

*Join Us For
A Better Future*



**PASCO-HERNANDO
COMMUNITY
COLLEGE**

25
YEARS

1990-91 CATALOG & STUDENT HANDBOOK

PASCO-HERNANDO COMMUNITY COLLEGE

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



DISTRICT OFFICE

36727 Blanton Road
Dade City 33523-7599
352/567-6701

EAST CAMPUS

36727 Blanton Road
Dade City 33523-7599
352/567-6701

NORTH CAMPUS

11415 Ponce de Leon Boulevard
(U.S. 98 North)
Brooksville 34601-8698
352/796-6726

WEST CAMPUS

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

GOWERS CORNER CENTER

(West side of U.S. 41, just north of S.R. 52)
(Send mail c/o East Campus)
813/996-5080

LAND O' LAKES OFFICE

21609 Village Lakes Shopping Center
Land O' Lakes 34639
813/949-0660

SPRING HILL CENTER

11245 Spring Hill Drive
Spring Hill 34609
352/688-8798

Pasco-Hernando Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia, telephone number (404) 679-4501, 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

1996-1997

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Pasco-Hernando Community College
36727 Blanton Road
Dade City, FL 33523-7599

The information in this publication can be made available in alternative formats to persons with disabilities. Requests for information in an alternative format should be made to the Assistant Dean of Student Services (East and North campuses) or to the Disabilities Services Specialist (West Campus), by calling or writing to the campus. Please include your name, address, and telephone or TDD number with your request.

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, gender, disability, or national origin.

*The college reserves the right to make changes in rules, calendar, fees, and offerings as circumstances may require.
Accurate through March 1996.*

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PASCO-HERNANDO COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

Hugh McGeehan, Chair
Rose Fernandez, Vice Chair

Mark Browning
Mitchell Davis
Carole Pearson
Robert Strickland

Arlen Tillis
Nancy Wilkes
James Yant

COLLEGE PRESIDENT



Dr. Robert W. Judson, Jr.

ADMINISTRATION

Robert W. Judson, Jr.	President	Thomas D. Floyd	Associate Dean of Educational Services, West Campus
Paul J. Szuch	Vice President of Instructional Services and Provost, West Campus	Marion D. Bullock	Associate Dean of Division of Arts, Letters, & Social Sciences
Sherry C. Thomas-Dertke	Vice President of Educational Support Services	Michael P. Adams	Associate Dean of Division of Health, Science & Mathematics
Michael G. Rom	Provost, East Campus and High School Articulation	Martha A. Sojourner	Assistant Dean of Health Programs
John A. Harrison	Dean of Business Services	David E. Capps, Jr.	Assistant Dean of Student Services/ Counselor, North Campus
Burton H. Harres, Jr.	Provost, North Campus and Legislative Liaison	Michelle J. Balon	Assistant Dean of Student Services/ Counselor, West Campus
Gayle W. Brooks	Dean of Career & Technical Programs and Director of Division of Business & Technical Programs	Stephanie D. Stockstill	Assistant Dean of Student Services/ Counselor, East Campus
TBA	Dean of Student Services	Michael Malizia	Director of Admissions and Student Records
Catherine M. Baumbach	Executive Director of the Foundation	Susan H. Darling	Director of Financial Aid
Christy L. Whitfield	College Attorney	Nicole Bilodeau-McKay	Disabilities' Services Specialist
Harlow E. Kendig, Jr.	Director of Management Information Services	Robert E. Bade	Coordinator of Student Activities
		Robert J. Bowman, Jr.	Athletic Director

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



Mr. Hugh McGeehan
Chair



Ms. Rose Fernandez
Vice Chair



Mr. Mark Browning



Mr. Mitchell Davis



Ms. Carole Pearson



Mr. Robert Strickland



Mr. Arlen Tillis



Ms. Nancy Wilkes



Mr. James Yant

PASCO-HERNANDO COMMUNITY COLLEGE

1996-97 COLLEGE CALENDAR

Activity	Term I Fall	Term IA Fall (8 weeks)	Term IB Fall (8 weeks)
Orientation of New Students (by appointment)	July 8-August 20	July 8-August 20	July 8-August 20
Advisement (by appointment)	July 8-August 21	July 8-August 21	July 8-October 17
Advance Registration of Continuing and Returning Students With 24 or More Semester Hours and Non-Credit Students (walk-in)	August 1 & 5	August 1 & 5	August 1 & 5
Advance Registration of Continuing and Returning Students With 12 or More Semester Hours and Non-Credit Students (walk-in)	August 6 & 7	August 6 & 7	August 6 & 7
Registration of All Credit Students and Non- Credit Students (walk-in)	August 8-21	August 8-21	August 8-October 17
Faculty Reports	August 16		
Classes Begin	August 22	August 22	October 17
Late Registration, Drop/Add	August 22-29	August 22-29	October 17-22
Last Day - Drop/Add (by 6:00 p.m.)	August 29	August 29	October 22
Last Day to Use Book Authorizations	September 4		
CLAST Registration Deadline	September 6		
Applications Due for End of Term Graduation	September 20		
CLAST Review	September 21		
CLAST Test Administration	October 5		
Financial Aid Disbursement (tentative mailing date)	October 12		
Last Day to Withdraw or Change to Audit (by 7:00 p.m.)	November 4	September 27	December 3
Last Day of Classes	December 18	October 16	December 18
Last Day for Faculty (grades turned in by 4:30 p.m.)	December 19		

No Classes:	Labor Day	September 2	September 2	
	Staff Day	October 29		October 29
	Veterans Day	November 11		November 11
	Thanksgiving	November 28-30		November 28-30
College Closed:	Labor Day	September 2	September 2	
	Veterans Day	November 11		November 11
	Thanksgiving	November 28-30		November 28-30
	Winter Break	Dec 21-Jan 1		Dec. 21-Jan 1

PASCO-HERNANDO COMMUNITY COLLEGE

1996-97 COLLEGE CALENDAR

Activity	Term II Winter	Term IIA Winter (8 weeks)	Term IIB Winter (8 weeks)
Orientation of New Students (by appointment)	Nov. 6-Jan. 2	Nov. 6-Jan. 2	Nov. 6-Jan. 2
Advisement (by appointment)	Nov. 6-Jan. 3	Nov. 6-Jan. 3	Nov. 6-Feb. 28
Advance Registration of Continuing and Returning Students With 24 or More Semester Hours and Non-Credit Students (walk-in)	November 21-22	November 21-22	November 21-22
Advance Registration of Continuing and Returning Students With 12 or More Semester Hours and Non-Credit Students (walk-in)	November 25-26	November 25-26	November 25-26
Registration of All Credit Students and Non- Credit Students (walk-in)	Nov. 27-Dec. 20 January 2-3	Nov. 27-Dec. 20 January 2-3	Nov. 27-Dec. 20 Jan. 2-Feb. 28
Faculty Reports	January 2		
Classes Begin	January 6	January 6	March 10
Late Registration, Drop/Add	January 6-13	January 6-13	March 10-13
Last Day - Drop/Add (by 6:00 p.m.)	January 13	January 13	March 13
Last Day to Use Book Authorizations	January 17		
CLAST Registration Deadline	January 17		
Applications Due for End of Term Graduation	January 17		
CLAST Review	February 1		
CLAST Test Administration	February 15		
Financial Aid Disbursement (tentative mailing date)	February 22		
Last Day to Withdraw or Change to Audit (by 7:00 p.m.)	March 24	February 12	April 15
Last Day of Classes	May 2	February 28	May 2
Last Day for Faculty (grades turned in by 4:30 p.m.)	May 2		
Graduation	May 2		
Nursing Pinning Ceremony	May 3		

No Classes:	Martin Luther King	January 20	January 20	
	Spring Break	March 3-8		March 3-8
College Closed:	Martin Luther King	January 20	January 20	
	Spring Break	March 3-8		March 3-8

PASCO-HERNANDO COMMUNITY COLLEGE

1996-97 COLLEGE CALENDAR

Activity	Term IIIA Summer (6 weeks)	Term III Summer (12 weeks)	Term IV Summer (6 weeks)
Orientation of New Students (by appointment)	April 7-May 5	April 7-May 5	June 5-18
Advisement (by appointment)	April 7-May 6	April 7-May 6	April 7-June 19
Advance Registration of Continuing and Returning Students With 24 or More Semester Hours and Non-Credit Students (walk-in)	April 14-15	April 14-15	April 14-June 10
Advance Registration of Continuing and Returning Students With 12 or More Semester Hours and Non-Credit Students (walk-in)	April 16-17	April 16-17	April 16-June 12
Registration of All Credit Students and Non- Credit Students (walk-in)	April 18-May 6	April 18-May 6	April 18-June 19
CLAST Registration Deadline	May 9	May 9	May 9
Faculty Reports	May 6	May 6	June 19
Classes Begin	May 7	May 7	June 20
Late Registration, Drop/Add	May 7-9	May 7-9	June 20-24
Last Day - Drop/Add (by 4:30 p.m.)	May 9	May 9	June 24
Applications Due for End of Term Graduation	May 16	July 3	July 3
Last Day to Use Book Authorizations	May 16	May 16	June 23
CLAST Review	May 31	May 31	May 31
Last Day to Withdraw or Change to Audit (by 7:00 p.m.)	June 5	July 10	July 24
CLAST Test Administration	June 6	June 6	June 6
Financial Aid Grant Disbursement (tentative mailing date)	June 16	June 16	August 1
Last Day of Classes	June 18	August 1	August 1
Last Day for Faculty (grades turned in by 4:30 p.m.)	June 19	August 4	August 4

No Classes:	Memorial Day	May 26	May 26	
	Independence Day		July 4	July 4
	Term III Break		June 19	
College Closed:	Memorial Day	May 26	May 26	
	Independence Day		July 4	July 4

1996

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

1997

JANUARY							FEBRUARY							MARCH							APRIL											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
		1	2	3	4							1								1								1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12					
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19					
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26					
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30									
													30	31																		

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30					27	28	29	30	31		24	25	26	27	28	29	30		
																			31								

PHCC FOUNDATION BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

Chair Donald K. Vierling, M.D.
Vice Chair Hugh C. McGeehan
Secretary Robert W. Judson, Jr., Ed.D.
Treasurer Hon. Wayne L. Cobb

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David Class	Phillip W. Wood
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Billy E. Brown	Andrew Oravec, Jr.
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Lorenzo Coffie	Ferd Renninger
Merl D. Faupel	H. M. Shirley, Jr.
Robert Fertig	Mary E. Snell
Joel H. Goldberg, D.M.D.	Maureen Soliman
I. Warren Hersch, D.M.D.	James K. Tabb, Jr.
Charles Luckie, Jr.	Ronald G. Thornton
John W. Mann	David Vaughn

PHCC ACTIVITIES BOOSTERS COMMITTEE

Officers

Chair Phillip W. Wood
Secretary Robert W. Judson, Jr., Ed.D.

Directors

L. Brant Blessing	Emil Pratesi
Connie Cadwell	David Schrader
Robert R. Hase, Jr., D.V.M.	Joni Taddie-Pitcock
Richard A. Howe	Gary Taylor
Ronald J. May	Roland D. Waller
Steven Mirabello, M.D.	James C. Yant
Donald R. Peyton	

PASCO-HERNANDO COMMUNITY COLLEGE FOUNDATION, INC.

The Pasco-Hernando Community College Foundation, Inc. was established in 1975 to seek private support to enhance the college's academic programs. It is governed by a 35-member Board from Pasco and Hernando counties.

The Foundation has grown quickly, with endowed assets of upwards of \$8 million, and has become a leading community college foundation.

The Foundation supports scholarships, health programs, the three campus libraries, faculty and staff development, and academic equipment for the college. For the cultural and social enrichment of the community, the Foundation also sponsors a Performing Arts Center program and the Suncoast Sampler each year.

The Foundation has a flourishing endowed scholarship program. Today, over 100 named, endowed funds provide 175 scholarships each year to Pasco and Hernando county students. This includes the offer of scholarship support to the top 10% of

graduating seniors from the district's public high schools.

The Foundation has also addressed critical shortages of trained health care professionals in the local community. It established partnerships with local hospitals to create nursing sponsorships and committed significant financial resources to expand the Associate Degree Nursing Program. It also orchestrated the effort, with the West Pasco Dental Association, to raise a quarter of a million dollars to create a Dental Hygiene Program which in 1995, for the second consecutive year, was ranked number one in the nation.

The Foundation underwrites sabbaticals and supports faculty development through endowed faculty chairs. To date, Withlacoochee River Electric Cooperative and the *St. Petersburg Times* have funded endowed faculty chairs.

For more information, contact the Executive Director of the Foundation.

College Administrators



Dr. Paul J. Szuch
Vice President, Instructional Services
and Provost, West Campus



Dr. Sherry C. Thomas-Dertke
Vice President of Educational
Support Services



Dr. Michael G. Rom
Provost, East Campus and
High School Articulation



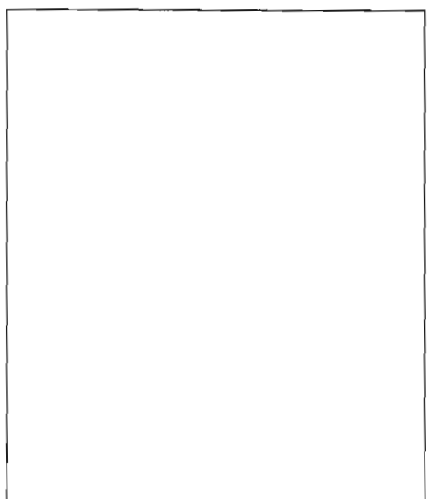
Mr. John A. Harrison
Dean of Business Services



Dr. Burton H. Harres, Jr.
Provost, North Campus and
Legislative Liaison



Ms. Gayle W. Brooks
Dean of Career & Technical Programs
and Director of Division of
Business & Technical Programs



TRA
Dean of Student Services



Ms. Catherine M. Baugbach
Executive Director of the Foundation



Dr. Christy L. Whitfield
College Attorney

Pasco-Hernando Community College

HISTORY

Pasco-Hernando Community College (PHCC), 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. Dr. Jones served as PHCC's President until June 30, 1994. Dr. Robert W. Judson, Jr., became the College's second President on July 1, 1994.

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 and physical education facilities have become operational. Much of the District Administration Office is also located on the East Campus. Some offices have moved to the West (New Port Richey) 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, increased classroom space, and the Physical Fitness Center. The new Milton O. Jones Hall, a new Student Services Center, was completed in 1996. A Health Programs Building is under construction.

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.

There is one center and one office located in Pasco County. In February of 1985, a center was opened at Gowers Corner. This facility is primarily for the PHCC public service programs. In August of 1991, the College opened an office in Land O' Lakes to serve the citizens in this area of the district.

ACCREDITATION STATUS

PHCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia, telephone number (404) 679-4501, to award the associate degree.

COLLEGE MISSION STATEMENT

Statement of Philosophy

Pasco-Hernando Community College (PHCC) serves the educational needs and interests of our community. As a comprehensive community college, PHCC provides opportunities for academic and cultural growth, for building and expanding skills, and for individuals to develop personally and as citizens of our community and our world.

Objectives

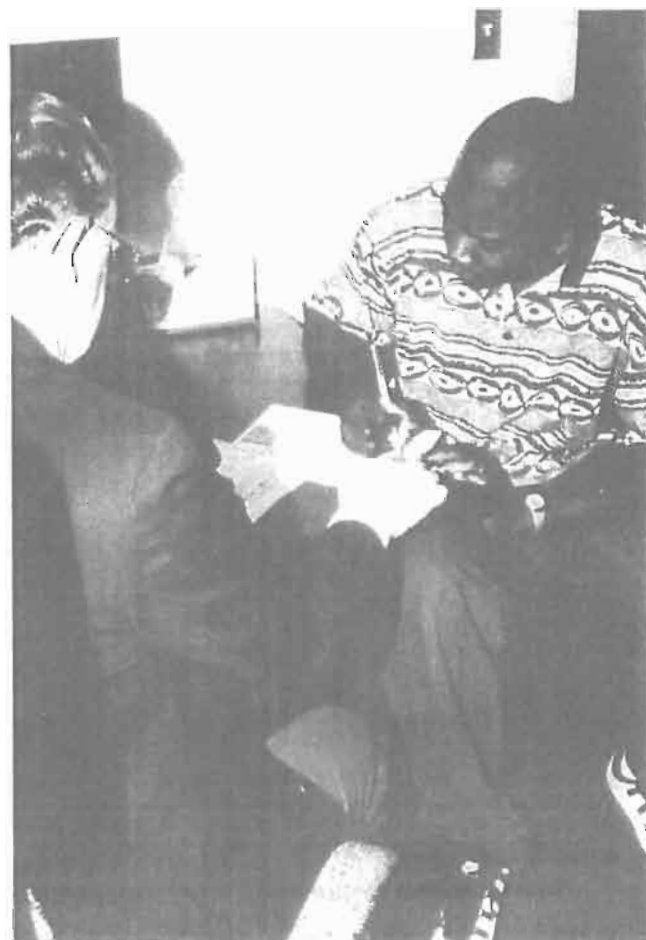
PHCC shall:

- A. Provide the first two years of postsecondary instruction which lead to the baccalaureate degree;
- B. Provide comprehensive career/technical education programs which prepare students for employment in business, industry, and service occupations;
- C. Provide adult career/technical and continuing education;
- D. Provide student development services to ensure success;
- E. Promote economic development; and
- F. Provide community instructional opportunities for cultural enrichment and personal development.

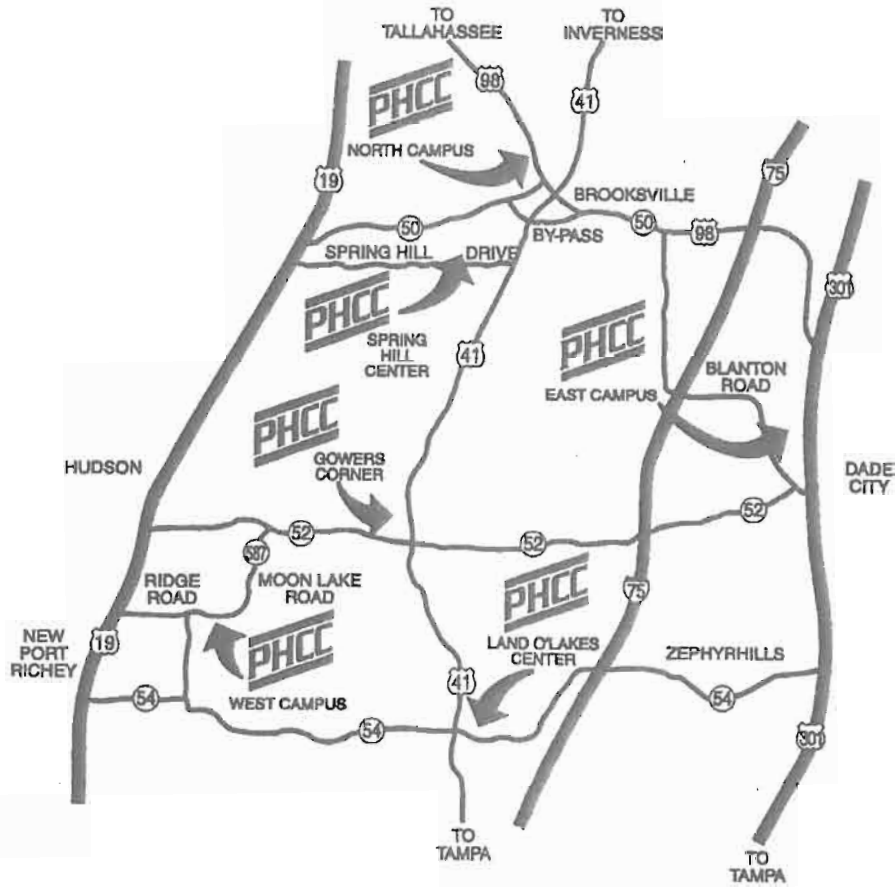
College Catalog/Student Handbook

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 academic years old in the term that the student meets all graduation requirements. A catalog year ends on the last day of classes in Term IV.



DISTRICT MAP



East Campus and District Office

36727 Blanton Road
 Dade City, FL 33523-7599
 (352) 567-6701
 (352) 567-7740 fax

North Campus

11415 Ponce de Leon Blvd.
 (U.S. 98 North)
 Brooksville, FL 34601-8698
 (352) 796-6726
 (352) 796-7491 fax

West Campus

10230 Ridge Road
 New Port Richey, FL 34654-5199
 (813) 847-2727
 (813) 816-3300 fax

Gowers Corner Center

(West side of U.S. 41, just north of S.R. 52)
 Send mail c/o East Campus
 (813) 996-5080

Spring Hill Center

11245 Spring Hill Drive
 Spring Hill, FL 34609
 (352) 688-8798

Land O' Lakes Office

21609 Village Lakes Shopping Center
 Land O' Lakes, FL 34639
 (813) 949-0660

ADMISSIONS PROCESS

Application Procedures

There are several ways prospective students can be eligible for admission to PHCC. The first step is to obtain an application from a district high school guidance counselor or from any PHCC Admissions or Student Services office at the addresses and phone numbers listed on the first page of this catalog. All applicants for credit courses, (except those enrolling in credit bank or high school dual enrollment—see “Admission to Programs of Acceleration” below) should then complete the PHCC Application for Admission form and submit the \$20 application fee, which is not normally refundable. Florida residents who seek to qualify for in-state course fees must complete the residency affidavit that is part of the application form.

All application materials (see requirements in “Admission to Programs and Courses”) may be submitted in person or may be mailed to one of the following addresses:

For East Campus

Office of Admissions/Student Records
Pasco-Hernando Community College
36727 Blanton Road
Dade City, FL 33523-7599

For North Campus

Office of Admissions/Student Records
Pasco-Hernando Community College
11415 Ponce de Leon Boulevard
Brooksville, FL 34601-8698

For West Campus

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

Students must be admitted to the college before registration can occur, so all applicants are urged to submit their application prior to the registration period outlined in the schedule of courses.

Applicants will be notified in writing of their admission status as soon as possible after the application and fee are received.

Admission to the College

Admission to the college does not imply admission to any particular program or course. Further, admission to associate degree programs, limited-access programs, and some certificates is restricted by state law, state and federal regulations, or by Rules of the District Board of Trustees. Applicants should therefore review the catalog carefully to ascertain admission requirements for the programs and courses listed.

First Time in College Applicants

U.S. citizens or permanent residents who are 19 years of age or older and have not previously attended another college are eligible for admission to PHCC upon submitting the application form and fee. Admission to many programs and courses, however, requires additional documentation as listed in this catalog.

U.S. citizens or permanent residents who are under 19 years of age and have not previously attended another college may be admitted to PHCC by providing the following documents in addition to submitting the application form and fee:

- An official high school transcript indicating graduation (due during the term of admission); or
- Official General Education Development (GED) scores from the Florida Department of Education or the appropriate out of

state agency indicating the award of a high school equivalency diploma (due during the term of admission); or

- Credit Bank Application form and fees or Dual Enrollment Application form and approval forms as listed in the section “Admission to Programs of Acceleration” pertaining to Credit Bank, Dual Enrollment, or Early Admission students (due at the point of admission).

High School Graduates

Graduates of regionally accredited secondary schools will be accepted to the College in good standing.

Graduates from Non-Accredited High Schools and Home Study Programs

Graduates from non-regionally accredited high schools, including home study programs, will be admitted to the College in good standing. However, admission to associate degree programs, associated certificate programs, limited access programs, and some postsecondary adult vocational certificate programs requires that Florida graduates verify that their school or home study program has complied with Florida Statute 229.808 and also awards diplomas on a basis at least equivalent to the standards expressed in Florida Statute 232.246. Out of state graduates must verify completion of a curriculum which includes four years of English, and three years of mathematics, natural science, and social science or achievement at or above the minimum level required on all sections of a state recognized placement test. It is the responsibility of the applicant to document that these requirements have been met. Applicants should meet with the Director of Admissions prior to application for further details.

GED Completers

Students who have successfully completed the General Education Development (GED) test in English will be admitted to the College in good standing. Students who have not graduated from high school nor obtained a GED will be encouraged to do so.

Students with Certificates of Attendance, Certificates of Completion, or Special Diplomas

Students who have received Certificates of Attendance, Certificates of Completion, or Special Diplomas from a Florida public high school will be admitted to the College in good standing, but are not eligible for admission to associate degree programs, associated certificate programs, limited access programs, and some postsecondary adult vocational programs. In such cases, these students are encouraged to obtain a GED high school equivalency diploma.

Transfer Students

Upon submission of the PHCC Application for Admission form and fee, applicants transferring from other colleges or universities will be accepted to the College in accordance with all Standards of Academic Progress. Applicants who are on academic probation from another college may not enter a degree program at PHCC until they have had an interview with an advisor. Applicants who are on academic suspension or who have been dismissed for academic reasons from another institution may not enter PHCC without the permission of the Vice President of Instructional Services.

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 PHCC 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 PHCC for a period of two years from the date of such finding.

Transfer students enrolled in associate degree or associated certificate programs will receive an evaluation of transfer credit once all admission requirements to the program (including submission of official transcripts from high school GED scores and college transcripts) have been met.

Acceptance of Transfer Credit

PHCC will accept transfer credit from institutions accredited as degree-granting by a postsecondary regional accrediting commission at the time that coursework was completed. The College will accept transfer credit from other institutions if the award of credit from such institutions is recommended as generally acceptable by the American Association of Collegiate Registrars and Admissions Officers as evidenced in the publication "Transfer Credit Practices of Designated Educational Institutions." In either case, an award will be made provided that the credit earned is in an area and on a level normally included within the first two years of college and a grade of "D" or higher has been achieved. For credit to be awarded for coursework beyond this level, a written petition must be made to the Director of Admissions and Records, who will forward the request to the appropriate academic area for review.

Additionally, the College may accept transfer credit at the vocational level only from a State of Florida designated vocational center.

Transcripts from international institutions will be reviewed for potential award of credit only if official transcripts in languages other than English are accompanied by a certified English translation. Applicants for transfer credit from international institutions must also supply at their own expense a written evaluation of their transcripts from an external agency as recommended by PHCC.

Transfer credit for work accomplished in a noncollegiate setting may be granted upon individual review only for the programs listed and under the provisions expressed in the PHCC Catalog and Student Handbook.

International Students

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. **International applicants seeking an F-1 visa must be admitted both to the college and to a degree program before an Immigration I-20 form will be released.**

In order to be admitted to the college, international students must also formally declare their intent to enter an Associate in Arts or Associate in Science degree program and must be eligible for admission to that program. The student must submit official transcripts indicating grades for the final four years of secondary school and graduation or successful completion of a U.S. General Education Development (GED) Test. Official transcripts must also be submitted from all postsecondary institutions attended. All documents must include an original or certified copy and a certified English translation if the document is written in a language other than English.

Prior to admission, international students must submit evidence of proficiency in English through one of the following means:

1. Citizenship in a country in which English is the native language; or
2. Graduation from a U.S. high school; or
3. Completion of a U.S. GED or a score of 550 or higher on the Test of English as a Foreign Language (TOEFL).

The college does not provide transportation or monies to students. International students must make their own arrangements and have available sufficient funds to cover any expenses which may be incurred. Certification of available funds to cover all expenses must be received by the District Records Office before an I-20 form will be released.

International students on an "F" (student) visa are required by U.S. Immigration regulations to be enrolled full-time (at least 12 semester hours) for fall and spring semesters and must meet the standards of progress applicable to all students.

Those international students holding a valid visa type other than "F" who wish to enroll for a limited number of courses must secure the approval of the Director of Admissions and Student Records prior to enrollment.

Special Students

Applicants who are high school graduates or GED completers, but who do not wish to follow a program of study at the college, or those students who are at least 19 years of age but do not meet the requirements for entry into degree or specific certificate programs may enroll as special students.

A special student is permitted to earn 15 credit hours, after which time the student is required to meet with an advisor to declare a course of study. Additional admission requirements may then need to be satisfied (see "Admission to Programs and Courses").

Other limitations or exceptions with respect to financial aid, veterans' benefits, counseling, and advisement may pertain to this classification of admission.

Registration Process

Before a student can register for credit courses, he/she must be admitted to the college. Additionally, students who are pursuing a degree or certificate must have declared their major either on their application form or through a Program Declaration form so that they may register for the appropriate courses for their specified program of study. These forms are available at orientation and in the Student Services Office.

After being admitted to the college, students should schedule any necessary testing. Test scores are required for admission to all degree programs and for all students wishing to enroll in mathematics, English, or reading courses. Students should then see an academic advisor in the Student Services Office each semester to plan the courses they will take. Students are cautioned to be advised as early as possible, adhering to the dates published in the College Calendar. Early advisement leads to an early registration appointment, the best selection of courses, and the most preferable time schedule.

The beginning and ending dates for this registration are published in the College Calendar. Students who register for courses that begin and/or end at times other than the regularly scheduled semester in the Calendar need to request from Student Services staff the deadline dates for drop/add and for withdrawal. Students should ask for these dates at the time of registration.

Students may be advised, register, and pay for courses at any of the three PHCC campuses.

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 Associate in Science-related program
4. Technical Certificate in (specific program)
5. Special Student
6. Non-Degree Student (transient, post-baccalaureate)
7. Non-Credit Enrollment
8. Dual Enrollment

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 pre-requisites, permission of the instructor, or prior acceptance into a limited access program. **ALL PROGRAMS/COURSES ARE NOT OFFERED ON ALL CAMPUSES.**

A student declaring a goal of Special Student, Non-Degree Student, or Non-Credit Enrollment need not supply school transcripts, but must do so upon applying for a degree program or an associated certificate program.

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. Once documents have been requested, they must be received by the Records Office prior to the end of that term in order for a student to continue enrollment at PHCC.

It is the responsibility of the applicant to ensure that all credentials have been received in the appropriate Records Office. Registration for subsequent terms will not be allowed until all required documents have been received.

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 as part of their application to the college. To enter these degree programs, students must ensure that the following documents have been received by the Records Office on their home campus:

1. A Program Declaration form with advisor signature indicating the intent to pursue the AA or AS degree program;
2. An official transcript from a Florida public high school indicating graduation; **or** an official high school transcript indicating graduation from a regionally accredited private/non-Florida school; **or** official GED scores from the Florida Department of Education, or appropriate out-of-state agency, indicating the award of a high school equivalency diploma; **and**
3. An official transcript sent directly from each college or university attended.

Students graduating from home-study programs or from other non-regionally accredited high schools must consult the Director of Admissions regarding requirements for admission to degree programs.

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 years of secondary school English, three years of secondary school mathematics, three years of secondary school natural science, and three years of secondary school social studies. This requirement is commonly referred to as the 4-3-3-3 Rule.

Graduates who have received a Standard Diploma from a Florida public high school or students who have received a GED high school equivalency diploma are considered to have met this requirement.

Graduates of private Florida high schools whose transcripts do not indicate compliance may meet the requirements by successfully completing the appropriate 1000 level and 2000 level courses at PHCC. Each three semester hour 1000 or 2000 level PHCC course is considered to be equivalent to one year of secondary school study.

Graduates of out-of state high schools may meet the requirement in the same way as graduates of a private Florida high school or by the achievement of at least the minimum level on all sections of a placement test required in FS 240.117 (1).

It is the responsibility of the applicant to ensure that all necessary documents have been received by the Records Office on his/her campus. Registration for subsequent terms will not be allowed until all required documents have been received.



Admission to Associated Certificate Programs

PHCC offers the following certificate programs which are associated with AS degree programs: Paramedics (a limited access health program; see below), Emergency Medical Technician, Office Systems Specialist, Small Business Management, and Business Data Processing. 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 with advisor's signature indicating the intent to pursue a particular associated certificate program;
2. An official transcript from a Florida public high school indicating graduation; **or** an official high school transcript indicating graduation from a regionally accredited private/non-Florida school; **or** official GED scores from the Florida Department of Education, or appropriate out-of-state agency, indicating the award of a high school equivalency diploma; **and**
3. An official transcript sent directly from each college or university attended.

Students graduating from home-study programs or from other non-regionally accredited high schools must consult the Director of Admissions regarding requirements for admission to associated certificate programs.

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 Technical Credit Certificate Programs

Technical credit certificate programs are designed to prepare the student for an entry-level job or to supplement education and training in a chosen occupational field. Students must complete a Program Declaration form. PHCC offers these Technical Credit Certificate programs:

- Child Care Supervision
- Coder Specialist
- Correctional Officer
- Cosmetology
- Dental Assisting
- Fire Fighting
- Health Unit Coordinator
- Landscape and Turf Operations
- Law Enforcement/Auxiliary Officer
- Law Enforcement/Basic Recruit
- Medical Record Transcribing
- Medical Secretarial/Examining Room Assistant
- Patient Care Assistant/Home Health Aide
- Phlebotomy
- Practical Nursing
- Wastewater Treatment Plant Operation Level "C"
- Water Treatment Plant Operation Level "C"
- Welding

Dental Assisting and 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 Programs of Acceleration

PHCC 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 submitted an application and supplied proof of high school graduation. The following are acceleration methods for program completion.

Advanced Placement (AP)

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced

Placement (AP) 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. Any credit awarded will appear on the student's PHCC transcript once 15 hours in residence have been completed.

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 Evaluation of Educational Experiences in the Armed Services*. After application to PHCC, 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. Any credit awarded will appear on the student's PHCC transcript once 15 hours in residence have been completed.



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. Any credit awarded will appear on the student's PHCC transcript once 15 hours in residence have been completed.

Credit Bank

Upon submission of a completed Credit Bank application form and fee, 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 PHCC 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 PHCC 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 school administrator.

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. Credit will be awarded if the exam grade is "A," "B," or "C." Any credit awarded will appear on the student's PHCC transcript once 15 hours in residence have been completed.

Dual Enrollment/College (or University)

A PHCC student may be enrolled at another institution concurrent with his/her PHCC enrollment by securing written permission in advance from the Division Director (West Campus) or Provost (East or North Campus), and the Vice President Instructional Services. This procedure is necessary to assure the acceptance of credit involved.

A student may be enrolled in a dual enrollment status at PHCC 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 PHCC registration.

Dual Enrollment/High School

Public, and certain non-public, high school students may be dually enrolled at PHCC upon submission of a completed Dual Enrollment application form along with the permission of the appropriate high school administrator. This permission must be obtained by the completion of a "Dual Enrollment Form," signed by the high school principal, with each PHCC registration. Credit earned will apply toward high school graduation as well as toward college or technical credit.

Dual Enrollment/Early Admission

Public, and certain non-public, high school students, **not currently taking classes in high school**, may enroll at PHCC upon submission of a completed Dual Enrollment form and with the permission of the appropriate high school administrator. This permission must be obtained by completion of an "Early Admission Form," signed by the high school principal, with each PHCC registration. Credit earned applies toward high school graduation as well as toward college credit.

International Baccalaureate (IB) Diploma 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. Credit awarded will appear on the student's PHCC transcript once 15 hours in residency have been completed.

Transient Students

A PHCC student may be enrolled at another institution as a transient student by securing written permission from the Division Director (West Campus) or Provost (East or North

Campus) and approval of the Vice President Instructional Services. This procedure is necessary to assure the acceptance of the credit involved.

A student may be enrolled in a transient status at PHCC 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 prior to each PHCC registration.

Certified Professional Secretary

Pasco-Hernando Community College recognizes the achievement of the secretary awarded the Certified Professional Secretary (CPS) designation by granting college credits for this certification. Credit will be awarded for the following courses:

MNA 1300	Personnel Relationships in Business
ACG 2021	Principles of Financial Accounting
OST 2401	Office Technology
OST 2335	Business Communications
OST 1100	College Keyboarding I
OST 1110	College Keyboarding II
QMB 1001	Business Mathematics
CGS 1100	Microcomputer Applications for Business and Economics I
OST 1321	Electronic Office Machines

Students must still fulfill the 15-hour residence requirement and present official verification of the CPS certification to an advisor. The advisor will complete the course substitution form and attach a copy of the CPS certificate. The form will be forwarded to the Dean of Career/Technical Programs. The credit will appear on the student's permanent record as earned credit only, without any indication of grades.

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, by 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)	– May 10
Associate in Science in Nursing (ADN/Generic Track)	– June 15
Associate in Science in Nursing (ADN/Paramedic Track)	– June 15
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 preceding programs. All programs begin in Term I of each year except for the ADN/LPN Track which starts in Term IV and the Practical Nursing Program which starts in Term II on the West Campus.

Information about applications can be obtained from the Admissions Office on any PHCC campus or from the Health Programs Office on the West Campus. Admission packets are available on all campuses beginning in October.

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 PHCC 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. An official high school transcript indicating graduation **or** official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. 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 PHCC (for ADN Program); and
- e. Report of scores from the National League of Nursing (NLN) Pre-Entry Examination indicating a minimum composite score at the 50th percentile as follows:
Generic and ADN Paramedic Tracks: Pre-Admission RN Exam
ADN/LPN Track: Mobility Profile I.
Practical Nursing: Pre-Admission PN Exam
- f. Copy of current CPR card.

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, Level A) with minimum grade level of 11th grade in Language, Reading, and Mathematics.

2. All applicants to ADN Program tracks must have completed each prerequisite course with a grade of "C" or higher 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 PHCC Practical Nursing and Paramedic programs will have preference over other applicants (ADN/LPN and ADN/Paramedic Tracks).

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. Up to 72 candidates may be selected for admission to the ADN/Generic Track. As many as 30 other applicants who meet minimum requirements by the deadline date may be selected as alternates with admission on a space-available basis.
3. Up to 24 candidates may be selected for admission to the ADN/LPN Track. Additional candidates will be selected on a space-available basis.
4. Up to 24 candidates may be selected for admission to the ADN/Paramedic Track. Additional candidates who meet minimum requirements by the deadline date will be selected 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. Up to 72 candidates may be selected for admission.
3. As many as 30 applicants who meet minimum requirements by the deadline date may 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 PHCC application form and fee;
 - b. Completed Paramedic Program application;
 - c. An official high school transcript indicating graduation **or** official GED scores from the Florida Department of Education or the appropriate out-of-state agency indicating the award of a high school equivalency diploma;
 - d. Official transcript from each college and university attended other than PHCC;
 - e. Copy of current Florida EMT license;
 - f. Report of scores on the Test of Adult Basic Education (TABE, Level A) with minimum grade levels of 11th grade in Language and Reading and 9th grade in Mathematics; and
 - g. Report of score of 70% or above on the Paramedic Pre-Admission Examination administered at PHCC, West Campus.
 - h. Copy of current CPR card.
2. Completion of prerequisite course(s) with a grade of "C" or higher and 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

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. Preference to applicants will be given in sequence, as follows:

1. Those employed as EMTs in Pasco and Hernando counties;
2. Residents of Pasco and Hernando counties;
3. Those employed by other EMS/fire services;
4. Degree-seeking students who have completed all requirements for the A.S. Degree in Emergency Medical Services, except completion of the Paramedic Certificate Program.
5. Up to 30 candidates may be selected for admission to the program.
6. All other applicants who meet the minimum requirements may 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 PHCC application form and fee;
 - b. Completed Dental Assisting Program application;
 - c. An official high school transcript indicating graduation **or** official GED scores from the Florida Department of Education or the appropriate out-of-state agency indicating the award of a high school equivalency diploma; and
 - d. Report of scores on the Test of Adult Basic Education (TABE, Level A) with a minimum grade level of 10th grade in Reading, 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. Up to 20 candidates may be selected for admission to the program. In an arrangement with the Private Industry Council (PIC) of Pasco County, preference may be given to up to 10 fully-qualified applicants referred by PIC of Pasco.
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 PHCC application form and fee;
 - b. Completed Dental Hygiene Program application;
 - c. An official high school transcript indicating graduation **or** official GED scores from the Florida Department of Education or the appropriate out-of-state agency indicating the award of a high school equivalency diploma; (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 transcripts from each college or university attended other than PHCC; and
 - e. Copy of current CPR card.
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 higher 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. Applicants with 480 hours of documented chairside assisting experience will have preference over other applicants. Graduates of the PHCC Dental Assisting Program will have preference over other applicants, in instances of tied scores.

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. Up to 12 candidates may 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 PHCC students to enroll in specialized programs at other public community colleges in the Tampa Bay area. Currently, 17 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*
 Occupational Therapy Assistant*
 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)
 Funeral Services
 Health Services Management
 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 PHCC. Information and special application forms are available from PHCC advisors. Applications must be submitted to the Assistant Dean of Student Services on one of PHCC's campuses prior to the application deadline of the program for the year admission is desired. PHCC 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 PHCC. Most programs have other specialized requirements also.

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 Health Programs' 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 American Heart Association's Basic Life Support for Health Care Providers Course (8 hours) or the American Red Cross Professional Rescuer-CPR Course required by the date specified in the letter of notification (for the AS Degree programs in Nursing and Dental Hygiene).
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.

TECH PREP CONSORTIUM

PHCC, the District School Board of Pasco County, and the School Board of Hernando County are consortium partners in Tech Prep, a national movement to prepare students for careers in emerging technologies. High school students enrolled in Tech Prep programs of study in Agribusiness, Business, Allied Health and Nursing, or Industrial Technology can benefit from the partnership through dual enrollment, credit bank, and articulation agreements between the College and the school district. Generally, Tech Prep students at PHCC will have completed a high school program of study leading to an Associate in Arts degree with an Agriculture emphasis or one of the following Associate in Science degrees: Building Construction Technology, Business Administration and Management, Computer Programming and Applications, Dental Hygiene, Emergency Medical Services, Hospitality Management, Human Services, Nursing, or Office Systems Technology.

PHCC Tech Prep students may be eligible for the annually renewable Florida Vocational Gold Seal Scholarship or scholarships awarded by the consortium's Business and Industry Advisory Council. Tech Prep students may enter employment immediately after graduation or complete the General Education requirements for the Associate in Arts Degree and transfer to a university. For more information on opportunities at PHCC, see the Dean of Career and Technical Programs or an advisor.

REFUND POLICIES

College and Technical Credit Courses

A 100% refund of fees, not including the application fee, may be granted for a course a student drops 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, 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 date for registration, drop/add, and refunds shall be the end of the day on which 10% 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

A full refund will be given to a student who withdraws from any Continuing Education course prior to the beginning of the first class meeting. 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.

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

Textbook Refunds

The College Bookstore will accept textbook returns for refunds during registration, drop/add, and the week immediately 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 tuition, the following provisions of Florida Statute 240.1201 will govern actions by the College.

Students shall be classified as either residents or nonresidents for the purpose of assessing tuition fees in public community colleges and universities. Determination of residency is made based on information the applicant provides on the residency affidavit.

(1) (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 Florida and must have maintained legal residence in Florida 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, in accordance with the provisions of Section 240.1201(2)(b), Florida Statutes.

(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.

(2) 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.

(3) 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.

- (4) 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.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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 with-

in 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.

- (9) The following persons shall be classified as residents for tuition purposes:
 - (a) Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses and dependent children.
 - (b) Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
 - (c) United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
 - (d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and state institutions of higher education, as defined in Florida Statute 228.041, and their spouses and dependent children.
 - (e) 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.
 - (f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
 - (g) 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.
 - (h) McKnight Doctoral Fellows and Finalists who are United States citizens.
 - (i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a Board of Regents-approved graduate-level education program which leads to a Florida teaching certificate.

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, including all supporting materials, is made after the last day of drop/add registration in a full term, it will not become effective until the following term. A new affidavit must be filed with any renewal application.

FEES AND EXPENSES

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

Course Fees

Fees for **Advance Registration** are due on the "Last Day to Pay Advance Registration Fees" each semester. Fees for **Regular Registration** are payable upon registration. Fees may be paid by **cash, check, Visa or MasterCard**.

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

College Credit* and College Preparatory Credit

- ***Florida Resident \$38.90 per credit hour
- **Non-Florida Resident \$144.91 per credit hour

Technical Credit***

- ****Florida Resident \$18.35 per credit hour
- ****Non-Florida Resident \$73.44 per credit hour

- * Includes advanced, professional, and post-secondary vocational (PSV) courses
- ** Includes a financial aid fee, a student activities and services fee, and a capital improvement fee
- *** Includes post-secondary adult vocational (PSAV) courses.
- **** Includes a financial aid fee and a capital improvement fee.

Continuing Education Fees

Non-Credit Technical Supplemental

- ****Florida Resident \$1.06 per contact hour
- ****Non-Florida Resident \$4.24 per contact hour

Lifelong Learning (CEL) varies per course

Workshops varies per workshop

**** Includes a financial aid fee and a capital improvement fee.

Special Additional Fees

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

Application \$20

CLAST for Visitors from Private Institutions or Teachers . \$25

Credit-by-Examination

Credit Courses \$30 per examination

Diploma/Certificate \$10

Diploma/Certificate/Cap & Gown \$30

Late Registration \$20

NLN Pre-Admission Nursing Examinations \$25

NLN Mobility Profile I Examination \$50

College Prep Testing (Courses Below) \$5

ENC 0010 MAT 0024

Laboratory (Courses Below) \$5

BCT 1040 COS 0920 ETD 1530C HEV 0137

Laboratory (Courses Below) \$10

CGS 0002	COS 0644	HSC 0230
COS 0070	COS 0700	OST 1743
COS 0301	COS 0870	OTA 0101
COS 0400	CSP 0006	OTA 0611
COS 0590	HEV 0116	

Laboratory (Courses Below) \$15			
CGS 1000	COP 2120	HCP 0500	OST 1711
COP 1332	COP 2121	MRE 0203	OST 1722
COP 2333	COP 2220	MTS 0231	OST 1811
CGS 1100	ETD 1380C	MTS 0232	OST 2311
CGS 2101	FSS 1202C	OST 1100	OST 2601
CGS 2103	HCP 0300	OST 1110	OTA 0601

Laboratory (Courses Below) \$20			
ART 1300C	NUR 1001C	PGY 1401C	PMT 0135
ART 1301C	NUR 1020C	PGY 1402C	PMT 0138
ART 2510	NUR 1520C	PMT 0106	PMT 0158
ART 2520	NUR 1710C	PMT 0112	PMT 0164
CSP 0920	NUR 1991C	PMT 0121	PMT 0175
CSP 0921	NUR 2412C	PMT 0122	PRN 0100C
MEA 0200	NUR 2460C	PMT 0131	PRN 0110C
MLT 0040L	NUR 2996C	PMT 0134	

Laboratory (Courses Below) \$25			
BOT 1010C	CHM 2210C	DEH 2804L	FFP 0602
BSC 1010L	CHM 2211C	DEH 2806L	FFP 0640
BSC 1011L	DEA 0800C	DES 0100C	MCB 2010L
BSC 1085L	DEA 0801C	DES 0200C	PHY 1053L
BSC 1086L	DEH 1001L	DES 1020L	PHY 1054L
CHM 1025L	DEH 1800L	DES 1100C	THE 2925A
CHM 2045L	DEH 2702L	DES 1200C	THE 2925B
CHM 2046L	DEH 2802L	FFP 0069	

Laboratory (Courses Below) \$40			
EMS 1119C	EMS 2274C	EMS 2275C	EMS 2458

Testing

PRN 0100C	\$30
NUR 2711C, NUR 2720C, NUR 2995C	\$48
HCP 0904	\$50

All Applied Music Courses \$90

Music Ensemble Courses \$20

MUN 1450

Physical Education Courses \$5

PEL 1341	PEL 1441	PEM 1172
PEL 1342	PEM 1171	

Physical Education Courses \$50

PEL 1111	PEL 1121	PEL 1122
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Law Enforcement Courses \$50

CJD 0254	CJD 0704	CJD 0723
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Law Enforcement Courses \$160

CJD 0705

Child Care Supervision, Cosmetology, Dental Assisting, Dental Hygiene, Emergency Medical Services/Paramedic, Emergency Medical Technician, Health Unit Coordinator, Human Services, Medical Secretarial/Examining Room Assistant, Nursing, Patient Care Assistant/Home Health Aide, Phlebotomy Technician, Practical Nursing – **Individual Professional Liability Insurance** \$12.50 per year

Fire Fighting Bunker Gear Rental \$75

Florida Real Estate Examination \$7

Returned Check \$15

Overseas Study in the Humanities Travel Expenses

Writing Validation (CLEP) \$30

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 PHCC 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, 1996 – Application period begins
- April 1, 1996 – Initial deadline to apply for Florida Student Assistance Grant (FSAG) and most scholarships
- May 1, 1996 – Priority deadline for financial aid applications. Applications received after May 1 will be considered in order of date received, provided funds are available.
- August 1, 1996 – Registration begins
- August 22, 1996 – Classes begin
- November 1, 1996 – Deadline to apply for Stafford Loan for Fall Term.
- March 1, 1997 – Deadline to apply for Stafford Loan for Spring Term.
- May 1, 1997 – Final deadline to apply for Federal Pell Grant for 1996-97 school year.

NOTE: A STUDENT MUST SUBMIT A FIRST STUDENT AID REPORT WITH A CALCULATED EXPECTED FAMILY CONTRIBUTION (EFC) BY JUNE 30, 1996 OR THE STUDENT'S LAST DAY OF ENROLLMENT, WHICHEVER COMES FIRST.

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:

- 1995 U.S. Income Tax Record
- W-2 Forms and other records of money earned in 1995
- Records of non-taxable income such as veterans, social security, and welfare benefits
- Current bank statements
- Current mortgage information
- 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.

The Free Application for Federal Student Aid may be used to apply for financial aid. Upon completion of the application, the student should mail it to the appropriate agency for processing.

In order to apply for financial aid at PHCC, 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 **1997-98** academic year:

- January 1, 1997 – Application period begins
- April 1, 1997 – Initial deadline to apply for FSAG and most scholarships
- May 1, 1997 – Priority deadline for financial aid

How Much Will It Cost To Attend PHCC?

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 most credit programs for 2 semesters (9 months) using 1995-96 data:

	Students living with parents	Students not living with parents
Tuition and Fees	\$1,092.00*	\$1,092.00*
Books and Supplies	600.00	600.00
Personal/Misc.	1,283.00**	1,283.00**
Transportation	960.00	960.00
Room & Board	<u>1,500.00</u>	<u>4,190.00</u>
	<u>\$5,435.00</u>	<u>\$8,125.00</u>

*Non-Florida Residents – add \$2,976.00 in Out-of-State Fees.

**Includes allowances for Federal Family Education Loan 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?

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** 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.

(The cost of attendance minus the expected family contribution = the financial need. Example: \$5,435 minus \$2,200 = \$3,235)

How Does A Student Know Whether He/She Qualifies?

Approximately 4 to 6 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 an eligible 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 from the Financial Aid Office at PHCC to notify the student of financial aid award(s).

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 40 days after the end of the drop/add period. Students receiving Institutional or Foundation scholarship awards will not receive direct payments.

A student receiving a federal loan will be mailed his/her check after he/she has registered, paid fees, and has attended class(es) for the session. Delays in distributing checks may occur due to the large number being processed. However, PHCC personnel will process the checks as rapidly as possible. A student in the first year of his/her program of study cannot receive the initial disbursement of his/her first loan until 30 days after the first day of classes in the term to which the initial disbursement applies (a federally-mandated 30-day delay).

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. See Standards of Academic Progress.

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 PHCC.

A late applicant who submits the necessary documents, e.g., the Student Aid Report for the Federal 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?

It is the responsibility of the student to review the college's refund policies and be aware of the steps necessary to receive a refund (See Refund Policy).

What Are The Facilities and Services Available To Disabled Students?

Services to the disabled are provided on a case-by-case basis at each campus. A number of alterations to campus physical facilities have been implemented (and will continue to be implemented) on the basis of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) evaluations. These evaluations were made jointly by administrators and disabled 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 financial aid personnel who are on each campus.

NOTE: The provisions of the following programs are subject to change as actions are taken by the President, 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.

FEDERAL 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 1996-97 academic year will depend on the level of program funding.

How To Apply:

Forms are available from advisors.

1. Complete the Free Application for Federal Student Aid and mail to processor.
2. Complete the Application for Admission and the Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts (transfer students only).
4. Return the Student Aid Report (SAR), which is sent from the federal processor, to the campus financial aid advisor.
5. Application Period: January 1, 1996 - May 1, 1997.

NOTE: Priority deadline date is May 1, 1996.

Eligibility:

1. A student is eligible if he/she 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. Is making satisfactory academic progress.
5. Is neither in default nor overpayment on student loans or other aid.
6. Has financial need based on the federal need analysis.

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 Expected Family Contribution 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.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

An FSEOG is not an entitlement, as is the Federal Pell Grant. There are no guarantees attached to it. Every year the college receives funds to use for FSEOG's. When this money is gone, there are no more FSEOG's for that year. That is why it is important to meet the college's financial aid deadline.

How To Apply:

1. Complete the Free Application for Federal Student Aid 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: May 1, 1996.

Eligibility:

Eligibility requirements are the same as those for the Federal Pell Grant. Limited funds are available for awarding to students with exceptional circumstances who are enrolled for fewer than 6 hours in a term.

Selection of Recipients:

Selection is based on least expected family contribution and Federal Pell eligibility. Priority is given on a first-come/first-serve basis to students who apply before May 1. 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 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 the State Information section of the Free Application for Federal Student Aid.
2. Insure that college name and code number are correct.
3. Application period: January 1 to about April 1 of each year. (The state establishes the deadline 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 as defined by the state.

Selection Of Recipients:

Recipients are selected according to guidelines issued by the Office of Student Financial Assistance, State of Florida.

Determination of Awards:

1. Financial need as determined by an approved need analysis.
2. Award amounts are approximately equal to the average full-time tuition for two semesters at PHCC.

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. (Academic year is defined as Fall and Spring terms.)
4. A 2.0 cumulative grade-point average.
5. Payments have not exceeded nine semesters.

BUREAU OF INDIAN AFFAIRS (BIA)

The 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 PHCC Scholarship Application form.
3. Call the nearest PHCC campus and set an appointment for an Admissions interview.
4. Apply for all scholarships and grants for which student appears eligible.

FEDERAL WORK STUDY (FWS)

Part-time employment may be awarded to a student with financial need 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.

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 for at least 6 credit hours.
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 continuing students who had FWS awards in the previous year/term and to students with the greatest financial need as determined by the federal need analysis system.

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. Most awards are for 15 hours per week.

Conditions and Terms

1. If a student is awarded work-study, he/she should contact the campus work-study coordinator 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 15 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.

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 work-study coordinator.

Eligibility:

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

Selection Of Recipients:

Students are selected based upon their qualifications for job openings. Priority may 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 60 DAYS from the first day of classes, but not beyond 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. The **DEADLINE** for obtaining a deferment is the last business day prior to the beginning of regular registration for the fall and spring terms. Deferments are **NOT** available for the summer term or for Federal Family Education Loans.

FEDERAL FAMILY EDUCATION 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.

FEDERAL SUBSIDIZED STAFFORD LOANS

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

How To Apply:

Forms are available at each campus financial aid office.

1. Complete the Free Application for Federal Student Aid and mail to processor.
 2. Complete a Loan Request Statement.
 3. Complete a PHCC Institutional Application for Aid.
 4. PHCC participates in Electronic Funds Transfer (EFT).
- NOTE: Deadline to apply for Fall Term, Nov. 1, 1996.
Deadline to apply for Spring Term, March 1, 1997.

Eligibility:

A student is eligible if he/she:

1. Enrolls for at least 6 semester hours per session.
2. Enrolls in an eligible degree or certificate program of study.
3. Is a U.S. citizen, national or permanent resident.
4. Is neither in default nor overpayment of other aid received.
5. Is in good academic standing.
6. Meets eligibility requirements of the lender.
7. Has a high school diploma or a GED.

8. Has financial need as determined by the federal need analysis system.

Determination of Awards:

In the first year of their program, students may borrow up to an annual limit of \$2625, based on financial need. In the second year of their program, students may borrow up to an annual limit of \$3500, based on financial need. Normally, students may not exceed an aggregate total of \$6,625 at PHCC, and the federal maximum aggregate total for all undergraduate enrollment. The annual amounts and the aggregate total amount also include combined totals of Federal Unsubsidized Stafford Loans which are described in the following section.

Selection Of Recipients:

Recipients are selected on approval by the lending institutions based on eligibility criteria submitted by the school.

Criteria For Continued Eligibility:

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

Terms Of The Loan

1. Repayments of the Stafford 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, depending upon the date the student began borrowing. Current rate for new borrowers is variable, not to exceed 9%. Specific interest rate information will be provided by the lender.
4. Maximum repayment time is 10 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

FEDERAL UNSUBSIDIZED STAFFORD LOANS

Independent students who apply for the maximum Federal Subsidized Stafford Loan may be eligible for an additional \$4,000 loan per year at PHCC, under the Federal Unsubsidized Stafford Loan Program. The interest rate is the same as the subsidized loan; however, interest will accrue while the student is in school, with repayment of the principal and interest beginning six months after the student ceases to be at least a half-time student.

FEDERAL PLUS LOANS

The term "PLUS" refers to the Federal Parent Loans for Undergraduate Students. These loans are available for parents of dependent students.

How To Apply:

Forms are available from advisors and participating lending institutions.

1. Parents are not required to complete the need analysis application, but they are encouraged to do so.
2. Complete PHCC Institutional Application for Financial Aid.
3. Complete the appropriate loan application and submit it to the Financial Aid Office.

Eligibility:

A student's parent is eligible if the student:

1. Enrolls for at least 6 credit hours per session.
2. Enrolls in an eligible degree or certificate program of study.
3. Is a U.S. citizen, national or permanent resident.
4. Is neither in default nor overpayment of other aid received.
5. Is in good academic standing.
6. Meets eligibility requirements of the lender.
7. Has a high school diploma or a GED.

Determination of Awards:

A dependent student's parents may borrow an amount not to exceed the total cost of education less other aid received, including the Federal Stafford Loan.

Selection Of Recipients:

Recipients are selected by the lending institution based on credit history and information provided by the school.

Criteria For Continued Eligibility:

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

Terms Of The Loan:

1. Repayment of the parent loan begins 60 days after the disbursement date.
2. The current interest rate is variable, not to exceed 10%, and begins to accrue at the time of disbursement.

**FINANCIAL AID APPEALS/
GRIEVANCE PROCESS**

Students who are denied financial aid due to insufficient academic progress may file a written appeal to the campus Financial Aid Committee. Documentation, such as a doctor's statement, may be required. The campus Financial Aid Committee will review the appeal and determine whether the student will be allowed to receive financial aid for an additional term. Appeals relating to insufficient academic progress are processed according to the procedures contained in Board Rule 6Hx19-6.09. The procedures for the financial aid grievance process, other than those that pertain to insufficient academic progress, are listed below.

1. Students should first attempt to resolve financial aid grievances locally and informally through discussion with the campus Financial Aid Advisor and/or an Assistant Dean of Student Services. If the grievance cannot be settled at the campus level, then the matter will be referred to the Director of Financial Aid for review.
2. After completing a thorough review of the matter, but in any event no longer than 10 days following his/her receipt of the referral, the Director of Financial Aid shall respond in writing to the student.
3. In the event that the student is not satisfied with the response of the Director of Financial Aid, the student may submit a written request for a review to the Dean of Student Services. The request must state fully the grievance of the student and must include all relevant documentation available to the student.
4. Upon the receipt by the Dean of Student Services of a request for review, he/she shall review the matter as soon as practicable and shall receive testimony and evidence from the student, witnesses, and any other source of relevant information.

5. The Dean of Student Services shall carefully and thoroughly consider all of the relevant information and testimony available to him/her and then shall issue findings on the matter. The findings shall be placed in written form and shall be forwarded to the student and to the President. The President, or his/her designee, shall take final action on the matter based upon the findings of the Dean of Student Services.

In the event that the grievance involves financial aid offered by the State of Florida, the student may be referred to the appropriate personnel in the Office of Student Financial Assistance for the State of Florida, in addition to, but not in lieu of, the procedures outlined above.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Students – 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.

Students – You Have A 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 immediately 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 immediately of changes in name, address, or enrollment.



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) or an approved CLAST alternative prior to transferring. Advisors are available to help with program selections. Program changes may be made by submitting a Program Declaration change to your advisor for approval.

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 College Entry Level Placement Test (FCELPT), 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-10.0315, and any student falling below these minimum scores will be placed in a variety of College Preparatory English and mathematics courses.

The college will accept MAPS, FCELPT, CPT, SAT, ACT, and ASSET scores, provided that they are no more than two 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 PHCC advisor for more information on placement testing.

Technical Credit Certificate Students

To comply with FAC 6A-10.040, the Test of Adult Basic Education (TABE) will be used by the College to assess basic skill levels for students entering technical credit certificate programs. The College will accept previous TABE scores provided that the scores are no more than two years old and students have taken the prescribed version for the goal they are pursuing. Students must take the one version (A, D, or M) prescribed for their particular program. Students who fall below the minimum basic skill levels will be offered remediation in the Learning Laboratory. After remediation, the students will be given another opportunity to pass the TABE. Students who do not reach the required TABE level by the end of the term following completion of the program (excluding summer) will not be issued a certificate. For additional information, students should 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.** A repeat of a course for which a "C" has been earned may be allowed through a formal appeal process.

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 for classes that meet a full term is shown on the College Calendar.

Standards of Academic Progress

1. All students will be evaluated for academic progress at the end of each term. In determining academic progress, college credit, vocational credit, and preparatory credit will be combined. "Attempted" means all credit hours for which a student is enrolled after the drop/add date for course enrollment. Transfer courses and courses taken for audit will be used to determine academic progress.
2. All students* will be required to complete at least one half of their total hours attempted. The following scale will be used to determine academic progress:

Attempted Hours	Completion Requirement	Minimum GPA
1-18	50% of total hours attempted	1.50
19-32	50% of total hours attempted	1.75
33+	50% of total hours attempted	2.00

*Students receiving Federal Financial Aid must complete 67% of their total hours attempted.

Good Standing: A student is in good academic standing when the requirements listed above are met.

Academic Warning: A student will be placed on academic warning at the end of the first term in which the standards outlined above have not been met.

Academic Probation: A student will be placed on academic probation at the end of a term if, after being placed on academic warning, the standards outlined above have not been met.

Academic Suspension: A student will be placed on academic suspension at the end of a term if, after being placed on academic probation, the standards outlined above have not been met.

3. **Suspension Waiver:** A student may appeal an academic suspension by filing a formal appeal to the Academic Appeals Committee. If the appeal is approved, the student will be allowed to re-enroll in a status of Suspension Waiver. The Appeals Committee will establish re-enrollment conditions and will monitor the progress of any student in a status of Suspension Waiver. If the appeal is denied, the student may appeal the committee's decision in writing to the Dean of Instruction.
4. **Academic Dismissal:** If, after being placed in a status of Suspension Waiver, a student does not meet the re-enrollment conditions established by the Academic Appeals Committee, the student may be dismissed from the college for one major term (fall or spring). A student is eligible to reapply for admission after the dismissal period by filing a formal appeal to the Dean of Instruction. If approved, the student will be allowed to re-enroll in the status of Suspension Waiver (see above).

Students who are currently enrolled and are on Academic Warning, Academic Probation, or Suspension Waiver will not be permitted to register using federal funds until their Standards of Academic Progress have been evaluated. Once evaluated, students placed on Academic Probation or Suspension will no longer be eligible to participate in federal, state, or institutionally-funded aid programs unless approved on appeal by the campus Financial Aid Appeals Committee or until such time that they are in good academic standing. Eligibility for state and institutionally-funded aid programs will be determined by those programs' specific criteria.

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. In addition, veterans enrolled in programs of less than 45 semester hours will be required to have a minimum GPA of 2.0 after completion of one half of the required semester hours in their program. This requirement is additional to the standards of academic progress noted above.

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 unexcused absences within a calendar month or more than five unexcused absences per session will be reported to the VA for termination of benefits.

Veterans failing to maintain the minimum 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 PHCC VA counselor.

Any unusual or extenuating circumstances concerning probation, unsatisfactory progress, or eligibility for deferred payment may be reported by the veteran in writing to the VA. The VA will determine if the student will continue to receive VA benefits.

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 credentials 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 fewer 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 Terms I, II, or III/IV.

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 federal or state financial aid, a minimum of 12 credit hours per session is considered full time.

Part-Time

A student enrolled for fewer than 12 credit hours in Terms I, II, or III/IV.

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 (PHCC), 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 PHCC advisor. See also "Admission to Linkage Programs," 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 an advisor before registering. Since any award made will be reflected on the student's transcript only after the completion

of 15 semester hours in residence at PHCC, students should apply for an evaluation of their CLEP results after meeting this residency requirement.

If a student has earned six 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 semester credits in courses, he/she shall be awarded only the difference between the number earned and the six 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 a grade after 15 hours in residence at PHCC have been completed. Credits earned through CLEP do NOT satisfy the residency requirement. Students seeking this credit are strongly advised to discuss their academic plans with an advisor 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. The student must obtain a grade of "C" or higher on written work associated with each of these courses. The quality of this written work must meet the requirements as stated above 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

After completing 15 hours in residence at PHCC, students may earn credit in designated courses by making a satisfactory score on tests prepared by PHCC 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 a grade has already been awarded. Credit earned through tests prepared by PHCC will appear on the student's permanent record. 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 (AP)

After completing 15 hours in residence at PHCC, students may earn college credit through the submission of an official score report meeting minimum requirements on one or more of the Advanced Placement (AP) 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.

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.

Television Courses

In addition to traditional teaching methods, PHCC offers courses via WEDU-TV, Channel 3. Videotapes of these programs are available in each PHCC 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 PHCC Course Schedule, published each term.

Students enrolled in television courses are required to meet with the PHCC instructor who coordinates the course at least five times during the term (first meeting, mid-term review, mid-term exam, final review, and final exam) at the West Campus, New Port Richey.

Students should inform bookstore personnel when they have registered for a "TV" course, since different texts and other materials are often used. Veterans Services students should check with their advisors before enrolling in television courses. For information about TV courses, contact either the Assistant Dean of Student Services for the student's "home" campus or the Associate Dean of Health, Science, and Mathematics, located on the West Campus, who coordinates the TV courses.

Directed Individual Study

A student who needs a course that is required for current graduation at PHCC, 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. Generally, Directed Individual Study is defined as a class of fourteen 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 to the Records Office 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. Credit awarded will appear on the student's PHCC transcript only after 15 hours in residence have been completed.

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, the student may be administratively withdrawn with a grade of "W," subject to course withdrawal dates.

Class attendance is restricted to those students registered for the course and to guests invited by the instructor. Children and other persons not properly registered for a course will not be permitted to attend class.

Observance of Religious Holidays

In compliance with Federal, State, and District Board of Trustees Rules which provide that there shall be no discrimination in the treatment of students on the basis of religion, the College shall make **reasonable** accommodation for religious observance, practice, and belief. Such accommodation shall apply to admissions, class attendance, scheduling of examinations, and work assignments. No adverse or prejudicial effects shall result to any student who avails himself or herself of the provisions of this Rule.

Maximum Student Load

The maximum student load for Term I or Term II is 18 semester hours and 14 semester hours for Term III/IV. Any student who desires to take more hours must obtain the permission of an advisor. The permission form will be forwarded to the Records Office for placement in the student's folder.

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. Technical credit courses are not available for audit except with permission of the appropriate dean.

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 require-

ments 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 96 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 IV) of the previous academic year. Incomplete grades are not available for non-audit courses.

"P," "F," "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 "P" or "F," any letter grade from "A" through "C" will be officially changed to a "P" by the Records Office. Other grades will be recorded as "F." After May 1994, "S" and "U" grades are assigned only in non-credit courses.

Grade Dissemination

Final grades are mailed immediately after the end of the session to those students 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, cumulative (i.e., includes transfer hours) grade-point average of 3.5 or above in all college credit courses applicable 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, PHCC introduced honors courses in 1993-94. The emphasis on honors is geared toward high-achieving students who can benefit from a more challenging academic experience. Enrollment in honors sections is 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 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

Grading System

PHCC 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	I	Incomplete (automatically changed to "W" if not made up within the ensuing term)
C	2	Average	P	Passed
D	1	Poor	W	Withdrew
F	0	Failure	*S	Satisfactory
			*U	Unsatisfactory
			X	Audit

*Used only in non-credit courses after May 1994

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
BOT 1010C	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
			14	11	28

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

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

12 hours, the student will be required to have completed English Composition I (ENC 1101) with an "A."

- Students who wish to petition for a waiver of any of the above requirements due to academic background or experience must contact the Division Director of Arts, Letters, and Social Sciences (West Campus) and present the following:
 - Documentation of qualifying academic background, such as previous honors-level work.
 - Documentation or evidence of travel or other "special" experience that could be used in lieu of the regular requirements.
- Prior to registering for an honors course, all prospective students must meet with the honors instructor or the Associate Dean of Arts, Letters, and Social Sciences to discuss the course.

Specific course information, eligibility requirements, and registration details will be available through Student Services staff and the Associate Dean of Arts, Letters, and Social Sciences.

Graduation Check/Report

Upon completion of 30 hours toward a declared program, the student is strongly encouraged to apply for a graduation check through the student's advisor. The graduation check will show the remaining requirements for completion of a program based upon an eligible catalog. The forms for requesting this report are available in the Records Office on each 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 term in which the student plans to complete the requirements for a degree program. Students who do not meet graduation requirements during the academic year for which they applied are required to resubmit, without fee, the application for graduation for any succeeding academic year in which they plan to graduate. Certain programs require students to complete the CLAST or an approved CLAST alternative 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). There is no fee to apply for a degree. However, separate nonrefundable fees will be charged for students who wish to purchase a diploma and/or 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.**

Certificate Application

A student who desires to obtain a certificate for completing a degree-associated certificate program or a technical credit certificate program may apply to the Records Office for a records review no later than the date shown in the College Calendar for

graduation/completion 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 who do not meet completion requirements for the award of a certificate during the academic year for which they applied are required to resubmit, without fee, the application for completion of a certificate form for any succeeding academic year in which they plan to complete the certificate. There is no fee to apply for a certificate. However, separate nonrefundable fees will be charged for students who wish to purchase a certificate and/or cap and gown. **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.**

Graduation Ceremony

A graduation ceremony is held each year at the end of Term II. All students who have completed requirements for degrees or certificates 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/Certificates

Normally, a student will be awarded only one degree or certificate. To be eligible for a second degree, a student must fulfill all the requirements of the additional degree, make application for the second degree, and pay an additional diploma fee. To be eligible for a second certificate, a student must fulfill all of the requirements of the additional certificate, make application for the award of the second certificate, and pay an additional certificate fee.



Library Services

A library containing 19,000 square feet is located on each campus. The combined holdings of all three libraries are approximately 53,000 volumes. In addition to books, each library has a collection of periodicals, newspapers, microfiche, computer data bases, and audiovisual materials. The Library Information Network for Community Colleges (LINCC) on-line public access catalog allows students and faculty to locate material at any community college or public university in the state.

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. Bibliographic instruction is provided to any class that requests it.

Additionally, the libraries house exhibit areas and learning lab-

oratories. 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 or an approved CLAST alternative as described in the "CLAST Alternative" section 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.

The minimum passing scores in effect at various times are shown in the "CLAST Passing Scores" section (see index). Students' passing scores are those in effect on the date they took the test for the first time.

A passing score on the CLAST or satisfaction of an approved CLAST alternative 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 24 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. All students who register for CLAST must be advised by a counselor/advisor.

Modification of the test, e.g., large print, audio, tapes, readers, and CLAST waivers, are available for students with documented disabilities. Call the Disabilities' Services Specialist at extension 3236 for information.

CLAST-preparation workshops for PHCC 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 Students Who May Register

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.

Computer Adaptive Test for CLAST (CAT-CLAST)

The Computer Adaptive Test for CLAST (CAT-CLAST) is an **alternative version** of the CLAST that is administered and scored by computer. It is offered as a service (for which there is a \$30 or \$40 fee) to those examinees who need to **RETAKE** a subtest (**NOT ESSAY**) and do not wish to wait for the next statewide CLAST administration. However, a student cannot have taken a subtest (or subtests) within the last 30 days. **First-time examinees cannot take the CAT-CLAST.** Some institutions offering the CAT-CLAST are: Broward Community College (Ft. Lauderdale), Central Florida Community College (Ocala), Tallahassee Community College, Miami-Dade Community College (Miami), Santa Fe Community College (Gainesville), Valencia Community College (Orlando), and the University of South Florida (Tampa).

The requirements are: a student cannot have taken a subtest (or subtests) within the last 30 days, a completed Certification Form from the student's home institution, a Registration Form, photo identification, and the fee. Information about the CAT-CLAST can be obtained from the Institutional Research Office at the District Office in Dade City. PHCC students should call their nearest campus and ask for extension 1908. The office is open from 8:00 a.m. to 4:30 p.m.

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.**

CLAST skills are taught in the following courses required for the AA Degree

Essay and English Language	ENC 1101 and ENC 1102 – or ENC 1122H HUM 2211 and HUM 2230 (reinforced)
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Speaking and Listening	– SPC 1600
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Mathematics	– MGF 1202, MAC 1102 or 1104, and all higher-level math courses
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CLAST skills are also included in the college preparatory courses and in MAT 1033. Students who need reading improvement may wish to take REA 1105.

(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.
- Recognizing statements and conditions of proportionality and variation.
 - 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:**
- Recognizing properties and interrelationships among the mean, median, and mode in a variety of distributions.
 - Choosing the most appropriate procedure for selecting an unbiased sample from a target population.
 - Identifying the probability of a specified outcome in an experiment.
- (j) **Demonstrating understanding of logical-reasoning concepts by all of the following skills:**
- Identifying statements equivalent to the negations of simple and compound statements.
 - Determining equivalence or non-equivalence of statements.
 - Drawing logical conclusions from data.
 - 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:**
- Inferring formulas for measuring geometric figures.
 - 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:**
- Recognizing valid reasoning patterns as illustrated by valid arguments in everyday language.
 - 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:**
- Solving real-world problems which do not require the use of variables and which do not require the use of percent.
 - Solving real-world problems which do not require the use of variables and which do require the use of percent.
 - 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:**
- Solving real-world problems involving perimeters, areas, or volumes of geometric figures.
 - 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:**
- Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
 - 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:**
- Interpreting real-world data involving frequency and cumulative frequency tables.
 - 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.**

An Alternative to CLAST

As of January 1, 1996, students declared into the Associate in Arts (AA) Degree who fulfill the following alternative to the College Level Academic Skills Test (CLAST) are exempt from the testing requirements of CLAST, which is a prerequisite for the awarding of the AA Degree. However, in order to apply for this exemption, students must complete form ICL-8 available in the Student Services/Records Office on any campus. The completed form must be returned to the Student Services/Records Office on any campus.

Scores on Certain Placement Tests and Grades in Certain College Courses

Students who pass *all* of the communication sections of one of the State-approved common placement tests *and* have earned a grade-point average (GPA) of 2.5 or above in the English courses listed below may be exempt from one or more sections of the CLAST, as specified below. The State-approved common placement tests are: ACT, Enhanced ACT, SAT, SAT I, MAPS, New MAPS, CPT, ASSET, New ASSET, and FCELP. Courses transferred to PHCC from other public Florida community colleges and from the State University System will be allowed if they have the same common course number. Courses transferred in from other locations may be used if course transfer credit as evaluated by the PHCC Records Office is deemed equivalent to these courses.

As an example, passing the communications portion of the MAPS test means achieving the following minimum scores on each of these sections:

Reading	13
TSWE	31

To exempt the reading, English language, and essay sections of the CLAST, the student must have earned a 2.5 GPA in two courses for a minimum of six semester hours of credit from:

- ENC 1101, English Composition I, and
- ENC 1102, English Composition II or other equivalent college-level English courses (including ENC 1122H-English II Honors)

Likewise, students who have passed the computation section of one of the State-approved common placements tests and have earned a GPA of 2.5 or above in the mathematics courses listed below may be exempt from the computation section of the CLAST, as described below. Courses transferred to PHCC from other public Florida community colleges and from the State University System will be allowed if they have the same common course number. Courses transferred in from other locations may be used if course transfer credit as evaluated by the

PHCC Records Office is deemed equivalent to these courses.

As an example, passing the computation portion of the MAPS means achieving a minimum score of 209 in the Elementary Algebra section.

To exempt the computation section of the CLAST, the student must have earned a 2.5 GPA in two courses for a minimum of six semester hours of credit from:

Option 1:

MAC 1102 College Algebra or any other MAC course with the last three digits being higher than 102

MGF 1202 Finite Mathematics or any other MGF course with the last three digits being higher than 102

STA 2014 Applied Statistics or any other STA course

Option 2:

MGF 1113 Topics in College Mathematics I

MGF 1114 Topics in College Mathematics II

MGF 1118 CLAST Review in Mathematics

Option 3:

MGF 1113 Topics in College Mathematics I

MAC 1102 College Algebra

Note: Courses cannot be mixed between or among options.

Students with AP, CLEP or IB Credit

Students who have passed the appropriate sections of a State-approved common placement test and who have received Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB) credit for ALL courses required for exemption as listed above may be exempted as specified. Students awarded AP, CLEP or IB credit for some, but not all, of the courses required for exemption will need to achieve a grade-point average of 2.5 or higher in the remaining required courses in order to be eligible for an exemption.

Note: All GPA calculations are figured on a 4-point scale; e.g., an "A" equals 4 points, a "B" equals 3 points, a "C" equals 2 points, a "D" equals 1 point, and an "F" equals 0 points.

Students who do not initially earn a passing score on a State-approved common placement test may submit a subsequent score, if it is earned 30 or more days after the previous score.

Note: At the time of publication of the catalog, the Department of Education is formulating rules that may add additional CLAST alternatives.

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 and students with disabilities is available.

Orientation

All students who are seeking either a degree or a vocational certificate and who register to take courses at PHCC for the first time **MUST** schedule an appointment in the Student Services Office for **mandatory orientation** and placement testing. A minimum of three hours is 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.



Services for Students with Disabilities

Pasco-Hernando Community College, in compliance with Title II of the Americans with Disabilities Act (ADA), makes every reasonable effort to accommodate persons with disabilities. If a student requires any special services or accommodation because of a disability, he/she should contact the Assistant Dean of Student Services at the chosen campus or the Disabilities' Services Specialist, Ms. Nicole Bilodeau-McKay. Pasco-Hernando Community College is an equal access college and does not discriminate against persons with disabilities. *The college requires documentation of a student's disability before providing accommodations for such disability.*

Students with documented disabilities may make written requests for waivers or course substitutions to established graduation requirements to the Disabilities' Services Specialist. All waivers and course substitution requests will then be forwarded to the Vice President of Instructional Services.

Unmet Financial Obligations

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

Job Placement

State, county and local employment opportunities are posted in each campus' Student Activity Center.

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 an advisor, 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 (VA) programs. However, it is the responsibility of the student to apply for benefits. See the Veterans' Counselor for assistance with your initial application and any subsequent changes in your program.

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.

Veterans may be eligible to 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 and veterans whose training is being paid by Vocational Rehabilitation are NOT eligible for deferment.

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

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, college staff will try to contact a student. However, the college can assume no responsibility for making such contacts.

Health Information

PHCC does not provide health services but does provide information for students who may want to obtain health insurance. Furthermore, the college assumes no responsibility for medical treatment of its students. College personnel shall provide assistance to students in obtaining emergency medical attention from independent medical providers. As required by Florida Statute, some health information, including that pertaining to acquired immune deficiency syndrome (AIDS), can be obtained from the Assistant Dean of Student Services on each campus.

Sexual Misconduct

PHCC is committed to the prevention of acts of sexual assault involving the college community, including students, employees, volunteers, and visitors while at college campuses and cen-

ters. Acts of sexual assault on college property or carried out by members of the college community shall not be condoned or tolerated as outlined in Board Rule 6Hx19-1.33, "Sexual Assault Prevention and Response Measures." Any student or employee found in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from the college. Every victim of a sexual assault will be treated with care and compassion and will be encouraged to seek medical treatment and counseling. Every victim will be encouraged to cooperate also with local law enforcement authorities in the apprehension and prosecution of the perpetrators of these serious offenses. Additionally, in conformance with State Board Rule Chapter 6A-19 and PHCC Board Rule 6Hx19-2.56, "Educational and Work Environment," harassment within the educational and work environment in any form will not be condoned or tolerated by the college, whether directed toward employers, employees, or students. Harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or educational career. A Student Services employee at each campus has been appointed to serve as a Victim's Advocate to provide assistance.

Crime Statistics

As required by Florida Statutes, Chapter 90-302, data regarding campus crime must be compiled annually. Information for the past three years is available from the Assistant Dean of Student Services on each campus.

Federal Security Report

In accordance with the Federal Student Right-to-Know and Campus security Act (Public Law 101-542, as amended), PHCC has prepared this report addressing the security policies of the college. Any questions about these policies should be directed to the Assistant Dean of Student Services at each college location.

I. Reporting Policies

Students are encouraged to report any emergency or any known or suspected criminal activity occurring on campus or in connection with any college function to the office of the Provost or the Center Director. In the event that the Provost or Center Director is not immediately available, a report may be made to any college official or employee. It is the policy of the college to report all known or suspected criminal activity occurring on campus or in connection with any college function to local law enforcement authorities for investigation and prosecution as appropriate.

II. Access to Campus Facilities

The campuses and centers of PHCC are open to the public during the hours of 6:30 A.M. until 11:30 P.M., Monday through Friday, and at other times upon special notice. The public is invited to the college to pursue educational opportunities and to attend college functions and activities. The pursuit of educational opportunities may include attending classes, registering for classes, visiting with instructors or advisors, obtaining information about college programs, or simply becoming familiar with the college facilities and its amenities.

During the hours of 11:30 P.M. and 6:30 A.M., and on weekends when the college is officially closed, any person found on college property without authorization shall be considered a trespasser and may be reported to local law enforcement authorities. Loitering and soliciting on college property are strictly prohibited and any person found loitering or soliciting will be asked to leave, or upon refusal will be reported to local law enforcement authorities.

III. Campus Law Enforcement

PHCC does not maintain a campus police department or college law enforcement authority. The college facilities fall within the jurisdiction of local law enforcement officials and any criminal activity occurring at a college facility is referred to local police for investigation and prosecution as appropriate.

IV. Crime Awareness and Prevention Programs

All new students at PHCC are strongly encouraged to attend student orientation programs presented at each campus at the start of each session. As part of these orientation programs, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

In addition to the orientation programs described above, PHCC schedules two programs each year for students and employees which address various aspects of crime awareness and prevention, personal safety, and information pertaining to drug and alcohol use. These programs vary in length and content; however, crime awareness and prevention topics are always included.

V. Off-Campus Criminal Activity

PHCC does not maintain student housing facilities, either on or off campus. Students are responsible for making their own housing arrangements. In the event that a crime occurs or is suspected at the private housing facility of the student, the student is encouraged to notify local law enforcement authorities immediately and directly. If the student requires the services of the college victim advocate, such services will be made available. However, the college has no direct responsibility or jurisdiction over the private housing facilities of its students.

VI. Policy Concerning Alcohol and Illegal Drugs

PHCC complies with and embraces the policies contained in 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 illegal drugs 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 illegal drugs or alcohol. The college will impose disciplinary sanctions on students for violation of these policies, which may include suspension or expulsion from the college. The college may also report alleged violations to local law enforcement authorities for investigation and prosecution as appropriate.

The college provides drug and alcohol abuse educational programs in conformity with Section 1213 of the Higher Education Act of 1965, as amended. These programs are present two times each year and students and employees of the college are encouraged to attend. These programs vary in length and content; however, prevention of alcohol and drug abuse is always a general theme.

VII. Criminal Activity Occurrence Statistics

PHCC has experienced very little criminal activity on its campuses and at its centers since its inception in 1972. The following statistics reflect this nearly crime-free environment for the calendar years 1993, 1994 and 1995.

Three-Year Criminal History 1993, 1994, 1995

Crime	East Campus (including GC and LoL)	West Campus	North Campus (including SH)
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	7	0
Motor Vehicle Theft	0	0	1
Liquor Law	0	0	0
Drug Law	0	0	0
Weapon Law	0	0	0
TOTALS	3	7	1

Drug-Free College Program

PHCC 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 and illegal use or possession of 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 PHCC, 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 PHCC 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 State or Federal law. Incidents

may be reported to the appropriate law enforcement agency.

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. Academic dishonesty, to include cheating and/or plagiarism.
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.

Academic Dishonesty: Cheating and Plagiarism

In an attempt to clarify possible misunderstandings, PHCC faculty and staff have developed some definitions and examples of two types of academic dishonesty: cheating and plagiarism. Cheating is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

Plagiarism, or literary theft, is defined as appropriating the literary composition of another person, including parts, passages, or language of that writing, and passing off the appropriated material as one's own. Plagiarism is the failure to give proper credit or citation to one's source(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student.

Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;

4. Either impersonating another student during a test or having another person assume one's identity during a test;
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials;
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct (see "Student Conduct" section), cheating and/or plagiarism may result in disciplinary action. Refer to the section, "Disciplinary Procedures."

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, either 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, hereafter referred to as "college organization." Hazing 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. Hazing 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.

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 Health Programs

A student may be dismissed from the Nursing Degree Programs, the Practical Nursing Certificate Program, the Emergency Medical Services Degree Program, Emergency Medical Technician Certificate Program, Paramedics Certificate Program, Dental Programs, Medical Secretarial, Phlebotomy, Coder Specialist, Medical Record Transcribing, Health Unit Coordinator, Patient Care Assistant, Examining Room Assistant/Home Health Aide, 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, Emergency Medical Technician and EMS 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 by the Campus Provost 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 of the student from the college.
2. Disciplinary suspension for a specified period of time.
3. Disciplinary probation recorded on the student's permanent record.
4. Administrative reprimand.
5. Report of the incident to the appropriate law enforcement agency.
6. Removal of the charges against the student.

Decisions of the disciplinary board may be appealed to the Vice 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 Vice President and 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. Division Director
 - c. Assistant Dean of Student Services/Counselor
 - d. Provost

Each official, upon receipt of a grievance, shall investigate the circumstances to include interviews with the individuals involved where necessary and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility, as indicated above.

2. Should the grievance not be settled at the campus level within ten working days, it shall be referred 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 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.
4. 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/Minority Recruiter shall monitor progress of the case to its conclusion.

Student Ombudsman

The Vice President of Educational Support Services serves as the student ombudsman or student advocate for certain specific issues. These areas are limited to unresolved disputes concerning:

- a. transfer or course substitution credit awarded
- b. meeting of graduation requirements
- c. access to courses, i.e., College-wide availability of courses needed for graduation

This office is NOT involved with entry into limited access programs such as Nursing and Dental Hygiene *except as related to the three areas listed above*. This office is the appropriate contact after a student has attempted to resolve the problem with the appropriate PHCC personnel and does not feel that proper procedures were followed. Students should contact this office by completing a Student Ombudsman Form (SCN-24). These forms are available in the Student Services/Records Office on any campus.

Privacy of Student Records/ Directory Information

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 College Operating Hours) without fac-

ulty 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 Government Association and the college administration. Such activities may be related to courses, athletics, service to the college and the community, publications, religion, and social life. Some examples of extracurricular events are dances, musical and drama productions, games, contests, and films.

College Brain Bowl/Math Team

Brain Bowl is a game of general knowledge and quick recall. It is often called "the varsity sport of the mind" and is often compared to the TV game show *Jeopardy*®. Students compete as a team against other community colleges. Students who have an interest exclusively in mathematics can compete on the PHCC Math Team.

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.

Drama Club

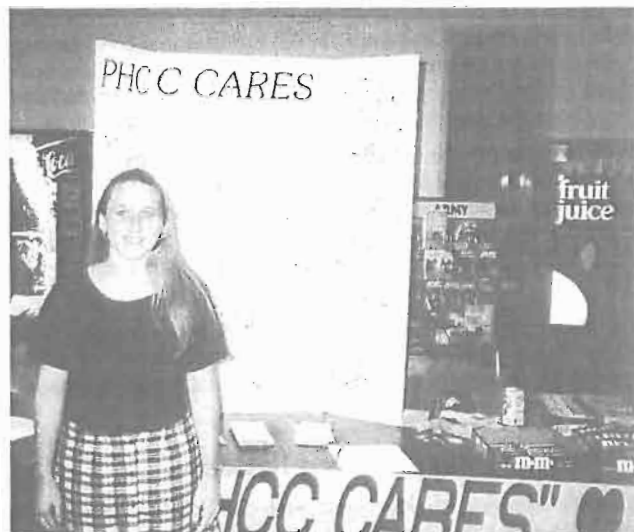
The Drama Club produces plays and other artistic performances on campus. Students who participate in the Drama Club will gain experience working on productions from the pre-production planning stage to the final performance and strike.

Human Services Club

The Human Services Club provides a medium for cooperation and communication among area Human Services/Mental Health Professionals, faculty, and students. It also serves student members in their career development and career placement.

National Student Nurse Association (NSNA)

National Student Nurse Association (NSNA) is a national organization for students enrolled in state-approved programs leading to licensure as a registered nurse. Members learn to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interest and concerns, and to aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.



PHCC CARES

PHCC CARES was created in 1995 to meet the increasing interests of students to serve the community in which they live. PHCC CARES is a community service program providing volunteer opportunities for students, faculty and staff. PHCC CARES works with a variety of social service agencies to offer projects ranging from two to six hours in length.

People Accepting Challenges Together (PACT)

People Accepting Challenges Together (PACT) was created specifically to serve as a support network for persons with disabilities. Any student may join the club, and those interested in working with disabled persons after graduation are especially encouraged to participate. The students in PACT meet regularly, advocate collectively for the needs of disabled students, sponsor the Disabilities Awareness Day each spring, assist with the Special Olympics, and engage in other social and community-based activities.



Phi Beta Lambda (PBL)

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

The PHCC 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.

Phi Theta Kappa

Phi Theta Kappa is an honorary society first organized during

the summer of 1978 at the North Campus of PHCC. 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 world.

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

The PHCC 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.

Students Against Driving Drunk

Students Against Driving Drunk (SADD) is an organization with a mission to help eliminate drunk drivers, promote responsible behavior by college students, and reduce the number of alcohol-related deaths and injuries.

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.

Other Student Clubs/Organizations

- Chess Club
- Computer Club
- Dental Hygienist Organization
- Fellowship of Christian Athletes
- Fellowship of Christian Students
- Horticulture Club
- Legal Eagles
- Veterans Club

Student Ambassadors Program

Student Ambassadors serve as marketing representatives for PHCC. They represent the college throughout the community and serve as role models for other college students. They assist Student Services during registration periods, visit local high schools to help recruit new students to PHCC, give campus tours, and assist with fund-raising events, graduation ceremonies, and other special activities conducted by the college.

Student Publications

The Student Government Association of each campus may sponsor a student newsletter as a student activity. The newslet-

ter 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. Sales slips are required for all refunds.*

Athletics and Recreation

PHCC has a successful intercollegiate athletic program. PHCC is a member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA). The PHCC Conquistadors compete in the FCCAA Suncoast Conference in four sports: women's volleyball and softball, and men's basketball and baseball. Equal opportunities are provided to women and men. A limited number of athletic scholarships are available for those selected for intercollegiate sports. Prospective students, as well as current students, who are interested in intercollegiate opportunities should contact the Athletic Director at West Campus.

Other intramural and recreational activities are available at each campus for all students. Students who are interested in these types of activities should contact the Student Activities Office at any campus.



ACADEMIC PROGRAMS

Pasco-Hernando Community College (PHCC) is authorized to award the associate degree for satisfactory completion of a planned program of post-high school studies consisting of not less than 60 semester hours and to award certificates as 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, the Associate in Science Degree in a number of occupational fields, and certificates in many occupational areas. **STUDENTS ARE CAUTIONED THAT ALL COURSES AND ALL PROGRAMS ARE NOT NECESSARILY OFFERED ON ALL CAMPUSES.**

A student must earn at least 25% of the hours in his/her program at PHCC other than by CLEP, Advanced Placement, and Credit-by-Examination in order to obtain a degree or a certificate. The additional hours may be earned by regular class attendance or by any of the methods described under Programs of Acceleration.

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 PHCC, but may not be accepted by the institution to which a student transfers. A counselor/advisor 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 General Education 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. Selection of courses other than those required is the responsibility of the student and should be related to his/her goals.

CONTINUING EDUCATION PROGRAM

PHCC will provide such Continuing Education courses as are needed to serve the residents 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 Coordinator of Continuing Education at the nearest campus.

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

Lifelong Learning Courses

These courses are designed to improve someone's competencies in areas other than work or to enhance someone's quality of life.

Fees shall be charged for lifelong learning courses in accordance with the fee structure established by the District Board of Trustees.

Supplemental Courses

These courses are organized and designed to develop or enhance an individual's occupational skills. 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.

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) or CLAST alternative requirements.

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 PHCC. FINAL RESPONSIBILITY FOR CHOICE OF PROGRAM AND COURSES AT PHCC, 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 PHCC campus. Advisors are available, by appointment, to assist the student in planning a program.

GORDON RULE

State Board of Education Rule 6A-10.030, hereafter referred to as the Gordon Rule, applies to students entering college for the first time after Term II of the 1982-83 academic year. The rule stipulates the requirements of student performance in both the communications and mathematics areas. Satisfactory completion of this rule requires that a student earn a grade of "C" or higher in each applicable course.

Within the communications area, the student is required to write a total of 24,000 words in English and Humanities. Within the mathematics area, completion of specific mathematical courses is required. The intent of the Gordon Rule is met at PHCC in the communications area by the following distribution of writing requirements:

- | | |
|---|-------------|
| 1. English Composition I (ENC 1101) | 6,000 words |
| 2. English Composition II (ENC 1102) | 6,000 words |
| 3. English Composition II--Honors (ENC 1122H) | 6,000 words |
| 4. Humanities I (HUM 2211) | 6,000 words |
| 5. Humanities II (HUM 2230) | 6,000 words |

FOREIGN LANGUAGE REQUIREMENT

Based on Florida Statute 240.233, all undergraduate students who are admitted to a state university shall have earned two credits of sequential foreign language or American sign language at the secondary level or the equivalent of such instruction (eight to 10 semester hours) at the postsecondary level.

An alternate method for students to demonstrate equivalent foreign language competence is by means of credit awarded on the basis of scores on the foreign language subject matter examinations in the College Level Examination Program (CLEP) as indicated in FAC Rule 6A-10.024(5)(b), which shall count toward the eight to 10 semester hours. The examination, minimum scores for awarding credit, and maximum credit to be awarded are:

<u>Examination</u>	<u>Minimum Score</u>	<u>Maximum Credit</u>
French	50	12
	46	9
	42	6
German	55	12
	52	9
	43	6
Spanish	55	12
	48	9
	45	6

Likewise, students may demonstrate equivalent foreign language competence in Latin by means of a minimum score of 443 on the Latin examination, published under the title of MAPS by The College Board, which represents the 1985 national mean of college-bound seniors minus one standard deviation.

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

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

POLICE STANDARDS PROGRAM (LAW ENFORCEMENT/BASIC RECRUIT)

PHCC offers the Basic Recruit, Police Standards Program. This technical 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 PHCC Law Enforcement/Basic Recruit Program. 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.

Credit for any award will appear on the student's PHCC transcript once 15 hours in residence here have been completed.

This program is located 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 PHCC. 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 PHCC advisor for details.

ASSOCIATE IN ARTS DEGREE PROGRAM

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

The Associate in Arts (AA) Degree will be awarded upon completion of a minimum of 60 credit hours and upon passing the state-prescribed College-Level Academic Skills Test (see CLAST). Thirty-six credit hours must be earned in General Education requirements as provided in the statewide Articulation Agreement. The remaining 24 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. At least 15 hours of credit, other than Credit-By-Examination, CLEP, or Advanced Placement, must be earned in residence at PHCC. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved by graduation. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved in courses taken at PHCC.

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) or an approved CLAST alternative.
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 and listening skills in students
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Introduction to Public Speaking (SPC 1600).
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
All AA graduates will have completed successfully the mathematics skills portion of the CLAST or an approved CLAST alternative.
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 six hours of mathematics at the level of college-level algebra (MAC 1102 or MAC 1104) or above and successfully completed the mathematics skills portion of the CLAST or an approved CLAST alternative.
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 or OCE prefix.
7. To foster in students an understanding of individual and/or group behavior.
MEASUREMENT
All AA graduates will be encouraged to complete successfully Introduction to Psychology (PSY 1012), or Introduction to Sociology (SYG 2000), or Introduction to Cultural Anthropology (ANT 2410).
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 be encouraged to complete 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 PHCC graduates who transfer to the SUS will be at least equal to the mean GPA of other transfer students in the SUS.

11. To develop computer literacy skills in students

MEASUREMENT

All AA students who enter PHCC without computer skills will be encouraged to complete successfully a computer course as an elective course. Student self-reported computer skills will be determined by the annual AA graduate follow-up study.

12. To provide students with a varied educational experience

MEASUREMENT

All AA graduates will have completed successfully up to 24 elective credits in addition to the 36 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 College Entry-level Placement Test (FCELP) so that they can be advised and placed in the proper communication and computation courses.

Passing Scores on the College-Level Academic Skills Test (CLAST)

The scale scores on the CLAST that must be achieved in order for a student to be awarded the AA Degree are shown below. A student's passing scores are those that are in effect on the date a student first takes the test. Note that the essay was reported on a four (4) point scale through September 1991. Since October 1991, scores on the essay test have been reported on a six (6) point scale. For students retaking the essay portion of the examination, a total score of four on a four-point scale is considered equivalent to a total score of five on a six-point scale. See the section, "CLAST Alternatives," for other ways students may meet this requirement.

- Effective August 1, 1986 through July 31, 1989:**
Reading - 270; Writing - 270; Computation - 275; and Essay - 4.
- Effective August 1, 1989 through September 30, 1991:**
Reading - 295; Writing - 295; Computation - 285; and Essay - 4.
- Effective October 1, 1991 through September 30, 1992:**
Reading - 295; Writing - 295; Computation - 290; and Essay - 5.
- Effective October 1, 1992:**
Reading - 295; Writing - 295; Computation - 295; Essay - 6.



GENERAL EDUCATION REQUIREMENTS FOR THE AA PROGRAM

Semester Hours Credit
9

I. Communications

- *ENC 1101 English Composition I (includes 6,000-word writing requirement)
- *ENC 1102 English Composition II (includes 6,000-word writing requirement) OR
- *ENC 1122H English Composition II – Honors (includes 6,000-word writing requirement)
- *SPC 1600 Introduction to Public Speaking

II. Mathematics

- *MGF 1202 Finite Mathematics (required)
- *Any MAC course (MAC 1102 or higher) or STA 2014
- (NOTE: Successful completion of both MAC 1102 and MAC 1104 does NOT satisfy the mathematics requirement for the AA Degree. For students who have passed the mathematics portions of the CLAST, any 1000 level or above course with a MAC prefix will be substituted for MGF 1202.)

III. Natural Sciences

- Biological Science (one course – BOT, BSC [except BSC 1030], MCB)
- Physical Science (one course – CHM, PHY, PSC)
- Biological or Physical Science (one course – any of the above Science prefixes plus BSC 1030, GLY, or OCE)
- (NOTE: It is recommended that either Introduction to the Physical Sciences [PSC 1341] or a Survey of the Physical Sciences [PSC 1311] be taken as a FIRST science course for ALL students not planning to major in the sciences. These courses serve as the foundation for all other science courses.)

IV. Social and Behavioral Sciences

- Any course with the prefix: AMH, ANT, DEP, ECO, EUH, GEA, INR, PHI, POS, PSY, SYG

V. Humanities

- *HUM 2211 Humanities I (includes 6,000-word writing requirement)
- *HUM 2230 Humanities II (includes 6,000-word writing requirement)

Total 36

*These courses must be completed with a grade of "C" or higher.

ENC 1101, ENC 1102, HUM 2211, AND HUM 2230 MUST BE TAKEN IN SEQUENCE. MGF 1202 MUST BE TAKEN WITHIN THE FIRST 30 HOURS OF COURSE WORK.

Electives

Sixty (60) hours of college-level work is required in the AA program. Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the catalog/handbook.

The student is urged to select electives relevant to his/her proposed major. If the major is undecided, advisors are prepared to provide assistance in the selection process. Common course prerequisites for students transferring to the State University System of Florida have been established for all degree programs. Students should consult an advisor to determine the required prerequisites for transfer to a specific degree program within the State University System.

Students who are not computer literate are encouraged to choose an elective in which they will acquire this skill.

THE STUDENT WHO DOES NOT MEET THE FOREIGN LANGUAGE REQUIREMENT SET BY THE STATE UNIVERSITY SYSTEM OF FLORIDA (SEE "FOREIGN LANGUAGE REQUIREMENT") IS URGED TO TAKE THESE COURSES. SEE AN ADVISOR FOR DETAILS.

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

The Associate in Science (AS) Programs prepare students for employment in selected fields upon completion of a minimum of two years, or four semesters, of preparation. A certificate may be awarded in some programs after one year of prescribed work. These programs are intended to prepare the student for employment after graduation—not for university transfer. Students who wish to transfer should pursue the Associate in Arts (AA) Degree.

Listing of AS and Certificate Programs

PHCC is authorized to award certificates in occupational fields upon satisfactory completion of prescribed courses of study, a minimum of 25% of the program, other than by credit-by-examination or CLEP, having been taken at PHCC. A cumulative grade-point average (GPA) of 2.0 or higher must be achieved in all certificate programs. However, in all certificate programs **except** Small Business Management, Business Data Processing, Paramedic, Emergency Medical Technician, and Office Systems Specialist (which are college credit programs), only those courses that are part of the specific program are to be included in computing the program GPA. After completing the specified number of hours in an AS Degree Associated Certificate or a Technical Credit Program, a student may transfer to an associated Associate in Science Degree.

The Associate in Science Degrees and Associated Certificate Programs offered at PHCC are as follows:

Associate in Science Degree in:

Building Construction Technology
 Business Administration and Management
 Computer Programming and Applications
 Criminal Justice Technology
 Dental Hygiene
 Emergency Medical Services

 Fire Science Technology
 Hospitality Management
 Human Services
 Legal Assisting (Paralegal)
 Marketing Management
 Nursing, with the:
 Generic Track
 Licensed Practical Nurse Track
 Paramedic Track
 Office Systems Technology
 Business Administration – Technical Track

Associated Certificate Program in:

Small Business Management
 Business Data Processing

 Paramedic
 Emergency Medical Technician

ALL PROGRAMS AND COURSES ARE NOT AVAILABLE ON ALL CAMPUSES. CONTACT THE CAMPUS STUDENT SERVICES OFFICE TO DETERMINE WHETHER THE PROGRAM SOUGHT IS OFFERED ON A PARTICULAR CAMPUS.



SPECIAL NOTICE: PHYSICAL THERAPIST ASSISTANT PROGRAM

PHCC expects its first physical therapist assistant class to start in Session I, 1997. Upon successful completion, the graduate receives an Associate in Science Degree in Physical Therapist Assistant and is eligible to sit for the state licensing examination given by the Florida Board of Physical Therapy Practice as set forth in the Physical Therapy Practice Act, Chapter 486.102. 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.

The physical therapist assistant is a skilled member of the health care team who carries out a planned patient care program under the supervision of a registered physical therapist. Duties of the physical therapist assistant include training patients in exercise and activities of daily living and relieving pain and/or improving function in patients through therapeutic applications of agents such as heat, cold, light, water, electricity, sound, massage, or exercise.

Application and Admission Requirements

This will be a limited access program. Residents of Pasco and Hernando counties will have preference over out-of-district residents. All requirements for admission must be completed by June 1, 1997. Up to 12 students may be admitted.

Prerequisites

All applicants must have a cumulative all-college grade-point average of 2.0 or above. All applicants must demonstrate college-level reading skills by either completing REA 0002 with a grade of "C" or higher or by obtaining a satisfactory score on the college placement examination. The following courses must be completed with a minimum grade of "C" before admission to the program.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
BSC 1085	Human Anatomy and Physiology I	3
BSC 1085L	Human Anatomy and Physiology I Laboratory	1
BSC 1086	Human Anatomy and Physiology II	3
BSC 1086L	Human Anatomy and Physiology II Laboratory	1
ENC 1101	English Composition I	3
PSY 1012	Introduction to Psychology	3
PHI 1600	Applied Ethics	3
MGF 1202	Finite Math (or higher level math course)	3
HSC 1101	Perspectives of Health and Wellness OR	3
HSC 1100	Personal and Community Health	
	Total Hours	<hr/> 23

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

An Associate in Science (AS) Degree will be awarded upon completion of the hours specified in the program. The individual must complete 15 hours in General Education courses with the remaining courses listed in the program. Courses designated for Technical Certificates, except where specific articulation agreements exist, or those below the 1000 or 2000 level, are not applicable to this degree. At least 25% of the hours in a student's program, other than by Credit-By-Examination, CLEP, or Advanced Placement, must be earned in residence at PHCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved prior to graduation.

The General Education requirement for the Associate in Science Degree is:

	Semester	Hours	Credit
I. Communications		3	
*ENC 1101 English Composition I			
II. Social Sciences		3	
*Courses with the following prefixes will meet this requirement: POS, PSY, or SYG			
III. Mathematics or Natural Sciences		3	
Any one of the following courses: Mathematics (MAC 1102, MAC 1114, MGF 1202, STA 2014, or any higher level mathematics course) OR Biological Science (any course with BSC or OCE prefix) OR Physical Science (any three-hour course with CHM or PHY or PSC 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 2010, THE 2011, THE 2020, TPP 1110)			
V. Core Elective		3	
Any course not used to satisfy Areas 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) Introduction to Asian Arts and Letters–Honors (IDS 2290) Introduction to Cultural Anthropology (ANT 2410) Psychology (any course with PSY or DEP prefix) Reading (REA 1105) Sociology (any course with SYG prefix)			
TOTAL		15	hours

*Grade of "C" or above required

**Students may meet the Area IV requirement by taking a foreign language.

Each program will also include computer competencies, 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 II, III, IV, and V above. See the individual program listings.

It is strongly recommended that the first of any required English and mathematics courses be taken within the first 15 hours of course work. If the need for 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, site supervisor, 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 1102	Essential College Algebra	3	
MNA 1300	Personnel Relationships in Business	3	
BCN 1220	Structures I	3	
Elective	Area IV*	3	
ENC 1102	English Composition II		3
OST 2335	Business Communications		3
BCT 1040	Basic Drafting & Blueprint Reading		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
BCN 1221	Structures II		3
BUL 2241	Business Law		3
		15	18
SOPHOMORE			
MAN 1800	Small Business Management	3	
ETD 1530C	Architectural Drawing	3	
BCN 2610	Construction Estimating	3	
ACG 2021	Principles of Financial Accounting	3	
Elective	Area II*	3	
BCN 2765	Codes, Contracts & Specifications		3
SUR 2001C	Surveying I		3
ETD 1380C	Introduction to CAD		3
Elective	Area V*		3
BCN 2721	Construction Planning		3
SLS 2420	Career Enhancement		1
		15	16
Total Hours:			64

*See Associate in Science General Education Requirements

Students may complete clusters of courses and receive Awards of Achievement. The clusters have been identified as being in a related field. A student who completes a cluster must send a completed Form SCN-21 and a copy of a transcript to the Dean of Career/Technical Programs. The transcript must list the courses required in the requested cluster. The Award of Achievement will be mailed to the student.

Following are Awards of Achievement that have been identified for the Building Construction Technology program:

Award of Achievement in Construction Drafting Concepts

BCN 1220	Structures I
BCN 1221	Structures II
BCN 2767	Codes, Contracts & Specifications
BCT 1040	Basic Drafting & Blueprint Reading
ETD 1530C	Architectural Drawing

Award of Achievement in Basic Construction Concepts

BCN 1220	Structures I
BCT 1040	Basic Drafting & Blueprint Reading
BCN 2610	Construction Estimating
BCN 2765	Codes, Contracts & Specifications

Award of Achievement in Construction Trades Concepts

BCN 1501	Plumbing Systems
BCN 1520	Electrical Systems
ETM 2610	Mechanical Systems
BCN 2765	Codes, Contracts & Specifications

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.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
GEB 1011	Introduction to Business	3	
OST 1321	Electronic Office Machines	3	
MAR 1011	Principles of Marketing	3	
Elective	Area IV*		3
*OST 1100	College Keyboarding I		3
QMB 1001	Business Mathematics		3
Elective	(Suggested Electives, see below)		3
Elective	Area V*		3
GEB 2350	Business in an International Environment		3
		15	18
SOPHOMORE			
ACG 2021	Principles of Financial Accounting	3	
Elective	Area II*	3	
Elective	(Suggested Electives, see below)	3	
BUL 2241	Business Law I	3	
MNA 1300	Personnel Relationships in Business	3	
ACG 2071	Principles of Managerial Accounting		3
ECO 2013	Principles of Economics I		3
OST 2335	Business Communications		3
Elective	Area III*		3
MNA 1345	Principles of Supervision		3
SLS 2420	Career Enhancement		1
		15	16
		Total Hours:	54

*See Associate in Science General Education Requirements

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

Suggested Electives:

BAN 1004	Principles of Banking	MKA 1021	Salesmanship
BAN 2501	Money and Banking	MKA 2041	Principles of Retailing
BUL 2242	Business Law II	MKA 2511	Principles of Advertising
CGS 2101	Microcomputer Applications for Business and Economics II	OST 1711	Word Processing Applications I
ECO 2023	Principles of Economics II	OST 1811	Desktop Publishing
MAN 1800	Small Business Management	OST 2311	Lotus for the Office
		STA 2014	Applied Statistics

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 (AS) in Business Administration and Management or the AS in Marketing Management programs.

An official high school transcript indicating graduation or official GED scores indicating successful completion and an official transcript sent directly from each college and university previously attended are required for admission.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
QMB 1001	Business Mathematics	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
MAN 1800	Small Business Management	3	
MNA 1345	Principles of Supervision	3	
GEB 1011	Introduction to Business	3	
ACG 2021	Principles of Financial Accounting		3
ECO 2013	Principles of Economics I		3
MNA 1300	Personnel Relationships in Business		3
*OST 2335	Business Communications		3
BUL 2241	Business Law I		3
		15	15
	<i>Total Hours:</i>		30

Suggested Additional Courses:

*ACG 2071	Principles of Managerial Accounting
*BUL 2242	Business Law II
*CGS 2101	Microcomputer Applications for Business & Economics II
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
MKA 2511	Principles of Advertising

*Prerequisite required.

ASSOCIATE IN SCIENCE IN COMPUTER PROGRAMMING & APPLICATIONS

The purpose of this program is to prepare students for employment as business programmers, information systems programmers, process control programmers, information systems managers, and programmer/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			
CGS 1000	Computer Concepts	3	
COP 1000	Introduction to Computer Programming	3	
ENC 1101	English Composition I	3	
*OST 1100	College Keyboarding I	3	
Elective	Area III - Math ¹	3	
ACG 2021	Principles of Financial Accounting		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
COP 1332	Visual Basic Programming		3
MNA 1300	Personnel Relationships in Business		3
OST 2335	Business Communications		3
Elective	Area IV - Humanities ¹		3
		15	18
SOPHOMORE			
ACG 2071	Principles of Managerial Accounting	3	
CGS 2101	Microcomputer Applications for Business & Economics II	3	
COP 2333	Advanced Database Programming	3	
COP 2120	COBOL Programming I	3	
Elective	Area V - Core Elective ¹	3	
CGS 2103	Microcomputer Applications for Business and Economics III		3
COP 2121	COBOL Programming II		3
COP 2220	"C" Language Programming		3
Elective	Area II - Social Sciences ¹		3
Elective	(Suggested Electives – see below. NOTE: Other courses may be taken as electives)		3
		15	15
		Total Hours:	63

¹See Associate in Science General Education Requirements

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

Suggested Electives:

ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAC 2233	Applied Calculus
STA 2014	Applied Statistics

NOTE: Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Computer Programming and Applications for the successful completion with a "C" average or better (8206-100) Business Applications I and Business Applications II at the Marchman Vocational Technical Center. Credit will be awarded for:

CGS 1000 Computer Concepts

Students must receive a high school diploma and successfully complete 15 hours of college-level credit at PHCC before credit will be given. To be awarded credit, a student must send a copy of a completed Request for Credit for Articulated Programs from Marchman Vocational Center (Form SAR-50) to the Director of Admissions and Student Records after the student has completed the 15 hours. These forms are available in the Student Services Office on each campus.

CERTIFICATE PROGRAM - BUSINESS DATA PROCESSING

This certificate program is designed to prepare the students for employment as computer programmer trainees and software application technicians. The program prepares students to use methods and procedures to automate business applications, to utilize business software applications, and to incorporate the review of system and programming specifications to yield solutions to business applications' problems.

A high school transcript indicating graduation or GED scores indicating successful completion and an official transcript sent directly from each college and university previously attended are required for admission.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>	
		<i>Session I</i>	<i>Session II</i>
ENC 1101	English Composition I	3	
*OST 1100	College Keyboarding I	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
CGS 1000	Computer Concepts	3	
COP 1000	Introduction to Computer Programming	3	
MNA 1300	Personnel Relationships in Business		3
Elective	Area III - Math ¹		3
COP 1332	Visual Basic Programming		3
CGS 2101	Microcomputer Applications for Business & Economics II <u>OR</u>		3
CGS 2103	Microcomputer Applications for Business & Economics III		3
Elective	Area IV - Humanities ¹		3
		15	15
		<i>Total Hours:</i>	
			30

¹See Associate in Science General Education Requirements

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY

This program provides a professional background to those preparing for careers in law enforcement, corrections, and private security. 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	Survey of the Physical Sciences	3	
SYG 2000	Introduction to Sociology	3	
CCJ 1100	Introduction to Law Enforcement	3	
CCJ 1300	Introduction to Corrections	3	
ENC 1102	English Composition II		3
CCJ 1401	Police Operations		3
Elective	See Criminal Justice Electives below		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
QMB 1011	Business Mathematics (or any higher level mathematics course)		3
		15	15
SOPHOMORE			
MNA 1300	Personnel Relationships In Business	3	
Elective	See Criminal Justice Electives below	3	
*CCJ 2220	Criminal Law	3	
Elective	Area II ¹	3	
Elective		3	
*CJT 1100	Criminal Investigation		3
+DEP 2002	Child Psychology* <u>OR</u>		
+DEP 2302	Adolescent Psychology*		3
CCJ 1400	Police Organization & Administration		3
Elective	See Criminal Justice Electives below		3
CCJ 2940	Field Studies		3
CCJ 2012	Police Role in Crime		3
CCJ 2009	Criminal Justice Career Enhancement		1
		15	19
Total Hours:			64

¹See Associate in Science General Education Requirements

*PHCC offers the Basic Recruit, Police Standards Program and the Correctional Officer Program. This technical 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 the Florida Police Standards Basic Recruit Program or the Correctional Officer Program offered at PHCC. Students who have completed the Florida Police Officer Program elsewhere, but who have passed the appropriate Florida State examination, are also eligible to receive six hours of credit at PHCC. Under this provision, after completing 15 hours of credit at PHCC, three hours each will be awarded for CCJ 2220 Criminal Law and CJT 1100 Criminal Investigation for Law Enforcement Basic Recruit; three hours each for CCJ 2220 Criminal Law and CCJ 1300 Introduction to Corrections for Correctional Officer. An additional two credit hours may be granted for course CCJ 2940 Field Studies for those people currently employed as a law enforcement or correctional officer.

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

Criminal Justice Electives:

CCJ 1000	Crime and Delinquency
CCJ 2130	Police Community Relations
CCJ 2250	Rules of Evidence
CJT 1110	Introduction to Criminalistics
CJT 1800	Introduction to Principles of Security
CJT 2814	Security of Cultural Institutions

ASSOCIATE IN SCIENCE IN DENTAL HYGIENE

(The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.)

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

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BSC 1085	Human Anatomy and Physiology I	3	
BSC 1085L	Human Anatomy and Physiology I Laboratory	1	
BSC 1086	Human Anatomy and Physiology II	3	
BSC 1086L	Human Anatomy and Physiology II Laboratory	1	
CHM 1025	Introductory Chemistry (or higher-level chemistry course)	3	
CHM 1025L	Introductory Chemistry Laboratory	1	
ENC 1101	English Composition I	3	
PSY 1012	Introduction to Psychology	3	
		<u>18</u>	

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
FRESHMAN				
DES 1020	Oral, Head, and Neck Anatomy	4		
DES 1020L	Oral, Head, and Neck Anatomy Laboratory	.5		
DEH 1001	Dental Hygiene I	4		
DEH 1001L	Dental Hygiene I Clinical	2.5		
DES 1200C	Dental Radiography	3		
DES 1100C	Dental Materials		1.5	
DES 1030	Oral Histology and Embryology		2	
DEH 1800	Dental Hygiene II		2	
DEH 1800L	Dental Hygiene II Clinical		2.5	
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Laboratory		1	
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			3.5
		<u>14</u>	<u>15</u>	<u>8.5</u>

* These 18 hours of prerequisites **must be completed** before admission to the program and are included in the 34 hours of General Education Requirements.

**These courses are six or eight weeks in length.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>	
		<i>Session I</i>	<i>Session II</i>
SOPHOMORE			
ENC 1102	English Composition II	3	
DEH 2702	Community Dental Health	3	
DEH 2810	Dental Hygiene IV	2	
DEH 2804L	Dental Hygiene IV Clinical	4.5	
**DES 2050	Pharmacology	2	
Elective	Elective	3	
CGS XXXX	Microcomputer Applications for Business & Economics I		3
DEH 2702L	Community Dental Health Clinical		1.5
DEH 2830	Dental Hygiene V		2
DEH 2806L	Dental Hygiene V Clinical		5.5
SYG 2000	Introduction to Sociology		3
		17.5	15
General Education	37 Semester Hours		
Dental Hygiene Education	51 Semester Hours		
Total Hours	88 Semester Hours		

**These courses are six or eight weeks in length.

Special Program Requirements

An academic average of "C" or higher and/or a grade of "Pass" must be earned in each dental science and dental health course in order to continue in the program. Satisfactory completion of 88 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 the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available.

A minimum of 15 hours of credit in dental hygiene must be completed in residence at PHCC in 2000-level courses.

ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES

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	6.5		
*EMS 1431	Emergency Medical Technology Clinical	1.5		
BSC 1085	Human Anatomy & Physiology I	3		
BSC 1085L	Human Anatomy & Physiology I Laboratory	1		
TPP 1110	Beginning Acting		3	
BSC 1086	Human Anatomy & Physiology II		3	
BSC 1086L	Human Anatomy & Physiology II Laboratory		1	
HSC 2531	Medical Terminology		3	
POS 2041	American Federal Government		3	
MTB 2370	Applied Mathematics for Allied Health		1	
	Elective	2	3	
PSY 1012	Introduction to Psychology			3
MNA 1300	Personnel Relationships in Business			3
		<u>17</u>	<u>17</u>	<u>6</u>

*Successful completion of EMS 1119C and EMS 1431 qualifies the student to take the Florida EMT Certification Examination. (See Emergency Medical Technician Certificate Program, next page.)

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, next page.)

	DESCRIPTION	Session I Session II Session III		
SOPHOMORE				
EMS 2274C	Paramedics I	10		
EMS 2444	Paramedics Clinical I	1.5		
CGS 1100	Microcomputer Applications for Business & Economics I	3		
EMS 2275C	Paramedics II		7	
EMS 2465	Paramedics Clinical II		3.5	
EMS 2458	Paramedics Internship			8
		<u>14.5</u>	<u>10.5</u>	<u>8</u>
	General Education	26 Semester Hours		
	EMS Education	47 Semester Hours		
	Total Hours	73 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.

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

CERTIFICATE PROGRAM – EMERGENCY MEDICAL TECHNICIAN

This program prepares students for employment as ambulance attendants or emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMT's in accordance with Chapter 10D-66 of the Florida Administrative Code. The program is approved by the Department of Health and Rehabilitative Services, Office of Emergency Medical Services and the curriculum adheres to the U.S. Department of Transportation Emergency Medical Technician-Basic National Standard Curriculum. This is the initial level for a career in emergency medical services and the prerequisite for paramedic training and certification.

An official high school transcript indicating graduation or official GED scores indicating a successful completion and an official transcript sent directly from each college and university previously attended are required for admission.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>		
EMS 1119C	Emergency Medical Technology			6.5
+EMS 1431	Emergency Medical Technology Clinical			<u>1.5</u>
			<i>Total Hours:</i>	<u>8</u>

+CPR certification is a prerequisite of this course. Students must take the American Heart Association BLS for Healthcare Providers or the American Red Cross Professional Rescuer–CPR Course. Students must submit proof of current CPR certification by the drop/add date for the term in which enrolled or they will be dropped from the course.

An academic average of "C" or higher in EMS 1119C and a grade of "Pass" in EMS 1431 must be earned in order to receive a Certificate of Completion.

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, and may transfer into the two-year Associate in Science in Emergency Medical Services Program.

Prerequisite: Admission into the Paramedic Certificate Program and completion of HSC 2531 Medical Terminology with a grade of "C" or higher. (See Paramedic Certificate Program.)

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
EMS 2274C	Paramedics I	10		
EMS 2444	Paramedics Clinical I	1.5		
CGS 1100	Microcomputer Applications for Business & Economics I	3		
EMS 2275C	Paramedics II		7	
EMS 2465	Paramedics Clinical II		3.5	
EMS 2458	Paramedics Internship			<u>8</u>
		<u>14.5</u>	<u>10.5</u>	<u>8</u>
<i>Total Hours:</i>			33	

An academic average of "C" or higher in each paramedic course and a grade of "Pass" 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, and of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available.

ASSOCIATE IN SCIENCE IN FIRE SCIENCE TECHNOLOGY

The Fire Science Technology Program is designed to prepare fire fighters for advanced careers in the field of fire fighting, 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	
FFP 1326	Blueprint Reading & Plans Examination	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
MAC 1102	Essentials of College Algebra		3
FFP 1410	Fire Fighting Tactics and Strategy I		3
FFP 1130	Fire Company Leadership		3
FFP 1150	Methods & Techniques of Fire Science Instruction		3
		15	15
SOPHOMORE			
Elective	Area II ¹	3	
MNA 1300	Personnel Relationships in Business	3	
FFP 1420	Fire Fighting Tactics and Strategy II	3	
FFP 1110	Fire Company Management	3	
CGS 1100	Microcomputer Applications for Business and Economics I	3	
FFP 2600	Fire Apparatus Practices		3
FFP 2500	Hazardous Materials		3
FFP 1300	Building Construction and Codes		3
Elective	Area V ¹		3
Elective	Any elective		3
		15	15
Total Hours:			60

¹See Associate in Science General Education Requirements

PHCC offers the Technical Credit Certificate in Fire Fighting. This program fulfills the requirements set forth by the Department of Insurance, Division of State Fire Marshal Rule 4A-37. Three hours of credit for FFP 1000 Introduction to Fire Science may be awarded for the successful completion of a Florida Fire Fighting Minimum Standards Course from an accredited institution. To be awarded credit, a student must:

1. Complete the PHCC Application Form, with the appropriate fee.
2. Supply the PHCC Records Office a copy of the Florida Fire Fighting Minimum Standards Course/Program Certificate and a transcript that demonstrates successful completion.

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

ASSOCIATE IN SCIENCE IN HOSPITALITY MANAGEMENT

This program prepares students to function at the management level in the 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	
MGF 1202	Finite Mathematics	3	
Elective	Area II ¹	3	
ENC 1102	English Composition II		3
FSS 1221C	Quantity Food Preparation		4
HUN 1001	Nutrition		3
FSS 1610	Food Merchandising		3
FSS 1940	Hospitality Management Practicum I		3
		19	16
SOPHOMORE			
MNA 1300	Personnel Relationships in Business	3	
FSS 2201	Food Service Sanitation and Safety	3	
FSS 2120	Food Purchasing and Storage	3	
FSS 2941	Hospitality Management Practicum II	3	
Elective	Biological Sciences (BSC, OCE, or ZOO)	3	
FSS 2500	Food Accounting and Cost Control		3
FSS 2300	Food Service Supervision and Management		3
FSS 2942	Hospitality Management Practicum III		4
SLS 2420	Career Enhancement		1
CGS 1100	Microcomputer Applications for Business and Economics I		3
		15	14
Total Hours:			64

¹See Associate in Science General Education Requirements

NOTE: Since fall 1994, six hours of credit toward an Associate in Science degree in Hospitality Management will be granted for the successful completion with a "C" average or higher (8763200) Essentials of Commercial Foods Program at the Marchman Vocational Technical Center. Credit will be awarded for:

FSS 1004	Introduction to Food Service
FSS 1202C	Basic Food Preparation

Students must receive a high school diploma and successfully complete 15 hours of college-level courses at PHCC before credit will be given. To be awarded credit, a student must send a copy of a completed Request for Credit for Articulated Programs from Marchman Vocational Center (Form SAR-50) to the Director of Admissions and Student Records after the student has completed the 15 hours. These forms are available in the Student Services Office on each campus.

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

The purpose of this program is to prepare a human services specialist who will serve as a paraprofessional in community agencies. 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
FRESHMAN			
*HUS 1001	Introduction to Human Services	3	
ENC 1101	English Composition I	3	
PSY 1012	Introduction to Psychology	3	
SYG 2000	Introduction to Sociology	3	
SLS 1211	Individual Discovery	3	
ENC 1102	English Composition II		3
HUS 1110	Basic Counseling Skills		3
DEP 2002	Child Psychology (or DEP 2004 Life Span Development)		3
POS 2041	American Federal Government		3
CLP 2140	Abnormal Psychology		3
		15	15
SOPHOMORE			
HUS 2525	Issues in Mental Health	3	
DEP 2302	Adolescent Psychology (or DEP 2004 Life Span Development)	3	
BSC 1006	Introduction to Biology II	3	
HUS 2940	Human Services Practicum I	4	
SYG 2010	Social Problems	3	
HUS 2531	Substance Abuse Counseling		3
DEP 2401	Adult Psychology (or DEP 2004 Life Span Development)		3
HUS 2941	Human Services Practicum II		4
Mathematics	Any Math course 1000 level or higher except MGF 1118 or MTB 2370		3
HS Elective	GEY 2000 Introduction to Gerontology (or HUS 2403 The Disabled Experience)		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
		16	19
Total Hours:			65

Students who desire the Associate in Arts (AA) Degree should consult an advisor regarding the additional courses required.

Students who intend to transfer to a university should consult an advisor about the transfer options available. PHCC and St. Leo College have developed an articulation agreement for students who earn an AS Degree in Human Services at PHCC and wish to pursue a Bachelor of Social Work Degree at St. Leo College. For information, contact an advisor or the Human Services instructor.

*Students pursuing the AS Degree in Human Services should complete this course during their first semester of attendance.

ASSOCIATE IN SCIENCE IN LEGAL ASSISTING

The purpose of this program is to prepare students for employment as paralegal assistants in law offices, government agencies, corporations, financial institutions, and title insurance companies. This program is also designed to provide supplemental training for persons already employed as paralegal assistants. 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	
Elective	Area III ¹	3	
OST 1711	Word Processing Applications I	3	
PLA 1003	Introduction to Legal Assisting and Legal Ethics	3	
PLA 1204	Civil Procedure	3	
PLA 1763	Law Office Management		2
Elective	Area IV ¹		3
Elective	Area V ¹		3
PLA 1303	Criminal Law		3
PLA 1263	Evidence and Trial Practice		3
QMB 1001	Business Mathematics		3
		15	17
SOPHOMORE			
PLA 2803	Domestic Relations	3	
BUL 2241	Business Law I	3	
PLA 2273	Torts	3	
POS 2041	American Federal Government	3	
PLA 2104	Legal Research and Writing I	3	
BUL 2242	Business Law II		3
PLA 2540	Real Property Law		3
PLA 2603	Wills, Estates and Trusts		3
PLA 2114	Legal Research and Writing II		3
PLA 2445	Commercial Transactions		2
PLA 2465	Debtor, Creditor, and Bankruptcy		3
		15	17
		Total Hours:	64

¹See Associate in Science General Education Requirements

Suggested Additional Courses:

CGS 1100	Microcomputer Applications for Business & Economics I
OST 1100	College Keyboarding I
OST 2401	Office Technology
PLA 2949	Cooperative Legal Practicum

Students pursuing the AS degree in Legal Assisting should complete *PLA 1003 Introduction to Legal Assisting and Legal Ethics* during their first semester of attendance. *PLA 1204 Civil Procedure* is a prerequisite to *PLA 1263 Evidence and Trial Practice*.

Please see course descriptions for other prerequisites and corequisites.



ASSOCIATE IN SCIENCE IN MARKETING MANAGEMENT

This program provides learning opportunities for a student to acquire the necessary skills for a career in this multifaceted field. Career areas include marketing, merchandising, retailing, advertising, buying and many support areas such as management, communications, and personnel management. Specific job areas include sales clerk, sales representative/manager, expeditor, buyer, food marketing, and fast food services. 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	
GEB 1011	Introduction to Business	3	
MAR 1011	Principles of Marketing	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
OST 1100	College Keyboarding I	3	
MNA 1345	Principles of Supervision	3	
QMB 1001	Business Mathematics		3
MKA 1021	Salesmanship		3
Elective	Area IV ¹		3
MKA 1302	Marketing Practicum I		3
Elective	Area III ¹		3
		18	15
SOPHOMORE			
ACG 2021	Principles of Financial Accounting	3	
BUL 2241	Business Law I	3	
MNA 1300	Personnel Relationships in Business	3	
MKA 1312	Marketing Practicum II	3	
Elective	Area II ¹	3	
MKA 2322	Marketing Practicum III		3
ECO 2013	Principles of Economics I		3
MKA 2041	Principles of Retailing		3
MKA 2511	Principles of Advertising		3
Elective	Area V ¹		3
SLS 2420	Career Enhancement		1
		15	16
		Total Hours:	64

¹See Associate in Science General Education Requirements

Suggested Additional Courses:

ACG 2071	Principles of Managerial Accounting
BUL 2242	Business Law II
CGS 2101	Microcomputer Applications for Business & Economics II
ECO 2023	Principles of Economics II
OST 1811	Desktop Publishing
OST 2335	Business Communications

NOTE: Effective fall 1995, three hours of credit toward an Associate in Science degree in Marketing Management will be granted for the successful completion with a "C" average or higher in 880600 Academy of Fashion Marketing or 8812100 Academy of Entrepreneurship taken at Marchman Vocational Center.

Students must receive a high school diploma and successfully complete 15 hours of college-level courses at PHCC before credit will be given. To be awarded credit, a student must send a copy of a completed Request for Credit for Articulated Programs from Marchman Vocational Center (Form SAR-50) to the Director of Admissions and Student Records after the student has completed the 15 hours. These forms are available in the Student Services Office on each campus.

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

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
PSY 1012	Introduction to Psychology	3	
BSC 1085	Human Anatomy & Physiology I	3	
BSC 1085L	Human Anatomy & Physiology I Laboratory	1	
ENC 1101	English Composition I	3	
		<u>10</u>	

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		Session I	Session II	Session III	Session III B
FRESHMAN					
MTB 2370	Applied Mathematics for Allied Health	1			
ENC 1102	English Composition II				3
BSC 1086	Human Anatomy & Physiology II	3			
BSC 1086L	Human Anatomy & Physiology II Laboratory	1			
DEP 2004	Life-Span Development		3		
NUR 1020C	Fundamentals of Nursing	10			
NUR 1710C	Adult Nursing I/Generic Track		10		
NUR 1520C	Mental Health Nursing			5	
**Elective	Elective			(4)	or (4)
		<u>15</u>	<u>13</u>	<u>5</u>	<u>3 (7)</u>
SOPHOMORE					
NUR 2460C	Maternal-Child Nursing	10			
NUR 2711C	Adult Nursing II/Generic Track		10		
NUR 2820	Nursing Role & Scope	<u>2</u>			
		12	10		
	General Education	25	Semester Hours		
	Nursing Education	<u>47</u>	Semester Hours		
	Total Hours	72	Semester Hours		

*These 10 hours of prerequisites **must be completed** before admission to the program and are included in the 25 hours of General Education requirements.

Special Program Requirements

An academic average of "C" or higher and a grade of "Pass" 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 and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available. (See Academic Averages and Repeated Courses.)

Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary to graduate.

A minimum of 15 hours of credit in nursing must be completed in residence at PHCC in 2000-level courses.

****Computer literacy is REQUIRED for students enrolled in this program. Students who lack computer skills are required to complete a computer course.**

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

Application Deadline: May 10 – 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 24 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 and enrollment into this program, students will receive 20 advanced semester hours credit, based on practical nursing education.

*Prerequisites

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
PSY 1012	Introduction to Psychology	3	
ENC 1101	English Composition I	3	
DEP 2004	Life-Span Development	3	
BSC 1085	Human Anatomy & Physiology I	3	
BSC 1085L	Human Anatomy & Physiology I Laboratory	1	
BSC 1086	Human Anatomy & Physiology II	3	
BSC 1086L	Human Anatomy & Physiology II Laboratory	1	
MTB 2370	Applied Mathematics for Allied Health	1	
		<u>18</u>	

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		+Session IIIB	Session I	Session II
FRESHMAN				
ENC 1102	English Composition II	3		
NUR 1001C	Adult Nursing I/LPN Track	4		
		<u>7</u>		
SOPHOMORE				
NUR 1520C	Mental Health Nursing		5	
NUR 2412C	Maternal-Child Nursing/LPN Track		6	
NUR 2820	Nursing Role & Scope		2	
NUR 2720C	Adult Nursing II/LPN Track			10
**Elective	Elective			<u>4</u>
			<u>13</u>	<u>14</u>
	General Education	25	Semester Hours	
	Nursing Education	<u>47</u>	Semester Hours	
	Total Hours	<u>72</u>	Semester Hours	

*These 18 hours of prerequisites **must be completed** before admission to the program and are included in the 25 hours of General Education requirements.

+This Program Track begins with Session IIIB.

Special Program Requirements

An academic average of "C" or higher and a grade of "Pass" in the clinical portion must be earned in each nursing course in order to continue in the Nursing Program. Nursing courses may be repeated only on the recommendation of the nursing faculty and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if space is available. Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary for graduation.

A minimum of 15 hours of credit in nursing in 2000-level courses must be completed in residence at PHCC.

****Computer literacy is REQUIRED for students enrolled in this program. Students who lack computer skills are required to complete a computer course.**

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

Application Deadline: June 15 – 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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
PSY 1012	Introduction to Psychology	3
BSC 1085	Human Anatomy & Physiology I	3
BSC 1085L	Human Anatomy & Physiology I Laboratory	1
ENC 1101	English Composition I	3
		<u>10</u>

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		Session I	Session II	Session III	Session IV
FRESHMAN					
MTB 2370	Applied Mathematics for Allied Health	1			
ENC 1102	English Composition II				3
BSC 1086	Human Anatomy & Physiology II	3			
BSC 1086L	Human Anatomy & Physiology II Laboratory	1			
DEP 2004	Life-Span Development		3		
NUR 1020C	Fundamentals of Nursing	10			
NUR 1991C	Adult Nursing I/Paramedic Track		4		
NUR 2994C	Maternal-Child Nursing/Paramedic Track		6		
**Elective	Elective			4	
NUR 1520C	Mental Health Nursing			5	
		<u>15</u>	<u>13</u>	<u>9</u>	<u>3</u>
SOPHOMORE					
NUR 2995C	Adult Nursing II/Paramedic Track	6			
NUR 2996C	Adult Nursing III/Paramedic Track	4			
NUR 2820	Nursing Role & Scope	2			
		<u>12</u>			
	General Education	25	Semester Hours		
	Nursing Education	47	Semester Hours		
	Total Hours	72	Semester Hours		

*These 10 hours of prerequisites must be completed before admission to the program and are included in the 25 hours of General Education requirements.

Special Program Requirements

An academic average of "C" or higher and a grade of "Pass" 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 and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available. (See Academic Averages and Repeated Courses.)

Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary to graduate.

A minimum of 15 hours of credit in nursing must be completed in residence at PHCC in 2000-level courses.

****Computer literacy is REQUIRED for students enrolled in this program. Students who lack computer skills are required to complete a computer course.**

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	College Keyboarding I	3	
* OST 1271	Speedwriting	3	
QMB 1001	Business Mathematics	3	
GEB 1011	Introduction to Business	3	
OST 1321	Electronic Office Machines	3	
Elective	Area IV ¹		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
OST 1110	College Keyboarding II		3
Elective	(See Suggested Electives in Word-Information Processing Option below)		3
OST 1711	Word Processing Applications I		3
		18	15
SOPHOMORE			
ACG 2021	Principles of Financial Accounting	3	
OST 2401	Office Technology	3	
OST 2311	Lotus for the Office	3	
OST 2335	Business Communications	3	
Elective	Area V ¹	3	
OST 1811	Desktop Publishing		3
OST 2601	Electronic Machine Transcription		3
MNA 1300	Personnel Relationships in Business		3
Elective	Area II ¹		3
Elective	Area III ¹		3
		15	15
Total Hours:			63

¹See Associate in Science General Education Requirements

*OST 1100 may be waived by satisfactorily completing OST 1110. 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 option 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 1271 (Speedwriting).

Suggested Office Systems Electives:

ACG 2071	Principles of Managerial Accounting	MAN 1800	Small Business Management
BUL 2241	Business Law I	MAR 1011	Principles of Marketing
BUL 2242	Business Law II	MKA 1021	Salesmanship
CGS 1000	Computer Concepts	MKA 2041	Principles of Retailing
CGS 2101	Microcomputer Applications for Business & Economics II	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

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.

A high school transcript indicating graduation or GED scores indicating successful completion and an official transcript sent directly from each college and university 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	College Keyboarding I		3
OST 1321	Electronic Office Machines		3
QMB 1001	Business Mathematics		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
<i>Session II</i>			
OST 1110	College Keyboarding II		3
OST 2401	Office Technology		3
OST 1711	Word Processing Applications I		3
OST 2335	Business Communications		3
<i>Session III</i>			
OST 2601	Electronic Machine Transcription		3
MNA 1300	Personnel Relationships in Business		3
		<i>Total Hours:</i>	30

*Keyboarding 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 option 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 1722 Word Processing Applications II and omit OST 1321 Electronic Office Machines.

TECHNICAL CREDIT PROGRAMS

A Technical Certificate will be awarded upon completion of any Technical Credit Program, including making a formal application in the Records Office. (See Certificate Application Process.) Technical Credit Programs are competency-based and are Postsecondary Adult Vocational (PSAV) Programs. A 2.0 GPA must be achieved to receive a certificate. Only those courses that are part of the program are included in computing the program GPA for PSAV Programs.

Courses in these programs are **not** considered as college credit and will **not** transfer to a university. Technical Credit Programs are designed to prepare the student for an entry-level job. (See Listing of Technical Courses for instructional hours.)

NOTE: STUDENTS WHO COMPLETE A TECHNICAL CREDIT PROGRAM MUST HAVE ACHIEVED THE STATE DESIGNATED SCORE ON THE APPROPRIATE LEVEL OF THE TEST FOR ADULT BASIC EDUCATION (TABE) BEFORE A CERTIFICATE CAN BE ISSUED.

The Technical Credit Programs offered at PHCC are:

<ul style="list-style-type: none"> Child Care Supervision Coder Specialist Cosmetology Correctional Officer Dental Assisting Fire Fighting Health Unit Coordinator Landscape and Turf Operations Law Enforcement/Auxiliary Officer 	<ul style="list-style-type: none"> Law Enforcement/Basic Recruit Medical Record Transcribing Medical Secretarial/Examining Room Assistant Patient Care Assistant/Home Health Aide Phlebotomy Practical Nursing Wastewater Treatment Plant Operation Level "C" Water Treatment Plant Operation Level "C" Welding
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TECHNICAL CREDIT PROGRAMS LEADING TO THE ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION (TECHNICAL TRACK)

This program provides a career ladder option to the Technical Credit Certificate (or equivalent) student in any PHCC Technical Credit program that contains at least 30 technical credits.

Admission Criteria and Procedures:

The applicant will submit a transcript to the Records Office certifying completion of a PHCC Technical Certificate Program of at least 30 technical credit hours. An official high school transcript or official GED scores and official transcripts from all colleges and universities previously attended must be submitted.

The Records Office will list the specific courses or program title for which a maximum of 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 Technical Credit Certificate program competencies is received from the appropriate instructional program of the college.

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

Technical Credit Certificate	30 credits
General Core Courses	
Electives Area I & Area IV ¹	6 credits
Elective Area II ¹	3 credits
Elective Area III ¹	3 credits
Elective Area V ¹	3 credits
Elective Elective	<u>3 credits</u>
	18 credits (minimum)
Business Management Courses	
MNA 1300 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 Computer Concepts	3 credits
SLS 2420 Career Enhancement	<u>1 credit</u>
	16 credits

Total: 34 credits (minimum)

¹See Associate in Science General Education Requirements

TECHNICAL CREDIT PROGRAM – CHILD CARE SUPERVISION

The purpose of this program is to prepare students for initial employment as child care supervisors, child care attendants, child care aides, child care workers, family day care home operators, clinic day care center workers, or to provide supplemental training for persons previously or currently employed in these occupations. The program includes instruction in child growth and development, health and nutrition, safety, curriculum development, and facility management. This program is recognized by the State of Florida as an equivalent to the Child Development Associate (CDA) credential.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
GEB 0212	Writing and Speaking for Business	2	
HEV 0111	Child Growth and Development	2.5	
* HEV 0183	Child Growth and Development Practicum	3	
HEV 0116	Teaching Young Children	2.5	
* HEV 0187	Teaching Young Children Practicum	3	
SLS 0301	Professional Career Development	<u>2</u>	
		15	
HEV 0137	Creating a Positive Classroom		2
* HEV 0182	Creating a Positive Classroom Practicum		3
HEV 0104	Child Care Center Operation		2
* HEV 0162	Child Care Center Operation Practicum		3
*+HEV 0173	Child Care Supervision Clinical		<u>4</u>
			14

Total: 29 technical credits

Special Program Requirements:

An academic average of "C" or higher in the program and a grade of "Satisfactory/Pass" (P) in the practicums and clinical must be earned in order to receive a Child Care Supervision technical certificate.

+CPR certification **and** First Aid are prerequisites of this course. Students need to take either the American Heart Association Course Pediatric BLS "D" or the American Red Cross Infant/Toddler - CPR course. Also, students need to take an American Red Cross Child Care First Aid or National Safety Council Child First Aid course.

TECHNICAL CREDIT PROGRAM – CODER SPECIALIST

This program is designed to prepare students for employment as coders, medical record coders, coding technicians, coding clerks, or coder specialists. The program includes instruction in medical terminology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, and employability skills.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
OTA 0101	Keyboarding I	2	
HSC 0531	Medical Language I	1	
GEB 0212	Writing and Speaking for Business	2	
CGS 0002	Introduction to Microcomputer Operation	2	
MRE 0202	Coding for Medical Records I	3	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	<u>1</u>	
		12	
+HSC 0230	Pre-Clinical Procedures		1
MRE 0203	Coding for Medical Records II		6
MRE 0430	Fundamentals of Disease Process		1
SLS 0301	Professional Career Development		2
MRE 0440	Pharmacology for Health Care Professionals		<u>1</u>
			11

Total: 23 technical credits

Special Program Requirements:

An academic average of "C" or higher must be earned in the program in order to receive a Coder Specialist technical certificate.

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CREDIT PROGRAM – CORRECTIONAL OFFICER

This program provides job-related training at the entry level to candidates for correctional officer positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.

Prerequisites

Two months prior to an Academy start date, candidates must make application for admission to the Basic Recruit Program. Candidates may be sponsored by a local law enforcement agency. All candidates must meet entry requirements which include physical fitness and psychological testing. Additional entry requirements are outlined in the application packet. Application packets are available at the Academy at the time of orientation.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
CJD 0710	Criminal Justice Legal I	1.5	
CJD 0711	Criminal Justice Legal II	1.5	
CJD 0712	Criminal Justice Communications	1.5	
CJD 0704	Criminal Justice Defensive Tactics	2.5	
CJD 0705	Criminal Justice Weapons	2	
CJD 0254	Criminal Justice Medical First Responder	1.5	
CJD 0741	Criminal Justice Emergency Preparedness	1	
CJD 0713	Criminal Justice Interpersonal Skills I		2
CJD 0715	Criminal Justice Physical Fitness/Wellness		1
CJD 0750	Criminal Justice Interpersonal Skills II		2
CJD 0752	Correctional Operations		2
		11.5	7

Total: 18.5 technical credits

Special Program Requirements:

Criminal Justice Standards and Training Commission Regulations must be met. The attendance policy required by the Commission is 90%; however, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by Academy Cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. A list of required supplies will be given at orientation. An academic average of "C" or higher is required for all academic tests administered during each course. The grade of "pass" is required in all courses requiring the demonstration of proficiency. Upon completion of the program, the cadet will be eligible to take the state exam to receive provisional certification as a correctional officer.

Concurrent Certification:

Students who want dual certification in Law Enforcement **and** in Correctional Officer must also take the following courses:

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
CJD 0730	Law Enforcement Legal III		1
CJD 0731	Law Enforcement Patrol		1.5
CJD 0732	Law Enforcement Traffic		1.5
CJD 0723	Law Enforcement Vehicle Operations		2
CJD 0734	Law Enforcement Investigations		2
			8

Total: 26.5 technical credits

Upon completion of all courses listed above, the cadet will be eligible to take the state exam for Corrections and Law Enforcement Officer.

Periodically, a combined academy may be offered. Students completing the combined academy will be able to take the certification exam for Corrections and for Law Enforcement.

Note: Completing this program and passing the Criminal Justice State Exam is required before the cadet can receive provisional certification. After successful completion of a one-year employment probationary period, the officer will receive permanent certification by the Florida Criminal Justice Standards and Training Commission.

TECHNICAL 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 Licensure Examination. 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. Professional liability insurance fee is required. The period of coverage is from August through July.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
*COS 0590	Laboratory Practices, Hair, and Scalp Care	5	
*COS 0301	Hair Shaping	5	
*COS 0400	Hairstyling	5	
<i>Session II</i>			
COS 0644	Permanent Waving/Restructuring	5	
COS 0700	Hair Coloring	5	
CSP 0006	Nail Care	5	
<i>Session III</i>			
COS 0870	Skin Care/Entrepreneurship	5	
COS 0070	Employability Skills/State Board and Florida Cosmetology Law	5	
		<u>5</u>	
		40	

Total: 40 technical credits

*A student transferring from an accredited Cosmetology Training Program who has successfully completed a minimum of 450 hours of instruction may receive credit for these three courses: COS 0590, Laboratory Practices, Hair, and Scalp Care; COS 0301, Hair Shaping; and COS 0400, Hairstyling. A student must complete at least 10 technical credits at PHCC to be eligible to receive a certificate.

Special Program Requirements:

A student must earn an average of "C" or higher in each program course in order to receive a Cosmetology Technical Certificate. Remedial education may be required for students who score below the state-required minimums on the Test of Adult Basic Education (TABE).

TECHNICAL 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. Professional liability insurance fee is required. 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.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
DEA 0000	Introduction to Dental Assisting	2	
DEA 0300	Preventive Dentistry for the Dental Assistant	1	
DEA 0800C	Dental Assisting Clinical Procedures I	8	
DES 0021C	Dental Anatomy	2	
DES 0200C	Dental Radiography/Dental Assisting	2	
DES 0400	Anatomy and Physiology/Dental Assisting	1	
DEA 0209	Dental Office Management/Dental Assisting		1
DEA 0801C	Dental Assisting Clinical Procedures II		4
DEA 0026L	Expanded Functions/Dental Assisting		4
+DEA 0931	Dental Office Emergencies		1
DES 0100C	Dental Materials		2
DEA 0850L	Clinical Externship/Dental Assisting		4
		<u>16</u>	<u>16</u>

Total: 32 technical credits

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

Special Program Requirements:

A grade of "C" or higher and a grade of "P" or "Pass" in the clinical portion, if applicable, must be earned in each course in order to continue in the program. Courses may be repeated only on the recommendation of the dental faculty and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available.

Completion of college preparatory courses may be required for students scoring below the state minimums on the Test of Adult Basic Education (TABE).

TECHNICAL CREDIT PROGRAM – FIRE FIGHTING

This program is designed to prepare students for certification and employment as fire fighters in accordance with Florida Statutes. Employability skills are included.

Prerequisites

Physical examination. Candidates must take a physical agility test. Entry requirements of the Bureau of Fire Standards and Training (BFST) must be met. Students must be physically fit to perform all tasks assigned to them.

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
FFP 0077	First Responder and Fire Terminology	2	
FFP 0602	Fire Behavior Tools and Equipment	2	
FFP 0640	Fire Hose and Fire Streams	2	
FFP 0065	Fire Physical Fitness, Ventilation, and Salvage	2	
FFP 0069	Fire Rescue and Controlled Burns	2	
FFP 0932	Fire Fighting Review Course	1	
FFP 0067	Hazardous Materials and Fire Review	2	
		<u>13</u>	

Total: 13 technical credits

Special Program Requirements:

A student must earn an academic average of “C” or higher in each fire fighting course in the program to be eligible to receive a certificate. To be eligible for the state exam, a student must complete all requirements set forth by the college and the B.F.S.T. Students must attend a minimum of 360 hours of the 390-hour program. Some class experiences, however, have a mandatory attendance requirement. Uniforms must be worn by fire fighting students. The Fire Fighting program termination policy will be strictly enforced. Roll call will be held at each class meeting, and attendance is considered an essential requirement of fire fighting students. All college policies will be enforced. Any violation of program rules or regulations or any unacceptable behavior shall be noted, and at the discretion of the director, the sponsoring agency shall be notified.

TECHNICAL CREDIT PROGRAM – HEALTH UNIT COORDINATOR

This program is designed to prepare students for employment as health unit coordinators. Some of the topics included in the program are: interpreting medical terminology; performing clerical duties; reading, interpreting, and coordinating physicians’ orders; legal and ethical responsibilities; and performing supervised clinical duties. Professional liability insurance fee is required.

COURSE	DESCRIPTION	TECHNICAL HOURS		CREDIT
		Session I	Session II	
GEB 0212	Writing and Speaking for Business	2		
HSC 0531	Medical Language I	1		
HSC 0532	Medical Language II	1		
HSC 0641	Legal & Ethical Aspects in Health Care	1		
OTA 0101	Keyboarding I	2		
CGS 0002	Introduction to Microcomputer Operation	2		
		<u>9</u>		
MRE 0440	Pharmacology for Health Care Professionals		1	
SLS 0301	Professional Career Development		2	
+HSC 0230	Pre-Clinical Procedures		1	
WCL 0241	Health Unit Management		2	
CVT 0507	Basic Arrhythmias		1	
*WCL 0200	Health Unit Coordinator Clinical		4	
			<u>11</u>	

Total: 20 technical credits

Special Program Requirements:

A grade of “Pass” in WCL 0200 and an academic average of “C” or higher must be earned in the program in order to receive a Health Unit Coordinator technical certificate.

*A completed Physical Examination Report (SAR-40-A) is a prerequisite for this course.

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CREDIT PROGRAM – LANDSCAPE & TURF OPERATIONS

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial and supervisory employment in the ornamental horticulture/landscape operations industry. Skill job titles include: nursery worker, nursery plant salesperson/buyer, landscaper, greenhouse operator, landscape maintainer, groundskeeper, and supervisor in each area. Garden and yard care are also covered. A cumulative grade-point average (GPA) of not less than 2.0 or “C” must be achieved. Only those courses that are part of the program are included in computing the program GPA. 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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>		
		<i>Session I</i>	<i>Session II</i>	<i>Session IIIA</i>
ORH 0000	Introduction to Ornamental Horticulture	3		
ORH 0510	Identification of Ornamental Plants I	3		
ORH 0023	Introduction to Plant Growing Media	3		
ORH 0021	Ornamental Plant Propagation	<u>3</u>		
		12		
ORH 0251	Nursery/Garden Center Design & Operation		3	
ORH 0511	Identification of Ornamental Plants II		3	
ORH 0260	Greenhouse Operations		2	
ORH 0800	Landscaping and Design		<u>3</u>	
			11	
ORH 0806	Landscape Installation and Maintenance			3
IPM 0631	Ornamental Plant Pest Control			3
ORH 0220	Introduction to Lawns and Lawn Care			<u>3</u>
				9

Total: 32 technical credits

TECHNICAL CREDIT PROGRAM – LAW ENFORCEMENT AUXILIARY OFFICER

This program is designed to prepare candidates for employment/appointment 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.

Prerequisites

Candidates must be sponsored by a local law enforcement agency.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>	
		<i>Session I</i>	<i>Session II</i>
CJD 0102	Criminal Law for Auxiliary Law Enforcement Officers	1	
CJD 0101	Patrol and Investigative Procedures for Auxiliary Law Enforcement Officers		1
CJD 0104	Defensive Tactics for Auxiliary Officers		1
CJD 0705	Criminal Justice Weapons	2	
CJD 0103	Auxiliary Law Enforcement Medical First Responder	<u>1</u>	
		4	<u>2</u>

Total: 6 technical credits

Special Program Requirements:

Criminal Justice Standards and Training Commission regulations must be met. The attendance policy required by the Commission is 90%. However, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by academy cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. A list of required supplies will be given at orientation. An academic average of “C” or higher is required for all academic tests administered during each course. The grade of “pass” is required in all courses requiring the demonstration of proficiency. The cadet will be dropped from the course if these requirements are not met. Upon completion of the program, the auxiliary cadet may apply to a law enforcement agency for appointment as an auxiliary officer.

TECHNICAL CREDIT PROGRAM – LAW ENFORCEMENT/ BASIC RECRUIT

This program provides job-related training at the entry level to candidates for 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.

Prerequisites

Two months prior to an Academy start date, candidates must make application for admission to the Basic Recruit Program. Candidates may be sponsored by a local law enforcement agency. All candidates must meet entry requirements which include physical fitness and psychological testing. Additional entry requirements are outlined in the application packet. Application packets are available at the Academy at the time of orientation.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
CJD 0710	Criminal Justice Legal I	1.5	
CJD 0711	Criminal Justice Legal II	1.5	
CJD 0712	Criminal Justice Communications	1.5	
CJD 0704	Criminal Justice Defensive Tactics	2.5	
CJD 0705	Criminal Justice Weapons	2	
CJD 0715	Criminal Justice Physical Fitness/Wellness	1	
CJD 0254	Criminal Justice Medical First Responder	1.5	
CJD 0730	Law Enforcement Legal III	1	
CJD 0731	Law Enforcement Patrol	1.5	
		14	
CJD 0713	Criminal Justice Interpersonal Skills I		2
CJD 0732	Law Enforcement Traffic		1.5
CJD 0723	Law Enforcement Vehicle Operation		2
CJD 0734	Law Enforcement Investigations		2
			7.5

Total: 21.5 technical credits

Special Program Requirements:

The Criminal Justice Standards and Training Commission regulations must be met. The attendance policy required by the Commission is 90%. However, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by academy cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. A list of required supplies will be given at orientation. An academic average of "C" or higher is required for all academic tests administered during each course. The grade of "pass" is required in all courses requiring the demonstration of proficiency. Upon completion of the program, the cadet will be eligible to take the State Exam to receive provisional certification as a Law Enforcement Officer.

Concurrent Certification:

Students who want dual certification in Law Enforcement **and** in Correctional Officer must also take the following courses:

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
CJD 0750	Criminal Justice Interpersonal Skills II		2
CJD 0741	Criminal Justice Emergency Preparedness		1
CJD 0752	Correctional Operations		2
CJD 0780	Legal Summary for Law Enforcement		1
			6

Total: 27.5 technical credits

Upon completion of all courses listed above, the cadet will be eligible to take the state exam for Law Enforcement and Corrections Officer.

Periodically, a combined academy may be offered. Students completing the combined academy will be able to take the certification exam for Corrections and for Law Enforcement.

Note: Completing this program and passing the Criminal Justice state exam is required before the cadet can receive provisional certification. After successful completion of a one-year employment probationary period, the officer will receive permanent certification by Florida Criminal Justice Standards and Training Commission.

TECHNICAL CREDIT PROGRAM - MEDICAL RECORD TRANSCRIBING

This program is designed to prepare students for employment as medical record transcriptionists in hospitals, for private physicians, and as independent contractors. The program includes instruction in advanced keyboarding skills, medical terminology, health care delivery systems, basics of medical records services, legal and ethical responsibilities, and employability and professional skills.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>	
		<i>Session I</i>	<i>Session II</i>
OTA 0101	Keyboarding I	2	
GEB 0212	Writing and Speaking for Business	2	
HSC 0531	Medical Language I	1	
CGS 0002	Introduction to Microcomputer Operation	2	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
HSC 0532	Medical Language II	1	
MTS 0231	Medical Record Transcribing I	<u>2</u>	
		11	
OTA 0611	Keyboarding II		2
SLS 0301	Professional Career Development		2
MTS 0232	Medical Record Transcribing II		4
+HSC 0230	Pre-Clinical Procedures		1
MRE 0430	Fundamentals of Disease Process		1
MRE 0440	Pharmacology for Health Care Professionals		<u>1</u>
			11

Total: 22 technical credits

Special Program Requirements:

An academic average of "C" or higher must be earned in the program in order to receive a Medical Record Transcribing technical certificate.

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CREDIT PROGRAM - MEDICAL SECRETARIAL/ EXAMINING ROOM ASSISTANT

The purpose of this program is to prepare students for employment as office clerks in medical facilities and as examining room assistants in physicians' offices. This program will include instruction in both general office and medical record skills and includes a clinical component. Professional liability insurance fee is required.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>	
		<i>Session I</i>	<i>Session II</i>
GEB 0212	Writing and Speaking for Business	2	
HSC 0531	Medical Language I	1	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
CGS 0002	Introduction to Microcomputer Operation	2	
OTA 0101	Keyboarding I	2	
MRE 0202	Coding for Medical Records I	<u>3</u>	
		12	
OTA 0609	Medical Office Management		2
+HSC 0230	Pre-Clinical Procedures		1
OTA 0601	Medical Financial Record Management		2
MTS 0231	Medical Record Transcribing I		2
MEA 0200	Examining Room Assistant		1
SLS 0301	Professional Career Development		2
*OTA 0627	Medical Secretarial Clinical		<u>3</u>
			13

Total: 25 technical credits

Special Program Requirements:

A grade of "Pass" in OFT 0627 and an academic average of "C" or higher must be earned in the program in order to receive a Medical Secretarial/Examining Room Assistant technical certificate.

*A completed Physical Examination Report (SAR-40-A) is a prerequisite for this course.

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CREDIT PROGRAM – PATIENT CARE ASSISTANT/ HOME HEALTH AIDE

This program is designed to fulfill the requirements for Home Health Aide and Certified Nursing Assistant. Professional liability insurance fee is required. Students completing this program fulfill the skills competency required of the Certified Nursing Assistant (CNA). When students also successfully complete the CNA written exam, they will be issued a Florida Nursing Assistant certificate by the State.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>	
		<i>Session I</i>	<i>Session II</i>
GEB 0212	Writing and Speaking for Business	2	
HSC 0531	Medical Language I	1	
+HSC 0230	Pre-Clinical Procedures	1	
HCP 0500	Personal Patient Care I	4	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
HCP 0300	Personal Patient Care II	3	
SLS 0301	Professional Career Development	<u>2</u>	
		15	
*HCP 0940 Patient Care Assistant Clinical			<u>6</u>
			6
		Total: 21 technical credits	

Special Program Requirements

A grade of "Pass" in the clinical portion and an academic average of "C" or higher must be earned in the program in order to receive a Patient Care Assistant/Home Health Aide technical certificate.

*A completed Physical Examination Report (SAR-40-A) is a prerequisite for this course.

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CREDIT PROGRAM – PHLEBOTOMY

This program is designed to prepare students for employment as blood bank or plasma center donor screeners or as phlebotomists. Employability skills are included. Professional liability insurance fee is required. Availability of clinical sites may restrict entry into the Phlebotomy courses. After program completion and one year full-time acceptable experience as a phlebotomy technician in an accredited laboratory, the student is eligible to take the American Society of Clinical Pathologists Board of Registry examination.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>	
		<i>Session I</i>	<i>Session II</i>
MLT 0040	Phlebotomy Theory	2	
+MLT 0040L	Practical Aspects of Phlebotomy	1	
*MLT 0043	Phlebotomy Clinical	3	
GEB 0212	Writing and Speaking for Business	2	
SLS 0301	Professional Career Development	<u>2</u>	
		10	
		Total: 10 technical credits	

Special Program Requirements

A grade of "Pass" in MLT 0043 and an academic average of "C" or higher must be earned in the program in order to receive a Phlebotomy technical certificate.

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

*A completed Physical Examination Report (SAR-40-A) is a prerequisite for this course.

TECHNICAL 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. Professional liability insurance fee is required. The program is approved by the Florida State Board of Nursing. Graduates of this program are eligible to sit 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	TECHNICAL HOURS CREDIT		
		Session I*	Session II*	Session IIIA**
PRN 0001C	Fundamentals of Practical Nursing	5		
PRN 0020	Body Structure and Function	1		
PRN 0030C	Pharmacology/PN	1		
+PRN 0200C	Medical-Surgical Nursing I	<u>9</u>		
		16		
PRN 0110C	Pediatric Nursing		3.5	
PRN 0201C	Medical-Surgical Nursing II		<u>12.5</u>	
			16	
PRN 0100C	Obstetrical Nursing			3.5
PRN 0202C	Medical-Surgical Nursing III			<u>4.5</u>
				8
Total: 40 technical credits				

*16-week session **6-week session

Computer literacy is required for students enrolled in this program. Students lacking computer skills must take a computer course. Computer-assisted instructional materials may be used in this program.

Special Program Requirements

A grade of "C" or higher and a grade of "Pass" in the clinical portion, if applicable, must be earned in each course in order to continue in the program. Courses may be repeated only with the recommendation of faculty and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available.

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

Completion of college preparatory courses may be required for students scoring below the state minimums on the Test of Adult Basic Education (TABE).

TECHNICAL CREDIT PROGRAM – WASTEWATER TREATMENT PLANT OPERATION LEVEL "C"

This program is designed to prepare students for initial employment as sewage plant operators. Employability skills are included. Students who successfully complete the program and who have the work experience are eligible for certification as Level "C" Water Treatment Plant Operators.

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
EVS 0330	Preliminary Wastewater Treatment	1	
EVS 0331	Primary Wastewater Treatment	2	
EVS 0332	Tertiary Wastewater Treatment	<u>2</u>	
		5	
Total: 5 technical credits			

This program has been approved by the Florida Department of Professional Regulation in Tallahassee. That agency coordinates course offerings statewide since students are subject to a state examination upon successful completion of the course and one year of on-the-job experience. An academic average of "C" or higher must be earned in the program in order to receive a Wastewater Treatment Plant Operation Level "C" certificate.

TECHNICAL CREDIT PROGRAM – WATER TREATMENT PLANT OPERATION LEVEL “C”

This program is designed to prepare students for employment as water treatment plant operators. Employability skills are included. Students who successfully complete the program and who have the work experience are eligible for certification as Level “C” Water Treatment Plant Operators.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>
EVS 0130	Preliminary Water Treatment	2
EVS 0131	Primary Water Treatment	2
EVS 0132	Tertiary Water Treatment	<u>1</u>
		5

Total: 5 technical credits

This program has been approved by the Florida Department of Professional Regulation in Tallahassee. That agency coordinates course offerings statewide since students are subject to a state examination upon successful completion of the course and one year of on-the-job experience. An academic average of "C" or higher must be earned in the program in order to receive a Water Treatment Plant Operation Level "C" certificate.

TECHNICAL 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 (GPA) of not less than 2.0 or “C” must be achieved. Only those courses that are part of the program are included in computing the program GPA. 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</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
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	<u>3</u>		
		12		
PMT 0158	Specialty Shielded Metal Arc Welding		3	
PMT 0164	Fabrication of Metal Products Using S.M.A.W.		3	
PMT 0131	TIG Welding		3	
PMT 0122	S.M.A.W. High Technology Skills		<u>3</u>	
			12	
MT 0134	MIG Welding			2
MT 0138	Advanced MIG/TIG Welding			2
MT 0175	Fabrication of Metal Products Using MIG/TIG Welding			<u>2</u>
				6

Total: 30 technical credits

LISTING OF COLLEGE CREDIT & COLLEGE PREPARATORY COURSES

Animal Science

ASG 1002 Introduction to Animal Science 3 cr.
Students in this course will study the principles of animal science. Topics include the reproduction, raising, and production of farm animals. Primary emphasis is on beef and milk cattle, sheep, horses, and swine. Other animals are discussed. Students will learn the various breeds in each category of farm animal discussed as well as feed issues, diseases, and slaughtering processes. 48 class hours

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 preliterate 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. 32 lecture hours and 32 laboratory hours

ART 1301C Drawing II 3 cr.
Prerequisite: ART 1300C. A continuation of ART 1300C. Lab fee required. 32 lecture hours and 32 laboratory hours

ART 2510 Painting I 3 cr.
Prerequisite: ART 1300C. Studio problems in painting involving contemporary styles, techniques, and materials of painting. Lab fee required. 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. 32 lecture hours and 32 laboratory hours

PGY 1401C 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. 32 lecture hours and 32 laboratory hours

PGY 1410C Photography II 3 cr.
Prerequisite: PGY 1401C or consent of instructor. A continuation of PGY 1401C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories, and darkroom techniques. Lab fee required. 32 lecture hours and 32 laboratory hours

Banking

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 2021. 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, financing 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

Biological Science

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. 48 lecture hours and 32 laboratory hours

BSC 1005 Introduction to Biology 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with grades of "C" or higher) or appropriate placement test scores. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, diversity of life, evolution and ecology. 48 class hours

BSC 1010 Biology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: BSC 1005. Corequisite: BSC 1010L. An introduction to the biology of plants and animals. Topics include chemical foundations, cell biology, genetics and evolution. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 lecture hours

BSC 1010L Biology I Laboratory 1 cr.
Prerequisite: One year of high school biology and one year of high school chemistry. Corequisite: BSC 1010. A laboratory investigation into the biology of plants and animals. Topics include scientific instruments, chemical foundations, cell biology, photosynthesis and genetics. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1011 Biology II 3 cr.
Prerequisites: BSC 1010 and BSC 1010L (both completed with a grade of "C" or higher). Corequisite: BSC 1011L. Topics include prokaryotes, plants, fungi, the evolution of animal diversity, animal form and function and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 lecture hours

BSC 1011L Biology II Laboratory 3 cr.
Prerequisites: BSC 1010 and BSC 1010L (both completed with a grade of "C" or higher). Corequisite: BSC 1011. A continuation of BSC 1010L. Topics include plant biology, animal diversity, vertebrate anatomy and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1030 Introduction to Environmental Science 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: PSC 1311 or PSC 1341. 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

BSC 1085 Human Anatomy and Physiology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: High school biology and chemistry, or BSC 1005. Corequisite: BSC 1085L. An introduction to the study of the human body, to include: biological and chemical foundations; cellular structure and dynamics; tissues; and the integumentary, skeletal, muscular, and nervous systems. 48 class hours

BSC 1085L Human Anatomy and Physiology I Laboratory 1 cr.
Corequisite: BSC 1085. This course provides laboratory support for the concepts taught in BSC 1085. Laboratory fee required. 32 laboratory hours

BSC 1086 Human Anatomy and Physiology II 3 cr.
Prerequisites: BSC 1085 and 1085L (both completed with grades of "C" or higher). Corequisite: BSC 1086L. A continuation of BSC 1085. Emphasis is on the structure and function of the special senses and the digestive, respiratory, cardiovascular, lymphatic, endocrine, reproductive, and urinary systems. 48 class hours

BSC 1086L Human Anatomy and Physiology II Laboratory 1 cr.
Prerequisites: BSC 1085 and BSC 1085L (both completed with grades of "C" or higher). Corequisite: BSC 1086. This course provides laboratory support for the concepts taught in BSC 1086. Lab fee required. 32 laboratory hours

BSC 1092 Human Biology 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with a grade of "C" or higher) or appropriate test scores. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, metabolism, genetics, and body systems. 48 class hours

MCB 2010 Microbiology 3 cr.
Prerequisite: BSC 1010C, or BSC 1085 and BSC 1085L (both completed with grades of "C" or higher). Corequisite: MCB 2010L. A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their relationships to other organisms. 48 lecture hours

MCB 2010L Microbiology Laboratory 1 cr.
Prerequisite: BSC 1010C, or BSC 1085 and BSC 1085L. Corequisite: MCB 2010. A laboratory investigation into the biology of microbial organisms. Topics include microbial morphology, physiology and genetics. Lab fee required. 32 laboratory hours

OCE 2001 Introduction to Oceanography 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: PSC 1311 or PSC 1341. An introduction to the physical, chemical, and biological nature of the oceans. Topics include: the history and shape of the oceans; the physical and chemical properties of sea water; waves, tides, and ocean currents; and the biology and ecology of marine life. Credit can be earned as a science elective only. 48 class hours

Building Construction Technology

BCN 1220 Structures I 3 cr.
This course covers 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. This course covers 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.
This course includes the study of the residential and commercial plumbing practices based on the current Standard Plumbing Code. 48 class hours

BCN 1520 Electrical Systems 3 cr.
This course includes 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. This course includes the computations of costs associated with typical construction projects to include – labor, fees, and materials – from take-off to final estimates. 48 class hours

BCN 2721 Construction Planning 3 cr.
Prerequisites: BCN 1220, BCT 1040, BCN 2610, and BCN 2765, or consent of instructor. This course is designed so that the student will be able to practice organizing and scheduling a building project. Time durations, scheduling, sequence of operations, project control, budgeting, and cash flow issues will be discussed. This is considered an advanced course. 48 class hours

BCN 2765 Codes, Contracts, and Specifications 3 cr.
Prerequisites: BUL 2241 and BCN 1220, or consent of instructor. This course includes 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. This course includes 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. 48 class hours

ETD 1530C Architectural Drawing 3 cr.
Prerequisite: BCT 1040. The fundamentals of architectural drawing and design including both residential and commercial buildings are covered in this course. Lab fee required. 48 class hours

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

SUR 2001C Surveying I 3 cr.
Prerequisite: MAC 1102 or higher. Students are expected to have a good working knowledge of mathematics, including some geometry. This course includes 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

Business Administration and Management

ACG 2021 Principles of Financial Accounting 3 cr.
This course is an introduction to accounting concepts and principles followed in preparation of external reports. Emphasis will be placed on the principles and procedures applicable to the accounting cycle, asset valuation, income determination, liability measurement, and owner's equity. 48 class hours

ACG 2071 Principles of Managerial Accounting 3 cr.
Prerequisite: ACG 2021. This course provides an emphasis on managerial accounting concepts and systems. Topics include planning and control, decentralized operations, analyses for decision-making, financial analysis for management, and modern uses of accounting in nonprofit organizations. 48 class hours

BUL 2241 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 2242 Business Law II 3 cr.
Prerequisite: BUL 2241. 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 macroeconomic principles and analysis. Areas covered include: economic features of society; 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; and the principles and problems of full employment without inflation. 48 class hours

ECO 2023 Principles of Economics II 3 cr.
This is a course in microeconomics that deals with markets and prices; supply and demand, competition, and market structures; distribution of income among factors of production; economic growth and development; and other economic systems. 48 class hours

GEB 1011 Introduction to Business 3 cr.
This is a survey course that covers the functional areas of business. Emphasis is placed on perspectives of business, management, marketing, finance, and quantitative tools. 48 class hours

GEB 2350 Business in an International Environment 3 cr.
This course explores the globalization of world business. Emphasis will be placed on gaining insight as to how business is conducted in different world markets. Special care will be taken to give students the tools to analyze rapid change in the world business scene. The need to adapt to opportunities in business and manage threats to plans and techniques will be covered. 48 class hours

MAN 1800 Small Business Management 3 cr.
A study of the principles of small business management. This course presents the principles and problems in planning, organizing, operating, and controlling a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, recordkeeping, insurance management, cost control, and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 48 class hours

MNA 1300 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

MNA 1345 Principles of Supervision 3 cr.
This course is 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

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, and statistics. Emphasis is on developing computational ability. 48 class hours

Business – Marketing Management

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

Business – Office Systems Technology

OST 1100 College Keyboarding I 3 cr.

This course is designed for students with little or no keyboarding experience. This course will include the correct techniques and basic skills in keyboarding, mastery of the computer keyboard, operation and care of the equipment, and the preparation of business letters, reports, and tabulated problems. Lab fee required. 48 class hours

OST 1110 College Keyboarding II 3 cr.

Prerequisite: OST 1100 or consent of instructor. This course is a continuation of OST 1100. Students will use WordPerfect software for advanced practice in business document production and skill-building applications. Lab fee required. 48 class hours

OST 1271 Speedwriting 3 cr.

Prerequisite: OST 1100 or consent of instructor. This is a beginning course in the principles of Speedwriting shorthand, with dictation and transcription practice. This course is designed for students who have had no previous shorthand or less than one year of high school shorthand. 48 class hours

OST 1321 Electronic Office Machines 3 cr.

This course is designed to train students to use various office equipment. Emphasis is placed on the 10-key touch system, records management, and additional business applications. 48 class hours

OST 1711 Word Processing Applications I 3 cr.

Prerequisite: OST 1110 or consent of instructor. This course develops the skills necessary to use WordPerfect software. Students will create, edit, format, and print various business documents. Lab fee required. 48 class hours

OST 1722 Word Processing Applications II 3 cr.

Prerequisite: OST 1711. This course is a continuation of OST 1711. 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. Lab fee required. 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. 16 class hours

OST 1811 Desktop Publishing 3 cr.

Prerequisite: OST 1711, CGS 1061, or consent of instructor. This course introduces the student to the desktop publishing features of WordPerfect software. Emphasis in the course will be on publications that office support personnel would produce such as flyers, newsletters, bulletins, in-house brochures, and covers for reports. A student enrolling in this course should have a working knowledge of the advanced applications of WordPerfect. Lab fee required. 48 class hours

OST 2311 Lotus for the Office 3 cr.

Prerequisite: OST 1100 or consent of instructor. This course is designed to teach the commands and functions of Lotus 1-2-3 used in a business office. Topics will be based on business situations covering spreadsheet applications, database functions, and graphics. This is a beginning Lotus course. Lab fee required. 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. Emphasis will be placed on decision-making. Instruction will include telephone techniques, public relations, team-building, good business grooming, and employability skills. Students will use WordPerfect software for document production. 48 class hours

OST 2601 Electronic Machine Transcription 3 cr.

Prerequisite or corequisite: OST 1110 or OST 1711 or consent of instructor. This course provides for the development of proficiency in machine transcription using transcribing machines. The course will also emphasize general grammar rules, vocabulary, and listening skills. Electronic equipment, including microcomputers, may be used for transcription. Lab fee required. 48 class hours

SLS 2420 Career Enhancement 1 cr.

This course explores the various facets of career development. Key factors of job selection, job search, and the interview will be considered. Personal traits related to job success and advancement are studied. Considerations for planning a career path are addressed. 16 class hours

Chemistry

CHM 1025 Introductory Chemistry 3 cr.
Prerequisites: REA 0002 and MAT 1033 (completed with grades of "C" or higher) or appropriate placement test scores. Corequisite: CHM 1025L. An introduction to fundamental concepts in chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical equations and calculations, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. This course is intended for students with no high school chemistry background or those who need a refresher course prior to entering CHM 2045. 48 lecture hours

CHM 1025L Introductory Chemistry Laboratory 1 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate score on the math placement test. Corequisite: CHM 1025. A laboratory investigation into fundamental concepts of chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical reactions, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. Lab fee required. 32 laboratory hours

CHM 2045 General Chemistry and Qualitative Analysis I 3 cr.
Prerequisite: CHM 1025 and CHM 1025L or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Corequisite: CHM 2045L. An introduction to fundamental concepts in chemistry. Topics include measurement, nomenclature, atomic theory, chemical equations and calculations, periodicity, gases, thermochemistry and chemical bonding. 48 lecture hours

CHM 2045L General Chemistry and Qualitative Analysis I Laboratory 1 cr.
Prerequisite: CHM 1025 or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate score on the math placement test. Corequisite: CHM 2045. A laboratory investigation into concepts, periodicity, thermochemistry, chemical bonding and gases. Lab fee required. 32 laboratory hours

CHM 2046 General Chemistry and Qualitative Analysis II 3 cr.
Prerequisite: CHM 2045 and CHM 2045L (both completed with a grade of "C" or higher). Corequisite: CHM 2046L. This course continues with fundamental concepts of chemistry begun in CHM 2045. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base concepts, solubility, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. 48 lecture hours

CHM 2046L General Chemistry and Qualitative Analysis II Laboratory 1 cr.
Prerequisite: CHM 2045 and CHM 2045L (both completed with a grade of "C" or higher). Corequisite: CHM 2046. A continuation of concepts in the general chemistry laboratory. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base chemistry, solubility, thermodynamics, electrochemistry and selected topics in organic chemistry. Lab fee required. 32 laboratory hours

CHM 2210C Organic Chemistry I 5 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. 48 lecture hours and 64 laboratory hours

CHM 2211C Organic Chemistry II 5 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. 48 lecture hours and 64 laboratory hours

College Preparatory

ENC 0010 Fundamentals of Writing 4 cr.
Prerequisite: Appropriate placement test score. 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. Testing fee. 64 class hours

ENC 0080 Basic Grammar 4 cr.
Prerequisite: Appropriate placement test score. 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. 64 class hours

MAT 0012 Prealgebra 4 cr.
This college preparatory course is designed to build basic skills in mathematics to prepare students for elementary algebra. Topics include basic operations, fractions, decimals, ratios/proportions, percent usage, integers, rational numbers and an introduction to variable expressions and equations. Laboratory work will be prescribed by the instructor. This course must be completed with a grade of "C" or higher. This course does not apply toward a degree. 64 class hours

MAT 0024 Elementary Algebra 4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course provides an introduction to algebraic expressions, first degree equations and inequalities, rational expressions, exponents, polynomials, factoring and radical expressions. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. Testing fee. 64 class hours

REA. 0001 Basic Reading 4 cr.
Prerequisite: Appropriate placement test score. 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. 64 class hours

REA. 0002 Fundamentals of Reading 4 cr.
Prerequisite: Appropriate placement test score. 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. 64 class hours

Computer Programming and Applications

CGS 1000 Computer Concepts 3 cr.
This course will provide the student with an overview of the field of data processing. Upon satisfactory completion of the course, the student will have a basic understanding of systems and their applications. Lab fee required. 48 class hours

CGS 1100 Microcomputer Applications for Business & Economics I 3 cr.

This is an introductory personal computer applications course. No previous experience with a computer is assumed. This course will cover all essential aspects of the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics, and the Internet. Lab fee required. 48 class hours

CGS 2101 Microcomputer Applications for Business & Economics II 3 cr.

Prerequisite: CGS 1100. This is an intermediate personal computer applications course. This course will cover more complex aspects of the Windows environment, electronic spreadsheets, database activities, as well as DOS and contemporary issues. Lab fee required. 48 class hours

CGS 2103 Microcomputer Applications for Business & Economics III 3 cr.

Prerequisite: CGS 1100. This is an intermediate personal computer applications course. This course will cover more complex aspects of the Windows environment, word processing, presentation graphics, Hypertext on the Internet and contemporary issues. Lab fee required. 48 class hours

COP 1000 Introduction to Computer Programming 3 cr.

The purpose of this course is to provide the student with an opportunity to solve problems with the help of a computer. This course is an introduction to software design using structured programming concepts. Emphasis will be placed on the construction of language-free algorithms as a logic foundation for future study of programming languages. 48 class hours

COP 1332 Visual Basic Programming 3 cr.

Prerequisite: CGS 1000 and COP 1000 or consent of instructor. The student will learn to plan and create interactive applications using Visual Basic, the object-oriented/event-driven language for the Windows environment. Topics will include structure, file and array handling, creating executable files, and the use of multiple forms. Lab fee required. 48 class hours

COP 2333 Advanced Database Programming 3 cr.

Prerequisite: COP 1332. This course will cover the more advanced aspects of creating interactive applications using Visual Basic. The focus will be on accessing different database formats using the open database connectivity (ODBC) standard, and an SQL. Lab fee required. 48 class hours

COP 2120 COBOL Programming I 3 cr.

Prerequisites: CGS 1000 and COP 1000, 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. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in structured form. Using microcomputers, students will compile, debug, and test programs they have written. Lab fee required. 48 class hours

COP 2121 COBOL Programming II 3 cr.

Prerequisite: COP 2120. 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. Using microcomputers, students will compile, debug, and test programs they have written. Lab fee required. 48 class hours

COP 2220 "C" Language Programming 3 cr.

Prerequisites: COP 1332 or COP 2120. The student will learn to design, document, prepare, enter, compile, debug, and execute C programs of moderate sophistication. Major topics will include: program development; structured programming; data types; data structures; and input/output. Lab fee required. 48 class hours

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 1300 Introduction to Corrections 3 cr.

This course will focus on the theory and practice of correctional institutions and their functions, the prison as a total institution, characteristics of various types of corrections methods, analysis of the prison community, adjustment to prison life, impact of institutionalization, corrections in the community, and historical development. In addition, several site visits are planned to correctional institutions. 48 class hours

CCJ 1400 Police Organization and Administration 3 cr.

This course covers the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. 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 2009 Criminal Justice Career Enhancement 1 cr.

This course will address basic human relations as applied to the job search process and to successful and professional job performance in the law enforcement field. Topics will include preparing and updating a resume, responding to oral board interviews, setting career goals, stress management, and government practices and hiring procedures. 16 class hours

CCJ 2012 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

CCJ 2940 Field Studies 3 cr.
This course will provide an opportunity for the student to observe the criminal justice system in operation. Student placements are within agencies whose activities comprise the professional construction of criminal justice. Assignments and number of hours in each agency will be agreed upon by the student, the agency, and the instructor/coordinator. Students will be expected to keep a daily log of activities. 48 class hours

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

CJT 1800 Introduction to the Principles of Security 3 cr.
This course will focus on the history and philosophy of the security industry and on a discussion of current issues with relationship to legal aspects and management. The student's attention and research will be directed toward the professional ethics of security along with the managerial aspects and technological advancements of the industry. 48 class hours

CJT 2814 Security of Cultural Institutions 3 cr.
This course will focus on and provide an overview of the security phenomenon as it applies to management of security in special institutions, such as theme parks, museums and performing art centers. Security awareness and the daily function of management and their role in security has become a necessity in every industry. The student's attention and research will be directed toward managerial policy of security in the cultural setting. When possible, students will tour certain cultural facilities. 48 class hours

Dental Hygiene

DEH 1001 Dental Hygiene I 4 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001L, 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 role of the dental hygienist, professional relationships, and communication skills are emphasized. The student is provided with the concept of principles of asepsis, sterilization techniques, obtaining medical/dental histories, and pathology of plaque and stain. 64 lecture hours

DEH 1001L Dental Hygiene I Clinical 2.5 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DEH 1001. Instruction and supervised practice of instrumentation skills, oral examination, and other clinical procedures performed on student partners and manikins will be emphasized. Student achievement in this course is graded as "Pass/Fail." Laboratory fee and professional liability insurance fee are required. Purchase of a clinic instrument kit is required. 120 campus laboratory hours. Additional laboratory hours may be required.

DEH 1800 Dental Hygiene II 2 cr.
Prerequisites: DEH 1001 and DEH 1001L. Corequisites: DEH 1800L, DES 1100C, and DES 1030. This course is a continuation of DEH 1001. Topics include dental office emergencies, plaque control, polishing techniques, treatment planning, recall, and desensitization of root surfaces. 32 lecture hours

DEH 1800L Dental Hygiene II Clinical 2.5 cr.
Prerequisites: DEH 1001 and DEH 1001L. Corequisite: DEH 1800. In this second clinical course, students begin patient care in the dental clinic. Emphasis is placed on patient assessment, instrumentation, radiography, polishing clinical crowns, fluoride application, and root desensitization. Student achievement in this course is graded as "Pass/Fail." Laboratory fee is required. 120 clinical hours. Additional campus/laboratory hours may be required.

DEH 2005 Dental Hygiene III 1 cr.
Prerequisites: DEH 1800 and DEH 1800L. Corequisites: DEH 2602, DEH 2802L, and DES 2044. This course introduces the use of topical anesthetics, pit and fissure sealants, and rubber dam placement. Nutritional needs in surgical and non-surgical conditions and patient counseling techniques are included. The effects of smoking and eating disorders on oral health are also included. 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. Content specific to implantology is included. 32 lecture hours

DEH 2702 Community Dental Health 3 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. 48 lecture hours

DEH 2702L Community Dental Health Clinical 1.5 cr.
Prerequisite: DEH 2702. Corequisites: DEH 2830 and DEH 2806L. This clinical provides the student with the opportunity to apply the principles of public and community dental health. Program implementation and evaluation will be included. Lab fee required. 64 clinical hours

DEH 2802L Dental Hygiene III Clinical 3.5 cr.
Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DEH 2005. This course will provide ongoing clinical experience in total patient care. In addition to those in previous clinical courses, the following techniques will be introduced and incorporated into clinical practice: local anesthetics, pit and fissure sealants, periodontal dressings, recognition and treatment of acute gingival conditions, and techniques in dietary counseling for the prevention of oral diseases. Proficiency in skills already acquired will be emphasized. Student achievement in this course is graded as "Pass/Fail." Lab fee required. 168 clinical hours

DEH 2804L Dental Hygiene IV Clinical 4.5 cr.
Prerequisites: DEH 2005, DEH 2802L, and DES 2050. Corequisites: DEH 2702 and DEH 2810. This course provides an ongoing and expanded clinical experience including proficiency in oral prophylaxis, radiographic techniques, expanded functions, root planing, dietary analysis, and pharmacologic agents. The care of patients with special dental needs is addressed. Students participate in patient care at off-campus clinical sites. Lab fee and professional liability insurance fee required. 216 clinical and laboratory hours

DEH 2806L Dental Hygiene IV Clinical 5.5 cr.
Prerequisites: DEH 2810 and DEH 2804L. Corequisite: DEH 2830. This course will enable the student to incorporate all the techniques and treatment modalities previously learned. Emphasis will be placed on quality improvement, speed, and professional decision-making in rendering dental hygiene services. Lab fee required. 264 clinical and laboratory hours

DEH 2810 Dental Hygiene IV 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2702 and DEH 2804L. This course expands concepts from previous dental

hygiene courses in the development, assessment, and evaluation of patient care. In addition, emphasis will be placed on the identification, care, and management of patients with special needs; concepts of pain and pain control; administration techniques and precautions in the use of local anesthesia; and ultrasonic instrumentation. Continuation of medical emergency management and procedures is also incorporated in discussions. 32 lecture hours

DEH 2830 Dental Hygiene V 2 cr.

Prerequisites: DEH 2810 and DEH 2804L. Corequisites: DEH 2806L and DEH 2702L. This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state and dental practice acts, and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. Emphasis will be placed on the student's ethical and legal roles as a dental hygienist and on the business aspects of the profession. In addition, preparation for the National Dental Hygiene Board Examination and test-taking skills will be covered. 32 lecture hours

DES 1020 Oral, Head, and Neck Anatomy 4 cr.

Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DES 1020L, DES 1100C, DEH 1800, and DEH 1800L. This course is the study of gross anatomy, structure, and morphology of the hard and soft tissues of the oral cavity and includes the study of the skeletal, muscular, circulatory, nervous, and glandular systems of the head and neck. Special emphasis is placed on the hard and soft structures associated with the oral cavity. Tooth morphology is included. 64 lecture hours

DES 1020L Oral, Head, and Neck Anatomy Laboratory .5 cr.

Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DES 1020. This course provides an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental hygiene. Lab fee required. 24 laboratory hours

DES 1030 Oral Histology and Embryology 2 cr.

Prerequisites: DES 1020, DES 1020L, DEH 1001, and DEH 1001L. Corequisites: DEH 1800 and DEH 1800L. This course provides a study of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures. 32 lecture hours

DES 1100C Dental Materials 1.5 cr.

Prerequisites: DEH 1001, DEH 1001L, DES 1020, DES 1020L, and DES 1200C. Corequisites: DEH 1800, DEH 1800L, and DES 1030. This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Laboratory fee required. 16 lecture hours and 24 laboratory hours

DES 1200C Dental Radiography 3 cr.

Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001 and DEH 1001L. This course provides the fundamental knowledge of the nature, physical behavior, biological effects, methods of control, safety precautions, and the techniques for exposing, processing, and mounting radiographs. Laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable radiographs is provided. Lab fee required. 32 lecture hours and 48 laboratory hours

DES 2044 General and Oral Pathology 2 cr.

Prerequisites: DEH 1800, DEH 1800L, and DES 1030. Corequisites: DEH 2602, DEH 2005, and DEH 2802L. This course presents the principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Particular emphasis is given to the pathological conditions of the mouth, teeth, and their supporting structures, and the relationship to

systemic disturbances. Content specific to implantology is included. 32 lecture hours

DES 2050 Pharmacology 2 cr.

Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2810 and DEH 2804L. This course introduces the use of drugs and anesthesia in dentistry. Drug classes, actions, interactions, side effects, and contraindications are discussed. The use of topical and local anesthesia is addressed. A unit on medical mathematics is also included. Age-specific pharmacologic needs are discussed. Legal aspects are addressed also. 32 lecture hours

Drama and Theatre

Students are advised that course selections in the area of performing arts are not automatically transferable; they will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

ORI 1000 Oral Interpretation 3 cr.

This course in oral interpretation has a three-part focus: (1) the application of vocal techniques in oral interpretation of various modes of literature; (2) the analysis of literary texts such as poetry, prose, and the drama for the purposes of performance; and (3) the design and presentation of an oral interpretation program based on literary texts analyzed. 48 class hours

THE 2010 Survey of Drama I 3 cr.

Prerequisite: ENC 1101. This course is an historical survey of Western Drama from the Golden Age of Greece to the High Renaissance in England. Students read well-known plays of each period. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. 48 class hours

THE 2011 Survey of Drama II 3 cr.

Prerequisite: ENC 1101. This course is an historical survey of Western Drama from the High Renaissance in England to the Modern Period in America. Students read well-known plays of each period, including popular contemporary pieces. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. 48 class hours

THE 2020 Fundamentals of Theatre 3 cr.

This course is an introductory theatre course that encompasses theatre history, theatre as a form of art, and script analysis. It also deals with the various and separate aspects that come together to form a theatrical production. The student may be required to attend theatrical productions. 48 class hours

THE 2925A Play Production I 3 cr.

Prerequisite: TPP 1111. This course is designed to give the students the experience of working on a production from the pre-production planning stage through to the final performance and strike (the dismantling of sets and clean-up after the production). Students will be involved in all aspects of production in both the performance and technical areas as well as in the areas of box office and house management. In addition to working on an actual production, students will be required to attend class lectures and turn in written assignments. Students may also be asked to attend productions of plays off campus. Lab fee required. 32 lecture hours and 32 laboratory hours

THE 2925B Play Production II 3 cr.

Prerequisite: THE 2925A. This course is a continuation of THE 2925A Play Production I. Lab fee required. 32 lecture hours and 32 laboratory hours

TPP 1110 Beginning Acting 3 cr.

This course focuses primarily on developing the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts, and ideas. This will be accom-

plished by means of physical and vocal exercises, drills, games, and improvisations. Students may be required to attend several performances off campus. 32 lecture hours and 32 laboratory hours

TPP 1111 Intermediate Acting 3 cr.
Prerequisite: TPP 1110 or consent of instructor. This course is a continuation of TPP 1110 Beginning Acting with special emphasis on the various processes of developing characterization. The course will stress techniques of textual and script analysis as it is related to characterization and performance. Students will be required to read plays as well as work on monologues and scene study. Students may be required to attend several performances off campus. 32 lecture hours and 32 laboratory hours

TPP 2700 Voice Preparation for the Actor 3 cr.
Prerequisite: TPP 1110 or consent of the instructor. This course is designed to liberate the natural voice rather than to develop a vocal technique. A clear view of the voice in the general context of human communication will be presented and the students will perform a series of exercises to free, develop, and strengthen the voice, first as a human instrument and then as the human actor's instrument. An emphasis is placed on the removal of the physical as well as the emotional blocks that inhibit the human instrument. 32 lecture hours and 32 laboratory hours

Education

EDF 1005 Introduction to Education 3 cr.
A general introductory course in education intended to assist the student in understanding the American educational system in terms of its development and present organization. The student is introduced to the problems of the profession, and the field of education is surveyed. Directed observations are required. Recommended for those considering teaching as a career. 48 class hours

EDG 1310 Classroom Management 3 cr.
The study of classroom management principles and applications, including individual behavior management and group dynamics techniques. 48 class hours

EDG 1315 Preparation of Instructional Materials 3 cr.
This course provides knowledge, techniques, and skills for preparing instructional materials for use in elementary and secondary schools. Topics included are: printing and handwriting, lettering and printing tools, laminating and transparency techniques, audio recording and duplication, slide production, and basic operation of audiovisual and reproduction equipment. 48 class hours

EDG 1316 Tutoring Management and Techniques 3 cr.
This course is designed to provide teacher aides with knowledge and skills necessary to facilitate learning when tutoring students of various ages. Topics include: the role of the teacher aide, principles of working with children, basic principles of learning, and various approaches and techniques of facilitating learning. While designed for teacher aides, this course is open to all interested students. 48 class hours

EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction 3 cr.
This course is designed to provide teacher aides with skills for effectively implementing tutoring activities for reading students in elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class hours

EDG 1318 Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction 3 cr.
This course is designed to provide teacher aides with skills for implementing tutoring activities for mathematics students in elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class 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

ETD 1380C Introduction to Computer-Aided Design (CAD) 3 cr.
Prerequisite: Permission of instructor. This course will introduce the student to the use of computer-aided design (CAD) software. The student will utilize industry standard CAD software to perform various assignments throughout the semester and to complete a final project at the end of the semester. Lab fee required. 48 class hours

Emergency Medical Services

EMS 1119C Emergency Medical Technology 6.5 cr.
Corequisite: EMS 1431. 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. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee required. 72 lecture hours and 96 laboratory hours

EMS 1431 Emergency Medical Technology Clinical 1.5 cr.
Prerequisite: CPR certification. 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 must be Basic Life Support Certified, must meet the age requirements of local EMS agencies, and must submit the health record as required by the program. Student performance in this course is graded as "Pass/Fail." Professional liability insurance fee required. 72 clinical hours to include a minimum of 24 hours of experiences in the hospital emergency room and 5 emergency vehicle responses resulting in emergency transport.

EMS 2274C Paramedics I 10 cr.
Prerequisite: Admission to the Paramedics Certificate Program and 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. The American Heart Association Advanced Cardiac Life Support training component is presented. Successful completion of the training activity is required. Lab fee and professional liability insurance fee required. 128 lecture hours and 96 simulated clinical laboratory hours. Additional laboratory hours may be required

EMS 2275C Paramedics II 7 cr.
Prerequisites: 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 National Association of EMT Pre-hospital Trauma Life Support (PHTLS) Certification Course is presented. Lab fee required. 88 lecture hours and 72 simulated clinical laboratory hours. Additional laboratory hours may be required

EMS 2444 Paramedics Clinical I 1.5 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 "Pass/Fail." This course must be taken in conjunction with EMS 2274C. 72 clinical hours

EMS 2458 Paramedics Internship 8 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 20 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 "Pass/Fail." Laboratory fee required. 40 lecture hours, 216 clinical internship hours, and 48 laboratory hours

EMS 2465 Paramedics Clinical II 3.5 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 "Pass/Fail." This course must be taken in conjunction with EMS 2275C. 168 clinical hours

HSC 2531 Medical Terminology 3 cr.
This course is directed toward the learning of medical language including word structures, prefixes, and suffixes. The learning of the medical language is organized according to body systems, providing an overview of the anatomy, physiology, and disease processes of those systems to facilitate student understanding of specific terminology. Body systems addressed are the urinary, nervous, digestive, cardiovascular, respiratory, musculoskeletal, and reproductive. 48 class hours

English

AML 2010 American Literature I 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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 2020 American Literature II 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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 I 3 cr.
Prerequisite: ENC 1101. 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

CRW 2002 Creative Writing II 3 cr.
Prerequisite: CRW 2000. Students will focus on the genre(s) of their choice (short story, poetry, novel). Student writings will be critiqued by the instructor and by fellow students. Marketing techniques will be emphasized. 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.
Prerequisite: Appropriate placement test score or ENC 0010 (completed with a grade of "C" or higher). 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. Students will be required to use a computer to compose essays in this class. 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. 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" or higher 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 an "A." 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 1122.H. 48 class hours

ENC 2151 Technical Writing 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). This course prepares students to write effectively for careers in the technical community. Students will write memoranda, resumes, proposals, feasibility, and progress reports. The course is directly applicable to the students in business administration, health, hospitality, law enforcement, and many other business and technical fields. Assignments are related to the individual interest of the students. 48 class hours.

ENL 2012 British Literature I 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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 2022 British Literature II 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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 (completed with a grade of "C" or higher). 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-Office Systems Technology 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

BSC 1030 Introduction to Environmental Science 3 cr.
See Biological Science Courses.

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 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 fire fighting 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 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 fire fighting. 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 fire fighting 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 Fire Fighting Tactics and Strategy I 3 cr.
This course will teach the basic concepts involved in fire fighting. The topics will include: fire behavior; fire fighting fundamentals; and principles of extinguishment, along with the utilization of proper size-up and the beneficial use of fire fighters and fire fighting equipment. Pre-planning and its benefits will also be discussed. 48 class hours

FFP 1420 Fire Fighting 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 class 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 class 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

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 Andre Gide to Alain Robbe-Grillet will be included. 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

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 or consent of instructor. 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

Health

HSC 1100 Personal and Community Health 3 cr.
See Physical Education Courses.

HSC 1101 Perspectives of Health and Wellness 3 cr.
See Physical Education Courses.

HSC 2531 Medical Terminology 3 cr.
See Emergency Medical Services Courses.

HUN 1001 Nutrition 3 cr.
See Hospitality Management Courses.

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

ENC 1122H English Composition II (Honors) 3 cr.
See English Courses.

IDS 2290H Introduction to Asian Arts & Letters (Honors) 3 cr.
See Interdisciplinary Courses.

Horticulture

ORH 1010 Introduction to Horticulture 3 cr.
Students in this course will study the principles of horticulture. Topics include plant, flower, and tree identification and propagation. Students will also study procedures for producing healthy lawns and indoor plants. This course is intended for students who are planning to continue their education in the agriculture field or for any other students who are interested in learning more about plants and lawns. 48 class hours

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. 32 lecture hours and 64 laboratory hours

FSS 1221C 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. 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 1610 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

FSS 1940 Hospitality Management Practicum I 3 cr.
Prerequisites or corequisites: FSS 1004, FSS 1202C, FSS 1221C, and FSS 1401, 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 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 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 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 1300 and ENC 1102 prior to taking this course. 48 class hours

FSS 2500 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 2941 Hospitality Management Practicum II 3 cr.
Prerequisites: FSS 1940 and FSS 1610. A continuation of FSS 1940.

FSS 2942 Hospitality Management Practicum III 4 cr.
Prerequisites or corequisites: FSS 2120, FSS 2300, FSS 2500, and FSS 2941. A continuation of FSS 2941.

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

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. 48 class hours

HUS 1110 Basic Counseling Skills 3 cr.
Prerequisite: HUS 1001 or PSY 1012. This course involves developing skills in oral communication, active listening, and counseling.

These skills are presented in the context of the human relations counseling model and other general theories of counseling. 48 class hours

HUS 2403 The Disabled Experience 3 cr.
This course traces the history of the disabled experience in the United States through implementation of the Americans with Disabilities Act (ADA) of 1992. The nature of various disabling conditions to include developmental disorders, mental disorders, sensory disabilities, motor disabilities, and chronic, temporary, and progressive conditions are explored. The course emphasizes the obstacles faced by disabled persons and the steps that must be taken to increase opportunities for participation in all aspects of society. 48 class hours

HUS 2525 Issues in Mental Health 3 cr.
Prerequisite: HUS 1110 or PSY 1012 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 PSY 1012 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 4 cr.
Prerequisites: HUS 1001 and HUS 1110 or consent of instructor. This is a practicum course which requires a minimum of 128 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 "Pass/Fail." Professional liability insurance fee is required.

HUS 2941 Human Services Practicum II 4 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 128 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 "Pass/Fail." Professional liability insurance fee is required.

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" or higher 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 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" or higher 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 class hours

Interdisciplinary

IDS 2290H Introduction to Asian Arts and Letters (Honors Course) 3 cr.
Prerequisite: Permission for admission to honors courses and ENC 1101 with an "A." 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

SLS 2420 Career Enhancement 1 cr.
See Business-Office Systems Technology

Legal Assisting

PLA 1003 Introduction to Legal Assisting and Legal Ethics 3 cr.
An overview of the training, functions, and career opportunities for legal assistants. This course examines the roles of the lawyer and legal assistant in modern society, the ethical standards applicable to the law profession, and surveys the various fields of law that will be covered by the student in the program. 48 class hours

PLA 1204 Civil Procedure 3 cr.
A study of the structure of state and federal civil judicial systems, including the rules of procedure and practices applied to civil cases. This course includes an examination and drafting of basic civil litigation documents. 48 class hours

PLA 1263 Evidence and Trial Practice 3 cr.
Prerequisite: PLA 1204 or consent of instructor. A study of the law and rules of admissibility of evidence. The course includes interviewing and investigative techniques, preparing and organizing courtroom materials, compiling documentary and demonstrative evidence, and effective courtroom assistance. 48 class hours

PLA 1303 Criminal Law 3 cr.
An intensive study of the law of crimes, the elements of various crimes, and defenses to criminal prosecution. This course includes basic criminal court practice and procedure in state and federal courts, and basic prosecution and defensive strategies. 48 class hours

PLA 1763 Law Office Management 2 cr.
A study of the fundamental concepts of law office management, including client record-keeping and retrieval systems, timekeeping,

billing and accounting practices, personnel management and business relationships, and law office equipment, technology and supervision. 32 class hours

PLA 2104 Legal Research and Writing I 3 cr.
An intensive study of the fundamentals of legal research and the sources and materials used in legal research. This course introduces the student to legal writing and the format for memoranda of law. 48 class hours

PLA 2114 Legal Research and Writing II 3 cr.
Prerequisite: PLA 2104 or consent of instructor. An advanced study of legal research and writing techniques, including proper citation form and the presentation of logically sound and convincing legal argument. The student will prepare various types of legal memoranda and an appellate brief. 48 class hours

PLA 2273 Torts 3 cr.
An intensive study of the law of intentional torts, negligence, and strict liability, including the elements of each and their related defenses. Principles of insurance will also be covered. The student will apply tort concepts to hypothetical factual scenarios. 48 class hours

PLA 2445 Commercial Transactions 2 cr.
Corequisite: PLA 2540 or consent of instructor. A practical skills course where students review and prepare transactional documents associated with real estate and business transactions, and prepare basic tax returns. 32 class hours

PLA 2465 Debtor, Creditor, and Bankruptcy 3 cr.
A study of debtor and creditor rights and remedies, and the law and procedure of federal bankruptcy. The student will examine and prepare basic bankruptcy forms. 48 class hours

PLA 2540 Real Property Law 3 cr.
Corequisite: PLA 2445 or consent of instructor. A study of the law of real property, including types of ownership, future interests, concurrent estates, and liens and encumbrances. The course includes an examination of real property transaction documents including leases, deeds, mortgages, and transfer and closing documents. 48 class hours

PLA 2603 Wills, Estates, and Trusts 3 cr.
A survey of common forms of wills and trusts, and a study of the law applicable to wills, trusts, and the probate of estates. This course includes examination of and drafting of basic wills and probate documents. 48 class hours

PLA 2803 Domestic Relations 3 cr.
A study of the law of dissolution of marriage, separation, custody, legitimacy, paternity, adoption, change of name, and guardianship. The student will examine and draft basic documents related to the topics covered. 48 class hours

PLA 2949 Cooperative Legal Practicum 3 cr.
A coordinated practicum course which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and instructor will determine the objectives for the course assignment. The student will be evaluated by the instructor and the field supervisor according to those objectives, and performance will be graded as "Pass/Fail." This course will include a minimum of 96 hours of field experience together with at least three conferences with the instructor.

Mathematics

MAC 1102 Essentials of College Algebra 3 cr.
Prerequisite: Appropriate placement score or MAT 1033 (completed with a grade of "C" or higher). An introduction to college algebra. Topics include: polynomials, rational expressions, radicals, exponents, linear and quadratic equations and inequalities, functions, systems of equations and exponential and logarithmic functions. This

course does not meet the prerequisites for either calculus course (MAC 2233 or MAC 2311). If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. Students cannot use both MAC 1102 and MAC 1104 to satisfy AA Degree mathematics requirements. 48 class hours.

MAC 1104 College Algebra for Calculus 4 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or required score on placement test. A study of the techniques of algebra. Topics include solutions of equations, systems of equations, inequalities and systems of inequalities; polynomial and rational functions; exponential and logarithmic functions; graphing techniques; matrices and determinants; conic sections. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. Students cannot use both MAC 1102 and MAC 1104 to satisfy AA Degree mathematics requirements. 64 class hours

MAC 1114 Trigonometry 3 cr.
Prerequisite: MAC 1102 or MAC 1104 (completed with a grade of "C" or higher). 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" or higher must be obtained. 48 class hours

MAC 2233 Applied Calculus 4 cr.
Prerequisite: MAC 1104 (completed with a grade of "C" or higher). This course provides applications of calculus to business, economics and the social sciences. Topics include: limits, rate of change, differentiation and integration of algebraic, logarithmic and exponential functions with particular emphasis on applications. MAC 2233 is not designed for those students who plan to major in mathematics, engineering or the natural sciences. Credit is not given for both MAC 2233 and MAC 2311. If used to meet the requirements of an AA Degree, a grade of "C" or higher must be obtained. 64 class hours

MAC 2311 Calculus and Analytic Geometry I 4 cr.
Prerequisite: MAC 1104 and MAC 1114 (both completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: limits and continuity; rules of differentiation; derivatives of polynomial, trigonometric, logarithmic, exponential, hyperbolic, inverse trigonometric and inverse hyperbolic functions; L'Hopital's rule; applications of derivatives; and integration. If used to meet the requirements of the AA Degree, a grade of "C" or higher 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). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: applications of integration; techniques of integration such as integration by parts, trigonometric substitutions, partial fractions and rationalizing substitutions; improper integrals; Taylor's Formula; sequences and series; conics; and polar coordinates. If used to meet the requirements of the AA Degree, a grade of "C" or higher 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). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: planer curves, vectors and motion; vector geometry, dot products and cross products; curves in space; quadratic surfaces; cylindrical and spherical coordinates; partial derivatives; tangent planes; multiple integrals; line integrals; and Green's Theorem. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours

***MAT 0012 Prealgebra** 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 for entry into MAC 1102 or MAC 1104. Topics include sets, linear and quadratic equalities and inequalities, polynomials, rational expressions and equations, graphing first-degree equations and inequalities, exponents and radical expressions. 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: Appropriate 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 class hours

MGF 1202 Finite Mathematics 3 cr.
Prerequisite: Appropriate 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, and geometry. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours

MTB 2370 Applied Mathematics for Allied Health 1 cr.
Prerequisite: Appropriate placement test score or MAT 0012 (completed with a grade of "C" or higher). This course introduces fundamental mathematics of drug therapy. Topics include systems of drug measure, reading medication labels and syringe calibrations, calculating drug dosages, pediatric medication administration and IV drug therapy. 16 class hours

QMB 1001 Business Mathematics 3 cr.
See Business Administration and Management Courses.

STA 2014 Applied Statistics 3 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" or higher must be obtained. 48 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; fundamentals 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 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 1340 Chamber Singers 1 cr.
This course is for experienced singers with some musical training. Students will be expected to study and perform assigned literature from the 14th century to the present with an emphasis on 16th and 17th century chamber works. An audition is required. This course may be repeated for credit up to four times with consent of instructor (MUN 1340A, MUN 1340B, MUN 1340D, and MUN 1340E). 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. 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

NOTE: Applied Music courses are designed for those students who plan to major in music and may NOT be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

Applied Music I – Preparatory 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Voice Repertoire Class in the same semester as Applied Music (Voice Repertoire Class MVV 1511A). 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 raise their performance level to freshman music major level or desire a secondary instrument while studying as an intended music major on another instrument. Non-music major students may be permitted to study only if space is available and if they have previous music background. Credit for this course will not count toward principal instrument requirements for those students who will be transferring to a four-year college/university. Special fee \$90.00. Students receive one half-hour private lesson per week. Attendance and/or performance in 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	MVV 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: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1511B). A continuation of Applied Music I Preparatory. Special fee \$90.00. Students receive one half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to the transferability of music credits. 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	TubB	MVV 1011B	Voice
MVK 1011B	Piano	MVV 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: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1511D). A continuation of Applied Music II - Preparatory. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to transferability of music credits. 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: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1511E). A continuation of Applied Music III - Preparatory. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to transferability of music credits. 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: Audition and consent of instructor prior to enrollment on each level. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2521A) in the same semester as Applied Music. 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 musicmajor level. Special fee \$90. One half-hour private lesson per week. Attendance at and/or performance in recital each semester may be required. 8 laboratory hours

NOTE: Applied Music courses are designed for those students who plan to major in music and may NOT be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

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: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2521B) in the same semester as Applied Music. A continuation of Applied Music I - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding transferability of music credits. 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: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2521D) in the same semester as Applied Music. A continuation of Applied Music II - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding the transferability of music credits. 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: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2521) in the same semester as Applied Music. A continuation of Applied Music III - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding the transferability of music credits. 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: MKV 1111A. This class is a continuation of MKV 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

MVV 1510A Vocal Repertoire Class**1 cr.**

Corequisite: MVV 1011A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propportment. 16 laboratory hours

MVV 1510B Vocal Repertoire Class**1 cr.**

Corequisite: MVV 1011B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propportment. 16 laboratory hours

MVV 1510D Vocal Repertoire Class **1 cr.**
Corequisite: MVV 2021A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propertment. 16 laboratory hours

MVV 1510E Vocal Repertoire Class **1 cr.**
Corequisite: MVV 2021B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propertment. 16 laboratory hours

MVV 2520A Vocal Repertoire Class **1 cr.**
Corequisite: MVV 1311A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propertment. 16 laboratory hours

MVV 2520B Vocal Repertoire Class **1 cr.**
Corequisite: MVV 1311B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propertment. 16 laboratory hours

MVV 2520D Vocal Repertoire Class **1 cr.**
Corequisite: MVV 2321A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propertment. 16 laboratory hours

MVV 2520E Vocal Repertoire Class **1 cr.**
Corequisite: MVV 2321B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage propertment. 16 laboratory hours

Nursing

NUR 1001C Adult Nursing I/LPN Track **4 cr.**
Prerequisites: PSY 1012, ENC 1101, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, DEP 2004, and admission to the Nursing Program, ADN/LPN Track. This course is offered for students entering the ADN/LPN Track of the Nursing Program and facilitates student growth through validation and expansion of knowledge and skills achieved in previous nursing and general education courses. The nursing process is introduced and used as an approach to nursing care. Emphasis is placed on assisting ill adult clients with more commonly occurring health problems in meeting basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the registered nurse as a provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation in acute care settings. Additional campus laboratory hours may be required. Lab fee and professional liability fee required. 32 hours of classroom instruction and 96 hours of clinical and laboratory instruction

NUR 1020C Fundamentals of Nursing **10 cr.**
Prerequisites: ENC 1101, PSY 1012, BSC 1085, and BSC 1085L (must be completed satisfactorily prior to being considered for admission to the Nursing Program). Pre or corequisites: BSC 1086, BSC 1086L, and MTB 2370. This course introduces concepts and skills basic to nursing care for clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobili-

ty. 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 insurance fee required. 96 lecture hours and 192 clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 1520C Mental Health Nursing **5 cr.**
Prerequisite: NUR 1710C, NUR 1001C, or NUR 1991C. 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. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clincial application and evaluation. Lab fee required. 48 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1710C Adult Nursing I/Generic Track **10 cr.**
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and MTB 2370. Pre or corequisite: DEP 2004. This course emphasizes use of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly 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. 80 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1991C Adult Nursing I/Paramedic Track **4 cr.**
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and MTB 2370. Pre or corequisite: DEP 2004. This course is offered for students enrolled in the ADN/Paramedic Track. This course introduces the application of the nursing process to nursing care in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly 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. 48 lecture hours and 48 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 2412C Maternal-Child Nursing/
LPN Track** **6 cr.**
Prerequisites: NUR 1001C, NUR 1520C, and DEP 2004. This course is offered for students enrolled in the ADN/LPN Track of the Nursing Program and focuses on continuing the LPN-to-RN transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children and families in meeting their basic needs 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 and professional liability insurance fee required. 48 lecture hours and 144 clinical and laboratory hours. Additional campus laboratory hours may be required.

**NUR 2460C Maternal-Child Nursing/
Generic Track** **10 cr.**
Prerequisites: NUR 1520C and DEP 2004. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children and families in meeting their basic needs 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 and professional liability insurance fee required. 80 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 2711C Adult Nursing II/Generic Track **10 cr.**
Prerequisite: NUR 1520C. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or more commonly occurring health needs of clients in var-

ious 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 and professional liability insurance fee required. 80 hours of classroom instruction and 256 hours of clinical and laboratory instruction. Additional campus laboratory hours may be required.

NUR 2720C Adult Nursing II/LPN Track 10 cr.

Prerequisites: NUR 1520C and NUR 2412C. Pre or corequisite: NUR 2820. This course is offered for students enrolled in the ADN/ LPN Track of the Nursing Program and focuses on continuing the LPN-to-RN transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or less commonly 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 and professional liability insurance fee required. 80 hours of classroom instruction and 256 hours of clinical and laboratory instruction. Additional campus laboratory hours may be required.

NUR 2820 Nursing Role & Scope 2 cr.

Prerequisite: NUR 1520C. 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 2994C Maternal-Child Nursing/ Paramedic Track 6 cr.

Prerequisite: NUR 1991C. Pre or corequisite: DEP 2004. This course is offered for students enrolled in the ADN/Paramedic Track. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children, and families in meeting their basic needs in a variety of settings. Emphasis is on non-emergency care. 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. 48 lecture hours and 144 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 2995C Adult Nursing II/Paramedic Track 6 cr.

Prerequisite: NUR 1520C. Pre or corequisite: NUR 2820. This course utilizes the application of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on both commonly and less commonly 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 and professional liability insurance fee required. 64 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 2996C Adult Nursing III/ Paramedic Track 4 cr.

Prerequisite: NUR 2995C. Pre or corequisite: NUR 2820. This course is a continuation of NUR 2995C. The course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic health needs. Emphasis is placed on the more complex and/or more commonly 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. 16 lecture hours and 144 clinical and laboratory hours. Additional campus laboratory hours may be required.

Paralegal

See Legal Assisting Courses.

Paramedics

See Emergency Medical Services Courses.

Philosophy

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 class hours

Physical Education

HSC 1100 Personal and Community Health 3 cr.

This course is a study of health problems that are of major importance to society. Topics include stress management, emotional health, physical fitness, nutrition, intimacy and sexuality, communicable disease, cardiovascular disease, cancer, substance abuse, injury prevention, consequences of aging and other current topics in public health. 48 class hours

HSC 1101 Perspectives of Health and Wellness 3 cr.

This course incorporates theory and practical applications in the area of health and wellness. Emphasis is placed upon self assessment of the health-related components of fitness, nutrition, stress management, substance abuse, principles and benefits of exercise, prevention of disease and other current topics related to health, physical fitness and wellness. Physical activity may be a required component of this course. 48 class hours

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. 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. 8 lecture hours and 24 laboratory hours

PEL 1122 Intermediate Golf 1 cr.

Prerequisite: PEL 1121 or consent of instructor. This course is a continuation of PEL 1121. It is designed to enhance the student's understanding and application of golf strategies; the proper grip, stance, and swing; and golf etiquette and rules. Lab fee required. 8 lecture hours and 24 lab hours.

PEL 1211 Softball I 1 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 II 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 1321 Volleyball I 1 cr.

This course emphasizes fundamental skills, techniques, offensive and defensive strategy, and understanding volleyball as a competitive sport. 8 lecture hours and 24 laboratory hours

PEL 1322 Volleyball II 1 cr.

Prerequisite: PEL 1321 or consent of instructor. This course emphasizes more advanced skills, techniques, and strategy of volleyball. 8 lecture hours and 24 laboratory hours

PEL 1341 Beginning Tennis 1 cr.
This is a course for beginners, designed primarily to provide the student with the knowledge and skills necessary to enjoy recreational tennis. Lab fee required. 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, with an emphasis on strategy. Singles or doubles tourney play. Lab fee required. 8 lecture hours and 24 laboratory hours

PEL 1346 Badminton 1 cr.
This is a coeducational course for beginners designed primarily to provide the student with the knowledge and skills to enjoy recreational badminton. 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. 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 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/Step Training I 1 cr.
A fitness activity course that combines step training, strengthening, and cardiovascular conditioning. This activity is based on the principle of aerobic activity. Lab fee required. 8 lecture hours and 24 laboratory hours

PEM 1172 Aerobic/Step Training II 1 cr.
Prerequisite: PEM 1171, step training experience, or consent of instructor. A combination of creative power/step training and cardiovascular movements for the improvement of cardiorespiratory endurance. Lab fee required. 8 lecture hours and 24 laboratory hours

Physical Science

PSC 1311 Survey of the Physical Sciences 3 cr.
Prerequisite: REA 0002 and MAT 0024 (both completed with grades of "C" or higher). A non-laboratory course intended for non-science majors. It provides an introduction to the atomic nucleus and nuclear power; the periodic table, chemical bonding, and basic organic chemistry; meteorology and earth science; and astronomy. It is recommended that students complete this course prior to enrolling in BSC 1005, BSC 1030, or OCE 2001. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe II course.) 48 class hours

PSC 1341 Introduction to the Physical Sciences 3 cr.
Prerequisite: REA 0002 and MAT 0024 (both completed with grades of "C" or higher) or appropriate placement test scores. A non-laboratory course intended for non-science majors. The course provides an introduction to physics and chemistry. A working knowledge of

simple algebra is assumed. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe I course.) 48 class hours

Physics

PHY 1053 General Physics I 3 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. Pre or corequisite: MAC 1114. Corequisite: PHY 1053L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Topics include mechanics, heat and sound. 48 lecture hours

PHY 1053L General Physics I Laboratory 1 cr.
Pre or corequisite: MAC 1114. Corequisite: PHY 1053. A laboratory investigation into fundamental concepts of physics. Topics include mechanics, heat and sound. Lab fee required. 32 laboratory hours

PHY 1054 General Physics II 3 cr.
Prerequisite: MAC 1114, PHY 1053 and PHY 1053L (all completed with grades of "C" or higher). Corequisite: PHY 1054L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Subject matter includes electricity, magnetism, light, and selected topics in modern physics. 48 lecture hours

PHY 1054L General Physics II Laboratory 1 cr.
Pre or corequisite: MAC 1114, PHY 1053 and PHY 1053L (all completed with grades of "C" or higher). Corequisite: PHY 1054. A laboratory investigation into fundamental concepts of physics. Topics include electricity, magnetism, optics and modern physics. Lab fee required. 32 laboratory hours

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

Psychology

CLP 2140 Abnormal Psychology 3 cr.
Prerequisite: PSY 1012. An examination of the major categories of mental disorders. Diagnostic criteria, treatment methods, and legislation applicable to the emotionally disturbed are studied. Local agencies which provide services to the mentally disordered are reviewed. 48 class hours

DEP 2002 Child Psychology 3 cr.
Prerequisite: PSY 1012. 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. 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.
Prerequisite: PSY 1012. This course focuses on the predictable crises of life encountered between the ages of 18 and 50. 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 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. There is emphasis placed on 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 test 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.) 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.) 72 instructional hours 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 and 32 laboratory hours

SPN 1121 Beginning Spanish II 4 cr.

Prerequisite: SPN 1120 or consent of instructor. 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 and 32 laboratory 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.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

LISTING OF TECHNICAL CREDIT COURSES

BUSINESS — TECHNICAL COURSES

CGS 0002 Introduction to Microcomputer Operation 2 tech. cr.

Pre- or corequisite: OTA 0101 or consent of instructor. This course introduces the student to basic computer and word processing concepts including file management, system back-up, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: text creation and editing, macros, mailing labels, enhancements, spreadsheets, and data base. Lab fee required. 60 hours of instruction

GEB 0212 Writing and Speaking for Business 2 tech. cr.

This course is designed to teach oral and written communication skills as applied to business settings. Topics include: listening skills; verbal and nonverbal messages; presentation skills; proper punctuation, grammar and spelling; and using reference materials. 60 hours of instruction

OTA 0101 Keyboarding I 2 tech. cr.

This course is designed to teach basic keyboarding/typewriting skills. It includes instruction of the alphabetic and numeric keys. Proper technique will be emphasized. Students will also be instructed on the use of a 10-key pad. Lab fee required. 60 hours of instruction

OTA 0611 Keyboarding II 2 tech. cr.

Prerequisite: OTA 0101 or consent of instructor. This course is a continuation of the touch system of typewriting and of basic and production skill building with further building of these skills as they relate to office applications. This course emphasizes typing speed and accuracy. Lab fee required. 60 hours of instruction

SLS 0301 Professional Career Development 2 tech. cr.

This course will address basic human relations as applied to the job search process and to successful and professional job performance. Topics will include self-esteem, developing a professional image, career goals, business etiquette, interviewing procedures, stress management, and conflict resolution. 60 hours of instruction

CHILD CARE SUPERVISION

HEV 0104 Child Care Center Operation 2 tech. cr.

Pre- or corequisite: HEV 0111. This course will explore operational principles in child care settings. Topics will include curriculum format and implementation, learning styles, preparation of classroom activities, appropriate role models, time management, networking skills, and decision making. Included in this course is the Child Development Associate (CDA) content area of strategies to manage an effective program operation and maintaining a commitment to professionalism. 60 hours of instruction

HEV 0111 Child Growth and Development 2.5 tech. cr.

This course will introduce the student to child care services occupations, career options in the industry, the Florida state rules (HRS 10M-12.0313), and legislation which govern child care. In addition, the course is directed toward providing a safe learning environment; promoting good health and nutrition; identifying the physical, social, emotional, and intellectual characteristics of a child from birth through age twelve years; detection of and intervention into child abuse and neglect; and understanding how nutrition, environment, heredity, and disorders may influence the development of a child. Included in this course is the Child Development Associate (CDA) content area of planning a safe, healthy learning

environment and principles of child growth and development. 75 hours of instruction

HEV 0116 Teaching Young Children 2.5 tech. cr.

Pre- or corequisite: HEV 0111. This course will provide opportunities to use a variety of individual and group activities to promote physical, social, emotional, and intellectual development of children. These activities are designed to encourage curiosity, exploration, and problem-solving skills appropriate to the developmental level and learning style of the child. Included in this course is the Child Development Associate (CDA) content area of steps to advance children's physical and intellectual development, positive ways to support children's social and emotional development, and observing and recording children's behavior. Lab fee required. 75 hours of instruction

HEV 0137 Creating a Positive Classroom 2 tech. cr.

Pre- or corequisite: HEV 0111. This course presents techniques in providing a positive and supportive classroom environment in which children learn and demonstrate acceptable and appropriate behaviors as individuals and in groups. Students will have the opportunity to practice in role-playing settings. Emphasis is on cooperative relationships with each child, family, and staff member. Included in this course is the Child Development Associate (CDA) content area of strategies to establish productive relationships with families. Lab fee required. 60 hours of instruction

HEV 0162 Child Care Center Operation Practicum 3 tech. cr.

Pre- or corequisite: HEV 0104. The student will be assigned to a child care facility where decision making and organizational skills, maintenance of records and reports, planning and implementing program activities, and a positive and professional attitude will be demonstrated. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

HEV 0173 Child Care Supervision Clinical 4 tech. cr.

Prerequisite: Successful completion of all other courses in the program or consent of instructor. This course provides the child care supervision student clinical experiences in a child day care center. A student who is employed in a child care center can use that center as the course site. Completion of a case study including participation in a parent/teacher conference will be required. This course will apply toward the Child Development Associate (CDA) content area of observing and recording children's behavior and the requirement for direct work with children. Students must earn a grade of "Pass" (P) in the clinical to receive a certificate. Professional liability insurance fee required. 120 hours of clinical instruction

HEV 0182 Creating a Positive Classroom Practicum 3 tech. cr.

Pre- or corequisite: HEV 0137. The student will be assigned to a child care facility where techniques in providing a positive and supportive classroom environment will be demonstrated. Emphasis is on cooperative relationships with each child, family, and staff member. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

HEV 0183 Child Growth and Development Practicum 3 tech. cr.

Pre- or corequisite: HEV 0111. The student will be assigned to a child care facility where the opportunity to develop skills and techniques in planning a safe, healthy, and positive learning environment for children will be provided. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

HEV 0187 Teaching Young Children Practicum 3 tech. cr.

Pre- or corequisite: HEV 0116. The student will be assigned to a child care facility where group activities to promote physical, social, emotional, and intellectual development of children and techniques in observing and recording children's behavior will be practiced. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

CODER SPECIALIST

Note: Courses with an "HSC" prefix can be found under the "Health – Technical" heading in this catalog section.

MRE 0202 Coding for Medical Records I 3 tech. cr.

Corequisite: HSC 0531, HSC 0641, or consent of instructor. This course is an introduction to the history of medical coding and the basic coding principles, characteristics and conventions of coding using the Physicians' Current Procedure Terminology (CPT) coding nomenclature. The course will also introduce the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) statistical classification system as used in physicians' offices. 90 hours of instruction

MRE 0203 Coding for Medical Records II 6 tech. cr.

Prerequisite: MRE 0202 or consent of instructor. This course is a continuation of the study and practice of medical record coding, including the Physicians' Current Procedure Terminology (CPT) and the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) statistical classification systems as used in physicians' offices and hospital settings. Emphasis will be on the application of classroom learning and will include visits to local coding offices. Lab fee required. 180 hours of instruction

COSMETOLOGY

COS 0070 Employability Skills/State Board and Florida Cosmetology Law 5 tech. cr.

Prerequisite: CSP 0006 or consent of instructor. This course is designed to provide the student with instruction in professional development (employability skills), and also with an overview of the process required by the State Board of Cosmetology for licensure. This instruction includes the study of cosmetology law, rules, and regulations. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0301 Hair Shaping 5 tech. cr.

Prerequisite: COS 0590 or consent of instructor. This course is designed to provide instruction in hairshaping and in the selection of proper hair cutting implements and proper style selection. Lab

experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0400 Hairstyling 5 tech. cr.

Prerequisite: COS 0301 or consent of instructor. This course is designed to provide instruction in hairstyling, preparation and principles of design, and fitting of wigs and hair pieces. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0590 Laboratory Practices, Hair, and Scalp Care 5 tech. cr.

This course is designed to provide instruction in safety and sanitation rules/procedures applicable to the classroom and laboratory environment. A component is included about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency (AIDS). The course provides instruction in hair shampooing and scalp treatments. Lab experiences are included in this course. Lab fee and professional liability insurance fee required. 150 hours of instruction

COS 0644 Permanent Waving/Restructuring 5 tech. cr.

Prerequisite: COS 0400 or consent of instructor. This course is designed to provide instruction in permanent waving and chemical hair restructuring (relaxing). Instruction in analyzing the hair, selection of appropriate solutions, and implements is provided. Lab experiences are included in this course. Lab fee required 150 hours of instruction.

COS 0700 Hair Coloring 5 tech. cr.

Prerequisite: COS 0644 or consent of instructor. This course is designed to provide the student with instruction in hair tinting and bleaching. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0870 Skin Care/Entrepreneurship 5 tech. cr.

Prerequisite: CSP 0006 or consent of instructor. This course is designed to provide the student with instruction in performing facials and applying makeup. This course also includes instruction in salon management and entrepreneurship, budgeting, site selection, design layout, equipment selection, and sales development. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0920 Cosmetology Review 1 tech. 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. (May be taken for credit up to five times.) Lab fee required (see Page 18). 30 hours of instruction

CSP 0006 Nail Care 5 tech. cr.

Prerequisite: COS 0700 or consent of instructor. This course is designed to provide the student with instruction in performing manicures, pedicures, artificial nails, and nail wraps. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

CSP 0920 Cosmetology Review – Manicuring, Pedicuring/Nail Extension Specialist 8 tech. cr.

Pre or corequisite: NCH 0001. 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; manipulation of the hands and feet; and Florida Cosmetology law and rules. Lab fee and professional liability insurance fee required. 240 hours of instruction

CSP 0921 Cosmetology Review - Facial Specialist

9 tech. cr.

This course will provide instruction on the safety and disinfecting 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 and professional liability insurance fee required. 270 hours of instruction

DENTAL ASSISTING

DEA 0000 Introduction to Dental Assisting

2 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisite: DEA 0300, DES 0200C, and DES 0400. This course is designed to introduce the dental assisting student to the role and function of the dental assistant as a member of the dental health team. Concepts basic to the dental health care worker are covered and include history and development of dentistry, legal and ethical responsibilities, communication, and interpersonal relationships. 60 hours classroom instruction

DEA 0026L Expanded Functions

4 tech. cr.

Prerequisite: DEA 0800C. Corequisites: DES 0100C, DEA 0209, and DEA 0931. This course is designed to provide the dental assisting student with knowledge and clinical skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Student achievement in this course is graded as "Pass/Fail." 100 hours laboratory instruction and 20 clinical hours

DEA 0209 Dental Office Management

1 tech. cr.

Prerequisite: DEA 0800C. Corequisites: DEA 0801C, DEA 0026L, DEA 0931, and DES 0100C. This course includes elements of efficient office management, scheduling, personnel interactions, recall systems, filing, insurance forms and procedures, resume and letter writing, and interviewing and employment opportunities. 25 hours classroom instruction and 5 clinical hours

DEA 0300 Preventive Dentistry for the Dental Assistant

1 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DEA 0000, DES 0200C, and DES 0400. This course is designed to introduce the dental assisting student to the theories and mechanisms of preventive dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included. 30 hours classroom instruction

DEA 0800C Dental Assisting Clinical Procedures I

8 tech. cr.

Prerequisite: DEA 0000. Corequisites: DES 0200C, and DES 0021C. This lecture/lab course introduces the dental assistant to clinical skills and procedures, patient assessment, patient education, instrumentation, and aseptic techniques. Additional laboratory hours may be required. Laboratory fee required. 240 hours classroom and laboratory instruction

DEA 0801C Dental Assisting Clinical Procedures II

4 tech. cr.

Prerequisite: DEA 0800C. Corequisites: DES 0100C, DEA 0931, DEA 0026L, and DEA 0209. This lecture/lab course is designed to provide the dental assisting student with additional skills in general dentistry and introduce the student to his or her role in dental specialties. Additional laboratory hours may be required. Laboratory fee and professional liability insurance fee required. 100 hours classroom and laboratory instruction and 20 clinical hours

DEA 0850L Clinical Externship/ Dental Assisting

4 tech. cr.

Prerequisite: DEA 0801C. This course provides the student with clinical experiences in dentists' offices and clinics under the super-

vision of faculty and dentists. Experiences include chairside assisting, dental office assistant responsibility, radiography, client instruction, and campus seminars. Student achievement in this course is graded as "Pass/Fail." 120 hours of instruction

DEA 0931 Dental Office Emergencies

1 tech. cr.

Prerequisites: American Heart Association CPR Certification Course C and DEA 0800C. Corequisites: DES 0100C, DEA 0026L, DEA 0801C, and DEA 0209. This course prepares the dental assistant to recognize and manage medical emergencies in the dental office. 30 hours classroom instruction

DES 0021C Dental Anatomy

2 tech. cr.

Prerequisites: DES 0400 and DEA 0000. Corequisites: DEA 0300, DES 0200C, and DEA 0800C. This course is a study of the anatomy and structures in the oral cavity. Topics include primary and permanent dentition, nomenclature, and tooth morphology. 60 hours classroom instruction.

DES 0100C Dental Materials

2 tech. cr.

Prerequisites: DES 0021C, DES 0200C, and DEA 0800C. Corequisites: DEA 0931, DEA 0801C, DEA 0209, and DEA 0026L. This course provides knowledge of composition, properties, reactions, clinical significance, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Additional laboratory hours may be required. Laboratory fee required. 60 hours classroom and laboratory instruction

DES 0200C Dental Radiography/ Dental Assisting

2 tech. cr.

Prerequisites: Admission to the Dental Assisting Program. Corequisites: DES 0021C, DES 0400, and DEA 0000. This course covers the history of x-rays, production and uses of x-rays, and background and theory for safe and effective use of radiation in dentistry. Included are the physical behavior and biological effects of radiation. The laboratory component of this course provides the opportunity for the student to develop proficiency in exposing diagnostically acceptable x-rays. Laboratory sessions provide experience in the use of x-ray machines, various exposure techniques, processing, mounting, and evaluating radiographs. Additional laboratory hours may be required. Laboratory fee required (page 18). 60 hours classroom and laboratory instruction

DES 0400 Anatomy and Physiology/ Dental Assisting

1 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DES 0021C, DES 0200C, and DEA 0000. This course introduces the dental assisting student to the basic concepts of human anatomy (structure) and physiology (function) on both the gross and cellular level. This course is divided into body systems and emphasizes the relationships of body systems. 30 hours classroom instruction

FIRE FIGHTING

FFP 0015 Fire Rescue and Controlled Burns

2 tech. cr.

Prerequisite: FFP 0065. This is the fifth in a series of six courses in the Fire Fighting Program. This course will include fire, vehicle, ladder, and rope rescue; fundamentals of extinguishment; forcible entry; controlled burning; hazardous materials; and overhaul. Lab fee required. 60 hours of instruction

FFP 0065 Fire Physical Fitness, Ventilation & Salvage

2 tech. cr.

Prerequisite: FFP 0640. This course is the fourth course in a series of six in the Fire Fighting Program. This course will include physical fitness exercises, ventilation, and salvage. 60 hours of instruction

FFP 0067 Hazardous Material and Fire Review**2 tech. cr.**

This course is designed to present to the student the most up-to-date information and requirements on handling hazardous materials. Topics discussed will include transportation, regulatory labeling, code requirements, investigation, and identification of hazardous materials. 60 hours of instruction

FFP 0077 First Responder and Fire Terminology**2 tech. cr.**

Prerequisite: Complete all program entrance requirements. This is the first in a series of six courses in the Fire Fighting Program. This course will include First Responder Training and information about fire orientation duties and responsibilities, private fire protection systems, and fire prevention. 60 hours of instruction

FFP 0081 Volunteer Fire Fighting**2 tech. cr.**

The purpose of this course is to prepare students for non-paid employment as volunteer fire fighters. This course meets the requirements of the State Bureau of Fire Standards and Training. 60 hours of instruction

FFP 0602 Fire Behavior, Tools and Equipment**2 tech. cr.**

Prerequisites: FFP 0077. This course is the second in a series of six in the Fire Fighting Program. This course will include the following topics: fire behavior; portable extinguishers; protective breathing equipment; apparatus and equipment; tools and equipment; ropes; knots; and ladders. Lab fee required. 60 hours of instruction

FFP 0640 Fire Hose and Fire Streams**2 tech. cr.**

Prerequisite: FFP 0602. This course is the third in a series of six courses in the Fire Fighting Program. This course will include such topics as the sizes, types, and amounts of hose carried on a pumper truck; cleaning and storage of fire hoses; advancing hose into a structure; hose rolls; hose carries; standpipe connections; special stream nozzles; pressure loss; water application; water distribution systems; and hydrant and tanker usability. Lab fee required. 60 hours of instruction

FFP 0932 Fire Fighting Review**1 tech. cr.**

Prerequisite: FFP 0015. This is final course in a six-course series in the Fire Fighting Program. It will include a review of the major topics required by the Florida Fire Fighting Standards, as listed in the previous five courses. The course will also address human relations and employability skills. A discussion of sexually transmitted diseases will be included. 30 hours of instruction

HEALTH UNIT COORDINATOR**CVT 0507 Basic Arrhythmias****1 tech. cr.**

Prerequisite: HSC 0531 or licensed nurse or consent of instructor. This course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias. Basic anatomy and physiology of the cardiovascular system, including autonomic innervation, the conduction system, and depolarization of the cardiac cell will be discussed. 30 hours of instruction

WCL 0200 Health Unit Coordinator Clinical**4 tech. cr.**

Prerequisite: Successful completion of all other courses required in the program or consent of the instructor and a completed Physical Examination Report (SAR-40-A). This course provides the health unit coordinator student clinical experiences in a hospital health unit. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance required. 120 hours of clinical instruction

WCL 0241 Health Unit Management**2 tech. cr.**

Prerequisite: HSC 0531. Corequisite: HSC 0641. This course introduces the student to the work practices and clerical duties required

in a hospital health unit. Patient admission, transfer, and discharge procedures; maintaining patients records; and organizational skills will be emphasized. 60 hours of instruction

HEALTH - TECHNICAL**HSC 0230 Pre-Clinical Procedures****1 tech. cr.**

Prerequisite: CPR certification. Pre or corequisite: HSC 0531 or consent of instructor. This course offers an introduction to the principles of infection control; knowledge of immunodeficiency diseases, including AIDS; safety and security procedures in a medical facility; and the knowledge, skills, and attitudes required in emergency medical care situations. Lab fee required. 30 hours of instruction

HSC 0531 Medical Language I**1 tech. cr.**

This course is directed toward the learning of medical terminology needs for medical personnel or others 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, terms pertaining to the body, and suffixes and prefixes. The following body systems are discussed: cardiovascular, respiratory, digestive, nervous, and musculoskeletal. 30 hours of instruction

HSC 0532 Medical Language II**1 tech. cr.**

Prerequisite: HSC 0531. This course is a continuation of HSC 0531 and includes genitourinary systems, blood and lymphatic systems, integumentary, sense organs, endocrine system, radiology, nuclear medicine, and pharmacology. 30 hours of instruction

HSC 0641 Legal & Ethical Aspects in Health Care**1 tech. cr.**

This course introduces students to health care delivery systems, roles and responsibilities, and patient rights within the system. The student will also evaluate ethical issues as they relate to the health care field. 30 hours of instruction

MRE 0430 Fundamentals of Disease Process**1 tech. cr.**

Prerequisite: HSC 0532. This course emphasizes general principles, classifications, causes, and treatments of disease processes. The course will be presented as a system approach to the study of disease. 30 hours of instruction

MRE 0440 Pharmacology for Health Professionals**1 tech. cr.**

Prerequisite: HSC 0532. This course is designed for students who will not be administering medications, but need general knowledge of classifications, common usages, and dosages of medications commonly prescribed for patients. This is an introductory course including principles of pharmacology, drug action, and therapy. Correct spelling and format are emphasized. 30 hours of instruction

LANDSCAPE & TURF OPERATIONS**IPM 0631 Ornamental Plant Pest Control****3 tech. cr.**

Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals and natural controls are emphasized. 90 hours of instruction

ORH 0000 Introduction to Ornamental Horticulture**3 tech. 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 tech. 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 0023 Introduction to Plant Growing Media 3 tech. 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

ORH 0220 Introduction to Lawns and Lawn Care 3 tech. 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 Design and Operation 3 tech. cr.
An introduction to the ornamental nursery business. Topics covered include location, layout and design, inventory and control, and merchandizing and customer service. The role of the center as a hub for landscaping installations and maintenance is emphasized. 90 hours of instruction

ORH 0260 Greenhouse Operations 2 tech. cr.
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. 60 hours of instruction

ORH 0510 Identification of Ornamental Plants I 3 tech. cr.
An introduction to plant classification, selection, and identification. Identification of the interior landscape plants of Florida is emphasized. 90 hours of instruction

ORH 0511 Identification of Ornamental Plants II 3 tech. cr.
A continuation of ORH 0510. Additional plants will be classified and identified. 90 hours of instruction

ORH 0800 Landscaping and Design 3 tech. cr.
An introduction to home and commercial landscaping. The basic principles of landscape designs will be introduced. 90 hours of instruction

ORH 0806 Landscape Installation and Maintenance 3 tech. cr.
Prerequisite: Consent of instructor. A continuation of ORH 0800. Concepts of installation and maintenance as they relate to landscape design will be introduced. 90 hours of instruction

LAW ENFORCEMENT

NOTE: Courses for Law Enforcement Auxiliary Officer, Law Enforcement Basic Recruit, and Correctional Officer are listed under this heading.

CJD 0101 Patrol and Investigative Procedures for Auxiliary Law Enforcement Officers 1 tech. cr.
This course will examine the attitude of the community and law enforcement personnel as they relate to one another. The auxiliary officer's responsibility in patrolling and protecting the community will be covered. Techniques for effective patrol and investigation will be emphasized. Legal techniques for working with juveniles and juvenile offenders will be addressed. 30 hours of instruction

CJD 0102 Criminal Law for Auxiliary Law Enforcement Officers 1 tech. cr.
Prerequisite: Admission to program. This course provides an introductory overview of the criminal justice system. The basic components of law are studied with specific focus on auxiliary officer application and civil and criminal liability. An overview of constitutional law will be presented. Emphasis will be given to evidence procedures, arrest law, search and seizure, and elements of various crimes. Courtroom demeanor and testimony will be covered. 30 hours of instruction

CJD 0103 Auxiliary Law Enforcement Medical First Responder 1 tech. cr.
The Department of Transportation's (DOT) first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are taught. 30 hours of instruction

CJD 0104 Defensive Tactics for Auxiliary Officers 1 tech. cr.
This course introduces the auxiliary officer to the techniques used for an officer's personal safety and those necessary to subdue, search, and transport resisting individuals. The use of restraining devices, impact weapons, and pressure points is covered. 30 hours of instruction

CJD 0254 Criminal Justice Medical First Responder 1.5 tech. cr.
Corequisite: CJD 0713. The Department of Transportation's first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are discussed. The Local Disaster Preparedness Plan will also be addressed in lecture and simulation. Lab fee required. 45 hours of instruction

CJD 0704 Criminal Justice Defensive Tactics 2.5 tech. cr.
Corequisite: CJD 0715. The techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals are included. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Physical fitness training will include running and calisthenics. Lab fee required. 75 hours of instruction

CJD 0705 Criminal Justice Weapons 2 tech. cr.
Corequisites: CJD 0704 and CJD 0254. Instruction is provided in the use of officer firearms, including handguns and shotguns. Safety procedures and ammunition are covered in lecture format. Instruction regarding the use of chemical agents, with practical exercises, is included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 60 hours of instruction

CJD 0710 Criminal Justice Legal I 1.5 tech. cr.
Prerequisite: Admission to the program. This course provides an introductory overview of the Criminal Justice system. The foundation and basic components of law are studied, with specific focus on officer application. Court procedure and testimony are examined, and civil and criminal liability of officers are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction.

CJD 0711 Criminal Justice Legal II 1.5 tech. cr.
Corequisite: CJD 0710. This course provides an introduction to constitutional law and its application to the public and to law enforcement officers. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws common to police and correctional officers, is studied. Emphasis is given to elements of various crimes. Various civil law applications are includ-

ed also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction

CJD 0712 Criminal Justice Communications 1.5 tech. cr.

Corequisite: CJD 0711. The report writing process is emphasized and includes: the interview, statement taking, note-taking, and demonstrating through practical exercise. The difference between interviewing and interrogation is explored. Interpersonal communication skills are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction

CJD 0713 Criminal Justice Interpersonal Skills I 2 tech. cr.

Corequisite: CJD 0712. Community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations, including: suicide, domestic violence, and other crises are studied. Practical exercises are included. Stress recognition and reduction are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be explored. 60 hours of instruction

CJD 0715 Criminal Justice Physical Fitness & Wellness 1 tech. cr.

Corequisite: CJD 0713. The level of fitness and well-being of the law enforcement officer will influence job performance and impact on the officer's state of readiness. Health and disability status of officers will be addressed. The importance of nutrition and exercise will be emphasized. A physical fitness assessment will be completed to evaluate individual levels of fitness. Aerobic fitness will be emphasized. 30 hours of instruction

CJD 0723 Law Enforcement Vehicle Operations 2 tech. cr.

Corequisite: CJD 0732 and valid Florida driver's license. The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 60 hours of instruction

CJD 0730 Law Enforcement Legal III 1 tech. cr.

Prerequisites: CJD 0704, CJD 0705, CJD 0710, CJD 0713, CJD 0715, and CJD 0254. Various criminal laws and their elements are studied, with emphasis placed upon those laws specific to police application. Traffic and driver's license laws are included. Legal considerations of officer vehicle operation are also explored. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 30 hours of instruction

CJD 0731 Law Enforcement Patrol 1.5 tech. cr.

Corequisite: CJD 0730. This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to different types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including fire fighting and crowd control, are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction

CJD 0732 Law Enforcement Traffic 1.5 tech. cr.

Corequisite: CJD 0731. The course stresses traffic enforcement and control, including DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction

CJD 0734 Law Enforcement Investigations 2 tech. cr.
Corequisite: CJD 0723. The course addresses the investigation of various crimes, including property crimes, person crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

CJD 0741 Criminal Justice Emergency Preparedness 1 tech. cr.

Corequisite: CJD 0750. Skills needed for riot and disturbance control and firefighting are studied and practiced. Methods of riot prevention, the handling of unusual occurrences, what to do if taken hostage, and emergency procedures are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 30 hours of instruction

CJD 0750 Criminal Justice Interpersonal Skills II 2 tech. cr.

Prerequisites: CJD 0704, CJD 0705, CJD 0710-0713, CJD 0715, and CJD 0254. The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. Homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

CJD 0752 Correctional Operations 2 tech. cr.

Corequisite: CJD 0741. The operation of correctional facilities is studied, including the intake of new inmates, aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

CJD 0780 Legal Summary for Law Enforcement 1 tech. cr.

Prerequisite: Law Enforcement Basic Academy. This course provides job-related training at the entry level to candidates seeking recertification for Correctional Officer positions and who have completed the Law Enforcement Basic Academy. The curriculum is prescribed by the FDLE, Criminal Justice Standards & Training Commission in accordance with Florida Statutes. 30 hours of instruction

CJD 0781 Legal Summary for Corrections 1 tech. cr.

Prerequisites: The student must have completed the Correction Basic Recruit Program. In addition, the student must have demonstrated proficiency in the past 12 months in each of the following high-liability areas: Criminal Justice Weapons, Criminal Justice Defensive Tactics, and Law Enforcement Medical First Responder. Any student who has not must take the entire course. This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Corrections Basic Recruit Program. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 30 hours of instruction

CJD 0796 Legal Summary for Probation and Parole 2 tech. cr.

Prerequisites: The student must have completed the Correctional Probation Academy. In addition, the student must have demonstrated proficiency in the past 12 months in Criminal Justice Defensive Tactics and Law Enforcement Medical First Responder. Any student who has not must take the entire course. This course provides

job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Correctional Probation Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 60 hours of instruction

CJD 0797 Communication and Interpersonal Skills for Probation and Parole 2 tech. cr.

Prerequisites: The student must have completed the Correctional Probation Academy. In addition, the student must have demonstrated proficiency in the past 12 months in Criminal Justice Defensive Tactics and Law Enforcement Medical First Responder. Any student who has not must take the entire course. This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Correctional Probation Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 60 hours of instruction

CJT 0801 Security/Basic "D" 1.5 tech. cr.
This course will allow the participants to meet the requirements of the Florida Department of State Division of Licensing to become a Class "D" Security Officer. 45 hours of instruction

MEDICAL RECORD TRANSCRIBING

MTS 0231 Medical Record Transcribing I 2 tech. cr.
Prerequisites: OTA 0101 or equivalent and HSC 0531. This course is designed to teach medical record transcribing techniques and procedures. Topics to be covered include medical reports, medical correspondence, case histories, physicians' notes, discharge summaries, and specific rules for medical transcription. Lab fee required. 60 hours of instruction

MTS 0232 Medical Record Transcribing II 4 tech. cr.
Prerequisite: MTS 0231 or consent of instructor. This course is an in-depth study of the types of medical reports and their components. Qualitative and quantitative control standards, phraseology, and language of various medical specialties will be included. Students will progress from intermediate to advanced transcription, and the transition from student to professional is emphasized. The course includes visits to local medical record transcribing settings. Lab fee required. 120 hours of instruction

MEDICAL SECRETARIAL/EXAMINING ROOM ASSISTANT

MEA 0200 Examining Room Assistant 1 tech. cr.
Prerequisite: HSC 0531. Corequisite: HSC 0230. This course is designed to provide the medical secretarial student with instruction in basic clinical procedures in a medical office. Emphasis is placed on situations that deal with assisting the physician in patient examination, assessing vital signs, treatment and minor surgery, basic lab testing, and reporting. Lab fee required. 30 hours of instruction

OTA 0601 Medical Financial Record Management 2 tech. cr.
Prerequisites: HSC 0532 and OTA 0101. This course will introduce medical accounting principles. Topics may include pegboard accounting system, bank account reconciliation, petty cash accounts, and consumer economics. Lab fee required. 60 hours of instruction

OTA 0609 Medical Office Management 2 tech. cr.
Corequisite: HSC 0641. This course includes instruction in medical office procedures, record keeping, appointment scheduling, telephone skills, and parliamentary procedures. 60 hours of instruction

OTA 0627 Medical Secretarial Clinical 3 tech. cr.
Prerequisite: Successful completion of all other program courses or consent of instructor and a completed Physical Examination Report (SAR-40-A). This course is designed to provide the medical secretarial student with practice in administrative and basic clinical procedures in a medical office. Emphasis is placed on proficiency in filing, telecommunications, insurance reporting and coding, medical accounting procedures, record processing, assisting the physician in patient examination and minor surgery, basic lab testing, and reporting. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. 60 hours of front office and 30 hours of back office clinical instruction

PATIENT CARE ASSISTANT/ HOME HEALTH AIDE

HCP 0500 Personal Patient Care I 4 tech. cr.
Pre- or corequisites: HSC 0531. Corequisite: HSC 0230. This course is designed to prepare the patient care assistant student to provide personal patient care, geriatric care, and biological, psychological and social support. Lab fee required. 120 hours of instruction

HCP 0300 Personal Patient Care II 3 tech. cr.
Prerequisites: HCP 0500 and HSC 0230. This course is a continuation of HCP 0500 and is designed to prepare the patient care assistant student to provide advanced personal patient care. This care includes home health care services, rehabilitative activities, nutrition principles, and patient care plan. Lab fee required. 90 hours of instruction

HCP 0940 Patient Care Assistant Clinical 6 tech. cr.
Prerequisites: Successful completion of all other courses required in the program or consent of instructor and a completed Physical Examination Report (SAR-40-A). This course provides the patient care assistant student clinical experiences in a nursing home and a home health agency. The student must receive a grade of "Satisfactory" in the clinical portion in order to take the Florida Nursing Assistant Certification Examination and to receive a certificate. Student achievement in this course is graded as "Pass" or "Fail." Professional liability insurance fee required. 180 hours of clinical instruction

PHLEBOTOMY TECHNICIAN

MLT 0040 Phlebotomy Theory 2 tech. cr.
This course is designed to teach the theory of phlebotomy techniques by venipuncture and skin puncture. The major topics include basic anatomy and physiology of the circulatory system; selection of tube type for various blood tests; possible interfering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills. 60 hours of instruction

MLT 0040L Practical Aspects of Phlebotomy 1 tech. cr.
Prerequisite: Valid CPR card. Pre- or corequisite: MLT 0040. This course is designed to teach blood collection by venipuncture and skin puncture. Classroom practice includes the handling, labeling, transporting, and logging-in of specimens, as well as the demonstration of correct infection control techniques and donor room techniques. Lab fee required. 30 hours of instruction

MLT 0043 Phlebotomy Clinical 3 tech. cr.
Prerequisite: Successful completion of all other courses required in the program and a completed Physical Examination Report (SAR-40-A). This course is a supervised clinical experience that provides the opportunity to practice phlebotomy skills. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

PRACTICAL NURSING

PRN 0001C Fundamentals of Practical Nursing 5 tech. cr.

Prerequisite: Admission to the Practical Nursing Program. Corequisite: PRN 0020. This pre-clinical lecture/laboratory course introduces the student to the role and function of the Licensed Practical Nurse (LPN). The content includes concepts and skills fundamental to the nursing care of people throughout the adult lifespan. The basic units covered include nutrition; individual, family, and community health; medical asepsis; communicable diseases and HIV-AIDS; and basic nursing skills and procedures. Additional laboratory practice may be required. Lab fee required. Purchase of a laboratory skills kit is required. 150 hours of classroom and laboratory instruction

PRN 0020 Body Structure and Function 1 tech. cr.

Prerequisite: Admission to the Practical Nursing Program. Corequisite: PRN 0001C. This course is designed to introduce the practical nursing student to basic concepts and principles of human structures (anatomy) and function (physiology). The emphasis is on the interaction of all body systems. 30 hours of classroom instruction

PRN 0030C Pharmacology/Practical Nursing 1 tech. cr.

Prerequisites: PRN 0001C and PRN 0020. Corequisite: PRN 0200C. This course is designed to introduce the practical nursing student to basic pharmacologic principles and concepts. The content includes medical math, drug classifications, medication administration, and legal and ethical considerations. A campus laboratory component is included. Additional laboratory practice may be required. 30 hours of classroom and laboratory instruction

PRN 0100C Obstetrical Nursing 3.5 tech. cr.

Prerequisite: PRN 0201C. Corequisite: PRN 0202C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of obstetrical clients which includes antepartum, labor and delivery, and postpartum clients; and the care of newborns. Additional laboratory practice may be required. Lab fee required. 45 hours of classroom and laboratory instruction and 60 hours of clinical instruction

PRN 0110C Pediatric Nursing 3.5 tech. cr.

Prerequisites: PRN 0200C and PRN 0030C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to developmental norms, health maintenance, and the nursing care and management of children of various age groups. Additional campus laboratory hours may be required. Lab fee required. 45 hours of classroom and laboratory instruction and 60 hours of clinical instruction

PRN 0200C Medical-Surgical Nursing I 9 tech. cr.

Prerequisite: PRN 0001C. Corequisites: PRN 0020, PRN 0030C, and current CPR certification. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of the adult medical-surgical client. The use of the nursing process as an approach to providing nursing care is emphasized. Concepts specific to pre- and postoperative care and mental health nursing are included. Additional campus laboratory hours may be required. Professional liability insurance fee required. 30 hours of classroom and laboratory instruction and 240 hours of clinical instruction

PRN 0201C Medical-Surgical Nursing II 12.5 tech. cr.

Prerequisite: PRN 0200C. Corequisite: PRN 0110C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. The use of the nursing process is emphasized. Concepts specific to the care of clients with diseases/disorders of the respiratory, cardiovascular, neurological, gastrointestinal, mus-

culoskeletal, and endocrine systems and vision and hearing disorders are included. The care of clients with malignancies is also included. Additional laboratory practice may be required. 165 hours of classroom and laboratory instruction and 210 hours of clinical instruction

PRN 0202C Medical-Surgical Nursing III 4.5 tech. cr.

Prerequisite: PRN 0201C. Corequisite: PRN 0100C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. Use of the nursing process is emphasized. Concepts specific to the care of clients with diseases/disorders of the reproductive, urinary and integumentary systems, and vision and hearing disorders are included. Additional laboratory practice may be required. 32 hours of classroom and laboratory instruction and 103 hours of clinical instruction

WASTEWATER TREATMENT

EVS 0330 Preliminary Wastewater Treatment 1 tech. cr.

This course will include the following topics: introduction to wastewater treatment, sampling/lab procedures, and wastewater facilities/collection systems. 30 hours of instruction

EVS 0331 Primary Wastewater Treatment 2 tech. cr.

Prerequisite: EVS 0330. This course will cover the following topics: primary treatment, secondary treatment process/operations, and employability skills. 60 hours of instruction

EVS 0332 Tertiary Wastewater Treatment 2 tech. cr.

Prerequisite: EVS 0331. This course will address the following topics: disinfection, effluent disposal/reuse, residuals/residual handling, safety, maintenance/housekeeping, instrumentation/computer applications, and data interpretation of records/reporting. 60 hours of instruction

WATER TREATMENT

EVS 0130 Preliminary Water Treatment 2 tech. cr.

The following topics will be included in this course: water treatment facility operation and administration; source water characteristics/treatment; reservoir and wellfield management; basic math; aeration; coagulation/flocculation; sedimentation; and filtration. 60 hours of instruction

EVS 0131 Primary Water Treatment 2 tech. cr.

Prerequisite: EVS 0130. This course will address the following topics: disinfection, softening, corrosion control, iron and manganese control, taste and odor control, trihalomethanes, and employability skills. 60 hours of instruction.

EVS 0132 Tertiary Water Treatment 1 tech. cr.

Prerequisite: EVS 0131. This course will cover the following topics: demineralization rules/regulations, sampling/lab techniques, process waste handling/disposal, facility operation/maintenance, distribution, and safety. 30 hours of instruction

WELDING

PMT 0106 Introduction and Oxyacetylene Welding 3 tech. 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. Lab fee required. 90 hours of instruction

PMT 0112 Advanced Specialty Oxyacetylene Welding 3 tech. cr.
Prerequisite: PMT 0106 or consent of instructor. A continuation of oxyacetylene welding, specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. Lab fee required. 90 hours of instruction

PMT 0121 Shielded Metal Arc Welding 3 tech. 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. Lab fee required. 90 hours of instruction

PMT 0122 S.M.A.W. High Technology Skills 3 tech. 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. Lab fee required. 90 hours of instruction

PMT 0131 TIG Welding 3 tech. 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. Lab fee required. 90 hours of instruction

PMT 0134 MIG Welding 2 tech. 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. Lab fee required. 60 hours of instruction

PMT 0135 Advanced Shielded Metal Arc Welding 3 tech. cr.
Prerequisite: PMT 0121 or consent of instructor. A continuation of PMT 0121. An advanced course in welding principles of SMAW. Lab fee required. 90 hours of instruction

PMT 0138 Advanced MIG/TIG Welding 2 tech. 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. Lab fee required. 60 hours of instruction

PMT 0158 Specialty Shielded Metal Arc Welding 3 tech. 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. Lab fee required. 90 hours of instruction

PMT 0164 Fabrication of Metal Products Using SMAW 3 tech. cr.
Prerequisite: PMT 0158 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Lab fee required. 90 hours of instruction

PMT 0175 Fabrication of Metal Products Using MIG/TIG Welding 2 tech. cr.
Prerequisite: PMT 0138 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Lab fee required. 60 hours of instruction

LISTING OF FACULTY, ADMINISTRATORS & STAFF

Adams, Jean M., Assistant Professor, Biology, West Campus; B.S., Auburn University; M.Ed., Georgia State University; M.S., University of South Florida

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and Staff**

**PASCO-HERNANDO
COMMUNITY
COLLEGE**

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DISTRICT OFFICE**

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Dade City 33523-7599

NORTH CAMPUS

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Brooksville 34601-2098

WEST CAMPUS

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New Port Richey 34654-5199

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just North of S.R. 52)
(Send mail c/o East Campus)

LAND O' LAKES OFFICE

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Shopping Center
Land O' Lakes 34639

SPRING HILL CENTER

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