rule and penalties by publication in the college catalog/student handbook.

College Operating Hours/ Campus Security

The official operating hours of the college are from 6:30 a.m. to 11:30 p.m. The college is officially closed from 11:30 p.m. to 6:30 a.m. Any person not duly authorized, licensed, or invited by an official of the college to be on the premises or within any structure between 11:30 p.m. and 6:30 a.m. will be committing the offense of trespass, and local law enforcement officials will be notified.

Termination from the Allied Health Programs

A student may be dismissed from the Nursing Degree Programs, the Practical Nursing Certificate Program, the Emergency Medical Services Degree Program, Paramedics Certificate Program, Dental Programs, and Human Services Program for any of the following reasons. In all cases Board Rule 6Hx19-6.17, "Student Disciplinary Procedures," will be followed.

Faculty shall refer the student to the Assistant Dean of Student Services/Counselor as indicated in the section entitled "Disciplinary Procedures," on the first documented incident related to any of the following reasons:

1. Any action outlined in Board Rule 6Hx19-6.13, and as repeated above under the section entitled "Student Conduct."
 2. Endangering a patient's/client's life by:
 - a. violating standard safety practices in the care of patients;
 - 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;
 - d. failing to comply with the requirement for repeat physical examination, inclusive of drug screening, at the direction of the division director and resulting from observed behavioral changes.
 3. Being found in any restricted or unauthorized area.
 4. Violation of confidential information related to patients/clients.
 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 or dishonest behavior to any college staff member, hospital staff member, Medical Director, physician, patient, or student, defined as follows:
 - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
 - b. Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.
- AND, for Paramedic Program students,
7. Refusing to follow an order from any physician, hospital staff member, or college instructor.

Disciplinary Procedures

Alleged violations of student regulations or other student misconduct shall be referred to the Assistant Dean of Student Services/Counselor, and then to the Campus Provost as needed. Reprimands or unrecorded disciplinary probation may be administered by these officials. Disciplinary probation will be recorded on the student's permanent record and must be approved by the Dean of Student Services. In situations in which the penalty could be disciplinary suspension

(not to exceed one session) or dismissal from the college, the problem will be referred to a campus disciplinary board. The board will be composed of the Dean of Student Services as chair, the Campus Provost, the Equity Officer/Minority Recruiter, a counselor, a student, and a faculty member. Except for the Dean of Student Services and the Equity Officer/Minority Recruiter, 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 his or her right to appear at the hearing, to face the accuser, and to present any applicable evidence on his/her own behalf. After a 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 described.

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
 - b. Assistant Dean of Instruction or Division Director
 - c. Assistant Dean of Student Services/Counselor
 - d. Provost
 - e. Dean of Student ServicesEach 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 to the Vice President who shall attempt to resolve the matter within ten working days of receipt. If this effort is unsuccessful, he/she will recommend to the President the appointment of a Special 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 Equity Officer/Minority Recruiter at any point during the grievance process. The Equity Officer/Minority Recruiter is not to represent the grievant, but is only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, the Equity 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 Student Services Staff and the Provost on 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 (see Page 39, College Operating Hours) without faculty supervision. Loitering on college property or at teaching locations is not permitted.

Student Government Association (SGA)

Each campus has a Student Government Association (SGA). 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 organizations as approved by the Campus Student Activities Committee and the college administration. Such activities may be related to courses, athletics, service to the college and the community, publications, religion, and social life. Some examples of extracurricular events are dances, musical and drama productions, forensics, speeches, and films.

Phi Theta Kappa (PTK)

Phi Theta Kappa (PTK) is an honorary fraternity first organized during the summer of 1978 at the North Campus of P-HCC. The purposes of Phi Theta Kappa are: 1) the promotion of scholarship, 2) the development of leadership and service, and 3) the cultivation of fellowship among students of community colleges throughout the United States.

To be eligible for membership, a student must have completed at least 12 semester hours of college credit at P-HCC with a grade-point average of 3.25 or higher as specified by the respective Chapters. Only courses taken at P-HCC and numbered 1000 or 2000 will be considered when calculating the GPA.

The P-HCC North Campus Chapter has been designated as Alpha Delta Epsilon, the West Campus Chapter as Alpha Epsilon Upsilon, and the East Campus Chapter as Alpha Zeta Epsilon.

Phi Beta Lambda (PBL)

Phi Beta Lambda (PBL) is a national, state, and local business organization for students interested in business. Members learn the value of competition at the district, state, and national levels. PBL involves a program in which members participate in leadership training, service, social, and fund-raising activities.

The P-HCC East Campus has been designated as the Beta Omega Omega Chapter, the North Campus as the Mu Alpha Mu Chapter, and the West Campus as the Gamma Alpha Nu Chapter.

Delta Epsilon Chi (DECA)

Delta Epsilon Chi (DECA) is the junior collegiate club under National DECA which offers opportunities for students to participate in activities to help build successful careers in Marketing, Merchandising, Sales, and Management. Competition is held on a state level with the winners competing at a yearly National Career Development Conference.

Vocational Industrial Clubs of America (VICA)

Vocational Industrial Clubs of America (VICA) is a national and state organization for students interested in industrial-technical fields. It fosters respect for the dignity of work, promotes high standards in ethics, craftsmanship, scholarship, and safety; and offers activities that complement occupational skill development. VICA programs include local, state, and national contests in which students demonstrate the occupational and leadership skills they have learned in the shop and in the classroom.

UHURU Club

UHURU, the Swahili word meaning "freedom," is an organization that was established to develop an awareness of and solutions to the problems of the educational, economic, and cultural dilemmas experienced by minority people. The members of this club assist with planning the Martin Luther King, Jr. Celebration, held each January, and Black History Month, observed each February.

Student Publications

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

Bookstore Services

Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest to students. Books needed for courses at each campus will be available for purchase at that location. Refunds for unmarked textbooks are made only during the regular fee refund period. (See Refund Policies, Page 19.) Sales slips are required for all refunds.

Athletics

The Athletic Program at P-HCC provides opportunities for competition in selected sports between campuses and with other institutions on an intercollegiate basis. Equal opportunities are provided to women and men. A limited number of Athletic Scholarships are available. Prospective students, as well as current students, who are interested in these activities should contact the Director of Physical Education and Athletics or Campus Provost.

ACADEMIC PROGRAMS

Pasco-Hernando Community College (P-HCC) is authorized to award the associate degree for satisfactory completion of a planned program of post-high school studies consisting of not less than 62 semester hours and to award certificates as are appropriate upon completion of other courses and programs. Students must apply for degrees and certificates as scheduled in the college calendar and must pay the required fee.

The college offers the Associate in Arts Degree and the Associate in Science Degree in a number of occupational fields, together with certificates in various occupational areas. **STUDENTS ARE CAUTIONED THAT ALL COURSES AND ALL PROGRAMS ARE NOT NECESSARILY OFFERED ON ALL CAMPUSES.**

A student must earn at least 15 semester hours at P-HCC other than by CLEP, Advanced Placement, and Credit-by-Examination in order to obtain a degree; and at least 6 hours for a certificate. The additional hours may be earned by regular class attendance or by any of the methods described under Programs of Acceleration (Page 14).

Course Transferability

Courses designated as required under the Associate in Arts Degree Program are fully transferable to a Florida senior public institution in meeting the general education requirements. All other catalog courses listed as 1000- or 2000-level are credited for purposes of graduation from P-HCC, 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 at a particular university or four-year college.

Courses identified as part of the 17- to 19-hour core program in an Associate in Science Degree may be transferable to a senior Florida institution. However, the core courses do not complete the general education requirements for transfer at the junior level, and they may not prepare a student to take the CLAST examination mandated for Florida public colleges and universities (See Page 34, CLAST Testing). Selection of courses other than those required is the responsibility of the student and should be related to his/her goals.

Continuing Education Program

P-HCC will provide such Continuing Education courses as are needed to serve the youth and adults of the college district. These courses are designed to meet specific needs and may vary in content, length, and time scheduled. For information about such courses, contact the Continuing Education Specialist at the nearest campus.

Continuing Education Courses may be listed in one of the following two categories:

Lifelong Learning (CEL) Courses

These courses are designed to improve an individual's non work-related competencies or to enhance an individual's quality of life.

Fees shall be charged for CEL courses in accordance with the fee structure established by the District Board of Trustees (See Page 18). No CEUs are awarded for CEL courses.

Supplemental Courses

These courses are organized and designed to develop or enhance an individual's occupational skills. The college shall offer one Continuing Education Unit (CEU) for each 10 clock hours of work accomplished in Continuing Educational Supplemental Courses. Records of such courses are maintained by the College. Fees shall be charged for Supplemental Courses in accordance with the fee structure established by the District Board of Trustees (See Page 18).

Guidelines of the State Board of Community Colleges will be used in appropriately identifying these courses.

Transfer Program

The Associate in Arts (AA) Degree Program is the preparatory program for advanced studies at other colleges and universities. Students seeking this degree or intending to transfer to the upper division of a state university must complete the College Level Academic Skills Testing (CLAST) requirements (See Page 34).

Satisfactory completion of the AA Degree Program, to include the CLAST examination, will allow a student to enter a Florida public university at the junior level. Flexibility is allowed in the AA Degree Program to permit a student to prepare for almost any bachelor's degree program. However, the satisfactory completion of the program neither implies nor guarantees that all lower level requirements in a program of the student's choice at a higher level institution have been met. For this reason, any student who expects to transfer to a senior institution is advised to **CONTACT THE SPECIFIC DEPARTMENT OF THAT INSTITUTION AS EARLY AS POSSIBLE FOR INFORMATION ABOUT COURSES TO BE TAKEN WHILE AT P-HCC. FINAL RESPONSIBILITY FOR CHOICE OF PROGRAM AND COURSES AT P-HCC, HOWEVER, RESTS WITH THE STUDENT.**

College catalogs and counseling manuals from all state universities and catalogs from other senior colleges are available in the Student Services Office at any P-HCC campus. Counselors/advisors are available, by appointment, to assist the student in planning a program.

Foreign Language Requirement

Based on Florida Statute 240.233, all undergraduate students who are admitted to a university shall have earned two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level. Students who received Associate in Arts Degrees prior to September 1, 1989, or who enrolled in a program of studies leading to an Associate's Degree from a Florida community college prior to August 1, 1989, and have maintained continuous enrollment shall be exempt from this admissions requirement. Any lower division student admitted without meeting the foreign language requirement must earn such credits prior to admission to the upper-division of a state university. Any AA Degree graduate from a public community college admitted without meeting the foreign language requirement must earn such credits prior to graduation from a state university.

College Preparatory Courses

P-HCC offers College Preparatory Courses which are below college level for students in need of review work in skills necessary for college-level academic courses. Individually prescribed study is also available in the Learning Laboratories. See "Common Placement Testing," Page 28, and consult a P-HCC counselor for further information. Credits earned in College Preparatory Courses do not apply toward degrees or certificates.

Police Standards Program (Law Enforcement/Basic Recruit)

P-HCC offers the Basic Recruit, Police Standards Program (CJD 0000). This vocational credit 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.

In order to be awarded the credit, a student must:

1. Complete the application form and pay the required fee.
2. Supply to the Records Office a copy of the Certificate awarded at the completion of the Basic Recruit Program.

This program is housed at the Gowers Corner Center. This facility offers training programs for all law enforcement agencies throughout Pasco County.



Military Science Program — Reserve Officers' Training Corps (ROTC)

A dual enrollment program with the University of South Florida (USF) is offered by P-HCC (see Courses, Page 96). Students interested in enrolling in the program are required to make application with USF. Normally, students accepted into the program will be assigned to attend classes at St. Leo College, located near Dade City. Please consult a counselor for further details.

National Management Association (NMA) Program

A maximum of 12 hours of credit may be granted for the successful completion of the National Management Association (NMA) Program in conjunction with the Institute of Certified Professional Managers. The credit can only be applied toward the designated courses in the Associate in Science in Business Administration & Management and the Associate in Science in Marketing Management.

The credit may be awarded for the following thirteen courses as selected by the American Council on Education:

(From the National Management Association)

Course #1	Introduction to Supervision
Course #2	Management Principles
Course #3	Communication Skills
Course #4	Interpersonal Relations
Course #5	Developing Employee Performance
Course #6	Challenge of a New Employee
Course #7	Counseling
Course #8	Leadership Development
Course #9	Business Concepts
Course #10	Law for the Layperson

(From the Institute of Certified Professional Managers)

Interpersonal Skills for the Manager
Administrative Skills for the Manager
Personal Skills for the Manager

After successful completion of *all* the above 13 courses, a student may be granted three hours of credit each for the following P-HCC courses:

	<i>Credit</i>
MNA 2300 Personnel Relationships in Business	3
MNA 1345 Principles of Supervision	3
Total	6

The remaining six hours of credit may be awarded in lieu of six hours of Suggested Business Electives in each of the P-HCC business programs previously identified.

In order to be awarded the NMA credit, a student must:

1. Complete the college application form and pay the required fee.
2. Inform the Director of Admissions/Student Records that credit is being sought.
3. Supply to the Records Office a copy of the certificate awarded by the NMA upon completion of the thirteen courses specified above.

ASSOCIATE IN ARTS (A.A.) DEGREE PROGRAM

(For admission requirements to the Associate in Arts Degree Program, see Page 13)

The Associate in Arts Degree will be awarded upon completion of a minimum of 62 credit hours and upon passing the state-prescribed College-Level Academic Skills Test (CLAST) (See Page 34). A minimum of 42 credit hours must be earned in General Education requirements as provided in the statewide Articulation Agreement. The remaining 20 hours may consist of any course(s) in the catalog section under "Courses" that are 1000 or 2000 level. Required Communication, Computation, and Humanities courses must each be completed with a grade of "C" or above. Fifteen (15) hours of credit, other than Credit-By-Examination, CLEP, or Advanced Placement must be earned in residence at P-HCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation.

OBJECTIVES OF THE AA DEGREE

The purpose of the AA Degree Program is to prepare the student for transfer at the junior level, especially to the State University System (SUS) of Florida, by providing academic courses which are parallel in both content and quality to those taught within the SUS.

OBJECTIVES

1. To enhance the ability of students to communicate ideas and meaning in writing with competency in form and substance
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101).
All AA graduates will have completed successfully the English language skills and the essay portions of the College Level Academic Skills Test (CLAST)
2. To develop in students the skills necessary to prepare research papers
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) English Composition II (ENC 1102 or ENC 1122H). These skills are reinforced in Humanities I (HUM 2211) and Humanities II (HUM 2230).
3. To strengthen speaking, listening, and reading skills in students
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Modes of Communication (SPC 2010) and/or All AA graduates will have completed successfully the reading skills portion of the CLAST.
4. To ensure that all students are provided with a broad spectrum of mathematical skills
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Finite Mathematics (MGF 1202) and/or All AA graduates will have completed successfully the mathematics skills portion of the CLAST.
5. To develop in students mathematical competency, accuracy, and understanding consistent with university requirements/recommendations
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) at least seven (7) hours of mathematics at the level of College Algebra (MAC 1104) or above.
6. To nurture in students an understanding of the structure, function, and basic components of the biological and physical worlds
MEASUREMENT
All AA graduates will have completed successfully at least three science courses – one biological science course from a prescribed list, one physical science course from a prescribed list, and a third science course either from these prescribed lists or any course with a GLY, OCY, or EVR prefix.
7. To foster in students an understanding of behavior
MEASUREMENT
All AA graduates will have completed successfully Introduction to Psychology (PSY 1012).
8. To develop in students an appreciation of the arts and humanities, including the critical awareness of cultures and cultural diversity
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Humanities I (HUM 2211) and Humanities II (HUM 2230).
9. To develop in students knowledge and understanding of the structure and function of government
MEASUREMENT
All AA graduates will have completed successfully American Federal Government (POS 2041).
10. To prepare students for successful academic performance upon transfer to the upper-division institutions in the State University System (SUS)
MEASUREMENT
The mean grade-point average (GPA) of P-HCC graduates who transfer to the SUS will be at least equal to the mean GPA of other transfer students in the SUS.
11. To foster in students an understanding of the importance of a healthy body
MEASUREMENT
All AA graduates will have completed successfully two hours of physical education credits.

12. To develop computer literacy skills in students

MEASUREMENT

All AA students who enter P-HCC without computer skills will be encouraged to complete successfully a computer course such as Introduction to Computer Literacy (CGS 1061), Electronic Writing (OST 1743), or Introduction to Data Processing (CGS 1000) as an elective course. Student self-reported computer skills will be determined by the annual AA graduate follow-up study.

13. To provide students with a varied educational experience

MEASUREMENT

All AA graduates will have completed successfully up to 20 credits in addition to the minimum of 42 credits in the general education core program.

ADDITIONAL ASSISTANCE

Students are provided assistance to enhance the probability of successful performance at the college level. For example, entering students are administered the Florida Multiple Assessment Programs and Services (MAPS) test so that they can be advised and placed in the proper communication and computation courses.

The following scale scores on the College-Level Academic Skills Test (CLAST) must be achieved in order to be awarded the Associate in Arts Degree:

Effective August 1, 1986 through July 31, 1989:

Reading – 270; Writing – 270; Computation – 275; and Essay – 4 (unless a score of 3 was earned on a test prior to March, 1984).

Effective August 1, 1989:

Reading – 295; Writing – 295; Computation – 285; and Essay – 4.

Effective August 1, 1991:

Reading – 295; Writing – 295; Computation – 295; and Essay – 5.



Associate in Science (A.S.) Degree Requirements

An Associate in Science Degree will be awarded upon completion of a minimum of 62 credit hours earned in a career or technical program. The individual must complete the 17-19 hour core program for the Associate in Science Degree and the remaining hours from an approved program. Courses designated for Vocational Certificates, or below the 1000 or 2000 level, are not applicable to this degree. Fifteen hours of credit other than by Credit-By-Examination, CLEP, or Advanced Placement, must be earned in residence at P-HCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved prior to graduation.

The core program (general education requirements) for the Associate in Science (A.S.) Degree is:

	Semester Hours	Credit
I. Communications		3
*ENC 1101 English Composition I		
II. Social Sciences		3
POS 2041 American Federal Government (except for Nursing and Dental Hygiene Programs)		
III. Mathematics or Natural Sciences		3 or 4
Any one of the following courses:		
Mathematics (MAC 1104, MAC 1114, MGF 1202, or STA 2014)		
or		
Biological Science (any course with APB or BSC or EVR or OCE prefix)		
or		
Physical Science (any course with PSC or CHM or PHY prefix)		
IV. Humanities		3
Any of the following courses:		
Art: Appreciation (ARH 1000)		
*English Composition II (ENC 1102)		
*English Composition II—Honors (ENC 1122H)		
Drama (THE 2000, THE 2010, THE 2020, TPP 1110)		
Foreign Language (any course with an FRE, GER, or SPN prefix)		
V. Core Elective		3 or 4
Any course not used to satisfy I, II, III or IV above or any course from the following list:		
Geography (any course with a GEA prefix)		
History (any course with AMH or EUH prefix)		
Humanities I (HUM 2211)		
Individual Discovery (SLS 1211)		
Introduction to Asian Arts and Letters—Honors (IDS 2290)		
Psychology (any course with PSY or DEP prefix)		
Reading (REA 1105)		
Sociology (any course with SYG prefix)		
VI. Physical Education (PEL, PEM, or HSC 1100)**	<u>2</u>	
	TOTAL	17 to 19 hours

*Grade of "C" or above required

Each program will also include general computational skills, oral communication skills, and human relations skills taught in a specific course or courses, based on the curricular needs. Some programs may also require particular courses to meet the requirements in III, IV, and V above. See the individual program listings.

**No more than two credit hours of physical education courses are allowed as part of an AA or AS Degree. However, if either PEM 1101 or HSC 1100 is taken, up to four credit hours of physical education credits are permitted.

It is recommended strongly that the first of any required English and mathematics courses be taken within the first 15 hours of course work. If the need for college preparatory courses is indicated by pre-test scores, they should be taken within the first six hours of course work. 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.

ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION TECHNOLOGY

This program is designed to prepare technicians for employment or to upgrade or retrain persons who are or have been employed in the building construction industry. Examples of job titles include: estimator, construction supervisor, construction foreman, building inspector, and expeditor. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
MAC 1104	College Algebra	4	
MNA 2300	Personnel Relationships in Business	3	
BCN 1220	Structures I	3	
GEB 1011	Introduction to Business	3	
ENC 1102	English Composition II		3
MNA 1345	Principles of Supervision		3
BCT 1040	Basic Drafting & Blueprint Reading		3
CGS 1061	Computer Literacy		3
BCN 1221	Structures II		3
	Physical Education	1	1
		17	16
SOPHOMORE			
MAN 1800	Small Business Management	3	
ETD 1530C	Architectural Drawing	3	
BCN 2610	Construction Estimating	3	
BUL 2111	Business Law I	3	
POS 2041	American Federal Government	3	
BCN 2765	Codes, Contracts & Specifications		3
SUR 2001C	Surveying I		3
ETD 1380C	CAD/CAM Drawing		3
Elective	Biological Sciences (APB, BSC, or OCE)		3 (4)
Elective	(from Approved Electives listed below)		3
		15	15 (16)

Approved Electives:

BCN 1501	Plumbing Systems
BCN 1520	Electrical Systems
BUL 2112	Business Law II
CGS 1000	Introduction to Data Processing
CGS 1570	Microcomputer Applications
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION & MANAGEMENT

The purpose of this program is to prepare students for employment for mid-management positions in a variety of business environments as managers or to provide supplemental training for persons previously or currently employed in management occupations. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

<i>COURSE DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>	
	<i>Session I</i>	<i>Session II</i>
FRESHMAN		
ENC 1101 English Composition I	3	
POS 2041 American Federal Government	3	
GEB 1011 Introduction to Business	3	
OST 1321 Electronic Office Machines	3	
MAR 1011 Principles of Marketing	3	
Elective Area IV (See Page 47)		3
*OST 1100 Beginning Typewriting		3
QMB 1001 Business Mathematics		3
Elective (Suggested Electives, see below)		3
Elective Area V (See Page 47)		3 (4)
Physical Education	$\frac{1}{16}$	$\frac{1}{16}$ (17)
SOPHOMORE		
ACG 2001 Principles of Accounting I	3	
CGS 1000 Introduction to Data Processing	3	
CGS 1570 Microcomputer Applications	3	
BUL 2111 Business Law I	3	
+ MNA 2300 Personnel Relationships in Business	3	
ACG 2011 Principles of Accounting II		3
ECO 2013 Principles of Economics I		3
OST 2335 Business Communications		3
Elective Area III (See Page 47)		3 (4)
+ MNA 1345 Principles of Supervision		3
	$\frac{15}{15}$	$\frac{15}{15}$ (16)

*Typewriting courses may be waived by completing satisfactorily the next level course.

+Twelve (12) hours of credit may be granted for the successful completion of the National Management Association (NMA) Program. (See Page 42 for further information.)

Suggested Electives:

BAN 1004 Principles of Banking	MKA 2041 Principles of Retailing
BAN 2501 Money and Banking	MKA 2511 Principles of Advertising
BUL 2112 Business Law II	OST 1721 Word Processing Applications I
ECO 2023 Principles of Economics II	OST 1811 Desktop Publishing
MAN 1800 Small Business Management	STA 2014 Applied Statistics
MKA 1021 Salesmanship	

CERTIFICATE PROGRAM – SMALL BUSINESS MANAGEMENT

The purpose of this program is to prepare students for the operation of a small business and to become small business owners and entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a small business. Upon successful completion of this certificate program, a student may transfer into the Associate in Science (A.S.) in Business Administration and Management or the A.S. in Marketing Management programs.

High school transcript or GED scores and transcripts from all colleges and universities previously attended are required for admission.

COURSE DESCRIPTION

SEMESTER HOURS CREDIT

		Session I	Session II
QMB 1001	Business Mathematics	3	
CGS 1000	Introduction to Data Processing	3	
*MAN 1800	Small Business Management	3	
MNA 1345	Principles of Supervision	3	
GEB 1011	Introduction to Business	3	
ACG 2001	Principles of Accounting I		3
ECO 2013	Principles of Economics I		3
MNA 2300	Personnel Relationships in Business		3
*OST 2335	Business Communications		3
BUL 2111	Business Law I		3
		15	15

Suggested Additional Courses:

*ACG 2011	Principles of Accounting II
*BAN 1210	Analyzing Financial Statements
*BUL 2112	Business Law II
*CGS 1570	Microcomputer Applications
FIN 1100	Personal Finance
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
MKA 2511	Principles of Advertising

*Prerequisite required.



ASSOCIATE IN SCIENCE IN COMPUTER PROGRAMMING & ANALYSIS

The purpose of this program is to prepare students for employment as business programmers, information systems programmers, process control programmers, electronic data processing managers, and programmers/analysts or to provide supplemental training for persons previously or currently employed in these occupations. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
*OST 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
CGS 1000	Introduction to Data Processing	3	
COP 1000	Introduction to Programming Logic	3	
MNA 2300	Personnel Relationships in Business		3
Elective	Any Math Course Listed in Area III (See Page 47)		3 (4)
**Elective	Programming Language (See Courses with ** below)		3
CGS 1570	Microcomputer Applications		3
Elective	Area IV (See Page 47)		3
	Physical Education	1	1
		<u>16</u>	<u>16 (17)</u>
SOPHOMORE			
ACG 2001	Principles of Accounting I	3	
POS 2041	American Federal Government	3	
COP 2120	COBOL Programming I	3	
CIS 2321	Systems Analysis & Design	3	
Elective	Area V (See Page 47)	3 (4)	
ACG 2011	Principles of Accounting II		3
COP 2121	COBOL Programming II		3
CGS 2540	Advanced Microcomputing w/dBASE		3
CIS 2940	Data Processing Practicum		3
Elective	(Suggested Electives, see below)		3
		<u>15 (16)</u>	<u>15</u>

* Typewriting courses may be waived by satisfactorily completing the next level course.

Suggested Electives:

(Only those courses with ** can be used as Programming Language options)

- CGS 2510 Advanced Microcomputing w/Lotus 1-2-3
- CGS 2571 Advanced Microcomputer Applications
- **COP 2170 Microcomputers and Basic Programming
- **COP 2210 Pascal Programming
- **COP 2212 Advanced Pascal Programming
- **COP 2220 "C" Language Programming



ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY

This program provides a professional background to those preparing for careers in law enforcement. The program should be followed by those intending to pursue a two-year degree program in law enforcement. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
PSC 1311	Introduction to Physical Universe II	3	
SYG 2000	Introduction to Sociology	3	
CCJ 1100	Introduction to Law Enforcement	3	
CCJ 1400	Police Organization & Administration	3	
ENC 1102	English Composition II		3
*CJT 1100	Criminal Investigation		3
CCJ 1401	Police Operations		3
CGS 1061	Computer Literacy		3
QMB 1011	Business Mathematics (or any higher level mathematics)		3
	Physical Education	1	1
		<u>16</u>	<u>16</u>
SOPHOMORE			
MNA 2300	Personnel Relationships In Business	3	
CJT 1110	Introduction to Criminalistics	3	
*CCJ 2220	Criminal Law	3	
POS 2041	American Federal Government	3	
	Elective	3	
+ DEP 2002	Child Psychology OR		
+ DEP 2302	Adolescent Psychology		3
CCJ 2130	Police Community Relations		3
CCJ 2250	Rules of Evidence for Police		3
CCJ 1000	Crime and Delinquency		3
CCJ 2026	Police Role in Crime		3
		<u>15</u>	<u>15</u>

*P-HCC offers the Basic Recruit, Police Standards Program (CCJ 0000). This vocational credit 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 qualified for credit under the provisions of a previous catalog. (See Page 42 for further information.)

+PSY 1012 is waived as a prerequisite for students enrolled in this program.

ASSOCIATE IN SCIENCE IN DENTAL HYGIENE

(The College has applied for accreditation-eligible status by the American Dental Association [ADA]. This status has not yet been achieved.)

Application Deadline: June 15—A limited access program with requirements for admission listed in the application materials.

This program is designed to prepare a person for employment as a dental hygienist. Upon successful completion of the program, the graduate receives an Associate in Science Degree in Dental Hygiene. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

*Prerequisites

<i>COURSE DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
APB 1811 Human Anatomy and Physiology I	3
APB 1811L Human Anatomy and Physiology I Laboratory	1
APB 1812 Human Anatomy and Physiology II	3
APB 1812L Human Anatomy and Physiology II Laboratory	1
CHM 1025C Introductory Chemistry (or higher level course)	4
ENC 110J English Composition I	3
PSY 1012 Introduction to Psychology	3
	18

<i>COURSE DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>		
	<i>Session I</i>	<i>Session II</i>	<i>Session III</i>

FRESHMAN

DES 1020 Oral, Head, and Neck Anatomy	3		
DES 1020L Oral, Head, and Neck Anatomy Laboratory	1		
DEH 1003 Dental Hygiene I	4		
DEH 1003L Dental Hygiene I Clinical	4		
DES 1200C Dental Radiography	3		
**HSA 1194 Introduction to Microcomputers in Health Care	1		
DES 1100C Dental Materials		2	
DES 1030 Oral Histology and Embryology		2	
DEH 1800 Dental Hygiene II		1	
DEH 1800L Dental Hygiene II Clinical		4	
MCB 2013C Microbiology		4	
HUN 1001 Nutrition		3	
**DES 2044 General and Oral Pathology			2
**DEH 2602 Periodontics			2
DEH 2005 Dental Hygiene III			1
DEH 2802L Dental Hygiene III Clinical			5
	16	16	10

COURSE DESCRIPTION

SEMESTER HOURS CREDIT

Session I

Session II

SOPHOMORE

ENC 1102	English Composition II	3	
DEH 2701	Community Dental Health	2	
DEH 2810	Dental Hygiene IV	1	
DEH 2804L	Dental Hygiene IV Clinical	7	
**DES 2050	Pharmacology	1	
**MTB 2370	Applied Mathematics for Allied Health	1	
Elective	Physical Education	2	
DEH 2702L	Community Dental Health Clinical		2
DEH 2830	Dental Hygiene V		2
DEH 2830L	Dental Hygiene V Clinical		8
SYG 2000	Introduction to Sociology		3
		17	15

General Education 35 Semester Hours
 Dental Hygiene Education 57 Semester Hours
 92 Semester Hours

* These eighteen (18) hours of prerequisites must be completed before admission to the program and are included in the thirty-five (35) hours of General Education Requirements.

**These courses are six (6) or eight (8) weeks in length.

Special Program Requirements

An academic average of "C" or better and/or a grade of "Satisfactory" must be earned in each dental science and dental health course and in MTB 2370 in order to continue in the program. Satisfactory completion of 92 semester hours of approved credit with a grade of "C" or better in required general science, dental science, and dental hygiene courses is necessary for graduation. Dental Hygiene courses may be repeated only with the recommendation of faculty and approval of the Admissions Committee for Special Programs, and if class space is available.

A minimum of fifteen (15) hours of credit in dental hygiene must be completed in residence at P-HCC in the 2000-level courses.



ASSOCIATE IN SCIENCE IN ELECTRONIC ENGINEERING TECHNOLOGY

This program is designed to prepare the student for employment within the electronics industry. It provides a sufficiently broad knowledge of electronic circuits, electronic systems, computer maintenance, and computer services to allow students to become proficient in a variety of areas within the electronics industry.

The program contains a core of courses designed to provide students with essential electronics, English, mathematics, and social science concepts. In the fourth semester, students may explore courses within three "areas of interest": Communications Systems, Computer Services, and Digital Control Systems.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
MAC 1104	College Algebra	4	
EET 1015C	Electronics I	5	
ETD 1651C	Electronics Drawing	2	
MNA 2300	Personnel Relationships in Business	3	
ENC 1102	English Composition II		3
MAC 1114	Trigonometry		3
EET 1025C	Electronics II		5
CET 2114C	Digital Electronics		4
ETD 1380C	CAD/CAM Drawing		3
	Physical Education	1	1
		18	19
SOPHOMORE			
EET 2605C	Electronic Fabrication Techniques	5	
EEI 2142C	Electronics III	4	
CET 2121C	Microprocessor Programming Principles	4	
PHY 1053C	General Physics I	4	
POS 2041	American Federal Government		3
EET 2215C	Electronic Instrumentation		4
CET 2123C	Digital Systems		4
EET 2145C	Electronics IV		4
Elective	(Approved Electives)		4 (3)
		17	19 (18)

Approved Electives:

Communications Systems

- EET 2326C Electronic Communications
- EST 2224C Fiber Optics Technology

Computer Services

- CET 2152C Microcomputer Hardware and Software Fault Analysis
- CET 2186C Peripheral Device Repair

Digital Control Systems

- CET 2341C Microprocessor Controllers for Machines and Robots
- EST 2124C Robot and Numerical Control Mechanics

ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES TECHNOLOGY

Application Deadline: June 15

This program is designed to prepare men and women to provide advanced pre-hospital emergency care as a paramedic. Instruction includes the knowledge and skills required to function under the direction of a physician, either directly or by written procedures. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
FRESHMAN				
ENC 1101	English Composition I	3		
*EMS 1119C	Emergency Medical Technology	6		
*EMS 1431	Emergency Medical Technology Clinical	1		
APB 1811	Human Anatomy & Physiology I	3		
APB 1811L	Human Anatomy & Physiology I Laboratory	1		
ENC 1102	English Composition II		3	
APB 1812	Human Anatomy & Physiology II		3	
APB 1812L	Human Anatomy & Physiology II Laboratory		1	
HSC 2531	Medical Terminology I		3	
POS 2041	American Federal Government		3	
PSY 1012	Introduction to Psychology			3
MNA 2300	Personnel Relationships in Business			3
QMB 1001	Business Mathematics		3	
	Physical Education	$\frac{1}{15}$	$\frac{1}{17}$	$\frac{6}{6}$

*Successful completion of EMS 1119C and EMS 1431 qualifies the student to take the Florida EMT Certification Examination. (See Paramedic Certificate Program, Page 57.)

Students who wish to continue to the Sophomore year must first be approved for admission by the Admissions Committee for Special Programs. (See Paramedic Certificate Program, Page 57.)

SOPHOMORE		Session I	Session II	Session III
EMS 2274C	Paramedics I	8		
EMS 2444	Paramedics Clinical I	4		
EMS 2275C	Paramedics II		8	
EMS 2465	Paramedics Clinical II		8	
EMS 2458	Paramedics Internship			6
		$\frac{12}{12}$	$\frac{16}{16}$	$\frac{6}{6}$
General Education	28 Semester Hours			
EMS Education	44 Semester Hours			
Total	72 Semester Hours			

Upon successful completion of the Sophomore year (Certificate Paramedic Program) and successful completion of a final comprehensive written skills examination, the graduate is eligible to sit for the State of Florida Paramedic Examination for certification, which requires a Letter of Certification for one year's performance as a registered or certified EMT (HRS Form 544, August, 1981).

Paramedic courses may only be repeated upon recommendation of the faculty, approval of the Admissions Committee for Special Programs, and if class space is available.

CERTIFICATE PROGRAM — PARAMEDIC

Application Deadline: June 1—A limited access program with documents required for admission listed in the application materials.

This program provides a theoretical base to understand and implement life-saving techniques in an emergency situation. College laboratory experience is provided for learning 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 and during transportation to a medical facility. Upon successful completion of the Certificate Program and successful completion of a final comprehensive written and skills examination, the graduate is eligible to sit for the State of Florida Paramedic Examination for certification as a Paramedic, which requires a Letter of Certification of one year's performance as a certified EMT (HRS 544, August, 1981); and may transfer into the two-year Associate in Science in Emergency Medical Services Program.

Prerequisite: Admission into the Paramedic Certificate Program
(See Paramedic Certificate Program, Page 16.)

Pre or Corequisite: HSC 2531 Medical Terminology I

COURSE DESCRIPTION

SEMESTER HOURS CREDIT

EMS 2274C	Paramedics I
EMS 2444	Paramedics Clinical I
EMS 2275C	Paramedics II
EMS 2465	Paramedics Clinical II
EMS 2458	Paramedics Internship

Session I	Session II	Session III
8		
4		
	8	
	8	
		6
<hr/>	<hr/>	<hr/>
12	16	6

An academic average of "C" or better in each paramedic course and a grade of "Satisfactory" in each clinical and internship must be earned in order to continue in the program. Paramedic courses may only be repeated upon recommendation of the faculty, approval of the Admissions Committee for Special Programs, and if class space is available.



ASSOCIATE IN SCIENCE IN FIRE SCIENCE TECHNOLOGY

The Fire Science Technology Program is designed to prepare firefighters for advanced careers in the field of firefighting, fire protection, detection and alarm manufacture, safety and fire engineering, and architectural assistance.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
QMB 1001	Business Mathematics	3	
PSY 1012	Introduction to Psychology	3	
FFP 1000	Introduction to Fire Science	3	
FFP 1200	Introduction to Fire Inspection & Prevention	3	
ENC 1102	English Composition II		3
CHM 1025C	Introductory Chemistry		4
FFP 1410	Firefighting Tactics and Strategy I		3
FFP 1130	Fire Company Leadership		3
FFP 1150	Methods & Techniques of Fire Science Instruction		3
	Physical Education	<u>1</u>	<u>1</u>
		16	17
SOPHOMORE			
POS 2041	American Federal Government	3	
MNA 2300	Personnel Relationships in Business	3	
FFP 1420	Firefighting Tactics and Strategy II	3	
FFP 1110	Fire Company Management	3	
CGS 1061	Computer Literacy	3	
FFP 2600	Fire Apparatus Practices		3
FFP 2500	Hazardous Materials		3
FFP 1300	Building Construction and Codes		3
Elective	Area V (See Page 47)		3
Elective	Any elective		3 (4)
		<u>15</u>	<u>15 (16)</u>

P-HCC offers the Basic Fire Fighting Program (FFP 0005). This Vocational Credit Program fulfills the requirements set forth by the Department of Insurance, Division of State Fire Marshal Rule 4A-37. Three (3) hours of credit for FFP 1000 (Introduction to Fire Science) may be awarded for the successful completion of a Florida Basic Firefighting Course. Students who have successfully completed a State of Florida Fire College course equivalent to any of the above courses may be granted P-HCC credit. To be awarded credit a student must:

1. Complete the P-HCC Application Form, with the appropriate fee.
2. Supply the P-HCC Records Office a copy of the certificate awarded at the completion of the Florida Basic Firefighting Course/Program (or a transcript that demonstrates successful completion) and a copy of the certificates (or transcripts) that show successful completion of any other course(s) completed successfully at the Florida Fire College.

Credit may be granted upon the recommendation and approval of the Director, Fire Science Program and the Dean of Vocational/Technical Programs.

ASSOCIATE IN SCIENCE IN HOSPITALITY MANAGEMENT

This program prepares students to function at the management level in the culinary arts and hospitality management field. With work experience in the field, a position as cafeteria manager, chef, private club manager, restaurant manager, school food manager, or related title might be obtained.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
FSS 1004	Introduction to Food Service	3	
FSS 1202C	Basic Food Preparation	4	
FSS 1401	Food Service Equipment	3	
FOS 2201	Food Service Sanitation and Safety	3	
ENC 1102	English Composition II		3
FSS 2221C	Quantity Food Preparation		4
MGF 1202	Finite Mathematics		4
FSS 2610	Food Merchandising		3
FSS 1940	Hospitality Management Practicum I		3
	Physical Fitness	1	1
		<u>17</u>	<u>18</u>
SOPHOMORE			
MNA 2300	Personnel Relationships in Business	3	
HUN 1001	Nutrition	3	
FSS 2120	Food Purchasing and Storage	3	
FSS 1941	Hospitality Management Practicum II	3	
Elective	Biological Sciences (APB, OCE, BSC, or ZOO)	3 (4)	
FSS 1500	Food Accounting and Cost Control		3
FSS 2300	Food Service Supervision and Management		3
FSS 1942	Hospitality Management Practicum III		4
POS 2041	American Federal Government		3
CGS 1061	Computer Literacy		3
		<u>15 (16)</u>	<u>16</u>



ASSOCIATE IN SCIENCE IN NURSING (R.N.) (Generic Track)

Application Deadline: June 15 – A limited access program with documents required for admission listed in the application materials.

This program is designed to prepare individuals 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 sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

*Prerequisites

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS</i>	<i>CREDIT</i>
PSY 1012	Introduction to Psychology	3	
APB 1811	Human Anatomy & Physiology I	3	
APB 1811L	Human Anatomy & Physiology I Laboratory	1	
ENC 1101	English Composition I	3	
		<u>10</u>	

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>			
FRESHMAN		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>	<i>Session IIIB</i>
MTB 2370	Applied Mathematics for Allied Health	1			
ENC 1102	English Composition II				3
APB 1812	Human Anatomy & Physiology II	3			
APB 1812L	Human Anatomy & Physiology II Laboratory	1			
DEP 2004	Life-Span Development		3		
NUR 1020C	Fundamentals of Nursing	10			
NUR 1710C	Adult Nursing I		12		
NUR 1520C	Mental Health Nursing			5	
	Physical Education			$\frac{2}{5}$	or $\frac{2}{3}$
		<u>15</u>	<u>15</u>	5 (7)	3 (5)
SOPHOMORE					
+NUR 2460C	Maternal-Child Nursing	12			
**NUR 2711C	Adult Nursing II		12		
**NUR 2820	Nursing Role & Scope	2			
HSA 1194	Computers in Health Care		1		
		<u>14</u>	<u>13</u>		
	General Education	24 Semester Hours			
	Nursing Education	<u>53 Semester Hours</u>			
	Total	<u>77 Semester Hours</u>			

*These ten (10) hours of prerequisites **must be completed** before admission to the program and are included in the twenty-four (24) hours of General Education requirements.

**These courses may be taken in Session I of the sophomore year only with faculty approval.

+ It is recommended that students complete a Lamaze course prior to entering this course.

Special Program Requirements

An academic average of "C" or better and a "Satisfactory" grade in the clinical portion must be earned in each nursing course and in MTB 2370 in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the nursing faculty, approval of the Admissions Committee for Special Programs, and if class space is available. (See Page 28, Academic Averages and Repeated Courses.)

Satisfactory completion of the 77 semester hours of approved credit with a grade of "C" or better in required science and nursing courses is necessary to graduate.

A minimum of fifteen (15) hours of credit in nursing must be completed in residence at P-HCC in the 2000-level courses.

ASSOCIATE IN SCIENCE IN NURSING (R.N.) Licensed Practical Nurse Track – (Limited Access)

Application Deadline: June 1 – A limited access program with documents required for admission listed in the application materials.

This program track is designed to allow an entry point into the Associate Degree in Nursing Program for the Licensed Practical Nurse. Entry into this program is limited to 12 students plus the number of spaces available in the freshman class during Session III. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.018. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Upon acceptance into this program, students will receive 22 advanced semester hours credit, based on practical nursing education.

*Prerequisites

SEMESTER HOURS CREDIT

PSY 1012	Introduction to Psychology	3
ENC 1101	English Composition I	3
DEP 2004	Life-Span Development	3
APB 1811	Human Anatomy & Physiology I	3
APB 1811L	Human Anatomy & Physiology I Laboratory	1
APB 1812	Human Anatomy & Physiology II	3
APB 1812L	Human Anatomy & Physiology II Laboratory	1
MTB 2370	Applied Mathematics for Allied Health	<u>1</u>
		18

COURSE

DESCRIPTION

SEMESTER HOURS CREDIT

FRESHMAN

+ Session III B

Session I

Session II

ENC 1102	English Composition II	3		
NUR 1201C	Adult Nursing I/LPN Track	<u>5</u>		
		8		

SOPHOMORE

NUR 1520C	Mental Health Nursing			5
**NUR 2412C	Maternal-Child Nursing/LPN			7
NUR 2711C	Adult Nursing II		12	
NUR 2820	Nurse Role & Scope		2	
HSA 1194	Computers in Health Care			1
	Physical Education		<u>1</u>	<u>1</u>
			15	14

General Education	24 Semester Hours
Nursing Education	<u>53 Semester Hours</u>
Total	77 Semester Hours

* These eighteen (18) hours of prerequisites must be completed before admission to the program and are included in the twenty-four (24) hours of General Education requirements.

- This Program Track begins with Session III B.

**It is recommended that students complete a Lamaze course prior to entering this course.

Special Program Requirements

An academic average of "C" or better and a "Satisfactory" grade in the clinical portion must be earned in each nursing course and in MTB 2370 in order to continue in the Nursing Program. Nursing courses may be repeated only on the recommendation of the nursing faculty, approval by the Admissions Committee for Special Programs, and if space is available. Satisfactory completion of the 77 semester hours of approved credit with a grade of "C" or better in required science and nursing courses is necessary for graduation.

A minimum of fifteen (15) hours of credit in nursing in the 2000-level courses must be completed in residence at P-HCC.

ASSOCIATE IN SCIENCE IN NURSING (R.N.) Paramedic Track

Application Deadline: TBA—A limited access program with documents required for admission listed in the application materials.

This program track is designed to allow an entry point into the Associate Degree in Nursing Program for the licensed paramedic. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Upon acceptance into this program, students will receive 10 advanced semester hours credit, based on paramedic education.

*Prerequisites

SEMESTER HOURS CREDIT

PSY 1012	Introduction to Psychology	3
ENC 1101	English Composition I	3
APB 1811	Human Anatomy & Physiology I	3
APB 1811L	Human Anatomy & Physiology I Laboratory	1
APB 1812	Human Anatomy & Physiology II	3
APB 1812L	Human Anatomy & Physiology II Laboratory	1
MTB 2370	Applied Mathematics for Allied Health	1
		<u>15</u>

COURSE

DESCRIPTION

SEMESTER HOURS CREDIT

FRESHMAN

+ Session II Session IIIA Session IIIB Session I Session II

ENC 1102	English Composition II				3
DEP 2004	Life-Span Development	3			
NUR 1990C	Nursing Concepts & Skills	5			
NUR 1991C	Adult Nursing I/Paramedic	7			
NUR 1992C	Adult Nursing II/Paramedic		5		
	Physical Education				2
		<u>15</u>	<u>5</u>		<u>5</u>

SOPHOMORE

NUR 1520C	Mental Health Nursing			5	
*NUR 2992C	Maternal-Child Nursing/Paramedic			7	
NUR 2991C	Adult Nursing III/Paramedic				12
NUR 2820	Nurse Role & Scope				2
HSA 1194	Computers in Health Care			1	
				<u>13</u>	<u>14</u>

General Education	24 Semester Hours
Nursing Education	53 Semester Hours
Total	77 Semester Hours

* These fifteen (15) hours of prerequisites must be completed before admission to the program and are included in the twenty-four (24) hours of General Education requirements.

*It is recommended that students complete a Lamaze course prior to entering this course.

+ The starting date for this program may vary from year to year.

Special Program Requirements

An academic average of "C" or better and a grade of "Satisfactory/Safe" in the clinical portion must be earned in each nursing course and in MTB 2370 in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the nursing faculty, approval of the Admissions Committee for Special Programs, and if class space is available. Satisfactory completion of the 77 semester hours of approved credit with a grade of "C" or better in required science and nursing courses is necessary for graduation.

A minimum of fifteen (15) hours of credit in nursing must be completed in residence at P-HCC in the 2000-level courses.

ASSOCIATE IN SCIENCE IN OFFICE SYSTEMS TECHNOLOGY

This program is designed to prepare a person for employment as an office systems manager, administrative secretary, executive office administrator or to provide supplemental training for a person previously or currently employed in these occupations.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
*OST 1100	Beginning Typewriting	3	
*OST 1211	Speedwriting Shorthand I	3	
QMB 1001	Business Mathematics	3	
GEB 1011	Introduction to Business	3	
OST 1321	Electronic Office Machines	3	
Elective	Area IV (See Page 47)		3
CGS 1061	Computer Literacy		3
OST 1110	Intermediate Typewriting		3
*OST 1212	Speedwriting Shorthand II		3
OST 1721	Word Processing Applications I		3
	Physical Education		1
		18	16
SOPHOMORE			
ACG 2001	Principles of Accounting I	3	
OST 2401	Office Technology	3	
Elective	Any course from the List of Suggested Office Systems Electives (see below)	3	
OST 2335	Business Communications	3	
Elective	Area V (See Page 47)	3 (4)	
OST 1811	Desktop Publishing		1
OST 2108	Electronic Speedbuilding		1
OST 2601	Electronic Machine Transcription		3
MNA 2300	Personnel Relationships in Business		3
POS 2041	American Federal Government		3
Elective	Area III (See Page 47)		3 (4)
	Physical Education		1
		15 (16)	15 (16)

*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 Suggested Office Systems Electives listed at the bottom of the page.

WORD-INFORMATION PROCESSING OPTION

This program is designed to prepare a person for employment as a senior word processing specialist, director of information support systems, or to provide supplemental training for a person previously or currently employed in these occupations. Students who select this option take OST 1722 (Word Processing Applications II) and a Suggested Office Systems Elective (from the list below) and omit OST 1211 and OST 1212 (Speedwriting Shorthand I and II).

Suggested Office Systems Electives:

ACG 2011	Principles of Accounting II	MAN 1800	Small Business Management
BUL 2111	Business Law I	MAR 1011	Principles of Marketing
BUL 2112	Business Law II	MKA 1021	Salesmanship
CGS 1000	Introduction to Data Processing	MKA 2041	Principles of Retailing
CGS 1570	Microcomputer Applications	MKA 2511	Principles of Advertising
ECO 2013	Principles of Economics I	MNA 1345	Principles of Supervision
ECO 2023	Principles of Economics II	OST 1722	Word Processing - Applications II
FIN 1100	Personal Finance		

CERTIFICATE PROGRAM – OFFICE SYSTEMS SPECIALIST

This program is designed to provide the necessary skills for students who plan to seek employment in a clerical position such as file clerk, clerk typist, general office clerk, receptionist, or transcribing machine operator.

High school transcript or GED scores and transcripts from all colleges and universities previously attended are required for admission.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS</i>	<i>CREDIT</i>
<i>Session I</i>			
*OST 1100	Beginning Typewriting	3	
OST 1321	Electronic Office Machines	3	
QMB 1001	Business Mathematics	3	
CGS 1061	Computer Literacy	3	
<i>Session II</i>			
OST 1110	Intermediate Typewriting	3	
OST 2401	Office Technology	3	
OST 1721	Word Processing Applications I	3	
OST 2335	Business Communications	3	
<i>Session III</i>			
OST 2601	Electronic Machine Transcription	3	
MNA 2300	Personnel Relationships in Business	3	
		30	

*Typewriting courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Suggested Office Systems Electives on the previous page.

WORD-INFORMATION PROCESSING OPTION

This program is designed to prepare a person for employment as a document specialist, information processing manager, electronic workstation specialist, or to provide supplemental training for a person previously or currently employed in these occupations. Students who select this option take OST 1721 and OST 1722 (Word Processing Applications I & II) and omit GEB 1011 (Introduction to Business) and OST 2601 (Electronic Machine Transcription).

High school transcript or GED scores and transcripts from all colleges and universities previously attended are required for admission.



VOCATIONAL CREDIT PROGRAMS

A Vocational Certificate will be awarded upon completion of any Vocational Credit Program. Vocational Credit Programs are competency-based.

Courses in these programs are not planned as part of a four-year collegiate program. Vocational Credit Programs are designed to prepare the student for an entry-level job or to supplement the education and training of the employed worker who desires increased competency in a chosen occupational field. (See Course Descriptions for instructional hours.)

The six Vocational Credit Programs offered at P-HCC are:

Cosmetology	Electronic Technology	Licensed Practical Nursing
Dental Assisting	Landscape Operations	Welding

VOCATIONAL CREDIT PROGRAMS LEADING TO THE ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION (VOCATIONAL TRACK)

This program provides a career ladder option to the Vocational Credit Certificate (or equivalent) student in one of the six Vocational Credit programs listed above.

Admission Criteria and Procedures:

The applicant will submit an official transcript or the Vocational Credit Certificate from an accredited postsecondary school or college to the Records Office certifying completion of a one year Vocational Program of Study. A high school transcript or GED scores and transcripts from all colleges and universities previously attended must be submitted also.

The Records Office will list the specific courses or program title for which a maximum thirty (30) semester credit hours are recorded in the same manner as Credit by Examination provided:

1. All Associate in Science Degree admission criteria are met by the applicant.
2. Certification of Vocational Credit Certificate program competencies is received from the appropriate instructional program of the college.

Requirement for Associate in Science in Business Administration (Vocational Track)

Vocational Credit Certificate		30 Credits
General Core Courses		
(See Page 47)	Area I & Area IV	6 Credits
(See Page 47)	Area III	3 Credits
(See Page 47)	Area V	3 Credits
POS 2041	American Federal Government	3 Credits
(See Page 47)	Physical Education	2 Credits
		<u>17 Credits (Minimum)</u>
Business Management Courses		
MNA 2300	Personnel Relationships in Business	3 Credits
QMB 1001	Business Mathematics	3 Credits
OST 2335	Business Communications	3 Credits
MAR 1011	Principles of Marketing	3 Credits
CGS 1000	Introduction to Data Processing	3 Credits
		<u>15 Credits</u>

Total 62 Credits (Minimum)

VOCATIONAL CREDIT PROGRAM – COSMETOLOGY

This program is designed to prepare persons for initial employment in the field of cosmetology. This program requires one year or three sessions for completion. Upon successful completion, the graduate receives a Certificate in Cosmetology and is eligible to sit for the Florida Board of Cosmetology Examination Licensure as a Cosmetologist. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

No transcripts are required for admission if the student is 19 or older.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL HOURS CREDIT</i>
	Session I	
*+ COS 0001C	Cosmetology I	16
	Session II	
+ COS 0080C	Cosmetology II	16
	Session III	
+ COS 0081C	Cosmetology III	8
		40

*A student transferring from an accredited Cosmetology Training Program who has successfully completed a minimum of 480 hours of instruction may receive credit for COS 0001C, Cosmetology I. A student must be enrolled in the Cosmetology Program at P-HCC for at least one full cosmetology session to be eligible to receive a Certificate.

+ CSP 0920 and CSP 0921 (See under Cosmetology Course Listings) may be substituted for COS 0001C or COS 0080C or COS 0081C.

VOCATIONAL CREDIT PROGRAM – DENTAL ASSISTING

Application Deadline: June 1 – A limited access program with documents required for admission listed in the application materials.

This program is designed to prepare students for employment as dental assistants and dental auxiliaries. The program meets the requirements of the American Dental Association and the standards of the Florida Board of Dentistry. Graduates of the program are eligible for employment as Dental Assistants with expanded functions and radiography skills.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL HOURS CREDIT</i>		
		<i>Session I</i>	<i>Session II</i>	<i>Session IIIA</i>
DEA 0700A	Dental Assisting I	16		
DEA 0700B	Dental Assisting II		16	
DEA 0700L	Dental Assisting III			8
		16	16	8

Total – 40 vocational credit hours

Special Program Requirements:

An academic grade of "C" or better in the theory component of the course AND a grade of "Satisfactory/Safe" in the lab/clinical component of each Dental Assisting course are required in order to continue in the program. Courses may be repeated only upon the recommendation of faculty, approval of the Admissions Committee for Special Programs, and if class space is available.

VOCATIONAL CREDIT PROGRAM – ELECTRONIC TECHNOLOGY

This program is designed to prepare students for employment as entry-level electronic technicians. In addition, it will provide supplemental training for persons previously or currently employed as electronic technicians.

Individuals who successfully complete this program may take transition courses to receive credit for certain Associate in Electronic Engineering Technology courses.

No transcripts are required for admission if the student is 19 or older.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I	Session II	Session III
EEV 0811	D.C. Circuits	5		
MTB 0327	Math for Electronics	2		
EEV 0821	Laboratory Techniques	5		
		<u>12</u>		
EEV 0812	A.C. Circuits		5	
EEV 0829	Employment Skills & Entrepreneurship		1	
EEV 0818	Instrumentation		2	
EEV 0815	Digital Fundamentals		5	
			<u>13</u>	
EEV 0813	Solid-State Devices			5
EEV 0814	Analog Circuits			5
EEV 0816	Microprocessor Fundamentals			5
				<u>15</u>

Transition Courses

EET 1148C	Electronic Analysis I
EET 1149C	Electronic Analysis II

VOCATIONAL CREDIT PROGRAM – LANDSCAPE OPERATIONS

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment in the ornamental horticulture/landscape operations industry. Skill job titles include: nursery worker, nursery plant salesperson/buyer, landscaper, greenhouse operator, landscape maintainer, and groundskeeper. Garden and yard care are also covered. This program is open-entry. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

No transcripts are required for admission if the student is 19 or older.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
<i>Session I</i>			
ORH 0000	Introduction to Ornamental Horticulture	3	
ORH 0510	Identification of Ornamental Plants	3	
AGG 0473	Introduction to Plant Growing Media	3	
ORH 0021	Ornamental Plant Propagation	3	
<i>Session II</i>			
ORH 0251	Nursery Garden Center Operation	2	
ORH 0273	Specialty Nursery Operations	2	
ORH 0260	Greenhouse Operations	2	
ORH 0800	Landscaping and Design	3	
<i>Session III</i>			
ORH 0806	Landscape Installation and Maintenance	3	
IPM 0631	Ornamental Plant Pest Control	3	
ORH 0252	Nursery Design and Operation	2	
ORH 0220	Introduction to Lawns and Lawn Care	3	
		<u>32</u>	

VOCATIONAL CREDIT PROGRAM – PRACTICAL NURSING

Application Deadline: June 1—A limited access program with documents required for admission listed in the application materials.

This program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies. The program is approved by the Florida State Board of Nursing. Satisfactory completion of the comprehensive courses in Nursing theory and clinical practice in hospital and other health care facilities means graduate eligibility for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I**	Session II***	Session III****
PRN 0601	Practical Nursing I	16		
PRN 0630	Practical Nursing II		16	
PRN 0631	Practical Nursing III			10
		16	16	10

** 16 weeks *** 16 weeks **** 9 weeks (or as scheduled)

Special Program Requirements

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in each Practical Nursing Course in order to continue in the program. Nursing courses may be repeated only on the recommendation of the nursing faculty, approval of the Admissions Committee for Special Programs, and if class space is available.

Completion of College Preparatory courses may be required for students scoring below the state minimums on college entry-level testing (TABE).

VOCATIONAL CREDIT PROGRAM – WELDING

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a welder. Emphasis is placed on care and safe use of welding equipment, tools, and materials. Employability skills are included. This program is open-entry. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

No transcripts are required for admission if the student is 19 or older.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I	Session II	Session III
PMT 0121	Shielded Metal Arc Welding	3		
PMT 0135	Advanced Shielded Metal Arc Welding	3		
PMT 0106	Introduction and Oxy-Acetylene Welding	3		
PMT 0112	Advanced Specialty Oxy-Acetylene Welding	3		
<i>Session II</i>				
PMT 0158	Specialty Shielded Metal Arc Welding		3	
PMT 0164	Fabrication of Metal Products Using S.M.A.W.		3	
PMT 0134	MIG Welding		2	
PMT 0122	S.M.A.W. High Technology Skills			
<i>Session III</i>				
PMT 0131	TIG Welding			2
PMT 0138	Advanced MIG/TIG Welding			2
PMT 0175	Fabrication of Metal Products Using MIG/TIG			2
				29

VOCATIONAL CERTIFICATE PROGRAMS

Vocational Certificate Programs are designed to provide entry-level occupational skills or to assist in the fulfillment of licensure requirements in certain occupations. These programs are taught as a single course, vary in length, and may begin and end at times that are not specified in the College Calendar. Students should contact the Student Services Office at the nearest campus to determine the dates of the next program and for any entry requirements, e.g., the TABE Basic Skills Test. **Not all programs are offered on all campuses.**

No transcripts are required for admission to these programs if the student is 19 or older.

ACO 0005 Bookkeeping 20 voc. cr.
The purpose of this program is to prepare students for employment as bookkeepers and posting clerks. Lab fee required (see Page 18). 600 clock hours.

CGS 0991 Computer Operations 15 voc. cr.
This program is designed to enable students to acquire skills and knowledge necessary for employment as a small business computer operator. The course emphasizes word processing and spreadsheet software applications as well as computer operating system functions. Lab fee required (see Page 18). 450 clock hours.

CJD 0000 Law Enforcement/Basic Recruit 19 voc. cr.
The basic recruit course is established for the purpose of providing job-related training at the entry level to candidates for full-time or part-time law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Lab fee required (see Page 18). 570 clock hours.

CJD 0003 Correctional Officer 15 voc. cr.
The purpose of this program is to prepare students for employment as correctional officers or jailers. The program prepares students for certification as a correctional officer in accordance with Florida Statutes. Lab fee required (see Page 18). 450 clock hours.

CJD 0100 Law Enforcement Auxiliary Office 4 voc. cr.
This program is designed to prepare students for employment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer. 120 clock hours.

CJD 0901 Bail Bonding 3 voc. cr.
The purpose of this program is to prepare students for employment as surety or bonding agents. The program prepares students for certification as bail bonding agents. A certification of completion of the prescribed program must be sent to the Bureau of Licensing, Department of Insurance, Larson Building, Tallahassee, Florida 32301, in order for the students to take the Florida Bail Bonding examination. 90 clock hours.

CPT 0994 Electrocardiograph Technology 20 voc. cr.
The purpose of this program is to prepare students for employment as electrocardiograph (EKG) technicians. This course includes: medical terminology; CPR; overview of human anatomy/physiology, with emphasis on cardiovascular systems; EKG interpretations; and monitoring skills. Lab fee and professional liability insurance fee required (see Page 18). 600 clock hours.

EVS 0229 Wastewater Plant Operation Level "C" 4 voc. cr.
This program is designed to prepare students for initial employment as sewage plant operators. Students who complete the program successfully are eligible for certification as Level "C" Wastewater Treatment Plant Operators. 120 clock hours.

EVS 0249 Water Treatment Plant Operation Level "C" 4 voc. cr.
This program is designed to prepare students for employment as water treatment plant operators. Students who complete the program successfully are eligible for certification as Level "C" Water Treatment Plant Operators. 120 clock hours.

FFP 0005 Firefighting 10 voc. cr.
The purpose of this program is to prepare students for employment as firefighters. The program prepares students for certification as firefighters in accordance with Florida Statutes. Lab fee required (see Page 18). 300 clock hours.

FFP 0081 Volunteer Firefighting 1 voc. cr.
The purpose of this program is to prepare students for non-paid employment as volunteer firefighters. This course meets the requirements of the State Fire Marshal Standards and Training Commission. 30 clock hours.

HCP 0100 Nursing Assisting/Geriatric and Rehabilitative Aide 7 voc. cr.
This program is designed to prepare students for employment as nursing assistants/nurse aides in nursing homes. Successful completion of the program prepares the student for certification for employment as a Nursing Assistant in a nursing home in accordance with Florida Statutes. Professional liability insurance required (see Page 18). 210 clock hours.

HCP 0600 Patient Care Assistant 12 voc. cr.
This program is designed to fulfill the clinical and instructional components of an approved Nursing Assistant Program. Students who successfully complete this program are eligible to take the Florida Nursing Assistant Examination. Lab fee and professional liability insurance fee required (see Page 18). 360 clock hours.

HEV 0110 Child Care Services 16 voc. cr.
The purpose of this program is to prepare students as Family Day Care Home Operators. Successful completers of this program will meet the Health and Rehabilitative Services (HRS) child care training requirements and will achieve a CPR certificate. Professional liability insurance fee required (see Page 18). 480 clock hours.

HFT 0150 Travel Agency Operations/Travel Agent**6 voc. cr.**

The purpose of this program is to prepare students for employment as travel agents. 180 clock hours.

MLT 0042 Phlebotomy Technician**6 voc. cr.**

The purpose of this program is to prepare students for employment as blood bank or plasma center donor screeners or as phlebotomists. Professional liability insurance fee required (see Page 18). 180 clock hours.

MTS 0990 Medical Records Transcribing**14 voc. cr.**

This program is designed to prepare students for employment as health records technicians or medical records specialists. It prepares the graduate to take the national exam to practice as a Certified Medical Records Transcriptionist. Professional liability insurance fee required (see Page 18). 420 clock hours.

OFT 0011 General Office Clerk**12 voc. cr.**

This program is designed to enable students to acquire skills and knowledge necessary for initial employment as office clerks. Laboratory activities are an integral part of this program and will include use of typewriters, calculators, and dictation/transcription equipment. Lab fee required (see Page 18). 360 clock hours.

OFT 0505 Medical Office Assistant**15 voc. cr.**

The purpose of this program is to prepare students for employment as office clerks in medical facilities or as medical office assistants. This course will include instruction in both general office and medical record skills. There is also a clinical component. Lab fee and professional liability insurance fee required (see Page 18). 450 clock hours.

ORV 0150 Floral Design and Marketing**7 voc. cr.**

This program is designed to develop the fundamental competencies necessary for employment in the floral design and marketing industry. Topics include: introduction to the floral industry, human relations skills that are vital to the field, communication, and employability skills. 210 clock hours.

RMI 0091 Insurance Marketing/General Lines Insurance Agent**8 voc. cr.**

The purpose of this program is to prepare students for employment as General Lines Agents in the area of property and casualty insurance. 240 clock hours.

WCL 0997 Health Unit Coordinator**15 voc. cr.**

This program is designed to prepare students for employment as health unit coordinators. Some of the skills included in the program are interpreting medical terminology; performing clerical duties; reading, interpreting, and transcribing physicians' orders; legal and ethical responsibilities; and performing supervised clinical duties. Professional liability insurance fee required (see Page 18). 450 clock hours.



COURSE DESCRIPTIONS

Required core courses in the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to a senior Florida public institution. All other catalog courses, except those below the 1000 or 2000 levels, are credited for purposes of graduation from P-HCC, but may not be accepted by the institution to which a student transfers. An advisor will assist in providing information about courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

College-preparatory courses are **NOT** creditable as part of the basic 62-hour requirement for degrees. Vocational Certificate courses are **NOT** creditable toward the AA Degree.

Students may register for any course for which they have the necessary prerequisites (see below). A student who feels that he or she has sufficient training or experience to warrant an exception to a prerequisite should consult a P-HCC advisor.

Students should not expect that all courses will be offered at each campus or in any given session. To determine when and where courses are to be offered, see a P-HCC advisor.

Prerequisite and Corequisite Courses

A **prerequisite** is a requirement and/or course that must be completed **SUCCESSFULLY** before a student can enroll in another particular course. A **corequisite** is a particular course in which a student enrolls in conjunction with, i.e., in the same term as, another closely related course. Any prerequisite(s) and/or corequisite(s) for a course are noted in the "Listing of Courses" section.

Florida's Statewide Course Numbering System

The course numbers appearing in the catalog/student handbook are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One major purpose 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 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 would be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG-000 at a community college, he/she cannot be required to repeat SYG-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.

A receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG-000.

First Digit

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

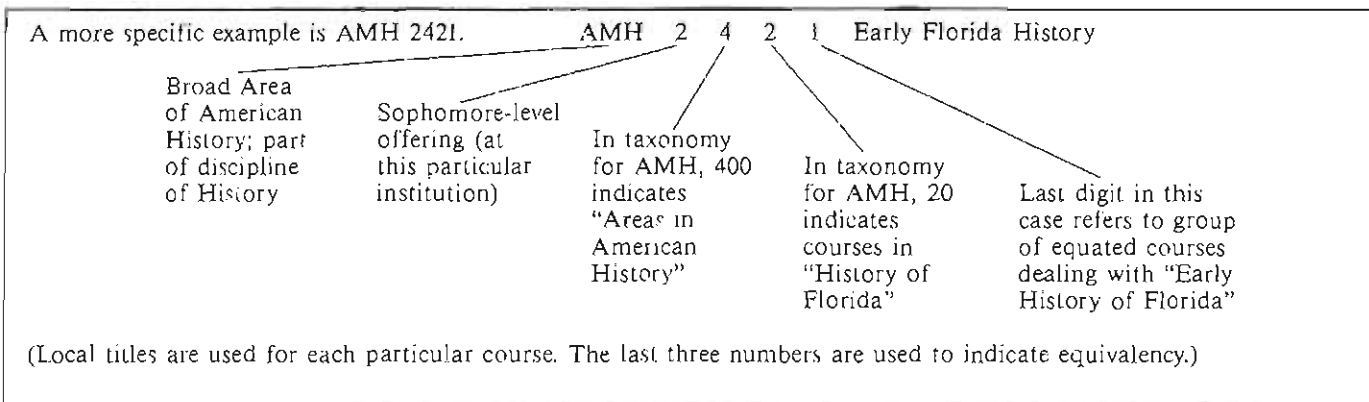
Explanation of Prefixes and Numbers

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 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 advisers, 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:

- All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantially equivalent with undergraduate courses) are not automatically transferable.
- All numbers which have a second digit of 9 (e.g., ART 2905) are "place keeper" numbers for each course as directed independent study, thesis hours, etc. Courses with ___900 numbers must be evaluated individually and are not automatically transferable.

- All internships, practicums, clinical experiences, and study abroad courses, whatever numbers they carry, are not automatically transferable.
- 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 adopted by the State Board of Education in 1978: "... Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in the statewide 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."

LISTING OF COURSES

Anthropology

ANT 2410 Introduction to Cultural Anthropology 3 cr.

A study of the nature of culture, personality, and social organization of humans. Emphasis is placed on the customs of pre-literate people. 48 class hours

ANT 2511 Introduction to Physical Anthropology 3 cr.

The study of humans as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of humans, principles of biological evolution, and human genetics are topics of emphasis. 48 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. 48 class hours

ART 1300C Drawing I 3 cr.

Introduction to the basic discipline of drawing through the use of still life, landscape, and the figure. Lab fee required (see Page 18). 32 lecture hours and 32 laboratory hours

ART 1301C Drawing II 3 cr.

Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. Lab fee required (see Page 18). 32 lecture hours and 32 laboratory hours

ART 2510 Painting I 3 cr.

Prerequisite: ART 1300C or demonstrated proficiency to instructor. Studio problems in painting involving contemporary styles, techniques, and materials of painting. Lab fee required (see Page 18). 32 lecture hours and 32 laboratory hours

ART 2520 Painting II 3 cr.

Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. Lab fee required (see Page 18). 32 lecture hours and 32 laboratory hours

PGY 1101C Photography I 3 cr.

A course designed to give the student an introduction to the camera, its mechanics, and use. Initial instruction is given on the photographic process, lighting scenes, exposure, development, and printing of photographs. Lab fee required (see Page 18). 32 lecture hours and 32 laboratory hours

PGY 1102C Photography II 3 cr.

Prerequisite: PGY 1101C or consent of instructor. A continuation of PGY 1101C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories, and dark-room techniques. Lab fee required (see Page 18). 32 lecture hours and 32 laboratory hours

Banking

(See Business-Financial Institutions Courses)

Biological Science

APB 1120 Introduction to Biology I 3 cr.

A non-laboratory course for students not planning to major in biology. It introduces the student to biological chemistry, cellular

respiration, photosynthesis, cell biology, and genetics. APB 1120 and APB 1150 do not have to be taken in sequence. 48 class hours

APB 1150 Introduction to Biology II 3 cr.

A non-laboratory course for students not planning to major in biology. It introduces the student to basic human anatomy and physiology, ecology, and evolution. APB 1150 and APB 1120 do not have to be taken in sequence. 48 class hours

APB 1811 Human Anatomy and Physiology I 3 cr.

Prerequisites: High school biology and chemistry with a laboratory. Corequisite: APB 1811L. An introduction to the structure and function of the human body, to include: the chemical basis of life, cell organization and dynamics, cell metabolism, genetics, reproduction, tissue, integumentary system, skeletal system, and the muscular system. 48 class hours

APB 1811L Human Anatomy and Physiology I Laboratory 1 cr.

Corequisite: APB 1811. This course provides laboratory support for the concepts taught in APB 1811. Laboratory fee required (see Page 18). 32 laboratory hours

APB 1812 Human Anatomy and Physiology II 3 cr.

Prerequisites: APB 1811 and 1811L. A continuation of APB 1811. Corequisite: APB 1812L. Emphasis is on the structure and function of the digestive, respiratory, cardiovascular, lymphatic, nervous, endocrine, urinary, and buffering systems. 48 class hours

APB 1812L Human Anatomy and Physiology II Laboratory 1 cr.

Corequisite: APB 1812. This course provides laboratory support for the concepts taught in APB 1812. Lab fee required (see Page 18). 32 laboratory hours

BOT 1010C Botany 4 cr.

A survey of the plant kingdom. This 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. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory 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. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory 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. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

MCB 2013C Microbiology 4 cr.

Prerequisite: BSC 1010C. Pre or corequisite: CHM 1025C or CHM 2045C. A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their effects upon organisms. 48 lecture hours and 32 laboratory hours

OCE 2007 Introduction to Oceanology 3 cr.

An introduction to the physical, chemical, and biological nature of the sea. Topics include: the history and shape of the oceans;

waves, tides, and currents; diversity and ecology of marine life; and oceanic contamination. Credit to be earned as a science elective only. 48 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. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

Building Construction Technology

BCN 1220 Structures I 3 cr.
The principles and practices of residential building construction with emphasis on regional construction. 48 class hours

BCN 1221 Structures II 3 cr.
Prerequisite: BCN 1220. The principles and practices of commercial and industrial building construction using structural timber, steel, and concrete. 48 class hours

BCN 1501 Plumbing Systems 3 cr.
The study of the residential and commercial plumbing practices based on the current Southern Plumbing Code. 48 class hours

BCN 1520 Electrical Systems 3 cr.
A study of residential and commercial electrical practices based on the current National Electrical Code. 48 class hours

BCN 2610 Construction Estimating 3 cr.
Prerequisites: BCN 1220 and MAT 0003 or APPROPRIATE MAPS SCORE. A course that teaches the computations of costs associated with typical construction projects to include — labor and materials — (from take-off to final estimates). 48 class hours

BCN 2765 Codes, Contracts, and Specifications 3 cr.
Prerequisites: BCN 1220, BCN 2610, BCT 1040, and ETD 1530C, or consent of instructor. A review of the various statutes, codes, contracts, and specifications that are related to the building industry. 48 class hours

BCT 1040 Basic Drafting and Blueprint Reading 3 cr.
Prerequisite: BCN 1220 or consent of instructor. A sequence of related technical information and blueprint reading and drafting practices, with emphasis on methods of printing and dimensioning of drawings. Lab fee required. 32 lecture hours and 32 laboratory hours

BCT 1941 Building Construction Practicum I 3 cr.
Pre or corequisite: BCN 1220. Theory and practice of construction ideas and concepts as employed through various organized procedures that will involve training with concrete and masonry 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.

BCT 1942 Building Construction Practicum II 3 cr.
Prerequisite: BCT 1941. A continuation of Building Construction Practicum I, with emphasis on framing and building.

BCT 2941 Building Construction Practicum III 3 cr.
Prerequisite: BCT 1942. A continuation of Building Construction Practicum II, with emphasis on electrical, plumbing, and air-conditioning.

BCT 2942 Building Construction Practicum IV 3 cr.
Prerequisite: BCT 2941. A continuation of Building Construction Practicum III, with emphasis on construction management and supervisory techniques.

ETD 1530C Architectural Drawing 3 cr.
Prerequisite: BCT 1040. The fundamentals of architectural drawing and design including both residential and commercial buildings. Lab fee required. 32 lecture hours and 32 laboratory hours

ETM 2610 Mechanical Systems 3 cr.
A course that introduces the environmental control of houses and buildings. Emphasis is placed on equipment design, performance, and maintenance of air-conditioning, heating, and steam systems. 48 class hours

SUR 2001C Surveying I 3 cr.
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. 48 class hours

SUR 2200C Surveying II 3 cr.
Prerequisite: SUR 2001C. An introduction to road surveying with an emphasis on cross sections and vertical and horizontal curves. 48 class hours

Business

ACG 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 procedures and techniques; inventories, valuation and depreciation methods; payroll; the form and content of the balance sheet; and the income statement. 48 class hours

ACG 2011 Principles of Accounting II 3 cr.
Prerequisite: ACG 2001. An introduction to the formation, liquidation, and dissolution of partnerships and corporations; job order costing and standard costing; financial statement analysis as an aid to management decisions; and accounting for stocks and bonds. 48 class hours

ACO 0005 Bookkeeping Certificate—20 voc. cr.
The purpose of this program is to prepare the students for employment as bookkeepers and posting clerks. Lab fee required (see Page 18). 600 clock hours

BUL 2111 Business Law I 3 cr.
Business law considers the nature and source of laws, law courts, and courtroom procedures. Legal principles regarding crimes and torts with emphasis on contracts, personal property, and bailments and sales, along with relevant portions of the Uniform Commercial Code are discussed. 48 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. 48 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; and macroeconomics. 48 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; and microeconomics. 48 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 career and income, budgets, consumer credit, insurance, home ownership, and personal investments. 48 class hours

GEB 1011 Introduction to Business 3 cr.
Fundamentals of business environment, organization, and operation. Emphasis is placed on perspectives of business, management, marketing, finance, and quantitative tools. 48 class hours

**HFT 0150 Travel Agency Operations/
Travel Agent Certificate—6 voc. cr.**
The purpose of this program is to prepare students for employment as travel agents. 180 hours of instruction.

MAN 1800 Small Business Management 3 cr.
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, record-keeping, insurance management, cost control, and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 48 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 that make up the marketing environment — the economic, physiological, 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. 48 class hours

MKA 1021 Salesmanship 3 cr.
A study of principles underlying all selling activities. This course presents principles and problems in personal selling related to prospecting, pre-approach, approach, demonstration, meeting objections, and closing the sale. 48 class hours

MKA 1302 Marketing Practicum I 3 cr.
Prerequisite: MAR 1011 or consent of instructor. Marketing theory is applied through the development of individual practicum plans, which involve on-the-job training and special job-related assignments, with local businesses. Employability skills, including writing a resume and letter of application, are taught. This course is designed for students pursuing the AS degree in Marketing Management.

MKA 1312 Marketing Practicum II 3 cr.
Continuation of MAR 1302.

MKA 2041 Principles of Retailing 3 cr.
A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Attention will be given to how and when to buy and to sources of supply. The organization and function of major divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. 48 class hours

MKA 2322 Marketing Practicum III 3 cr.
Continuation of MKA 1312.

MKA 2332 Marketing Practicum IV 3 cr.
Continuation of MKA 2322.

MKA 2511 Principles of Advertising 3 cr.
This course presents a study of advertising principles and practical application of advertising in the media. Areas covered include the history of advertising, designing and developing advertisements, media selection, sales promotional strategies, and social aspects. 48 class hours

MNA 1345 Principles of Supervision 3 cr.
A study of the basic concepts and major functions of modern supervision. Students receive introductory instruction in concepts and practices that define supervision, the role of the supervisor within the organization, personnel management, and relationships with special groups of employees. 48 class hours

**MNA 2300 Personnel Relationships
in Business** 3 cr.
This course provides a study of personnel relationships as individuals and as group members. It will include practical application of effective work relationship skills needed in business and industry, to include: group dynamics; motivation; interpersonal perception; oral and written communications; leadership; management; decision making; problem solving; and employability skills. Designed for students in business and technical fields. 48 class hours

**OFT 0011 General Office
Clerk Certificate—12 voc. cr.**
This program is designed to enable students to acquire skills and knowledge necessary for initial employment as office clerks. Laboratory activities are an integral part of this program and include the use of typewriters, calculators, and dictation/transcription equipment. Lab fee required (see Page 18). 360 hours of instruction.

**OFT 0505 Medical Office
Assistant Certificate—15 voc. cr.**
The purpose of this program is to prepare students for employment as office clerks in medical facilities or as medical office assistants. This course will include instruction in both general office and medical record skills. There is also a clinical component. Professional liability insurance fee and lab fee required (see Page 18). 450 clock hours

OST 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. 48 class hours



OST 1110 Intermediate Typewriting 3 cr.
Prerequisite: OST 1100 or consent of instructor. A study of the touch system of typewriting and a continuation of basic production skill-building and applications. 48 class hours

OST 1211 Speedwriting Shorthand I 3 cr.
Prerequisite: OST 1100 or consent of instructor. A beginning course in the principles of Speedwriting shorthand, with dictation and transcription practice. Designed for students who have had no previous shorthand or less than one year of high school shorthand. 48 class hours

OST 1212 Speedwriting Shorthand II 3 cr.
Corequisite: OST 1100 or consent of instructor. Prerequisite: OST 1211 (or one year of shorthand). A continuation of Speedwriting Shorthand I, with increased practice in dictation and transcription. Spelling, punctuation, and format are stressed. 48 class hours

OST 1321 Electronic Office Machines 3 cr.
This course is designed to train students to use various office machines, with emphasis in reprographics and the ten-key calculator. Microcomputers and software will be used to supplement instruction in this course. 48 class hours

OST 1721 Word Processing — Applications I 3 cr.
Prerequisite: OST 1110 or consent of instructor. This course develops the skills necessary to use word processing software. Upon successful completion of this course, the student will qualify for an entry-level position in a word processing center or in an office using word processing software. Lab fee required (see Page 18). 48 class hours

OST 1722 Word Processing — Applications II 3 cr.
Prerequisite: OST 1721. This course is a continuation of Word Processing — Applications I. The business application problems assigned will be more complex than those assigned in the prerequisite course. Included will be special problems in multiple-page projects, sophisticated formatting, records processing, and practical applications. IBM or compatible equipment will be used. Lab fee required (see Page 18). 48 class hours

OST 1743 Electronic Writing 1 cr.
This course develops the skills necessary to use the microcomputer keyboard and word processing software to facilitate the writing of term papers, essays, reports, etc. Students will learn the correct keyboarding techniques and the appropriate formatting of reports. Lab fee required (see Page 18). 16 class hours

OST 1811 Desktop Publishing 1 cr.
Prerequisite: OST 1721, CGS 1061, or consent of instructor. This course will offer instruction in basic desktop publishing. Students will key, edit, arrange, and format material using desktop publishing software. Lab fee required (see Page 18). 16 lecture hours

OST 2108 Electronic Speedbuilding 1 cr.
Prerequisite: OST 1110 or consent of instructor. This course is designed to offer the student concentrated speedbuilding drills on typewriter and microcomputer keyboards and the electronic calculator ten-key pad. 16 lecture hours

OST 2131 Legal Typewriting 3 cr.
Prerequisites: OST 1110 or consent of instructor. This course will provide for the typing of legal papers used in legal offices and legal departments. In addition, legal concepts and terminology and speedbuilding exercises will be included. 48 class hours

OST 2335 Business Communications 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course offers instruction and practice in the production of effective oral and written communication. Emphasis is placed on writing clear, forceful, and effective business letters. 48 class hours

OST 2401 Office Technology 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course provides for the development of professional secretarial skills, including instruction in telephone techniques, public relations, and planning for travel, conferences, and meetings. Basic employability skills and good business grooming habits are included. Some applications are taught using electronic equipment, including microcomputers. 48 lecture hours

OST 2601 Electronic Machine Transcription 3 cr.
Prerequisite or corequisite: OST 1110 or OST 1721 or consent of instructor. This course provides for the development of proficiency in machine transcription using various types of transcribing machines. The course will also emphasize general grammar rules, vocabulary, and listening skills. Electronic equipment, including microcomputers, will be used for transcription. 48 lecture hours

OST 2741 Word Processing — Text Editor 1 cr.
Prerequisite: OST 1100 or consent of instructor. This course will include individual instruction on the operation of a dedicated word processor. 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 print various types of business documents. Lab fee required (see Page 18). 16 class hours

QMB 1001 Business Mathematics 3 cr.
This course develops computational skills necessary for successful business management. In addition to a review of basic functions, topics include payroll and taxes, inventory, depreciation, simple and compound interest, the metric system, and statistics. Emphasis is on developing computational ability. 48 class hours

RMI 0091 Insurance Marketing/General Lines Insurance Agent Certificate — 8 voc. cr.
The purpose of this program is to prepare students for employment as General Lines Agents in the area of property and casualty insurance. 240 hours of instruction

Business - Financial Institutions

BAN 1004 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. 48 class hours

BAN 1014 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 accompanying notes secured by bonds, stock and savings accounts; and the concepts of attachment, perfections, priority, default, and foreclosure. 48 class hours

BAN 1210 Analyzing Financial Statements 3 cr.
Prerequisites: GEB 1011 and ACG 2001. This course provides the techniques necessary for the evaluation of the financial condition and operating performance of a business. It includes accounting, business funds flow, the preparation of financial statements, and the technique of financial statement analysis. 48 class hours

BAN 1252 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 the ways funds are channeled into the mortgage markets, finan-

cing of residential and special purpose property, and administrative tasks common to most mortgage departments. 48 class hours

BAN 2206 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. 48 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. 48 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 includes the trust functions and services encountered in the daily operations of a trust department. 48 class hours

BAN 2501 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. 48 class hours

BAN 2742 Bank Management 3 cr.
This course presents new trends that have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It includes objectives, planning, structure, control, and the interrelationships of various bank departments. 48 class hours

BAN 2800 Law and Banking 3 cr.
This course presents an introduction to basic commercial law and relates 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. 48 class hours

SVL 1111 Teller Operations 2 cr.
This course will provide new or experienced tellers with a conceptual understanding of the financial services business, the tasks performed daily, and the steps which must be taken to perform those tasks successfully. New service capabilities have expanded the teller's role and responsibilities. This course addresses important changes that the financial services business has undergone in recent years — and how these changes affect tellers. 32 lecture hours

SVL 1121 Managing Deposit Accounts and Services 2 cr.
This course will cover a wide variety of services offered by financial institutions and the impact of federal regulation on managing deposit accounts and services. The student will learn how to explain more clearly an institution's policies to customers and to assist customers in taking advantage of available services. 32 lecture hours

SVL 1221 Residential Mortgage Lending 2 cr.
This course will cover mortgage lending principles that are essential in making and maintaining sound residential mortgage loans.

The course will introduce the student to the procedures involved in originating and processing residential mortgage loans. Non-discrimination requirements, property appraisal techniques, and risk evaluation will be examined. The course also explores the types of residential mortgage loans that federally chartered institutions can make, including standard mortgage loans, alternative mortgage loans, and government-insured/government-guaranteed mortgage loans. The role of the secondary mortgage market will also be discussed. 32 lecture hours

SVL 1231 Commercial Lending for Savings Institutions 2 cr.
This course provides important terms, concepts, and techniques that are needed in order to successfully perform the complex tasks involved in commercial lending. The student will learn how an institution can use commercial lending to reduce vulnerability to economic fluctuations. The institution's concerns — marketing, loan commitments, and loan administration — are examined to provide the student with a valuable perspective on this potentially profitable lending activity. 32 lecture hours

SVL 1411 Techniques for Customer Counseling 2 cr.
This course will examine the principles of customer needs, the financial services that can satisfy those needs, and the relationship of the financial institution and the customer. The aspects of customer contact — drawing on sociology, psychology, economics, and other disciplines — will be investigated. The student will examine practical, job-related techniques and guidelines for meeting the special challenges of his/her job. 32 lecture hours

SVL 1601 Effective Business Writing 2 cr.
This course will cover specific skills needed to write effectively in a financial profession. The student will learn to use writing skills to save time and improve relationships with customers. 32 lecture hours

SVL 1603 Communication Skills for Business: Talking and Listening 2 cr.
This course will help the student to improve interpersonal communication skills. Practical techniques which can be used to listen more effectively, persuade others, solve problems, and manage conflicts with customers and co-workers will be covered. The student will learn how to maintain poise under pressure and respond to others in a positive, effective manner. 32 lecture hours

SVL 1761 Branch Management 2 cr.
This course blends managerial theory with practical, up-to-date applications. The student will learn how to tackle the expanded responsibilities of a branch manager today, including marketing and financial management. 32 lecture hours

Chemistry

CHM 1025C Introductory Chemistry 4 cr.
This is a one-semester introductory chemistry course intended for students who have no high school chemistry or who need a refresher course prior to entering the CHM 2045C, CHM 2046C sequence. It includes chemical symbols; matter and energy; measurements and calculations (metric system); atomic structure; chemical formulas and calculations; chemical reactions and equations; chemical bonding; nomenclature; gases, liquids, and solids; solutions; chemical equilibrium; acids and bases; redox reactions; nuclear chemistry; and organic chemistry. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

CHM 2045C General Chemistry and Qualitative Analysis I 4 cr.
Prerequisite: CHM 1025C or one year of high school chemistry. This course involves the study of the concepts of metric measurement, periodicity, chemical calculations, gas laws, thermochemistry, atomic structure, chemical bonding, molecular

ometry, properties of solutions, states of matter, atmospheric gases, and hydrogen compounds. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

CHM 2046C General Chemistry and Qualitative Analysis II 4 cr.

Prerequisite: CHM 2045C. This course extends the study of chemical principles in kinetics, chemical equilibrium, acid-base concepts and equilibrium, solubility, thermodynamics, electrochemistry, nuclear chemistry, metal groups, organic chemistry, and biochemistry. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

CHM 2210C Organic Chemistry I 4 cr.

Prerequisite: CHM 2046C. A study of carbon compounds with emphasis on alkanes-cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereo-chemistry, alkynes, and conjugated unsaturated systems. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

CHM 2211C Organic Chemistry II 4 cr.

Prerequisite: CHM 2210C. A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

Child Care

HEV 0110 Child Care Services Certificate—16 voc. cr.

The purpose of this program is to prepare students as Family Day Care Home Operators. Successful completers of this program will meet the Health and Rehabilitative Services (HRS) child care training requirements and will achieve a CPR certificate. Professional liability insurance fee required (see Page 18). 480 clock hours

College Preparatory

ENC 0010 Fundamentals of Writing 4 cr.

This college preparatory course is designed to improve the student's ability to write sentences and paragraphs. Grammar skills will be reviewed briefly, but emphasis is placed on writing exercises. A student entering the class is expected to have a knowledge of sentence structure, grammar, and punctuation. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction

ENC 0080 Basic Grammar 4 cr.

This college preparatory course is designed to build and review grammar skills. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Laboratory work will be prescribed by the instructor. The spelling portion of this course will be offered based on identified student need. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction

MAT 0002 Basic Arithmetic 4 cr.

This college preparatory course is designed to build and review basic skills in arithmetic. Emphasis is placed on basic operations, fractions and prime numbers, decimals, and the metric system, and percent usage. Laboratory work will be prescribed by the instructor. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction

MAT 0003 Fundamentals of Mathematics 4 cr.

This college preparatory course emphasizes the operations of arithmetic for MAT 0024 and MGF 1202. Fundamental skills, concepts, and reasoning are stressed. Basic algebraic skills and concepts and set theory terminology are included. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction

MAT 0024 Elementary Algebra 4 cr.

This college preparatory course provides the student with a review of basic mathematics and algebraic skills and concepts. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction

REA 0001 Basic Reading 4 cr.

This college preparatory course is designed to improve a student's literal comprehension skills. The student will work in the areas of vocabulary, literal comprehension, basic reference skills, and be exposed to flexible reading skills. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction

REA 0002 Fundamentals of Reading 4 cr.

Prerequisite: REA 0001 or a reading level above 9th grade. This college preparatory course is designed to improve the student's critical reading skills. The course will help refine the student's literal comprehension skills and, in addition, develop critical reading skills that are needed in college course work. This course must be completed with a 10.5 grade level on a final reading test and with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

Computer Programming and Analysis

CGS 0991 Computer Operations Certificate—15 voc. cr.

This program is designed to enable students to acquire skills and knowledge necessary for employment as a small business computer operator. The course emphasizes word processing and spreadsheet software applications as well as computer operating system functions. Lab fee required (see Page 18). 450 clock hours

CGS 1000 Introduction to Data Processing 3 cr.

This course will provide the student with an overview of the entire field of data processing. Upon satisfactory completion of the course, the student will have a basic understanding of what a computer system is, hardware components available, the stored program concept, data representation, computer arithmetic, and uses to which electronic data processing is applied. Lab fee required (see Page 18). 48 class hours

CGS 1061 Computer Literacy 3 cr.

An introductory course in microcomputers. No previous knowledge in programming is required. This course covers the selection and use of computer hardware, selection and use of commercially available software, and the application of software for small business or home projects. Lab fee required (see Page 18). 48 class hours

CGS 1570 Microcomputer Applications 3 cr.

Prerequisite: CGS 1000 or consent of instructor. This course gives the student practical knowledge of spreadsheet and database applications using MS-DOS, Lotus 1-2-3, and dBASE. Students will acquire an appreciation for the capabilities of microcomputers utilizing modern technology and state-of-the-art software. Models will be created and results will be analyzed, with emphasis on the student effectively applying computer skills to business applications. Lab fee required (see Page 18). 48 lecture hours

CGS 2510 Advanced Microcomputing with Lotus 1-2-3 3 cr.

Prerequisite: CGS 1570 or consent of instructor. This course provides the student with a detailed knowledge of Lotus 1-2-3. Students will learn advanced programming techniques using macros, integration of interrelated spreadsheets, and advanced graphics techniques. Emphasis will be placed on the student's completion of class projects in areas such as real estate, accounting, and finance utilizing the various features of spreadsheet programming. Lab fee required (see Page 18). 48 class hours

CGS 2540 Advanced Microcomputing with dBASE 3 cr.

Prerequisite: CGS 1570 or consent of instructor. This course gives the student detailed knowledge in the use of the most popular database package for microcomputers. Students will acquire skills commensurate with professional database usage in the business community. Subjects covered include the dBASE environment controls, file expansion and merging, and advanced functions. Emphasis will be placed on mastering the dBASE programming language. Lab fee required (see Page 18). 48 class hours

CGS 2571 Advanced Microcomputer Applications 3 cr.

Prerequisite: Consent of instructor. This course provides instruction in using advanced microcomputer software packages. Course content will vary according to current needs of students and industry. Topics may include integrated software packages, spreadsheets, databases, utilities, and graphics software. Lab fee required (see Page 18). 48 class hours

CIS 2321 Systems Analysis & Design 3 cr.

Prerequisites: COP 2170 or COP 2120, and CGS 1570. This course includes the fundamental analysis and design of business data processing systems; problem analysis and definition; design of forms, data files, and reports; documentation procedures; and computer systems management. 48 class hours

CIS 2940 Data Processing Practicum 3 cr.

Prerequisites: Consent of the instructor and any one of the following courses: CIS 2321, COP 2120, COP 2170, COP 2210, COP 2212 or COP 2220. This course will provide the student with an opportunity to explore various practical application areas in data processing installations or in a data processing laboratory environment. A project will be required that will be assigned by the instructor, or approved by the instructor if the student is at a job site. The project will include problem definition, flow charting, program coding, and testing with detailed documentation of the completed project. 117 participation hours

COP 1000 Introduction to Programming Logic 3 cr.

The purpose of this course is to provide the student with an opportunity to solve problems with the help of a computer. Although BASIC, FORTRAN, Pascal, and other languages will be introduced, emphasis will be placed on the construction of language free algorithms as a logic foundation for more advanced programming in the field of data processing or in personal/small business computers. 48 class hours

COP 2120 COBOL Programming I 3 cr.

Prerequisites: CGS 1000, with a grade of "C" or better; and COP 1000, with a grade of "C" or better; or consent of instructor. A study of the organization and concepts of the COBOL programming language, using structured techniques, and its application as a programming tool in business and industry. Emphasis will be on the basics, to include processing sequence concepts, control breaks, and table processing. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in good form using sequential files. Students will compile, debug, and test programs they have written using data entry devices. Lab fee required (see Page 18). 48 class hours

COP 2121 COBOL Programming II 3 cr.

Prerequisite: COP 2120, with a grade of "C" or better. This course is a continuation of COP 2120 and is intended to orient the student to the type of programming that will be expected of an applications programmer in business and industry. Emphasis will be on the more advanced features of COBOL, to include input data validation, sorting, and random file processing. Students will compile, debug, and test programs they have written using data entry devices. Lab fee required (see Page 18). 48 class hours

COP 2170 Microcomputers and BASIC Programming 3 cr.

Prerequisites: CGS 1000 and COP 1000 or consent of instructor. This course is designed to give students a problem-oriented approach to the BASIC programming language for input/output, arithmetic, control structures, functions, arrays, sorting, subprograms, menus, file handling and string manipulation. Students will be responsible for compiling, debugging, and testing the programs they have written. Lab fee required (see Page 18). 48 class hours

COP 2210 Pascal Programming 3 cr.

Prerequisite: COP 1000 or consent of instructor. A study of the concepts, data structures, and control structures of the Pascal programming language. Emphasis will be placed on arithmetic operations, Input/Output technique, Pascal control structures, procedures, functions, recursion, and arrays. Students will be responsible for compiling, debugging, and testing the programs they have written. Lab fee required (see Page 18). 48 class hours

COP 2212 Advanced Pascal Programming 3 cr.

Prerequisite: COP 2210 or COP 2220 or consent of instructor. An advanced course in the Pascal programming language. The course teaches advanced Pascal syntax including enumerated data types, pointer variables, and advanced sorting and search techniques. Data structures including stacks, queues, trees, and linked lists are implemented in programs. Lab fee required (see Page 18). 48 class hours

COP 2220 "C" Language Programming 3 cr.

Prerequisites: CGS 1000, COP 1000, and knowledge of another programming language, or consent of instructor. The student will learn to design, document, prepare, enter, compile, debug, and execute C programs of moderate sophistication. Major topics include: program development; structured programming in C; data types in C; data structures in C; and input/output in C. Lab fee required (see Page 18). 48 class hours

Cosmetology

COS 0001C Cosmetology I 16 voc. cr.

This course is designed to cover the essential concepts and skills of cosmetology. Classroom instruction and laboratory experiences will cover, but not be limited to: careers; ethics; bacteriology/sanitation; hair shampooing; scalp treatments; hair shaping; hair styling; permanent waving and coloring; and Florida Cosmetology law and rules. Lab fee required. 480 hours of instruction

COS 0080C Cosmetology II 16 voc. cr.

Prerequisite: COS 0001C or consent of instructor. A continuation of the concepts and skills learned in COS 0001C. This course will also provide an in-depth study of hair coloring; bleaching and special effects; permanent waving; chemical hair restructuring and relaxing; silking; facials and make-up; and nail disorders and diseases. Lab fee required. 480 hours of instruction

COS 0081C Cosmetology III 8 voc. cr.

Prerequisites: COS 0001C, 0080C, or consent of instructor. A continuation of the salon experiences previously learned. This course will also provide for acquisition of knowledge of

cosmetology, its related chemistry, and beauty salon management skills. There will be a review of shampooing, manicuring, pedicuring, nail extensions, and facial specialties. There will be a review of State Board requirements in preparation for the Florida Cosmetology License Examination. Lab fee required. 240 hours of instruction

COS 0920 Cosmetology Review 1 voc. cr.
Prerequisite: Consent of instructor. This course is designed for the student who needs additional hours as required by the State Board of Cosmetology or for the student who needs additional preparation for the State Board examination. It is recommended for the licensed cosmetologist who desires to update knowledge and skills. 30 instructional hours (May be taken for credit up to five times.)

**CSP 0920 Cosmetology Review –
Manicuring/Pedicuring/Nail
Extensions Specialist** 4 voc. cr.
This course will provide instruction on safety and sanitary measures relative to manicuring and pedicuring; nail structures; nail irregularities and diseases; artificial and sculptured nails and extensions; manicuring and pedicuring; massage of the hands and feet; and Florida Cosmetology law and rules. Lab fee required. 120 hours of instruction

**CSP 0921 Cosmetology Review –
Facial Specialist** 9 voc. cr.
This course will provide instruction on the safety and sanitary measures relative to facials; a study of the skin and its structure, functions, and abnormalities; the basic massage movements in performing a facial; how to select appropriate cosmetics, and the techniques used in applying make-up; how to apply false eyelashes; how to tint lashes and brows; and Florida Cosmetology law and rules. Lab fee required. 270 hours of instruction



Criminal Justice

CCJ 1000 Crime and Delinquency 3 cr.
This course presents a general review of the juvenile delinquency problem, to include current theories of crime and delinquency, causal factors, and treatment. 48 class hours

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. 48 class hours

**CCJ 1400 Police Organization and
Administration** 3 cr.
This course covers the principles of organization and administra-

tion in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. 48 class hours

CCJ 1401 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. 48 class hours

CCJ 2026 Police Role in Crime 3 cr.
A general orientation into the primary theories and types of crime in American society. The focus is on crimes against the person and conventional property crimes. Other topics include organized crime, white collar crime, and antisocial (psychopathic) offenders. The role of the police officer is emphasized in all aspects of the legal system. 48 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. 48 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 examines selected criminal offenses. 48 class hours

CCJ 2250 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. 48 class hours

**CJD 0000 Law Enforcement/Basic
Recruit Certificate—19 voc. cr.**
The basic recruit course is established for the purpose of providing job-related training at the entry level to candidates for full-time or part-time law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Lab fee required (see Page 18). 570 hours of instruction

**CJD 0003 Correctional
Officer Certificate—15 voc. cr.**
The purpose of this program is to prepare students for employment as correctional officers or jailers. The program prepares students for certification as correctional officers in accordance with Florida Statutes. Lab fee required (see Page 18). 450 hours of instruction

**CJD 0100 Law Enforcement
Auxiliary Officer Certificate—4 voc. cr.**
This program is designed to prepare students for employment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer. 120 clock hours

CJD 0901 Bail Bonding Certificate—3 voc. cr.
The purpose of this program is to prepare students for employment as surety or bonding agents. The program prepares students for certification as bail bonding agents. A certification of completion of the prescribed program must be sent to the Bureau of Licensing, Department of Insurance, Larson Building, Tallahassee, Florida 32301 in order for the student to take the Florida Bail Bonding examination. 90 hours of instruction

CJT 1100 Criminal Investigation 3 cr.
This course provides an introduction to criminal investigation procedures. It includes the topics of theory of an investigation, case preparation, specific techniques for selected offenses, questioning witnesses and suspects, and problems in criminal investigation. 48 class hours

CJT 1110 Introduction to Criminalistics 3 cr.
This is a general course in the scientific aspects of criminal investigation with the 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 are discussed to the extent necessary to familiarize the student with the capabilities and limitations of advanced police science laboratory. 48 class hours

Dental Assisting

DEA 0700A Dental Assisting I 16 voc. cr.
Prerequisite: Admission to the Dental Assisting Program. This course introduces general and specific content for the Dental Assisting student. General studies include communication, psychology, and child management. Biomedical science content includes human anatomy and physiology, microbiology, nutrition, and client counseling. Dental science content includes dental materials; specific oral, head, and neck anatomy; oral pathophysiology; and pharmacology. Simulated clinical experiences are provided. Laboratory fee and professional liability fee required. Additional campus laboratory hours may be required. 480 hours of instruction

DEA 0700B Dental Assisting II 16 voc. cr.
Prerequisite: DEA 0700A. This course provides expanded concepts and supervised practice for the Dental Assisting student. Content includes clinical specialties, office management, legal and ethical considerations, professional organizations, chairside assisting, radiography, office emergencies, and preventive dentistry. Simulated clinical experiences are provided. Laboratory fee required. Additional campus lab hours may be required. 480 hours of instruction

DEA 0700L Dental Assisting Clinical 8 voc. cr.
Prerequisite: DEA 0700B. This course provides the student with clinical experiences in dentists' offices and clinics under the supervision of faculty and dentists. Experiences are inclusive of chairside assisting, dental office assistant responsibility, radiography, client instruction, and campus seminars. Student achievement in this course is graded as Satisfactory/Safe or Unsatisfactory/Unsafe. Laboratory fee required. 240 hours of instruction

Dental Hygiene

DEH 1003 Dental Hygiene I 4 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1003L, DES 1020, DES 1020L, and DES 1200C. This is a pre-clinical course designed to provide the foundation for the clinical practice of dental hygiene. The content includes the types and uses of dental equipment, operation and maintenance of equipment, principles of asepsis, sterilization techniques, and procedures for obtaining medical/dental histories and oral cavity examinations. The role of the dental hygienist, professional relationships, and communication skills are emphasized. Major emphasis is placed on beginning instrumentation skills. 64 lecture hours

DEH 1003L Dental Hygiene I Clinical 4 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DEH 1003. This course provides instruction and supervised practice of instrumentation skills and other clinical procedures performed on student partners and manikins. Stu-

dent achievement in this course is graded as Satisfactory/Unsatisfactory. Lab fee and professional liability insurance are required (see Page 18). 128 laboratory hours

DEH 1800 Dental Hygiene II 1 cr.
Prerequisites: DEH 1003 and DEH 1003L. Corequisites: DEH 1800L, DES 1100C, and DES 1030. This course is a continuation of DEH 1003. Topics include instrument sharpening, ultrasonic instrumentation, root planing, treatment planning, recall, and desensitization of root surfaces. Theory in basic procedures to manage medical emergencies is addressed. 16 lecture hours

DEH 1800L Dental Hygiene II Clinical 4 cr.
Prerequisites: DEH 1003 and DEH 1003L. Corequisite: DEH 1800. In this second clinical course, students begin patient care in the dental clinic. Emphasis is placed on patient assessment, instrumentation, radiographs, and topical fluoride application. Student achievement in this course is graded as Satisfactory/Unsatisfactory. Lab fee required (see Page 18). 128 clinical and laboratory hours

DEH 2005 Dental Hygiene III 1 cr.
Prerequisites: DEH 1800 and DEH 1800L. Corequisites: DEH 2602, DEH 2802L, and DES 2044. This course is designed to introduce the theory and techniques of pit and fissure sealants and gingival curettage and to provide knowledge and understanding of dental hygiene care for patients with special needs. 16 lecture hours

DEH 2602 Periodontics 2 cr.
Prerequisite: DEH 1800, DEH 1800L, and DES 2044. Corequisites: DEH 2005 and DEH 2802L. The course covers the etiology, classification, diagnosis, treatment, and maintenance of the periodontal patient. 32 lecture hours

DEH 2701 Community Dental Health 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2810 and DEH 2804L. This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be responsible for assessing, planning, implementing, and evaluating procedures in a community oral health program. 32 lecture hours

DEH 2702L Community Dental Health Clinical 2 cr.
Prerequisite: DEH 2701. Corequisites: DEH 2830 and DEH 2830L. This clinical provides the student with the opportunity to apply the principles of public and community dental health. Project implementation and evaluation will be included. Lab fee and professional liability insurance fee required (see Page 18). 64 clinical hours

DEH 2802L Dental Hygiene III Clinical 5 cr.
Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DEH 2005. This course will provide ongoing clinical experiences in total patient care. Instrumentation, radiographic skills, patient education, and treatment planning are emphasized. Student achievement in this course is graded as Satisfactory/Unsatisfactory. Lab fee and professional liability insurance fee required (see Page 18). 160 clinical and laboratory hours

DEH 2804L Dental Hygiene IV Clinical 7 cr.
Prerequisites: DEH 2005, DEH 2802L, and DES 2050. Corequisites: DEH 2701 and DEH 2810. This course provides an ongoing and expanded clinical experience. Emphasis is placed on proficiency in oral prophylaxis, radiographic treatment, expanded functions, root planing, dietary analysis, treatment planning, diagnostic models, and nitrous oxide conscious sedation. The care of patients with special dental needs is addressed. Student achievement in this course is graded as Satisfactory/Unsatisfactory. Lab fee and professional liability insurance fee required (see Page 18). 224 clinical and laboratory hours

EDG 1942 Teacher Aide Practicum 3 cr.
Prerequisites: ENC 1101, EEC 1700, EDG 1315, EDG 1316; MGF 1202 or MAT 0003. The student will be assigned to school settings to gain experience as a teacher aide. The experience will be structured by objectives, monitored, and evaluated. 117 practicum hours

EEC 1700 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 essential for achieving the experiences and attitudes that characterize an enriched school program. Observations of children in school situations are required. 48 class hours

EEC 2311 Preschool and Early Childhood 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. 48 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. 48 class hours

Electronic Engineering Technology

CET 2114C Digital Electronics 4 cr.
Prerequisite: EET 1015C. 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. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

CET 2121C Microprocessor Programming Principles 4 cr.
Prerequisite: CET 2114C. Corequisite: EET 2142C. This course introduces the student to microprocessor fundamentals and microprocessor programming techniques. Several microprocessor types will be studied. Lab work includes writing, debugging, and running microprocessor programs. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

CET 2123C Digital Systems 4 cr.
Prerequisites: EET 2142C and CET 2121C. This course examines microprocessor-based computer systems. Subjects include input-output fundamentals and programming data conversions, using higher level languages (BASIC) as a system controller and troubleshooting aid; peripheral systems (printers, terminals, etc.); system simulation; and system troubleshooting. Laboratory work involves programming in assembler and higher level languages, peripheral equipment investigation, system simulation, and system troubleshooting. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

CET 2152C Microcomputer Hardware and Software Fault Analysis 4 cr.
Prerequisite: Permission of instructor. This course presents topics which cover typical board layouts and hardware locations of functional elements, to include fault location; the function of control lines and associated faults; and input/output faults between the MPU/CPU and peripherals. This course also involves the study and use of operating systems in diagnostic software for fault location. The IBM compatible XT and AT systems will be studied. 48 lecture hours, 32 laboratory hours

CET 2186C Peripheral Device Repair 3 cr.
Prerequisite: Permission of instructor. This course is designed to teach students the functions performed by peripherals, troubleshooting techniques, and repair techniques. Students are also taught how to use calibration equipment, to configure new systems, and to cable and adjust equipment when required. The peripherals to be discussed in this course include disk drives, printers, modems, and monitors. 32 lecture hours and 32 laboratory hours

CET 2341C Microprocessor Controllers for Machines and Robots 4 cr.
Prerequisites: EET 2142C and CET 2121C. This course teaches microprocessor control of physical systems, typically open loop and closed loop control of systems. Topics include numerical control and stepper drives in open loop systems, open and closed loop robotic systems. Functional elements include transducers, D/A and A/D converters, look-up tables, real time counters, interface circuits, and handshake circuits. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

EET 1002 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 subsystems. 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. 48 class hours

EET 1015C Electronics I 5 cr.
Prerequisite: Appropriate score on MAPS Elementary Algebra Test or permission of instructor. This course begins with the basic concepts of electricity. The primary topics include: charge; current flow; potential difference; resistance; Ohm's Law; series and parallel circuits; Kirchoff's, Thevenin's, and Norton's laws; and the Superposition Theorem. Laboratory experiments are used to verify all concepts discussed. The use of DC measuring instruments is incorporated. Alternating current and the 60 Hz power line are introduced. Lab fee required (see Page 18). 64 lecture hours and 32 laboratory hours

EET 1025C Electronics II 5 cr.
Prerequisite: EET 1015C and appropriate score on MAPS Elementary Algebra Test or permission of instructor. 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. Lab fee required (see Page 18). 64 lecture hours and 32 laboratory hours

EET 1148C Electronic Analysis I 4 cr.
Prerequisite: EEV 0812. This course is designed to provide a background in D.C. network analysis, A.C. network analysis, and coupled circuit analysis. This course introduces the student to

simplification and analysis procedures of multisource D.C. and A.C. circuits using various analysis techniques and network theorems. Lab fee required (see Page 18). 48 lecture hours, 32 laboratory hours

EET 1149C Electronic Analysis II 4 cr.
Prerequisite: EET 1148C. This course provides the student with concepts and experiences in design and analysis of discrete solid-state circuits. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

EET 2142C Electronics III 4 cr.
Prerequisites: EET 1025C and ENC 1102. This course is a study of subsystems for linear/analog electronics. The subsystem classifications are amplifiers, signal controlled switches, and special functions. Topics of study involve discrete and integrated circuit types, circuit examples include amplifiers, comparators, pnpn switches, oscillators, voltage regulators, signal shaping and timing functions. Laboratory experimentation verifies all concepts presented. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

EET 2145C Electronics IV 4 cr.
Prerequisite: EET 2142C. This course introduces the student to the use of linear integrated circuits in design, analysis, and troubleshooting of analog circuits, functional elements, subsystems, and systems. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

EET 2215C Electronic Instrumentation 4 cr.
Pre or corequisite: EET 2142C. Basic concepts, theory, and operation of varied electronic 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 analyzers. Emphasis is placed on setup and operation of instruments in actual measuring situations. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

EET 2326C Electronic Communications 4 cr.
Prerequisite: EET 2142C. This course presents the communication process as a system. Topics are viewed as transmitters, receivers, and media of transfer. Specific items include the study of AM and FM radio, microwave, and laser technology principles. Laboratory work involves the verification of principles using commercial hardware. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

EET 2605C Electronic Fabrication Techniques 5 cr.
Prerequisite: Consent of instructor. This course is designed to introduce the student to electronic fabricating, recording, and reporting techniques. Topics include breadboards, printed circuit boards, enclosure design/fabrication, and soldering/desoldering techniques. During the course, students are expected to use hand and power tools to complete a laboratory project. Additionally, this course introduces the student to entrepreneurship concepts. 48 lecture hours and 64 laboratory hours

EST 2124C Robot and Numerical Control Mechanics 5 cr.
This course presents topics in the mechanics of robots and numerically controlled machines. The resolution and accuracy of open loop and closed loop positioning are covered. Degrees of freedom for machine dexterity are covered. Homing and reference points are determined for numerical controls. Tooling and locators are discussed for production robots. Position, velocity, and acceleration/deceleration characteristics are analyzed. 48 lecture hours and 64 laboratory hours

EST 2224C Fiber Optics Technology 4 cr.
Prerequisite: EET 2142C or permission of instructor. This course discusses the principles of fiber-optic transmission of signals,

the types of transmitters, and the types of receivers. Within the course, fiber-optic performance and cost factors are compared to traditional transmission modes. 48 lecture hours and 32 laboratory hours

EST 2424C Medical Electronics 4 cr.
Prerequisite: EET 2142C. 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, and ECG equipment. Hands-on experience is gained through laboratory experiments. 48 lecture hours and 32 laboratory hours

ETD 1380C CAD/CAM Drawing 3 cr.
Prerequisite: Permission of instructor. This course will present an introduction to computer-aided manufacturing (CAM) with emphasis on computer-aided design (CAD) of parts. It covers parts design, tooling overlays, assembly overlays, and parts lists. The student will use a CAD system to design a part, make a tooling overlay, and set up tooling data for a numerically controlled machine. Lab fee required (see Page 18). 16 lecture hours and 64 laboratory hours

ETD 1651C Electronics Drawing 2 cr.
This course is designed to provide the student with an introduction to and practical applications of basic drafting techniques, schematic and pictorial symbols, conversions, between pictorial diagrams and schematic diagrams, printed circuit boards, artwork and layout techniques, logic symbol, and diagram layout techniques. Lab fee required (see Page 18). 8 lecture hours and 48 laboratory hours

PHY 2001C Technical Physics for Electronics 4 cr.
Prerequisite: MAC 1114. This course teaches principles as applied to various physical energy forms. Particular emphasis is placed upon mechanics, heat, light, and sound energy systems. Energy transducers are introduced as forms of input to microcomputer control systems, medical electronics, and communication systems. Laboratory work is used to verify principles presented. 48 lecture hours and 32 laboratory hours

Electronic Technology

EEV 0811 D.C. Circuits 5 voc. cr.
Prerequisite: MTB 0327. This course is designed to provide the student with the theoretical concepts and practical applications as related to direct current (D.C.) circuits. 150 hours of instruction

EEV 0812 A.C. Circuits 5 voc. cr.
Prerequisite: EEV 0811. This course is designed to develop the principles of alternating current (A.C.) circuits in a manner that can be readily measured in the laboratory. The principles are used to construct circuit subsystems such as resonant circuits, low pass filters, high pass filters, bandpass and notch filters, attenuators, differentiators, and integrators. 150 hours of instruction

EEV 0813 Solid State Devices 5 voc. cr.
Prerequisite: EEV 0812. This course is designed to introduce the student to diode circuitry, transistor circuitry, and various test instruments. The student will learn to analyze and troubleshoot industrial diode and transistor circuits. 150 hours of instruction

EEV 0814 Analog Circuits 5 voc. cr.
Prerequisite: EEV 0813. This course introduces the student to analog circuits, power supply circuits, and various test instruments. The course also affords the student an opportunity to analyze and troubleshoot integrated and power supply circuits. 150 hours of instruction

EEV 0815 Digital Fundamentals 5 voc. cr.
Prerequisite: EEV 0812. This course is designed to provide the student with the theoretical concepts and practical applications

of digital circuits. Topics presented in this course are number systems, basic logic gates, flip-flops, registers and counters, memory circuits, and arithmetic logic units. 150 hours of instruction

EEV 0816 Microprocessor Fundamentals 5 voc. cr.
Prerequisite: EEV 0815. This course provides the student with the concepts necessary to develop the architecture of a computer using digital subsystems, microprocessor instruction sets, and microprocessor programming techniques. In the course, assembly language programming is developed to study the function of the computer during the performance of normal tasks. Diagnostic techniques are introduced to analyze the computer in the failure mode. 150 hours of instruction

EEV 0818 Instrumentation 2 voc. cr.
Instrumentation is designed to provide the student with the theories of operation to a wide range of test equipment, to their proper use, and to the proper interpretation of the instruments' indications. This information will be presented in theory and applied in the laboratory. 60 hours of instruction

EEV 0821 Laboratory Techniques 5 voc. cr.
This course acquaints the student with Occupational Safety & Health Administration (OSHA) standards, with the proper procedures for making electrical connections, with the identification and use of hand and power tools, soldering and desoldering techniques, and with the format for making oral and written laboratory reports. 150 hours of instruction

EEV 0829 Employment Skills and Entrepreneurship 1 voc. cr.
This course provides students with employment and entrepreneurship skills. The employment skills presented include how to get a job, how to keep a job, and how to make job changes appropriately. The entrepreneurship concepts include the identification of needed business skills. 30 hours of instruction

MTB 0327 Mathematics for Electronics 2 cr.
Prerequisite: Appropriate TABE score (minimum 10th-grade level in math). This course is designed to provide students with algebraic and trigonometric concepts required for the electronics courses taught in the Vocational Certificate in Electronics program. Concepts taught in this course include: sign numbers, ratio and proportions, exponents, factoring, graphing, algebraic functions, and basic mathematic skills. 60 hours of instruction

Emergency Medical Services

EMS 1119C Emergency Medical Technology 6 cr.
This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated clinical laboratory setting. Successful achievement of the American Heart Association Basic Life Support Certification must be accomplished by the end of the course or prior to clinical experiences for students concurrently enrolled in EMS 1431. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee required (see Page 18). 64 lecture hours and 64 laboratory hours

EMS 1431 Emergency Medical Technology Clinical 1 cr.
Pre or corequisite: EMS 1119C. This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Prior to participating in the clinical experiences, students who are concurrently enrolled in EMS 1119C and EMS 1431 must be Basic Life Support Certified, must meet the age requirements of local EMS agencies, and must submit to a physical examination as required by state law. Stu-

dent performance in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." Professional Liability Insurance fee required (see Page 18). 32 clinical hours

EMS 2274C Paramedics I 8 cr.
Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisite: EMS 2444. This course presents advanced theory and simulated clinical laboratory experience in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. Lab fee and Professional Liability Insurance fee required (see Page 18). 96 lecture hours and 64 simulated clinical laboratory hours

EMS 2275C Paramedics II 8 cr.
Prerequisites: HSC 2531, EMS 2274C, and EMS 2444. Corequisite: EMS 2465. This course continues advanced theory and simulated clinical laboratory experiences in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. The American Heart Association Advanced Cardiac Life Support Certification Course is presented. Successful achievement of ACLS Provider certification at the conclusion of the weekend training activity is required. Lab fee required (see Page 18). 80 lecture hours and 96 simulated clinical laboratory hours

EMS 2444 Paramedics Clinical I 4 cr.
Prerequisite or corequisite: HSC 2531. Corequisite: EMS 2274C. Supervised clinical experiences are provided in hospital critical care units, electrocardiography, respiratory therapy and emergency departments, and with intravenous therapy teams and the medical director. Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." This course must be taken in conjunction with EMS 2274C. 128 clinical hours

EMS 2458 Paramedics Internship 6 cr.
Prerequisites: EMS 2275C, EMS 2465, and American Heart Association Advanced Cardiac Life Support Certification. The internship provides for supervised practice on intensive care rescue vehicles, during which a minimum of 15 ALS contacts and specific skills must be satisfied. Paramedic preceptors, faculty, and the Medical Director participate in the supervision of the student. Classroom experiences are provided for review of knowledge and skills. A final comprehensive written and skills examination must be successfully completed at the end of the course. Additional internship hours may be required to satisfy minimum ALS contacts and skills requirements. Student performance in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." Laboratory fee required (see Page 18). 32 lecture hours and 144 clinical internship hours

EMS 2465 Paramedics Clinical II 8 cr.
Prerequisites: EMS 2444 and HSC 2531. Corequisite: EMS 2275C. Supervised clinical experiences are broadened and extended to include Advanced Life Support Rescue Units. Hospital experiences are extended to include the operating room and labor and delivery rooms, and the morgue. Pediatric experiences are provided. Supervised experiences are provided with the medical director in the emergency room. Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." This course must be taken in conjunction with EMS 2275C. 256 clinical hours

HSC 2531 Medical Terminology I 3 cr.
This course is directed toward the learning of medical terminology needs for medical personnel, medical secretaries, technicians, or any other persons interested in related medical fields. The learning of the medical language is organized according to body systems and includes the fundamental understanding of the anatomy, physiology, and disease process of each system to include basic word structure, analysis of a medical paper, terms pertaining to the body, suffixes and prefixes, digestive system, urinary system, nervous system, cardiovascular system, respiratory system, and the musculoskeletal system. 48 class hours

HSC 2532 Medical Terminology II 3 cr.
Prerequisite: HSC 2531. This course is a continuation of HSC 2531, to include male and female reproductive systems, blood and lymphatic systems, skin, sense organs, the endocrine system, cancer medicine, radiology and nuclear medicine, pharmacology, and psychiatry. 48 class hours

English

AML 2010 American Literature I 3 cr.
Prerequisite: ENC 1101 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. 48 class hours

AML 2022 American Literature II 3 cr.
Prerequisite: ENC 1101 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. 48 class hours

CRW 2000 Creative Writing 3 cr.
Prerequisite: ENC 1101 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 are included. 48 class hours

***ENC 0010 Fundamentals of Writing** 4 cr.
See College Preparatory Courses.

***ENC 0080 Basic Grammar** 4 cr.
See College Preparatory Courses.

ENC 1101 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. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" must be attained. 48 class hours

ENC 1102 English Composition II 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). This course 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. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" must be attained. 48 class hours

ENC 1122H English Composition II (Honors Course) 3 cr.
Prerequisite: Permission for admission to honors courses and ENC 1101 with a "B" or higher. This course provides an intensive course of study in composition and literary criticism for academically-gifted students. It emphasizes extensive library research and the expanded use of primary resources in the preparation of formal written assignments. Supplementary readings and individual faculty conferences are required. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" or higher must be attained. Credit cannot be earned for both ENC 1102 and ENC 1122H. 48 class hours

ENL 2013 British Literature I 3 cr.
Prerequisite: ENC 1101 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, Johnson, Milton, Pepys, Defoe, Swift, and Goldsmith. 48 class hours

ENL 2023 British Literature II 3 cr.
Prerequisite: ENC 1101 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. 48 class hours

JOU 2100 Journalistic Writing and Reporting 3 cr.
Prerequisite: ENC 1101 or consent of instructor. 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. 48 class hours

OST 2335 Business Communications 3 cr.
See Business Courses.

***REA 0001 Basic Reading** 4 cr.
See College Preparatory Courses.

***REA 0002 Fundamentals of Reading** 4 cr.
See College Preparatory Courses.

REA 1105 College Reading Techniques 3 cr.
See Reading Courses.



Environmental Science

EVR 1001 Introduction to Environmental Science 3 cr.
The student is introduced to the process of maintaining patterns of interrelationships of plants and animals with their environments and biological communities, enabling students to make intelligent environmental decisions. The topics include ecosystems, communities, and populations; soils; pesticides; energy sources; local and current topics; air and water pollution; and land use planning. One required field trip. 48 class hours

EVS 0229 Wastewater Plant Operation Level "C" Certificate—4 voc. cr.
This program is designed to prepare students for initial employment as sewage plant operators. Students who complete the program successfully are eligible for certification as Level "C" Wastewater Treatment Plant Operators. 120 clock hours

EVS 0249 Water Treatment Plant Operation
Level "C" Certificate—4 voc. cr.

This program is designed to prepare students for employment as water treatment plant operators. Students who complete the program successfully are eligible for certification as Level "C" Water Treatment Plant Operators. 120 clock hours

GLY 2155 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. 48 class hours

Fire Science Technology

FFP 0005 Firefighting Certificate—10 voc. cr.

The purpose of this program is to prepare students for employment as firefighters. The program prepares students for certification as firefighters in accordance with Florida Statutes. Lab fee required (see Page 18). 300 hours of instruction.

FFP 0081 Volunteer Firefighting Certificate—1 voc. cr.

The purpose of this program is to prepare students for non-paid employment as volunteer firefighters. This course meets the requirements of the State Fire Marshal Standards and Training Commission. 30 clock hours

FFP 1000 Introduction to Fire Science 3 cr.

This course will cover various aspects of fire science and related fields. The history and philosophy of fire science will be discussed along with the organization, purpose, and functions of fire departments and other agencies involved in firefighting and fire prevention. This course will also survey professional fire protection career opportunities. 48 class hours

FFP 1110 Fire Company Management 3 cr.

This course will cover the concepts of fire company management as they pertain to fire science. Emphasis will be placed on development of the fire officer in maintaining discipline and morale; supervising a fire company; and good public relations, including reports, training, company fire inspections, and pre-fire planning. 48 class hours

FFP 1130 Fire Company Leadership 3 cr.

This course will cover the basic concepts of fire company leadership as they pertain to fire science. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. 48 class hours

FFP 1150 Methods and Techniques of Fire Science Instruction 3 cr.

This course will cover the modern methods and techniques of instruction for fire science. Various methods of teaching will be discussed and demonstrated with emphasis placed on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. 48 class hours

FFP 1200 Introduction to Fire Inspection and Prevention 3 cr.

This course will cover the various aspects of prevention and inspection as they relate to fire science and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours

FFP 1240 Fire Detection and Investigation 3 cr.

This course will cover the principles of determining the point of origin and the cause of fire as well as the methods of recognizing fires of suspicious origin. The origin of known fire causes

will be studied to enable the fire investigator to complete a more thorough investigation. The topics of preliminary investigations and the preservation of evidence will also be discussed. 48 class hours

FFP 1292 Fire Inspection — Health & Rehabilitative Services (HRS) Inspection 3 cr.

Prerequisites: FFP 1200, FFP 1620, FFP 1300, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulations, and HRS regulations as they apply to Health & Rehabilitative Services offices, buildings, and programs. This course will, upon successful completion, qualify the student to take the State Certification Exam for HRS Inspection. 48 class hours

FFP 1293 Fire Inspection — Department of Education (DOE) Inspection 3 cr.

Prerequisites: FFP 1200, FFP 1620, FFP 1300, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulations, and DOE regulations as they apply to Department of Education offices and buildings. This course will, upon successful completion, qualify the student to take the State Certification Exam for DOE Inspection. 48 class hours

FFP 1300 Building Construction and Codes 3 cr.

This course will cover the various types of building construction and renovation practices, along with their relationship to fire and firefighting. The different building codes used in the United States will be examined. Emphasis will be placed on methods of evaluating the potential dangers to the firefighting forces as a result of the type of construction or methods of renovation. 48 class hours

FFP 1326 Blueprint Reading & Plans Examination 3 cr.

Prerequisite: FFP 1300. This course will cover the various aspects of blueprint reading and plans examination by dealing with standard signs and symbols used on prints. The history of print development will be discussed, along with the different styles used by architects and engineers. Special attention will be paid to those sections of the plans that deal with fire prevention and protection. 48 class hours

FFP 1410 Firefighting Tactics and Strategy I 3 cr.

This course will teach the basic concepts involved in firefighting. The topics will include: fire behavior; firefighting fundamentals; and principles of extinguishment, along with the utilization of proper size-up and the beneficial use of firefighters and firefighting equipment. Pre-planning and its benefits will also be discussed. 48 class hours

FFP 1420 Firefighting Tactics and Strategy II 3 cr.

Prerequisite: FFP 1410. This course will cover advanced tactics and strategy to be used at a major or unusually difficult fire scene. The principles to be utilized on the fire ground for maximum manpower and equipment use will be studied, along with fire ground administration for all types of fire and emergency situations. Emphasis will be placed on developing skills required during crisis situations. 48 class hours

FFP 1620 Private Fire Protection Systems 3 cr.

This course will explore the various privately-owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler systems, standpipe systems, and special agent fixed extinguishing systems, along with fire detection and alarm systems. 48 class hours

FFP 2500 Hazardous Materials I 3 cr.

This course will cover the characteristics, transportation, and storage hazards of flammable and combustible solids, liquids, and gases. Emphasis will be placed on the Department of

Transportation and National Fire Protection Association Systems for marking, control, and extinguishment of hazardous materials during thermal destruction. Additionally, the course will explore the National Chemical Registry Point and Information Center System. 48 lecture hours

FFP 2501 Hazardous Materials II 3 cr.
Prerequisite: FFP 2500 or permission of instructor. This course is an in-depth look at the materials considered to be hazardous while in transportation and storage. Emphasis will be placed on the chemical make-up of such materials as well as the possible reaction of such materials with other substances. 48 lecture hours

FFP 2600 Fire Apparatus Practices 3 cr.
This course is designed as a Pump Operator's class. It will cover driving techniques, construction and maintenance of fire apparatus, operation of pumping engines, fire ground hydraulics, and vehicle safety. 32 lecture hours and 32 laboratory hours

Floral Design

ORV 0150 Floral Design and Marketing Certificate—7 voc. cr.
This program is designed to develop the fundamental competencies necessary for employment in the floral design and marketing industry. Topics include: introduction to the floral industry, human relations skills that are vital to the field, communication, and employability skills. 210 clock hours

French

FRE 1120 Beginning French I 4 cr.
The purposes of this course are to introduce students to the four skills (listening, speaking, reading, and writing) of the target language and to encourage students to appreciate the cultural contributions of the countries in which the language is spoken. 48 lecture hours and 32 laboratory hours

FRE 1121 Beginning French II 4 cr.
Prerequisite: FRE 1120 or consent of instructor. The purpose of this course is to reinforce the basic skills previously acquired. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 48 lecture hours and 32 laboratory hours

FRE 2200 Intermediate French I 4 cr.
Prerequisites: FRE 1121, two years of high school French, or the equivalent. This course will provide an advanced level of communication skills for students who have successfully completed FRE 1121 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 48 lecture hours and 32 laboratory hours

FRE 2201 Intermediate French II 4 cr.
Prerequisite: FRE 2200. A further development of communication skills with continued emphasis on oral communication through speaking and listening exercises. Reading in contemporary French prose, including authors from André Gide to Alain Robbe-Grillet will be included. 48 lecture hours and 32 laboratory hours

German

GER 1120 Beginning German I 4 cr.
This course will introduce beginning students in German to the four communication skills (listening, speaking, reading, and writing); emphasize the correct usage of grammar; develop skills using basic vocabulary; and sensitize students to the cultural contributions of the countries in which German is spoken. 48 lecture hours and 32 laboratory hours

GER 1121 Beginning German II 4 cr.
Prerequisite: GER 1120. This course will reinforce, expand, and review the basic German skills previously acquired; develop increased listening, speaking, reading, and writing skills; extend knowledge of grammar; and increase cultural awareness. Content will include more advanced language structures and idiomatic expressions, with a particular emphasis on vocabulary and conversational skills. 48 lecture hours and 32 laboratory hours

GER 2200 Intermediate German I 4 cr.
Prerequisite: GER 1121, two years of high school German, or the equivalent. The content should include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary—for practical purposes, including writing. Reading selections should be varied. 48 lecture hours and 32 laboratory hours

GER 2201 Intermediate German II 4 cr.
Prerequisite: GER 2200. This course will reinforce, expand, and review the intermediate German skills previously acquired. The content should include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 48 lecture hours and 32 laboratory hours

Geography

GEA 2000 World Regional Geography 3 cr.
A regional study of the relationship between humans and their natural environment, with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. 48 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. 48 class hours

Health

CPT 0994 Electrocardiograph Technology Certificate—20 voc. cr.
The purpose of this program is to prepare students for employment as electrocardiograph (EKG) technicians. This course includes: medical terminology; CPR; overview of human anatomy/physiology, with emphasis on cardiovascular systems; EKG interpretations; and monitoring skills. Lab fee and professional liability insurance fee required (see Page 18). 600 clock hours



HCP 0100 Nursing Assistant/Geriatric and Rehabilitative Aide Certificate—7 voc. cr.
This program is designed to prepare students for employment as nursing assistants/nurse aides in nursing homes. Successful completion of the program prepares the student for certification for employment as a Nursing Assistant in a nursing home in accordance with Florida Statutes. Professional liability insurance required (see Page 18). 210 hours of instruction

HCP 0600 Patient Care Assistant Certificate—12 voc. cr.
This program is designed to fulfill the clinical and instructional components of an approved Nursing Assistant Program. Students who successfully complete this program are eligible to take the Florida Nursing Assistant Examination. Lab fee and professional liability insurance fee required (see Page 18). 360 clock hours

HSA 1194 Introduction to Microcomputers in Health Care 1 cr.
This course is designed for the student majoring in nursing or allied health. It includes the study of basic computer terminology and a study of the uses of computers in health care agencies. The student will have hands-on experience in using the microcomputers with such applications as may be used in the health fields. Lab fee required (see Page 18). 16 class hours

HSC 1100 Personal and Community Health 3 cr.
A study of health problems that are of major importance to society. Emphasis is on the general principles involved in the present understanding of health-related areas. 48 equivalent hours

HSC 1400 Standard First Aid and Personal Safety 1 cr.
A course dealing with first aid skills 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. 8 lecture hours and 24 laboratory hours

HSC 1402 Advanced First Aid and Emergency Care 3 cr.
Designed to meet the needs of individuals or groups who are in a position to provide first aid emergency care frequently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. 32 lecture hours and 32 laboratory hours

HSC 2531 Medical Terminology I 3 cr.
See Emergency Medical Services Courses.

HSC 2532 Medical Terminology II 3 cr.
See Emergency Medical Services Courses.

HUN 1001 Nutrition 3 cr.
This course presents the concepts of nutrition, including the six major classes of nutrients, their digestion, and utilization by the body. Investigation of controversies in nutrition and guidelines for planning nutritionally adequate meals are included. 48 class hours

MLT 0042 Phlebotomy Technician Certificate—6 voc. cr.
The purpose of this program is to prepare students for employment as blood bank or plasma center donor screeners or as phlebotomists. Professional liability insurance fee required (see Page 18). 180 clock hours

MYS 0990 Medical Records Transcribing Certificate—14 voc. cr.
This program is designed to prepare students for employment as health records technicians or medical records specialists. It prepares the graduate to take the national exam to practice as a Certified Medical Records Transcriptionist. Professional liability insurance fee required (see Page 18). 420 clock hours

OFT 0505 Medical Office Assistant Certificate—15 voc. cr.
See Business Courses.

WCL 0997 Health Unit Coordinator Certificate—15 voc. cr.
This program is designed to prepare students for employment as health unit coordinators. Some of the skills included in the program are interpreting medical terminology; performing clerical duties; reading, interpreting, and transcribing physicians' orders; legal and ethical responsibilities; and performing supervised clinical duties. Professional liability insurance fee required (see Page 18). 450 clock hours

History

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 Civil War. 48 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, economic and world affairs since World War II. 48 class hours

AMH 2070 History of Florida 3 cr.
This course begins with the influence of geography on early Native American cultures of the region. The economic, social, and political background of Florida is developed chronologically, from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. 48 class hours

AMH 2091 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 to the present. 48 class hours

EUH 1000 Western Civilization I 3 cr.
The 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 the social, economic, and cultural trends of each period. 48 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 the social, economic, and cultural developments. 48 class hours

Honors

JENC 1122H English Composition II (Honors) 3 cr.
See English Courses.

IDS 2290H Introduction to Asian Arts & Letters (Honors) 3 cr.
See Interdisciplinary Courses.

Hospitality Management

FOS 2201 Food Service Sanitation and Safety 3 cr.

A study of the agents that cause foodborne illness and the ways foods become contaminated with them. The principles of sanitary food handling and the necessity of maintaining safe and sanitary facilities for the well being of the consumer and the employee are emphasized. 48 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. Basic functions and principles common to all types of food service are explored. Field trips and guest lectures representative of local food service establishments will be included. 48 class hours

FSS 1202C Basic Food Preparation 4 cr.

A lecture, demonstration, and laboratory course in principles of food preparation. All general categories are included, with emphasis on standards of quality preparation and service. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

FSS 1401 Food Service Equipment 3 cr.

A study is made of all types of quantity food service equipment as well as functional layout and design of quantity food service kitchens and service areas. Field trips to a variety of local establishments are included. 48 class hours

FSS 1500 Food Accounting and Cost Control 3 cr.

Prerequisite: MAT 0003 or appropriate MAPS score. The study of the policies, procedures, and computations involved in the food service industry and the methods used for controlling food, beverage, labor, and other costs. 48 class hours

FSS 1940 Hospitality Management Practicum I 3 cr.

Prerequisites: FSS 1004, FSS 1202C, FSS 1401, and FOS 2201; completed physical examination and student accident insurance coverage as required by Practicum Facility. The student must be at least 19 years of age before enrolling in this course. The course involves practical work experiences, related to the Culinary Arts and Hospitality Management curriculum. Physical examination and insurance costs are the student's responsibility and are not included in the fee structure of the college.

FSS 1941 Hospitality Management Practicum II 3 cr.

Prerequisites: FSS 1940 and FSS 2610. A continuation of FSS 1940.

FSS 1942 Hospitality Management Practicum III 4 cr.

Prerequisites: FSS 1941, FSS 1500, FSS 2120, and FSS 2300. A continuation of FSS 1941.

FSS 2120 Food Purchasing and Storage 3 cr.

A study of purchasing principles, procedures, and policies in quantity food service operations; includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. 48 class hours

FSS 2210C Quantity Food Preparation 4 cr.

Prerequisite: FSS 1202C and FSS 1401. A course consisting of lecture, demonstration, and experience in the principles of preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes, and portion control are included. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory 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 explore the role of the supervisor or manager in organizing and directing the work of employees and the responsibility for planning and coordinating their activities. Students will find it helpful if they have completed MNA 2300 and ENC 1102 prior to taking this course. 48 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. 48 class hours

Humanities

HUM 2211 Humanities I 3 cr.

Prerequisite: ENC 1102 (completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual, and aesthetic activities of the early Western Civilization: Ancient Greece and Rome, the formative period of the Judeo-Christian Tradition, and the European Middle Ages. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 class hours

HUM 2230 Humanities II 3 cr.

Prerequisite: HUM 2211 (completed with a grade of "C" or higher). A study of the culture of Western Culture from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 class hours

HUM 2700 Overseas Study in the Humanities 3 cr.

A course offering students a study/travel program centered around the cities and countries of the tour. The course will include field experiences, lectures, and discussions in the humanities area before, during, and after the tour. The student will gain an understanding and appreciation of the ideas and ideals that shaped the cultural heritage of Western Civilization through on-site study of the great works of art, music, architecture, drama, religion, and philosophy. Special fee: registration fees plus cost of trip. 48 lecture hours

Human Services

GEY 2000 Introduction to Gerontology 3 cr.

This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: physical and psychological aspects of aging; health and mental health issues; institutionalization; retirement; finances; recreation and leisure; death, dying, and bereavement; and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 48 class hours

HUS 1001 Introduction to Human Services 3 cr.

This course provides an overview of agency resources, functions, methods, and activities related to human services, theory, and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and



practices in human services. Extensive use will be made of guest speakers who represent community agencies and field trips to such agencies. 48 class hours

HUS 1110 Basic Counseling Skills 3 cr.
Prerequisite: HUS 1001 or PSY 1012. This course involves developing the skills of observation, recording, reporting, interviewing, and counseling. These skills are presented in the context of general counseling theory. 48 class hours

HUS 2525 Current Issues in Mental Health 3 cr.
Prerequisite: HUS 1110 or consent of instructor. This course offers an overview of major mental health disorders with emphasis on their attendant behaviors. The course emphasizes appropriate interaction between the health worker and the client as well as effects of mental disorders on the family and community. Issues involving deinstitutionalization and case management are included. 48 class hours

HUS 2531 Substance Abuse Counseling 3 cr.
Prerequisite: HUS 1110 or consent of instructor. This course is designed to prepare the human service worker to function in a variety of settings in which substance use/abuse is an issue. Content emphasized includes causes of abuse, nature of dependency, pharmacology, and effects of abuse on the individual, family, and community. Techniques of detection and intervention are presented and practiced in the classroom. Treatment modalities are discussed. 48 class hours

HUS 2940 Human Services Practicum I 3 cr.
Prerequisites: HUS 1001 and HUS 1110 or consent of instructor. This is a practicum course which requires a minimum of 117 hours. Students will be under supervision as human service workers in community agencies in the field. Regular meetings are held with the instructor. Student performance in this course is graded as Satisfactory/Unsatisfactory. Professional liability insurance fee is required (see Page 18).

HUS 2941 Human Services Practicum II 3 cr.
Prerequisites: HUS 2940 or consent of instructor. This course is a continuation of HUS 2940. This is a practicum course which requires a minimum of 117 hours. Students will be under the supervision of human services workers in community agencies. Regular meetings are held with the instructor. Student performance in this course is graded as Satisfactory/Unsatisfactory. Professional liability insurance fee is required (see Page 18).

Interdisciplinary

IDS 2290H Introduction to Asian Arts and Letters (Honors Course) 3 cr.

Prerequisite: Permission for admission to honors courses and ENC 1101 with a "B" or higher. An introduction to the aesthetic, intellectual, cultural, and literary traditions of three great Asian civilizations—China, India, and Japan. This course will examine Oriental ideas and ideals of human nature, the universe, social and spiritual reality, and individual existence as reflected in thought systems such as Buddhism and Taoism. Western images of contemporary Asian culture represented in popular American and British literature will augment a critical analysis of translated selections from the literature of each civilization. 48 class hours

SLS 1211 Individual Discovery 3 cr.

This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences that deal with personal growth and group developmental activities that place emphasis on the defining of individual goals and interests. 48 class hours

SLS 1501 College Survival Skills 3 cr.

This course is designed to help the student develop more effective and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and report preparation. 48 class hours

Landscape Operations

AGG 0473 Introduction to Plant Growing Media 3 voc. cr.

An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures in container production. Fertilizer materials and formulas and their relation to plants and soil are included. 90 hours of instruction

IPM 0631 Ornamental Plant Pest Control 3 voc. cr.

Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals are emphasized. 90 hours of instruction

ORH 0000 Introduction to Ornamental Horticulture 3 voc. cr.
An overview of the horticulture industry with particular emphasis in the ornamental segment. An introduction to plant parts, their functions, and growth requirements is included. 90 hours of instruction

ORH 0021 Ornamental Plant Propagation 3 voc. cr.
The methods of plant propagation, including sexual and asexual reproduction, are emphasized. Seeding, transplanting, seedling care, and production of ornamentals, flowers, citrus, and landscape trees are included. 90 hours of instruction

ORH 0220 Introduction to Lawns and Lawn Care 3 voc. cr.
An introduction to establishing and caring for lawns and other turf grasses. Selection, establishment methods, and maintenance of grasses are included. 90 hours of instruction

ORH 0251 Nursery Garden Center Operation 2 voc. cr.
An introduction to the ornamental nursery business. Nursery location, layout and design, and stock inventory and control are emphasized. 60 hours of instruction

ORH 0252 Nursery Design and Operation 2 voc. cr.
Prerequisite: Consent of instructor. Constructing, maintaining, and operating greenhouses and shadehouses are included. Merchandising plants and supplies and customer service are emphasized. 60 hours of instruction

ORH 0260 Greenhouse Operations 2 voc. cr.
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. 60 hours of instruction

ORH 0273 Specialty Nursery Operations 2 voc. cr.
An introduction to specialty plants and services including foliage, flowering plants, and pruning plant styles. An in-depth study of various plants and their production is emphasized. 60 hours of instruction

ORH 0510 Identification of Ornamental Plants 3 voc. cr.
An introduction to plant classification, selection, and identification. Identification of the common landscape plants of Florida is emphasized. 90 hours of instruction

ORH 0800 Landscaping and Design 3 voc. cr.
An introduction to home and commercial landscaping. The basic principles of landscape design and the development of a landscape plan are included. 90 hours of instruction

ORH 0806 Landscape Installation and Maintenance 3 voc. cr.
Prerequisite: Consent of instructor. A continuation of ORH 0800. Advanced landscape plans are included. 90 hours of instruction

Library Science

EDG 1315 Preparation of Instructional Materials 3 cr.
See Education Courses.

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 and filmstrip projectors, overhead and opaque projectors, tape recorders, record players, cameras, and duplicating equipment. 48 class hours

VIC 1300 Multi-Media 3 cr.
This course provides the student with the knowledge and opportunity to conceive and develop a synchronized sound/slide presentation combining photographic, art, music, and audio skills. Students will be required to purchase consumable materials. 48 class hours

Mathematics

MAC 1104 College Algebra 4 cr.
Prerequisites: Satisfactory placement score or MAT 1033 (completed with a grade of "C" or higher.) 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. If used to meet the requirements of the AA Degree, a grade of "C" must be obtained. 64 class hours

MAC 1114 Trigonometry 3 cr.
Prerequisite: MAC 1104 (completed with a grade of "C" or higher), 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. If used to meet requirements of the AA Degree, a grade of "C" must be obtained. 48 class hours

MAC 2311 Calculus and Analytic Geometry I 4 cr.
Prerequisites: MAC 1104 (completed with a grade of "C" or higher) and MAC 1114 (completed with a grade of "C" or higher). This course emphasizes the line, inequalities, limits, and continuity, derivatives, and the differential. If used to meet requirements of the AA Degree, a grade of "C" must be obtained. 64 class hours

MAC 2312 Calculus and Analytic Geometry II 4 cr.
Prerequisite: MAC 2311 (completed with a grade of "C" or higher). Topics include: the definite integral; applications, differentiation and integration of the logarithmic, exponential, trigonometric and hyperbolic functions; and techniques of integration. If used to meet requirements of the AA Degree, a grade of "C" must be obtained. 64 class hours

MAC 2313 Calculus and Analytic Geometry III 4 cr.
Prerequisite: MAC 2312 (completed with a grade of "C" or higher). Topics include: applications of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, Taylor's Formula, and infinite series. If used to meet requirements of the AA Degree, a grade of "C" must be obtained. 64 class hours

***MAT 0002 Basic Arithmetic** 4 cr.
See College Preparatory Courses.

***MAT 0003 Fundamentals of Mathematics** 4 cr.
See College Preparatory Courses.

***MAT 0024 Elementary Algebra** 4 cr.
See College Preparatory Courses.

MAT 1033 Intermediate Algebra 4 cr.
Prerequisite: Satisfactory placement score or MAT 0024 (completed with a grade of "C" or higher). This course is designed to prepare students who wish 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. 64 class hours

MGF 1113 College Mathematics I 3 cr.
Prerequisite: Two years of high school mathematics. This course has an emphasis on general concepts. Among the topics included are sets, logic, mathematical systems, sets of numbers, and systems of numeration. 48 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, and geometry. 48 class hours

MGF 1118 Essential College Level Mathematics Skills (CLAST Review) 2 cr.
Prerequisite: Satisfactory placement score or MAT 1033 (completed with a grade of "C" or higher). This course is a review of arithmetic, geometry, logic, algebra, probability, and statistics concepts. It is designed to assist students to reach an acceptable performance level for a prescribed set of competencies in mathematics. This course cannot be used to satisfy the AA Degree mathematics requirements. 32 lecture hours



MGF 1202 Finite Mathematics 4 cr.
Prerequisite: Satisfactory placement score or MAT 1033 (completed with a grade of "C" or higher). Topics include set theory, logic, mathematical systems, systems of numeration, probability, statistics, geometry, and computer mathematics. If used to meet the requirements of the AA Degree, a grade of "C" must be obtained. 64 class hours

MTB 0327 Mathematics for Electronics 2 voc. cr.
See Electronics Technology Courses.

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 Engineering Technology program. 48 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 that include: linear equations, exponents, complex numbers, quadratic equations, and logarithmic functions. 48 class hours

MTB 1322 Technical Mathematics II 3 cr.
Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. 48 class hours

MTB 2370 Applied Mathematics for Allied Health 1 cr.
Prerequisite: Appropriate MAPS Test score or MAT 0003 (completed with a grade of "C" or higher). This course was designed to familiarize students with systems of measurement and their interrelationships. Topics discussed in this course include metric units of measurement, apothecary units of measurement, household units of measurement, and medication measurements. 16 class hours

QMB 1001 Business Mathematics 3 cr.
See Business Courses.

STA 2014 Applied Statistics 4 cr.
Prerequisite: MGF 1202 (completed with a grade of "C" or higher), satisfactory placement score, or MAT 1033 (completed with a grade of "C" or higher). A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, and Student's "t" distribution. If used to meet requirements of the AA Degree, a grade of "C" must be obtained. 64 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 (ROTC) 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. 48 class hours

MIS 1110 War and Peace 3 cr.
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 48 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 are stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. 48 class hours

MIS 1405 Requirements of Military Leadership 3 cr.
Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp. 48 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; fun-

damentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army; and the present role of the United States in world affairs. 48 class hours

Music

Students are advised that course selections in the area of performing arts are not automatically transferable; students will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

Students must supply their own musical instruments. However, pianos are supplied for instruction only and are NOT available for practice.

MUL 1110 Music Appreciation 3 cr.
A general survey of music and its composers, with extensive listening in order to develop an intelligent understanding and appreciation of the world's great music. This course is open to all students. 48 class hours

MUN 1120 Concert Band 1 cr.
Prerequisite: Consent of instructor. A course designed to give the student a musical experience performing the standard concert band literature. 32 laboratory 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. 32 laboratory hours

MUN 1450 Piano Ensemble 1 cr.
Prerequisite: Consent of instructor. This course is designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and duo-piano works from the standard repertoire as well as piano accompaniments for vocal and instrumental solos. Audition required. Special fee required (see Page 18). 32 laboratory hours

MUN 1710A Jazz-Rock Ensemble I 1 cr.
Prerequisite: Consent of instructor. A course designed to give the student a musical experience performing the most popular music of the past forty years. Special fee required (see Page 18). 32 laboratory hours

MUN 1710B Jazz-Rock Ensemble II 1 cr.
Prerequisite: Consent of instructor. A continuation of MUN 1710A. Special fee required (see Page 18). 32 laboratory hours

MUN 2710A Jazz-Rock Ensemble III 1 cr.
Prerequisite: Consent of instructor. A continuation of MUN 1710B. Special fee required (see Page 18). 32 laboratory hours

MUN 2710B Jazz-Rock Ensemble IV 1 cr.
Prerequisite: Consent of instructor. A continuation of MUN 2710A. Special fee required (see Page 18). 32 laboratory hours

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. 48 class hours

MUT 1121 Music Theory I 4 cr.
Prerequisite: MUT 1001. The purpose of Music Theory I is to provide the fundamentals of music, including chord construction and progression, elements of form analysis and harmony, rhythmic and melodic ear training, dictation, sight singing, and simple composition. 48 lecture hours and 32 laboratory hours

MUT 1122 Music Theory II 4 cr.
Prerequisite: MUT 1121. The purpose of Music Theory II is to provide a continuation of Music Theory I with emphasis on further development of musical skills. 48 lecture hours and 32 laboratory hours

MUT 2126 Music Theory III 4 cr.
Prerequisite: MUT 1122. The purpose of Music Theory III is to provide emphasis on advanced harmony and chord structure, examination and analysis of form and styles from the past to the contemporary, advanced problems in composition for various media, and a continued development of aural skills. 48 lecture hours and 32 laboratory hours

MUT 2127 Music Theory IV 4 cr.
Prerequisite: MUT 2126. The purpose of Music Theory IV is to provide the final sequence of Music Theory with emphasis on continued development of harmonic materials, aural and visual analysis, and problems in composition involving form and instrumentation. 48 lecture hours and 32 laboratory hours

Applied Music I – Preparatory 1 cr.
Prerequisite: Consent of instructor. Private instruction in voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire. Preparatory students are students who seek to learn performance skills for personal enrichment as well as those students whose performance level on entrance is below freshman music major level. Placement will be determined by audition prior to enrollment. Credit for this course will not count toward principal instrument requirements for those students who will be transferring to a four-year college. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 1011A Trumpet	MVS 1013A Cello
MVB 1012A Horn	MVS 1014A String Bass
MVB 1013A Trombone	MVS 1015A Harp
MVB 1014A Baritone Horn	MVS 1016A Guitar
MVB 1015A Tuba	MVV 1011A Voice
MVK 1011A Piano	MVW 1011A Flute
MVK 1013A Organ	MVW 1012A Oboe
MVP 1011A Percussion	MVW 1013A Clarinet
MVS 1011A Violin	MVW 1014A Bassoon
MVS 1012A Viola	MVW 1015A Saxophone

Applied Music II – Preparatory 1 cr.
Prerequisite: Consent of instructor. A continuation of Applied Music I – Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 1011B Trumpet	MVS 1013B Cello
MVB 1012B Horn	MVS 1014B String Bass
MVB 1013B Trombone	MVS 1015B Harp
MVB 1014B Baritone Horn	MVS 1016B Guitar
MVB 1015B Tuba	MVV 1011B Voice
MVK 1011B Piano	MVW 1011B Flute
MVK 1013B Organ	MVW 1012B Oboe
MVP 1011B Percussion	MVW 1013B Clarinet
MVS 1011B Violin	MVW 1014B Bassoon
MVS 1012B Viola	MVW 1015B Saxophone

Applied Music III – Preparatory 1 cr.
Prerequisite: Consent of instructor. A continuation of Applied Music II – Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 2021A Trumpet	MVS 2023A Cello
MVB 2022A Horn	MVS 2024A String Bass
MVB 2023A Trombone	MVS 2025A Harp
MVB 2024A Baritone Horn	MVS 2026A Guitar
MVB 2025A Tuba	MVV 2021A Voice
MVK 2021A Piano	MVW 2021A Flute
MVK 2023A Organ	MVW 2022A Oboe
MVP 2021A Percussion	MVW 2023A Clarinet
MVS 2021A Violin	MVW 2024A Bassoon
MVS 2022A Viola	MVW 2025A Saxophone

Applied Music IV – Preparatory 1 cr.
Prerequisite: Consent of instructor. A continuation of Applied Music III – Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 2021B Trumpet	MVS 2023B Cello
MVB 2022B Horn	MVS 2024B String Bass
MVB 2023B Trombone	MVS 2025B Harp
MVB 2024B Baritone Horn	MVS 2026B Guitar
MVB 2025B Tuba	MVV 2021B Voice
MVK 2021B Piano	MVW 2021B Flute
MVK 2023B Organ	MVW 2022B Oboe
MVP 2021B Percussion	MVW 2023B Clarinet
MVS 2021B Violin	MVW 2024B Bassoon
MVS 2022B Viola	MVW 2025B Saxophone

Applied Music I – Principal 1 cr.
Prerequisite: Consent of instructor. Private instruction in voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire. This course is designed for those students whose performance level upon entrance is at or above the freshman music major level. This will be determined by audition prior to enrollment. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 1311A Trumpet	MVS 1313A Cello
MVB 1312A Horn	MVS 1314A String Bass
MVB 1313A Trombone	MVS 1315A Harp
MVB 1314A Baritone Horn	MVS 1316A Guitar
MVB 1315A Tuba	MVV 1311A Voice
MVK 1311A Piano	MVW 1311A Flute
MVK 1313A Organ	MVW 1312A Oboe
MVP 1311A Percussion	MVW 1313A Clarinet
MVS 1311A Violin	MVW 1314A Bassoon
MVS 1312A Viola	MVW 1315A Saxophone

Applied Music II – Principal 1 cr.
Prerequisite: Consent of instructor. A continuation of Applied Music I – Principal. Voice and piano students must enroll for Repertoire in the same semester as Applied Music. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 1311B Trumpet	MVS 1313B Cello
MVB 1312B Horn	MVS 1314B String Bass
MVB 1313B Trombone	MVS 1315B Harp
MVB 1314B Baritone Horn	MVS 1316B Guitar
MVB 1315B Tuba	MVV 1311B Voice
MVK 1311B Piano	MVW 1311B Flute
MVK 1313B Organ	MVW 1312B Oboe
MVP 1311B Percussion	MVW 1313B Clarinet
MVS 1311B Violin	MVW 1314B Bassoon
MVS 1312B Viola	MVW 1315B Saxophone

Applied Music III – Principal 1 cr.
Prerequisite: Consent of instructor. A continuation of Applied Music II – Principal. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 2321A Trumpet	MVS 2323A Cello
MVB 2322A Horn	MVS 2324A String Bass
MVB 2323A Trombone	MVS 2325A Harp
MVB 2324A Baritone Horn	MVS 2326A Guitar
MVB 2325A Tuba	MVV 2321A Voice
MVK 2321A Piano	MVW 2321A Flute
MVK 2323A Organ	MVW 2322A Oboe
MVP 2321A Percussion	MVW 2323A Clarinet
MVS 2321A Violin	MVW 2324A Bassoon
MVS 2322A Viola	MVW 2325A Saxophone

Applied Music IV – Principal 1 cr.
Prerequisite: Consent of instructor. A continuation of Applied Music III – Principal. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 2321B Trumpet	MVS 2323B Cello
MVB 2322B Horn	MVS 2324B String Bass
MVB 2323B Trombone	MVS 2325B Harp
MVB 2324B Baritone Horn	MVS 2326B Guitar
MVB 2325B Tuba	MVV 2321B Voice
MVK 2321B Piano	MVW 2321B Flute
MVK 2323B Organ	MVW 2322B Oboe
MVP 2321B Percussion	MVW 2323B Clarinet
MVS 2321B Violin	MVW 2324B Bassoon
MVS 2322B Viola	MVW 2325B Saxophone



MVK 1111A Class Piano I 1 cr.
This class is for beginning piano students meeting in groups of six or more. Open to all students. Emphasis is placed on music reading and elementary techniques. Special fee \$20.00. 32 laboratory hours

MVK 1111B Class Piano II 1 cr.
Prerequisite: MVK 1111A. This class is a continuation of MVK 1111A. Special fee \$20.00. 32 laboratory 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 correct diction. Open to all students. 32 laboratory hours

MVV 1111B Class Voice II 1 cr.
A continuation of MVV 1111A. Open to all students. 32 laboratory hours

Nursing

NUR 1020C Fundamentals of Nursing 10 cr.
Prerequisites: ENC 1101, PSY 1012, APB 1811, and APB 1811L (must be satisfactorily completed prior to being considered for admission to the Nursing Program). Pre or corequisites: APB 1812 and APB 1812L. This course introduces concepts and skills basic to nursing care for adult clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation. Lab fee and Professional Liability fee required (see Page 18). 64 lecture hours and 192 clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 1201C Adult Nursing I/LPN 5 cr.
Prerequisites: PSY 1012, ENC 1101, APB 1811, APB 1811L, APB 1812, APB 1812L, and DEP 2004, and admission to the Nursing Program, ADN/LPN Track. This course is offered for students entering the Nursing Program at the ADN/LPN Track. The nursing process is introduced and used as an approach to nursing care in assisting sick adults and their families meet their basic needs. Emphasis is placed on the more frequently occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and Professional Liability fee required (see Page 18). 32 lecture hours and 128 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1520C Mental Health Nursing 5 cr.
Prerequisite: NUR 1710C or NUR 1201C. This course emphasizes use of the nursing process as an approach to nursing care of clients and their families with varying degrees of mental health and illness. Clinical experiences are offered in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required (see Page 18). 32 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1710C Adult Nursing I 12 cr.
Prerequisites: NUR 1020C, APB 1812, APB 1812L, and MTB 2370. Pre or corequisite: DEP 2004. This course emphasizes use of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more frequently occurring health needs of clients in various settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and

provide the framework for clinical application and evaluation. Lab fee required (see Page 18). 64 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1990C Nursing Concepts and Skills 5 cr.
Prerequisites: PSY 1012, ENC 1101, APB 1811, APB 1811L, APB 1812, APB 1812L, MTB 2370, and admission to the Nursing Program. Pre or corequisite: DEP 2004. This course is offered for students entering the Nursing Program at the ADN/Paramedic Track. Basic concepts and skills of nursing are introduced. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for theory content and skills performance. Lab fee and Professional Liability Insurance fee required. 64 lecture hours and 32 campus laboratory hours. Additional laboratory hours may be required.

NUR 1991C Adult Nursing I/Paramedic 7 cr.
Prerequisite: NUR 1990C. This course introduces the application of the nursing process as an approach to nursing care in assisting sick adults and their families meet their basic needs. Emphasis is placed on the more frequently occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 64 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1992C Adult Nursing II/Paramedic 5 cr.
Prerequisite: NUR 1991C. This course utilizes the application of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Lab fee required. 32 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 2412C Maternal-Child Nursing/LPN 7 cr.
Prerequisites: NUR 1520C and DEP 2004. This course is offered for students enrolled in the ADN/LPN Track. This course emphasizes use of the nursing process as an approach in assisting the child/childbearing family to meet their basic needs. Participation in a Lamaze course is required. Clinical experiences are offered in a variety of settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. 48 lecture hours and 128 clinical hours and laboratory hours. Additional campus laboratory hours may be required. Lab fee and Professional Liability fee required (see Page 18).

NUR 2460C Maternal-Child Nursing 12 cr.
Prerequisite: NUR 1520C and DEP 2004. This course is required in the RN/Generic Track only. This course emphasizes use of the nursing process as an approach in assisting the child/childbearing family to meet their basic needs. Participation in a Lamaze course is required. Clinical experiences are offered in a variety of settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required. Lab fee and Professional Liability fee required (see Page 18).

NUR 2711C Adult Nursing II 12 cr.
Prerequisite: NUR 2460C for the RN/Generic student or NUR 1201C for the RN/LPN Track student. This course continues to emphasize use of the nursing process as an approach to providing nursing care. It provides for a broader application of the nursing process in the clinical setting in assisting sick adults and their families to meet their basic needs. Emphasis is placed on

the more complex, less frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required (see Page 18). 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 2820 Nursing Role & Scope 2 cr.

Prerequisite: NUR 1520C for the RN/Generic Track student, or NUR 1201C for the RN/LPN Track student, or NUR 1992C for the ADN/Paramedic Track student. This course is offered during the final year of the nursing curriculum and is designed to assist the graduating student in the transition to the role of the Registered Nurse. Patient care management concepts and the legal, ethical, and professional responsibilities of the Registered Nurse are stressed. Clinical application of theoretical content is accomplished in the clinical nursing courses taken in the final year of the nursing curriculum. 32 lecture hours

NUR 2991C Adult Nursing III/Paramedic 12 cr.

Prerequisite: NUR 1992C. Corequisite: NUR 2820. This course broadens the clinical application of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more complex, less frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of profession provide the framework for clinical application and evaluation. An intensive clinical practicum is provided during the last four (4) weeks of the course. Lab and Professional Liability Fee required. 64 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 2992C Maternal-Child Nursing/Paramedic 7 cr.

Prerequisites: NUR 1520C and DEP 2004. This course is offered for students enrolled in the ADN/Paramedic Track. This course emphasizes nursing theory and use of the nursing process as an approach in assisting the child/childbearing family to meet basic needs. Emphasis is on non-emergency care. Participation in a Lamaze course is required. Clinical experiences are offered in acute care and community settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of the profession provide the framework for clinical application and evaluation. 48 lecture hours and 128 clinical laboratory hours. Additional lab hours may be required. Lab fee required.

Paramedics

See Emergency Medical Services Courses.

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. 48 class hours

PHI 1600 Applied Ethics 3 cr.

Prerequisite: ENC 1101. This course is designed to provide an introductory background to ethics and an in-depth study of the critical skills necessary to an intelligent analysis of contemporary issues. Emphasis will be placed on the systematic generation of options in order to determine choices for resolving dilemmas. 48 lecture hours

Physical Education

HSC 1100 3 cr.

See Health Courses.

PEL 1111 Beginning Bowling 1 cr.

The course is designed to introduce the student to the sport of bowling. Fundamental skills, history, rules, scoring, and etiquette will be stressed. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

PEL 1121 Beginning Golf 1 cr.

This course is an introduction to the history, rules, and social and physical values of golf. The basic fundamentals pertaining to grip, stance, posture, and swing are stressed. Primary emphasis is to provide the student with the proper knowledge and skills necessary to enjoy recreational golf. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours



PEL 1211 Softball I 3 cr.
Specialized instruction with emphasis on fundamental skills, techniques, offensive and defensive strategy, and understanding softball as a competitive sport. 8 lecture hours and 24 laboratory hours

PEL 1212 Softball I: 1 cr.
Prerequisite: PEL 1211 or permission of instructor. Specialized instruction with emphasis on advanced skills, techniques, and strategy. 8 lecture hours and 24 laboratory hours

PEL 1216 Baseball 1 cr.
Prerequisite: Consent of instructor. This course will offer instruction in history, rules, and skills of baseball. Emphasis will be placed on intercampus competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours

PEL 1321 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 intraclass basis. 8 lecture hours and 24 laboratory hours

PEL 1341 Beginning Tennis 1 cr.
This is a coeducational course for beginners, primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational tennis. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

PEL 1342 Intermediate Tennis 1 cr.
Prerequisite: PEL 1341 or consent of instructor. A continuation of tennis skill practice. Stress on strategy. Singles or doubles tourney play. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

PEL 1441 Racquetball 1 cr.
This course is designed to teach the fundamentals of racquetball and to develop skills necessary for successful singles and doubles play. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

PEL 1621 Basketball I 1 cr.
Instruction in basketball skills, history, and rules. Emphasis will be placed on developing individual skills. 8 lecture hours and 24 laboratory hours

PEL 1622 Basketball II 1 cr.
Prerequisite: PEL 1621 or permission of instructor. This course is a continuation of PEL 1621 with added emphasis on techniques and methods and understanding play. Team strategy that accentuates both offense and defense will be developed. 8 lecture hours and 24 laboratory hours

PEM 1101 Personal Fitness 2 cr.
Each student will learn to assess personal or individual fitness level, lung capacity, percentage of body fat, flexibility, strength, and dietary habits upon entry into the course. From the baseline data, individual fitness and diet plans will be developed and post tests will be given to evaluate the success of the fitness program. 16 lecture hours and 32 laboratory hours

PEM 1131 Weight Training I 1 cr.
Instruction in the principles of weight training. The primary emphasis is skeletal muscular strength increases. General fitness improvement is also involved. 8 lecture hours and 24 laboratory hours

PEM 1132 Weight Training II 1 cr.
Prerequisite: PEM 1131. A continuation of PEM 1131. Emphasis is placed on muscular strength development, nutrition, and diet. 8 lecture and 24 laboratory hours

PEM 1171 Aerobic Dance I 1 cr.
A fitness activity that combines principles of dance, calisthenics, and aerobics. This program is based on the principle of continuous movement. 8 lecture hours and 24 laboratory hours

PEM 1172 Aerobic Dance II 1 cr.
Prerequisite: PEM 1171 or consent of instructor. A combination of low-impact and high-impact aerobic dance, with emphasis on more rigorous exercise movement for the improvement of cardiorespiratory endurance. 8 lecture hours and 24 laboratory 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. 48 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. 48 class hours

Physics

PHY 1053C General Physics I 4 cr.
Pre or co-requisite: MAC 1114 or MTB 1322. Subject matter includes mechanics, heat, and sound. This course is designed for students not majoring in the physical sciences. 48 lecture hours and 32 laboratory hours

PHY 1054C General Physics II 4 cr.
Prerequisite: PHY 1053C. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. 48 lecture hours and 32 laboratory hours

PHY 2001C Technical Physics for Electronics 4 cr.
See Electronic Engineering Technology Courses.

Political Science

INR 2002 World Perspectives: An Introduction to International Relations 3 cr.
Prerequisite: POS 2041 or consent of instructor. 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. 48 class hours

POS 2041 American Federal Government 3 cr.
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and a study of the U.S. Constitution. 48 class hours

POS 2112 State and Local Government 3 cr.
A study of state, county, and municipal government with emphasis on the newer trends in local government. 48 class hours

Practical Nursing

PRN 0601 Practical Nursing I 16 voc. cr.
This course introduces humans as biopsychosocial beings with basic health needs and introduces concepts and skills fundamental to the nursing care of people throughout the life span. The nursing process is introduced and used as an approach to providing nursing care. Basic units covered are individual, family and community health; body structure and function; pharmacology, calculation of medications and solutions; and medical-surgical nursing. First aid and CPR certification are required. Clinical experiences are provided in local health agencies. Laboratory fee and Professional Liability Insurance fee required (see Page 18). 480 hours of instruction

PRN 0630 Practical Nursing II 16 voc. cr.
This course expands body structure and function concepts and introduces basic and advanced concepts and skills in the nursing care of people of all ages, including administration of medications. Pediatric nursing is introduced. Medical-surgical nursing is expanded. Simulated and actual clinical experiences are provided in campus, hospital, and community agency settings. Laboratory fee required (see Page 18). 480 hours of instruction

PRN 0631 Practical Nursing III 10 voc. cr.
This course expands on knowledge and skills provided in Practical Nursing I and II. Maternity nursing is introduced emphasizing care of the uncomplicated obstetrical patient and the neonate. Concepts specific to Vocational Relations are provided. Simulated and actual clinical experiences are provided on campus and in hospital and community agencies. Lab fee required (see Page 18). 300 hours of instruction

Psychology

DEP 2002 Child Psychology 3 cr.
Prerequisite: PSY 1012 or consent of instructor. 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. 48 class hours

DEP 2004 Life-Span Development 3 cr.
Prerequisite: PSY 1012. This course is designed to acquaint the student with the theories and perspectives of the human organism's growth from birth to death. The biological, cognitive, language, social, emotional, and personality foundation and development for all age spans will also be studied. 48 class hours

DEP 2302 Adolescent Psychology 3 cr.
Prerequisite: PSY 1012 or consent of instructor. 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. 48 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. 48 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. 48 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. 48 class hours

PSY 1012 Introduction to Psychology 3 cr.
An introduction to the field of psychology in which 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 concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. 48 class hours



Reading

EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction 3 cr.
See Education Courses.

***REA 0001 Basic Reading** 4 cr.
See College Preparatory Courses.

***REA 0002 Fundamentals of Reading** 4 cr.
See College Preparatory Courses.

REA 1105 College Reading Techniques 3 cr.
A college-level reading course designed to develop and improve college reading skills, stressing proficiency in comprehension, flexibility of rate, and vocabulary improvement. Practice with specialized equipment and/or materials is provided. 48 class hours

REA 1125 Essential Reading Skills (CLAST Review) 1 cr.
This course is designed to prepare students for the College Level Academic Skills Test (CLAST). Classroom activities, assignments, and tests will enable students to measure their reading rates in words per minute (WPM), increase the rates significantly, master the literal and critical comprehension skills necessary to pass the CLAST Reading Comprehension section, and reduce text anxiety by practicing with simulated CLAST reading materials. 16 lecture hours

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

Real Estate

REE 1040 Real Estate Principles and Practices I 4 cr.
A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. It will familiarize the student with law and its provisions under which the registrant will operate. Satisfactory completion of this course permits the student to sit for the Florida Real Estate Commission Exam for the Salesman's License. (Exam fee required, see Page 18.) 64 class hours

REE 2041 Real Estate Principles and Practices II 4 cr.
Prerequisite: 6 months registration as active salesperson. Designed to help prepare the real estate salesperson for the broker's examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required, see Page 18.) Seventy-two hours of instruction is required.

REE 2100 Residential Appraisal 4 cr.
Prerequisite: Must have a current real estate salesperson's license. This course provides the student with a broad understanding of real property appraisal concepts and the technical skills employed in applying these concepts to residential property. Credit may be earned toward fulfillment of professional designation requirements of the Society of Real Estate Appraisers. This course may also be used for fulfillment of recertification credits of the Society of Real Estate Appraisers. 64 class hours

REE 2500 Property Management 3 cr.
Prerequisite: Must have a current real estate salesperson's license. The course acquaints students with efficient property management types, organization, methods, functions, and services. The scope includes property management from single family to income protection and income producing properties of various sizes and types. 48 class hours

Sociology

SYG 1361 Death in America 3 cr.
This course probes mortality, its psychological and social consequences, and the problems it poses for modern Americans. Combining history and recent research findings, the course 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. 48 class hours

SYG 1420 Families in Transition 3 cr.
This course explores the history of the family in America. It includes recent past events and movements that have affected family life; the functioning of the family through various life stages with variations in ethnic, racial, and social class subgroups in American society; and the prospects for the family in the future. 48 class hours

SYG 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, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. 48 class hours

SYG 2010 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. 48 class hours

SYG 2221 Women in American Society 3 cr.
This course will examine the changing status and roles of women in American society since the turn of the century. Traditional and contemporary sources of gender identity and roles will be explored. 48 class hours

SYG 2430 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 relationships, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. 48 class hours

Spanish

SPN 1120 Beginning Spanish I 4 cr.
This course will introduce beginning students in Spanish to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, and sensitize students to the cultural contributions of the countries in which Spanish is spoken. 48 lecture hours, 32 lab hours

SPN 1121 Beginning Spanish II 4 cr.
Prerequisite: SPN 1120 or consent of instructor. (The previous Beginning Spanish 3-credit-hour course does not meet the prerequisite for this course.) This course will reinforce, expand, and review the basic skills previously acquired; develop increased listening, speaking, reading, and writing skills; and extend knowledge of grammar and the awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 48 lecture hours, 32 lab hours

SPN 2200 Intermediate Spanish I 4 cr.
Prerequisite: SPN 1121, two years of high school Spanish, or the equivalent. The content will include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 48 lecture hours and 32 laboratory hours

SPN 2201 Intermediate Spanish II 4 cr.
Prerequisite: SPN 2200. The content will include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 48 lecture hours and 32 laboratory hours

Speech

JOU 2100 Journalistic Writing and Reporting 3 cr.
See English Courses.

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. 48 class hours

SPC 2010 Modes of Communication 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). This course prepares the student to participate more effectively in a democratic society through the development of reading, speaking, and listening skills. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 class hours

Welding

PMT 0106 Introduction and Oxyacetylene Welding 3 voc. cr.
An introductory course in welding using equipment and tools. Safety and proper use of equipment, along with identification of metals, are stressed. This course also includes the use of oxyacetylene gases in welding and torch cutting. 90 hours of instruction

PMT 0112 Advanced Specialty Oxyacetylene Welding 3 voc. cr.
Prerequisite: PMT 0106 or consent of instructor. A continuation of oxy-acetylene welding, specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. 90 hours of instruction

PMT 0121 Shielded Metal Arc Welding 3 voc. cr.
Emphasizes principles in those types of welding that require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. 90 hours of instruction

PMT 0122 S.M.A.W. High Technology Skills 3 voc. cr.
Prerequisite: PMT 0158. This course includes shielded metal arc welding of open butt joints welded in the flat angular, vertical, and horizontal overhead positions. The art of pipe welding is stressed. 90 hours of instruction

PMT 0131 TIG Welding 2 voc. cr.
An introduction to Tungsten Inert Gas Welding (TIG). The course emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. 60 hours of instruction

PMT 0134 MIG Welding 2 voc. cr.
An introduction to Metallic Inert Gas Welding (MIG). Emphasizes the principles involved in the operating of MIG equipment. A beginning course in welding principles of MIG. 60 hours of instruction

PMT 0135 Advanced Shielded Metal Arc Welding 3 voc. cr.
Prerequisite: PMT 0121 or consent of instructor. A continuation of PMT 0121. An advanced course in welding principles of SMAW. 90 hours of instruction

PMT 0138 Advanced MIG/TIG Welding 2 voc. cr.
Prerequisites: PMT 0134, PMT 0131, or consent of instructor. A continuation of PMT 0134 and PMT 0131. An advanced course in welding principles of MIG/TIG Welding. Blueprint reading for MIG/TIG Welding is included. 60 hours of instruction

PMT 0158 Specialty Shielded Metal Arc Welding 3 voc. cr.
Prerequisite: PMT 0135 or consent of instructor. Welding carbon steel, plug or slot welding; welding of pipe joints, stainless steel, cast iron, hard surfacing, cutting; and blueprint reading are included. 90 hours of instruction

PMT 0164 Fabrication of Metal Products Using SMAW 3 voc. cr.
Prerequisite: PMT 0158 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. 90 hours of instruction

PMT 0175 Fabrication of Metal Products Using MIG/TIG Welding 2 voc. cr.
Prerequisite: PMT 0138 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. 60 hours of instruction



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