



**PASCO-HERNANDO
COMMUNITY COLLEGE**
1982-83 CATALOG

1972



1982

PASCO-HERNANDO COMMUNITY COLLEGE

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



DISTRICT OFFICE

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

NORTH CAMPUS

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

EAST CAMPUS

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

WEST CAMPUS

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

ACCREDITATION

Southern Association of Colleges and Schools

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

PASCO-HERNANDO COMMUNITY COLLEGE

Bulletin 6Hx19-8

1982-1983

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

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

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

CONTENTS

Administration	4
District Board of Trustees	5
Foundation Board of Directors	6
College Calendar	7
History of Pasco-Hernando Community College	9
Statement of Philosophy	9
Objectives	9
District Map	10
Admissions	11
Application Procedure	15
Fees and Expenses	16
Refunds	16
Residency for Tuition Purposes	17
Financial Aid and Scholarships	18
Academic Policies	21
Student Affairs	28
Academic Programs	33
Continuing Education Program	33
Transfer Program	34
Developmental Studies Program	34
Police Standards Program	34
ROTC Program	34
Associate in Arts Program	35
Associate in Science Programs	38
Certificate in Science Programs	38
Associate in Applied Science Programs	73
Certificate in Applied Science Programs	73
Course Descriptions	84
Faculty	113
Index	117



Front (L-R) — Lois R. Linville, James H. Sasser, Gerald W. Springstead,
Milton O. Jones, Myra W. Loftin

Back (L-R) — Ander P. Gibbs, Robert E. Hunter, Lorenzo E. Coffie,
Greg Copeland, Roy F. Corrigan.

Missing — Leland P. McKeown

**THE DISTRICT
BOARD
OF
TRUSTEES**

FOUNDATION BOARD OF DIRECTORS



Front (L-R) — Thomas Deen, Wayne Cobb, Charles McKenzie.
Back (L-R) — Donald Elliott, James Kimbrough, Milton O. Jones, Roy F. Corrigan



Dr. Milton O. Jones, President

PASCO-HERNANDO COMMUNITY COLLEGE

Calendar for 1982-83

SESSION I

July 19-August 6
Advisement of Continuing Students

August 2-6
Orientation of New Students

August 9-13
Advisement of New Students

August 16-25
Registration, All Students

August 24
Faculty Reports for Duty

August 26
Classes Begin

August 26-September 2
Late Registration and Drop/Add
Period

September 2
Last Day for Drop/Add

September 2
Application Due for End-of-Term
Graduation

September 6
Labor Day; College Closed

November 1
Last Day for Financial Aid
Applications, Session II

November 25-26
Thanksgiving; College Closed

December 3
Last Day to Drop with "W"

December 20
Last Day of Classes

December 21
Last Duty Day for Faculty

December 24-31
Christmas; College Closed

SESSION II

November 15-December 10
Advisement of Continuing Students

December 6-10
Orientation of New Students

December 13-17
Advisement of New Students

December 20-23; January 3-7
Registration, All Students

January 6
Faculty Reports for Duty

January 7
Classes Begin

January 10-14
Late Registration & Drop/Add
Period

January 14
Last Day for Drop/Add

January 14
Application Due for End-of-Term
Graduation

March 15
Last Day for Financial Aid
Applications, Sessions III,
IIIA and IIIB

April 1-4
Spring Break; College Closed

April 5
Last Day for Financial Aid
Applications, Session I, 1983-84

April 15
Last Day to Drop with "W"

May 2
Last Day of Classes
Last Duty Day for Faculty

May 15
Graduation

SESSION III (IIIA-IIIB)

April 11-22
Advisement of Continuing Students,
Sessions III and IIIA

April 18-22
Orientation of New Students,
Sessions III and IIIA

April 25-29
Advisement of New Students,
Sessions III and IIIA

May 2-6
Registration, All Students,
Sessions III and IIIA

May 9
Faculty Reports for Duty,
Sessions III and IIIA

May 9
Classes Begin, Sessions III
and IIIA

May 9-13
Late Registration & Drop/Add
Period, Sessions III and IIIA

May 11
Last Day for Drop/Add, Session
IIIA

May 13
Last Day for Drop/Add, Session III

May 13
Applications Due for End-of-Term
Graduation, Sessions III, IIIA
and IIIB

May 30-June 3
Advisement of Continuing Students
Session IIIB

June 6-10
Orientation of New Students,
Session IIIB

June 9
Last Day to Drop with "W",
Session IIIA

June 13-17
Advisement of New Students,
Session IIIB

June 17
Last Day of Classes, Session IIIA

June 17
Last Duty Day for Faculty,
Session IIIA

June 20-24
Registration, All Students,
Session IIIB

June 27
Faculty Reports for Duty,
Session IIIB

June 27
Classes Begin, Session IIIB

June 27-July 1
Late Registration & Drop/Add
Period, Session IIIB

July 1
Last Day for Drop/Add, Session
IIIB

July 4
Independence Day; College Closed

July 22
Last Day to Drop with "W",
Session III

July 29
Last Day to Drop with "W",
Session IIIB

August 8
Last Day of Classes, Sessions
III and IIIB

August 8
Last Duty Day for Faculty,
Sessions III and IIIB



Dr. William Proctor, Vice President



Dr. Jerry Kandzer, West Campus Provost



Dr. Omar Ergle, East Campus Provost



Dr. Arthur D. Pollock, North Campus Provost

ADMISSIONS

Admission to the College

There are several ways prospective students can be eligible for admission to Pasco-Hernando Community College. Applicants should understand that admission to the college does not imply admission to any particular program or course. All candidates must complete the official application form and pay the application fee.

U.S. Citizens

Applicants 19 years of age or older, except those referred to under "Delayed Admission," may be admitted to the college upon submitting the application form and without providing any supporting documents.

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

- An official high school transcript
- GED Scores
- A Credit Bank Form approved by the high school principal or his designate (required before registration each semester)
- An early Admission Form approved by the high school principal or his designate (required before the first registration)

Admission will be considered as tentative until the required transcript, or GED scores, is submitted. The applicable document must be received by the end of the first term of enrollment.

Non U.S. Citizens

International students may be admitted to the college by providing these items:

- Application form
- Proof of proficiency in the English language as outlined under "Foreign Students." A copy of this information is also available from the Records Office
- Proof of financial ability to meet expenses as a full-time student
- Complete academic records in the language of the country, accompanied by an English translation

Delayed Admission

1. Transfer students who are on academic probation from another college may not enter P-HCC until after an interview with a counselor, who will make a determination on admission.
2. Transfer students who are on suspension, or who have been dismissed for academic reasons from another college, may not enter P-HCC during the semester immediately following that in which the dismissal or suspension was applied.
3. In accordance with Florida Statutes, a student who has previously been expelled from a Florida community college or university for unlawful possession, sale, or use

of narcotic drugs will not be admitted to P-HCC for a period of one year from the date of that expulsion. A student who has been found guilty of campus disruption will not be admitted to P-HCC for a period of two years from the date of such finding.

High School Graduates

Graduates of secondary schools accredited by the State of Florida or a regional accrediting agency will be accepted in good standing.

Graduates from non-accredited secondary schools will be accepted on academic probation if under the age of 19.

GED

Students who have successfully completed the General Education Development Test will be admitted in good standing.

Students with Certificates of Completion

Students who have received Certificates of Completion from a Florida high school may be admitted provided they have a counselor interview prior to the first registration. An official transcript sent from the high school directly to the Records Office must be received prior to the interview with a counselor.

Transfer Students

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

Students will be accepted on a provisional basis from non-accredited colleges and universities. Transfer credit may be granted upon completion of 15 semester hours of credit with a "C" or better average from P-HCC. An official transcript sent from the non-accredited college or university directly to the Records Office is required before transfer credit can be granted. It is the responsibility of the student to request an evaluation of the transcript in order to receive transfer credit.

Transient Students

A student may be enrolled in a transient status at P-HCC when accepted at another institution and with the written permission from the registrar of that institution. The written permission from the registrar of the other institution is required with each P-HCC registration.

Dual Enrollment Students

A student may be enrolled in a dual enrollment status at P-HCC when accepted at another institution and with the written permission from the registrar of that institution. The written permission from the registrar of the other institution is required with each P-HCC registration.

Credit Bank Students

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

Early Admission Students

Students may be admitted by early admission which allows a high school student who has completed most of the requirements for graduation to enroll with the permission of the high school principal. Credits earned are for high school graduation as well as college credit. 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 enter P-HCC or have credits transferred to another college.

Admission to Programs and Courses

Formal admission to a program is dependent upon receipt of the required documents. In addition, admission to certain programs may be limited by selection criteria, by federal or state rules, or by the college's ability at the time to serve the number of students desiring entry. Admission to some courses may require the completion of prerequisites, or permission of the instructor, or prior acceptance into a limited access program. ALL PROGRAMS/COURSES ARE NOT OFFERED ON ALL CAMPUSES.

Upon admission to the college each student is required to declare his or her educational goal and to submit "Required Documents." One of the following goals will be selected:

1. Associate in Arts
2. Associate in Science Degree in (specific program).
3. Certificate in Science in (specific program).
4. Associate in Applied Science Degree in (specific program)
5. Certificate in Applied Science in (specific program).
6. Undecided as to program.
7. Other Personal Objectives (such as Personal Enrichment, Transient, Dual Enrollment, Teacher Certification).

A student declaring a goal as Undecided or Other Personal Objectives need not supply required documents, but must do so upon changing to a Degree Program or an associated Certificate Program.

Required Documents

Supporting documents are required to enter the following programs:

1. Associate in Arts: High school transcript confirming graduation or GED scores indicating satisfactory completion, and an official transcript sent to the Records Office by each college or university attended.
2. Associate in Science: An official transcript from each college or university attended sent directly to the Records Office. Students who have applied or who expect to apply for financial aid must also have a high school transcript, GED scores, or other documentation of ability to benefit from training sent directly to the Records Office.
3. Associate in Applied Science and Certificate Programs: Students who have applied or who expect to apply for financial aid must also have a high school transcript, GED scores, official transcripts from each college or university attended, or other documentation of ability to benefit from training sent directly to the Records Office.



All transcripts and GED scores should be mailed directly from the granting institution or agency to:

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

It is the responsibility of the applicant to assure that all credentials are supplied to the Records Office.

Admission to Specialized Health Programs

Admission to the Nursing Programs and Paramedics Certificate Program is restricted to students selected by the Admissions Committee for Special Programs. All minimum requirements must be fulfilled prior to the established deadlines for the respective program in order to be considered for admission to that program. Admission to the college does not inter acceptance into either of these programs. Students are selected to enter in Session I of each year. Information about applications can be obtained from any campus of Pasco-Hernando Community College.

Nursing Program

Minimum requirements for consideration of an applicant are:

1. Completed college application, including required fee.
2. Completed Nursing Program application.
3. Official high school transcript indicating graduation, or GED scores or equivalent. (A partial transcript of all completed courses will be accepted if the applicant is currently a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.)
4. Official college transcript from every college attended, other than P-HCC.

5. Cumulative college grade-point average of 2.0 as of January 1st of the year in which application is submitted.
6. A grade of "C" or better must have been earned in each required science course, if attempted.
7. Three letters of recommendation on specified form.
8. Successful achievement on pre-entrance testing (See Nursing Admissions Packet).
9. All materials in items, 1, 2, 3, and 4 must be received and items 5, 6, 7, and 8 must be satisfied by March 1st.
10. Residents of the State of Florida, as defined by the State Board Rule (See Page 17), will have preference over out-of-state residents. Out-of-state residents will be considered in the event there are vacancies.

Special provisions have been made for the acceptance of a limited number of LPN (Licensed Practical Nurse) applicants in Session II of each year. In addition to fulfilling all basic entrance requirements for the Nursing Program by October 1st, these applicants must:

1. Be currently licensed in Florida as an LPN.
2. Be currently enrolled in APB 1203C and ENC 1101 or ENC 1001 if not previously completed. (A grade of "C" or better must have been achieved in APB 1203C).
3. Achieve a mid-term progress report of "C" or better in APB 1203C and a grade of "C" or better at the end of Session I, if currently enrolled in this course.
4. Achieve 70% or better on the Challenge Examination written by the Nursing faculty. (See Special Additional Fees, Page 16).
5. Achieve satisfactory rating by Nursing faculty on performance of selected experiences in the campus laboratory and/or hospital on the first attempt. Applicants must provide a live model for practice for some designated evaluations.
6. Successfully complete each step in the required sequence within established deadlines before the next step is attempted.
7. Be interviewed by the Admissions Committee for Special Programs, as scheduled.



Paramedics Certificate Program

Minimum requirements for consideration of an applicant are:

1. Completed college application.
2. Completed application for the Paramedics Certificate Program.
3. High school graduation or the equivalent; transcripts to be provided.
4. Current Florida Division of Health EMT Certificate of Registration.
5. Three letters of recommendation on specified form.
6. All application materials must be received by the date contained in the Application packet.

Minimum Qualifications for Linkage Program Applicants

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

Dental Hygiene at St. Petersburg Junior College
Physical Therapist Assistant at St. Petersburg Junior College
Nuclear Medicine at Hillsborough Community College
Radiology at St. Petersburg Junior College

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

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

Minimum Qualifications for the Cosmetology Program

Registration with the State Board of Cosmetology is required at the time of entry into the Program.

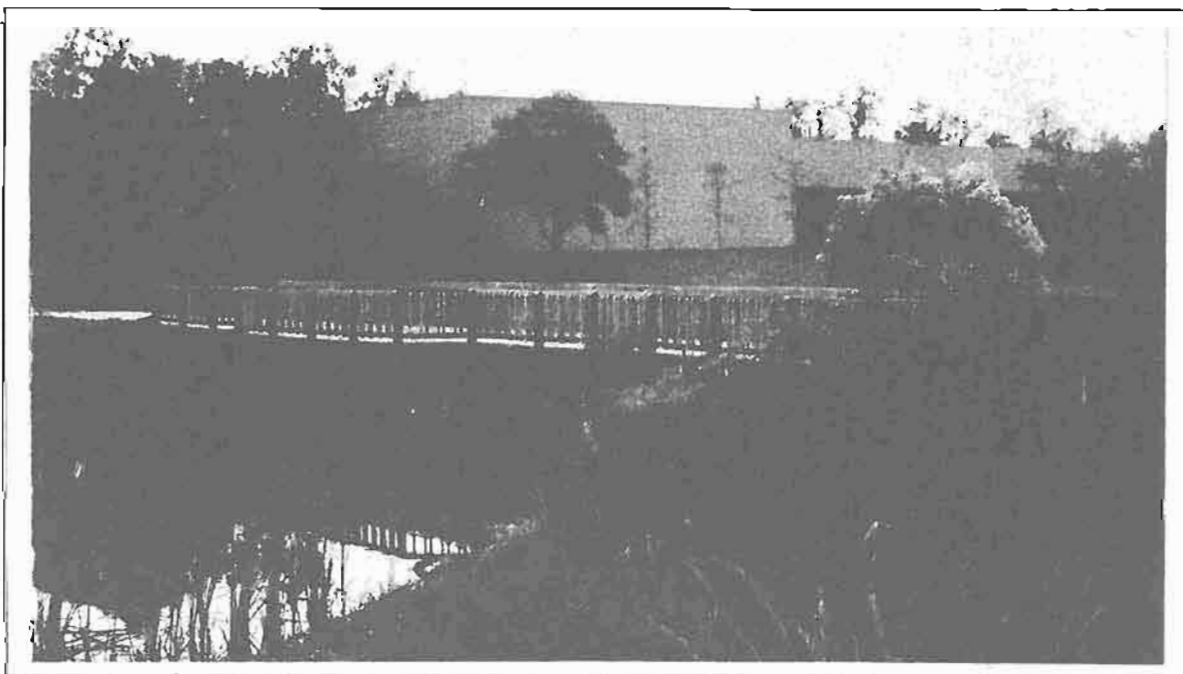
Students who are nineteen (19) years of age or older, whether or not they have graduated from high school or have satisfactorily completed the GED Test, are eligible to enter the Program provided they have met the requirements of the State Board of Cosmetology.

Foreign Students

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

- Apply to the college and provide the material specified in Item 3 below.
- Provide proof of financial ability to meet needs as a student.
- Provide proof of proficiency in the English language as specified in Item 4 below.
- Secure a F-1 student visa.

1. Pasco-Hernando Community College does not provide, supervise, or recommend student housing. In addition, the college operates three campuses with one-half hour to one hour driving time between each. Students should decide where they wish to live relative to any one campus and be aware that not all programs or courses are offered on each campus. Public transit is not available and the college does not offer inter-campus transportation. Therefore, foreign students should arrive several weeks in advance of enrollment to arrange for their own housing and transportation.
2. The college does not provide monies to students. Foreign students must make their own arrangements and have available sufficient funds to cover all expenses.



Learning Resource Center, West Campus

tioned that significant changes are being considered by the federal and state governments and that policies for 1982-83 may differ considerably from those indicated below.

Pell Grant (Basic Grant)

The Pell Grant program entitles qualified students to receive between \$120 and \$1,670 per academic year. All aid applicants are expected to apply for this grant. Six to eight weeks should be allowed from the date of application for receipt of a Student Aid Report (SAR).

Supplemental Educational Opportunity Grant (SEOG)

SEOG awards range from \$200 to \$2,000 per academic year. They are awarded based on demonstrated financial need. To apply, the applicant must complete a FAF or FFS. Priority Deadline — June 1st.

Bureau of Indian Affairs (BIA)

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

Florida Student Assistance Grant (FSAG)

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

Fee Waivers (FW)

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

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

College Work-Study Program (CWSP)

CWSP provides part-time employment opportunities for students with demonstrated need and allows them to work to meet part of their educational expenses. Priority Deadline - June 1st.

Student Assistant Work Program (SAWP)

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

Florida Vocational Work Study (VWS)

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

Off-Campus Employment

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

Florida Guaranteed Student Loans (FGSL)

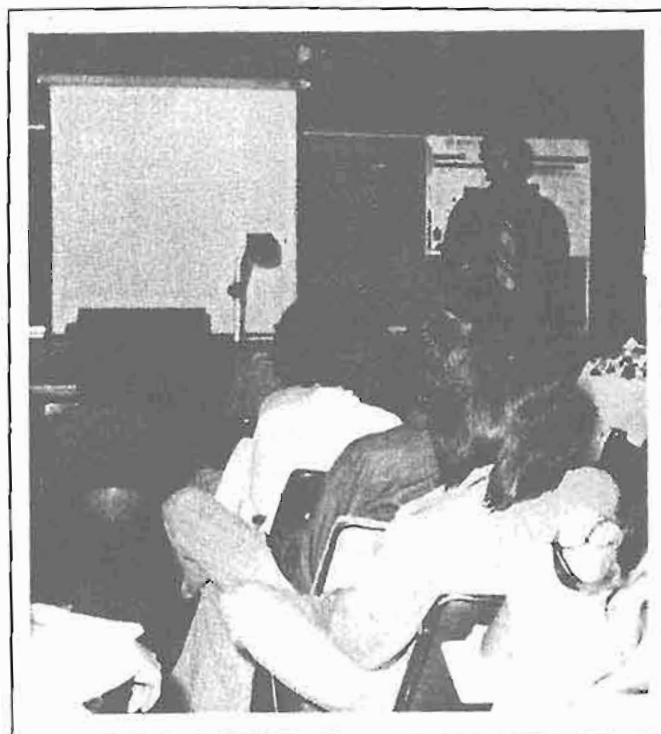
The FGSL program enables students to borrow directly from a bank, credit union, savings and loan association, or other participating lender willing to make the loan. The annual interest rate is 9% and repayment begins six (6) months after the student graduates or leaves school. Applications may be obtained at P-HCC or participating lending institutions.

Revolving Loans (RL)

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

Scholarships

Scholarships are available from various sources including the Pasco-Hernando Community College Foundation and local state, national and commercial organizations.



2. The academic status of a transfer student will be evaluated at the time of admission and will be based upon the transcript record from the previous institution(s).
3. In the event of probation, a student will be required to see a counselor. After counseling the student and consulting appropriate faculty members, the counselor may require of the student:
 - a. additional counseling sessions
 - b. reduced course load
 - c. limitation on the type of courses or programs to be taken
4. The counselor may recommend to the President through the Provost that a student making unsatisfactory progress be suspended from registration at the college for a period of one term. A student suspended under this provision may return after one session but must have a planning session with a counselor before being readmitted.
8. The student may make written appeal of the probationary status to the campus Coordinator of Counseling. Documentation (such as a doctor's statement) will be required, if appropriate. The campus financial aid committee will review the appeal and, if accepted, allow the student to continue to receive financial assistance for an additional term.

Veterans Progress and Probation

The Veterans Administration requires the college to measure progress of students receiving veterans benefits. Accordingly, the veteran student's Grade Point Average (GPA) will be evaluated according to the probation requirements for all students.

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

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

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

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

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

Classification of Students

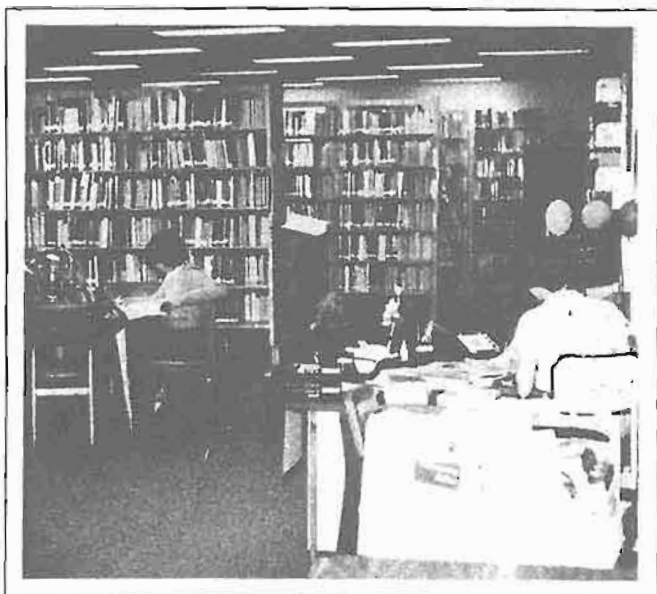
Students will be classified according to the following criteria:

Regular

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

Additional Requirements for Financial Aid Recipients

5. Financial aid students are required to complete at least 50 percent of the hours for which they are enrolled each semester. Students failing to meet this requirement will be placed on probation.
6. A financial aid student who has transferred into the college and who has been placed on probation at the time of admission will be required to conform to the Standards of Progress by the end of his/her first term of enrollment at P-HCC, based upon courses taken at P-HCC.
7. A financial aid student not removed from probation after the next term enrolled will be considered to be making unsatisfactory progress. A financial aid student determined to be making unsatisfactory progress will not be eligible to participate in federal, state, or institutionally funded aid programs until such time as the student is no longer on probationary status.



East Campus Learning Resource Center

- 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 Campus Dean to be comparable to a regularly scheduled class in the subject.

Military Service Credit

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

Class Attendance

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

Maximum Student Load

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

Teacher Certification and Recency of Credit

Courses at the college may apply toward certification or recency of credit for Florida teachers. It is the responsibility of the teacher to insure that the course meets the requirement. Degree-holding teachers with Florida Teaching Certificates are not required to furnish transcripts for admission.

Grading System

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

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

*Used only in certain areas.

Grade-Point Average

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

Example

	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Point
*ESL 9161	3	U	0	0	0
*STD 9990	3	S	0	3	0
ENC 1002	3	A	3	3	12
PSY 1000	3	B	3	3	9
MUN 1310	1	B	1	1	3
BSC 1011C	4	D	4	4	4
PSC 1341	3	F	3	0	0
POS 2112	3	X	0	0	0
QMB 1001	3	W	0	0	0
STD 1100	3	I	0	0	0
			<u>14</u>	<u>14</u>	<u>28</u>

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

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

Audit

Some courses are eligible for audit on a space-available basis. 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.

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. Audit fees are the same as those for credit. Vocational courses are not available for audit.

Practicums

Practicums are incorporated into several Occupational Programs and are electives in several others. They may consist of on-the-job training, special projects, research, or a combination of these activities. The instructor will develop specific requirements and the method of evaluation to best fit the academic and work needs of the student. Each Practicum will consist of a minimum of 117 hours in a planned learning situation, together with at least three scheduled conferences with the instructor. 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 where a student has not completed requirements for a course due to accident or illness. Incomplete grades may be made up and a grade assigned before the end of the next session. Incomplete grades not made up and a grade assigned before the end of the next session will be changed to "W". Session I is considered the next session following Sessions II and III of the previous academic year.



For non-developmental 9000-level courses, an "I" may be assigned in lieu of "S" or "U" when the instructor judges that progress has been satisfactory considering the difficulties experienced by a student. In this event, the instructor will change the "I" to either an "S" or "U" by the end of the next semester, as defined above, and not to a "W".

"S" and "U" Grades

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

Grade Dissemination

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

Sophomore Test for Degree Students

All students completing an Associate in Arts Degree, and those who are completing an Associate in Science Degree and who are seeking admission to upper division programs in state universities, shall take the state-mandated test in Communications and Computations Skills as a *prerequisite to graduation*. This test will be administered in the fall and again in the spring at times to be announced. Each affected student should note that **THE TEST IS NOT ADMINISTERED DURING THE SUMMER TERM**. A student may apply to take the test at an earlier date provided all core Communications and Computations Courses have been satisfactorily completed.

A STUDENT MUST HAVE TAKEN THIS TEST TO BE ADMITTED TO THE UPPER DIVISION OF A FLORIDA PUBLIC UNIVERSITY, BEGINNING WITH THE SECOND SEMESTER OF THE 1982-83 ACADEMIC YEAR.

Graduation Check

Upon completion of 30 hours toward a declared program, the student should apply for a graduation check. The graduation check will show the remaining requirements for completion of a program based upon either the catalog in effect at the time of initial enrollment, but limited to three years past, or that in effect at the time of the completion of 30 hours, at the option of the student.

Graduation Application

Application for graduation with a degree must be made at the time of registration for the session in which the student plans to complete the requirements for a degree program. Application for graduation will include a nonrefundable graduation fee. This fee will be used to pay for the diploma and cover the use of a cap and gown.

Graduation Ceremony

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

Learning Resource Center Services

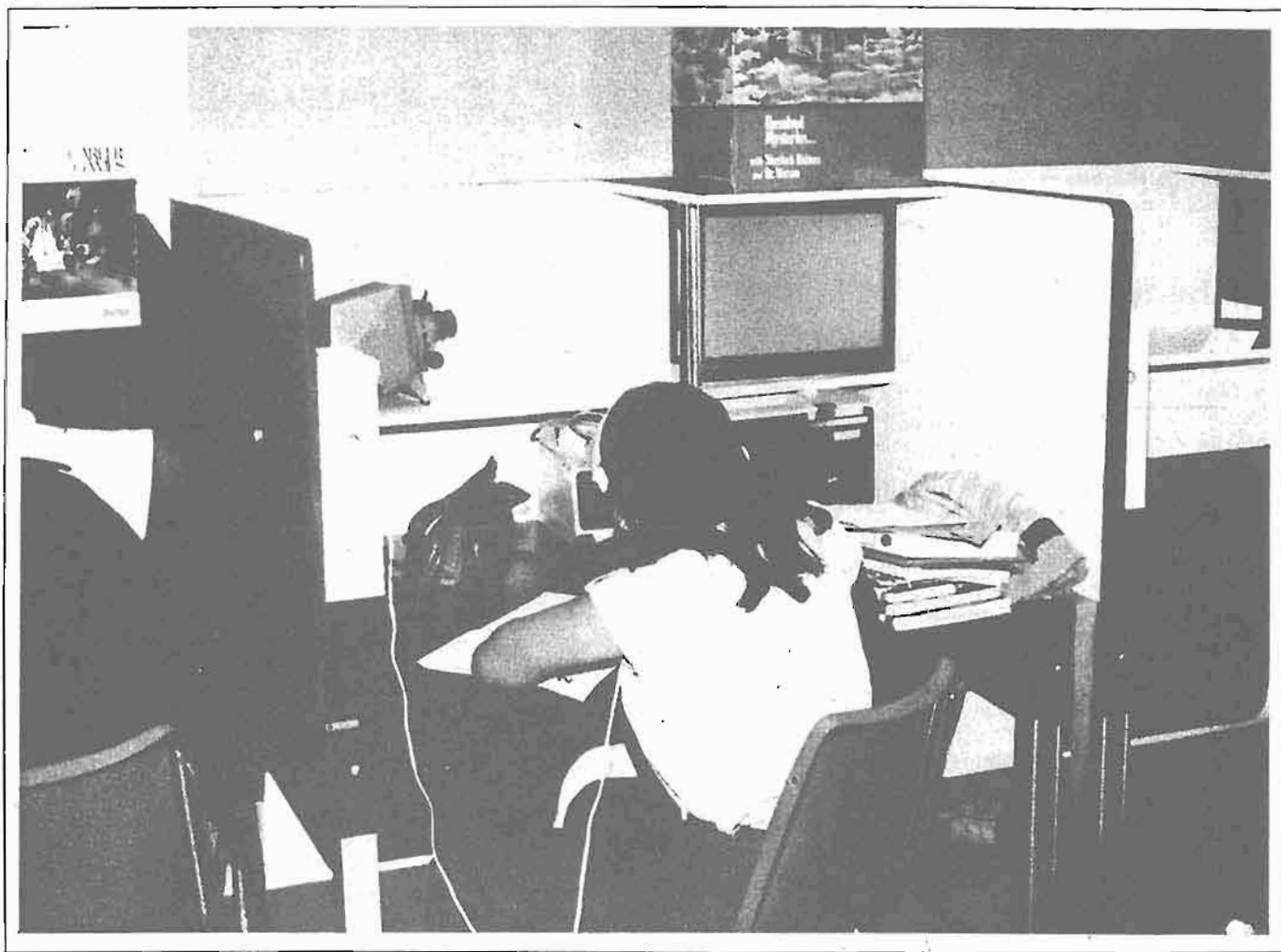
A Learning Resource Center is available on each campus, providing books, periodicals, newspapers, microfilm and audiovisual equipment and materials to support the curriculum and leisure needs of students and faculty. A combined card catalog permits access to materials held on any

of the three campuses. The Learning Resource staff assists students and faculty in using materials and securing inter-campus and inter-library loans. To provide the best service for each campus, the operating schedules of the LRC's are slightly different.

Learning Laboratory

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

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



Learning Laboratory

STUDENT AFFAIRS

Counseling

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

Identification Cards

Each student is issued an identification card as part of the registration invoice. This card may be required for schedule changes, library use and other college functions. Loss should be reported to a counselor immediately.

Unmet Financial Obligations

Credits will not be officially awarded and transcripts will not be released until student financial obligations are met. Such financial obligations include, but are not limited to, library accounts, revolving loans, and deferred payments. A student who has a financial obligation outstanding will not be allowed to register until the obligation is paid.

Job Placement

Through the counseling staff on each campus, the college has established a Job Placement Service to assist students in obtaining part-time or full-time jobs.

Veterans Benefits

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

A veteran or other eligible person must select, be admitted to, and follow a single degree program. The first change to a program requires notification to the campus VA Counselor. Before approval of a second or subsequent change of program, the Counselor must find that the proposed program is suited to the aptitudes, interests, and abilities of the veteran or other eligible person.

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

Upon their request, veterans may receive a 60-day deferment for the payment of registration fees beginning with the first day of classes in any academic term each time there is a delay in receipt of benefits. If the academic session is for less than 60 days, the deferment shall be limited to ten days less than the number of days in the session.

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

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

Withdrawal Policy

A student who wishes to withdraw from the college is required to have an exit interview with the counselor at the campus where registered. When possible, a conference with each instructor is also recommended before withdrawal. Improper withdrawal from any course may result in the award of a failing grade. A student administratively withdrawn from a class for excessive absence will be assigned a grade of "W". The last day to withdraw each term without penalty is shown on the college calendar.

Emergencies

Fire and evacuation exits are identified in all buildings and are to be used in emergencies. 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.

No health services are provided by P-HCC nor does P-HCC assume responsibility for medical emergencies. In case of a personal emergency, the college will try to contact the student. However, the college can assume no responsibility for making such contacts.

Student Conduct

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

The following actions are prohibited at or on any campus, or at any college sponsored or college-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. Disciplinary action may also be imposed for special circumstances as prescribed by law:

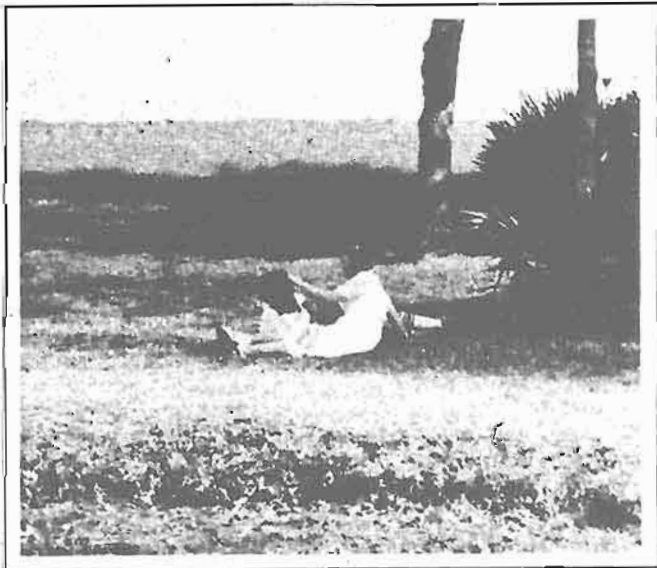
1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any narcotic drug, as defined in Chapter 398 of the Florida Statutes; this includes cannabis sativa (marijuana).
3. Cheating in any form.
4. Stealing.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing.
8. Vandalism or destruction of property.
9. Falsification of college records.
10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive to the normal, peaceful, and orderly operation of the college.

13. Violation of a federal or state law; a county or city ordinance.
14. Repeated offenses of a less serious nature.
15. Assault or physical abuse.
16. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons. This policy does not apply to trained law enforcement officers or to recruit officer students who have successfully completed the firearms training portion of the basic recruit training program.
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.

Hazing

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

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college, hereinafter referred to as a "college organization." Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.



2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17
4. Violations of this Rule may subject an individual student to the following penalties:
 - a. Minor violations - disciplinary probation; and
 - b. Major or repeated minor violations — 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 — 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 appropriate Provost 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 by-laws of such organization.
8. The college shall provide each student with a copy of the college's Anti-Hazing Rule and penalties by publication in the college catalog.

Termination from the Nursing Degree Program and Practical Nursing Certificate Program

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

1. Any action outlined in Board Rule 6Hx19-6.15, and as repeated above under the section entitled "Student Conduct."
2. Endangering a patient'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.

3. Repeated unsatisfactory evaluations on Nursing procedures in the campus laboratory.
4. Being found in any restricted or unauthorized areas.
5. Violation of confidential information related to patients/clients.
6. 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.

Termination from the Emergency Medical Services Degree Program and the Paramedics Certificate Program

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

1. Any action outlined in Board Rule 6Hx19-6.15, and as repeated above under the section entitled "Student Conduct."
2. Refusing to follow an order from any physician, hospital staff member or college instructor.
3. Endangering a patient's life by:
 - a. leaving the patient unguarded in time of a crisis.
 - b. delaying care that is within the student's realm of ability and/or knowledge.
 - c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge.
4. Being found in any restricted or unauthorized areas.
5. As the result of due process proceedings based upon a request in writing from the hospital or participating agency that the student be withdrawn from said agency.
6. Aggressive, rude behavior to any college staff members, hospital staff members, Medical Director, physician, patient, or student.
7. A failing grade awarded by the Medical Director due to the student's attitudinal performance, and based upon stated professional reasons or practices.

Disciplinary Procedures

Alleged violations of student regulations or other student misconduct shall be referred to the Campus Provost. Reprimands or unrecorded disciplinary probation may be administered by the Provost. Disciplinary probation will be recorded on the student's permanent record when approved by the Vice President upon the recommendation of the Provost. In situations where the penalty could be disciplinary suspension (not to exceed one session) or dismissal from the college, the problem will be referred by the Provost to a disciplinary board.

The board will be composed of the Vice President as chairman, Campus Dean, a counselor, a student, and a faculty member. Except for the chairman, all members of the board will be from the accused student's campus.

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

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

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

Student Grievances

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

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

2. Should the grievance not be settled at the campus level within ten working days, it shall be referred by the Provost in writing to the Vice President who shall attempt to resolve the matter within five working days of receipt. If this effort is unsuccessful, the Vice President will, depending upon the seriousness of the complaint, take one of the following actions:
 - a. Referral to the Student Affairs Council for its recommendation to the President's Council within ten working days.

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

Privacy of Student Records

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

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

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

Student Use of College Facilities

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

Student Government Association

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

Student Activities

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

Phi Theta Kappa

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

To be eligible for membership, a student must have completed at least twelve semester hours of college credit with a grade-point average of 3.0 or higher as specified by the respective Chapter.

The Pasco-Hernando Community College North Campus Chapter has been designated as Alpha Delta Epsilon, the West Campus Chapter as Alpha Epsilon Upsilon, and the East Campus as Alpha Zeta Epsilon.

Phi Beta Lambda

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

The Pasco-Hernando Community College East Campus has been designated as the Beta Omega Omega Chapter, the North Campus as the Mu Alpha Mu Chapter, and West Campus as the Gamma Alpha Nu Chapter.

DECA

Distributive Education Clubs of America (DECA) offer 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.

VICA

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.

Student Publications

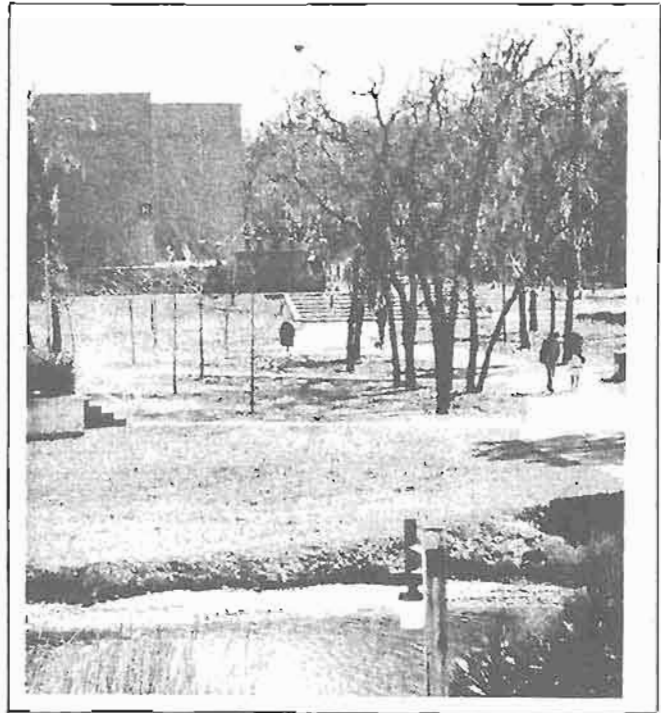
The Student Government Association of each campus may sponsor a student newsletter as a student activity. The newsletter is a means of distributing information of interest to students and the public. A staff or faculty member on each campus will serve as adviser to the newsletter staff.

Bookstore Services

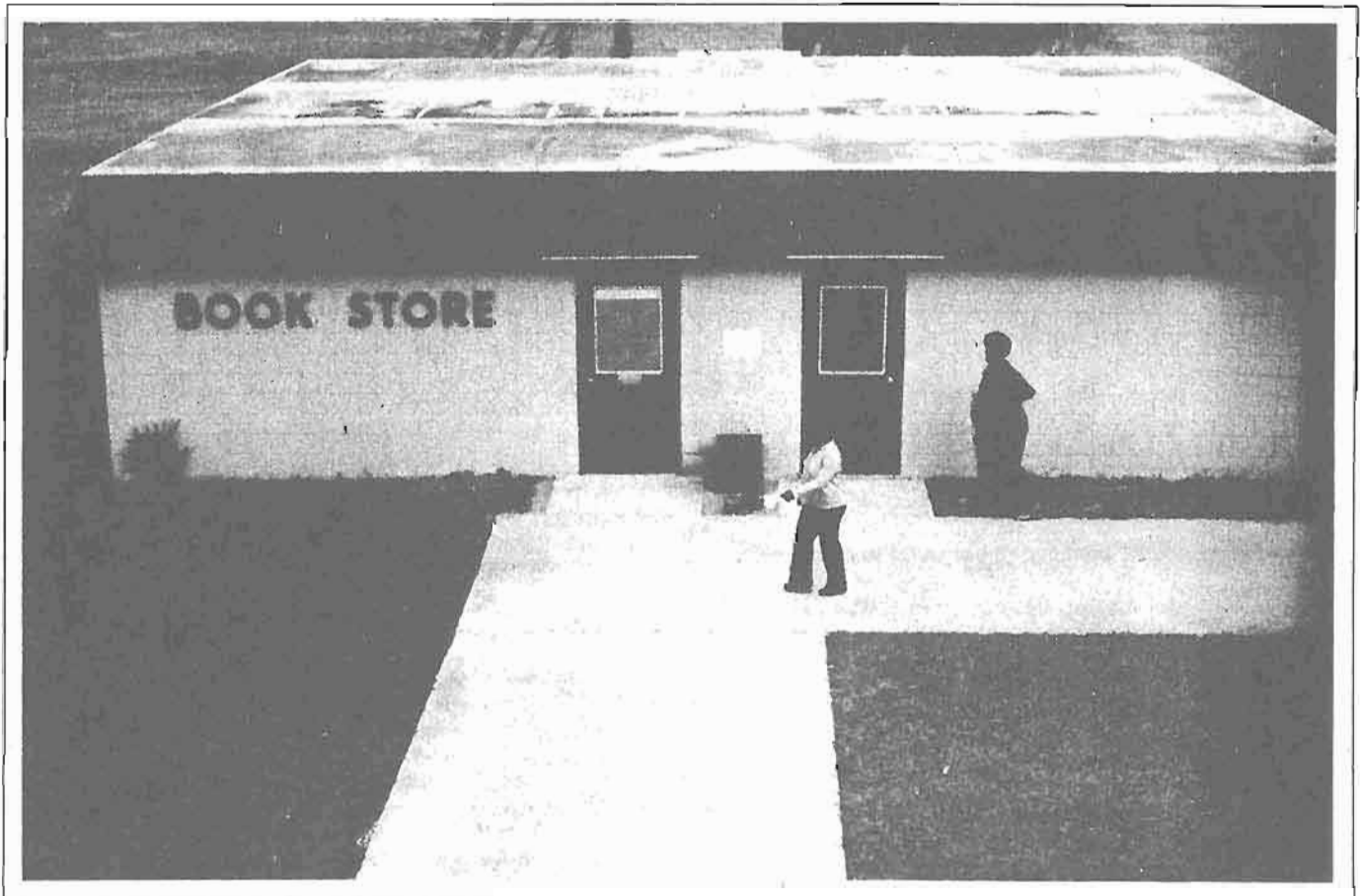
Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest to students. Books needed for courses at each campus will be available for purchase at that location. Refunds for unmarked textbooks are made only during the regular fee refund period. (See Refunds, Page 16.) Sales slips are required for all refunds.

Athletics

The Athletic Program at P-HCC provides opportunities for competition in selected sports between campuses and with other institutions on an informal basis. Equal opportunities are provided to women and men. A limited number of Athletic Grants-In-Aid are available. Prospective students, as well as current students, who are interested in these activities should contact the Campus Athletic Office.



West Campus



East Campus Bookstore

ACADEMIC PROGRAMS

Pasco-Hernando Community College is authorized to award the associate degree for satisfactory completion of a planned program of post-high school studies consisting of not less than 60 semester hours and to award certificates as are appropriate upon completion of other courses and programs. Students must apply for degrees and certificates as scheduled in the college calendar and pay the required fee.

The college offers the Associate in Arts Degree, the Associate in Science Degree and the Associate in Applied Science Degree in a number of occupational fields, together with Certificates in various occupational areas. STUDENTS ARE CAUTIONED THAT ALL COURSES IN A PROGRAM ARE NOT NECESSARILY OFFERED ON ALL CAMPUSES.

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

Course Transferability

Courses designated as required under the Associate in Arts Degree Program are fully transferable to a senior public institution in meeting the general education requirements. All other catalog courses except those designated as 9000-level and Physical Education are credited for purposes of graduation from Pasco-Hernando Community College, but may not be accepted by the institution to which a student transfers. A counselor will assist in providing information on courses normally accepted for transfer at a particular university or four-year college.

Courses identified as part of the 12-hour core program in the 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, nor do they prepare a student to take the sophomore test mandated for Florida public colleges and universities. Selection of courses other than those required is the responsibility of the student and should be related to future goals.

Program Deletions and Revision

The following programs offered during the 1980-81 and earlier academic years have been deleted from the curriculum:

Associate in Science Degree in Environmental Pollution Control Technology

Associate in Science in Civil Engineering

Certificate Program — Stock and Inventory Clerk

In addition, title changes and major revisions have been made in these programs:

— Associate in Science Degree in Business — Court Clerk

TO

Associate in Science Degree in Business — Court Personnel

— Associate in Science Degree in Food Service
TO
Associate in Science Degree in Culinary Arts & Hospitality Management

With the adoption of the Associate in Applied Science Degree, the following conversions have been made to previous Vocational Certificate and Certificate Programs:

— Vocational Certificate Program in Masonry
TO
Certificate in Applied Science in Masonry as the first year of the Associate in Applied Science Degree in Masonry

— Vocational Certificate Program in Ornamental Horticulture
TO
Certificate in Applied Science in Ornamental Horticulture as the first year of the Associate in Applied Science Degree in Ornamental Horticulture

— Vocational Certificate Program in Small Gas Engines
TO
Certificate in Applied Science in Small Engines as the first year of the Associate in Applied Science Degree in Small Engines

— Vocational Certificate Program in Welding
TO
Certificate in Applied Science in Welding as the first year of the Associate in Applied Science in Welding

— Certificate in Carpentry
TO
Certificate in Applied Science in Carpentry as the first year of the Associate in Applied Science in Carpentry

A student who selected one of the deleted or revised programs based on a previous catalog should see a counselor to arrange any needed course substitutions. Waiver of new requirements may be granted where necessary.

Continuing Education Program

Pasco-Hernando Community College will provide such Continuing Education Courses as are needed to serve the youth and adults of the college district. These courses are designed to meet specific needs and may vary in content, length, and time scheduled. The college shall offer one Continuing Education Unit (CEU) for each 10 clock hours of work accomplished in Continuing Education Vocational Courses. Records of such courses shall be maintained by the District Records Office.

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

Avocational Courses (CSA)

These courses are designed for the enjoyment of the participant and to enhance and develop leisure time interests and activities. The costs of CSA Courses each year shall be completely supported by the total fees collected.

Citizenship Courses (CSC)

These courses are designed to contribute to the identification and solution of community problems.

Vocational Courses (CSV)

These courses are organized and designed to develop or enhance an individual's occupational skills. Fees shall be charged for CSV Courses in accordance with the fee structure established by the Board.

Guidelines of the Division 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. Satisfactory completion of this program, to include the sophomore test, 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. 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 DEPARTMENT OF THAT INSTITUTION FOR INFORMATION ON COURSES TO BE TAKEN WHILE AT PASCO-HERNANDO COMMUNITY COLLEGE. FINAL RESPONSIBILITY FOR CHOICE OF PROGRAM AND COURSES AT PASCO-HERNANDO COMMUNITY COLLEGE. HOWEVER, RESTS WITH THE STUDENT.

College catalogs and counseling manuals from all state universities and other senior colleges are available at the counseling office at any Pasco-Hernando Community College campus. Counselors are available, by appointment, to assist the student in working out a program.

Developmental Studies Program

Pasco-Hernando Community College offers Developmental Courses at the 9000-level for students in need of review work in basic skills in preparation for college-level academic courses. Classroom instruction and individually prescribed study for adults and recent high school graduates are available in the Learning Laboratories.

Students usually select Developmental Courses on the basis of the length of time away from formal schooling, college pre-test results, instructor referral, or the recommendation of college counselors.

Credits earned in Developmental Courses do not apply toward Degrees or Certificates. An exception, MAT 9013 may be applied to the Teacher Aide Certificate Program.

Police Standards Program (Basic Recruit)

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

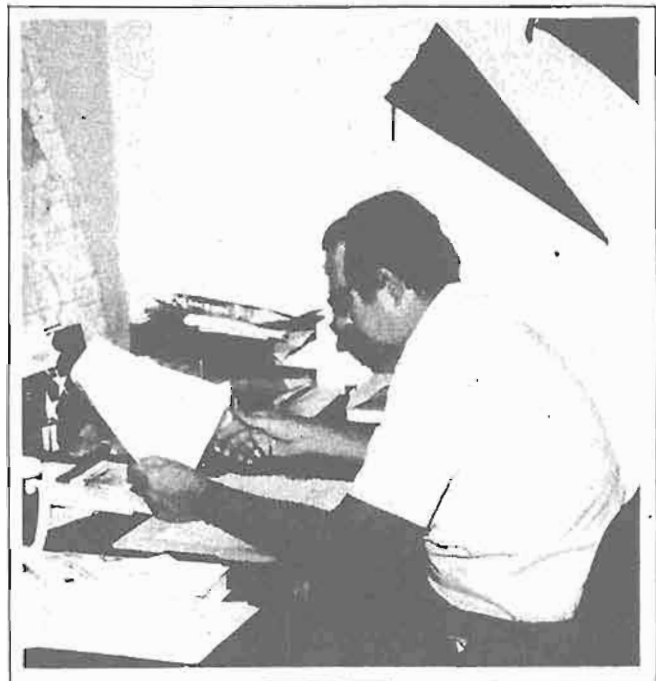
Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Credit is not applicable to those who have already qualified for credit under the provisions of a previous catalog. Under this provision, three hours each will be awarded for CCJ 2220,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

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

1. Complete the application form and pay the required fee.
2. Inform the Coordinator of Admissions/Student Records that credit is being sought, and
3. Supply to the Records Office a copy of the Certificate awarded at the completion of the Basic Recruit Program.

ROTC Program

The P-HCC curriculum currently contains 3 ROTC courses, each of which is conducted on the St. Leo College Campus, Dade City. Scope and prerequisites, if any, are explained in the respective course descriptions. ROTC offerings are not eligible for credit-by-examination.



ASSOCIATE IN ARTS

The Associate in Arts Degree will be awarded upon completion of a minimum of 60 credit hours and upon taking the state-prescribed sophomore test. A minimum of 39 semester hours must be in General Education requirements. Fifteen hours of credit, other than credit-by-examination, must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation.

ENC 1101, ENC 1102, HUM 2211 and HUM 2230 MUST BE TAKEN IN SEQUENCE. MGF 1113 or MAC 1104 MUST BE TAKEN WITHIN THE FIRST 15 HOURS OF COURSE WORK. IF PRE-TEST SCORES INDICATE A NEED FOR 9000-LEVEL OR INTRODUCTORY COURSES, THESE COURSES SHOULD BE TAKEN BEFORE ENTERING ENC 1101 OR EITHER OF THE REQUIRED MATHEMATICS COURSES.

General Education Requirements

	Semester Hours	Credit
I. Communications		9
*ENC 1101	English Composition I	
*ENC 1102	English Composition II	
ENC 2003	Modes of Communication	
II. Mathematics		6 (Minimum)
*MGF 1113	College Mathematics I, and	
*MGF 1114	College Mathematics II	
	OR	
*MAC 1104	College Algebra, and	
*MGF 1202	Topics in Mathematics	
III. Sciences		9 (Minimum)
	Biological Science (one course)	
	(APB, BOT, BSC, MCB, ZOO)	
	Physical Science (one course)	
	(CHM, PSC, PHY)	
	Biological or Physical Science (one course)	
	(any of the above prefixes plus OCE, GLY)	
IV. Social and Behavioral Sciences		9
POS 2041	American Federal Government	
PSY 1000	Introduction to Psychology	
	AND	
	Any course with the prefix: AMH, ANT, DEP,	
	ECO, EUH, EXP, GEA, IDS, INR, MAF, POS, PSY,	
	SOC, SOP, STD 1100	
V. Humanities		6
*HUM 2211	Humanities I	
*HUM 2230	Humanities II	

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

Electives

The remaining hours may be completed from courses listed in the catalog section under "Courses," except for those at the 9000 level, those listed under Physical Education, Cosmetology, Diesel Mechanics, and those designated for Certificates in Applied Science.

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

Business Transfer Majors

Associate in Arts graduates expecting to transfer to a university in the field of Business should be certain to include the following courses in their program:

MAC 1104	College Algebra
MHF 1201	Topics in Mathematics
STA 2014	Applied Statistics
COC 1300	Introduction to Data Processing
ACC 2001	Principles of Accounting I
ACC 2021	Principles of Accounting II
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAC 2311	Calculus I (May be required for Accounting transfers)



CERTIFICATE PROGRAM — TEACHER AIDE

This program is designed to prepare the student for employment as a teacher aide. Upon completion of the Certificate Program, the student may transfer into the Associate in Arts Degree, if he/she holds a high school diploma or GED. The certificate will be awarded following successful completion (cumulative grade-point average of 2.0 or better) of the indicated courses. To receive benefits, a veteran desiring to specialize as a Teacher Aide must enroll for the Associate in Arts Degree program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
ENC 1101	English Composition I	3
EEC 1001	Early Childhood Development & Education	3
EDG 1316	Tutoring Management and Techniques	3
EDG 1315	Preparation of Instructional Materials	3
MGF 1113	College Mathematics I, OR	
*MAT 9013	Fundamentals of Mathematics	<u>3</u>
		15
<i>Session II</i>		
+DEP 2002	Child Psychology, OR	
**EEC 2311	Preschool Activities	3
EDG 1317	Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction	3
EDG 1318	Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction	3
#SES 1100	Beginning Typewriting	3
EDG 1942	Teacher Aide Practicum	<u>3</u>
		15

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

** Suggested for those students preparing to be pre-school teacher aides. If the student later transfers into the AA degree, the student will be required to take additional social and behavioral science courses to fulfill the requirements of that degree.

+PSY 1000 is not a required prerequisite for this program.

#SES 1100 may be waived by satisfactorily completing the next level course.

Associate in Science Programs

The Associate in Science Programs prepare students for employment in selected fields at the technician level upon completion of two years, or four semesters, of preparation. A certificate may be awarded in some programs after one year of prescribed work. Associate in Science Programs are not designed for transfer to a university and component courses may not correspond to those contained in a university program of the same or similar title. Students expecting to transfer are advised to pursue the Associate in Arts Degree.

Certificate in Science Programs

The various Certificate Programs prepare students for initial employment in designated occupational fields upon satisfactory completion of prescribed courses of study, a minimum of six hours having been taken at Pasco-Hernando Community College. After completing the specified number of hours, the Certificate Programs are transferable to an associated Associate in Science Degree, with the Teacher Aide Certificate being transferable to the Associate in Arts Degree. A cumulative grade-point average of 2.0 or "C" must be achieved.

ASSOCIATE IN SCIENCE

An Associate in Science Degree will be awarded upon completion of a minimum of 60 credit hours earned in a career or technical program. The individual must complete the 12-hour core program for the Associate in Science Degree and the remaining hours from an approved program. Courses designated for Certificates in Applied Science, or at the 9000-level, or as Physical Education are not applicable to this degree. Fifteen hours of credit, other than credit-by-examination, must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation.

The core program for the Associate in Science Degree is:

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
*ENC 1001-1002	Communication Skills I & II, OR	6
*ENC 1101-1102	English Composition I & II, OR	
*ENC 1101-1002	English Composition I & Communication Skills II	
POS 2041	American Federal Government	3
*GEB 2090	Personnel Relationships in Business	<u>3</u>
		12

*Any one of the three options will be accepted as meeting the core requirement in Communications except for the Electronics Programs, which require ENC 1101, English Composition I, and ENC 2210, Technical Writing.

*GEB 2090 is required for all Associate in Science Programs except Nursing which requires PSY 1000. The Emergency Medical Services and Human Services Programs require both GEB 2090 and PSY 1000.

It is strongly recommended that the first of any required English and mathematics courses be taken within the first 15 hours of course work. If the need for 9000-level developmental courses is indicated by pre-test scores, they should be taken within the first six hours of courses. The first of any required English and mathematics courses, as applicable, should be taken as soon thereafter as the student demonstrates the necessary skills for these courses.

Some Associate in Science programs specify a Social Science Elective. In these instances the course will be selected from among the following: any course with a prefix of AMH, ANT, ECO, EUH, INR, GEA, MAF, POS, PSY, SOC, and SOW; or DEP 2002, DEP 2302, DEP 2401, EXP 1600, IDS 1190, SOP 2711, and STD 1100.

The Associate in Science Degrees and associated Certificate Programs offered at Pasco-Hernando Community College are as follows:

Associate in Science Degree in

Agri-Business Technology

Building Construction Technology

Building Construction — Air
Conditioning, Refrigeration
and Heating Mechanics

Business in:

Accounting

Banking

Court Personnel

Data Processing

General Business

Marketing/Distributive

Education

Office Administration

Real Estate

Secretarial Science

Secretarial Science/

Legal Secretary Option

Cosmetology

Criminal Justice-Law Enforcement

Culinary Arts and Hospitality
Management

Diesel Mechanics Technology

Electronics - Digital Systems

Electronics - General Systems

Electronics - Medical Systems

Emergency Medical Services

Human Services

Nursing

Associated Certificate Program in

Beef Production/Citrus Production/

Ornamental Horticulture

Building Construction

Building Construction — Air

Conditioning, Refrigeration

and Heating Mechanics

Business/Clerical

Business/Clerical

Business/Clerical

Business/Clerical/Data Technician

Business/Clerical

Business/Clerical

Business/Clerical

Business/Clerical/Real Estate

Business/Clerical

Business/Clerical

Cosmetology

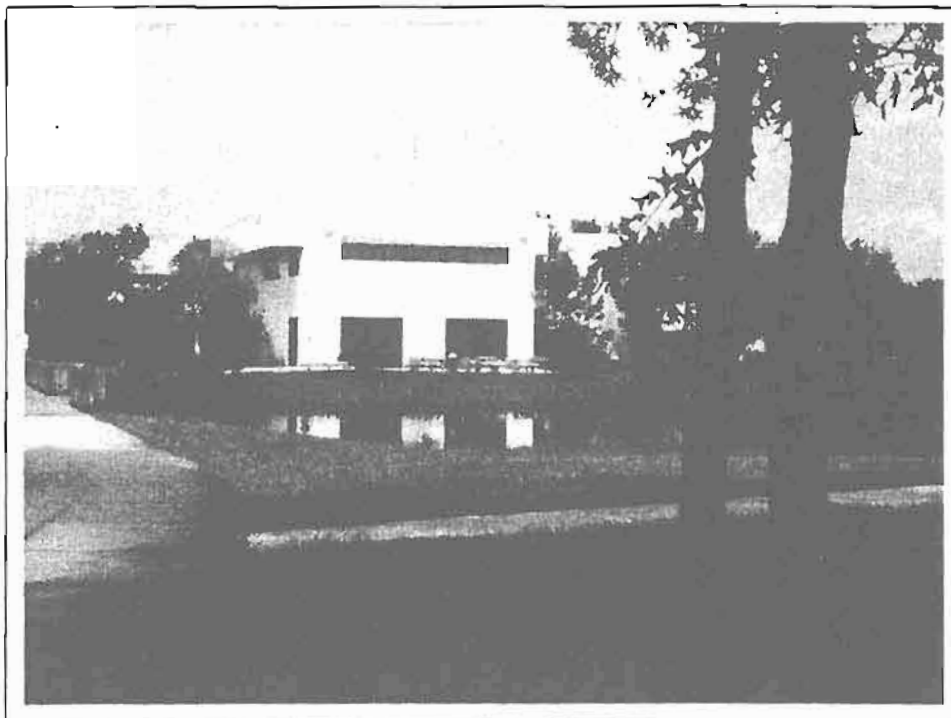
Culinary Arts and Hospitality

Management

Diesel Mechanics Technology

Paramedics

Practical Nursing



West Campus

ASSOCIATE IN SCIENCE IN AGRI-BUSINESS TECHNOLOGY

This program is designed to prepare the student for employment in the business field of agriculture under such job titles as Citrus Producer, Citrus Caretaker, Grove Supervisor, Grove Manager, Ranch Supervisor, Feedlot Operator, Cattle Buyer, Nurseryperson, Nursery Plant Salesperson/Buyer, Landscaper, Greenhouse Operator, Landscape Maintainer, and Groundskeeper. The student may specialize in Citrus Production, Beef Cattle Production, or Ornamental Horticulture. Students wishing 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			
(See Page 38)	Communications	3	
GEB 1011	Introduction to Business	3	
POS 2041	American Federal Government	3	
AGG 1301	Agri-Business Technology	3	
AGG 1941	Agriculture Practicum I	3	
(See Page 38)	Communications		3
QMB 1001	Business Mathematics		3
AGG 1942	Agriculture Practicum II		3
Electives	(From Agri-Business Electives)		6
		15	15

SOPHOMORE			
GEB 2090	Personnel Relationships in Business	3	
MAR 2101	Salesmanship, OR		
MAR 1011	Principles of Marketing	3	
AGG 2941	Agriculture Practicum III	3	
Electives	(From Agri-Business Electives)	6	
BUL 2111	Business Law I, OR		
ACC 2001	Principles of Accounting I		3
MAN 2000	Principles of Management		3
AGG 2942	Agriculture Practicum IV		3
Electives	(From Agri-Business Electives)		6
		15	15

Agri-Business Electives:

SOS 2101	Soil Science and Fertilizers
AGR 2222	Forage, Cover and Grain Crops
ANS 2240	Beef Cattle Production
ANS 1003	Animal Science
ANS 1611	Livestock and Meat Selection, Grading and Processing
ORH 2001	Ornamental Horticulture I
ORH 2002	Ornamental Horticulture II
ORH 2840	Landscape Design and Maintenance
FRC 2211	Citrus Culture I
FRC 2220	Citrus Culture II
FRC 1242	Citrus Production Management
PMA 2201	Pests and Diseases of Citrus and Ornamentals
HOS 2054	Florida Plant Nursery Operations

CERTIFICATE PROGRAM — BEEF PRODUCTION

This program prepares the student for jobs in the beef cattle industry. Examples of job titles include: Ranch Worker, Ranch Foreman, Feedlot Operator, and Cattle Buyer. Instruction includes principles and practices involved in the production and management of beef cattle. Upon completion of this certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SOS 2102	Soil Science and Fertilizers	3
AGR 2222	Forage, Cover and Grain Crops	3
ANS 2240	Beef Cattle Production	3
ANS 1003	Animal Science	3
ANS 1611	Livestock and Meat Selection, Grading and Processing	<u>3</u>
		15

CERTIFICATE PROGRAM — CITRUS PRODUCTION

This program prepares the student for jobs in the citrus industry. Examples of job titles include: Citrus Producer, Citrus Caretaker, Grove Foreman, and Grove Manager. Instruction includes principles and practices involved in the production and management of citrus groves. Upon completion of the certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program.

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

CERTIFICATE PROGRAM — ORNAMENTAL HORTICULTURE

This program prepares the student for jobs in the ornamental horticulture industry. Examples of job titles include: Nurseryman, Nursery Plant Salesman/Buyer, Landscaper, Greenhouse Operator, Landscape Maintainer, and Groundskeeper. Recommended for the homeowner engaged in garden and yard care. The course, Florida Plant Nursery Operations, is designed to assist in preparing for the Florida Horticultural Industries Certification Board examinations. Upon completion of the certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program.

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

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

ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION TECHNOLOGY

This program is designed to prepare technicians for employment or to upgrade or retrain persons who are or have been employed in the building construction industry. Examples of job titles include: Estimator, Construction Supervisor, Construction Foreman, Building Inspector and Expediter. Students wishing 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			
(See Page 38)	Communications	3	
QMB 1001	Business Mathematics	3	
BCT 1040	Basic Drafting & Blueprint Reading	3	
BCN 1220	Structures I	3	
*BCT 1941	Building Construction Practicum I	3	
(See Page 38)	Communications		3
MTB 1013	Introduction to Technical Mathematics		3
GEB 2090	Personnel Relationships in Business		3
*BCT 1942	Building Construction Practicum II		3
POS 2041	American Federal Government		3
		15	15
SOPHOMORE			
MAN 2300	Personnel Management	3	
BCN 2610	Construction Estimating	3	
BCN 1221	Structures II	3	
BCN 2765	Codes, Contracts & Specifications	3	
*BCT 2941	Building Construction Practicum III	3	
ARC 1120C	Architectural Drawing		3
BCT 2942	Building Construction Practicum IV		3
HES 1402	Advanced First Aid & Emergency Care		3
Elective	(Social Science — See Page 38)		3
Elective	(Building Construction)		3
		15	15

Suggested Electives:

ETM 2610	Mechanical Systems
BCN 1520	Electrical Systems
BCN 1501	Plumbing Systems
SUR 2001C	Surveying I
SUR 2200C	Surveying II
ETC 2210	Soil Mechanics

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

CERTIFICATE PROGRAM — BUILDING CONSTRUCTION

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
(See Page 38)	Communications	3	
MTB 1013	Introduction to Technical Mathematics	3	
BCN 1220	Structures I	3	
BCN 2765	Codes, Contracts & Specifications	3	
Elective	(Building Construction)	3	
BCT 1040	Basic Drafting and Blueprint Reading		3
GEB 2090	Personnel Relationships in Business		3
HES 1402	Advanced First Aid & Emergency Care		3
BCN 2610	Construction Estimating		3
* Elective	(Building Construction Practicum)		3
		15	15

Approved Electives:

- SUR 2001C Surveying I
- ETC 2210 Soil Mechanics
- ARC 1120C Architectural Drawing
- BCN 1221 Structures II
- BCT 1941 Building Construction Practicum I
- BCT 1942 Building Construction Practicum II
- BCT 2941 Building Construction Practicum III

* BCT 2942, Building Construction Practicum IV, may not be taken under this Elective.



Building Construction

ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION — AIR CONDITIONING, REFRIGERATION AND HEATING MECHANICS

This program is designed to prepare persons for initial employment or to upgrade or retrain persons who are or have been employed, and to serve as pre-apprenticeship and apprenticeship-related instruction for persons registered with the Bureau of Apprenticeship, State of Florida, as an Air Conditioning, Refrigeration and Heating Mechanic. Students wishing 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	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 38)	Communications	3	
QMB 1001	Business Mathematics	3	
ACT 1402	Air Conditioning I	8	
(See Page 38)	Communications		3
MTB 1013	Introduction to Technical Mathematics		3
BCT 1040	Basic Drafting & Blueprint Reading		3
ACT 1871	Air Conditioning II		8
		<hr/> 14	<hr/> 17
SOPHOMORE			
MAN 2300	Personnel Management	3	
BCN 2765	Codes, Contracts & Specifications	3	
ACT 1872	Air Conditioning III	8	
BCT 2942	Building Construction Practicum IV		3
HES 1402	Advanced First Aid & Emergency Care		3
POS 2041	American Federal Government		3
GEB 2090	Personnel Relationships in Business		3
Elective	(Social Science — See Page 38)		3
		<hr/> 14	<hr/> 15

CERTIFICATE PROGRAM — AIR CONDITIONING, REFRIGERATION AND HEATING MECHANICS

This program is designed to prepare persons for initial employment in the air-conditioning field under such primary job titles as Duct and Equipment Installers, Air Conditioning Mechanics, and Refrigeration Service and Repair Mechanics. This program requires three sessions for completion. Upon successful completion, the graduate receives a Certificate in Air Conditioning, Refrigeration and Heating Mechanics, and may also transfer into the Associate in Science in Building Construction — Air Conditioning, Refrigeration and Heating Mechanics.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
	Session I	
ACT 1402	Air Conditioning I	8
	Session II	
ACT 1871	Air Conditioning II	8
	Session III	
ACT 1872	Air Conditioning III	8
		<hr/> 24

ASSOCIATE IN SCIENCE IN BUSINESS — ACCOUNTING

This program is designed to provide the necessary skills for students who plan to seek employment in an accounting position such as Accounting Clerk, Bookkeeper, Junior Accountant, and Accountant. Students wishing 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			
(See Page 38)	Communications	3	
GEB 1011	Introduction to Business	3	
ACC 2001	Principles of Accounting I	3	
GEB 2090	Personnel Relationships in Business	3	
QMB 1001	Business Mathematics	3	
(See Page 38)	Communications		3
ACC 2021	Principles of Accounting II		3
SES 2321	Office Machines		3
COC 1300	Introduction to Data Processing		3
SES 1100	Beginning Typewriting		3
		15	15
SOPHOMORE			
MAN 2000	Principles of Management	3	
BUL 2111	Business Law I	3	
ACC 2109	Intermediate Accounting I	3	
ACC 2409	Cost Accounting	3	
SES 2335	Business Correspondence	3	
POS 2041	American Federal Government		3
BUL 2112	Business Law II		3
ACC 2129	Intermediate Accounting II		3
ACC 2509	Federal Income Tax Principles		3
FIN 2000	Principles of Finance		3
		15	15

ASSOCIATE IN SCIENCE IN BUSINESS - BANKING

This program is designed to provide a fundamental background for students who plan to seek a career in banking for positions such as Assistant Controller, Loan Representative, Management Trainee, Bank Operations Department Head, Administrative Assistant, and Senior Bank Clerk. Banking courses listed below are approved by the American Institute of Banking as indicated. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	American Institute of Banking Course Designation	SEMESTER HOURS CREDIT	
			Session I	Session II
FRESHMAN				
(See Page 38)	Communications		3	
QMB 1001	Business Mathematics		3	
BAN 1110	Principles of Banking	AIB 112	3	
ACC 2001	Principles of Accounting I	AIB 101	3	
GEB 1011	Introduction to Business		3	
(See Page 38)	Communications			3
GEB 2090	Personnel Relationships in Business			3
ACC 2021	Principles of Accounting II	AIB 102		3
FIN 2230	Money and Banking	AIB 210		3
*SES 1100	Beginning Typewriting			3
			<u>15</u>	<u>15</u>
SOPHOMORE				
BAN 2800	Law and Banking	AIB 106	3	
ECO 2013	Principles of Economics I	AIB 107	3	
POS 2041	American Federal Government		3	
MAN 2000	Principles of Management		3	
SES 2335	Business Correspondence		3	
ECO 2023	Principles of Economics II			3
BAN 2720	Bank Management			3
COC 1300	Introduction to Data Processing			3
Elective	(Banking)			3
Elective	(Business)			3
			<u>15</u>	<u>15</u>

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

Suggested Electives:

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

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

ASSOCIATE IN SCIENCE IN BUSINESS - COURT PERSONNEL

This program is designed to provide the necessary skills for students who plan to seek positions in these courthouse departments: trial, probate, civil, criminal, juvenile, and traffic. Students wishing 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			
(See Page 38)	Communications	3	
*SES 1100	Beginning Typewriting	3	
QMB 1001	Business Mathematics	3	
GEB 1011	Introduction to Business	3	
SES 2441	Legal Procedures I	3	
(See Page 38)	Communications		3
SES 1110	Intermediate Typewriting		3
SES 2442	Legal Procedures II		3
COC 1300	Introduction to Data Processing		3
GEB 2090	Personnel Relationships in Business		3
		15	15
SOPHOMORE			
SES 2120	Advanced Typewriting, OR		
SES 2131	Legal Typewriting	3	
ACC 2001	Principles of Accounting I	3	
SES 2171	Machine Transcription	3	
SES 2401	Office Procedures I	3	
SES 2321	Office Machines	3	
SES 2402	Office Procedures II		3
SES 2335	Business Correspondence		3
POS 2112	State and Local Government		3
POS 2041	American Federal Government		3
Elective	(Business)		3
		15	15

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

Suggested Electives:

SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter
SES 1210	Shorthand I
SES 1211	Shorthand II
MAN 2000	Principles of Management
BUL 2111	Business Law I
BUL 2112	Business Law II
FIN 1100	Personal Finance
CRM 1030	Data Equipment & Operations



ASSOCIATE IN SCIENCE IN BUSINESS — DATA PROCESSING

This program is designed to provide the necessary skills for students who plan to seek employment in positions such as Computer Programmer, Systems Analyst, Computer Operator, and other Data Processing occupations. Students wishing 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			
(See Page 38)	Communications	3	
*SES 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
COC 1300	Introduction to Data Processing	3	
Elective	(Business)	3	
(See Page 38)	Communications		3
GEB 2090	Personnel Relationships in Business		3
QMB 1001	Business Mathematics		3
COP 1160	RPG Programming		3
CRM 1030	Data Equipment & Operations		3
		<u>15</u>	<u>15</u>
SOPHOMORE			
ACC 2001	Principles of Accounting I	3	
POS 2041	American Federal Government	3	
COP 2120	COBOL Programming I	3	
CIS 2321	Systems Analysis & Design I	3	
SES 2335	Business Correspondence	3	
ACC 2021	Principles of Accounting II		3
COP 2121	COBOL Programming II		3
CIS 2322	Systems Analysis & Design II		3
CRM 2010	Data Processing Practicum		3
Elective			3
		<u>15</u>	<u>15</u>

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

CERTIFICATE PROGRAM — DATA TECHNICIAN

This program is designed to provide the necessary skills for students who plan to seek employment in Data Processing occupations such as Computer Operations, Data Entry, and Data Control.

COURSE	DESCRIPTION	SEMESTER HOURS . CREDIT	
		<i>Session I</i>	<i>Session II</i>
(See Page 38)	Communications	3	
*SES 1100	Beginning Typewriting	3	
QMB 1001	Business Mathematics	3	
COC 1300	Introduction to Data Processing	3	
GEB 1011	Introduction to Business	3	
(See Page 38)	Communications		3
GEB 2090	Personnel Relationships in Business		3
CRM 1030	Data Equipment & Operations		3
ACC 2001	Principles of Accounting I		3
CRM 1942	Data Technician Practicum		3
		15	15

*It is suggested that students interested in data entry operations complete SES 1110, Intermediate Typewriting. SES 1100 will be waived if the next level course is satisfactorily completed.



ASSOCIATE IN SCIENCE IN BUSINESS — GENERAL BUSINESS

This program is designed to provide the necessary skills for students who plan to seek employment in clerical or junior executive positions such as Management Trainee, General Office Clerk, Personnel Assistant, Office Manager, Purchasing Agent, and Inventory Clerk. Students wishing 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			
(See Page 38)	Communications	3	
POS 2041	American Federal Government	3	
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
MAR 1011	Principles of Marketing	3	
(See Page 38)	Communications		3
*SES 1100	Beginning Typewriting		3
QMB 1001	Business Mathematics		3
Electives			6
		15	15
SOPHOMORE			
ACC 2001	Principles of Accounting	3	
COC 1300	Introduction to Data Processing	3	
SES 2321	Office Machines	3	
BUL 2111	Business Law I	3	
Elective		3	
ACC 2021	Principles of Accounting II		3
BUL 2112	Business Law II		3
ECO 2013	Principles of Economics I		3
SES 2335	Business Correspondence		3
MAN 2000	Principles of Management		3
		15	15

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

Suggested Electives:

SES 1210	Shorthand I
SES 1211	Shorthand II
ECO 2023	Principles of Economics II
SES 1110	Intermediate Typewriting
REE 1000	Real Estate Principles and Practices I
REE 2041	Real Estate Principles and Practices II
FIN 2000	Principles of Finance
MAR 2101	Salesmanship
MAN 1800	Small Business Management
MAN 2300	Personnel Management
MAR 2302	Principles of Advertising

ASSOCIATE IN SCIENCE IN BUSINESS — MARKETING/DISTRIBUTIVE EDUCATION

This program provides learning opportunities for a student to acquire the necessary skills for a career in this many-faceted field. Career areas include Marketing, Merchandising, Retailing, Advertising, Buying and many supportive areas such as Management, Communications and Personnel Relationships in Business. Specific job areas include Sales Clerk, Sales Representative/Manager, Expediter, Buyer, Food Marketing and Fast Food Services. Students wishing 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			
(See Page 38)	Communications	3	
GEB 1011	Introduction to Business	3	
MAR 1011	Principles of Marketing	3	
MAR 1941	Marketing Practicum I	3	
ECO 2013	Principles of Economics I	3	
QMB 1001	Business Mathematics		3
MAR 2101	Salesmanship		3
(See Page 38)	Communications		3
MAR 1942	Marketing Practicum II		3
Elective	(Business)		3
		15	15
SOPHOMORE			
ACC 2001	Principles of Accounting I	3	
BUL 2111	Business Law I	3	
GEB 2090	Personnel Relationships in Business	3	
MAR 2941	Marketing Practicum III	3	
POS 2041	American Federal Government	3	
ACC 2021	Principles of Accounting II		3
MAN 2000	Principles of Management		3
MAR 1511	Principles of Retailing		3
MAR 2302	Principles of Advertising		3
Elective			3
		15	15

Suggested Electives:

MAN 1800	Small Business Management
MAN 2300	Personnel Management
BUL 2112	Business Law II
FIN 2000	Principles of Finance
COC 1300	Introduction to Data Processing
MAR 2942	Marketing Practicum IV
SES 2335	Business Correspondence

ASSOCIATE IN SCIENCE IN BUSINESS — OFFICE ADMINISTRATION

This program is designed to provide the necessary skills for students who plan to seek an office position such as General Office Clerk, Typist, Receptionist, Transcribing Machine Operator, Administrative Assistant, and Records Supervisor. Students wishing 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			
(See Page 38)	Communications	3	
*SES 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
QMB 1001	Business Mathematics	3	
(See Page 38)	Communications		3
SES 1110	Intermediate Typewriting		3
COC 1300	Introduction to Data Processing		3
POS 2041	American Federal Government		3
Elective	(From Approved Business Electives)		3
		15	15
SOPHOMORE			
ACC 2001	Principles of Accounting I	3	
SES 2401	Office Procedures I	3	
SES 2120	Advanced Typewriting	3	
SES 2321	Office Machines	3	
SES 2154	Word Processing: Memory Typewriter	1	
Electives	(From Approved Business Electives)	3	
SES 2402	Office Procedures II		3
SES 2335	Business Correspondence		3
SES 2171	Machine Transcription		3
SES 2151	Word Processing: Text Editor		1
Electives	(From Approved Business Electives)		6
		16	16

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

Approved Business Electives:

ACC 2021	Principles of Accounting II
BUL 2111	Business Law I
BUL 2112	Business Law II
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAN 1800	Small Business Management
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
FIN 1100	Personal Finance
MAN 2000	Principles of Management
MAN 2300	Personnel Management
SES 2131	Legal Typewriting
SES 2441	Legal Procedures I
SES 2442	Legal Procedures II
SES 2443	Legal Procedures III
SES 1210	Shorthand I
SES 1211	Shorthand II
SES 2212	Shorthand III
SES 2213	Shorthand IV



ASSOCIATE IN SCIENCE IN BUSINESS — REAL ESTATE

This program is designed to provide the fundamentals of real estate for students who plan to seek employment in positions such as Real Estate Salesperson and Real Estate Broker. Students wishing 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			
(See Page 38)	Communications	3	
POS 2041	American Federal Government	3	
GEB 2090	Personnel Relationships in Business	3	
REE 1000	Real Estate Principles and Practices I	4	
QMB 1001	Business Mathematics	3	
(See Page 38)	Communications		3
GEB 1011	Introduction to Business		3
REE 1030	Real Estate Salesmanship		3
Electives			6
		16	15
SOPHOMORE			
REE 2091	Current Issues in Real Estate	3	
REE 1300	Real Estate Investment	3	
ECO 2013	Principles of Economics I	3	
BUL 2111	Business Law I	3	
Electives		2	
REE 2503	Management of the Real Estate Firm		3
BUL 2112	Business Law II		3
REE 2200	Real Estate Finance		3
REE 1100	Real Estate Appraisal		3
Electives			3
		14	15

CERTIFICATE PROGRAM — REAL ESTATE

This program prepares the individual for entrance into the real estate profession. Upon completion of this certificate program, an individual may transfer into the two-year Associate in Science in Real Estate program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
REE 1000	Real Estate Principles & Practices I	4	
REE 2091	Current Issues in Real Estate	3	
QMB 1001	Business Mathematics	3	
REE 1030	Real Estate Salesmanship	3	
GEB 1011	Introduction to Business		3
			16

ASSOCIATE IN SCIENCE IN BUSINESS — SECRETARIAL SCIENCE

This program is designed to provide the necessary skills for students who plan to seek an office position such as Typist, Receptionist, General Office Clerk, Records Supervisor, Secretary, Executive Secretary, and Administrative Assistant. Students wishing 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			
(See Page 38)	Communications	3	
*SES 1100	Beginning Typewriting	3	
*SES 1210	Shorthand I	3	
GEB 2090	Personnel Relationships in Business	3	
GEB 1011	Introduction to Business	3	
(See Page 38)	Communications		3
SES 1110	Intermediate Typewriting		3
SES 1211	Shorthand II		3
QMB 1001	Business Mathematics		3
POS 2041	American Federal Government		3
		15	15
SOPHOMORE			
ACC 2001	Principles of Accounting I	3	
SES 2401	Office Procedures I	3	
SES 2212	Shorthand III	3	
SES 2120	Advanced Typewriting	3	
COC 1300	Introduction to Data Processing	3	
SES 2151	Word Processing: Text Editor	1	
SES 2154	Word Processing: Memory Typewriter		1
SES 2171	Machine Transcription		3
SES 2402	Office Procedures II		3
SES 2335	Business Correspondence		3
SES 2321	Office Machines		3
Elective	(From Approved Business Electives)		3
		16	16

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

Approved Business Electives:

ACC 2021	Principles of Accounting II
BUL 2111	Business Law I
BUL 2112	Business Law II
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
FIN 1100	Personal Finance
MAN 1800	Small Business Management
MAN 2000	Principles of Management
MAN 2300	Personnel Management
SES 2213	Shorthand IV
SES 2441	Legal Procedures I
SES 2442	Legal Procedures II
SES 2443	Legal Procedures III
SES 2131	Legal Typewriting

ASSOCIATE IN SCIENCE IN BUSINESS — SECRETARIAL SCIENCE/LEGAL SECRETARY

This program is designed to provide the necessary skills for students who plan to seek a career as a Legal Secretary. Students wishing 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			
(See Page 38)	Communications	3	
*SES 1100	Beginning Typewriting	3	
*SES 1210	Shorthand I	3	
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
(See Page 38)	Communications		3
SES 1110	Intermediate Typewriting		3
SES 1211	Shorthand II		3
QMB 1001	Business Mathematics		3
POS 2041	American Federal Government		3
		15	15
SOPHOMORE			
ACC 2001	Principles of Accounting I	3	
SES 2401	Office Procedures I	3	
SES 2131	Legal Typewriting	3	
*SES 2212	Shorthand III	3	
SES 2441	Legal Procedures I	3	
Elective	(From Approved Business Electives)	3	
SES 2402	Office Procedures II		3
SES 2442	Legal Procedures II		3
SES 2335	Business Correspondence		3
SES 2171	Machine Transcription		3
SES 2321	Office Machines		3
		18	15

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

Approved Business Electives:

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

CERTIFICATE PROGRAM — BUSINESS

This program is designed to provide the necessary skills for students who plan to seek employment in positions such as General Office Clerk, Accounts Payable/Receivable Clerk, Cash Receipts/Disbursements Clerk, Payroll Clerk, Inventory Clerk, and Management Trainee. On completion of this certificate program, an individual may transfer into one of the two-year Associate in Science in Business programs.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
GEB 1011	Introduction to Business	3	
QMB 1001	Business Mathematics	3	
*SES 1100	Beginning Typewriting	3	
SES 2321	Office Machines	3	
GEB 2090	Personnel Relationships in Business	3	
ACC 2001	Principles of Accounting I		3
SES 2335	Business Correspondence		3
BUL 2111	Business Law I		3
MAN 2000	Principles of Management		3
Elective	(From Approved Electives)		3
		15	15

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

Approved Electives:

ACC 2021	Principles of Accounting II
BUL 2112	Business Law II
COC 1300	Introduction to Data Processing
ECO 2013-2023	Principles of Economics I & II
ENC 1001-1002	Communications Skills I & II
FIN 1100	Personal Finance
FIN 2000	Principles of Finance
MAN 1800	Small Business Management
MAN 2300	Personnel Management
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
SES 1210	Shorthand I
SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter
SPC 1600	Introduction to Public Speaking
MKA 1940	Business Practicum — Stock and Inventory

CERTIFICATE PROGRAM — CLERICAL

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, and Transcribing Machine Operator. On completion of this certificate program, an individual may transfer into one of the two-year Associate in Science in Business Programs.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
*SES 1100	Beginning Typewriting	3
SES 2321	Office Machines	3
QMB 1001	Business Mathematics	3
Elective	(Social/Behavioral Science)	3
<i>Suggested Social/Behavioral Science Electives:</i>		
GEB 2090	Personnel Relationships in Business	
PSY 1000	Introduction to Psychology	
STD 1100	Individual Discovery	
<i>Session II</i>		
*SES 1110	Intermediate Typewriting	3
SES 2401	Office Procedures I	3
SES 2171	Machine Transcription	3
SES 2335	Business Correspondence	3
<i>Session III</i>		
SES 2120	Advanced Typewriting	3
SES 2402	Office Procedures II	3
		30

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

ASSOCIATE IN SCIENCE IN COSMETOLOGY

This program is designed to prepare persons for initial employment in the cosmetology field under such primary job title as Cosmetologist. Supportive instruction is provided in Communication Skills, Personnel Relationships in Business, and Political Science. Students wishing 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	Session III
FRESHMAN				
*COS 1131	Cosmetology I	18		
COS 1132	Cosmetology II		17	
(See Page 38)	Communications			3
COS 1133	Cosmetology II			<u>12</u>
		<u>18</u>	<u>17</u>	<u>15</u>
SOPHOMORE				
(See Page 38)	Communications	3		
GEB 2090	Personnel Relationships in Business	3		
POS 2041	American Federal Government	3		
QMB 1001	Business Mathematics	<u>3</u>		
		12		

*A student transferring from a formal Cosmetology Training Program acceptable to the Program Director and who has successfully completed a minimum of 450 hours of instruction may sit for a two-part Credit-by-Examination for COS 1131, Cosmetology I. A special fee will be charged for each part (See Page 16, Special Additional Fees). The written test must be successfully completed before the laboratory examination is undertaken.



CERTIFICATE PROGRAM — COSMETOLOGY

This program is designed to prepare persons for initial employment in the cosmetology field under such primary job title as Cosmetologist. This program requires one year or three sessions for completion. Upon successful completion, the graduate receives a Certificate in Cosmetology and is eligible to sit for the Florida Board of Cosmetology Examination licensure as a Cosmetologist. The completer may also transfer into the Associate in Science in Cosmetology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
	Session I	
*COS 1131	Cosmetology I	18
	Session II	
COS 1132	Cosmetology II	17
	Session III	
COS 1133	Cosmetology III	<u>12</u>
		47

*A student transferring from a formal Cosmetology Training Program acceptable to the Program Director and who has successfully completed a minimum of 450 hours of instruction may sit for a two-part Credit-by-Examination for COS 1131, Cosmetology I. A special fee will be charged for each part (See Page 16, Special Additional Fees). The written test must be successfully completed before the laboratory examination is undertaken.

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE — LAW ENFORCEMENT

This program provides a professional background to those preparing for careers in law enforcement. This program should be followed by those intending to pursue a two-year degree program in law enforcement. Students wishing 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			
(See Page 38)	Communications	3	
POS 2041	American Federal Government	3	
GEB 2090	Personnel Relationships in Business	3	
CCJ 1100	Introduction to Law Enforcement	3	
CCJ 1410	Police Organization & Administration	3	
(See Page 38)	Communications		3
*CJT 1100	Criminal Investigation		3
CCJ 1420	Police Operations		3
Electives			.6
		15	15
SOPHOMORE			
SOC 2000	Introduction to Sociology	3	
CJT 1110	Introduction to Criminalistics	3	
*CCJ 2220	Criminal Law	3	
QMB 1001	Business Mathematics	3	
Elective		3	
+DEP 2002	Child Psychology, OR		3
+DEP 2302	Adolescent Psychology		3
CCJ 2130	Police Community Relations		3
CCJ 2260	Rules of Evidence for Police		3
CCJ 2930	Seminar in Police Problems		3
CCJ 2000	Police Role in Crime		3
		15	15

*Pasco-Hernando Community College offers the Basic Recruit, Police Standards Program. This program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum. Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Under this provision, three hours each will be awarded for CCJ 2220, Criminal Law, and CJT 1100, Criminal Investigation. Credit is not applicable to those who have qualified for credit under the provisions of a previous catalog. (See Page 34 for further information.)

+PSY 1000 is not a required prerequisite.

ASSOCIATE IN SCIENCE IN CULINARY ARTS AND HOSPITALITY MANAGEMENT

This program prepares students to function at the management level in the Culinary Arts and Hospitality Management field. With work experience in the field, a position as Restaurant Manager, Cafeteria Manager, Private Club Manager, School Food Manager, Chef, or related title might be obtained.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 38)	Communications	3	
FSS 1004	Introduction to Food Service	3	
FSS 1202	Basic Food Preparation	4	
FSS 1401	Food Service Equipment	3	
FOS 2201	Food Service Sanitation and Safety	3	
(See Page 38)	Communications		3
FSS 2221	Quantity Food Preparation		4
QMB 1001	Business Mathematics		3
FSS 2610	Food Merchandising		3
FSS 1940	Culinary Arts and Hospitality Management Practicum I		3
		<u>16</u>	<u>16</u>
SOPHOMORE			
HUN 1001	Nutrition	3	
FSS 2120	Food Purchasing and Storage	3	
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
FSS 1941	Culinary Arts and Hospitality Management Practicum II	3	
FSS 1500	Food Accounting and Cost Control		3
FSS 2300	Food Service Supervision and Management		3
FSS 1942	Culinary Arts and Hospitality Management Practicum III		4
POS 2041	American Federal Government		3
		<u>15</u>	<u>13</u>

CERTIFICATE PROGRAM — CULINARY ARTS AND HOSPITALITY MANAGEMENT

This program is for students who are preparing to assume management, production and service positions within the Culinary Arts and Hospitality Management fields. At the conclusion of the first semester or upon completion of the Certificate Program, the participant may transfer into the two-year Associate in Science in Culinary Arts and Hospitality Management Program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
FSS 1004	Introduction to Food Service	3
FSS 1202	Basic Food Preparation	4
FSS 1401	Food Service Equipment	3
FOS 2201	Food Service Sanitation and Safety	3
GEB 1011	Introduction to Business	<u>3</u>
		16
<i>Session II</i>		
FSS 2221	Quantity Food Preparation	4
QMB 1001	Business Mathematics	3
FSS 2610	Food Merchandising	3
FSS 1940	Culinary Arts and Hospitality Management Practicum I	3
FSS 1500	Food Accounting and Cost Control	<u>3</u>
		16

ASSOCIATE IN SCIENCE IN DIESEL MECHANICS TECHNOLOGY

This program is designed to prepare the student as a mechanic to work on diesel engines and related components. Supportive instruction is provided in Mathematics, Communication Skills, Personnel Relationships in Business, Political Science, Sales, Accounting, and Management. Examples of job titles include Shop Manager, Sales and Service Representative, and Manufacturer's Technical Representative. Students wishing 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	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 38)	Communications	3	
*AER 1771	Diesel Mechanics I	6	
AER 1772	Diesel Mechanics II	3	
(See Page 38)	Communications		3
AER 1773	Diesel Mechanics III		6
AER 1774	Diesel Mechanics IV		6
		15	15
SOPHOMORE			
AER 1775	Diesel Mechanics V	6	
AER 1776	Diesel Mechanics VI	6	
MTB 1321	Technical Mathematics I	3	
GEB 2090	Personnel Relationships in Business	3	
MTB 1322	Technical Mathematics II		3
POS 2041	American Federal Government		3
MAN 2000	Principles of Management		3
MAR 2101	Salesmanship, OR		3
ACC 2001	Accounting I		
Elective	(Social Science — See Page 38)		3
		18	15

*A two-part Credit-by-Examination is available for AER 1771, Diesel Mechanics I. A special fee will be charged for each part (See Page 16, Special Additional Fees). The written test must be successfully completed before the laboratory examination is undertaken.

CERTIFICATE PROGRAM — DIESEL MECHANICS

This program will prepare mechanics to work on diesel engines, found in the fast-growing numbers of passenger vehicles in addition to the construction, farm, marine, stationary, and transportation equipment currently in use. Completers should be able to obtain employment as Diesel Mechanics. The completer may also transfer into the Associate in Science in Diesel Mechanics Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
	<i>Session I</i>	
*AER 1771	Diesel Mechanics I	6
AER 1772	Diesel Mechanics II	6
	<i>Session II</i>	
*AER 1773	Diesel Mechanics III	6
AER 1774	Diesel Mechanics IV	6
	<i>Session III</i>	
AER 1775	Diesel Mechanics V	6
AER 1776	Diesel Mechanics VI	6
		<u>36</u>

* A two-part Credit-by-Examination is available for AER 1771, Diesel Mechanics I. A special fee will be charged for each part. (See Page 16, Special Additional Fees). The written test must be successfully completed before the laboratory examination is undertaken.

ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY — DIGITAL SYSTEMS

This program is designed to prepare the student to work within the digital computer field of the electronics industry. It provides a specialized course of study in minicomputers and microcomputer systems. Study concentrations include computer processors, disc drive technology, video terminals, and line printers. Additional topics involve computer interfaces, machine/assembly language programming, and test instruments for digital systems. Supporting topics will include information on personal interactions with account customers, engineering ethics, and career guidance. Examples of job titles are Customer Service Engineer, Electronics Technician, Engineering Technician, and Quality Control Technician. Students wishing 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	
MTB 1321	Technical Mathematics I	3	
GEB 2090	Personnel Relationships in Business	3	
* +ETE 1010C	Electronics I	4	
ETD 1620C	Electronics Drawing	4	
ENC 2210	Technical Writing		3
MTB 1322	Technical Mathematics II		3
+ETE 1020C	Electronics II		4
ETE 2600C	Digital Electronics I		4
POS 2041	American Federal Government		3
		17	17
SOPHOMORE			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
ETE 2680C	Microcomputers	4	
ETE 2105C	Technical Physics for Electronics	4	
ETE 2681C	Digital Electronics II		4
ETE 2611C	Digital Techniques		4
ETE 2930	Electronics Seminar		4
Elective	(Social Science — See Page 38)		3
		16	15

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

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

ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY — GENERAL SYSTEMS

This program is designed to prepare the student to work within the electronics industry. It provides a broad knowledge of electronic circuits and systems to allow the student to become proficient in a variety of areas within the electronics industry. Area concentrations include mini/microcomputers, biomedical, and communications system. This program is recommended for those students who wish to pursue a Bachelor of Science Degree in Engineering Technology. Examples of job titles are Biomedical Technician, Customer Service Engineer, Electronics Technician, Engineering Technician, Engineering Technologist, Field Service Representative, and Quality Control Technician. Students wishing 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	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
ENC 1101	English Composition I	3	
MTB 1321	Technical Mathematics I	3	
GEB 2090	Personnel Relationships in Business	3	
* +ETE 1010C	Electronics I	4	
ETD 1620C	Electronics Drawing	4	
ENC 2210	Technical Writing		3
MTB 1322	Technical Mathematics II		3
+ETE 1020C	Electronics II		4
ETE 2600C	Digital Electronics I		4
POS 2041	American Federal Government		3
		17	17
SOPHOMORE			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
ETE 2680C	Microcomputers	4	
ETE 2105C	Technical Physics for Electronics	4	
ETE 2681C	Digital Electronics II		4
ETE 2810C	Medical Electronics		4
ETE 2421C	Electronic Communications		4
Elective	(Social Science — See Page 38)		3
		16	15

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

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

ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY — MEDICAL SYSTEMS

This program is designed to prepare the student to work within the biomedical field of the electronics industry. It provides a specialized course of study on electronic machines found in a medical environment. Study concentrations are medical electronic circuits, sub-systems, and system level applications. Other topics of interest include ultrasonics, telemetry, microcomputers, clinical laboratory instrumentation, and X-rays, as well as the cardiovascular, respiratory, and nervous systems of the body. Patient monitoring, patient safety, TRW measurement techniques, and troubleshooting circuits systems are also covered. Examples of job titles are Biomedical Technician, Customer Service Engineer, Electronics Technician, and Field Service Representative. Students wishing 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	
MTB 1321	Technical Mathematics I	3	
GEB 2090	Personnel Relationships in Business	3	
* +ETE 1010C	Electronics I	4	
ETD 1620C	Electronics Drawing	4	
ENC 2210	Technical Writing		3
MTB 1322	Technical Mathematics II		3
+ETE 1020C	Electronics II		4
ETE 2600C	Digital Electronics I		4
POS 2041	American Federal Government		3
		17	17
SOPHOMORE			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
ETE 2680C	Microcomputers	4	
ETE 2105C	Technical Physics for Electronics	4	
ETE 2731C	Electro-Mechanical Systems		4
ETE 2208C	Medical Instrumentation		4
ETE 2930	Electronics Seminar		4
Elective	(Social Science — See Page 38)		3
		16	15

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

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

ASSOCIATE IN SCIENCE IN 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 wishing 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
FRESHMAN		
<i>Session I</i>		
(See Page 38)	Communications	3
*EMS 1119	Emergency Medical Technology	4
*EMS 1119L	Emergency Medical Technology Laboratory	2
*EMS 1431	Emergency Medical Technology Clinical	1
APB 1203C	Human Anatomy & Physiology I	4
		14
<i>Session II</i>		
(See Page 38)	Communications	3
APB 1204C	Human Anatomy & Physiology II	4
HSC 2531	Medical Terminology I	3
POS 2041	American Federal Government	3
		13
<i>Session III</i>		
PSY 1000	Introduction to Psychology	3
GEB 2090	Personnel Relationships in Business	3
MGF 1113	College Mathematics I	3
		9
SOPHOMORE		
<i>Session I</i>		
EMS 2219	Paramedics I	6
EMS 2219L	Paramedics Laboratory I	2
EMS 2435	Paramedics Clinical I	4
		12
<i>Session II</i>		
EMS 2229	Paramedics II	8
EMS 2436	Paramedics Clinical II	8
		16
<i>Session III</i>		
EMS 2425	Paramedics Internship	9
	General Education	26 Semester Hours
	EMS Education	44 Semester Hours
	Total	70 Semester Hours

State of Florida — Application for Paramedic Examination and Certification. Requirements include a Letter of Certification for one year's performance as a registered or certified EMT. (HRS Form 544, August, 1981).

* Successful completion of EMS 1119, EMS 1119L, and EMS 1431 qualifies the student to take the Florida Certification Examination for EMT.

CERTIFICATE PROGRAM — PARAMEDICS

This program provides a theoretical basis 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 Paramedics Program

Pre or Corequisite: HSC 2531 Medical Terminology I

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
EMS 2219	Paramedics I	6
EMS 2219L	Paramedics Laboratory I	2
EMS 2435	Paramedics Clinical I	4
		<u>12</u>
<i>Session II</i>		
EMS 2229	Paramedics II	8
EMS 2436	Paramedics Clinical II	8
		<u>16</u>
<i>Session III</i>		
EMS 2425	Paramedics Internship	9
		<u>9</u>
	Total Hours	37

State of Florida — Application for Paramedic Examination and Certification. Requirements include a Letter of Certification for one year's performance as a registered or certified EMT. (HRS Form 544, August, 1981).

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

The purpose of this program is to prepare a Human Services Technician who will serve as a paraprofessional in community agencies. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval from that institution. This program meets all requirements for the Associate in Science degree.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 38)	Communications	3	3
PSY 1000	Introduction to Psychology	3	
SOC 2000	Introduction to Sociology	3	
HUS 1001	Introduction to Human Services	3	
STD 1100	Individual Discovery	3	
SOW 1020	Introduction to Social Welfare		3
DEP 2002	Child Psychology		3
POS 2041	American Federal Government		3
HUS 2110	Basic Counseling Skills		3
		15	15
SOPHOMORE			
SOC 2020	Social Problems	3	
DEP 2302	Adolescent Psychology	3	
HUS 1303	Treatment and Management Procedures in Human Services	3	
SOC 2940	Applied Sociology	3	
GEY 2000	Introduction to Gerontology	3	
GEB 2090	Personnel Relationships in Business		3
DEP 2401	Psychology of Adulthood		3
HUS 2940	Field Experience in Human Services		3
QMB 1001	Business Mathematics		3
Elective			3
		15	15

Recommended Electives:

SPC 1600	Introduction to Public Speaking
MAF 2001	Marriage and the Family
SOC 2010	Introduction to Crime and Delinquency
FIN 1100	Personal Finance
CCJ 1500	Introduction to Juvenile Delinquency

Students desiring the Associate in Arts Degree Program should consult a counselor for the additional courses required for that degree.

ASSOCIATE IN SCIENCE IN NURSING

This program is designed to prepare men and women to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the Florida State Board Examination for licensure as a Registered Nurse. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

FRESHMAN		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
APB 1203C	Human Anatomy & Physiology I	4		
APB 1204C	Human Anatomy & Physiology II		4	
(See Page 38)	Communications	3	3	
PSY 1000	Introduction to Psychology			3
NUR 1021C	Nursing I	8		
NUR 1200C	Nursing II		10	
NUR 1311C	Nursing III			5
		<u>15</u>	<u>17</u>	<u>8</u>

SOPHOMORE				
POS 2041	American Federal Government	3		
DEP 2002	Child Psychology	3		
NUR 2130C	Nursing IV	12		
NUR 2220C	Nursing V		12	
NUU 2210	Nursing VI		2	
Elective	(Chemistry, Biology, or Physical Science)		3	
		<u>18</u>	<u>17</u>	
General Education		26 Semester Hours		
Nursing Education		49 Semester Hours		
Total		<u>75 Semester Hours</u>		

Special Graduation Requirements

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

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

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

CERTIFICATE IN PRACTICAL NURSING

This program is designed to allow for several entry and exit points in a ladder concept of Nursing education. The student entering Practical Nursing I progresses through Practical Nursing II and III. Satisfactory completion of these comprehensive courses in Nursing theory and clinical practice in hospitals and other health related facilities means graduate eligibility for the Florida State Board of Nursing examination for licensure as a Practical Nurse.

A Bridge Option is provided for the eligible P-HCC Practical Nurse graduate to enter the Associate Degree Program in Nursing (R.N.) program at the sophomore level. Graduates and LPN's of other schools may use this Option.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		Prerequisites	*Session III	Session I	Session II
(See Page 38)	Communications	**3			3
PSY 1000	Introduction to Psychology	**3			
APB 1203C	Human Anatomy & Physiology I		4		
DEP 2002	Child Psychology			3	
PRN 1601	Practical Nursing I		10		
PRN 1630	Practical Nursing II			12	
PRN 1631	Practical Nursing III				12
		<u>6</u>	<u>14</u>	<u>15</u>	<u>15</u>
	General Education			16	
	Nursing			<u>34</u>	
	Total			<u>50</u>	

* Program begins with the Summer Term (Session III).

** These six (6) hours of prerequisites are required before entering Practical Nursing I, and are included in the sixteen (16) hours of General Education requirements.

Special Graduation Requirements

Satisfactory completion of 50 semester hours of approved credit with a grade of "C" or better earned in all required Science Courses.

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

A minimum of 15 hours of credit in Practical Nursing courses must be completed in residence at P-HCC.

Bridge Option

Graduates of approved Practical Nursing Programs, Licensed Practical Nurses, and those pending licensure are eligible for this program. All admission conditions for the P-HCC Practical Nursing Program and the college must be met.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session III	Session IIIA	Session IIIB
PRN 1505	Mental Health/Psychiatric Nursing		5	
PRN 1640	Medical-Surgical Nursing			5
APB 1204C	Human Anatomy and Physiology II	4		
		<u>4</u>	<u>5</u>	<u>5</u>
	General Education		4	
	Nursing Education		<u>10</u>	
	Total		<u>14</u>	

ASSOCIATE IN APPLIED SCIENCE

An Associate in Applied Science Degree will be awarded upon completion of a minimum of 60 credit hours earned in a vocational program. The individual must complete 36 hours in a specialized area and 24 hours in specified credit courses. Fifteen hours of credit, other than credit-by-examination, must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation.

CERTIFICATE IN APPLIED SCIENCE

A Certificate in Applied Science will be awarded upon completion of 36 credit hours earned in a vocational program, a minimum of six hours having been taken at P-HCC. Completers of Applied Science Certificate programs of study may earn an Associate of Applied Science upon the successful completion of 24 hours in specified credit courses. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.



ASSOCIATE IN APPLIED SCIENCE IN CARPENTRY

This program is designed to prepare the student as a Carpenter. Supportive instruction is provided in Communication Skills, Mathematics, Personnel Relationships in Business, Business Management, Business Correspondence, and Drafting and Blueprint Reading. Examples of job titles include: Carpenter, Materials Estimator, and Carpentry Contractor. Students wishing 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	Session III
FRESHMAN				
BCT 1001	Introduction to Carpentry	3		
BCT 1111	Tools & Equipment in Carpentry	3		
BCT 1113	Plans & Materials in Carpentry	3		
BCT 1301	Footings & Foundations in Carpentry	3		
BCT 1116	Framing in Carpentry		3	
BCT 1115	Roofing in Carpentry		3	
BCT 1114	Exterior Finishing in Carpentry		3	
BCT 1701	Thermal & Sound Insulation in Carpentry		3	
BCT 1117	Interior Finishing in Carpentry			3
BCT 1118	Cabinetmaking & Installation in Carpentry			3
BCT 1191	Prefabrication & Specialties in Carpentry			3
BCT 1119	Material Estimating in Carpentry			3
		—	—	—
		12	12	12
SOPHOMORE				
(See Page 38)	Communications	3	3	
QMB 1001	Business Mathematics	3		
GEB 2090	Personnel Relationships in Business	3		
BCT 1040	Basic Drafting & Blueprint Reading	3		
MAN 1800	Small Business Management		3	
ACC 2001	Principles of Accounting I		3	
SES 2335	Business Correspondence		3	
		—	—	
		12	12	

CERTIFICATE IN APPLIED SCIENCE IN CARPENTRY

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a Carpenter. It is acceptable for transfer to the Associate in Applied Science in Carpentry. Instruction includes experience in three different phases of construction carpentry. Emphasis is placed on care and safe use of carpentry tools, equipment, and materials. Employability skills are included.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
• BCT 1001	Introduction to Carpentry	3
• BCT 1111	Tools and Equipment in Carpentry	3
• BCT 1113	Plans and Materials in Carpentry	3
• BCT 1301	Footings and Foundations in Carpentry	3
<i>Session II</i>		
• BCT 1116	Framing in Carpentry	3
BCT 1115	Roofing in Carpentry	3
BCT 1114	Exterior Finishing in Carpentry	3
BCT 1701	Thermal and Sound Insulation in Carpentry	3
<i>Session III</i>		
• BCT 1117	Interior Finishing in Carpentry	3
• BCT 1118	Cabinetmaking and Installation in Carpentry	3
• BCT 1191	Prefabrication and Specialties in Carpentry	3
• BCT 1119	Material Estimating in Carpentry	3
		<hr/>
		36

ASSOCIATE IN APPLIED SCIENCE IN MASONRY

This program is designed to prepare the student for employment in the Masonry trade. Supportive instruction is provided in Communications Skills, Mathematics, Personnel Relationships in Business, Business Management, Business Correspondence, and Drafting and Blueprint Reading. Examples of job titles include Mason, Brick Layer, Block Layer, Materials Estimator, Concrete Finisher, and Masonry Contractor. Students wishing 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		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
FRESHMAN				
BCT 1051	Introduction to Masonry	3		
BCT 1021	Tools and Equipment in Masonry	3		
BCT 1041	Plans and Materials in Masonry	3		
BCT 1402	Brick Wall Construction	3		
BCT 1403	Block Wall Construction		3	
BCT 1404	Brick and Block Construction		3	
BCT 1406	Advanced Brick and Block Construction		3	
BCT 1409	Specialty Brick and Block Construction		3	
BCT 1460	Fireplace and Chimney Construction			3
BCT 1430	Veneered Wall Construction			3
BCT 1451	Concrete Construction			3
BCT 1469	Masonry Construction			3
		12	12	12
SOPHOMORE				
(See Page 38)	Communications	3	3	
QMB 1001	Business Mathematics	3		
GEB 2090	Personnel Relationships in Business	3		
BCT 1040	Basic Drafting & Blueprint Reading	3		
MAN 1800	Small Business Management		3	
ACC 2001	Principles of Accounting I		3	
SES 2335	Business Correspondence		3	
		12	12	

CERTIFICATE IN APPLIED SCIENCE IN MASONRY

This specialized program is designed to enable persons to acquire skill and knowledge necessary for initial employment in the masonry trade. It is acceptable for transfer to the Associate In Applied Science in Masonry. Instruction includes experiences in brick and block laying, masonry construction, and concrete construction. Emphasis is placed on care and safe use of masonry tools, equipment and materials. Employability skills are included.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
BCT 1051	Introduction to Masonry	3
BCT 1021	Tools and Equipment in Masonry	3
BCT 1041	Plans and Materials in Masonry	3
BCT 1402	Brick Wall Construction	3
<i>Session II</i>		
BCT 1403	Block Wall Construction	3
BCT 1404	Brick and Block Construction	3
BCT 1406	Advanced Brick and Block Construction	3
BCT 1409	Specialty Brick and Block Construction	3
<i>Session III</i>		
BCT 1460	Fireplace and Chimney Construction	3
BCT 1430	Veneered Wall Construction	3
BCT 1451	Concrete Construction	3
BCT 1469	Masonry Construction	3
		<hr/>
		36

ASSOCIATE IN APPLIED SCIENCE IN ORNAMENTAL HORTICULTURE

This program is designed to prepare the student for jobs in the Ornamental Horticulture industry. Supportive instruction is provided in Communications Skills, Mathematics, Personnel Relationships in Business, Business Management, Business Correspondence, and Florida Plant Nursery Operations. Examples of job titles include Nurseryman, Groundskeeper, and Landscape Maintainer. Students wishing 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		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
FRESHMAN				
ORH 1000	Introduction To Ornamental Horticulture	3		
ORH 1510	Identification of Ornamental Plants	3		
ORH 1023	Introduction to Plant Growing Media	3		
ORH 1021	Ornamental Plant Propagation and Pruning	3		
ORH 1025	Ornamental Plant Pest Control		3	
ORH 1220	Introduction to Lawns and Lawn Care		3	
ORH 1800	Introduction to Landscaping		3	
ORH 1806	Advanced Landscaping		3	
ORH 1252	Introduction to Nursery Operations			3
ORH 1254	Advanced Nursery Operations			3
ORH 1005	Specialty Nursery Operations			3
ORH 1260	Greenhouse Operations			3
		12	12	12
SOPHOMORE				
(See Page 38)	Communications	3	3	
QMB 1001	Business Mathematics	3		
GEB 2090	Personnel Relationships in Business	3		
HOS 2054	Florida Plant Nursery Operations	3		
MAN 1800	Small Business Management		3	
ACC 2001	Principles of Accounting I		3	
SES 2335	Business Correspondence		3	
		12	12	

CERTIFICATE IN APPLIED SCIENCE IN ORNAMENTAL HORTICULTURE

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment in the Ornamental Horticulture Industry. It is acceptable for transfer to the Associate in Applied Science in Ornamental Horticulture. Instruction includes experiences in the broad field of ornamental horticulture. Emphasis is placed on experience in nursery operations. Employability skills are included.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
ORH 1000	Introduction To Ornamental Horticulture	3
ORH 1510	Identification of Ornamental Plants	3
ORH 1023	Introduction to Plant Growing Media	3
ORH 1021	Ornamental Plant Propagation and Pruning	3
<i>Session II</i>		
ORH 1025	Ornamental Plant Pest Control	3
ORH 1220	Introduction to Lawns and Lawn Care	3
ORH 1800	Introduction to Landscaping	3
ORH 1806	Advanced Landscaping	3
<i>Session III</i>		
ORH 1252	Introduction to Nursery Operations	3
ORH 1254	Advanced Nursery Operations	3
ORH 1005	Specialty Nursery Operations	3
ORH 1260	Greenhouse Operations	3
		<u>36</u>

ASSOCIATE IN APPLIED SCIENCE IN SMALL ENGINES

This program is designed to prepare the student as a small engine mechanic. Supportive instruction is provided in Communication Skills, Mathematics, Personnel Relationships in Business, Business Management, Business Correspondence, and Business Law. Examples of the job titles include Small Engine Mechanic, Shop Foreman and Shop Owner. Students wishing 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		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
FRESHMAN				
AER 1300	Introduction to Small Engines	3		
AER 1311	Introduction to Four Cycle Engines	3		
AER 1312	Introduction to Two Cycle Engines	3		
AER 1301	Repair of Small Engines	3		
AER 1304	Advanced Repair of Small Engines		3	
AER 1302	Overhaul of Small Engines		3	
AER 1303	Advanced Overhaul of Small Engines		3	
AER 1400	Outboard Engine Repair and Maintenance		3	
AER 1305	Chainsaw Repair and Maintenance			3
AER 1600	Motorcycle Repair and Maintenance			3
AER 1620	Advanced Motorcycle Repair and Maintenance			3
AER 1331	Small Engine Shop Operation			3
		12	12	12
SOPHOMORE				
(See Page 38)	Communications	3	3	
QMB 1001	Business Mathematics	3		
GEB 2090	Personnel Relationships in Business	3		
BUL 2111	Business Law I	3		
MAN 1800	Small Business Management		3	
ACC 2001	Principles of Accounting I		3	
SES 2335	Business Correspondence		3	
		12	12	

CERTIFICATE IN APPLIED SCIENCE IN SMALL ENGINES

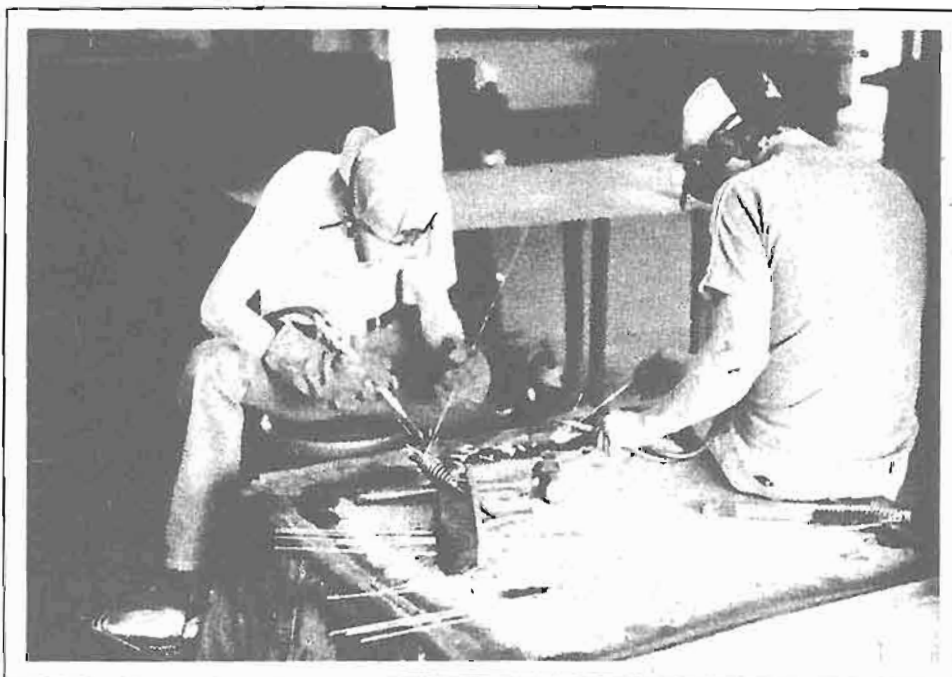
This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a small engine mechanic. It is acceptable for transfer to the Associate In Applied Science In Small Engines. Instruction includes experiences in repair and maintenance of lawn mowers, outboard motors, motorcycles, chain saws, and other small engine equipment. Emphasis is placed on care and safe use of tools, equipment and materials. Employability skills are included.

COURSE	DESCRIPTION	SEMESTER CREDIT	HOURS
<i>Session I</i>			
AER 1300	Introduction to Small Engines	3	
AER 1311	Introduction to Four Cycle Engines	3	
AER 1312	Introduction to Two Cycle Engines	3	
AER 1301	Repair of Small Engines	3	
<i>Session II</i>			
AER 1304	Advanced Repair of Small Engines	3	
AER 1302	Overhaul of Small Engines	3	
AER 1303	Advanced Overhaul of Small Engines	3	
AER 1400	Outboard Engine Repair and Maintenance	3	
<i>Session III</i>			
AER 1305	Chainsaw Repair and Maintenance	3	
AER 1600	Motorcycle Repair and Maintenance	3	
AER 1620	Advanced Motorcycle Repair and Maintenance	3	
AER 1331	Small Engine Shop Operation	3	
		<u>36</u>	

ASSOCIATE IN APPLIED SCIENCE IN WELDING

This program is designed to prepare the student in the welding industry. Supportive instruction is provided in Communication Skills, Mathematics, Personnel Relationships in Business, Business Correspondence, and Business Law. Examples of job titles include: Welding Shop Foreman, Shop Owner, and Welder. Students wishing 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	Session III
FRESHMAN				
MTR 1050	Introduction to Welding	3		
MTR 1100	Oxy-Acetylene Welding	3		
MTR 1101	Advanced Oxy-Acetylene Welding	3		
MTR 1103	Specially Welding	3		
MTR 1120	Shielded Metal Arc Welding		3	
MTR 1123	Advanced Shielded Metal Arc Welding		3	
MTR 1128	Specially Shielded Metal Arc Welding		3	
MTR 1129	Fabrication of Metal Products Using SMAW		3	
MTR 1131	MIG Welding			3
MTR 1133	TIG Welding			3
MTR 1135	Advanced MIG/TIG Welding			3
MTR 1139	Fabrication of Metal Products Using MIG/TIG			3
		—	—	—
		12	12	12
SOPHOMORE				
(See Page 38)	Communications	3	3	
QMB 1001	Business Mathematics	3		
GEB 2090	Personnel Relationships in Business	3		
BUL 2111	Business Law I	3		
ACC 2001	Principles of Accounting I		3	
SES 2335	Business Correspondence		3	
MAN 1800	Small Business Management		3	
		—	—	
		12	12	



CERTIFICATE IN APPLIED SCIENCE IN WELDING

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a Welder. It is acceptable for transfer to the Associate in Applied Science in Welding. Emphasis is placed on care and safe use of welding equipment, tools, and materials. Employability skills are included.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
MTR 1050	Introduction to Welding	3
MTR 1100	Oxy-Acetylene Welding	3
MTR 1101	Advanced Oxy-Acetylene Welding	3
MTR 1103	Specialty Welding	3
<i>Session II</i>		
MTR 1120	Shielded Metal Arc Welding	3
MTR 1123	Advanced Shielded Metal Arc Welding	3
MTR 1128	Specialty Shielded Metal Arc Welding	3
MTR 1129	Fabrication of Metal Products Using SMAW	3
<i>Session III</i>		
MTR 1131	MIG Welding	3
MTR 1133	TIG Welding	3
MTR 1135	Advanced MIG/TIG Welding	3
MTR 1139	Fabrication of Metal Products Using MIG/TIG	3
		<u>36</u>

COURSE DESCRIPTIONS

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

Physical Education courses and 9000-level courses (indicated by *) are not creditable as part of the basic 60-hour requirement for Degrees; Cosmetology, Diesel Mechanics, and Applied Science Certificate courses are not creditable toward the AA Degree. For students entering the college in 1979-80 or earlier, no more than six hours of credit in courses at the 9000-level (indicated by *) may be applied toward the AGS Degree and Certificate. THIS OPTION IS NO LONGER AVAILABLE.

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

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

Florida's Statewide Course Numbering System

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

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

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

The course numbering system was developed so that equivalent courses would be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC—000 at a community college, he cannot be required to repeat SOC—000 at the

school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

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

General Rule for Course Equivalencies

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

First Digit

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

Titles

Each institution will retain its own title for each of its courses. The Sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does not affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

Lab Indicators

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

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

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

Examples: Marine Biology
 OCB_013 (lecture only)
 OCB_013L (lab only)
 Marine Biology with Lab
 OCB_013C (lecture and lab combined)

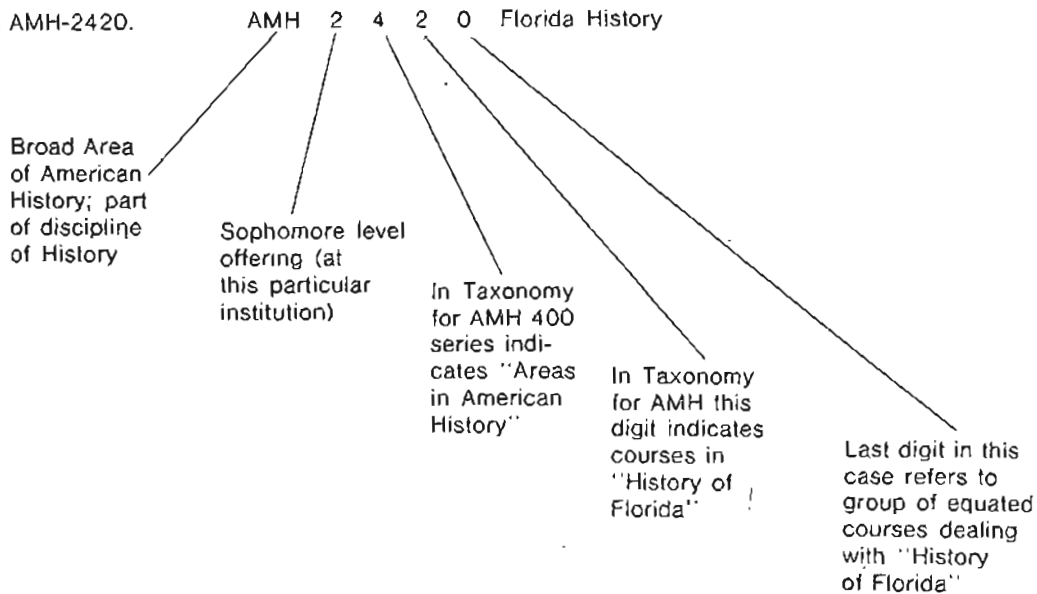
Therefore,

OCB_013C is equivalent to
 OCB_013 plus OCB_013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC_132, 133, 134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively

A more specific example is AMH-2420.



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

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

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

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

equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

Explanation of Prefixes and Numbers

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

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

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

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

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

Exceptions to the Rule for Equivalencies

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

- A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantially equivalent with undergraduate courses) are not automatically transferable.
- B. All numbers which have a second digit of 9 (Ex.: ART-2905) are "place keeper" numbers for each course as directed independent study, thesis hours, etc. Courses with ___900 numbers must be evaluated individually and are not automatically transferable.
- C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

Authority for Acceptance of Equivalent Courses

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

COURSES

Agri-Business Technology

AGG 1301 Agri-Business Technology 3 cr.
Introduction to the field of agri-business. Principles of business as applied to agriculture, economics of the agricultural industry and the individual farmer or citrus grower. Three class hours.

AGG 1941 Agriculture Practicum I 3 cr.
Students will be assigned to an agricultural business for practical work experience or assigned to a project or research or a combination thereof.

AGG 1942 Agriculture Practicum II 3 cr.
Prerequisite: AGG 1941. A continuation of AGG 1941. Work experience and/or special assignments will expand beyond Agriculture Practicum I or be different in content or experience.

AGG 2941 Agriculture Practicum III 3 cr.
Prerequisite: AGG 1942. A continuation of AGG 1942. Work experience and/or special assignments will expand beyond Agriculture Practicum II or be different in content or experiences.

AGG 2942 Agriculture Practicum IV 3 cr.
Prerequisite: AGG 2941. A continuation of AGG 2941. Work experience and/or special assignments will expand beyond Agriculture Practicum III or be different in content or experiences.

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

ANS 1003 Animal Science 3 cr.
An understanding of the importance of livestock to agriculture and to people. Basic nutrition, breeding, selection, and management in livestock production are emphasized. Three class hours.

ANS 1611 Livestock and Meat Selection, Grading and Processing 3 cr.
A practical course designed for the beef cattle producer and buyer. The relationship between live animal selection and carcass evaluation is stressed. Pork and lamb are covered to a lesser extent than beef. Wholesale and retail cut identification and selection, grading, and processing are covered. Also recommended for the consumer of meat. Three class hours.

ANS 2240 Beef Cattle Production 3 cr.
A practical course designed to assist those who are engaged in the production and management of beef cattle. Breeds, breeding and selection, reproduction and fertility, nutrition, feeding, diseases and insects, marketing, and management are covered. Emphasis is placed on the Florida environment. Three class hours.

FRC 1242 Citrus Production Management 3 cr.
Current issues facing the citrus industry and the producer/manager will be covered. Imports, exports, supply/demand, taxation, zoning, regulations, cooperatives, migrant labor, labor relations, farm credit service, citrus futures, weather, and other major concerns and their effect on citrus production management will be covered. Consultants and specialists may be utilized for specialized topics. Three class hours.

FRC 2211 Citrus Culture I 3 cr.
The origin and growth of the citrus production industry including citrus varieties, nursery practices, grove establishment and care, testing and marketing citrus. Three class hours.

FRC 2220 Citrus Culture II 3 cr.
Prerequisite: FRC 2211 or consent of instructor. This course studies all citrus growing practices in detail, as recommended through research and demanded by economic trends. A Session II (Spring) or Session III (Summer) offering only. Three class hours.

HOS 2054 Florida Plant Nursery Operations 3 cr.
A course for plant nursery operators and workers. Designed to assist the student in certification examination preparation for the Florida Horticultural Industries Certification Board (FHICB) examinations in Nurseryman's Retail Sales, Landscape Installation, and Landscape Maintenance. Three class hours.

ORH 2001 Ornamental Horticulture I 3 cr.
A practical overview of the ornamental horticulture industry which explores the four major segments of the fast-growing business field: floriculture, nursery production, turf-grass management, and landscaping. Special emphasis is placed on plant production, marketing, and design to develop a solid and productive business background for those who look forward to a career in horticulture. Three class hours.

ORH 2002 Ornamental Horticulture II 3 cr.
A practical course designed to assist those who are not trained botanists, but people who want to know about the landscape plants they see every day. The identification of the more common grasses, flowers, shrubs, and trees along with their cultural requirements and landscape uses are covered. Recommended for nurserymen, nursery sales persons, landscapers, and homeowners. Three class hours.

ORH 2840 Landscape Design and Maintenance 3 cr.
A practical course designed to assist those who are not trained landscape architects but people who want to know about landscape design and maintenance. The principles of landscape design, selection and use of plant materials in the landscape, lawn installation, cost estimates, and landscape maintenance are covered. Emphasis is placed on the Florida environment including mobile homes. Three class hours.

PMA 2201 Pests and Diseases of Citrus and Ornamentals 3 cr.
A practical course for citrus and horticulture students. An in-depth study of insects, pests, and diseases including identification, prevention, control, and safety measures. Students will have an option of specialized activities in citrus or ornamentals. Three class hours.

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

Air Conditioning

ACT 1402 Air Conditioning I 8 cr.
Specialized classroom and practical experience in the cutting, assembling and installing of ducts, grills, outlets and allied flashing and connectors using various tools required for installation of ducts, grills, and outlets. Emphasis is also placed on safety, and the interpretation of blueprints and layouts. The student, upon satisfactory completion of this course, should be able to install air-conditioning ducts as well as their component parts. This course requires one session for completion. Twelve class hours.

ACT 1871 Air Conditioning II 8 cr.
Specialized classroom and practical experience in diagnosing faults in an air-conditioning system. Emphasis is also placed on a practical understanding of the construction, operation, and basic fundamentals so important in diagnosing those faults and how to correct them. The student, upon satisfactory completion of this course, should be able to service residential air-conditioning systems. This course requires one session for completion. Twelve class hours.

ACT 1872 Air Conditioning III 8 cr.
Prerequisite: ACT 1871 or consent of Program Director. Specialized classroom and practical experience in dismantling and re-assembling liquid valve lines and reciprocating compressors. Emphasis is also placed on safety and the use of specialized tools in the calibration of pressure and compound gauges and charging systems through the low pressure side. Experience will also be gained in field testing a compressor, evacuating an entire réfrigerant system and skelching the elements of a refrigeration system. The student, upon satisfactory completion of this course, should be able to service and maintain refrigerant systems. This course requires one session for completion. Twelve class hours.

Anthropology

ANT 2410 Introduction to Cultural Anthropology 3 cr.
A study of the nature of culture, personality, and social organization of man. Emphasis is placed on the customs of preliterate people. Three class hours.

ANT 2511 Introduction to Physical Anthropology 3 cr.
The study of man as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of man, principles of biological evolution and human genetics are topics of emphasis. Three class hours.

Art

ARH 1000 Art Appreciation 3 cr.
A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. Three class hours.

ART 1110C Ceramics 3 cr.
An introduction to the methods of building with clay. Four class hours.

ART 1111C Advanced Ceramics 3 cr.
Advanced emphasis on creative clay application, which will also deal with the technical aspects of preparing and mixing glazes and technical operation of kiln firing. Four class hours.

ART 1300C Drawing I 3 cr.
Introduction to the basic discipline of drawing through the use of still life, landscape, and the figure. Four class hours

ART 1301C Drawing II 3 cr.
Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. Four class hours.

ART 1600C Photography I 3 cr.
This course is designed to introduce the student to the photographic process. Instruction will include introduction to the camera, development and printing of photographs, and refinement of techniques. Four class hours.

ART 1601C Photography II 3 cr.
Prerequisite: ART 1600C, or consent of instructor. A continuation of ART 1600C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories and darkroom techniques. Four class hours.

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

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

Banking

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

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

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

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

BAN 2150 Marketing for Bankers 3 cr.
This course presents marketing as a broad concept. It deals with concepts and philosophies of marketing; information, research, and target; the marketing mix (product strategy, distribution strategy, advertising and sales promotion, personal selling, and pricing strategy); and the methods of market planning. Three class hours.

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

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

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

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

BAN 2720 Bank Management 3 cr.
This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It includes objectives, planning, structure, control, and the interrelationship of various bank departments. Three class hours.

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

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

Biological Science

APB 1120 Introduction to Biology I 3 cr.
A non-laboratory course for students not planning to major in Biology. It introduces the student to Biological Chemistry, Energy in Living Systems, Cellular Biology, Genetics, Reproduction and Development. APB 1120 and APB 1150 do not have to be taken in sequence. Three class hours.

APB 1150 Introduction to Biology II 3 cr.
A non-laboratory course for students not planning to major in Biology. It introduces the student to Basic Human Anatomy and Physiology, Evolution, Ecology and Ethology. APB 1120 and APB 1150 do not have to be taken in sequence. Three class hours.

APB 1203C Human Anatomy and Physiology I 4 cr.
Prerequisite: High school biology and chemistry, or consent of instructor. An introduction to the structure and function of the human body, to include: the chemical basis of life, cell organization and dynamics, cell metabolism, genetics, tissue, integumentary system, skeletal system, and the muscular system. Five class hours.

APB 1204C Human Anatomy and Physiology II 4 cr.
Prerequisite: APB 1203C. A continuation of APB 1203C. Emphasis is placed on the structure and function of the: digestive, respiratory, cardiovascular, lymphatic, nervous, endocrine, urinary, and reproductive systems. Five class hours.

BOT 1010C Botany 4 cr.
A survey of the plant kingdom. The lecture/laboratory course is designed to acquaint the biology or science major with basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. Five class hours.

BSC 1010C Fundamentals of Biology I 4 cr.
Suggested prerequisite: High school biology or chemistry. An introduction to the unifying principles of biology at the molecular and cellular levels of organization; to include: introductory biochemistry, cell structure and function, cellular energetics, and Mendelian and modern genetics. Five class hours.

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

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

OCE 2007 Introduction to Oceanology 3 cr.
An introduction to physical, chemical, and biological nature of the sea. Topics include: the history and shape of the oceans, waves, tides, and currents; diversity and ecology of marine life; and oceanic contamination. Credit to be earned as a science elective only. Three class hours.

ZOO 2010C Zoology 4 cr.
A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. It is strongly recommended that students take a Fundamentals of Biology course or its equivalent before attempting Zoology. Five class hours.

Building Construction Technology

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

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

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

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

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

BCN 2610 Construction Estimating 3 cr.
A basic course dealing with the computation of building costs for typical construction projects and calculating costs of labor and materials from take-off to final estimate. Three class hours.

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

BCT 1040 Basic Drafting and Blueprint Reading 3 cr.
A sequence of related technical information and blueprint reading and drafting practices with emphasis on methods of printing and dimensioning of drawings. Four class hours.

BCT 1941 Building Construction Practicum I 3 cr.
Theory and practice of construction ideas and concepts as employed through various organized procedures which will involve training with concrete and masonry, and special job-related assignments. The course is designed to be coordinated with the other courses that the Building Construction Technology students will be taking.

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

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

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

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

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

SUR 2001C Surveying I 3 cr.
Prerequisite: MTB 1322. An introduction to the basic methods of site surveying, use of instruments, and note recording. Site plan development for use in building construction projects is emphasized. Three class hours.

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

Business

ACC 2001 Principles of Accounting I 3 cr.
An introductory study of the underlying principles of double entry records: basic types of records and reports; accounting procedure and technique; inventories, valuation and depreciation methods; payroll; the form and content of the balance sheet and the income statement. Three class hours.

ACC 2021 Principles of Accounting II 2 cr.
Prerequisite: ACC 2001. An introduction to the formation, liquidation, and dissolution of partnerships and corporations. Accounting for stocks and bonds. An introduction to job-order costing and standard costing; and financial statement analysis as an aid to management decision-making. Three class hours.

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

ACC 2129 Intermediate Accounting II 3 cr.
Prerequisite: ACC 2109. Accounting for stockholders equity and stock transactions, long-term liabilities, and investments in corporate securities. Attention is given to statements from incomplete data and the correction of errors. Three class hours.

ACC 2409 Cost Accounting 3 cr.
Prerequisite: ACC 2021. Interpretation and analysis of cost into three major areas: 1. Planning and controlling routine operations (break-even analysis; job order process cost systems). 2. Inventory valuation and income determination (standard costing). 3. Policy making and long-range planning (capital budgeting). Three class hours.

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

BUL 2111 Business Law I 3 cr.
Business Law which considers the nature and source of our laws, law courts and courtroom procedures. Legal principles covering crimes and torts with emphasis on contracts, personal property and bailments and sales, with relevant portions of the Uniform Commercial Code. Three class hours.

BUL 2112 Business Law II 3 cr.
Prerequisite: BUL 2111. Business law with emphasis on commercial paper, creditors rights and secured transactions, agency and employment, partnerships, corporations and real property. Three class hours.

COC 1300 Introduction to Data Processing 3 cr.
See Data Processing.

COP 1160 RPG Programming 3 cr.
See Data Processing.

COP 2216 FORTRAN Programming 3 cr.
See Data Processing.

- ECO 2013 Principles of Economics I** 3 cr.
An introductory course in economic principles and analysis. Areas covered include: economic features of society; utility and consumption; production and business organization; national income accounting, national income theory — the twin problems of recession and inflation; money credit and the banking system; public finance; the principles and problems of full employment without inflation; macroeconomics. Three class hours.
- ECO 2023 Principles of Economics II** 3 cr.
A course dealing with markets and prices; supply and demand, competition and market structures; distribution of income among factors of production; economic growth and development; other economic systems; microeconomics. Three class hours.
- FIN 1100 Personal Finance** 3 cr.
This course is a survey of the problems and techniques of family financial planning. Major topics include consumer credit, insurance, home ownership, and personal investing. Three class hours.
- FIN 2000 Principles of Finance** 3 cr.
This is a survey of public and private finance. Emphasis is placed on current problems of finance and the development of basic principles. The major topics of study include: the monetary and credit systems of the United States, funds for capital markets, the supply of funds, and credit policies and problems. Three class hours.
- GEB 1011 Introduction to Business** 3 cr.
Fundamentals of business environment, organization, and operation with emphasis on perspectives on business, management, marketing, finance, and quantitative tools. Three class hours.
- GEB 2090 Personnel Relationships in Business** 3 cr.
This course provides a study of personnel relationships as individuals and as group members. Emphasis is placed on how to obtain and keep a job. It will include practical application of effective work relationship skills needed in business and industry; to include group dynamics, motivation, interpersonal perception, communications, leadership, management, decision making, problem solving, and employability skills. Designed for students in business and technical fields. Three class hours.
- MAN 1800 Small Business Management** 3 cr.
Designed for students with previous business experience or for those who have completed GEB 1011, Introduction to Business. A study of principles of small business management. This course presents the principles and problems in planning, organizing, and operating a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, recordkeeping, insurance management, cost control and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. Three class hours.
- MAN 2000 Principles of Management** 3 cr.
The basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises. An opportunity to relate the material to actual situations is provided by the use of case studies. Three class hours.
- MAN 2300 Personnel Management** 3 cr.
A systematic analysis of personnel problems in organization with emphasis placed upon employee procurement, development, compensation, motivation, communications, and the relationship between employer-employee representatives. Three class hours.
- MAR 1011 Principles of Marketing** 3 cr.
The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinants of demand which make up the marketing environment — the economic, psychological, sociological, and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process, are introduced. Three class hours.
- MAR 1151 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 when and how 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. Three class hours.
- MAR 1941 Marketing Practicum I** 3 cr.
Theory of major course work is employed through the use of various plans, which will involve on-the-job training with local businesses and special job-related assignments. The course is designed to be utilized by Marketing-Distributive Education students. Admission to course is by approval of the instructor.
- MAR 1942 Marketing Practicum II** 3 cr.
Continuation of MAR 1941.
- MAR 2101 Salesmanship** 3 cr.
A study of principles underlying all selling activities. This course presents principles and problems in personal selling relating to prospecting, pre-approach, approach, demonstration, meeting objections, and closing the sale. Three class hours.
- MAR 2302 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. Three class hours.
- MAR 2941 Marketing Practicum III** 3 cr.
Continuation of MAR 1942.
- MAR 2942 Marketing Practicum IV** 3 cr.
Continuation of MAR 2941.
- MKA 1940 Business Practicum - Stock and Inventory** 3 cr.
This course provides for the development of competencies in tasks performed by a stock and inventory clerk. Activities will include career information, shipping processes, inventory records, purchasing processes, physical inventories, processing mail, telephone techniques and inventory reports. Three class hours.
- QMB 1001 Business Mathematics** 3 cr.
A mathematical treatment of financial problems arising in modern living. The principal purpose of this course is to develop skill in the handling of business transactions. It covers such topics as decimals and fractions, percentage, inventories and turnover, simple interest and present value, depreciation, and payroll. Three class hours.
- SES 1100 Beginning Typewriting** 3 cr.
A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. Four class hours.
- SES 1110 Intermediate Typewriting** 3 cr.
Prerequisite: SES 1100 or one year of high school typewriting. A continuation of SES 1100. Four class hours.

SES 1210 Shorthand I 3 cr.
Corequisite: SES 1100 or consent of instructor. A beginning course in the principles of Gregg Shorthand, Diamond Jubilee Series, with some dictation and transcription practice. Open only to students who have had no previous shorthand or less than one year of high school shorthand. Three class hours.

SES 1211 Shorthand II 3 cr.
Prerequisite: SES 1210, or one year of high school shorthand (Gregg). Corequisite: SES 1100 or consent of instructor. A continuation of Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. Three class hours.

SES 2120 Advanced Typewriting 3 cr.
Prerequisite: SES 1110 or two years of high school typewriting. Continuation of basic and production skill-building with further application of these skills to advanced office problems. Four class hours.

SES 2131 Legal Typewriting 3 cr.
Prerequisites: SES 1100 and SES 1110. This course will provide for the typing of legal papers used in legal offices and legal departments. In addition, legal concepts and terminology and speed-building exercises will be included. Four class hours.

SES 2151 Word Processing: Text Editor 1 cr.
Prerequisites: SES 1100 and SES 1110, or equivalent. This course will include individual instruction on the operation of the Lanier Text Editor. The operations that will be included are: the basic components of the machine, machine commands, diskettes, printer, microprocessor, formatting, construction and editing of text, filing, and special applications. The student will type, correct, and play back various types of business documents. One class hour.

SES 2154 Word Processing: Memory Typewriter 1 cr.
Prerequisite: SES 1100 or SES 1110, or equivalent. This course will include individual instruction on the operation of the IBM Memory Typewriter. The operations that will be included are: memory, error correction, storage, special typewriting features, paragraphing, playback from storage, and format changes. The student will type, correct, and play back various types of business documents. One class hour.

SES 2171 Machine Transcription 3 cr.
Prerequisite: SES 1100. This course provides for the development of proficiency in machine transcription using various types of transcribing machines. It will introduce general grammar rules, vocabulary, listening skills, and provide the usage of documents and forms used in all phases of business. Three class hours.

SES 2212 Shorthand III 3 cr.
Prerequisite: SES 1211 or two years of high school shorthand. This course reviews the theory of Gregg Shorthand, Diamond Jubilee Series, and develops the ability to take dictation and transcribe rapidly and accurately. Emphasis is given to arrangement, punctuation, and correct English usage. Three class hours.

SES 2213 Shorthand IV 3 cr.
Prerequisite: SES 2212. A continuation of SES 2212. Three class hours.

SES 2321 Office Machines 3 cr.
This course will acquaint the student with the machines that are found in the modern office, such as adding machines and electronic calculators. Skills developed are those of a beginning worker. Three class hours.

SES 2335 Business Correspondence 3 cr.
Prerequisite: SES 1100 or consent of instructor. Writing clear, forceful and effective business letters. Construction of letters dealing with orders, inquiries, adjustments, credits, collections, sales and applications for employment. Three class hours.

SES 2401 Office Procedures I 3 cr.
Prerequisite: SES 1100 or consent of instructor. This course provides for the development of secretarial concepts and instruction and practice in various office duties such as typewriting, copying and duplicating techniques, processing mail, dictating and transcribing responsibilities, mailing and shipping services, and telephoning and telegraphing services. Three class hours.

SES 2402 Office Procedures II 3 cr.
Prerequisite: SES 1100 or consent of instructor. This course provides for instruction and practice in the following office duties: filing, writing travel itineraries, fulfilling responsibilities for meetings, using data processing and communications techniques, handling banking services, investment and insurance records, payroll records and the legal facets of secretarial work. Three class hours.

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

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

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

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

Carpentry

BCT 1001 Introduction to Carpentry 3 cr.
This is an introductory course which provides an overview of the building construction industry with special emphasis on carpentry as a career. The more prevalent types of construction adapted to the general area will be discussed. Special emphasis will be placed on metric conversion, measurement, and mathematics in carpentry. Four class hours.

BCT 1111 Tools and Equipment in Carpentry 3 cr.
Prerequisite: BCT 1001 or consent of instructor. This course provides an orientation to the basic tools and equipment used in carpentry, with emphasis on proper use and safety. Four class hours.

BCT 1113 Plans and Materials in Carpentry**3 cr.**

Prerequisite: BCT 1111 or consent of instructor. This course provides an orientation to blueprint reading, house plans, specifications, codes, foundations, elevations, working drawings, and building permits; with emphasis on identification of building materials and their use. Four class hours.

BCT 1114 Exterior Finishing in Carpentry**3 cr.**

Prerequisite: BCT 1701 or consent of instructor. This course covers cutting and installing exterior finish; including box cornices, wall covering and trim, installation of windows, door frames, and doors. Four class hours.

BCT 1115 Roofing in Carpentry**3 cr.**

Prerequisite: BCT 1116 or consent of instructor. This course studies types of roof designs and framing; including layout, cutting and installing joists and rafters, trusses, roofing materials, and installation. Four class hours.

BCT 1116 Framing in Carpentry**3 cr.**

Prerequisite: BCT 1301 or consent of instructor. This course studies floor framing, including the use of sills, bridging, joists, and studs, and wall framing including sole plates, top plates, studs, headers, and installation of wall sheathing. Four class hours.

BCT 1117 Interior Finishing in Carpentry**3 cr.**

Prerequisite: BCT 1114 or consent of instructor. This course studies materials and methods used to cover the framed areas inside the structure such as flooring and stair construction; including lath, furring strips, wallboard, plywood paneling, solid lumber paneling, hardboard and ceiling tile. Four class hours.

BCT 1118 Cabinetmaking and Installation in Carpentry**3 cr.**

Prerequisite: BCT 1117 or consent of instructor. This course is designed for carpenters and studies drawings for cabinetwork, construction procedures, master layouts, basic framing, facing, drawers and guides, shelves, doors, counters, and tops; to include installation of factory-built cabinets. Four class hours.

BCT 1119 Material Estimating in Carpentry**3 cr.**

Prerequisite: BCT 1191 or consent of instructor. This course studies material estimating, time estimating, and job costing-out. This is the last of the sequenced carpentry courses. Employability skills are included. Four class hours.

BCT 1191 Prefabrication and Specialties in Carpentry**3 cr.**

Prerequisite: BCT 1118 or consent of instructor. This course studies the use of factory-built precut, panelized, and sectionalized component parts for houses and mobile homes; including scaffolds, ladders, chimneys, and fireplaces. Four class hours.

BCT 1301 Footings and Foundations in Carpentry**3 cr.**

Prerequisite: BCT 1113 or consent of instructor. This course studies site preparation, layout of building lines, excavation, forms for footings and foundation walls. Emphasis is placed on coordination with other trades and a working knowledge of standards and practices in concrete work. Four class hours.

BCT 1701 Thermal and Sound Insulation in Carpentry**3 cr.**

Prerequisite: BCT 1115 or consent of instructor. This course covers insulation materials and installation; including thermal insulation, reflective insulation, and vapor barriers. Emphasis is placed on ventilation, windows, exterior doors, and garage doors. Four class hours.

Chemistry**CHM 1015C Introductory Chemistry****4 cr.**

This is a one-semester introductory chemistry course intended for students with either no high school chemistry or those who need a refresher course prior to entering the CHM 1046C, CHM 1047C sequence. It includes chemical symbols; matter and energy; measurements and calculations (Metric System); atomic structure; chemical formulas and calculations; chemical reactions and equations; chemical bonding; nomenclature; gases, liquids and solids; solutions; chemical equilibrium; acids and bases; redox reactions; nuclear chemistry; and organic chemistry. Five class hours.

CHM 1046C General Chemistry and Qualitative Analysis I**4 cr.**

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

CHM 1047C General Chemistry and Qualitative Analysis II**4 cr.**

Prerequisite: CHM 1046C. This course extends the study of chemical principles in: thermodynamics; kinetics; chemical equilibrium; electro-chemistry, selected metals; nuclear chemistry; biochemistry; and spectroscopy. Five class hours.

CHM 2210C Organic Chemistry I**4 cr.**

Prerequisite: CHM 1047C. A study of carbon compounds with emphasis on alkanes-cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereochemistry, alkynes, and conjugated unsaturated systems. Five class hours.

CHM 2211C Organic Chemistry II**4 cr.**

Prerequisite: CHM 2210C. A continuation of CHM 2210C, giving consideration to carbohydrates, aromatic structure, electrophilic substitutions, directive effects, nucleophile substitution, aromatic derivatives, rearrangements. Five class hours.

Cosmetology**COS 1131 Cosmetology I****18 cr.**

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

COS 1132 Cosmetology II**17 cr.**

Prerequisite: COS 1131. A continuation of laboratory experiences learned in COS 1131 and waving the hair, hair coloring, tints and bleaches, cold waving, silking (and pressing) and curling the hair, facial treatments, facials, and make-up. Salon experience with patrons is emphasized. Twenty-eight class hours.

COS 1133 Cosmetology III**12 cr.**

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

Criminal Justice

CCJ 1100 Introduction to Law Enforcement

3 cr.

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

CCJ 1300 Introduction to Corrections

3 cr.

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

CCJ 1330 Probation and Parole

3 cr.

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

CCJ 1410 Police Organization and Administration

3 cr.

This course covers the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. Three class hours.

CCJ 1420 Police Operations

3 cr.

Principles of organization and administration as applied to operational services. It covers patrol, criminal investigation, intelligence and vice units, juvenile units, and traffic administration. Three class hours.

CCJ 1500 Introduction to Juvenile Delinquency

3 cr.

A general orientation into the study of Juvenile Delinquency. This study emphasizes problems of youthful demand and unlawful behavior; methods used to inhibit, detect, punish, deter and reduce recurrence of such activity. Major topics include Statutory Offenders, Delinquency Causation, Gang Delinquency, Child Abuse and Neglect, the Police Role in Delinquency Prevention and Control, Juvenile Court Philosophy, Juvenile Detention, Aftercare and Treatment. Three class hours.

CCJ 2000 Police Role In Crime

3 cr.

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

CCJ 2130 Police Community Relations

3 cr.

The course provides an understanding of the complex factors involved in human relations between the community and law enforcement officers. The police role and the nature, meaning and implications of professionalism in policing are explored in order to provide a better understanding of the necessity for a successful police-citizen partnership. Three class hours.

CCJ 2220 Criminal Law

3 cr.

This course covers the nature, sources, and types of criminal law. It examines the classification and analysis of crimes and criminal acts in general and the examination of selected criminal offenses. Three class hours.

CCJ 2260 Rules of Evidence for Police

3 cr.

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

CCJ 2930 Seminar in Police Problems

3 cr.

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

CJT 1100 Criminal Investigation

3 cr.

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

CJT 1110 Introduction to Criminalistics

3 cr.

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

Culinary Arts and Hospitality Management

FOS 2201 Food Service Sanitation and Safety

3 cr.

A study of the agents which cause foodborne illness and how foods become contaminated with them. Principles of sanitary food handling and necessity of maintaining safe and sanitary facilities for the well being of the consumer as well as safe working conditions of the employee. Three class hours.

FSS 1004 Introduction to Food Service

3 cr.

A general course intended to familiarize the student with all aspects of the food service industry. Basic functions and principles common to all types of food service are explored. Field trips and guest lecturers representative of local food service establishments will be included. Three class hours.

FSS 1202 Basic Food Preparation

4 cr.

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

FSS 1500 Food Accounting and Cost Control

3 cr.

Prerequisite: QMB 1001. The study of the policies and procedures involved in accounting in the food service industry and the methods used for controlling food, beverage, labor, and other costs. Three class hours.

FSS 1940 Culinary Arts and Hospitality Management Practicum I 3 cr.
Prerequisites: FSS 1004, FSS 1202, FSS 1401, and FOS 2201; completed physical examination and student accident insurance coverage as required by Practicum Facility. The student must be at least 19 years of age before enrolling in this course. The course involves practical work experiences, related to the Culinary Arts and Hospitality Management curriculum. Physical examination and insurance costs are the student's responsibility and are not included in the fee structure of the college.

FSS 1941 Culinary Arts and Hospitality Management Practicum II 3 cr.
Prerequisites: FSS 1940 and FSS 2610. A continuation of FSS 1940.

FSS 1942 Culinary Arts and Hospitality Management Practicum III 4 cr.
Prerequisites: FSS 1941, FSS 1500, FSS 2120, and FSS 2300. A continuation of FSS 1941.

FSS 2120 Food Purchasing and Storage 3 cr.
A study of purchasing principles, procedures, and policies in quantity food service operations. Includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. Three class hours.

FSS 2221 Quantity Food Preparation 4 cr.
Prerequisite: FSS 1202 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. Six class hours.

FSS 2300 Food Service Supervision and Management 3 cr.
Prerequisite: FSS 1941. 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 GEB 2090 and ENC 1002 or ENC 1102 prior to taking this course. Three class hours.

FSS 2610 Food Merchandising 3 cr.
A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations, and effective atmosphere. Three class hours.

HUN 1001 Nutrition 3 cr.
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. Three class hours.

Dance

DAA 1160 Introduction to Dance 3 cr.
Exploration of Dance as a performing art through the areas of modern dance techniques and improvisation is covered. Open to all students. Four class hours.

Data Processing

CIS 2321 Systems Analysis & Design I 3 cr.
Prerequisites: COP 1160, or COP 2120, or consent of instructor. This course will include the fundamental analysis and design of business data processing systems, problem analysis and definition, design of forms, data files and reports, documentation procedures, and computer systems management. Three class hours.

CIS 2322 Systems Analysis & Design II 3 cr.
Prerequisite: CIS 2321. A continuation of CIS 2321. This course will include more emphasis on advanced problems in design of data processing systems. Three class hours.

COC 1300 Introduction to Data Processing 3 cr.

This course will provide the student with an overview of the entire field of data processing. Upon satisfactory completion of this course, the student will have a basic understanding of what a computer system is, hardware components available, the store program concept, data representation and computer arithmetic, and the uses to which electronic data processing is applied. The student will be required to investigate the application of electronic data processing to his/her particular field of interest. Three class hours.

COP 1160 RPG Programming 3 cr.

Prerequisites: COC 1300 or consent of instructor. A study of the organization and concepts of Report Program Generator and its application as a programming tool in business and industry. It includes the writing and computer testing of RPG programs. Three class hours.

COP 2120 COBOL Programming I 3 cr.

Prerequisites: COC 1300 or consent of instructor. COBOL is a widely accepted business-oriented language. Fundamental features of COBOL will be learned in the context of structured programming practice including data storage terminology and concepts, input-data validation, report design, record sequence concepts, and control breaks. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in good form using sequential files. Programs written will be compiled, debugged, and tested using remote entry devices. Three class hours.

COP 2121 COBOL Programming II 3 cr.

Prerequisites: COC 1300 and COP 2120. This course is a continuation of COP 2120. Emphasis will be on the additional features of COBOL including subscripts, indexed data items, table handling, file organizations, sorting, and string processing manipulation. Programs written will be compiled, debugged, and tested using remote entry devices. Three class hours.

COP 2216 FORTRAN Programming 3 cr.

A study of the organization, components, and concepts of FORTRAN computer language and its application as a programming tool in business and industry. Three class hours.

CRM 1030 Data Equipment & Operations 3 cr.

Prerequisite: COC 1300 or consent of instructor. This course will provide instruction on the concepts and facilities of an operating system and data entry utilizing terminals. It will include: data entry, computer operations, console commands, and operating system software. Three class hours.

CRM 1942 Data Technician Practicum 3 cr.

Prerequisite: COC 1300. Pre or Corequisite: CRM 1030 or consent of instructor. This course will provide the student with an opportunity to explore various practical application areas in data processing installations or in a simulated data processing environment. Practical work experience in data entry and/or computer operations will be included. If possible, field trips to data processing installations, within the immediate area, will be scheduled.

CRM 2010 Data Processing Practicum 3 cr.
Prerequisites: COP 1160 or COP 2120 and CIS 2321 or consent of instructor. This course will provide the students with an opportunity to explore various practical application areas in data processing installations or in a simulated data processing environment. A project will be required that will be assigned by the instructor or approved by the instructor if the student is at a job site. The project will include problem definition, flow charting, program coding and testing with detailed documentation of the completed project. If possible, field trips to data processing installations within the immediate area will be scheduled.

Developmental Studies

***ENC 9000 Fundamentals of Writing** 3 cr.
This course is designed to improve the student's ability to write sentences and paragraphs. Grammar skills will be briefly reviewed, but emphasis is placed on writing exercises. A student entering the class is expected to have a knowledge of sentence structure, grammar, and punctuation. This course does not apply toward a degree. Three class hours.

***ENC 9012 Basic Grammar** 3 cr.
This course is designed to build and review basic grammar skills. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Laboratory work will be prescribed by the instructor. Spelling portion of this course will be offered based on identified student need. This course does not apply toward a degree. Four class hours.

***MAT 9002 Pre-Business Arithmetic** 3 cr.
This course studies the operations of arithmetic. Basic skills needed in Business Mathematics are emphasized. Ratio and proportion and construction of graphs are included. Fundamental skills, concepts, and reasoning are stressed. This course does not apply toward a degree. Three class hours.

***MAT 9004 Basic Arithmetic** 3 cr.
This course is designed to build and review basic skills in arithmetic. Emphasis is placed on basic operations, fractions and prime numbers, decimals and metric system, and percent usage. Laboratory work will be prescribed by the instructor. This course does not apply toward a degree. Four class hours.

***MAT 9013 Fundamentals of Mathematics** 3 cr.
This course is designed to prepare the individual for MGF 1113. Emphasis is on the operations of arithmetic. Fundamental skills, concepts and reasoning are stressed. Basic algebraic skills and concepts, and set theory terminology are included. This course does not apply toward a degree. Three class hours.

***MTB 9006 Pre-Technical Mathematics** 3 cr.
This course is designed to prepare the individual for MTB 1013. Units include: prime numbers, integers, basic algebraic skills and concepts, measurement systems, and basic geometry. This course does not apply toward a degree. Three class hours.

***REA 9005 Basic Reading** 3 cr.
This 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 does not apply toward a degree. Four class hours.

***REA 9106 Fundamentals of Reading** 3 cr.
Prerequisite: REA 9005 or a reading level above 9th grade. This 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. A student must pass a final reading test on a 10th grade level to receive a passing grade in this course. This course does not apply toward a degree. Three class hours.

Diesel Mechanics Technology

AER 1771 Diesel Mechanics I 6 cr.
An introduction to diesel mechanics. The occupational outlook and places of employment are explored. The identification and use of basic shop tools, test equipment, service tools, fasteners, diesel fuels, engine lubricants, coolants, bearings, and seals are covered. Shop safety is emphasized. Eight class hours.

AER 1772 Diesel Mechanics II 6 cr.
Pre or corequisite: AER 1771. The engine operating principles including the cylinder head assembly; piston and connecting and assemblies; camshaft, gear train, and engine timing; frames and cylinder heads; crankshafts and bearings are covered. Eight class hours.

AER 1773 Diesel Mechanics III 6 cr.
Prerequisites: AER 1771, AER 1772. A continuation of the engine operating principles including lubrication systems, cooling systems, air intake and exhaust systems, and starting systems. Eight class hours.

AER 1774 Diesel Mechanics IV 6 cr.
Prerequisites: AER 1771, AER 1772. Pre or Corequisite: AER 1773. A continuation of the engine operating principles including fuel system components, distributor type injection pump, in-line injection pump, unit injector, PT fuel systems, injection nozzles and governors. Eight class hours.

AER 1775 Diesel Mechanics V 6 cr.
Prerequisites: AER 1771, AER 1772, AER 1773, AER 1774. The principles of electricity; storage batteries, starting circuits, ignition circuits, generator charging circuits, and alternator charging circuits are covered. Emphasis is placed on engine operation and maintenance, diagnosis and testing of engines, tune-up and adjustment and engine storage. Eight class hours.

AER 1776 Diesel Mechanics VI 6 cr.
An introduction to arc welding, oxyacetylene fusion welding, and oxyacetylene braze welding. Designed to give the basic skills in welding which are needed by the diesel mechanic. Not designed to prepare persons as welders. Eight class hours.

Drama

THE 2020 Fundamentals of Theatre 3 cr.
This course is an introductory theatre course encompassing theatre history, theatre as a form of art, and script analysis, and also deals with the various and separate aspects which come together to form a theatrical production. The student may be required to attend theatrical productions. Three class hours.

TPA 1290L Drama 3 cr.
Planning and execution of such production functions as: scene constructing and painting, costuming, lighting, acting, publicizing, and other responsibilities related to play production. Four class hours.

TPP 2110 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 accomplished by means of physical and vocal exercises, drills, games, and improvisations. Students may be required to attend several live performances. Four class hours.

TPP 2700 Voice Preparation for the Actor 3 cr.
Prerequisite: TPP 2110, or consent of 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. Four class hours.

Education

CHD 1820 Child Development Associate (CDA) Practicum I 3 cr.
This course is a part of the Child Development Associate (CDA) training needed by persons working in Headstart Programs. It includes teaching children safety consciousness by the instructor, developing and providing information on good health habits, establishing conducive learning environments, and promoting good physical development.

CHD 1830 Child Development Associate (CDA) Practicum II 3 cr.
A continuation of CDA Practicum I. It includes providing activities to children that encourage problem solving skills, student questions and creative ideas. Developing a positive concept in the child and recognizing individual strengths as well as helping the child to understand, express and control his/her feelings will be stressed.

CHD 1831 Child Development Associate (CDA) Practicum III 3 cr.
A continuation of CDA Practicum II. Includes helping children to learn how to get along and respect others, developing rules that are realistic and consistent for children to follow, developing positive and productive relationships with parents and encouraging them to participate in activities.

EDE 1036 Bilingual-Bicultural Education I 3 cr.
Prerequisite: High school or equivalent and bilingual in English and Spanish. Meets the academic needs of teacher aides involved in a Bilingual Program. The course has been divided into four parts: I. Bilingual Education, II. Classroom Techniques, III. Mexican Culture, IV. Spanish Grammar and Pronunciation. Classes will be conducted in Spanish as well as in English. "S" or "U" grades will be awarded. Three class hours.

EDE 1037 Bilingual-Bicultural Education II 3 cr.
This course has been designed to meet the academic needs of teacher aides involved in a Bilingual Program. The course contains Bilingual Education, Classroom Techniques, Mexican Culture and Advanced Spanish Grammar. "S" or "U" grades will be awarded. Three class hours.

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

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

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

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

EDG 1315 Preparation of Instructional Materials 3 cr.
See Teacher Aide.

EDG 1316 Tutoring Management and Techniques 3 cr.
See Teacher Aide.

EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction 3 cr.
See Teacher Aide.

EDG 1318 Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction 3 cr.
See Teacher Aide.

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

EDG 1942 Teacher Aide Practicum 3 cr.
See Teacher Aide.

EDG 2924 Business Education Competency-Based Instruction 3 cr.
This course will provide instruction in how to integrate Level II/III competencies in business education with the Level I competencies. Instruction will include: procedures in how to implement the Level II/III competencies, methods of assigning grades for competency-based instruction, and methods of individualized instruction. Three class hours.

EEC 1001 Early Childhood Development and Education 3 cr.
This course is a study of the mental, emotional, social, and physical needs and growth patterns of children from birth to age six. By emphasizing the mental health aspects of teaching, this course helps students to understand the dynamics of behavior in the preschool child. The importance of teacher-pupil and teacher-parent relationships is stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and are also essential for achieving the experiences and the attitudes that characterize an enriched school program. Observations of children in school situations are required. Three class hours.

EEC 2311 Preschool Activities 3 cr.
This course is directed toward planning activities for the preschool child in early childhood education. Emphasis is placed on the selection and use of appropriate equipment and materials for developing readiness in the subject areas. The importance of play, art, drama, music and scientific discoveries is stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. Three class hours.

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

SPA 1001 Survey of Communication Disorders 3 cr.
A general survey course concerning the nature and prevention of disorders to assist teachers in recognizing and working with varied communication disorders within the classroom. Three class hours.

***STD 9151 Orientation to the World of Education and Work** 3 cr.
See Interdisciplinary.

Electronics

ENC 2210 Technical Writing 3 cr.
See English.

ETD 1620C Electronics Drawing 4 cr.
This course is designed to introduce the student to electronics drafting practices. Topics include electronic symbols, wiring and connection diagrams, block diagrams, schematic diagrams, printed circuit board layouts, and integrated circuit connection diagrams. Emphasis is placed on preparing working drawings. Hand tools and soldering techniques are introduced. Hands-on experience is gained by construction of a printed circuit board. Seven class hours.

ETE 1100 Introduction to Electronics Technology 3 cr.
This course is designed as an entry vehicle into the Electronics Technology Program. A survey of general electrical/electronic principles and systems is provided. Topics include DC and AC electricity, and solid-state devices. System topics include digital, communication, and biomedical systems and sub-systems. Basic mathematical concepts as used with electronic applications will be introduced and/or reviewed. Does not substitute for any required course in any Electronics Technology Program. Three class hours.

ETE 1010C Electronics I 4 cr.
Pre or corequisite: MTB 1321 or permission of instructor. This course begins with the basic concepts of electricity. Charge, current flow, potential difference, and resistance are dealt with. Ohm's Law, series, parallel circuits, Kirchoff's Law, Thevenin's, Norton's, and the Superposition Theorem are covered. Laboratory experiments are used to verify all concepts covered. The use of DC measuring instruments is covered. Alternating current and the 60HZ power line are introduced. Five class hours.

ETE 1020C Electronics II 4 cr.
Pre or corequisite: MTB 1322 or permission of instructor. Prerequisite ETE 1010C. This course continues the study of alternating current concepts and circuits. The concepts of inductance, capacitance and their effect in AC circuits is studied. Time constants, RL, RC, and RLC circuits, complex numbers, Vectors and Phasors, resonance, and filters are studied for both sinusoidal and non-sinusoidal applications. Two terminal active devices, rectifiers, and bipolar transistors are introduced. Laboratory experiments are used to verify all concepts studied. Five class hours.

ETE 1111C Electronics III 4 cr.
Prerequisites: ETE 1020C and ENC 2210. This course is a study of sub-systems for linear/analog electronics. The sub-system classifications are amplifiers, signal controlled switches, and special functions. Topics of study involve discrete and integrated circuit types, circuit examples include amplifiers, comparators, pnpn switches, oscillators, voltage regulators, signal shaping and timing functions. Laboratory experimentation verifies all concepts presented. Five class hours.

ETE 2105C Technical Physics for Electronics 4 cr.
Prerequisites: MTB 1322 and ENC 2210. This course teaches principles as applied to various physical energy forms. Particular emphasis is placed upon mechanics, heat, light, and sound energy systems. Energy transducers are introduced as forms of input to microcomputer control systems, medical electronics, and communication systems. Laboratory work is used to verify principles presented. Five class hours.

ETE 2204C Electronic Instrumentation 4 cr.
Pre or corequisite: ETE 1111C, Electronics III. Basic concepts, theory and operation of varied electronic test instruments are covered in this course. Topics covered include VOM, VTM, oscilloscopes, AF and RF generators, transistor testers, bridges, and various digital test instruments, including digital logic analyzers. Emphasis is placed on setup and operation of instruments in actual measuring situations. Six class hours.

ETE 2208C Medical Instrumentation 4 cr.
Prerequisites: ETE 1111C and ETE 2105C. This course is designed to introduce the student to medical systems and equipment associated with Biomedical Electronics. Topics include transducers, biotelemetry, mini/microcomputer applications, measurement techniques and equipment of various physiological systems, and X-ray/Radioisotope instrumentation. Hands-on experience is gained through laboratory experiments. Five class hours.

ETE 2421C Electronic Communications 4 cr.
Prerequisites: ETE 1111C and ETE 2105C. This course presents the communications process as a system. Topics are viewed as transmitters, receivers, and mediums of transfer. Specific items include the study of A.M. and F.M. radio, microwave, and laser technology principles. Laboratory work involves the verification of principles using commercial hardware. Five class hours.

ETE 2600C Digital Electronics I 4 cr.
Prerequisite: ETE 1010C. This course serves to introduce topics needed to become proficient in Digital Electronics. Number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories are the topics covered in this course. Laboratory experiments are used to verify the concepts studied. Five class hours.

ETE 2611C Digital Techniques 4 cr.
Prerequisites: ETE 1111C, ETE 2105C, and ETE 2600C. This course provides for the completion of the digital series courses at the system level. Emphasis is placed on minicomputer systems. Topics include disc drive technology, interfacing, video terminals, and other peripheral machines. Troubleshooting systems and an introduction to operating systems software are complementary topics. Hands-on experience with a minicomputer system is included. Five class hours.

ETE 2680C Microcomputers 4 cr.
Prerequisite: ETE 2600C and ETE 1111C. This course introduces the student to microcomputers. Topics covered include architecture of CPU's, micro-programming, types of microcomputers, peripheral devices, basic system design and applications. Laboratory experiments are performed on microcomputer trainers. Five class hours.

ETE 2681C Digital Electronics II 4 cr.
Prerequisites: ETE 1111C, ETE 2105C, and ETE 2680C. This course uses the concepts learned in Digital Electronics I to develop a systems concept using digital circuits. Emphasis is placed on minicomputer systems. Topics covered include programming, CPU structure, internal timing, Bus structures, and interrupts. Hands-on experience with a minicomputer system is included. Five class hours.

ETE 2701C Electronics Fabrication Techniques 4 cr.
Prerequisites: ETD 1620C, or permission of instructor. This course is designed to introduce the student to electronic manufacturing techniques. Topics include breadboards, printed circuit boards, and enclosure design/fabrication. Intensive hands-on experience is provided in the laboratory. Laboratory work includes the use of high speed drill press, metal brake, shear, and notching equipment. Laboratory project is required. Six class hours.

ETE 2731C Electro-Mechanical Systems 4 cr.
Prerequisite: ETE 2105C. This course presents topics involving mechanisms and electric motors. Topics concerning mechanisms include gears, pulleys, levers, springs, and bell-driven devices. Topics concerning electric motors include series, shunt, compound, Synchronous, and stepper motors. An introduction to control systems is provided in order to view mechanisms and electric motors as an integrated system to perform a task. Laboratory work is required. Six class hours.

ETE 2810C Medical Electronics 4 cr.
Prerequisites: ETE 1111C and ETE 2105C. This course is designed to acquaint the electronics student with the type of electronic circuits used in medical electronics equipment. Topics covered include differential and operational amplifier circuits, filters, level detectors, ECG equipment. Hands-on experience is gained through laboratory experiments. Five class hours.

ETE 2930 Electronics Seminar 4 cr.
This course is designed as an exiting vehicle from the Electronics Technology Program. A review of basic electronic components and advanced systems is provided. Exiting competencies are measured for instruments and advanced systems. The systems measured include digital, communications, and biomedical systems. Guidance and preparations are made to assist the student in making the transition from the program to the world of work. Five class hours.

Emergency Medical Services

EMS 1119 Emergency Medical Technology 4 cr.
Corequisite: EMS 1119L. This course provides an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Scheduled is information concerning basic structure and function of the body systems. Emergency procedure for life-threatening problems will be discussed and demonstrated. Theory is in conjunction with the Department of Transportation Training Course/Emergency Medical Technician. Successful completion of the American Heart Association Basic Life Support Certification must be accomplished by the end of the course. A comprehensive final written and skills examination must be successfully completed at the end of the course. This course must be taken in conjunction with EMS 1119L. Four class hours.

EMS 1119L Emergency Medical Technology Laboratory 2 cr.
Corequisite: EMS 1119. College laboratory experiences are provided for practice and testing of the skills taught in EMS 1119. This course must be taken in conjunction with EMS 1119. Four lab hours.

EMS 1431 Emergency Medical Technology Clinical 1 cr.
Pre or corequisites: EMS 1119 and EMS 1119L. Local clinical experiences will be provided on an Emergency Medical Services Rescue Unit. The student must meet age requirements of local EMS Rescue Services. Two lab hours.

EMS 2219 Paramedics I 6 cr.
Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisites: EMS 2219L and EMS 2435. Advanced theory will be presented in conjunction with the Department of Transportation Advanced Training Course/Paramedic, Modules 1-6. Specific areas of study will include Modular content, relating to the Paramedic, human systems and patient assessment, shock and fluid therapy, general pharmacology, respiratory system and cardiovascular system. This course must be taken in conjunction with EMS 2219L and EMS 2435. Six class hours.

EMS 2219L Paramedics Laboratory I 2 cr.
Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisites: EMS 2219 and EMS 2435. College laboratory experiences are provided for practice and testing of the skills taught in EMS 2219. This course must be taken in conjunction with EMS 2219 and EMS 2435. Four class hours.

EMS 2229 Paramedics II 8 cr.
Prerequisites: HSC 2531, EMS 2219, EMS 2219L, and EMS 2435. Corequisite: EMS 2436. Advanced theory will be presented in conjunction with the Department of Transportation Advanced Training Course/Paramedic, Modules 7-15, and the American Heart Association Advanced Cardiac Life Support Certification Course. The specific areas of study will include Modular content relative to central nervous system, soft tissue injuries, musculoskeletal system and medical emergencies. College laboratory experiences will be provided for skills practice and testing. Eight class hours. This course must be taken in conjunction with EMS 2436.

EMS 2425 Paramedics Internship 9 cr.
Prerequisites: HSC 2531, EMS 2219, EMS 2219L, EMS 2435, EMS 2229, and EMS 2436, and American Heart Association Advanced Cardiac Life Support Certification. Experiences will be provided on an active Advanced Life Support Rescue Unit and local hospital emergency rooms and will be planned to meet each student's individual needs. The specified procedures to be both supervised and approved by the Medical Director must be accomplished by the completion of this course. Classroom experiences will be planned for review of knowledge and skills. A final comprehensive written and skills examination must be successfully completed at the end of the course. Eighteen class hours.

EMS 2435 Paramedics Clinical I 4 cr.
Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisites: EMS 2219 and EMS 2219L. Local clinical experiences will be provided and feasible structural experiences will be planned for each student in a hospital emergency department, intensive care/coronary care unit, intravenous therapy team and electrocardiography department. Clinical related theory from the Department of Transportation Advanced Training Course/ Paramedic, Modules 1-6 will be presented in seminars throughout the course. This course must be taken in conjunction with EMS 2219 and EMS 2219L. Eight class hours.

EMS 2436 Paramedics Clinical II 8 cr.
Prerequisites: EMS 2219, EMS 2219L, EMS 2435, and HSC 2531. Corequisite: EMS 2229. Extended clinical experiences will be provided in a hospital emergency room, intensive coronary care units, operating room, delivery suite, autopsy and Advanced Life Support Rescue Units. This course must be taken in conjunction with EMS 2229. Sixteen class hours.

HSC 2531 Medical Terminology I 3 cr.

This course is directed toward the learning of medical terminology needs for medical personnel, medical secretaries, technicians or any other persons interested in related medical fields. The learning of the medical language will be organized according to the body systems and will include the fundamental understanding of the anatomy, physiology and disease process of each system to include basic word structure, analysis of a medical paper, terms pertaining to the body, suffixes and prefixes, digestive system, urinary system, nervous system, cardiovascular system, respiratory system and the musculoskeletal system. Three class hours.

HSC 2532 Medical Terminology II 3 cr.

Prerequisite: HSC 2531. This course is a continuation of HSC 2531, to include male and female reproductive systems, blood and lymphatic systems, skin, sense organs, the endocrine system, cancer medicine, radiology and nuclear medicine, pharmacology and psychiatry. Three class hours.

English**AML 2010 American Literature I** 3 cr.

Prerequisite: ENC 1101 or consent of instructor. A critical study of selections from American literature: colonial period to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. Three class hours.

AML 2022 American Literature II 3 cr.

Prerequisite: ENC 1101 or consent of instructor. A survey of the major movements and representative authors in American literature: 1865 through the Twentieth century including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. Three class hours.

CRW 2000 Creative Writing 3 cr.

Prerequisite: ENC 1101, or consent of instructor. Students have the opportunity to experiment with various forms of writing, such as the short story, poetry, essays, and magazine articles. Discussion of the student's work and analysis of contemporary fiction is included. Three class hours.

ENC 1001 Communication Skills I 3 cr.

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

ENC 1002 Communication Skills II 3 cr.

Prerequisite: ENC 1001. A continuation of ENC 1001. This course includes the reading of fiction; the writing of short expository and business-related papers; the making of oral reports; and additional work in punctuation, spelling and vocabulary. This course is not intended for transfer and may or may not be accepted for transfer by another college or university. Three class hours.

ENC 1101 English Composition I 3 cr.

This course is designed to develop effective written communication skills for academic and professional use. It includes practice in the selection, restriction, organization, and development of topics, and reinforces the student's facility with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. This course requires written compositions totaling at least 6,000 words. Three class hours.

ENC 1102 English Composition II 3 cr.

Prerequisite: ENC 1101. A continuation of ENC 1101. It provides further instruction in the planning, organization, and writing of expository papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. This course requires written compositions totaling at least 6,000 words. Three class hours.

ENC 2003 Modes of Communication 3 cr.

Prerequisite: ENC 1101. This course prepares the student to participate more effectively in a democratic society through the development of reading, speaking, and listening skills. Three class hours.

ENC 2210 Technical Writing 3 cr.

Prerequisite: ENC 1101. Offered for students desiring experience in writing formal reports with an emphasis on industrial communications. Required for majors in electronics. Assignments can be given related to the individual interests of the students. Three class hours.

***ENC 9000 Fundamentals of Writing** 3 cr.

See Developmental Studies.

***ENC 9012 Basic Grammar** 3 cr.

See Developmental Studies

ENL 2013 British Literature I 3 cr.

Prerequisite: ENC 1101 or consent of instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Jonson, Milton, Pepys, Defoe, Swift, and Goldsmith. Three class hours.

ENL 2023 British Literature II 3 cr.

Prerequisite: ENC 1101 or consent of instructor. A continuation of the study of British Literature, covering the Nineteenth and Twentieth centuries in the context of the history and society of the times. Three class hours.

JOU 2100 Journalistic Writing and Reporting 3 cr.

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

LIT 2313 Science Fiction 3 cr.

A survey of modern science fiction in America. Students will investigate the philosophies, purposes, and themes of leading authors in the field, and relate the past and present to the future. Authors to be studied include Asimov, Bradbury, Clarke, and Heinlein. Three class hours.

REA 1105 College Reading Techniques 3 cr.

See Reading.

***REA 9005 Basic Reading** 3 cr.

See Developmental Studies.

***REA 9106 Fundamentals of Reading** 3 cr.

See Developmental Studies.

SES 2335 Business Correspondence 3 cr.

See Business.

English as a Second Language

***ESL 9101 Speech for Non-English Speaking Students I** 3 cr.

Prerequisite: Consent of Adult Migrant Program Counselor. This course is an introduction to oral comprehension of the English language. The student's listening comprehension is improved by oral response to questions on oral presentations; individual or group exercises in which the speaking vocabulary is augmented by learning new words or phrases for use in everyday situations; and by emphasis on structure in spoken English. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Three class hours.

***ESL 9201 Speech for Non-English Speaking Students II** 3 cr.

Prerequisites: ESL 9101 or consent of Adult Migrant Program Counselor. This course is a continuation of ESL 9101. The student will study the international phonetic alphabet to break down the sound system in English and to change the meanings of words by altering the root word or suffixes. Stress will be placed on timed structural short oral presentations. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Four class hours.

***ESL 9141 English Writing for Non-English Speaking Students I** 3 cr.

Prerequisite: Consent of Adult Migrant Program Counselor. This course will emphasize the writing of original English sentences by following given models. Instruction will be given on combining these sentences within a structural outline, enabling the student to utilize a growing vocabulary and to become accustomed to the methods of English paragraph development. The student will master the basic sentence pattern and be able to write original transformations of that pattern. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Three class hours.

***ESL 9241 English Writing for Non-English Speaking Students II** 3 cr.

Prerequisites: ESL 9141 or consent of Adult Migrant Program Counselor. This course will begin with a review of various English pattern sentences and will rapidly move into the area of original composition. The student is expected to master the composition of key paragraphs with special emphasis on chronological order, spatial order, order of importance, comparison, and contrast. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Three class hours.

***ESL 9161 English Structural Patterns for Non-English Speaking Students I** 3 cr.

Prerequisite: Consent of Adult Migrant Program Counselor. This course uses structural transformation pattern drills to develop comprehension of basic English sentence patterns. Variations on the basic patterns are covered as well as their use with the present, past, past perfect, present perfect, and future tenses. Irregular verbs and idioms are emphasized. Students are expected to develop a reflex response in English in certain cue situations and to develop a basic vocabulary of approximately 1,500 words by the completion of this course. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Three class hours.

***ESL 9261 English Structural Patterns for Non-English Speaking Students II** 3 cr.

Prerequisites: ESL 9161 or consent of Adult Migrant Program Counselor. This course is a continuation of ESL 9161. The patterns and vocabulary used are more complex. The transformations expected of the students require an increasing mastery of the variables in the English sentence. The passive voice and modal auxiliaries are stressed. The speed of student responses is increased and vocabulary building is stressed. Students should have a functional English vocabulary of approximately 5,000 words at the completion of this course. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Three class hours.

***ESL 9121 English Reading Lab for Non-English Speaking Students I** 3 cr.

Prerequisite: Consent of Adult Migrant Program Counselor. This course teaches reading for the understanding of first level English materials. This individually structured laboratory course utilizes language laboratory equipment and is closely supervised by reading instructors. It reinforces language instruction offered at the Elementary Level ESL Classes. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Six class hours.

***ESL 9221 English Reading Lab for Non-English Speaking Students II** 3 cr.

Prerequisites: ESL 9121 or consent of Adult Migrant Program Counselor. This course emphasizes comprehensive intermediate reading, with exposure to current events obtained from various reading media and to other meaningful subject matters. This course is individually planned and reinforces lecture course materials in the learning of English as a Second Language. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Six class hours.

Environmental Science

EVS 1100 Fundamentals of Environmental Science 3 cr.

An introductory view of the principles and concepts that govern the state of the environment. A broad approach will be used to the study of scientific and technical aspects of topics such as population, energy, agricultural systems, air and water pollution, waste disposal, and space monitoring. Field trips will be included. Three class hours.

EVS 1651 Waste Disposal: Solid, Liquid, Radioactive 3 cr.

The methods of waste treatment and disposal along with their associated environmental effects will be viewed. Recycling procedures and alternatives are to be presented with the intent of using wastes as a natural resource in industry. Field trips will be included. Three class hours.

GLY 2822 Hydrology 3 cr.

Prerequisite: Consent of Instructor. A detailed study of surface and sub-surface water including its chemical and physical characteristics, movement, and storage in relation to the geologic environment. The various aquifer types will be viewed or examined, but emphasis is on the limestone Floridian Aquifer. Methods of well drilling and maintenance along with Florida water law will be included. Field trips will be included. Three class hours.

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

French

FRE 1100 Elementary French I 3 cr.
Introduction to French with emphasis on auditory comprehension, oral production and control of structure. Three class hours.

FRE 1101 Elementary French II 3 cr.
Prerequisites: FRE 1100, or consent of instructor. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audio-visual aids. Students read simple short stories and poetry of modern and classic French authors. Three class hours.

FRE 2200 Intermediate French I 3 cr.
Prerequisites: FRE 1101, two years of high school French, or their equivalent. This course will provide an advanced level of communication skills for students who have successfully completed FRE 1101 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. Three class hours.

FRE 2201 Intermediate French II 3 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. Three class hours.

Geography

GEA 2000 World Regional Geography 3 cr.
A regional study of the relationship of the activities of man and his natural environment related to the economic development of the countries of the world. This study includes climate, land forms, soils, and vegetation as they affect man's economic state. Three class hours.

GEA 2200 Geography of North America 3 cr.
A regional study of the physical and natural environment of North America with particular emphasis on human activities from an ecological perspective. Three class hours.

Health

HES 1000 Personal and Community Health 3 cr.
A study of health problems which are of major importance to our society. Emphasis is placed on the general principles involved in our present understanding of health related areas. Three class hours.

HES 1400 Standard First Aid and Personal Safety 1 cr.
A course dealing with first aid skills to be used in the treatment of injuries in an emergency. Students successfully meeting the requirements of this course with a grade of 'C' or better will be issued the American Red Cross Standard Certificate. Two class hours.

HES 1402 Advanced First Aid and Emergency Care 3 cr.
Designed to meet the needs of individuals or groups who are in a position to provide first aid and emergency care frequently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. Four class hours.

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

HSC 2532 Medical Terminology 3 cr.
See Emergency Medical Services.

History

AMH 1574 Roots 3 cr.
This course presents an historio-cultural view of the Black American from his roots in Africa to the present. The course encompasses African heritage, slavery, emancipation through the post-reconstruction period, and reveals the on-going contributions of Black Americans to America. Through this course students will gain increased understanding of the Black American history and Black American lifestyles and cultures. Three class hours.

AMH 2010 History of the United States I 3 cr.
United States history to 1865 emphasizing the European background, Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery and the War Between the States. Three class hours.

AMH 2020 History of the United States II 3 cr.
A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economical and world affairs since World War II. Three class hours.

AMH 2420 History of Florida 3 cr.
This course begins with the influence of geography on early Indian cultures of the region. The economic, social and political background of Florida is chronologically developed from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. Three class hours.

AMH 2570 Black American History 3 cr.
A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background; slavery; reconstruction; and Twentieth Century developments up to present. Three class hours.

EUH 1000 Western Civilization I 3 cr.
Origins and development of western civilization beginning with the classical civilizations of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the Sixteenth Century. The emphases are upon social, economic, and cultural trends of each period. Three class hours.

EUH 1001 Western Civilization II 3 cr.
The evolution of modern western civilization since the commercial revolution of the Sixteenth Century. This course covers the period of colonization, the industrial revolution, and the emergence of modern national states extending to the present. The emphases are upon social, economic, and cultural developments. Three class hours.

Humanities

HUM 2211 Humanities I 3 cr.
Prerequisite: ENC 1102. A study of the ideas which characterize the moral, intellectual and aesthetic activities of early civilizations through the Medieval period. Emphasis is placed upon Man's speculative and creative nature as it is reflected in his literature, art, music, philosophy, and religions. This course requires written compositions totaling at least 6,000 words. Three class hours.

HUM 2230 Humanities II 3 cr.
Prerequisite: HUM 2211. A continuation of HUM 2211. A study of the culture of Western Man from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. Three class hours.

HUM 2700 Overseas Study in the Humanities 6 cr.
A humanities course offering students a study/travel program centered around the cities and countries of the tour. The course will include field experience, lectures, discussions, concerts, performances, and other pertinent materials in the humanities areas. The student will gain an understanding and appreciation of great and vital ideas through on-site study of great works of art, music, architecture, drama, religion, and philosophy in the cultural heritage of Western civilization.

Human Services

GEY 2000 Introduction to Gerontology 3 cr.
This course offers an overview of aging and the aged in 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, retirement, finances, recreation and leisure, institutionalization, death and dying, bereavement, and personal adaptations to 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. Three class hours.

HUS 1001 Introduction to Human Services 3 cr.
This course provides an introductory overview of agency resources, functions, methods, and activities related to human services, theory and methods of intervention with individuals, groups, and the family. Emphasis is placed on the development of individual skills and practices in human services. Students are required to spend 30 hours in a community agency in the field under supervision. Three class hours.

HUS 1303 Treatment and Management Procedures in Human Services 3 cr.
Prerequisite: HUS 1001. This course offers an overview of theory and practical methodology utilized in treatment and diagnosis of persons in need of human services. The implications of various types of tests, habilitative programs, and various other psychological, sociological, and biological means of treatment and management will be studied and observed. Three class hours.

HUS 2110 Basic Counseling Skills 3 cr.
Prerequisite: HUS 1001. This course involves developing the skills of observation, recording, reporting, interviewing, and counseling. These skills are presented in the context of general counseling theory. Three class hours.

HUS 2940 Field Experience in Human Services 3 cr.
Prerequisites: HUS 1001, HUS 1303, and HUS 2110. Students work on a volunteer basis as counselling paraprofessionals in a community agency under supervision. They meet regularly with the Field Coordinator. Five class hours.

SOW 1020 Introduction to Social Welfare 3 cr.
This course is designed to give the student an overview of the social welfare system in the United States. It serves as a foundation course for those interested in the profession of social work and provides background for the interested citizen. Students are required to spend 30 hours in a community agency in the field under supervision. Three class hours.

Interdisciplinary

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

IDS 1193 Age of Uncertainty 3 cr.
An interdisciplinary study of economics, philosophy, history, sociology, anthropology and political science beginning in the agricultural landscape of the 1700's, and progressing through the modern industrial era. (Equivalent to three class hours).

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

STD 1205 College Survival Skills 3 cr.
This course is designed to help the student develop more effective and efficient study skills and attitudes which are needed in order to meet success in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and preparing reports. Three class hours.

***STD 9151 Orientation to the World of Education and Work** 3 cr.
A view of the role of education and work in the community and the expectations placed upon individuals and families by the mores, laws, and traditions of society. Three class hours. (Does not apply toward a degree).

***STD 9990 Life Skills I** 3 cr.
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth and group developmental activities placing emphasis on: Understanding Life Skills; Developing Trust in the Group; Taking a Look at Yourself; Ways We Receive and Share Information; Relating Effectively to Others; Decision Making, Goal Setting, and Taking Action, Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. The course does not apply toward a degree. Three class hours.

Library Science

EDG 1315 Preparation of Instructional Materials 3 cr.
See Education.

LIS 1001 Introduction to the Use of Books and Libraries 3 cr.
A basic course designed to enable the student to effectively utilize the library for study and research. Emphasis is on skill development and research methods. Three class hours.

LIS 1702 Learning Resource Equipment 3 cr.
A study of the day-to-day uses, operation and general maintenance of school learning resource center equipment. Topics include: Motion picture projectors, slide and filmstrip projectors, overhead and opaque projectors, tape recorders, record players, cameras and duplicating equipment. Three class hours.

VIC 1300 Multi-Media 3 cr.
This course provides the student with the knowledge and opportunity to conceive and develop a synchronized sound/slide presentation combining photographic, art, music, and audio skills. Students will be required to purchase consumable materials. Three class hours.

Masonry

BCT 1021 Tools and Equipment in Masonry 3 cr.
Prerequisite: BCT 1051 or consent of instructor. This course provides an orientation to the basic tools and equipment used in masonry, with emphasis on proper use and safety. Four class hours.

BCT 1041 Plans and Materials in Masonry 3 cr.
Prerequisite: BCT 1021 or consent of instructor. This course provides an orientation to blueprint reading, house plans, specifications, codes, foundations, elevations, working drawings, and building permits. Four class hours.

BCT 1051 Introduction to Masonry 3 cr.
This is an introductory course which provides an overview of the construction industry with special emphasis on masonry as a career. The more prevalent types of construction adapted to the general area will be discussed. Special emphasis will be placed on metric conversion, measurement, and mathematics in masonry. Four class hours.

BCT 1402 Brick Wall Construction 3 cr.
Prerequisite: BCT 1041 or consent of instructor. A study of mortar mixing, types of mortar, spreading mortar and brick wall construction. Quality standards and wall patterns and designs will be included. Four class hours.

BCT 1403 Block Wall Construction 3 cr.
Prerequisite: BCT 1041 or consent of instructor. A study of the construction of concrete block walls in a variety of bonds and patterns. Four class hours.

BCT 1404 Brick and Block Construction 3 cr.
Prerequisites: BCT 1402, BCT 1403, or consent of instructor. A study of the construction of a variety of brick and block combination walls in common and stretcher bond patterns according to plans and specifications. Four class hours.

BCT 1406 Advanced Brick and Block Construction 3 cr.
Prerequisite: BCT 1404 or consent of instructor. A continuation of BCT 1404. Four class hours.

BCT 1409 Specialty Brick and Block Construction 3 cr.
Prerequisite: BCT 1406 or consent of instructor. A study of the construction of brick or block piers, panels and decorative masonry. Four class hours.

BCT 1430 Veneered Wall Construction 3 cr.
Prerequisite: BCT 1406 or consent of instructor. A study of the construction of brick and block veneer walls. This study includes lintels and sills, veneer lay up at door jams and window jams. Four class hours.

BCT 1451 Concrete Construction 3 cr.
Prerequisite: Consent of instructor. A study of concrete construction and troweling and finishing concrete. Four class hours.

BCT 1460 Fireplace and Chimney Construction 3 cr.
Prerequisite: BCT 1406 or consent of instructor. A study of fireplace and chimney construction. Installation of metal fireboxes and accessories are included. Four class hours.

BCT 1469 Masonry Construction 3 cr.
Prerequisite: Consent of instructor. A course for general review of the program. Employability skills will be emphasized. Four class hours.

Mathematics

MAC 1104 College Algebra 4 cr.
Prerequisite: Two years of high school algebra or MAT 1033. A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: factoring, exponents and radicals, linear and quadratic equations, inequalities and functions, systems of equations, matrices and determinants. Four class hours.

MAC 1114 Trigonometry 3 cr.
Prerequisite: MAC 1104, 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. Three class hours.

MAC 2311 Calculus and Analytic Geometry I 4 cr.
Prerequisites: MAC 1104 and MAC 1114 or equivalent. This course emphasizes the line, inequalities, limits and continuity, derivatives, and the differential. Four class hours.

MAC 2312 Calculus and Analytic Geometry II 4 cr.
Prerequisite: MAC 2311. Topics include: The definite integral, applications, differentiation and integration of the logarithmic, exponential, trigonometric, and hyperbolic functions, techniques of integration. Four class hours.

MAC 2313 Calculus and Analytic Geometry III 4 cr.
Prerequisite: MAC 2312. Topics include: Applications of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, Taylor's Formula, infinite series. Four class hours.

MAC 2314 Calculus and Analytic Geometry IV 3 cr.
Prerequisite: MAC 2313. Topics include: Vectors in the plane, parametric equations, vectors in three-dimensional space, solid analytic geometry, differential calculus of functions of several variables. Three class hours.

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

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

MAT 1033 Intermediate Algebra 3 cr.
Prerequisite: One year of high school algebra or MAT 1024. This course is designed to prepare students wishing to enter MAC 1104 but who have an inadequate or antiquated background in high school algebra. Topics include an introduction to the mathematics of sets; the complex number system; linear, fractional, radical and quadratic equations and inequalities, relations and functions and their graphical representations. Three class hours.

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

***MAT 9004 Basic Arithmetic** 3 cr.
See Developmental Studies.

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

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

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

MGF 1202 Topics in College Mathematics 4 cr.
Prerequisites: MAC 1104 or consent of instructor. This course is designed for the math-oriented student and includes topics in College Mathematics not found in the Algebra, Trigonometry, and Calculus sequence. Topics include logic, mathematical systems, systems of numeration, probability, statistics, geometry, and computer mathematics. Students who have completed MGF 1113 and MGF 1114 can take this course on an audit basis only. Four class hours.

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

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

MTB 1322 Technical Mathematics II 3 cr.
Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. Three class hours.

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

QMB 1001 Business Mathematics 3 cr.
See Business.

STA 2014 Applied Statistics 4 cr.
Prerequisite: MAT 1033 or any higher level algebra course. A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, Student's T distribution. Four class hours.

Military Science

MIS 1010 Introduction to Military Science 3 cr.
This course covers the history and organization of the Reserve Officers' Training Corps and its mission in support of U.S. National Defense policies. Strong emphasis is placed on the relation of the U.S. Defense establishment to the Federal Government, and extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. Three class hours.

MIS 1400 Fundamentals of Leadership 3 cr.
An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the Modern Volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication is stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. Three class hours.

MIS 1410 Seminar in Leadership and Management 3 cr.
A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army, the role of the United States in world affairs in the 1970's. Three class hours.

Music

MUH 1111 Introduction to Music History I 3 cr.
Prerequisites: Consent of instructor or MUT 1001. This course provides a survey of the development of musical styles in western civilization from Antiquity through the Baroque. It is designed for music majors, but is open to all students with a musical background. Three class hours.

MUH 1112 Introduction to Music History II 3 cr.
Prerequisites: Consent of instructor or MUH 1211. This course will study the musical styles in western civilization from the Classical Period through the present. Three class hours.

MUL 1111 Music Appreciation 3 cr.
A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world's great music. This course is open to all students. Three class hours.

MUN 1001 Chamber Players 1 cr.
Prerequisites: Consent of instructor; audition required. This course is for instrumentalists with some experience in band, orchestra, or other instrumental ensembles. Ensembles (e.g. woodwind quintet, brass choir, recorder consort, jazz combo, string quartet) are formed based on student registration. These groups are performance oriented with repertoire from 14th Century to the present. This course may be taken repeatedly for credit with the consent of the instructor. Two class hours.

MUN 1310 College Chorus 1 cr.
This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. Three class hours. (May be taken for credit up to four times).

MUN 1340 Chamber Singers 1 cr.
Prerequisites: Consent of instructor; audition required. This course is for experienced singers with some musical training. The group is performance oriented with repertoire from the 14th Century to the present with an emphasis on 16th and 17th Century chamber pieces. This course may be taken repeatedly for credit with the consent of the instructor. Two class hours.

MUN 1450 Piano Ensemble 1 cr.
Prerequisites: Consent of instructor; audition required. 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. This course may be repeated for credit with the consent of the instructor. Two class hours.

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

MUT 1001 Fundamentals of Music 3 cr.
This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. This course is designed for non-music majors, or for students desiring to prepare themselves for Music Theory I. Three class hours.

MUT 1121 Music Theory I 4 cr.
Prerequisite: MUT 1001, or satisfactory performance on a diagnostic exam. A study of musical concepts with emphasis on the materials from the Common-Practice Period. This course will be organized in linear manner, programming from melody through a four-part texture. Practical application for these concepts will include written projects, and aural and visual analysis. Rhythmic, melodic, and harmonic dictation and sight-singing will also be studied. Five class hours.

MUT 1122 Music Theory II 4 cr.
Prerequisite: MUT 1121, or consent of instructor. A continuation of MUT 1121. Five class hours.

MUT 2126 Music Theory III 4 cr.
Prerequisite: MUT 1122, or consent of instructor. A study of harmonic organization that includes diatonic as well as chromatic structures. Traditional forms such as variation techniques, rondo, sonata-allegro, and 18th Century contrapuntal procedures will also be covered. Practical application for these concepts will include written projects, and aural and visual analysis. More advanced rhythmic, melodic, and harmonic dictation and sight-singing will be studied. Five class hours.

MUT 2127 Music Theory IV 4 cr.
Prerequisite: MUT 2126, or consent of instructor. A continuation of MUT 2126. Five class hours.

MV—Applied Music 1 cr.
(Prefix and number will be determined by specialty). Private instruction and studio lab at Freshman level in the principal areas of voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments. Designed for the music major studying a principal instrument. May be continued at the Sophomore level with the consent of the instructor or successful completion of the Freshman level course. One class hour.

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

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

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

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

Nursing

NUR 1021C Nursing I 8 cr.
Pre or corequisites: APB 1203C, and ENC 1101 or ENC 1001. An introduction to nursing and its relationships with other health disciplines. It includes principles and techniques basic to nursing care for people of all ages. Four class hours and eight lab hours in community agencies each week. Additional campus lab hours will be necessary. Lab fee required.

NUR 1200C Nursing II 10 cr.
Prerequisite: NUR 1021C. Pre or corequisites: APB 1204C and ENC 1102, or ENC 1002. An introduction to medical-surgical nursing including the developmental tasks of all age groups, the causes of illness and the promotion of health. The nursing process is used as an approach to nursing care of people of all ages with major health problems of oxygenation, endocrine regulation, digestion and circulation. Four lecture hours and twelve lab hours in community agencies each week. Lab fee required.

NUR 1311C Nursing III 5 cr.
Prerequisite: NUR 1200C. Pre or corequisite: PSY 1000. A study of the basic principles and concepts of mental health nursing with major emphasis on nursing intervention in caring for people with varying degrees of mental illness. Two lecture hours and six lab hours in community agencies each week. Lab fee required.

NUR 2130C Nursing IV 12 cr.
Prerequisite: NUR 1311C. Pre or corequisites: DEP 2002 and POS 2041. A study of the nursing care of the child-bearing family, the infant from conception to one year of age and children from infancy through adolescence with major health problems. Four lecture hours and sixteen lab hours in community agencies each week. Lab fee required.

Practical Nursing

PRN 1505 Mental Health Nursing 5 cr.
Prerequisite: PRN 1631. Corequisite: APB 1204C. This 6-week course consists of a study of the basic principles and concepts of Mental Health Nursing with major emphasis on Nursing intervention in caring for people with varying degrees of mental illness. Lab fee required. Five class hours per week, to include laboratory in a community agency. Additional lab hours will be necessary.

PRN 1601 Practical Nursing I 10 cr.
Prerequisites: Communications (See Page 38) and PSY 1000. Pre or corequisite: APB 1203C. This core 12-week course discusses the health care delivery system and the Nursing process which identifies needs of individuals and families as the basis for therapeutic intervention. Instructor guided clinical experiences are provided. Upon satisfactory completion, a First Aid and CPR Certificate will be awarded. Theory and Clinical experience in caring for the geriatric patient and his/her family are included. Lab fee required. Ten class hours per week. Additional lab hours will be necessary.

PRN 1630 Practical Nursing II 12 cr.
Prerequisite: PRN 1601. Corequisite: DEP 2002. This 16-week course introduces basic and advanced concepts and skills in the biopsychosocial care of the patient. Included are physical and psychological defenses against illness, medical and surgical aspects as well as introduction to Pediatric Nursing. Under the guidance of an instructor, selected experiences with children and adults take place in hospitals and other agencies. Lab fee required. Twelve class hours per week. Additional lab hours will be necessary.

PRN 1631 Practical Nursing III 12 cr.
Prerequisites: PRN 1630 and DEP 2002. Corequisite: Communications (See Page 38). A comprehensive course involving Obstetrical Nursing, Pediatrics II and Medical-Surgical Nursing, as well as Administration of Medications in a 16-week block. Biopsychosocial aspects of nursing care in patients with Neurological and Gastroenterological disorders are stressed in addition to an extension of Practical Nursing I and II. A variety of clinical settings are provided. Lab fee required. Twelve class hours. Additional lab hours will be necessary.

PRN 1640 Medical-Surgical Nursing — Review of Obstetrics and Pediatrics 5 cr.
Prerequisite: PRN 1505. This 6-week course consists of a Medical-Surgical review with theory testing, simulated and actual clinical laboratory experiences as well as preparation for entry into the study of Maternal and Child Health in NUR 2130C. Lab fee required. Five class hours per week. Additional lab hours will be necessary.

Psychology

DEP 2002 Child Psychology 3 cr.
Prerequisite: PSY 1000, or consent of instructor. This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. Three class hours.

DEP 2302 Adolescent Psychology 3 cr.
Prerequisite: PSY 1000, or consent of instructor. This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial and educational growth of the adolescent. Three class hours.

DEP 2401 Psychology of Adulthood 3 cr.
This course focuses on the predictable crises of life encountered between the ages of 18 and 50. Three class hours.

DEP 2931 Parent and Child Interaction 3 cr.
This course is designed to give the student the background underlying parent-child communication skills. Materials from several disciplines—communication theory, psychology, sociology, and child development—are incorporated. Three class hours.

EXP 1600 Creative Thinking and Imagination 3 cr.
Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the vital importance of creative effort and stimulating the student's ability to utilize the creative approach to his/her life and work. Three class hours.

PSY 1000 Introduction to Psychology 3 cr.
An introduction to the field of psychology wherein the student becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concept, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. Three class hours.

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

Reading

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

REA 1105 College Reading Techniques 3 cr.
This basic reading course is designed to develop and improve college reading skills, stressing proficiency in comprehension, flexibility of rate, study skills in subject areas, test-taking competence, and vocabulary improvement. Practice with specialized equipment and materials is provided. Recommended for the average student who wishes to improve his/her reading potential. Three class hours.

***REA 9005 Basic Reading** 3 cr.
See Developmental Studies.

***REA 9016 Fundamentals of Reading** 3 cr.
See Developmental Studies.

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

Real Estate

REE 1000 Real Estate Principles and Practices I 4 cr.
A study of the legal and economic aspects of real estate. This involves ownership of real property, the real estate market, titles, deeds, mortgages, liens, and taxation. It will familiarize the students with the law and its provisions under which the registrant will operate. Satisfactory completion of this course permits the student to sit for the Salesman's License examination of the Board of Real Estate. (Exam fee required). Four class hours.

REE 1030 Real Estate Salesmanship 3 cr.
Prerequisite: REE 1000. A practical course for the salesman. Topics include personal attitude and appearance, obtaining and servicing listings, advertising and prospects, showing properties, obtaining offers, closing techniques, personal referrals, and opportunities in real estate sales specialization. Three class hours.

REE 1100 Real Estate Appraisal 3 cr.
This is an intensive course to impart a broad understanding of real property appraisal concepts and to teach technical skills employed in their application to residential properties. It is designed to give the experienced real estate person a basic knowledge of appraisal fundamentals. Three class hours.

REE 1300 Real Estate Investment 3 cr.
This course is an exploration of investment opportunities available today, and the impact of taxation and financing upon the goals and objectives of the investor. Three class hours.

REE 2041 Real Estate Principles and Practices II 3 cr.
Prerequisite: 6 months registration as active salesman. Designed to help prepare the real estate salesperson for the broker's examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required). Three class hours.

REE 2091 Current Issues in Real Estate 3 cr.
Prerequisite: REE 1000 or active license. Research, writing, and discussion in selected areas which the prospective licensee will encounter in the real estate profession. Three class hours.

REE 2200 Real Estate Finance 3 cr.
Typical topics considered include the problems involved in obtaining mortgage money, money sources, mortgage liability, foreclosure proceedings, debts and pledges, titles and liabilities of mortgagor and mortgagee. Three class hours.

REE 2270 Mortgage Broker in Mortgage Lending 3 cr.
This course offers an exposure to the principles and techniques of mortgage financing and brokerage operations and a background study of the Florida Mortgage Brokerage Act. Three class hours.

REE 2503 Management of the Real Estate Firm 3 cr.
A study of management tools specifically related to the organization and operation of real estate firms. Major areas covered include: organization, planning, staffing, and control requirements of a real estate brokerage office. Three class hours.

Religion

REL 1300 World Religions 3 cr.
The religious inclinations of man have found expression in varied types of worship and many forms of belief and have produced such religions as the mysteries of Greece and Rome, Zoroastrianism, Hinduism, Buddhism, Confucianism, Shintoism, Judaism, Mohammedanism, and Christianity. Each of these religions is studied to discover its teaching and its contribution to the world of thought and moral uplift. Three class hours.

Small Engines

AER 1300 Introduction to Small Engines 3 cr.
An introduction to the basic tools for small gas engine repair. Shop safety, tool storage and check-out procedures, and correct tool/equipment use will be emphasized. Included will be a review of the metric system. Four class hours.

AER 1301 Repair of Small Engines 3 cr.
Prerequisites: AER 1311, AER 1312, or consent of instructor. To provide experience in disassembly, inspection, repair procedures, assembly, finishing and testing with emphasis on lawnmowers. Includes tap and die use, broken stud removal, basic oxy-acetylene torch use, cylinder honing, valve facing, seat facing and general overhaul procedures. Four class hours.

AER 1302 Overhaul of Small Engines 3 cr.
Prerequisite: AER 1304 or consent of instructor. An introduction of overhaul procedures used on two and four cycle gas engines. Includes a study of why and how to use equipment in honing, lapping, fitting, replacing, reconditioning, and general overhaul procedures. Four class hours.

AER 1303 Advanced Overhaul of Small Engines 3 cr.
Prerequisite: AER 1302 or consent of instructor. A continuation of AER 1302. Four class hours.

AER 1304 Advanced Repair of Small Engines 3 cr.
Prerequisite: AER 1301 or consent of instructor. A continuation of AER 1301. Four class hours.

AER 1305 Chainsaw Repair and Maintenance 3 cr.
Prerequisite: AER 1303 or consent of instructor. To provide experience in disassembly and operation of the basic components of the chainsaw. Includes ignition, carburetion, chain repair, and overhaul practices. Four class hours.

AER 1311 Introduction to Four Cycle Engines 3 cr.
Prerequisite: AER 1300 or consent of instructor. An introduction to the principles of operation of internal combustion engines. Emphasis will be on four cycle engines, ignition theory, carburetor theory and troubleshooting. Four class hours.

AER 1312 Introduction to Two Cycle Engines 3 cr.
Prerequisite: AER 1300 or consent of instructor. An introduction to the principles of operation of two cycle internal combustion engines. Emphasis will be on tune-up and troubleshooting procedures. Four class hours.

AER 1331 Small Engine Shop Operation 3 cr.
Fundamentals of small gas engine operation. Includes using a parts inventory, organizing and planning, selling small engines, supervising other employees, and customer relations. Four class hours.

AER 1400 Outboard Engine Repair and Maintenance 3 cr.
Prerequisite: AER 1303 or consent of instructor. To provide experience in outboard engine repair including troubleshooting, disassembly, inspection, repair procedures, assembly and testing. Four class hours

AER 1600 Motorcycle Repair and Maintenance 3 cr.
Prerequisite: AER 1303 or consent of instructor. To provide experience in motorcycle repair including ignition, carburetion, transmission, wheel repair, wiring and troubleshooting. Four class hours.

AER 1620 Advanced Motorcycle Repair and Maintenance 3 cr.
Prerequisite: AER 1600, or consent of instructor. A continuation of AER 1600. Four class hours.

Sociology

MAF 1002 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. Three class hours.

MAF 2001 Marriage and The Family 3 cr.
A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relations, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. Three class hours.

SOC 1243 Death in America 3 cr.
This course probes mortality, its psychological and social consequences and the problems it poses for modern Americans. Combining history and recent research findings, the series illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood and the impact of the threat of world holocaust. (Equivalent to three class hours)

SOC 2000 Introduction to Sociology 3 cr.
The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. Three class hours.

SOC 2020 Social Problems 3 cr.
American society is viewed as a social system whose ideology and values produce conditions defined by its members as social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. Three class hours.

SOC 2110 Introduction to Crime and Delinquency 3 cr.
Crime and delinquency will be viewed as aspects of socially defined deviant behavior. To be investigated are cultural nature, etiology, casual theories, problems of penology, and programs for treatment and prevention. Three class hours.

SOC 2700 Women in American Society 3 cr.
An overview of women's changing roles in American Society, 17th Century to the present. Emphasis will be placed on individual women and their contributions. Current problems will be examined. Three class hours.

SOC 2940 Applied Sociology 3 cr.
Prerequisite: SOC 2110 or SOC 2000 or SOC 2020, or SOW 1020. Minimum of 15 hours work at Pasco-Hernando Community College. GPA 3.0 and consent of instructor. A limited number of students are placed with community agencies to serve as closely supervised volunteer workers. Academic credit is given for satisfactory completion of 96 hours of seminar and field work. Weekly meetings with the instructor and a final summary paper on the field experience are required. Six class hours.

SOW 1020 Introduction to Social Welfare 3 cr.
See Human Services.

Spanish

SPN 1100 Beginning Spanish 3 cr.
A beginning course covering the fundamentals of Spanish grammar. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audiovisual aids. Three class hours.

SPN 1200 Intermediate Spanish 3 cr.
Prerequisite: SPN 1100. A thorough review of the principles of grammar. Composition and conversation planned to develop a basic active vocabulary and facility in understanding written and spoken Spanish. Three class hours.

SPN 2240 Spanish Conversation 3 cr.
Prerequisite: SPN 1200, or consent of instructor. A continuation of SPN 1200. This course provides intensive study and drill in Spanish pronunciation, listening comprehension, and development of conversational skills. Three class hours.

Speech

JOU 2100 Journalistic Writing and Reporting 3 cr.
See English.

ORI 1000 Introduction to Oral Interpretation 3 cr.
The focus of this course is on the selection, interpretation, and preparation of literature for oral presentation. The student will read aloud from prose and poetry, including selections from dialogue. Three class hours.

RTV 1000 Introduction to Broadcasting 3 cr.
Introduction to the principles, tools, and skills involved in radio and television broadcasting. Three class hours.

SPC 1600 Introduction to Public Speaking 3 cr.
This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and video taped. Three class hours

Teacher Aide

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

EDG 1316 Tutoring Management and Techniques 3 cr.

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

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

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

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

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

EDG 1942 Teacher Aide Practicum 3 cr.
Prerequisites: ENC 1101, EEC 1001, EDG 1315, EDG 1316; MGF 1113 or MAT 9013. The student will be assigned to school settings to gain experience as a teacher aide. The experience will be structured by objectives, monitored, and evaluated.

Welding

MTR 1050 Introduction to Welding 3 cr.
An introduction to the auxiliary equipment and tools used in the welding industry. Safety and proper use of equipment are stressed. Identification of metals and their uses and working with blueprints are included. Four class hours.

MTR 1100 Oxy-Acetylene Welding 3 cr.
Prerequisite: MTR 1050 or consent of instructor. It emphasizes principles in those types of welding which require the use of oxygen-acetylene gases. A beginning course in welding principles of oxy-acetylene. Four class hours.

MTR 1101 Advanced Oxy-Acetylene Welding 3 cr.
Prerequisite: MTR 1100 or consent of instructor. A continuation of MTR 1100. An advanced course in welding principles for oxy-acetylene. Four class hours.

MTR 1103 Specialty Welding 3 cr.
Prerequisite: MTR 1101 or consent of instructor. Welding of mild steel, brazing, silver soldering, and torch cutting are emphasized. Four class hours.

MTR 1120 Shielded Metal Arc Welding 3 cr.
Emphasizes principles in those types of welding which require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. Four class hours.

MTR 1123 Advanced Shielded Metal Arc Welding 3 cr.
Prerequisite: MTR 1120 or consent of instructor. A continuation of MTR 1120. An advanced course in welding principles of SMAW. Four class hours.

MTR 1128 Specialty Shielded Metal Arc Welding 3 cr.
Prerequisite: MTR 1123 or consent of instructor. Welding carbon steel, plug or slot welding, welding of pipe joints, stainless steel, cast iron, hard surfacing and cutting. Four class hours.

MTR 1129 Fabrication of Metal Products Using SMAW 3 cr.
Prerequisite: MTR 1128 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. Four class hours.

MTR 1131 MIG Welding 3 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 for MIG. Four class hours.

MTR 1133 TIG Welding 3 cr.
An introduction to Tungsten Inert Gas Welding (TIG). It emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles for TIG. Four class hours.

MTR 1135 Advanced MIG/TIG Welding 3 cr.
Prerequisite: MTR 1131, MTR 1133, or consent of the instructor. A continuation of MTR 1131 and MTR 1133. An advanced course in welding principles of MIG/TIG Welding. Four class hours.

MTR 1139 Fabrication of Metal Products Using MIG/TIG Welding 3 cr.
Prerequisite: MTR 1135 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. Four class hours.

FACULTY

Albertson, Harry T., *Assistant Director of Development*; B.A., University of South Florida; M.A., University of South Florida

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

Amburgey, Deborah G., *Instructor, Language Arts, East Campus*; B.A., University of South Florida; M.A., University of South Florida

Anderson, Susan L., *Supervisor, East and North Campus Learning Resource Centers*; B.A., University of Colorado; M.L.S., Drexel University

Angle, Albert S., *Instructor, Carpentry, East Campus*

Arleo, Nova G., *Program Director, Cosmetology, North Campus*; B.A., University of South Florida

Austin, Robert S., Jr., *Director of Business Affairs*; B.S., Jacksonville University; C.P.A.

Baird, Thomas M., *Adjunct Faculty, Biological Science, West Campus*; B.S., Oglethorpe University; M.A., University of South Florida

Balis, Ruth F., *Instructor, Business/Distributive Education, East Campus*; B.S., Salem State College; M.A., University of South Florida

Barnett, Beverly R., *Adjunct Faculty, Real Estate, West Campus; Adjunct Program Coordinator, Real Estate, American Institute of Banking*

Behanna, Marianne W., *Adjunct Faculty, Biological Science, West Campus*; B.S., California State College; M.Ed., University of South Florida

Bogosta, Chester, *Instructor, Data Processing, East Campus*; B.Ch.E., Rensselaer Polytechnic Institute; M.Ch.E., Rensselaer Polytechnic Institute

Breedlove, Patsy J., *Program Supervisor, Division of Employment Training, North Campus*

Brewer, Robert E., *Adjunct Faculty, Behavioral Science, North Campus*; B.S., American University; M.S., University of Southern Mississippi; Ph.D., University of Mississippi

Brick, Peter O., *Adjunct Faculty, Business Law, West Campus*; B.A., University of Connecticut

Brinzo, Ruth T., *Adjunct Faculty, Mathematics, North Campus*; B.S., University of South Florida; M.Ed., University of Florida

Brooks, Gayle W., *Instructor, Secretarial Science, North Campus*; B.S., University of Tampa; M.A., University of South Florida

Brown, Gladys P., *Assistant Director for Division of Employment Training, North Campus*

Browning, Eva B., *Librarian, North Campus*; B.A., Florida State University; M.L.S., Florida State University

Burbano, Cheryl B., *Assistant Director, Linkage Program, East Campus*; B.A., St. Leo College; M.A., University of South Florida

Burbano, Juan R., *Instructor, Mathematics, East Campus*; B.A., St. Leo College; M.A., University of South Florida

Canaris, Lois E., *Instructor, Nursing, West Campus*; B.A., St. Leo College; M.S., Texas Women's University

Contento, George, *Instructor, Paramedics Program, West Campus; Hunter Bellevue School of Nursing*

DeLeon, Yvonne A., *Instructor, Secretarial Science, West Campus; Program Director, Secretarial Science, Office Administration*; A.A., Hillsborough Community College; B.A., University of South Florida; M.A., University of South Florida

deMeza, David A., *Instructor, Language Arts, West Campus*; B.A., State University College of New York; M.Ed., State University of New York

Dixon, Willie G., *Instructor, Employability Skills, East Campus*; B.S., Tennessee State University

Downing, Richard B., *Instructor, Language Arts, West Campus*; B.A.E., University of Florida; M.A., University of South Florida

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

Durrance, Gary E., *Adjunct Faculty, Physical Education, West Campus*; A.A., St. Petersburg Junior College; B.A., Eckerd College

Eason, Larry E., *Instructor, Biology, East Campus*; B.A., University of Florida; M.A., University of South Florida

Ergle, Omar H., Jr., *Provost, East Campus and Director, Vocational/ Technical Programs*; B.S.A., University of Florida; M.A., University of Florida; Ed.D., Nova University

Erpenbeck, James R., *Adjunct Faculty, Humanities, East Campus*; B.A., St. Meinrad College; M.A., University of Notre Dame; Ph.D., University of Notre Dame

Estey, Wellington E., *Campus Dean, West Campus*; B.A., University of South Florida; M.A., University of South Florida; Ed.D., Nova University

Faso, Francis J., *Adjunct Faculty, Real Estate, East Campus*; Washington State College

Fast, Connie F., *Admission Specialist/Program Planner, West Campus*; B.A., University of South Carolina; M.Ed., Clemson University

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

Ford, Kenneth A., *Adjunct Faculty, Physical Science, West Campus*; B.S., Manhattan College; M.S., Long Island University

Floyd, Thomas D., *Assistant Campus Dean, West Campus*; B.S., Florida A&M University; M.N.S., University of South Dakota; Ph.D., University of Florida

Frederiksen, Robert R., *Instructor, Law Enforcement, East Campus; Director, Police Academy, Program Director, Criminal Justice Law Enforcement*; B.S., University of Tampa

- Gagnon, Richard R., *Instructor, Distributive Education, North Campus; Program Director, Distributive Education, Real Estate; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A., University of South Florida*
- Gelger, John H., *Adjunct Faculty, Mathematics, East Campus; B.S., University of Florida; M.E., Longwood College*
- Gentry, Frank R., *Adjunct Faculty, Business Administration, East Campus; B.S., Berea College; M.Ed., University of South Florida*
- Garrity, Raymond M., *Instructor, Human Services, West Campus; Program Director, Human Services; A.A., Pasco-Hernando Community College; B.A., St. Leo College, M.A., University of South Florida*
- Gimbel, William J., *Adjunct Faculty, Language Arts, West Campus; B.S., Northwestern University; M.Ed., Rutgers University; M.A., Montclair State College*
- Granger, George G., *Adjunct Faculty, Sociology, North Campus; B.A., Wayne State University; M.A., Oakland University*
- Gude, Frank C., *Supervisor, Buildings and Grounds*
- Gude, Leonard E., *Financial Aid/Veterans Affairs Specialist; A.A., Pasco-Hernando Community College; B.S.B.A., University of Florida*
- Gurr, Marsha M., *Adjunct Faculty, Business Administration, East Campus; B.S., Kansas State College; M.A., University of South Florida*
- Hall, Franklin W., Jr., *Adjunct Faculty, Psychology, North Campus; B.A., University of West Florida; M.A., University of West Florida*
- Hansen, Myron M., *Adjunct Faculty, Art, West Campus; B.S., Dana College; M.A., University of Northern Iowa*
- Harless, Steven R., *Counselor, West Campus; B.A., University of South Florida*
- Hedden, Terry P., *Adjunct Faculty, Mathematics, North Campus; B.S.B.A., University of Florida*
- Helfrich, David C., *Instructor, Behavioral Science, West Campus; B.M., University of Rochester; M.Ed., University of Florida; Ph.D., University of Georgia*
- Henley, Lee O., *Adjunct Faculty, Criminal Justice, West Campus; A.A., St. Petersburg Junior College; B.A., University of South Florida*
- Henton, Mae L., *Learning Laboratory Specialist, North Campus; A.A., Housatonic Community College; B.S., Southern Connecticut State College*
- Hillen, Matthew T., *Instructor, Business Administration, East Campus; Program Director, Business Occupations; B.S., University of Dayton; M.A., University of Pittsburgh*
- Hlad, Gregory M., *Counselor, West Campus; B.E., University of Miami, M.E., California State*
- Holley, Richard P., *Adjunct Faculty, Physics, West Campus; B.S., Fairleigh Dickinson University*
- Hollingsworth, James L., *Instructor, Social Science, West Campus; B.A., University of Texas; M.A., Texas Christian University; Ph.D., Texas Christian University*
- Hopkins, John C., *Coordinator of Counseling East Campus; B.S., East Texas State University; M.A., East Texas State University*
- Izzo, Ralph J., *Instructor, Data Processing East Campus; Program Director, Data Processing; B.A., Portland State*
- Johnson, Aleta J., *Career Information Specialist, North Campus; B.A., Lincoln Bible Institute*
- Jones, Milton O., *President; B.M., Stetson University; M.R.E., New Orleans Baptist Theological Seminary; M.S.M., New Orleans Baptist Theological Seminary; Ph.D., Florida State University; Post-Doctoral Fellow, American Council on Education*
- Judson, Robert W., Jr., *Campus Dean, East Campus; B.S., Florida A&M University; M.Ed., Florida A&M University*
- Kandzer, Jerry W., *Provost, West Campus; B.S., Lenoir Rhyne College, M.A., Appalachian State University; Ph.D., Michigan State University*
- Kelly, Forrest R., Jr., *Admission Specialist/Program Planner, East Campus; B.A., University of South Florida; M.A., University of South Florida; Ed.S., University of South Florida*
- Kendig, Harlow E., Jr., *Director, Administrative Services*
- Konarzewski, Richard, *Assistant Supervisor, Buildings and Grounds*
- Kosuda, Kathleen L., *Librarian, West Campus; A.A., Fulton Montgomery Community College; B.A., State University of New York at Albany; M.L.S., State University of New York at Albany*
- Kranz, Carla M., *Instructor, Humanities/Music, West Campus; B.A., Slippery Rock State College; M.M., University of South Florida*
- Lally, James P., *Instructor, Electronics Technology, West Campus; A.S.E.T., Hillsborough Community College*
- Larsen, Milton K., *Instructor, Horticulture, East Campus*
- Lemire, Roger G., *Instructor, Carpentry/Building Trades, West Campus; Program Director, Building Construction Technology*
- Lester, John M., *Systems Analyst, B.A., University of South Florida*
- Little, William G., *Adjunct Faculty, Business Administration, East Campus; B.S., State University of Virginia; M.B.A., University of Florida*
- Longhill, Margaret M., *Instructor, Humanities, North Campus; B.A., Edgecliff College, M.A., Xavier University*
- Magoulis, Bill, *Instructor, Business Administration, West Campus; B.S., Fairleigh Dickinson University; M.B.A., Fairleigh Dickinson University; C.P.A.*
- Matson, David L., *Instructor, Electronics Technology, West Campus; Program Director, Electronics Technology; A.S.E.T., Hillsborough Community College; B.E.T., University of South Florida*
- McCoy, Paul J., *Adjunct Faculty, Business Administration, East Campus; B.S., Arkansas Polytechnic College; B.S., Alabama A&M University*

- McCracken, Edith C., *Program Director, Adult Migrant Program, East Campus*; B.A., University of South Florida; M.A., University of South Florida
- McIntyre, Phyllis H., *Counselor/Behavioral Science, North Campus*; B.A., Western Carolina University, M.Ed., Western Carolina University
- McGee, Margaret A., *Adjunct Faculty, Drawing/Painting, North Campus*; B.A., University of South Florida; M.F.A., University of South Florida
- McGeehan, Hugh C., *Adjunct Faculty, Real Estate, North Campus*; A.B., Seton Hall University
- MacMillan, Ginny L., *Adjunct Program Coordinator, Teacher Aide Program, West Campus*; B.A., University of South Florida; M.A., Northern Arizona University
- Moore, Sabrina L., *Counselor/Behavioral Science, North Campus*; B.A., North Carolina Agricultural and Technical University; M.S., North Carolina Agricultural and Technical University
- Moore, James R., *Continuing Education Specialist, West Campus*; B.S., Indiana University
- Morgan, Adelia C., *Adjunct Faculty, Physical Education, West Campus; Ladies Professional Golf Association*
- Morrow, Donald, *Adjunct Faculty, Building Construction Technology, West Campus*
- Moses, William L., *Instructor, Behavioral Science, West Campus*; A.B., Mercer University; M.A., University of South Florida
- Mulieri, Patricia M., *Learning Laboratory Specialist, West Campus*; A.A., State University of New York; B.A., State University of New York; M.S., Hofstra University
- Nail, Kenneth R., *Instructor, Distributive Education, West Campus*; A.A., St. Petersburg Junior College; B.A., University of South Florida
- Nelson, Dorothy L., *Instructor, Nursing, West Campus*; B.S.N., Marquette University
- Nelson, John W., *Adjunct Faculty, Banking, West Campus*; B.S., University of Florida
- Newsome, Dwight H., *Instructor, Mathematics, West Campus*; B.A., University of South Florida; M.A., University of South Florida
- Nickels, Frank L., *Instructor, Business Administration, West Campus; Program Director, Banking, General Business, Accounting*; B.A., University of South Florida; M.B.E., University of Mississippi; Ed.D., Nova University
- Norris, Lewis D., *Instructor, Diesel Mechanics; Program Director, Diesel Mechanics Technology*
- Novak, Leroy F., *Counselor, West Campus*; B.S., Mankato State University; M.S., Mankato State University
- O'Berry, Cheryl W., *Instructor, Secretarial Science, East Campus*; A.A., Pasco-Hernando Community College; B.A., St. Leo College; M.A., University of South Florida
- O'Brien, Dora M., *Learning Laboratory Specialist, East Campus*; B.S., Marshall University; M.A., Marshall University
- Olivares, Louis F., *Adjunct Faculty, Business Administration, North Campus*; B.A., University of South Florida; M.A., University of South Florida
- Paff, Luan, *Adjunct Faculty, Humanities, North Campus*; B.A., University of Florida
- Parker, Nancy T., *Adjunct Faculty, English, West Campus*; B.A., University of Georgia; M.A., University of Georgia
- Parrish, Anthony R., *Instructor, Social Science, North Campus*; B.S., U.S.M.A., West Point; M.A., University of Florida; M.B.A., University of Texas
- Penegor, Lorinda R., *Systems Analyst*; A.A., Edison Junior College
- Pettrow, Carol J., *Counselor, West Campus*; B.S., Lock Haven State College
- Phillips, Dennis W., *Adjunct Faculty, Humanities, East Campus*; B.F.A., Ringling School of Art; B.A., University of South Florida; M.F.A., University of Florida
- Pingley, Norman J., *Admission Specialist/ Program Planner, North Campus*; A.A., Potomac State College; B.S., Concord College; M.S., West Virginia University
- Pollock, Arthur D., III, *Provost, North Campus*; B.A., Florida State University; M.S., Florida State University; Ph.D., Florida State University
- Porter, Charles S., *Adjunct Faculty, English, North Campus*; B.A., Oberlin College; M.Ed., Kent State, Ohio
- Proctor, William B., *Vice President*; A.S., Junior College of Broward County; B.S., Florida State University; M.S., Florida State University; Ph.D., Florida State University
- Radhakrishnan, Chittur, *Adjunct Faculty, Humanities, East Campus*; B.V.S., University of Kerala; Ph.D., University of Florida
- Reed, Reva L., *Counselor, East Campus*; B.A., Florida A&M University; M.Ed., Florida A&M University
- Richardson, Karen H., *Instructor, Paramedics, West Campus; Program Director, Paramedics*; A.A., Wingate College; A.D.N., Central Piedmont Community College; B.S.N., Queens College; M.A., University of South Florida
- Rodgers, Charles R., *Supervisor, Learning Resource Center, West Campus; District Coordinator, Learning Resources Centers*; B.A., University of South Florida; M.A., University of South Florida
- Rom, Michael G., *Instructor, Behavioral Science, East Campus*; B.S., University of South Florida; M.A., University of South Florida
- Sand, Edward C., *Instructor, Electronics Technology, West Campus*; B.S.E.E., Case Institute of Technology; P.E., States of Florida and Ohio
- Sargent, Linda M., *Personnel/ Payroll Manager*; B.A., Florida State University
- Shaw, William S., *Coordinator of Counseling, West Campus*; B.A., Stetson University; B.D., Southeastern Baptist Theological Seminary; M.A., University of South Florida; Ed.S., University of South Florida
- Sinni, Barbara J., *Instructor, Nursing, West Campus*; B.S.N., Syracuse University; M.S.N., Hunter College

Skinner, William T., *Assistant Director of Business Affairs*; B.S., Florida State University

Smith, Joanna M., *Adjunct Faculty; Home Economics, West Campus*; A.A., Edison Junior College; B.S., Florida State University

Smith, Helen J., *Instructor, Nursing, West Campus; Program Director, Allied Health*; B.S., St. John's University; M.A., Fairleigh Dickinson University

Smith, William J., *Counselor/ ASPP, District EA/EO Recruiter, West Campus*; B.S., Bethune-Cookman College

Stanaback, Richard J., *Instructor, Social Science, East Campus*; B.A., Rutgers University; M.A., University of Texas

Stout, Bonita T., *Adjunct Faculty, Paramedics, East Campus*; R.N., Columbus Hospital School of Nursing

Sugg, Marjorie A., *Director of Academic Programs, EA/EO Officer*; B.A., Bryn Mawr College; M.A., Rutgers University

Sumner, Terry L., *Instructor, Welding, East Campus*; Southern Indiana Vocational School

Sutherland, Bruce, *Continuing Education Specialist, East Campus*; B.S., Edinboro State College; M.A., Slippery Rock State College

Templeton, James P., *Instructor, Natural/ Environmental Sciences, West Campus*; B.A., Central Methodist College; M.S., Eastern Michigan University

Thomasson, Sylvia M., *Campus Dean, North Campus*; B.S., Florida Southern College; M.A., University of South Florida; Ed.S., University of South Florida; Ed.D., Nova University

Toll, Herbert G., *Adjunct Faculty, Real Estate, North Campus*

Varney, Albert J., *Adjunct Faculty, Humanities, North Campus*; B.M., Major Conservatory of Music; M.A., University of Cincinnati

Wagaman, George R., Jr., *Instructor, Business Administration, North Campus*; B.S., Shippensburg State College; M.S., Rollins College

Wallin, Joyce A., *Instructor, Business Occupations, North Campus*; A.S., Lincoln Trail College

Walton, Hugo W., *Continuing Education Specialist, North Campus*; A.A., Jones Junior College; B.S., University of Southern Mississippi

Watkins, William F., *Instructor, Small Engines, East Campus*; A.A., Hillsborough Community College; B.S., University of Tampa, M.Ed., University of Tampa

Wayne, Alan, *Adjunct Faculty, Building Construction Technology, West Campus*; B.S. City College of New York; M.S., City College of New York

Weiskopf, William, *Counselor, West Campus*; A.A., St. Thomas Seminary; B.A., St. Bernard Seminary; M.A., University of Zouvain; M.A. University of South Florida; Ph.D., Florida State University

Wilber, Mary A., *Instructor, Mathematics, West Campus*; B.A., Rutgers University; M.A., University of South Florida

Willson, William F., *Coordinator of Admissions/Student Records*; A.B., Hillsdale College; M.A., Michigan State University

Wollam, Michael B., *Instructor, Natural Science, North Campus*; B.S., Florida Atlantic University; M.A., University of South Florida

Yant, James C., *Coordinator of Counseling, North Campus*; A.A., Hampton Junior College; B.S., Bethune-Cookman College; M.Ed., Florida A&M University

Young, Earl, *Adjunct Program Coordinator, Banking, East Campus*; A.A., University of South Florida

INDEX

- Academic Average and Repeated Courses, 21
 - Academic Policies, 21
 - Academic Probation and Suspension, 21
 - Academic Programs, 33
 - Academic Progress
 - Standards of, 21
 - Financial Aid Recipients, 22
 - Acceleration of Program, 21
 - Accreditation, 1
 - Administration, 4
 - Admissions
 - To the College, 11
 - U.S. Citizens, 11
 - Delayed Admission, 11
 - High School Graduates, 11
 - GED, 11
 - Students with Certificate of Completion, 11
 - Transfer Students, 11
 - Transient Students, 11
 - Dual Enrollment Students, 11
 - Credit Bank Students, 12
 - Early Admission Students, 12
 - Admissions to Programs and Courses, 12
 - Required Documents, 12
 - Admission to Specialized Health Programs, 13
 - Nursing, 13
 - Paramedics Certificate, 14
 - Advanced Placement, 21
 - Application Procedure, 15
 - Associate in Applied Science, 73
 - Associate in Applied Science Degree
 - Programs in:
 - Carpentry, 74
 - Masonry, 76
 - Ornamental Horticulture, 78
 - Small Engines, 80
 - Welding, 82
 - Associate in Arts Degree, 35
 - Associate in Science Degree Programs, 38
 - Associate in Science Degree, 38
 - Associate in Science Degree Programs in:
 - Agri-Business Technology, 40
 - Building Construction Technology, 42
 - Building Construction-Air Conditioning, Refrigeration and Heating Mechanics, 44
 - Business, Options in:
 - Accounting, 45
 - Banking, 46
 - Court Personnel, 47
 - Data Processing, 48
 - General Business, 50
 - Marketing/Distributive Education, 51
 - Office Administration, 52
 - Real Estate, 53
 - Secretarial Science, 54
 - Secretarial Science/Legal Secretary, 55
 - Cosmetology, 58
 - Criminal Justice-Law Enforcement, 60
 - Culinary Arts and Hospitality Management, 61
 - Diesel Mechanics Technology, 63
 - Electronics Technology — Digital Systems, 65
 - Electronics Technology — General Systems, 66
 - Electronics Technology — Medical Systems, 67
 - Emergency Medical Services, 68
 - Human Services, 70
 - Nursing, 71
- Athletics, 32
- Attendance at More Than One Campus, 23
 - Attendance, Senior Citizens, 17
 - Board of Trustees, District, 5
 - Board of Directors, Foundation, 6
 - Bookstore Services, 32
 - Calendar for 1982-83, 7
 - Certificate of Completion, 11
 - Certificate in Science, 38
 - Certificate in Applied Science, 73
 - Certificate Program Completions, 24
 - Certificate in Applied Science Programs in:
 - Carpentry, 75
 - Masonry, 77
 - Ornamental Horticulture, 79
 - Small Engines, 81
 - Welding, 83
 - Certificate in Science Programs, 38
 - Certificate in Science Programs in:
 - Air-Conditioning, Refrigeration and Heating Mechanics, 44
 - Beef Production, 41
 - Building Construction, 43
 - Business, 56
 - Citrus Production, 41
 - Clerical, 57
 - Cosmetology, 59
 - Culinary Arts and Hospitality Management, 62
 - Data Technician, 49
 - Diesel Mechanics, 64
 - Ornamental Horticulture, 41
 - Paramedics, 69
 - Practical Nursing, 72
 - Real Estate, 53
 - Teacher Aide, 37
 - Certification and Recency of Credit, 25
 - Class Attendance, 25
 - Classification of Students:
 - Regular, 22
 - Unclassified, 23
 - Full-Time, 23
 - Part-Time, 25
 - College Catalog, 9
 - College Level Examination Program (CLEP), 23
 - College Transfer Program, 34
 - Continuing Education Program, 33
 - Cosmetology, Minimum Qualifications, 14
 - Course Descriptions, 84
 - Florida's Statewide Course Numbering System, 84
 - Course Descriptions for:
 - Agri-Business Technology, 87
 - Air-Conditioning, 87
 - Anthropology, 88
 - Art, 88
 - Banking, 88
 - Biological Science, 89
 - Building Construction Technology, 89
 - Business, 90
 - Carpentry, 92
 - Chemistry, 93
 - Cosmetology, 93
 - Criminal Justice, 94
 - Culinary Arts and Hospitality Management, 94
 - Dance, 95
 - Data Processing, 95
 - Developmental Studies, 96
 - Diesel Mechanics, 96
 - Drama, 96

Education, 97
 Electronics Technology, 98
 Emergency Medical Services, 99
 English, 100
 English As a Second Language, 101
 Environmental Science, 101
 French, 102
 Geography, 102
 Health, 102
 History, 102
 Humanities, 103
 Human Services, 103
 Interdisciplinary, 103
 Library Science, 103
 Masonry, 104
 Mathematics, 104
 Military Science, 105
 Music, 105
 Nursing, 106
 Ornamental Horticulture, 107
 Paramedics, 99
 Philosophy, 107
 Photography, 88
 Physical Education, 107
 Physical Science, 108
 Physics, 108
 Political Science, 108
 Practical Nursing, 109
 Psychology, 109
 Reading, 109
 Real Estate, 110
 Religion, 110
 Small Engines, 110
 Sociology, 111
 Spanish, 111
 Speech, 111
 Teacher Aide, 111
 Welding, 112
 Course Transferability, 33
 Counseling, 28
 Credit-by-Examination, 24
 DECA, 31
 Developmental Studies Program,
 Directed Individual Study, 24
 Disciplinary Procedures, 30
 District Map, 10
 Dual Enrollment, 11
 Early Admission, 12
 Emergencies, 28
 Faculty, 113
 Fees and Expenses, 16
 Courses, 16
 Special Additional, 16
 Financial Aid and Scholarships, 18
 Application, 18
 Financial Aid Programs:
 Basic Grants, 19
 Supplemental Education (SEOG), 19
 Bureau of Indian Affairs, 19
 Florida Academic Scholars' Fund, 20
 Florida Student Assistance, 19
 Fee Waivers, 19
 College Work-Study, 19
 Student Assistant Work, 19
 Florida Vocational Work Study, 19
 Off-Campus Employment, 19
 Florida Guaranteed Student Loans, 19
 Revolving Loans, 19
 Scholarships, 19
 Academic Grants-in-Aid, 20
 Athletic Grants-in-Aid, 20
 Foreign Students, 14
 General Education Development (GED) Test, 11
 Grade Dissemination, 26
 Grade-Point Average, 25
 Grading System, 25
 Graduation Application, 26
 Graduation Ceremony, 27
 Graduation Check, 26
 Hazing, 28
 History of the College, 9
 Identification Cards, 28
 Incomplete Grades, 26
 Job Placement, 28
 Learning Laboratory, 27
 Learning Resource Center Services, 27
 Linkage Programs,
 Minimum Qualifications, 14
 Regional System, 23
 Military Service Credit, 25
 Nursing/Practical Nursing Programs:
 Minimum Requirements for Admission, 13
 Termination, 29
 Objectives of the College, 9
 Paramedics/Emergency Medical Services
 Programs:
 Minimum Requirements for Admission, 14
 Termination, 30
 Phi Beta Lambda, 31
 Phi Theta Kappa, 31
 Philosophy, Statement of, 9
 Placement Testing, 21
 Police Standards Program, Basic Recruit, 34
 Practicums, 26
 Program Deletions and Revisions, 33
 Program Selection, 21
 Refunds:
 Credit Courses, 16
 Continuing Education Courses, 17
 Residency for Tuition Purposes, 17
 Resolution for District-Wide Services, 4
 ROTC Program, 34
 "S" and "U" Grades, 26
 Sophomore Test for Degree Students, 26
 Student Activities, 31
 Student Affairs, 28
 Student Conduct, 28
 Student Counseling, 28
 Student Financial Aid, 18
 Student Government Association, 31
 Student Grievances, 30
 Student Load, Maximum, 25
 Student Publications, 32
 Student Records, Privacy of, 31
 Student Use of College Facilities, 31
 Teacher Certification and Recency of Credit, 25
 Transfer Program, 34
 Transfer Students, 11
 Transient Enrollment, 11
 Unmet Financial Obligations, 28
 Veterans Benefits, 28
 Veterans Progress and Probation, 22
 VICA, 31
 Withdrawal Policy, 28

**Pasco-Hernando
Community College**
2401 State Highway 41 North
Dade City, Florida 33525

