

**PASCO-HERNANDO  
COMMUNITY COLLEGE  
1983-84 CATALOG**





# PASCO-HERNANDO COMMUNITY COLLEGE

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



## DISTRICT OFFICE

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

## NORTH CAMPUS

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

## EAST CAMPUS

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

## WEST CAMPUS

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

## ACCREDITATION

Southern Association of Colleges and Schools

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

## PASCO-HERNANDO COMMUNITY COLLEGE

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1983-1984

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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.**

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# PASCO-HERNANDO COMMUNITY COLLEGE

## DISTRICT BOARD OF TRUSTEES

James H. Sasser, Jr., Chairman  
Lois R. Linville, Vice Chairman

Lorenzo E. Coffie  
Greg Copeland  
Robert E. Hunter, Jr.  
Gregory G. Gay

Gerald W. Springstead  
Myra W. Lottin  
Leland P. McKeown

Ander P. Gibbs, Board Attorney

## ADMINISTRATION

Milton O. Jones	.....	President
William B. Proctor	.....	Vice President
Robert S. Austin, Jr.	.....	Director of Business Affairs
Omar H. Ertle, Jr.	.....	Director of Vocational/Technical Programs
Harlow E. Kendig, Jr.	.....	Director of Administrative Services
Jerry W. Kandzer	.....	Provost, West Campus
Arthur D. Pollock, III	.....	Provost, North Campus
Robert W. Judson, Jr.	.....	Provost, East Campus
Marjorie A. Sugg	.....	Dean, West Campus EA/EEO Officer
Sylvia M. Thomasson	.....	Title III Coordinator/ PME Director

## RESOLUTION

RESOLVED, that the District Board of Trustees, Pasco-Hernando Community College, is committed to serving the entire district with a comprehensive educational program of high quality, emphasizing college parallel programs, vocational/technical opportunities and community service courses.

FURTHER RESOLVED, that we visualize a district-wide campus with every corner of the district being served as courses are taken wherever they are needed.



Left to right, top to bottom, Greg Copeland, Robert E. Hunter, Lorenzo E. Coffle, Milton O. Jones, Ander P. Gibbs, Gregory G. Gay, Gerald W. Springstead, Leland P. McKeown, James H. Sasser, Myra W. Loftin Missing, Lois R. Linville

**THE DISTRICT  
BOARD  
OF  
TRUSTEES**

## FOUNDATION BOARD OF DIRECTORS



Left to right, top to bottom, **Wayne Coulter, Thomas Deen, Milton O. Jones, Wayne Cobb, Lois Linville, Charles McKenzie, Don Ellotte**



**Dr. Milton O. Jones, College President.**



# PASCO-HERNANDO COMMUNITY COLLEGE

## Calendar for 1983-84

### SESSION I

**July 18-August 5**  
Advisement of Continuing Students

**August 1-August 5**  
Orientation of New Students

**August 8-August 12**  
Advisement of New Students

**August 15-August 24**  
Registration, All Students

**August 23**  
Faculty Reports for Duty

**August 25**  
Classes Begin

**August 25-September 6**  
Late Registration & Drop/Add

**\*SEPTEMBER 2**  
Registration Deadline for October  
1 CLAST Test

**September 5**  
Labor Day; College Closed

**September 6**  
Last Day for Drop/Add  
Application Due for End of Term  
Graduation

**\*OCTOBER 1**  
CLAST Test Administration Day

**November 1**  
Last Day for Financial Aid  
Applications, Session II

**November 24-25**  
Thanksgiving; College Closed

**December 2**  
Last Day to Drop with "W"

**December 19**  
Last Day of Classes

**December 20**  
Last Duty Day for Faculty  
Grades Due to Campus Dean by Noon

**December 23-January 2**  
Christmas/New Year's; College Closed

\*See Page 31, CLAST Testing

### SESSION II

**November 14-December 9**  
Advisement of Continuing Students

**December 5-December 9**  
Orientation of New Students

**December 12-December 16**  
Advisement of New Students

**December 19-December 22;  
January 3-January 4**  
Registration, All Students

**January 5**  
Faculty Reports for Duty

\*See Page 31, CLAST Testing

**January 6**  
Classes Begin

**January 5-12**  
Late Registration & Drop/Add Period

**January 12**  
Last Day for Drop/Add  
Application Due for End of Term  
Graduation

**\*FEBRUARY 10**  
Registration Deadline for March  
10 CLAST Test

**\*MARCH 10**  
CLAST Test Administration Day

**April 13**  
Last Day to Drop with "W"

**April 20**  
Spring Break; College Closed

**April 27**  
Last Day of Classes  
Last Duty Day for Faculty  
Grades Due to Campus Dean by  
10.00 P.M.

**May 6**  
Graduation

### SESSION III (IIIA-IIIB)

Please check with College Counselors concerning possible revisions to the Session III calendar under consideration at the time of printing.

**April 9-April 19**  
Advisement of Continuing Students,  
Sessions III and IIIA

**April 17-April 19**  
Orientation of New Students,  
Sessions III and IIIA

**April 23-April 27**  
Advisement of New Students,  
Sessions III and IIIA

\*See Page 31, CLAST Testing

**\*MAY 4**  
Registration Deadline for June 2  
CLAST Test

**May 7**  
Classes Begin, Session III and IIIA  
Faculty Reports for Duty, Sessions  
III and IIIA

**May 7-11**  
Late Registration & Drop/Add Period,  
Sessions III and IIIA

**May 11**  
Last Day for Drop/Add, Session III  
Application Due for End of Term  
Graduation, Sessions III, IIIA, and IIIB

**May 28**  
Advisement of Continuing Students,  
Session III

**\*JUNE 2**  
CLAST Test Administration Day

Please check with College Counselors concerning possible revisions to the Session III calendar under consideration at the time of printing.

**April 30-May 4**

Registration, All Students,  
Sessions III and IIIA

**June 8**

Last Day to Drop with "W,"  
Session IIIA

**June 11-June 15**

Advisement of New Students,  
Session IIIB

**June 15**

Last Day of Classes, Session IIIA  
Last Duty Day for Faculty, Session IIIA  
Grades Due to Campus Dean by  
10:00 P M

**May 9**

Last Day for Drop/Add, Session IIIA

**June 18-June 22**

No Classes for Students and Faculty

**June 18-June 22/June 25**

Registration, All Students, Session IIIB

**June 25**

Classes Begin, Session IIIB  
Faculty Reports for Duty, Session IIIB

**June 25-June 29**

Late Registration & Drop/Add Period,  
Session IIIB

**June 29**

Last Day for Drop/Add, Session IIIB

**June 4-June 8**

Orientation of New Students,  
Session IIIB

**July 4**

Independence Day, College Closed

**July 20**

Last Day to Drop with "W," Session III

**July 27**

Last Day to Drop with "W," Session IIIB

**August 6**

Last Day of Classes, Sessions  
III and IIIB  
Last Duty Day for Faculty,  
Sessions III and IIIB  
Grades Due to Campus Dean by  
10:00 P.M.

\*See Page 31, CLAST Testing



**Dr. William Proctor, Vice President**



**Dr. Jerry Kandzer, Provost West Campus**



**Dr. Robert Judson, Provost East Campus**



**Dr. Arthur Pollock, Provost North Campus**

# Pasco-Hernando Community College

## History

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

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

The first phase of construction of the East Campus was begun in 1973 and upon completion, was dedicated by Governor Reubin O'D. Askew in August 1975. An Occupational Laboratory Building and physical education facilities have since become operational.

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

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

Accreditation by the Southern Association of Colleges and Schools was granted in 1974 and was reaffirmed in December of 1979 for a ten-year period.

## Statement of Philosophy

Pasco-Hernando Community College is a comprehensive community college established to provide for the educational needs and interests of youth and adults. Accordingly, the col-

lege provides opportunities for academic, personal, and cultural enrichment, for the advancement of skills, for the better understanding of mankind and the natural world, and for the development of the individual to become a more responsible citizen in our ever-changing society.

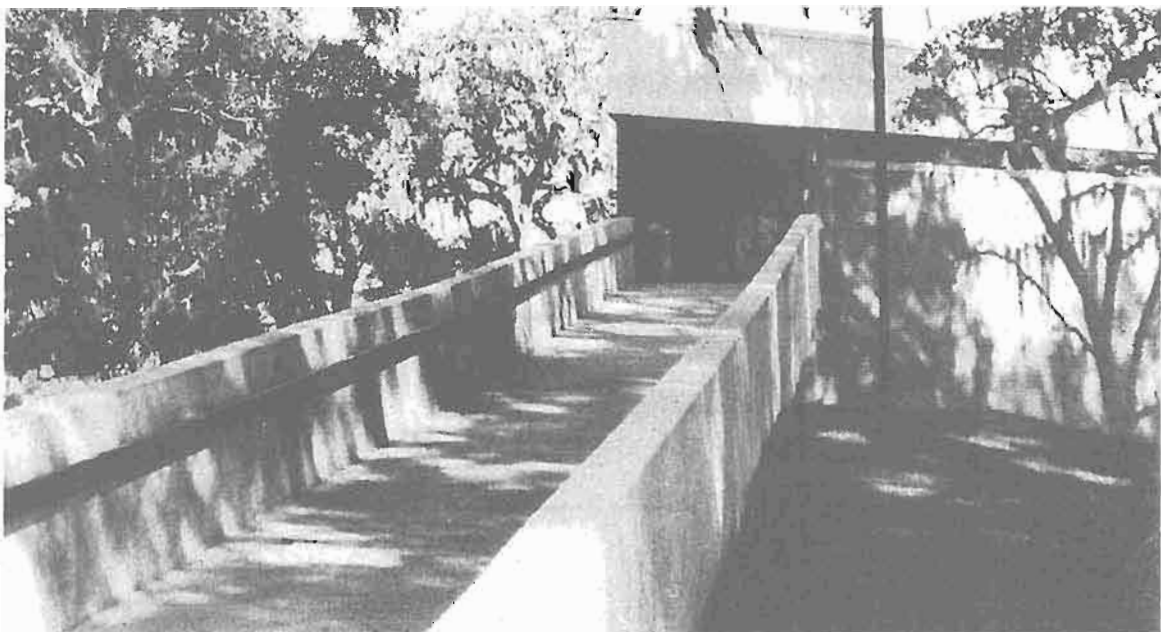
## Objectives

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

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

## College Catalog

The college catalog is the official document which outlines the requirements and regulations that relate to students. It is the responsibility of each student to be aware of and understand these requirements and regulations. The student has the option of remaining under the catalog provisions in effect at the time of the initial enrollment or electing the provisions of the catalog in effect at the time he or she applies either for a 30-hour graduation check or for graduation. A student may remain under the provisions of an earlier catalog for no more than three years.



2401 St. Hwy. 41 N.  
**East Campus — Dade City 33525**  
 (904) 567-6701

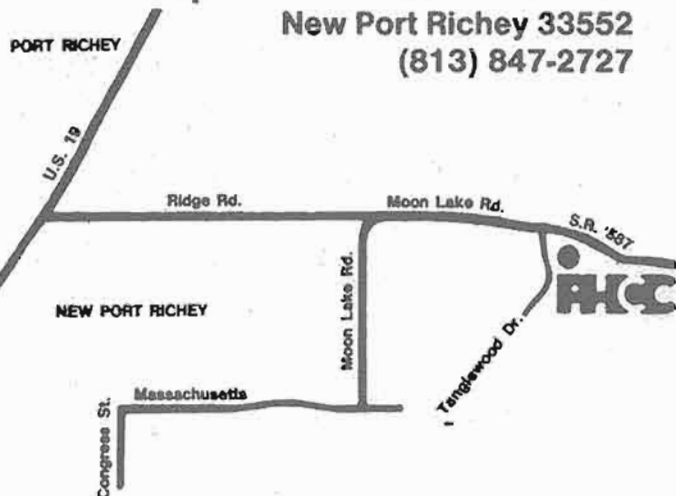


**North Campus — 3125 U.S. 98 North**  
**Brooksville 33512**  
 (904) 796-6726



**West Campus — 7025 State Road 587**  
**New Port Richey 33552**  
 (813) 847-2727

PORT RICHEY



NEW PORT RICHEY

# 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 he/she has had 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. Students should be aware that college programs and courses may change if guidelines established by State Board Rule 6A-10.33, Postsecondary Credit Definitions, are implemented in the Fall of 1983.**

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 Limited Access Health Programs

Admission to the Nursing Programs and Emergency Medical Services/Paramedics Programs is restricted to students selected by the Admissions Committee for Special Programs. All minimum requirements **must be fulfilled** prior to the following established deadlines for the respective program in order to be considered for admission to that program.

- Certificate in Practical Nursing February 1, 1984  
Associate in Science in Nursing February 1, 1984  
(LPN Track)  
Associate in Science in Nursing June 1, 1984  
(Generic Track)  
Emergency Medical Services/ July 1, 1984  
Paramedics Programs

Admission to the college does not infer acceptance into any of the above-mentioned Programs. Students are selected to enter in Session I of each year for the Associate Degree Nursing Program (Generic Track) and Emergency Medical Services/Paramedics Programs. Students are selected to enter in Session III of each year for the Associate Degree Nursing Program (Licensed Practical Nurse Track) and Practical Nursing Programs.

Information about applications can be obtained from any campus of P-HCC or from the Allied Health Offices.

## Nursing Programs

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). It is the responsibility of the applicant to request all transcripts well in advance of the established application deadline dates (see Admission to Specialized Limited Access Health Programs, page 12).
4. Official college transcript from every college attended, other than P-HCC. It is the responsibility of the applicant to request all transcripts well in advance of the established application deadline dates.
5. Cumulative grade-point average (GPA) of 2.0 as of the ap-

plication deadline date.

6. Completion of required nursing prerequisite courses, with a grade of "C" or better by the application deadline date.
7. Successful achievement on pre-entrance testing. (See Nursing Admissions Packet for specific programs).
8. All materials in Item 1 through 4 must be received, and Items 5 through 7 must be satisfied by the application deadline date.
9. Residents of the State of Florida, as defined by State Board Rule (See Page 17), will have preference over out-of-state residents.

Admission into the Associate Degree in Nursing Program (Licensed Practical Nurse Track) by Licensed Practical Nurses (LPN's) and eligible Graduate Practical Nurses (GPN's) from programs approved by the State Board of Nursing in Session III is on a space-available basis (Limited Access Programs). In addition to fulfilling all basic entrance requirements for the Nursing Program by the established application deadline dates, preference in the selection process will be given in the following order:

1. Graduates of the P-HCC Practical Nursing Program. (A minimum cumulative grade-point average (GPA) of 2.0 is required).
2. Graduates of college-based Practical Nursing Programs for which credit was received for all nursing and general education courses. (A minimum cumulative grade-point average (GPA) of 2.0 is required).
3. Licensed Practical Nurses with at least one year's experience in a health care facility within the last three years.



4. Licensed Practical Nurses with at least two year's experience in a health care facility within the last five years.

Detailed information concerning selection procedures is included in the Pre-Admission Nursing Information Packets which can be obtained from the Department of Allied Health upon request.

## 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 EMT Certificate of Registration or satisfactory completion of an EMS Course or current enrollment in an EMS Course (with satisfactory progress).
5. All materials must be received by the date specified in the Pre-Admission Packet or as deemed necessary by the Admissions Committee.

Admission and retention in the Paramedics Certificate Program are contingent upon:

1. Florida EMT Certification by August 1.
2. High school and college transcripts received in the District Record's Office by the end of Session I

Out-of-state certified EMT's may apply, but acceptance will be contingent upon obtaining Florida EMT Certification by August 1.

## 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

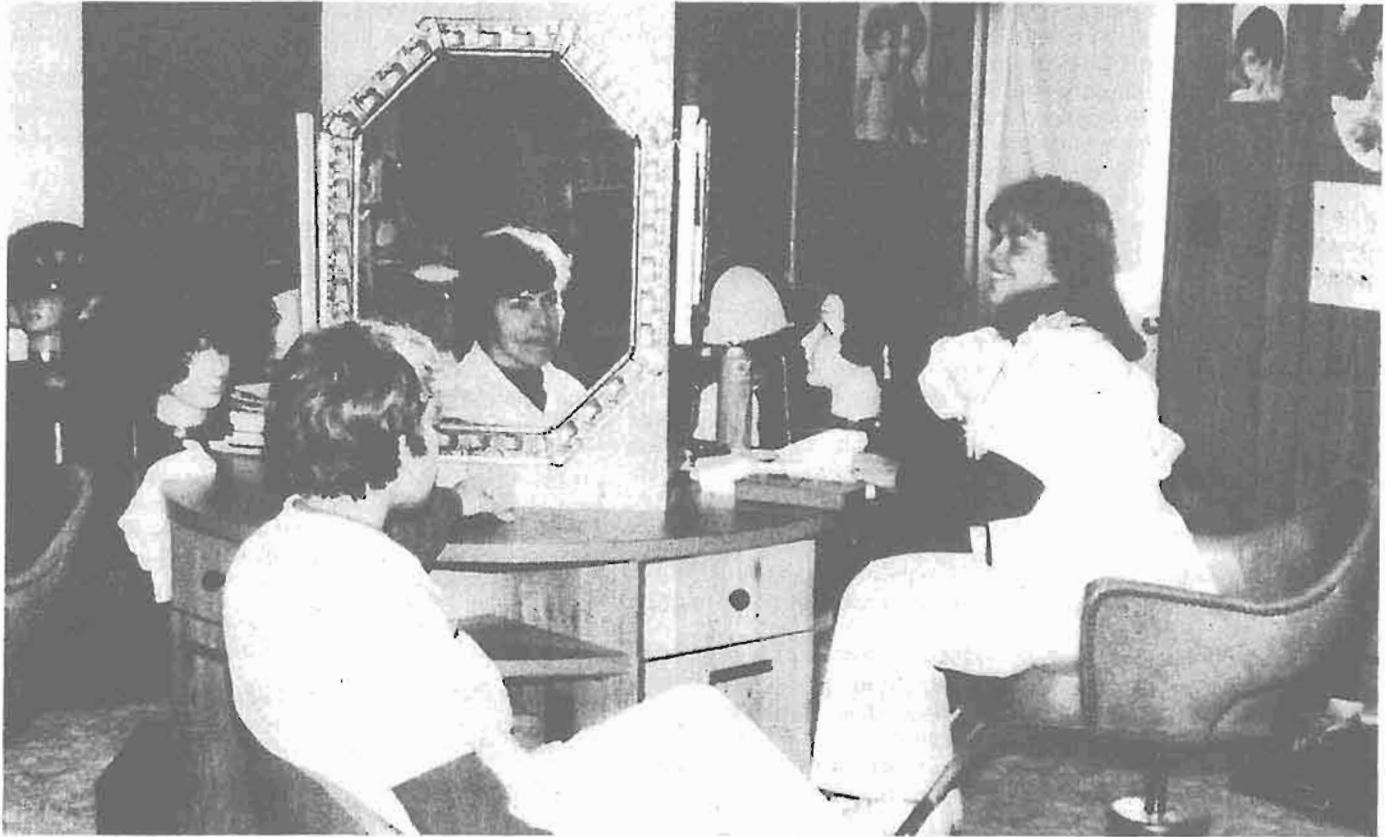
Each of these programs admits one class in the first session of each year, is limited to Florida residents, and allocates a specific number of spaces to the college. Applications must be submitted to the Coordinator of Counseling on one of the Pasco-Hernando Community College's campuses no later than 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.
3. The student must submit a complete academic record. All documents should be submitted in the language of the country, accompanied by English translation preferably certified by the United States Consulate. The college does not accept transfer credits from foreign institutions except those from countries where English is an official language.
4. Applicants must submit evidence that they are proficient enough in oral and written English to do satisfactory work.

Evidence of this may be one or more of the following: Citizenship in a country where English is an official language, graduation from a United States high school; completion of all English courses required for graduation from a U.S. high school, U.S. GED completion; achievement of the 50 percentile or better on the English section of CLEP; a score of 550 or above on the Test of English as a Foreign Language (TOEFL); satisfactory completion of at least one college-level English course or at least two other courses at an accredited United States college; or satisfactory completion of a minimum of three courses conducted in English at a foreign college or university.

5. International students meeting the minimum admission standards given above will receive an I-20 Form from the Coordinator of Admissions/Student Records. The I-20 Form and the F-1 student visa will allow the student to enter the country for the purpose of full-time study at this college.
6. Students must meet the standards of progress applicable to all students, and must enroll as a full-time (12 semester hours) student in order to continue under the regulations of the Immigration and Naturalization Service.

## Application Procedure

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

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



- A. The applicant should mail the application with a \$10 application fee to the address given above or present it in person at any P-HCC counseling office. Florida residents seeking the reduced course fee must complete a residency affidavit, which may be executed at any P-HCC campus without notary fee.
- B. An application with fee must be submitted and the student must be formally admitted to the college before registration for courses is considered final. It is emphasized that this fee covers the administrative expenses incidental to admission, is unrelated to registration for courses, and is NOT normally refundable.
- C. Test scores are not required for admission, but all students entering P-HCC for the first time are encouraged to submit scores on an appropriate nationally standardized test such as SAT or ACT as an aid to counseling. However, a placement test to be used for counseling purposes only is administered by the college upon admission. (See Section on Placement Testing, Page 26.)
- D. The student will be notified of tentative acceptance as soon as possible after the application is received.



# FEES AND EXPENSES

## Course Fees

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

Florida Resident	\$19 per credit hour
Non-Florida Resident	\$41 per credit hour
Continuing Education	
Non-Credit Vocational (CSV)	\$0.40 per contact hour
Citizenship (CSC)	\$0.20 per contact hour
Avocational (CSA)	\$1.00 per contact hour

## Special Additional Fees

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

Application	\$10
Credit-by-Examination	
Credit Courses	\$30 per examination
COS 1131, Cosmetology I	
Written Examination	\$30 per examination
Laboratory Examination	\$150 per examination
Diesel Mechanics, Courses Eligible for Credit-by-Examination	
Written Examination	\$30 per examination
Laboratory Examination	\$30 per examination
NLN Pre-Nursing Examination	\$12
Graduation	\$15
Laboratory (Courses Below)	
ARC 1120C    BCT 1040    COS 1133	\$ 5
Laboratory (Courses Below)	
APB 1203C    COP 1170    EMS 2219L    PHY 1023C	\$10
APB 1204C    COP 2120    EMS 2229    PHY 1024C	
ART 1110C    COP 2121    EMS 2425    PRN 1601	
ART 1111C    COS 1131    FSS 1202    PRN 1630	
ART 1300C    COS 1132    FSS 2221    PRN 1631	
ART 1301C    CHM 1015C    MCB 2013C    ZOO 2010C	
ART 1600C    CHM 1046C    NUR 1021C	

ART 1601C	CHM 1047C	NUR 1200C
BSC 1010C	CHM 2210C	NUR 1225C
BSC 1011C	CHM 2211C	NUR 1311C
BOT 1010C	EMS 1119L	NUR 2130C
		NUR 2220C

Laboratory (Courses Below)	\$20
MTR 1050    MTR 1123    MTR 1135	
MTR 1100    MTR 1128    MTR 1139	
MTR 1101    MTR 1129    ETE 2701C	
MTR 1103    MTR 1131	
MTR 1120    MTR 1133	

Laboratory (Courses Below)	\$30
ACT 1402    ACT 1871    ACT 1872	

Music (Applied)	\$70 per course
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Nursing, Practical Nursing, Emergency Medical Services/ Paramedics, Cosmetology, Human Services, and Applied Sociology — Individual Professional Liability Insurance	\$8.50 per year
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Physical Education Courses	\$ 5
PEL 1341L    PEL 1442L	
PEL 1342L    PEL 2343L	
PEL 1441L	

Physical Education Courses	\$15
PEL 1121L	
PEL 2122L	

Basic Recruit, Police Standards Program	
Registration	\$72
Certified Transfers	\$25
Laboratory Fee	\$128

Florida Real Estate Examination	\$ 7
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Returned Check	\$ 5
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Transcripts (After the first)	\$ 2
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Late Registration	\$10
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Fee for Writing Validation (CLEP — See Page 28)	\$30
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## Refunds

### Credit Courses

A 100% refund of fees, not including the application fee, may be granted if withdrawal occurs before the end of the drop/add period for a session as specified in the College Calendar. Refunds after the end of the drop/add period are authorized only in event of a student's death, or when a scheduled course is cancelled by the college, or in the cases of administrative error by the college. The fee for late registration shall not be refunded, except in instances where the only course in which the student is enrolled is cancelled by the college.

For courses that start at a time other than the beginning of a regular session, the final refund date shall be the end of the day on which ten (10) percent of the prescribed instruction hours in the course occurs. The application fee will not be refunded except when the only course or courses for which a student is registered are cancelled by the college.

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

### Continuing Education Courses

A full refund will be made to a student who withdraws from any Continuing Education class prior to the third class meeting so long as the third class meeting does not exceed twenty-five (25) percent of the instruction hours in the course. No refund will be made for conferences, institutes, workshops, seminars, or special training programs after the published starting date.

### Senior Citizen (60 +) Attendance

No application, tuition, and graduation fees will be charged persons 60 years of age or older who are residents of Florida and who attend credit or Continuing Education Vocational courses on a space-available basis. Space-available is determined when the class is not filled as of the close of the drop/add period. These provisions do not apply to courses which are solely a part of programs which have selective admissions criteria or to courses specifically exempted from this policy, to include those designated as Avocational. Such students shall not be officially registered for the course or courses attended and shall not receive college credit.

A student 60 years of age or older who pays all required fees shall be enrolled and shall receive credit in the same manner as any other formally admitted student.

### Residency for Tuition Purposes

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

"A Florida student is a person who has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. . . . In determining residency, the community college may require evidence. . . . Florida student classification shall be construed to include students who hold an Immigration and Naturalization Form I-151, Resident Alien Registration Receipt

Card, or Cuban nationals or Vietnamese refugees who are considered as resident aliens, provided such students meet the residency requirements. . . . Domicile for fee paying purposes shall denote a person's true, fixed and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he or she expects to return when he or she leaves, without intent to establish domicile elsewhere."

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

- A. Military personnel of the United States of America on active duty and stationed in Florida pursuant to military orders, the spouse, and dependent members of their immediate families as defined in the Internal Revenue Code.
- B. Veterans of the Armed Forces of the United States of America retired with 20 or more years of active military service, including the spouse and dependent members of their immediate families as defined in the Internal Revenue Code, who are in Florida at the time of retirement, or who move to Florida within one year following retirement and file a declaration of Florida domicile.
- C. Full-time public elementary, secondary, and university faculty members and administrators under current contracts in the State of Florida, their spouses and dependent members of their immediate families as defined in the Internal Revenue Code.
- D. Full-time faculty, administrative and professional, and career employees of the community college system, their spouses, and dependent members of their immediate family, as defined in the Internal Revenue Code.
- E. Florida residents who had their residency in Florida interrupted by service in the United States Armed Forces, the Peace Corps or other similar volunteer organizations fostered by the United States Government, shall be deemed to have had residency in Florida during times of service in these organizations.

If the applicant qualifies as a bona fide Florida resident, proof in the form of a notarized residency affidavit must be submitted as part of the admission requirements. Proof of guardianship is required when applicable.

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

### Financial Aid And Scholarships

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

You and your family have the primary responsibility for financing your education. However, the Financial Aid Office at Pasco-Hernando Community College can assist you by showing you where you may be able to obtain grants, loans, scholarships, and part-time employment and by showing you how to apply for this assistance.

## When Should I Apply?

If you think that you may possibly attend college this year, then the time to apply is **NOW**.

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

- January 1, 1983 — Application period begins.
- April 1, 1983 — Deadline to apply for FSAG and most scholarships.
- June 1, 1983 — Priority deadline for financial aid applications. Applications received after June 1 will be considered in order of date received, provided funds are available.
- August 15, 1983 — Registration begins.
- August 25, 1983 — Classes begin.
- March 15, 1984 — Deadline to apply for Pell Grant, (formerly Basic Grant).

## What Are The Application Procedures?

The first thing you must do is to get together these financial records for yourself and your family:

- 1982 U.S. Income Tax Return.
- W-2 Forms and other records of money earned in 1982.
- Records of non-taxable income such as veterans, social security and welfare benefits
- Current bank statements.
- Current mortgage information.
- Records of medical and dental bills that were paid in 1982.
- Business and farm records.

You will need this information to complete your Federal Financial Aid Application Form. When you complete the application, do not estimate income information. Verification of the information that you enter on the application may be requested at a later date.

You may use any of the following forms to apply for financial aid:

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

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

In order to apply for financial aid at Pasco-Hernando Community College, you must also complete the following steps.

- Complete an **Application for Admission**.
- Complete an **Institutional Application for Financial Aid** (may be submitted at time you bring in your Student Aid Report).
- If you have attended another college or vocational school, complete Part A of a **Financial Aid Transcript** and send it to that institution.
- Call your nearest campus and **make an appointment** for orientation/admission testing.

You must reapply each year. Financial aid awards are not automatically renewed. The following dates apply to the 1984-85 academic year:



- January 1, 1984 — Application period begins.
- April 1, 1984 — Deadline to apply for FSAG and most scholarships.
- June 1, 1984 — Priority deadline for financial aid.

## How Much Will It Cost To Attend P-HCC?

The following are estimated expenses based on enrollment of 12 semester hours per session for 2 semesters (8 months).

	Student without Dependents, living with parents	All other students without Dependents	Married Couple Student with 1 Dependent
Tuition and Fees	\$ 456.00*	\$ 456.00*	\$ 456.00*
Books & Supplies	240.00	240.00	240.00
Personal	632.00	632.00	632.00
Transportation	768.00	768.00	768.00
Room & Board	1,100.00	2,570.00	3,430.00**
	<u>\$3,196.00</u>	<u>\$4,666.00</u>	<u>\$5,526.00</u>

\*Non-Florida Residents — add \$526.00 in Out-of-State Fees

\*\*For each additional dependent, add \$840.00.

Allowances for Child Care Expenses, Handicap-related expenses (not provided by other agencies) and Additional Adjustments will be considered at the request of the student on a case-by-case basis.

## How Is My Need For Financial Aid Determined

If you use the FAF or the FFS to apply for financial aid and include the appropriate processing fee, a need analysis will be conducted by the processor and the results will be sent to the college.

A **need analysis** is used to determine the amount that you can afford to pay toward cost of attendance. It is a systematic way of measuring a family's ability to pay for educational costs and to determine the student's eligibility for financial aid.

In determining how much you and your family can contribute, the need analysis takes into account family income, assets, student income, family size, number in college and various other factors.

The end result of the need analysis is the expected family contribution. The **expected family contribution** is the amount that you and your family can reasonably be expected to pay toward your cost of attendance. It measures ability, not the willingness of you and your family to finance your education.

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

(Cost of attendance — effective family contribution = financial need — Example \$3,196 — \$2,200 = \$996)

## How Do I Know If I Qualify?

Approximately 6 to 8 weeks after you send your application to the processor, you will receive a Student Aid Report (SAR). You should take the SAR to your campus financial aid counselor. He/she will let you know whether or not you qualify for financial aid and will forward your SAR to the district office for processing.

If you qualify for financial aid, an award will be issued provided that:

- You have submitted formally all required forms and documents.
- You have been formally accepted for admission to the college as a regular student.
- You enroll in a program leading to a degree or certificate.
- Except as otherwise provided, you enroll for at least 6 hours per session.
- You are not in default on a student loan or owe a refund on a grant.
- You make satisfactory academic progress.
- You meet the U.S. citizenship requirements and draft registration requirements.

An award letter will be sent to notify you of your financial aid award(s). If you accept the award(s), you need to sign and return the letter by the date indicated. If you decline the award(s), you should indicate such on the letter and return it.

## When Do I Get My Financial Aid?

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

Once these deductions have been made, the balance of the award(s) will be paid to the student in two equal disbursements (The first, approximately 30 days and the second, approximately 60 days after the start of the term).

A student receiving a federal loan may not pick up his/her check until he/she has registered and paid fees.

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

## What Are The College's Standards for Academic Progress?

You should know how the college determines whether you are making satisfactory progress and what happens if you are not. The college's Standards for Academic Progress are listed on Page 26.

## What If I Drop/Withdraw From Class?

If you drop/withdraw from class and you stopped attending those classes prior to the midpoint of the term, your award(s) will be recalculated (based on your last day of attendance) to reflect this change in enrollment status. The following formula is used for this purpose.

$$\frac{\text{No. of days attended at full time} \times \text{full time award}}{\frac{1}{2} \times \text{no. of days in term}} + \frac{\text{No. of days attended at } \frac{3}{4} \text{ time} \times \frac{3}{4} \text{ time award}}{\frac{1}{2} \times \text{no. of days in term}} + \frac{\text{No. of days attended at } \frac{1}{2} \text{ time} \times \frac{1}{2} \text{ time award}}{\frac{1}{2} \times \text{no. of days in term}}$$

If you have received funds in excess of your recalculated award or the actual cost of tuition and fees (whichever is greater), you will owe a refund of the excess amount. (See also Standards of Academic Progress, Page 26).

## What Is The College's Refund Policy?

The college's refund policy appears on Page 17. It is the responsibility of the student to review these policies and be aware of the steps to take to receive a refund.

## What Are The Facilities and Services Available To Handicapped Students?

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

## What About The Program, Facilities, And Faculty Of The College?

Pasco-Hernando Community College offers an Associate in Arts degree program and Associate in Science degree programs in various career or technical fields. In addition to these programs, the college offers one-year certificate programs for students who wish to take specialized occupational courses.

Pasco-Hernando Community College has three campuses conveniently located in Dade City, Brooksville, and New Port Richey to serve students residing in Pasco and Hernando counties.

Faculty information and additional information on programs and facilities is provided elsewhere in this P-HCC College Catalog.

## Is The College Accredited?

Accreditation by the Southern Association of Colleges and Schools was granted in 1974 and was reaffirmed in December 1979 for a ten-year period. Any student or prospective student, who wishes to review a copy of the accreditation documents should contact the Office of the Vice President.

## Where Do I Go For Help?

Contact your campus financial aid counselor. Information on student assistance may be obtained from personnel and locations listed below:

**EAST CAMPUS**  
2401 State Hwy. 41 North  
Dade City, Florida 33525  
(904) 567-6701

**NORTH CAMPUS**  
3125 U.S. Hwy 98 North  
Brooksville, FL 33512  
(904) 796-6726

**WEST CAMPUS**  
7025 State Road 587  
New Port Richey, FL 33552  
(813) 847-2727

**DISTRICT OFFICE**  
2401 State Hwy. 41 North  
Dade City, Florida  
(904) 567-6701

**ROBIN KELLY**, Financial Aid  
Counselor  
**PAT McCULLOUGH**,  
Financial Aid Clerk

**JAMES YANT**, Coordinator  
of Counseling  
**IMOGENE ROBINSON**,  
Financial Aid Clerk

**WILLIAM WEISKOPF**,  
Financial Aid Counselor  
**HELEN CHAFFEE**,  
Financial Aid Clerk

**LEONARD GUDE**, Financial  
Aid/Veteran Affairs  
Specialist  
**WAYNE BODIFORD**,  
Assistant Financial Aid/  
Veteran Affairs Specialist  
**DIANE SMITH**, Secretary,  
Financial Aid/Veteran  
Affairs Specialist

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

## GRANTS AND SCHOLARSHIPS

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

### PELL GRANT

This is the largest of the Government's student aid programs, and is the starting point for most students seeking financial aid. Awards for the 1983-84 academic year will depend on the level of program funding.

#### How Do I Apply?

Forms are available from your counselor

1. Complete FAF or FFS or AFSA and mail to processor.
  2. Complete Application for Admission and Institutional Application for Financial Aid.
  3. Request Financial Aid Transcripts (Transfer Students only).
  4. Return Student Aid Report (SAR), which is sent to you from Basic Grant, to your campus financial aid counselor
  5. Application Period, January 1, 1983 — March 15, 1984.
- 20

## Am I Eligible? Yes, If You:

1. Are admitted to the college as a regular student
2. Enroll for a minimum of 6 semester hours per session.
3. Enroll in an eligible degree or certificate program
4. Are a U.S. Citizen, National, or Permanent Resident, and have met Draft registration requirements.
5. Are making satisfactory academic progress
6. Are not in default or overpayment on student loan or other aid.
7. Have financial need

## How Are Recipients Selected?

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

## How Are The Amounts Of The Awards Determined?

Awards are based upon the following criteria.

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

## What Are The Criteria For Continued Eligibility?

1. Continue to meet eligibility criteria.
2. Reapply each year

## SUPPLEMENTAL GRANT (SEOG)

An SEOG is not an entitlement, as is Pell Grant. There are no guarantees attached to it. Every year the college receives a set amount of money to use for SEOG's. When the money is gone, there are no more SEOG's for that year. That's why it is important to meet the college's financial aid deadline. Awards range from \$200 to \$2000 per year.



### **How Do I Apply?**

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

### **Am I Eligible?**

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

### **How Are Recipients Selected?**

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

### **How Are The Amounts Of The Awards Determined?**

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

### **What Are The Conditions For Continued Eligibility?**

1. Continue to meet eligibility requirements.
2. Reapply each year.

## **FLORIDA ACADEMIC SCHOLARS' FUND**

The Florida Academic Scholars' Fund was created by the 1980 Florida Legislature to award scholarships to students who demonstrate outstanding academic achievement and who wish to attend a Florida college.

### **How Do I Apply?**

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

### **Am I Eligible? Yes, If You:**

1. Were a first-time-in-college student after July 31, 1982.
2. Scored 1200 or above on the Scholastic Aptitude Test or a composite score of 28 or above on the ACT Test and obtained a 3.5 grade-point average in high school academic subjects, or were recognized by the National Merit Scholarship Corporation as a scholar finalist.
3. Enroll for a minimum of 12 semester hours per term.
4. Have been a resident of Florida for at least 24 consecutive months prior to graduation from high school.

### **How Are Recipients Selected?**

Awards will be made to qualified applicants, on a first-come/first-serve basis.

### **How Are The Amounts Of The Awards Determined?**

The amount of the award equals \$500 per academic year.

### **What Are The Criteria For Continued Eligibility?**

1. Reapply each year
2. Continue to meet eligibility requirements
3. Earn 24 semester hours in previous academic year
4. Maintain a minimum 3.2 grade-point average.

## **FLORIDA STUDENT ASSISTANCE GRANT (FSAG)**

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

### **How Do I Apply?**

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

### **Am I Eligible? Yes, If You:**

1. Are a U.S. citizen or permanent resident.
2. Enroll for a minimum of 12 semester hours per semester.
3. Have been a resident of Florida for at least 24 consecutive months.
4. Demonstrate financial need.

### **How Are Recipients Selected?**

Priority is given to:

1. Renewal students.
2. Students with greatest need.
3. Students who apply before April 1st.

### **How Are The Amounts Of The Awards Determined?**

1. Financial need as determined by an approved need analysis.
2. Amount of award equals average tuition charge for two semesters at college (\$540.00)

### **What Are The Criteria For Continued Eligibility?**

1. Reapply each year
2. Continue to meet eligibility requirements.
3. Earn 24 semester hours in previous academic year.
4. Maintain a 2.0 grade-point average
5. Not have received 8 semesters of payments.

## **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 your tribal council for details and application forms.

## **GRANTS-IN-AID**

Grants-in-Aid may be available to students who have demonstrated scholastic achievement or athletic ability. A Grant-in-Aid is not necessarily a payment made from college funds. If a student receives a grant or scholarship, he/she must utilize the award as all or part of his/her Grant-in-Aid.

### **How Do I Apply?**

1. Complete an Application for Admission.
2. Complete a Grant-in-Aid/Scholarship Application form.
3. Call your nearest P-HCC campus and set up an appointment for an Admissions Interview.
4. Apply for all scholarships and grants for which you may qualify.

### **Am I Eligible? Yes, If You:**

1. Graduate within the upper 10% from a Pasco or Hernando county high school or are selected by the P-HCC coaching staff
2. Enroll for at least 12 semester hours per session.
3. Apply on or before April 1 of each year.

(Applicants for Academic Grants-in-Aid must be high school seniors)

### **How Are Recipients Selected?**

Graduates from Pasco and Hernando County high schools graduating in the top 10% of their class or athletes recommended by the P-HCC coaching staff are eligible for a Grant-in-Aid.

### **How Are The Amounts Of The Awards Determined?**

The amount of each Grant-in-Aid is your actual tuition costs up to \$500 per year.

### **What Are The Criteria For Continued Eligibility?**

1. Complete 24 semester hours for the initial year.
2. Maintain a minimum of 2.0 grade-point average.
3. Award may only be received for 2 years

## **SCHOLARSHIPS**

Many area organizations, firms and individuals offer scholarships to students. Some of these organizations choose their own recipients and have their own application process. Others are administered through the P-HCC Foundation and the recipients are selected by the college. The following application procedures pertain to scholarships administered by the P-HCC Foundation.

### **How Do I Apply?**

1. Complete an Application for Admission.
2. Complete a Grant-in-Aid/Scholarship Application Form
3. Make an appointment for an Admissions Interview.

### **Am I Eligible?**

Yes, if you meet the criteria, set forth by the scholarship donor and you apply on or before April 1 of each year.

### **How Are Recipients Selected?**

Applicants are matched with the selection criteria set forth by the scholarship donors to establish an applicant pool for each scholarship. The applicants are then judged according to the selection criteria for the scholarship.

### **How Are The Amounts Of The Awards Determined?**

The amount of each scholarship is established by the donor of the scholarship.

### **What Are The Criteria For Continued Eligibility?**

1. Continue to meet eligibility criteria.
2. Reapply each year.

## **WORK STUDY**

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

### **CONDITIONS AND TERMS**

1. If you are awarded work-study, contact your campus financial aid counselor for job placement.
2. You will be paid bi-weekly at the current federal minimum wage rate
3. You must work out a schedule with your supervisor which is satisfactory to both parties
4. You are expected to work your scheduled hours.
5. If you wish to reduce your work load, you must notify your supervisor and your financial aid counselor
6. If you miss work three times without notifying your supervisor, your work-study award will be cancelled.
7. You may not work over 20 hours per week without prior approval from the financial aid office.
8. You must maintain a satisfactory standard of job performance.
9. You must maintain satisfactory academic progress.
10. You must remain enrolled for at least 6 semester hours during the session

## **COLLEGE WORK STUDY (CWS)**

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

### **How Do I Apply?**

Application procedures are the same as those for Supplemental Grant.

### **Am I Eligible? Yes, If You:**

1. Are admitted to the college as a regular student.
2. Enroll in an eligible degree or certificate program.
3. Are a U.S. Citizen, national or permanent resident, and have met Draft registration requirements.
4. Have financial need.
5. Are maintaining satisfactory academic progress.
6. Are not in default or overpayment on previous aid received.
7. Enroll for a minimum of 6 semester hours per session.

### **How Are Recipients Selected?**

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

### **How Are The Amounts Of The Awards Determined?**

According to financial need as determined by the need analysis report received from the processor.

### **What Are The Criteria For Continued Eligibility?**

1. Continue to meet eligibility criteria.
2. Reapply each year.



## FLORIDA COLLEGE CAREER WORK EXPERIENCE PROGRAM (FCCWEP)

This program provides jobs for students enrolled in vocational educational programs. Students are placed in positions which are educationally related to their academic program of study.

### How Do I Apply?

Application procedures are the same as those for Supplemental Grant.

### Am I Eligible? Yes, if you:

1. Enroll in a vocational educational program.
2. Enroll for a minimum of 12 hours per session.
3. Have been a resident of Florida for at least 24 consecutive months and have graduated from a Florida high school.
4. Have financial need.
5. Are maintaining satisfactory academic progress.

### How Are Recipients Selected?

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

### How Are The Amounts Of The Awards Determined?

According to financial need as determined by the need analysis report received from the processor.

### What Are The Criteria For Continued Eligibility?

1. Continue to meet eligibility criteria.
2. Reapply each year.

## STUDENT ASSISTANTS (SAWP)

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

### How Do I Apply?

Contact your campus financial aid counselor.

### Am I Eligible?

Yes, if you enroll for at least 6 semester hours per session.

### How Are Recipients Selected?

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

### What Are The Criteria For Continued Eligibility?

1. Continue to meet eligibility criteria.
2. Reapply each year.

## OFF-CAMPUS EMPLOYMENT

Students seeking part-time employment should check with the Career Development Lab or their counselor. Local employers post job openings for students at each campus. Wages vary according to the employer.

## LOANS

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

## GUARANTEED STUDENT LOAN (GSL)

The GSL is a low-interest loan made to you by participating lenders to help you pay for your college education. These loans are insured by either the federal government or the state guarantee agency.

### How Do I Apply?

Forms are available from your counselor and participating lender institutions.

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

### Am I Eligible? Yes, If You:

1. Enroll for at least 6 semester hours per session.
2. Are a U.S. Citizen, national or permanent resident.
3. **Are not in default or overpayment of other aid received.**
4. Are in good academic standing
5. Meet eligibility requirements of the lender

### How Are The Amounts Of The Awards Determined?

Dependent students may borrow up to \$2500 per year to a maximum of \$12,500.

### How Are Recipients Selected?

Recipients are selected by the lending institution.

### What Are The Criteria For Continued Eligibility?

1. Continue to meet eligibility criteria.
2. Reapply each year.



## TERMS OF THE LOAN

1. Payments of the loan begin six months after student withdraws or graduates.
2. The minimum repayment is \$50 per month.
3. Interest is charged at the rate of 7 to 9 percent for all new borrowers.
4. Maximum repayment time is ten years from the start of the repayment period.

### SAMPLE REPAYMENT SCHEDULE

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

## AUXILIARY LOANS TO ASSIST STUDENTS (PLUS)

This new federal loan program is available to parents of dependent undergraduate students, independent undergraduate students and graduate and professional students. Qualified applicants may borrow from a bank, credit union, savings and loan association, or other participating lender. Interest rates on these loans will be 12 to 14% and repayment must begin within 60 days of the loan's disbursement. Contact the Financial Aid Officer or a participating lender for additional information.

## REVOLVING LOAN (RL)

The Revolving Loan is a short-term, no interest loan to cover the cost of tuition and books. An interest penalty will be charged on delinquent loans.

### How Do I Apply?

Complete P-HCC Revolving Loan Application Packet.

### Am I Eligible? Yes, If You:

1. Are at least 18 years of age or loan is endorsed by someone 18 years of age or older who is not a spouse of the applicant or a college employee.
2. Demonstrate ability to repay either through credit experience or pending eligibility for student financial aid.
3. Are not in overpayment or default of previous aid received.

### How Are The Amounts Of The Awards Determined?

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

### How Are The Recipients Selected?

Recipients are selected based upon credit experience, ability to repay and/or pending eligibility to receive financial aid.

### Criteria For Continued Eligibility?

1. Continue to meet eligibility criteria.
2. An interest penalty of 10% per year will be assessed on delinquent loans.

# STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

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

- What financial assistance is available, including information on all Federal, State and Institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending is, and what policies are on refunds to students who drop out.
- What criteria is used to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- What resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
- What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- How the school determines whether you are making satisfactory progress, and what happens if you are not.
- To make available for review a copy of the documents describing the institution's accreditation, approval or licensing.

## Student Responsibilities, It Is Your Responsibility To:

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

- Notify financial aid office of all financial aid you receive from sources other than the college as soon as you receive it.
- Know the schedule for the disbursement of your award(s) and to pick up aid checks within a reasonable period of time.
- Notify the financial aid office of changes in name, address, or enrollment.

## ACCREDITATION

Southern Association of Colleges and Schools — July 1981  
Pasco-Hernando Community College is committed to equal treatment of students without regard to race, color, creed, religion, sex, age, national origin, or handicap



# ACADEMIC POLICIES

## Program Selection

Each regular student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, Associate in Applied Science, or one of the Certificate programs offered. Those students selecting the Associate in Arts program or any student who intends to be admitted to upper division status in a state university in Florida must take the CLAST Test prior to transferring (See Page 31). Counselors and Program Planners are available to help with program selections. Program changes may be made at the end of any session by submitting the prescribed form but must be approved by a counselor.

Test scores are not required for enrollment. However, certain test scores such as ACT, SAT, and GED, together with previous grades, experiences, recommendations, outside activities, and time away from formal education may be used for counseling in program selection and class placement.

## Placement Testing

A new degree-seeking student must complete the College's Placement Testing program and have a counselor interview before the first registration. Other students must complete the Testing Program within the first twelve hours. Counselors may use other tests and inventories to help students determine their abilities, needs, values, interests, or aptitudes. These testing services are available to any student or prospective student in the community at no cost to the individual.

## Acceleration of Program

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

### Credit Bank

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

### Early Admission

A high school student may be admitted prior to graduation from high school with the permission of the principal or his designate. P-HCC credit may be transferred to the high school for completion of high school requirements.

### College Level Examination Program

Up to 30 hours of credit may be awarded upon satisfactorily completing the CLEP General Examination at the 50th percentile or above. These credits are awarded on the basis of knowledge gained prior to college or university study in the subject area. Additional semester hours of credit may be awarded for CLEP Subject Examinations if scores are at or above the percentile specified in Rules of the State Board of Education.

## Advanced Placement:

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

## Credit-by-Examination:

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

## Transient Enrollment:

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

## Dual Enrollment:

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

## Academic Averages and Repeated Courses

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

## Academic Probation and Suspension

### Standards of Academic Progress

1. All students will be evaluated for academic progress at the end of each session. A student will be placed on probation when the cumulative grade-point average falls below:
  - 1.50 after completion of 1-15 hours
  - 1.60 after completion of 16-30 hours
  - 1.75 after completion of 31-45 hours
  - 1.90 after completion of 46-59 hours
  - 2.00 after completion of 60 + hours
2. The academic status of a transfer student will be evaluated at the time of admission, and will be based upon the transcript record from the previous institution(s).

3. In the event of probation, a student will be required to see a counselor. After counseling the student and consulting appropriate faculty members, the counselor may require of the student:
  - a. Additional counseling sessions
  - b. Limitations of course load
  - c. Limitations of 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.

### **Additional Requirements for Financial Aid Recipients**

5. Financial Aid recipients are required to complete at least 67% of the total hours they attempt at Pasco-Hernando Community College. 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 Pasco-Hernando Community College.
7. If a Financial Aid student has not been removed from probation after the next term enrolled and it has not been determined by the campus financial aid committee that the student should be allowed to continue to receive financial aid for an additional term, then he/she will be considered to be making unsatisfactory progress. A Financial Aid student determined to be making unsatisfactory progress will not be eligible to participate in federal, state, or institutionally funded aid programs until such time as the student is no longer on probationary status.
8. The student may make written appeal of the probationary status to the campus Coordinator of Counseling. Documentation (such as a doctor's statement) will be required, if appropriate. The campus financial aid committee will

review the appeal and, if accepted, allow the student to continue to receive financial assistance for an additional term.

### **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.

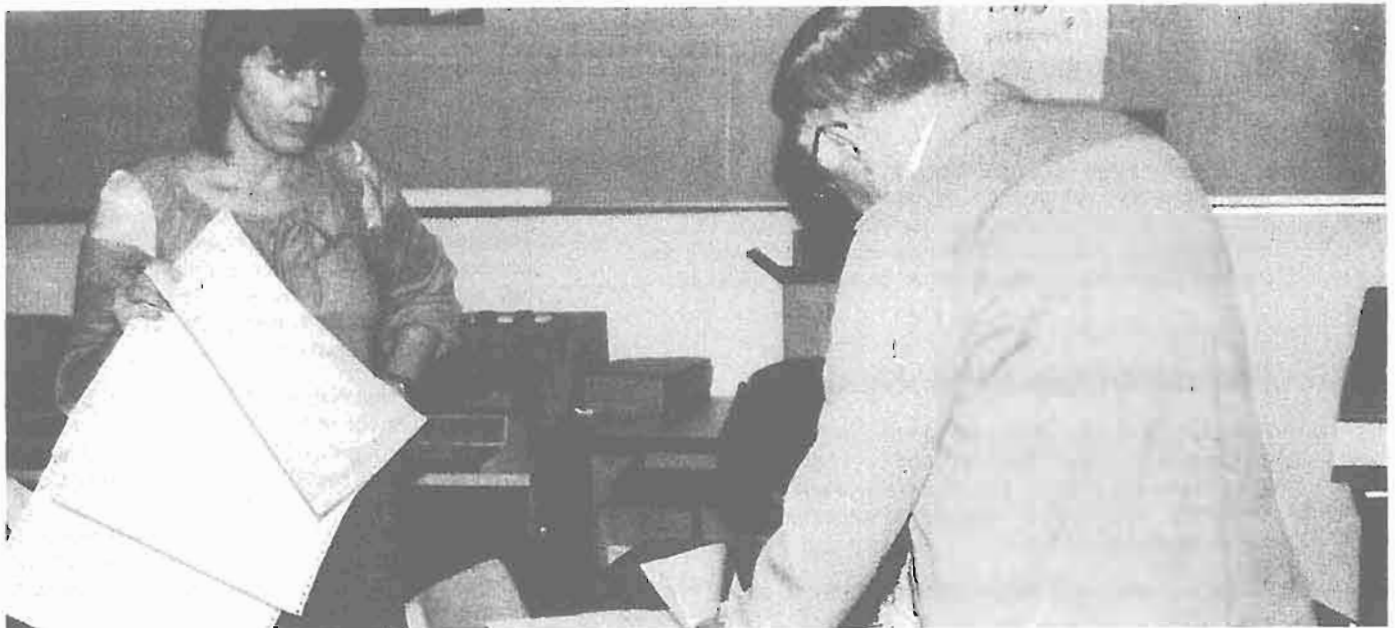
Veterans are expected to progress at a rate that will permit graduation within the approved length of the program based upon the training time paid by VA. Failure to comply with these provisions may result in the termination of educational benefits.

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.

A degree-seeking student is further classified as:

**Freshman** — A student regularly enrolled in college credit courses who has completed less than 24 semester hours of college work at the time of registration.

**Sophomore** — A student regularly enrolled in college credit courses who has completed 24 or more credit hours of college work at the time of registration.

### Unclassified

The unclassified designation applies to a student who has enrolled but is undecided as to program, as a dual enrollment or transient student, or one who has enrolled for purposes of teacher recertification or personal enrichment. This student is not classified as either freshman or sophomore.

### Full-Time

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

### Part-Time

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

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

## Attendance At More Than One Campus

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

## Regional Linkage System

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

The System offers students the opportunity to enter certain

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

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

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

Additional information on Linkage Programs may be obtained by contacting a Pasco-Hernando Community College counselor. See also "Minimum Qualifications for Linkage Program Applicants," Page 13.

## CLEP

Students may earn a maximum of 30 semester hours of college credit by submitting scores at the 50th percentile or above under the General Examination of the College Level Examination Program (CLEP). A maximum of six semester hours of credit may be granted in each of the following areas: English, Humanities, Mathematics, Natural Science, and Social Science. These credits are awarded on the basis of knowledge gained prior to college or university study in the subject area. CLEP credit, based upon the General Examination, is applied only to certain designated courses and will be denied in whole or part in instances where courses in the general area have already been completed or are being taken at the time of the CLEP General Examination. Students seeking this credit are strongly advised to discuss their academic plans with a counselor before registering.

If a student has earned six (6) semester (or 9 quarter) credits in an area covered by the CLEP General Examinations, he/she shall not be awarded any CLEP credit in that area on the basis of the CLEP General Examination. If a student has earned fewer than six (6) semester credits in courses, he/she shall be awarded only the difference between the number earned and the six (6) semester credits through the CLEP General Examinations.

Additional semester hours of credit may be awarded for CLEP Subject Examinations if submitted scores are at or above the percentile specified in Rules of the State Board of Education. Evaluation of CLEP credit is made after the application is paid and the student is admitted to the college. CLEP credit will appear on the student's permanent record as earned credit without indication of grade. Credits earned through CLEP do not satisfy the residency requirement. Students seeking this credit are strongly advised to discuss their academic plans with a counselor before registering.

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

A student fulfilling the writing requirement for one of these designated English and Humanities courses shall be required to pay a fee of \$30 for each such requirement. The instructor shall establish a prescriptive syllabus for the student covering the topic, content, standards, and schedule for submission of written work and shall certify a grade. The instructor shall be compensated in the same amount as the fee.

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

## Credit-by-Examination

Credit may be earned in designated courses by making a satisfactory score on tests prepared by P-HCC Instructors. A nonrefundable charge will be made for each examination. An examination must be completed within the session for which the student first applied for credit-by-examination. Credit-by-examination cannot be granted in any course for which credit has already been awarded. Credit earned through tests prepared by P-HCC will appear on the student's permanent record using the grade designation of "S" or "U." A student may attempt credit-by-examination in a course no more than one time. Certain courses, where active student participation is a particularly important element, are not available for credit-by-examination. Credits earned through credit-by-examination do not satisfy the residency requirement.

## Advanced Placement

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

Credit may be used to satisfy graduation, general education, and unspecified elective requirements, but will not be computed in the grade-point average. This type of credit is transferable among Florida institutions of higher education which participate in the Advanced Placement Program.

## Certificate Program Completions

A student desiring to obtain a certificate for completing a degree-associated program should apply for a records review no later than the date shown in the college calendar for graduation application. Upon receiving an indication from the Coordinator of Admissions/Student Records that all required work has been or is being completed, the student must make a formal application for the certificate. A certificate for an Associate in Science program will be awarded at a meeting of the Board of Trustees. A certificate for an Associate in Applied Science associated program will be awarded by the Provost of the campus.

## Directed Individual Study

A student requiring a course for current graduation who has not had an opportunity to enroll in that course may take the

course under Directed Individual Study by making arrangements with the Campus Dean. Directed Individual Study is defined as a class of seven or less students that is not required to meet on an established three hours per week schedule for the Session and where there are provisions for:

- A. Meeting with the instructor at least 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.

## 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.

## 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.

## 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
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
OMB 1001	3	W	0	0	0
STD 1100	3	I	0	0	0
			14	11	28

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

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





## 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.

## 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.

*At this time students may not go before 1979-80 catalog*  
**Graduation Application**

Application for graduation with a degree must be made at the time of registration for the session in which the student plans to complete the requirements for a degree program. Certain programs require students to complete the CLAST Test prior to graduation. The testing requirement shall be included as an item on all graduation checks, and positive controls shall be established to assure that each applicant for an AA Degree has compiled before the Degree is awarded, (See CLAST, Page 31). 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.

## COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

The State of Florida has developed a test of college level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and compu-

lation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and Rules of the State Board of Education.

The CLAST is administered toward the end of the sophomore year to community college students who are completing Associate of Arts degree programs and to community college students who are completing Associate of Science degree programs and are seeking admission to upper division programs in state universities in Florida, as well as university students who are completing their sophomore year. Students who do not take the test will not be awarded the Associate of Arts degree, nor will they be admitted to upper division status in state universities in Florida. The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges.

Effective for any term beginning after August 1, 1984, the State Board of Education will establish minimum CLAST score standards for the award of the Associate of Arts degree and for admission to upper division status in state universities in Florida. Prior to August 1, 1984, the use of CLAST scores is limited to student counseling and to curriculum improvement.

The Counseling Offices located at each campus can tell you how and when to apply to take the CLAST

## College-Level Communication and Computation Skills

State Board Rule 6A-10.31 cites that the communication and computation skills identified below, pursuant to Section 229.053(2)(d), Florida Statutes, are associated with successful performance of students in college programs through the baccalaureate level:

(1) The following skills, by designated category, are defined as college-level communication skills:

**(a) Reading with literal comprehension includes all of the following skills:**

1. Recognizing main ideas in a given passage.
2. Identifying supporting details.
3. Determining meaning of words on the basis of context.

**(b) Reading with critical comprehension includes all of the following skills:**

1. Recognizing the author's purpose.
2. Distinguishing between statement of fact and statement of opinion.
3. Detecting bias.
4. Recognizing author's tone.
5. Recognizing explicit and implicit relationships within sentences.
6. Recognizing explicit and implicit relationships between sentences.
7. Recognizing valid arguments.
8. Drawing logical inferences and conclusions.

**(c) Listening with literal comprehension includes all of the following skills:**

1. Recognizing main ideas.

2. Identifying supporting details.
3. Recognizing explicit relationships among ideas.
4. Recalling basic ideas and details.

**(d) Listening with critical comprehension includes all of the following skills:**

1. Perceiving the speaker's purpose
2. Perceiving the speaker's organization of ideas and information.
3. Discriminating between statements of fact and statements of opinion
4. Distinguishing between emotional and logical arguments.
5. Detecting bias.
6. Recognizing the speaker's attitude.
7. Synthesizing by drawing logical inferences and conclusions.
8. Evaluating objectively
9. Recalling the arguments and identifying the implications.

**(e) Composing units of discourse providing ideas and information suitable for purpose and audience includes all of the following skills:**

1. Selecting a subject which lends itself to expository writing.
2. Determining the purpose for writing.
3. Limiting the subject to a topic which can be developed within the requirements of time, purpose, and audience.
4. Formulating a thesis statement which reflects the purpose.
5. Developing the thesis statement by all of the following:
  - a. Providing adequate support which reflects the ability to distinguish between generalized and concrete evidence.
  - b. Arranging the main ideas and supporting details in an organizational pattern appropriate to the expository purpose
  - c. Writing unified prose in which all supporting material is relevant to the thesis statement.
  - d. Writing coherent prose, providing effective transitional devices which clearly reflect the organizational pattern and the relationships of the parts.

**(f) Transmitting ideas and information in effective written language which conforms to the conventions of standard American English includes all of the following skills:**

1. Demonstrating effective word choice by all of the following
  - a. Using words which convey the denotative and connotative meanings required by context.
  - b. Avoiding slang, jargon, cliches, and pretentious expressions.
  - c. Avoiding wordiness.
2. Employing conventional sentence structure by all of the following.
  - a. Placing modifiers correctly
  - b. Coordinating and subordinating sentence elements according to their relative importance.
  - c. Using parallel expressions for parallel ideas
  - d. Avoiding fragments, comma splices, and fused sentences.

3. Employing effective sentence structure by all of the following:
    - a. Using a variety of sentence patterns.
    - b. Avoiding unnecessary use of passive construction.
    - c. Avoiding awkward constructions.
  4. Observing the conventions of standard American English grammar and usage by all of the following:
    - a. Using standard verb forms.
    - b. Maintaining agreement between subject and verb, pronoun and antecedent.
    - c. Using proper case forms.
    - d. Maintaining a consistent point of view.
  5. Using standard practice for spelling, punctuation, and capitalization.
  6. Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.
- (g) **Speaking involves composing the message, providing ideas and information suitable to topic, purpose and audience which includes all of the following skills:**
1. Determining the purpose of the oral discourse.
  2. Choosing a topic and restricting it according to purpose and audience.
  3. Fulfilling the purpose by the following:
    - a. Formulating a thesis statement.
    - b. Providing adequate support material.
    - c. Selecting a suitable organizational pattern.
    - d. Demonstrating careful choice of words.
    - e. Providing effective transitions.
- (h) **Speaking involves transmitting the message, using oral delivery skills suitable to the audience and the occasion by all of the following skills:**
1. Employing vocal variety in rate, pitch, and intensity.
  2. Articulating clearly.
  3. Employing the level of American English appropriate to the designated audience.
  4. Demonstrating nonverbal behavior which supports the verbal message with eye contact and appropriate posture, gestures, facial expressions, and body movements.
- (2) The following skills, by designated category, are defined as college-level computation skills:
- (a) **Demonstrating mastery of all of the following arithmetic algorithms:**
1. Adding, subtracting, multiplying, and dividing positive rational numbers.
  2. Adding, subtracting, multiplying, and dividing positive rational numbers in decimal form.
- (b) **Demonstrating mastery of all of the following geometric and measurement algorithms:**
1. Rounding measurements to the nearest given unit of the measuring device used.
  2. Calculating distances, areas, and volumes, including English-metric conversions when given the conversion units.
- (c) **Demonstrating mastery of all of the following algebraic algorithms:**
1. Adding, subtracting, multiplying, and dividing real numbers.
  2. Applying the order-of-operations agreement to computations involving numbers and variables.
  3. Using scientific notation in calculations involving very large or very small measurements.
  4. Solving linear equations and inequalities.
  5. Using given formulas to compute results, when geometric measurements are not involved.
- (d) **Demonstrating mastery of all of the following statistical algorithms, including some from probability:**
1. Identifying information contained in bar, line, and circle graphs.
  2. Determining the mean, median, and mode of a set of numbers.
  3. Selecting the sample space associated with an experiment.
- (e) **Demonstrating mastery of logical-reasoning algorithms by deducing facts of set inclusion or set non-inclusion from a diagram.**
- (f) **Demonstrating understanding of arithmetic concepts by all of the following skills:**
1. Recognizing the meaning of exponents.
  2. Recognizing the role of the base number in determining place value in the base-ten numeration system and in systems that are patterned after it.
  3. Identifying equivalent forms of positive rational numbers involving decimals, percents, and fractions.
  4. Determining the order relation between magnitudes.
- (g) **Demonstrating understanding of geometric and measurement concepts by all of the following skills:**
1. Recognizing horizontal, vertical, parallel, perpendicular, and intersecting lines.
  2. Identifying relationships between angle measures.
  3. Classifying simple plane figures by recognizing their properties.
  4. Recognizing similar triangles and their properties.
  5. Identifying appropriate types of measurement for geometric objects.
- (h) **Demonstrating understanding of algebraic concepts by all of the following skills:**
1. Recognizing and using properties of operations.
  2. Determining whether a particular number is among the solutions of a given equation or equality.
  3. Recognizing statements and conditions of proportionality and variation.
  4. Identifying regions of the coordinate plane which correspond to specified conditions.
- (i) **Demonstrating understanding of statistical concepts including probability by all of the following skills:**
1. Recognizing the normal curve and its properties.
  2. Recognizing samples that are representative of a given population.
  3. Identifying the probability of a specified outcome in an experiment.

**(j) Demonstrating understanding of logical-reasoning concepts by all of the following skills:**

1. Identifying simple and compound statements and their negations.
2. Determining equivalence or non-equivalence of statements.
3. Drawing logical conclusions from data.
4. Recognizing that an argument may not be valid even though its conclusion is true.
5. Distinguishing fallacious arguments from non-fallacious ones
6. Recognizing proof by contradiction

**(k) Demonstrating understanding of computer-technology concepts by all of the following skills:**

1. Identifying characteristics of tasks which computers perform well.
2. Identifying the human functions necessary to utilize computers.
3. Identifying possible abuses of computer use.

**(l) Generalizing and selecting applicable generalizations in arithmetic by both of the following skills:**

1. Inferring relations between numbers in general by examining particular number pairs.
2. Selecting applicable properties for performing arithmetic calculations.

**(m) Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:**

1. Inferring formulas for measuring geometric figures.
2. Selecting applicable formulas for computing measures of geometric figures.

**(n) Generalizing and selecting applicable generalizations in algebra by both of the following skills:**

1. Inferring relations among variables.
2. Selecting applicable properties for solving equations and inequalities.

**(o) Generalizing and selecting applicable generalization in statistics, including probability, by inferring relations and making accurate predictions from studying particular cases.**

**(p) Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:**

1. Inferring valid reasoning patterns and expressing them with variables.
2. Selecting applicable rules for transforming statements without affecting their meaning.

**(q) Demonstrating proficiency for solving problems in the area of arithmetic by both of the following skills:**

1. Solving real-world problems which do not require the use of variables.
2. Solving problems that involve the structure and logic of arithmetic

**(r) Demonstrating proficiency for solving problems in the area of geometry and measurement by both the following skills:**

1. Solving real-world problems involving perimeters, areas, volumes of geometric figures.
2. Solving real-world problems involving the Pythagorean property.

**(s) Demonstrating proficiency for solving problems in the area of algebra by both of the following skills:**

1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
2. Solving problems that involve the structure and logic of algebra.

**(t) Demonstrating proficiency for solving problems in the area of statistics, including probability for both of the following skills:**

1. Solving real-world problems involving the normal curve.
2. Solving real-world problems involving probabilities.

**(u) Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.**

- (3) The Articulation Coordinating Committee shall file with the Commissioner and the State Board, on or before November 30 of each odd numbered year, its recommendations for changes, if any, in the above definitions of college-level communication and computation skills.**



# 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, pay-

ment 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 either on or off duty.
17. Unauthorized entry or occupancy of college facilities.
18. Conspiracy or solicitation to commit an unlawful act or to violate any college regulations or policies.
19. Repeated violations of college traffic rules while on campus.

## Hazing

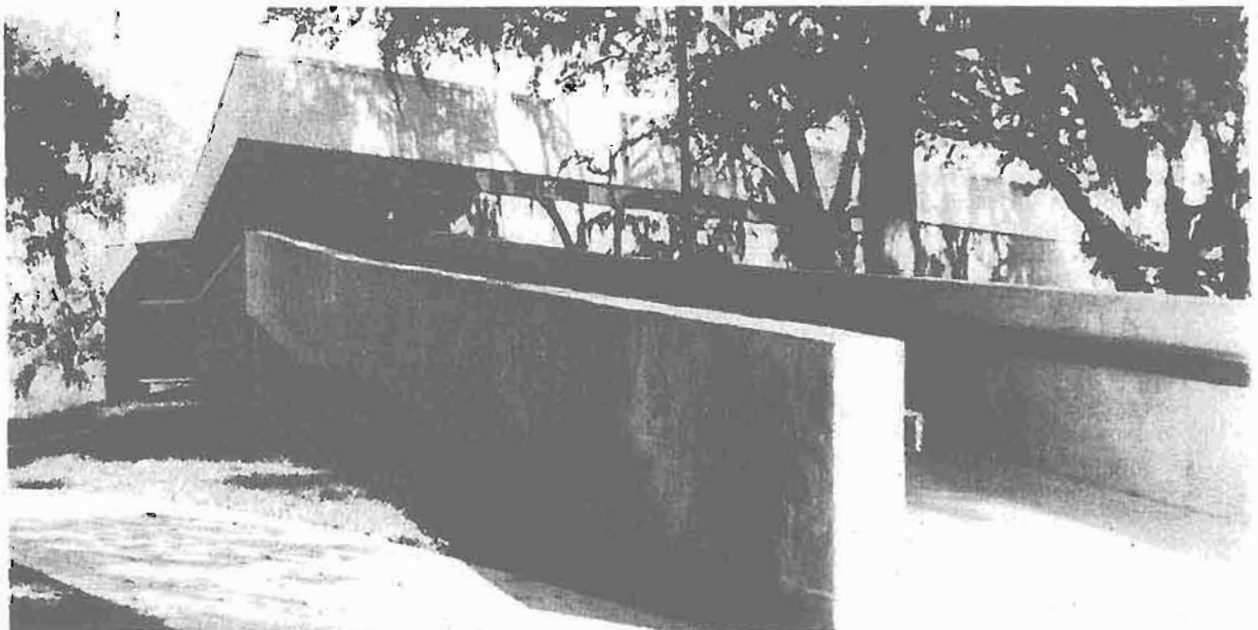
The college shall not tolerate hazing, as defined below, at or on any college property or at any college-sponsored or college-affiliated event, on or off any campus or center.

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 affil-

ation 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 Programs 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.
7. Aggressive, rude behavior to any college staff members, hospital staff members, Medical Director, physician, patient, or student.

## 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 a careful and thorough hearing on the case, the disciplinary board shall make a final determination by majority vote in accordance with one of the following actions:

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

Decisions of the disciplinary board may be appealed to the President. In all cases in which disciplinary suspension or dismissal from the college has been determined, a copy of the proceedings of the hearing shall be sent to the President. Nothing in this procedure shall be so construed as to prevent the President or any appropriate official of the college from taking such immediate action as deemed necessary, except that final action shall be in accordance with the procedure as 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 17.) 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.



# 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. Students should be aware that college programs and courses may change if guidelines established by State Board Rule 6A-10.33, Postsecondary Credit Definitions, are implemented in the Fall of 1983.**

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 CLAST test mandated for Florida public colleges and universities, (See page 31, CLAST Testing). Selection of courses other than those required is the responsibility of the student and should be related to future goals.

## 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. Students seeking this degree or intending to transfer to the upper division of a state university must complete the College Level Academic Skills Testing (CLAST) requirements. (See Page 31).

Satisfactory completion of the AA Degree Program, to include the CLAST 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.

## 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 5 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 College-Level Academic Skills Test, See Page 31. A minimum of 40 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 1202 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 MGF 1202.**

## 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		7 (Minimum)
*MGF 1202 Finite Mathematics		
*MAC 1104 College Algebra		
	(NOTE: STA 2014 or any MAC course above MAC 1104 in this catalog may be substituted for MAC 1104.)	
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. **Students should be aware that college programs and courses may change if guidelines established by State Board Rule 6A-10.33, Postsecondary Credit Definitions, are implemented in the Fall of 1983.**

## 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
MGF 1202	Finite 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)

Students are encouraged to contact the Business Department of the university to which they expect to transfer for specific program requirements.

## Associate in Science Programs

The Associate In Science Programs prepare students for employment in selected fields at the technician level upon completion of a minimum of two years, or four semesters, of preparation. A certificate may be awarded in some programs after one year of prescribed work. 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, which requires completion of the College-Level Academic Skills Test. (See Page 31).

## 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. 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:

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
*ENC 1101-1002	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	3
		<u>12</u>

\*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.

The general education core requirements for the Associate In Science Degree in Nursing Programs differ from the general education core requirements for other AS Degree Programs, See Pages 78 and 79.

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, SYG, 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
  - Executive Secretary
  - General Business
  - Legal Secretary
  - Marketing/Distributive Education
- Office Administration
- Real Estate
- Cosmetology
- Criminal Justice — Law Enforcement
- Culinary Arts and Hospitality Management
- Data Processing
- Diesel Mechanics Technology
- Electronics
- Emergency Medical Services
- Fire Service Technology
- Fire Service Technology — Fire Inspection and Prevention
- Human Services
- Nursing (Generic Track)
- Nursing (Licensed Practical Nurse Track — Limited Access)

**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
- Business/Clerical
- Business/Clerical
- Business/Clerical
- Business Real Estate
- Cosmetology
- Culinary Arts and Hospitality Management
- Data Technician
- Diesel Mechanics Technology
- Paramedics
- Fire Service Technology
- Fire Service Technology — Fire Inspection and Prevention
- Practical Nursing

**ALL PROGRAMS AND COURSES ARE NOT AVAILABLE ON ALL CAMPUSES. CONTACT THE CAMPUS COUNSELING OFFICE TO DETERMINE IF THE PROGRAM BEING SOUGHT IS OFFERED ON A PARTICULAR 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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
QMB 1001	Business Mathematics		3
AGG 1942	Agriculture Practicum II		3
Electives	(From Agri-Business Electives)		6
		<u>15</u>	<u>15</u>

<b>SOPHOMORE</b>			
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
		<u>15</u>	<u>15</u>

## 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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
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	3
		<u>15</u>

## 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.

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

## 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.

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

\*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
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	
OMB 1001	Business Mathematics	3	
GEB 2090	Personnel Relationships in Business	3	
BCN 1220	Structures I	3	
*BCT 1941	Building Construction Practicum I	3	
(See Page 43)	Communications		3
MTB 1013	Introduction to Technical Mathematics		3
BCT 1040	Basic Drafting & Blueprint Reading		3
*BCT 1942	Building Construction Practicum II		3
POS 2041	American Federal Government		3
		15	15
<b>SOPHOMORE</b>			
MAN 2300	Personnel Management	3	
BCN 2610	Construction Estimating	3	
BCN 1221	Structures II	3	
ARC 1120C	Architectural Drawing	3	
*BCT 2941	Building Construction Practicum III	3	
BCN 2765	Codes, Contracts & Specifications		3
*BCT 2942	Building Construction Practicum IV		3
HES 1402	Advanced First Aid & Emergency Care		3
Elective	(Social Science, See Page 44)		3
Elective			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
GEB 1011	Introduction to Business
FIN 2000	Principles of Finance
MAN 1800	Small Business Management
MAN 2300	Personnel Management
BUL 2111	Business Law I

\*Suggested Electives may be taken instead of the Building Construction Practicums if it is considered in the best interest of the student by the instructor.

## 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 43)	Communications	3	
MTB 1013	Introduction to Technical Mathematics	3	
BCN 1220	Structures I	3	
BCT 1040	Basic Drafting and Blueprint Reading	3	
GEB 2090	Personnel Relationships in Business	3	
ARC 1120C	Architectural Drawing		3
BCN 2610	Construction Estimating		3
BCN 2765	Codes, Contracts & Specifications		3
HES 1402	Advanced First Aid & Emergency Care		3
*BCT 1941	Building Construction Practicum I		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
GEB 1011	Introduction to Business
FIN 2000	Principles of Finance
MAN 1800	Small Business Management
MAN 2300	Personnel Management
BUL 2111	Business Law I

\*One of the Suggested Electives may be taken instead of Building Construction Practicum I if it is considered in the best interest of the student by the instructor.

# 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	
		Session I	Session II
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	
QMB 1001	Business Mathematics	3	
ACT 1402	Air Conditioning I	8	
(See Page 43)	Communications		3
MTB 1013	Introduction to Technical Mathematics		3
BCN 1220	Structures I		3
ACT 1871	Air Conditioning II		8
		14	17
<b>SOPHOMORE</b>			
MAN 2300	Personnel Management	3	
BCT 1040	Basic Drafting and Blueprint Reading	3	
ACT 1872	Air Conditioning III	8	
*BCT 2942	Building Construction Practicum I		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 44)		3
		14	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
GEB 1011	Introduction to Business
FIN 2000	Principles of Finance
MAN 1800	Small Business Management
MAN 2300	Personnel Management
BUL 2111	Business Law I

\*One of the Suggested Electives may be taken instead of Building Construction Practicum I if it is considered in the best interest of the student by the instructor.

## 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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
	<i>Session I</i>	
ACT 1402	Air Conditioning I	8
	<i>Session II</i>	
ACT 1871	Air Conditioning II	8
	<i>Session III</i>	
ACT 1872	Air Conditioning III	<u>8</u>
		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
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	
GEB 1011	Introduction to Business	3	
ACC 2001	Principles of Accounting I	3	
GEB 2090	Personnel Relationships in Business	3	
OMB 1001	Business Mathematics	3	
(See Page 43)	Communications		3
ACC 2021	Principles of Accounting II		3
SES 2321	Office Machines		3
COP 1170	Microcomputers and BASIC Programming		3
SES 1100	Beginning Typewriting		3
		15	15
<b>SOPHOMORE</b>			
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
<b>FRESHMAN</b>				
(See Page 43)	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 43)	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
			15	15
<b>SOPHOMORE</b>				
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
			15	15

\*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
COP 1170	Microcomputers and BASIC Programming	

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 — EXECUTIVE SECRETARY

This program is designed to provide the necessary skills for students who plan to seek an office position that requires top level secretarial skills

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
SES 1110	Intermediate Typewriting		3
SES 1211	Shorthand II		3
OMB 1001	Business Mathematics		3
POS 2041	American Federal Government		3
		15	15
<b>SOPHOMORE</b>			
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
COC 1400	Introduction to Word Processing		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 — 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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
*SES 1100	Beginning Typewriting		3
OMB 1001	Business Mathematics		3
Electives			6
		15	15
<b>SOPHOMORE</b>			
ACC 2001	Principles of Accounting I	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
COP 1170	Microcomputers and BASIC Programming
COC 1400	Introduction to Word Processing



# ASSOCIATE IN SCIENCE IN BUSINESS — 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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	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
<b>SOPHOMORE</b>			
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	
COC 1400	Introduction to Word Processing	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

# 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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
MAR 1942	Marketing Practicum III		3
Elective	(Business)		3
		15	15
<b>SOPHOMORE</b>			
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
COP 1170	Microcomputers and BASIC Programming

# 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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
SES 1110	Intermediate Typewriting		3
COC 1300	Introduction to Data Processing		3
POS 2041	American Federal Government		3
COC 1400	Introduction to Word Processing		3
		15	15
<b>SOPHOMORE</b>			
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	MAN 2300	Personnel Management
BUL 2111	Business Law I	SES 2131	Legal Typewriting
BUL 2112	Business Law II	SES 2441	Legal Procedures I
ECO 2013	Principles of Economics I	SES 2442	Legal Procedures II
ECO 2023	Principles of Economics II	SES 2443	Legal Procedures III
MAN 1800	Small Business Management	SES 1210	Shorthand I
MAR 1011	Principles of Marketing	SES 1211	Shorthand II
MAR 2101	Salesmanship	SES 2212	Shorthand III
FIN 1100	Personal Finance	SES 2213	Shorthand IV
MAN 2000	Principles of Management	COP 1170	Microcomputers and BASIC Programming

# 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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
GEB 1011	Introduction to Business		3
REE 1030	Real Estate Salesmanship		3
Electives			6
		<u>16</u>	<u>15</u>
<b>SOPHOMORE</b>			
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	
Elective		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
Elective			3
		<u>14</u>	<u>15</u>

*Suggested Elective:*

COP 1170      Microcomputers and BASIC Programming

## 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
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
		<u>16</u>

# The CERTIFICATE PROGRAM — <sup>Ind</sup> (BUSINESS) <sup>8</sup> 33

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 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	
GMB 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
- COC 1400 Introduction to Word Processing
- COP 1170 Microcomputers and BASIC Programming

# The CERTIFICATE PROGRAM — CLERICAL Certificate Program - 32

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
OMB 1001	Business Mathematics	3
Elective	(Social/Behavioral Science)	3
<i>Suggested Social/Behavioral Science Electives:</i>		
GEB 2090	Personal 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
<b>FRESHMAN</b>				
*COS 1131	Cosmetology I	18		
COS 1132	Cosmetology II		17	
(See Page 43)	Communications			3
COS 1133	Cosmetology III			12
		18	17	15

## SOPHOMORE

(See Page 43)	Communications	3
GEB 2090	Personnel Relationships in Business	3
POS 2041	American Federal Government	3
OMB 1001	Business Mathematics	3
		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	12
		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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
*CJT 1100	Criminal Investigation		3
CCJ 1420	Police Operations		3
Electives			6
		15	15
<b>SOPHOMORE</b>			
SYG 2000	Introduction to Sociology	3	
CJT 1110	Introduction to Criminalistics	3	
*CCJ 2220	Criminal Law	3	
OMB 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 41 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
<b>FRESHMAN</b>			
(See Page 43)	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 43)	Communications		3
FSS 2221	Quantity Food Preparation		4
OMB 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>
<b>SOPHOMORE</b>			
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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<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 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
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	
*SES 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
COC 1300	Introduction to Data Processing	3	
COP 1510	Introduction to Programming Logic	3	
(See Page 43)	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
		15	15
<b>SOPHOMORE</b>			
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
		15	15

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

*Suggested Electives:*

- COP 1170 Microcomputers & BASIC Programming
- COC 1400 Introduction to Word Processing
- COP 2216 FORTRAN Programming



# CERTIFICATE PROGRAM — <sup>The</sup> <sup>23</sup> **(DATA TECHNICIAN)** <sup>Program</sup> Certificate Program - 3'

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	
		Session I	Session II
(See Page 43)	Communications	3	
*SES 1100	Beginning Typewriting	3	
OMB 1001	Business Mathematics	3	
COC 1300	Introduction to Data Processing	3	
GEB 1011	Introduction to Business	3	
(See Page 43)	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 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	
		Session I	Session II
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	
*AER 1771	Diesel Mechanics I	6	
AER 1772	Diesel Mechanics II	6	
(See Page 43)	Communications		3
AER 1773	Diesel Mechanics III		6
AER 1774	Diesel Mechanics IV		6
		15	15
<b>SOPHOMORE</b>			
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 44)		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.

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# CERTIFICATE PROGRAM — (DIESEL MECHANICS) — 43

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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<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
		36

\*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

This program is designed to prepare the student for employment 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.

The first one and one-half years (3 semesters) of this program have common courses. There are courses available for those students wishing to pursue the areas of General Systems Electronics or Digital Systems Electronics. Additional information can be obtained from the Program Director of the Electronics Program or a Campus Counselor.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I *	3	
*MTB 1321	Technical Mathematics I, OR	3	
MAC 1104	College Algebra *	(4)	
**GEB 2090	Personnel Relationships in Business*	3	
*+ ETE 1010C	Electronics I	4	
ETD 1620C	Electronics Drawing	4	
		<u>17</u>	(18)

<b>FRESHMAN</b>			
ENC 2210	Technical Writing, OR		3
ENC 1102	English Composition II *		
MTB 1322	Technical Mathematics II, OR		3
MAC 1114	Trigonometry		
+ ETE 1020C	Electronics II		4
ETE 2600C	Digital Electronics I		4
**POS 2041	American Federal Government *		<u>3</u>
			17

\*A mathematics pretest will be administered to each entering student to determine basic skills in mathematics. Those students who do not complete the examination successfully are strongly urged to enroll in ETE 1100 and MAT 1024.

\*\*GEB 2090 and POS 2041 can be interchanged.

+ 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.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>SOPHOMORE</b>			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
ETE 2680C	Microcomputers	4	
ETE 2105C	Technical Physics for Electronics, OR	4	
PHY 1023C	General Physics I		
		<u>16</u>	

(continued)

## SOPHOMORE GENERAL OPTION

*Session I*

*Session II*

ETE 2681C	Digital Electronics II	4
ETE 2810C	Medical Electronics	4
ETE 2421C	Electronic Communications	4
Elective	(Social Science, See Page 44)	<u>3</u>
		15

## SOPHOMORE DIGITAL OPTION

ETE 2681C	Digital Electronics II	4
ETE 2611C	Digital Techniques	4
ETE 2731C	Electro-Mechanical Systems	4
Elective	(Social Science, See Page 44)	<u>3</u>
		15



# ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES

Application Deadline: July 1, 1984

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 from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
(See Page 43)	Communications	3	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		
APB 1204C	Human Anatomy & Physiology II		4	
HSC 2531	Medical Terminology I		3	
POS 2041	American Federal Government		3	
PSY 1000	Introduction to Psychology			3
GEB 2090	Personnel Relationships in Business			3
MTB 1013	Introduction to Technical Math, OR			3
QMB 1001	Business Mathematics			3
		14	13	9

\*Successful completion of EMS 1119, EMS 1119L, and EMS 1431 qualifies the student to take the Florida EMT Certification Examination. (See Paramedics Certificate Program, Page 13).

Students wishing to continue to the Sophomore Year must first be approved for admission into the Certificate Program in Paramedics. (See Paramedics Certificate Program, Page 13).

	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>SOPHOMORE</b>				
EMS 2219	Paramedics I	6		
EMS 2219L	Paramedics Laboratory I	2		
EMS 2435	Paramedics Clinical I	4		
EMS 2229	Paramedics II		8	
EMS 2436	Paramedics Clinical II		8	
EMS 2425	Paramedics Internship			9
		12	16	9
	General Education	26 Semester Hours		
	EMS Education	47 Semester Hours		
	Total	73 Semester Hours		

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

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# CERTIFICATE PROGRAM — PARAMEDICS - 37

Application Deadline: July 1, 1984

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

Prerequisite: Admission into the Paramedics Certificate Program  
(See Paramedics Certificate Program, Page 13)

Pre or Corequisite: HSC 2531 Medical Terminology I

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
EMS 2219	Paramedics I	6		
EMS 2219L	Paramedics Laboratory	2		
EMS 2435	Paramedics Clinical I	4		
EMS 2229	Paramedics II		8	
EMS 2436	Paramedics Clinical II		8	
EMS 2425	Paramedics Internship			9
		<hr/> 12	<hr/> 16	<hr/> 9

# ASSOCIATE IN SCIENCE IN FIRE SERVICE TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	3
GEB 2090	Personnel Relationships in Business	3	
PSY 1000	Introduction to Psychology	3	
FFP 1000	Introduction to Fire Science	3	
FFP 1224	Introduction to Fire Inspection & Prevention	3	
QMB 1001	Business Mathematics		3
FFP 1410	Firefighting Tactics and Strategy I		3
FFP 1130	Fire Company Leadership		3
FFP 1150	Methods & Techniques of Fire Service Instruction		3
		15	15
<b>SOPHOMORE</b>			
POS 2041	American Federal Government	3	
COC 1300	Introduction to Data Processing	3	
FFP 1411	Firefighting Tactics and Strategy II	3	
FFP 1110	Fire Company Management	3	
Elective		3	
CHM 1015C	Introduction to Chemistry		4
MAN 2300	Personnel Management		3
FFP 1310	Building Construction and Codes		3
Elective	(Social or Behavioral Science, See Page 44)		3
Elective			3
		15	16

Students who have successfully completed a State of Florida Fire College course equivalent to any of the above courses will be granted credit upon successful completion of a P-HCC Credit-by-Examination.

Students showing proof of a satisfactory score on a State of Florida Fire College Standards Examination which is equivalent to any of the above courses will be granted P-HCC credit.

# CERTIFICATE IN FIRE SERVICE TECHNOLOGY

This program is designed to prepare a person for employment as a firefighter. Upon completion of this program, an individual may transfer into the two-year Associate in Science in Fire Service Technology

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FFP 1000	Introduction to Fire Science	3	
FFP 1224	Introduction to Fire Inspection and Prevention	3	
FFP 1410	Firefighting Tactics and Strategy I	3	
Electives		6	
FFP 1411	Firefighting Tactics and Strategy II		3
FFP 1130	Fire Company Leadership		3
FFP 1110	Fire Company Management		3
FFP 1150	Methods and Techniques of Fire Service Instruction		3
FFP 1310	Building Construction and Codes		3
		15	15

Students who have successfully completed a State of Florida Fire College course equivalent to any of the above courses will be granted credit upon successful completion of a P-HCC Credit-by-Examination.

Students showing proof of a satisfactory score on a State of Florida Fire College Standards Examination which is equivalent to any of the above courses will be granted P-HCC credit.

# ASSOCIATE IN SCIENCE IN FIRE SERVICE TECHNOLOGY — FIRE INSPECTION AND PREVENTION

This program is designed to prepare firefighters for advanced careers in the field of fire inspection, safety and fire engineering, and architectural assistance.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	3
GEB 2090	Personnel Relationships in Business	3	
PSY 1000	Introduction to Psychology	3	
FFP 1000	Introduction to Fire Science	3	
FFP 1224	Introduction to Fire Inspection and Prevention	3	
QMB 1001	Business Mathematics		3
FFP 1150	Methods and Techniques of Fire Science Instruction		3
FFP 1310	Building Construction and Codes		3
FFP 1625	Private Fire Protection System		3
		15	15
<b>SOPHOMORE</b>			
FFP 1326	Blueprint Reading & Plans Examination	3	
POS 2041	American Federal Government	3	
COC 1300	Introduction to Data Processing	3	
FFP 1240	Fire Detection and Investigation	3	
FFP 1292	Fire Inspection — Health and Rehabilitative Services Inspection (HRS)	3	
CHM 1015C	Introduction to Chemistry		4
MAN 2300	Personnel Management		3
FFP 1293	Fire Inspection — Department of Education (DOE)		3
Elective	(Social or Behavioral Science, See Page 44)		3
Elective			3
		15	16

Students who have successfully completed a State of Florida Fire College course equivalent to any of the above courses will be granted credit upon successful completion of a P-HCC Credit-by-Examination

Students showing proof of a satisfactory score on a State of Florida Fire College Standards Examination which is equivalent to any of the above courses will be granted P-HCC credit.

# CERTIFICATE IN FIRE SERVICE TECHNOLOGY — FIRE INSPECTION AND PREVENTION

This program is designed to prepare a person for employment in fire prevention service and fire inspection service. Upon completion of this program, an individual may transfer into the two-year Associate in Science in Fire Science Technology — Fire Inspection and Prevention Program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FFP 1000	Introduction to Fire Science	3	
FFP 1224	Introduction to Fire Inspection and Prevention	3	
FFP 1150	Methods & Techniques of Fire Service Instruction	3	
FFP 1310	Building Construction and Codes	3	
FFP 1625	Private Fire Protection Systems	3	
FFP 1326	Blueprint Reading and Plans Examination		3
FFP 1240	Fire Detection and Investigation		3
FFP 1292	Fire Inspection — Health and Rehabilitative Services Inspection (HRS)		3
FFP 1293	Fire Inspection — Department of Education (DOE)		3
Elective			3
		15	15

Students who have successfully completed a State of Florida Fire College course equivalent to any of the above courses will be granted credit upon successful completion of a P-HCC Credit-by-Examination.

Students showing proof of a satisfactory score on a State of Florida Fire College Standards Examination which is equivalent to any of the above courses will be granted P-HCC credit.

# 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
<b>FRESHMAN</b>			
(See Page 43)	Communications	3	3
PSY 1000	Introduction to Psychology	3	
SYG 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 1110	Basic Counseling Skills		3
		15	15

## SOPHOMORE

SYG 2010	Social Problems	3	
DEP 2302	Adolescent Psychology	3	
HUS 2303	Case Management in Human Services	3	
SYG 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

### Suggested Electives

COP 1170	Introduction to Microcomputers and Basic Programming
CCJ 1500	Introduction to Juvenile Delinquency
MAF 2001	Marriage and the Family
SYG 2320	Introduction to Crime and Delinquency

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

# ASSOCIATE IN SCIENCE IN NURSING (Generic Track)

Application Deadline: June 1, 1984

This program is designed to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the Florida State Board Examination for licensure as a Registered Nurse in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464 008 and 464 018. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

## \*Prerequisites

APB 1203C	Human Anatomy & Physiology I	4
ENC 1101	English Composition I	3
PSY 1000	Introduction to Psychology	3
		10

## Semester Hours Credit

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
*APB 1204C	Human Anatomy & Physiology II	4		
ENC 1102	English Composition II			3
(TBA)	Developmental Psychology		3	
NUR 1021C	Nursing I	10		
NUR 1200C	Nursing II		12	
NUR 1311C	Nursing III			5
		14	15	8

## SOPHOMORE

NUR 2130C	Nursing IV	12		
NUR 2220C	Nursing V		12	
NUU 2210	Nursing VI		2	
*Elective	(From Approved Electives)	3	(4)	
		15	(16)	14

\*\*Approved Electives.

POS 2041	American Federal Government
MAF 2001	Marriage and the Family
DEP 2401	Psychology of Adulthood
MCB 2013C	Microbiology
CHM 1046C	General Chemistry and Qualitative Analysis I
BSC 1010C	Fundamentals of Biology I

General Education	23 (24) Semester Hours
Nursing Education	53 Semester Hours
Total	76 (77) Semester Hours

\*These ten (10) hours of prerequisites **must be completed** before application to the program and are included in the twenty-three/four (23)/(24) hours of General Education requirements.

\*\*These courses are Approved Electives and are recommended to strengthen the Nursing Program content. Other Social, Biological, or Physical Science Electives may be approved with consent of the Program Director for Allied Health.



## Special Program Requirements

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in each Nursing course in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the Nursing Faculty, and if class space is available. (See Page 26, Academic Average and Repeated Courses.)

Satisfactory completion of the 76(77) semester hours of approved credit with a grade of "C" or better in required Science and Nursing courses is necessary for graduation.

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

## ASSOCIATE IN SCIENCE IN NURSING (Licensed Practical Nurse Track — Limited Access)

Application Deadline: February 1, 1984

This program is designed to allow an entry point into the Associate Degree in Nursing Program for the Licensed Practical Nurse and eligible Graduate Practical Nurse. Satisfactory achievement on the State Board of Nursing Licensure Examination for Graduate Practical Nurses is necessary in order to continue in the program (Graduate Practical Nurses admitted to this Program must sit for the first examination for which eligible following completion of an approved Practical Nursing Program). Entry into this program is limited to the number of spaces available in the Freshman Class during Session III. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the Florida State Board Examination for licensure as a Registered Nurse in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018.

### \*Prerequisites

		<i>Semester Hours Credit</i>
PSY 1000	Introduction to Psychology	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
APB 1203C	Human Anatomy & Physiology I	4
(TBA)	Developmental Psychology	3
		<u>16</u>

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		+ Session III	Session I	Session II
<b>FRESHMAN</b>				
APB 1204C	Human Anatomy & Physiology II	4		
NUR 1225C	Medical-Surgical Nursing	5 (IIIA)		
NUR 1311C	Nursing III	5 (IIIB)		
		<u>14</u>		
<b>SOPHOMORE</b>				
NUR 2130C	Nursing IV		12	
NUR 2220C	Nursing V			12
NUU 2210	Nursing VI			2
**Elective	(From Approved Electives)		<u>3</u> (4)	
			15	<u>14</u>

\*\*Approved Electives:

POS 2041	American Federal Government
MAF 2001	Marriage and the Family
DEP 2401	Psychology of Adulthood
MCB 2013C	Microbiology
CHM 1046C	General Chemistry and Qualitative Analysis I
BSC 1010C	Fundamentals of Biology I

General Education	23 (24) Semester Hours
Nursing Education	<u>36</u> Semester Hours
Total	59 (60) Semester Hours

- \*These sixteen (16) hours of prerequisites **must be completed** before application to the program and are included in the twenty-three/four (23)/(24) hours of General Education requirements
- \*\*These courses are Approved Electives and are recommended to strengthen the Nursing Program content. Other Social, Biological, or Physical Science Electives may be approved with consent of the Program Director for Allied Health.
- + This Program begins with the Summer Term (Session III).

### Special Program Requirements

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in NUR 1225C prior to entering NUR 1311C and in each nursing course thereafter in order to continue in this program.

Nursing courses may only be repeated on the recommendation of the Nursing Faculty and if class space is available (See Page 26, Academic Average and Repeated Courses.)

Satisfactory completion of the 59/(60) semester hours of approved credit with a grade of "C" or better in all required Science and Nursing courses is necessary for graduation

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

## The *Program* CERTIFICATE IN PRACTICAL NURSING - 44

Application Deadline: February 1, 1984

This program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies. The program is approved by the Florida State Board of Nursing. Satisfactory completion of the comprehensive courses in Nursing theory and clinical practice in hospital and other health care facilities means graduate eligibility for the Florida State Board of Nursing examination as a Practical Nurse in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018.

### \*Prerequisites

		<i>Semester Hours Credit</i>
PSY 1000	Introduction to Psychology	3
ENC 1101	English Composition I	<u>3</u>
		6

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		+ Session III	Session I	Session II
APB 1203C (TBA)	Human Anatomy & Physiology I	4		
	Developmental Psychology		3	
ENC 1102	English Composition II			3
PRN 1601	Practical Nursing I	10		
PRN 1630	Practical Nursing II		12	
PRN 1631	Practical Nursing III			<u>12</u>
		<u>14</u>	<u>15</u>	<u>15</u>
	General Education	16 Semester Hours		
	Nursing Education	<u>34 Semester Hours</u>		
	Total	50 Semester Hours		

\*These six (6) hours of prerequisites **must be completed** before application to the program and are included in the sixteen (16) hours of General Education requirements.

+ This Program begins with the Summer Term (Session III).

### Special Program Requirements

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in each Practical Nursing Course in order to continue in the program

Practical Nursing courses may only be repeated upon the recommendation of the Nursing Faculty and if class space is available. (See Page 26, Academic Average and Repeated Courses.)

Satisfactory completion of 50 semester hours of approved credit with a grade of "C" or better in all required science courses is necessary for graduation.

## 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. **Students should be aware that college programs and courses may change if guidelines established by State Board Rule 6A-10.33, Postsecondary Credit Definitions, are implemented in the Fall of 1983.**

## 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
<b>FRESHMAN</b>				
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
<b>SOPHOMORE</b>				
(See Page 43)	Communications	3	3	
OMB 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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<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
		<u>3</u>
		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		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
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
<b>SOPHOMORE</b>				
(See Page 43)	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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<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
		<u>36</u>

# 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		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
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
<b>SOPHOMORE</b>				
(See Page 43)	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	



THE PROGRAM

# 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 Skill job titles include: Nurseryman, Nursery Plant Salesman/Buyer, Landscaper, Greenhouse Operator, Landscape Maintainer, and Groundskeeper. Garden and yard care are also covered. 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 Operatons	3
		<u>36</u>

# ASSOCIATE IN APPLIED SCIENCE IN SMALL

THE CEF

This program is designed to prepare the student as a small engine mechanic. Supportive instruction is provided in English, Reading Skills, Mathematics, Personnel Relationships in Business, Business Management, Business Correspondence, and Law. Examples of job titles include Small Engine Mechanic, Shop Foreman and Shop Owner. Students wishing to transfer credits from this program to another institution must accept the responsibility for securing approval in advance from the receiving institution.

This is an Ornamental Skill and

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
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
		<u>12</u>	<u>12</u>	<u>12</u>

## SOPHOMORE

(See Page 43)	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	
		<u>12</u>	<u>12</u>	

# CERTIFICATE IN APPLIED SCIENCE IN SMALL ENGINES

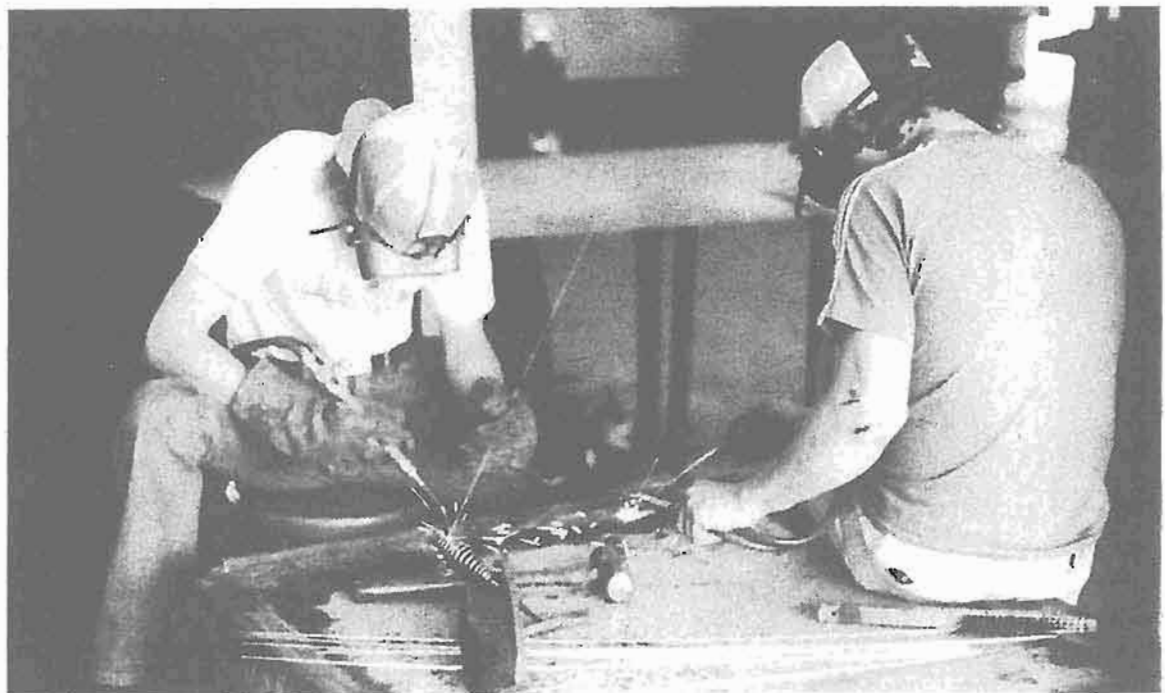
This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a small engine mechanic. It is acceptable for transfer to the Associate in Applied Science in Small Engines. Instruction includes experiences in repair and maintenance of lawn mowers, 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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<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
<b>FRESHMAN</b>				
MTR 1050	Introduction to Welding	3		
MTR 1100	Oxy-Acetylene Welding	3		
MTR 1101	Advanced Oxy-Acetylene Welding	3		
MTR 1103	Specialty Welding	3		
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	
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
<b>SOPHOMORE</b>				
(See Page 43)	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	



The *Program*  
**CERTIFICATE IN APPLIED SCIENCE IN WELDING** 53

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

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<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
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# 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.

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. **Students should be aware that college programs and courses may change if guidelines established by State Board Rule 6A-10.33, Postsecondary Credit Definitions, are implemented in the Fall of 1983.**

## 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 SYG — 000 at a community college, he cannot be required to repeat SYG — 000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a

native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

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 SYG — 000.

## First Digit

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

## Titles

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

## Lab Indicators

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

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

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/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 equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

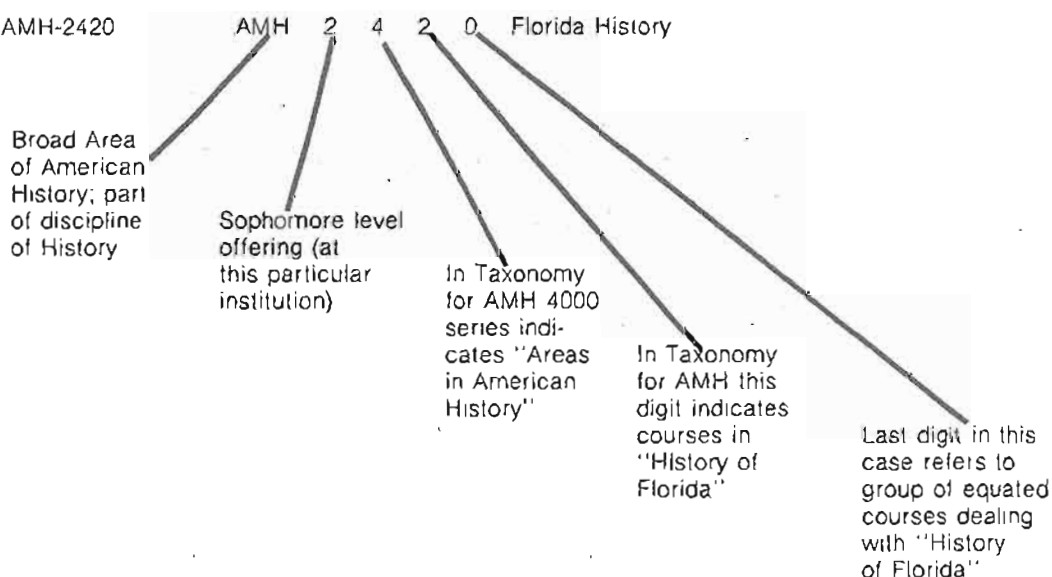
## Explanation of Prefixes and Numbers

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

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

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

A more specific example is AMH-2420



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

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

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

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

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

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local 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 College 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 (FHCIB) 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 alloy flashing 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 reassembling 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 refrigerant system and sketching 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 pre-literate 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 interrelationships 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 Mendellian 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. The fundamentals of architectural drawing and design including both residential and commercial buildings. Lab fee required. 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.  
Prerequisite: BCN 1220. 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.  
Prerequisite: BCN 1220. 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.  
Prerequisites: ARC 1120C, BCN 1220, BCN 2610, and BCT 1040, or consent of instructor. 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.  
Prerequisite: BCN 1220 or consent of instructor. A sequence of related technical information and blueprint reading and drafting practices with emphasis on methods of printing and dimensioning of drawings. Lab fee required. Four class hours.

**BCT 1941 Building Construction Practicum I** 3 cr.  
Pre or corequisite: BCN 1220. Theory and practice of construction ideas and concepts as employed through various organized procedures 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.  
Prerequisite: BCT 1941. A continuation of Building Construction Practicum I, with emphasis on framing and building.

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

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

**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 procedures and technique; inventories, valuation and depreciation methods; payroll, the form and content of the balance sheet and the income statement. Three class hours.

**ACC 2021 Principles of Accounting II** 3 cr.  
Prerequisite: ACC 2001. An introduction to the formation, liquidation, and dissolution of partnerships and corporations. Accounting for stocks and bonds. An introduction to job-order costing and standard costing; and financial statement analysis as an aid to management decision-making. Three class hours.

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

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

**ACC 2409 Cost Accounting** 3 cr.  
Prerequisite: ACC 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.

**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 manage-

ment. This course presents the principles and problems in planning, organizing, and operating a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, record-keeping, insurance management, cost control and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 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, physiological, sociological, and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process, are introduced. 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.  
Prerequisites: Admission to course is by approval of the instructor. Theory of major coursework is employed through the use of various plans, which will involve on-the-job training with local businesses and special job-related assignments. This course is designed to be utilized by Marketing/Distributive Education students.

**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. Three class hours.

**SES 1110 Intermediate Typewriting** 3 cr.

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

**COC 1400 Introduction to Word Processing** 3 cr.

Prerequisite: SES 1100. This course is designed to introduce the student to the total concepts of word processing. Topics to be covered are: organization and operation of a word processing center, methods of input and output, equipment used, training needed and career opportunities. Three 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 of skill-building with further application of these skills to advanced office problems. Three 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 speedbuilding exercises will be included. Three 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 and 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 type writing 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.

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

## Carpentry

**BCT 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 pre-cut, 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.  
A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. 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 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 administration, 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 delinquency 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, 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 II** 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, and CRM 1030, 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 stored program concept, data representation and computer arithmetic, and the uses to which electronic data processing is applied. The student will be exposed to the fundamentals of BASIC programming in a hands-on environment. Three class hours.

**COC 1400 Introduction to Word Processing 3 cr.**  
See Business**COP 1160 RPG Programming 3 cr.**

Prerequisites: COC 1300, COP 1510, or consent of instructor. A study of the organization and concepts of Report Program Generation 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 1170 Microcomputers and BASIC Programming 3 cr.**

This course is designed to give students a problem-oriented approach to BASIC and extensive microcomputer experience. It includes structured programming techniques for input/output, arithmetic, accumulating totals, comparing, arrays, searching, sorting, string processing, file processing, and interactive processing. Three class hours.

**COP 1510 Introduction to Programming Logic 3 cr.**

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

**COP 2120 COBOL Programming I 3 cr.**

Prerequisites: COC 1300, COP 1510, 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.**

Prerequisite: 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 computer and operating systems ranging from large mainframes to microcomputers. It will include centralized and terminal data entry. Students will get hands-on experience in running applications such as payroll involving input, processing, output and auxiliary storage. Three class hours.

**CRM 1942 Data Technician Practicum 3**

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 laboratory data processing environment. Practical work experience in data entry and/or computer operations will be included.

**CRM 2010 Data Processing Practicum 3**

Prerequisites: CIS 2321, COP 1160 or COP 2120, or consent of instructor. This course will provide the students with opportunity to explore various practical application areas: data processing installations or in a laboratory data processing environment. A project will be required that will be assigned by the instructor or approved by the instructor. 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.

**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 grammar skills. Emphasis is placed on sentence structure, word usage, a 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 MAT 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 MAT 1013. Units include: prime numbers, integers, basic algebra skills and concepts, measurement systems, and basic geometry. This course does not apply toward a degree. Three class hours.

\*This course does not apply toward a degree.

**\*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 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.

\*This course does not apply toward a degree.

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 diploma 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.  
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  
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  
Prerequisites: ENC 1101, EEC 1001, EDG 1315, EDG 13 MGF 1113 or MAT 9013. The student will be assigned school settings to gain experience as a teacher aide. The experience will be structured by objectives, monitored, and evaluated.

**EDG 2924 Business Education Competency-Based Instruction** 3  
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  
This course is a study of the mental, emotional, social, and physical needs and growth patterns of children from birth to age six. By emphasizing the mental health aspects of teaching, this course helps students to understand the dynamics of behavior in the preschool child. The importance of teacher-pupil and teacher-parent relationships is stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and are essential for achieving the experiences and the attitudes that characterize an enriched school program. Observations of children in school situations are required. Three class hours.

**EEC 2311 Preschool Activities** 3  
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 area. 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  
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  
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  
See Interdisciplinary.

## Electronics

**ENC 2210 Technical Writing** 3  
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 experiences 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 MAC 1104, 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 MAC 1114, 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 nonsinusoidal applications. Two terminal active devices, rectifiers, and bipolar transistors are introduced. Laboratory experiments are used to verify all concepts studied. Five class hours.

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

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, npn 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 or MAC 1114, 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 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 2680C. 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 belt-driven devices. Topics concerning electric motors include series, shunt, compound, Synchrones, 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.

## 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 taught 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 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 secretary, 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. If used to meet the requirements of the AA degree, a grade of "C" must be attained. Three class hours.

**ENC 1102 English Composition II** 3 cr.  
Prerequisite: ENC 1101 (Completed with a grade of "C" or higher). This course provides further instruction in the planning, organization, and writing of expository papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. Three class hours.

**ENC 2003 Modes of Communication** 3 cr.  
Prerequisite: ENC 1101 (Completed with a grade of "C" or higher). This course prepares the student to participate more effectively in a democratic society through the development of reading, speaking, and listening skills. If used to meet the

requirements of the AA degree, a grade of "C" must be attained. 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.

**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.

## 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.

## Fire Service Technology

**FFP 1000 Introduction to Fire Science** 3 cr.  
This course will cover various aspects of the fire service and related fields. The history and philosophy of fire service will be covered along with the organization, purpose and functions of fire departments, and other agencies involved in firefighting and fire prevention. This course will also survey professional fire protection career opportunities. Three class hours.

**FFP 1110 Fire Company Management** 3 cr.  
This course will cover the concepts of fire company management as they pertain to the fire service. Emphasis will be placed on development of the fire officer in maintaining discipline and morale, supervising a fire company and good public relations, including reports, training, company fire inspections, and pre-fire planning. Three class hours.

**FFP 1130 Fire Company Leadership** 3 cr.  
This course will cover the basic concepts of fire company leadership as they pertain to the fire service. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. Three class hours.

**FFP 1150 Methods and Techniques of Fire Service Instruction** 3 cr.  
This course will cover the modern methods and techniques of instruction for fire service. Various methods of teaching will be discussed and demonstrated with emphasis placed on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. Three class hours.

**FFP 1224 Introduction to Fire Inspection and Prevention** 3 cr.  
This course will cover the various aspects of prevention and inspection as they relate to the fire service and fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. Three class hours.

**FFP 1240 Fire Detection and Investigation** 3 cr.  
This course will cover the principles of determining the point of origin and the cause of fire as well as the methods of recognizing fires of suspicious origin. The origin of known fire causes will be studied to enable the fire investigator to complete a more thorough investigation. The topics of preliminary investigations and preservations of evidence will also be covered. Three class hours.

**FFP 1292 Fire Inspection — Health & Rehabilitative Services Inspection (HRS)** 3 cr.  
Prerequisites: FFP 1224, FFP 1625, FFP 1310, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulations and HRS regulations, as they apply to Health & Rehabilitative Services Offices, Building and Programs. This course will, upon successful completion, qualify the student to take the State Certification Exam for HRS inspection. Three class hours.

**FFP 1293 Fire Inspection — Department of Education Inspection (DOE)** 3 cr.  
Prerequisites: FFP 1224, FFP 1625, FFP 1310, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulations and DOE regulations as they apply to Department of Education Offices and Buildings. This course will, upon successful completion, qualify the student to take the State Certification Exam for DOE Inspection. Three class hours.

**FFP 1310 Building Construction and Codes** 3 cr.  
This course will cover the various types of building construction and renovation practices along with their relationship to fire and firefighting. The different building codes used in the United States will be examined and emphasis will be placed on methods of evaluating the potential dangers to firefighting forces, due to the type of construction or method of renovation. Three class hours.

**FFP 1326 Blueprint Reading & Plans Examination** 3 cr.  
Prerequisite: FFP 1310. This course will cover the various aspects of blueprint reading and plans examination by dealing with standard signs and symbols used on prints. The history of print development will be discussed along with the different styles used by architects and engineers. Special attention will be paid to those sections of the plans dealing with fire prevention and protection. Three class hours.

**FFP 1410 Firefighting Tactics and Strategy I** 3 cr.  
This course will cover the basic concepts involved in firefighting, including fire behavior, firefighting fundamentals, principles of extinguishment, along with the utilization of proper size up and beneficial use of firefighters and firefighting equipment. Pre-planning and its benefits will also be discussed. Three class hours.

**FFP 1411 Firefighting Tactics and Strategy II** 3 cr.  
Prerequisite: FFP 1410. This course will cover advanced tactics and strategy to be used at a major or unusually difficult fire scene. The principles to be utilized on the fire ground for maximum manpower and equipment use will be studied along with fire ground administration for all types of fire and emergency situations. Emphasis will be placed on developing skills required to be used during crisis situations. Three class hours.

**FFP 1625 Private Fire Protection Systems** 3 cr.  
This course will cover the various privately owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler system, standpipe systems, special agent fixed extinguishing system along with fire detection and alarm systems. 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 between man and his natural environment with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. 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 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 historic-cultural view of the Black American from his/her roots in Africa to the present. The course encompasses African heritage, slavery, emancipation through the post-reconstruction period, and reveals the ongoing 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 (Completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual and aesthetic activities of early Western civilization: Ancient Greece and Rome, the formative period of the Judaeo-Christian Tradition and the European Middle Ages. Emphasis is placed upon man's speculative and creative nature as it is reflected in his literature, his art, his music, his philosophy, his religion, and his drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. Three class hours.

**HUM 2230 Humanities II** 3 cr.  
Prerequisite: HUM 2211 (Completed with a grade of "C" or higher). A study of the culture of Western Man from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. Three class hours.

**HUM 2700 Overseas Study in the Humanities** 6 cr.  
A humanities course offering students a study/travel program centered around the cities and countries of the tour. The course will include field experience, lectures, discussions, concerts, performances, and other pertinent materials in the humanities area. The student will gain an understanding and appreciation of great and vital ideas through on-site study of great works, music, architecture, drama, religion, and philosophy in the cultural heritage of Western civilization. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained.

## Human Services

**GEY 2000 Introduction to Gerontology** 3 cr.  
This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: Physical and psychological aspects of aging, health and mental health issues, institutionalization, retirement, finances, recreation and leisure, death, dying, bereavement, and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. Three class hours.

**HUS 1001 Introduction to Human Services** 3 cr.  
An introduction to provide an overview of agency resources, functions, methods, and activities related to human services, theory and methods of intervention with individuals, groups, and the family. This course stresses the development of individual skills and practices in human services. Three class hours.

**HUS 1110 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 2303 Case Management 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, rehabilitative programs and various other psychological, sociological, and biological means of case management will be studied and observed. Three class hours.

**HUS 2940 Field Experience in Human Services** 3 cr.  
Prerequisite: HUS 1001, HUS 2303, and HUS 1110. Student work on a volunteer basis as counseling 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 with 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

\*This course does not apply toward a degree

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.  
Prerequisites: Two years of high school algebra or MAT 1033 (Completed with a grade of "C" or higher); MGF 1202 (Completed with a grade of "C" or higher). A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: factoring, exponents and radicals, linear and quadratic equations, inequalities and functions, systems of equations, matrices and determinants. If used to meet the requirements of the AA degree, a grade of "C" must be obtained. Four class hours.

**MAC 1114 Trigonometry** 3 cr.  
Prerequisite: MAC 1104 (Completed with a grade of "C" or higher), 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. If used to meet requirements of the AA degree, a grade of "C" must be obtained. Three class hours.

**MAC 2311 Calculus and Analytic Geometry I** 4 cr.  
Prerequisites: MAC 1104 (Completed with a grade of "C" or higher) and MAC 1114 or equivalent (Completed with a grade of "C" or higher). This course emphasizes the line, inequalities, limits and continuity, derivatives, and the differen-

tial. If used to meet requirements of the AA degree, a grade of "C" must be obtained. Four class hours.

**MAC 2312 Calculus and Analytic Geometry II** 4 cr.  
Prerequisite: MAC 2311 (Completed with a grade of "C" or higher). Topics include: the definite integral, applications, differentiation and integration of the logarithmic, exponential, trigonometric and hyperbolic functions, and techniques of integration. If used to meet requirements of the AA degree, a grade of "C" must be obtained. Four class hours.

**MAC 2313 Calculus and Analytic Geometry III** 4 cr.  
Prerequisite: MAC 2312 (Completed with a grade of "C" or higher). Topics include: applications of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, Taylor's Formula, infinite series. If used to meet requirements of the AA degree, a grade of "C" must be obtained. Four class hours.

**MAC 2314 Calculus and Analytic Geometry IV** 3 cr.  
Prerequisite: MAC 2312 (Completed with a grade of "C" or higher). Topics include: vectors in the plane, parametric equations, vectors in the three-dimensional space, solid analytic geometry, differential calculus of functions of several variables. If used to meet the requirements of the AA degree, a grade of "C" must be obtained. Three class hours.

**MAE 1816 Informal Geometry** 3 cr.  
Pre or corequisite: MGF 1202 (Completed with a grade of "C" or higher). 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 Finite Mathematics** 4 cr.  
Prerequisite: Two years of high school mathematics. Topics include set theory, logic, mathematical systems, systems of numeration, probability, statistics, geometry, and computational mathematics. 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 Electronic 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: MGF 1202 (Completed with a grade of "C" or higher), two years of high school algebra or MAT 1033 (Completed with a grade of "C" or higher). A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, Student's *t* distribution. If used to meet requirements of the AA degree a grade of "C" must be obtained. 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 1110 War and Peace** 3 cr.  
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 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 1405 Requirements of Military Leadership** 3 cr.

Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands which are placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp. 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 1980'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 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 1816 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** 10 cr.  
Prerequisites: ENC 1101, PSY 1000, and APB 1203C (must be satisfactorily completed prior to being considered as an applicant to the Nursing Program). An introductory course to nursing and its relationships with other health disciplines. It includes principles and techniques basic to nursing care for people of all ages. The process of aging and the psychosocial and economic impacts of illness on the individual, family, and community are explored. Lab fee required. Four class hours, two campus lab hours, ten clinical hours in community agencies each week. Additional campus lab hours may be necessary.

**NUR 1200C Nursing II** 12 cr.  
Prerequisite: NUR 1021C. Pre or corequisite: \_\_\_\_\_ Developmental Psychology (TBA). 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. Lab fee required. Four lecture hours, two campus lab hours, and fourteen clinical hours in community agencies each week. Additional campus lab hours will be necessary.

**NUR 1225C Medical-Surgical Nursing** 5 cr.  
Prerequisite: PRN 1631 or equivalent LPN Program. Corequisite: APB 1204C. A review of Medical-Surgical Nursing with theory testing, simulated and actual clinical laboratory experience. This course is offered during a six-week session each summer. Lab fee required. Five lecture hours and sixteen clinical hours in community agencies each week. Additional campus lab hours will be necessary.

**NUR 1311C Nursing III** 5 cr.  
Prerequisites: NUR 1200C or NUR 1225C. Pre or corequisites: ENC 1102 and APB 1204C. 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. This course is offered during a six-week session each summer. Lab fee required. Five class hours and sixteen clinical hours in community agencies.

**NUR 2130C Nursing IV** 12 cr.  
Prerequisite: NUR 1311C. 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. Lab fee required. Four lecture hours and sixteen lab hours in community agencies each week. Additional campus lab hours will be necessary.

**NUR 2220C Nursing V** 12 cr.  
Prerequisite: NUR 2130C. The nursing process is used as an approach to nursing care of people of all ages with major health problems of locomotion, sensory deprivation, special senses and the genitourinary system. The processes of aging and the psycho-social and economic impacts on the individual, the family and the community are broadened. Opportunities are provided for practice as team members, team leaders and in intensive care nursing areas. Lab fee required. Four lecture hours and sixteen clinical hours in community agencies each week. Additional campus lab hours will be necessary.

**NUU 2210 Nursing VI** 2 cr.  
Prerequisite: NUR 2130C. Corequisite: NUR 2220C. A course designed to assist the graduating student in the transition to the role of the Registered Nurse. The legal, ethical and professional responsibilities of the R.N., nursing organization and principles of team nursing are stressed. Two lecture hours each week.

## Ornamental Horticulture

**ORH 1000 Introduction to Ornamental Horticulture** 3 cr.  
An overview of the horticulture industry with particular emphasis in the ornamental segment of the industry. An introduction to plant parts, their functions, and growth requirements. Four class hours.

**ORH 1005 Specialty Nursery Operations** 3 cr.  
Prerequisite: ORH 1254. An introduction to specialty plant including foliage and flowering plants is included. An in-depth study of various plants and their production is emphasized. Four class hours.

**ORH 1021 Ornamental Plant Propagation and Pruning** 3 cr.  
The methods of plant propagation including sexual and asexual reproduction are emphasized. Seeding, transplanting, seedling care, pruning, and production of ornamentals: flowers, citrus, and landscape trees are included. Four class hours.

**ORH 1023 Introduction to Plant Growing Media** 3 cr.  
An introduction to plant growing media including types of soil, water, drainage, potting materials, and mixtures. Fertilizer materials and formulas and their relation to plants and soil are included. Four class hours.

**ORH 1025 Ornamental Plant Pest Control** 3 cr.  
Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals are emphasized. Four class hours.

**ORH 1220 Introduction to Lawns and Lawn Care** 3 cr.  
An introduction to establishing and caring for lawns and other turf grasses. Selection of grasses, methods of establishing and maintaining are included. Four class hours.

**ORH 1252 Introduction to Nursery Operations** 3 cr.  
An introduction to the ornamental nursery business. Nursery location, layout and design, and stock inventory and control are emphasized. Four class hours.

**ORH 1254 Advanced Nursery Operations** 3 cr.  
Prerequisite: ORH 1252 or consent of instructor. Constructing, maintaining and operating greenhouses and shadehouses are included. Merchandising plants and supplies and customer service are emphasized. Four class hours.

**ORH 1260 Greenhouse Operations** 3 cr.  
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. Four class hours.

**ORH 1510 Identification of Ornamental Plants** 3 cr.  
An introduction to plant classification, selection, and identification. Identification of the common landscape plants of Florida is emphasized. Four class hours.

**ORH 1800 Introduction to Landscaping** 3 cr.  
An introduction to home and commercial landscaping. The basic principles of landscape design and development of a landscape plan are included. Four class hours.

**ORH 1806 Advanced Landscaping** 3 cr.  
Prerequisite: ORH 1800 or consent of instructor. A continuation of ORH 1800. Advanced landscape plans are included. Four class hours.

## Paramedics

See Emergency Medical Services.

## Philosophy

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

## Physical Education

**PEL 1111L Bowling** 1 cr.  
This is a co-educational course for beginners and is primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational bowling. Two class hours.

**PEL 1121L Golf** 1 cr.  
Instruction in skill techniques, history, rules, social and physical values of golf with emphasis on skills at beginning and intermediate levels. Two class hours.

**PEL 1211L Softball** 1 cr.  
Instruction in the history, rules and skills of softball. Emphasis will be placed on intercampus competition. May be repeated for credit. Two class hours.

**PEL 1219L Baseball** 1 cr.  
Prerequisite: Consent of instructor. This course will offer instruction in history, rules, and skills of baseball. Emphasis will be placed on intercampus competition. May be repeated for credit. Two class hours.

**PEL 1341L Beginning Tennis** 1 cr.  
This is a co-educational course for beginners and is primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational tennis. Two class hours.

**PEL 1342L Intermediate Tennis** 1 cr.  
Prerequisite: 1341L or consent of instructor. Designed for students who have acquired the basic skills of the game and desire to improve those skills. Emphasis will also be given to developing tennis strategies. Two class hours.

**PEL 1421L Handball I** 1 cr.  
A co-educational course for beginners with instruction in the history, physical and social values, rules of the game, skill techniques, and basic playing strategies. Two class hours.

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

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

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

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

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

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

**PEL 2343L Advanced Tennis** 1 cr.  
Prerequisite: PEL 1341L, PEL 1342L, or consent of instructor. An advanced course in tennis with emphasis on mastery of actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

**PEM 1102L Physical Conditioning** 1 cr.  
Prerequisite: Permission of instructor. A basic physical conditioning class for men and women. Various types of conditioning techniques will be used with particular emphasis on flexibility exercises. Two class hours.

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

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

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

**PEO 2003C Sports Officiating** 1-3 cr.  
This course introduces the student to rules of sports and to the techniques of officiating for those activities. Activities covered are baseball, basketball, and softball. Activities will be assigned as modules: Module A. Baseball, Module B. Basketball, Module D. Softball. Each module carries one hour of credit and requires two class hours. Modules will be scheduled in conjunction with seasonal activities.

## Physical Science

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

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

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

## Physics

**ETE 2105C Technical Physics for Electronics** 4 cr.  
See Electronics.

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

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

## Political Science

**INR 2002 World Perspectives: An Introduction to International Relations** 3 cr.  
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future role of the United States in world affairs. Three class hours.

**POS 2041 American Federal Government** 3 cr.  
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing relationship of the individual to the government and study of the U.S. Constitution. Three class hours.

**POS 2112 State and Local Government** 3 cr.  
Study of state, county, and municipal government with emphasis on the newer tendencies in local government. Three class hours.

## Practical Nursing

**PRN 1601 Practical Nursing I** 10 cr.  
Prerequisites: ENC 1101 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 the 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 caring for the geriatric patient and his/her family are included. Lab fee required. Ten class hours per week. Additional 10 hours will be necessary.

**PRN 1630 Practical Nursing II** 12 cr.  
Prerequisite: PRN 1601. Corequisite: \_\_\_\_\_, Developmental Psychology (TBA). This 16-week course introduces basic advanced concepts and skills in the biopsychosocial care of the patient. It covers physical and psychological defenses against illness, surgical asepsis, complications of illness, observation and charting, and introduces Pediatric Nursing, Pharmacology I, and Administration of Medications. Clinical experience is correlated with theory under the guidance of an instructor and includes selected experiences with children and adults in hospital and other agencies. Lab fee required. Eight class hours, four lab hours, and eighteen clinical hours per week.

**PRN 1631 Practical Nursing III** 12 cr.  
Prerequisites: PRN 1630 and \_\_\_\_\_, Developmental Psychology. Corequisite: ENC 1102. A comprehensive course involving Obstetrical Nursing, Pediatrics II, and Medical Surgical Nursing, as well as Administration of Medication in a 16-week block. Biopsychosocial aspects of nursing care in patients with Neurological and Gastroenterologic 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 per week. Additional 10 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 worldwide 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 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  
Prerequisite: AER 1301 or consent of instructor. A continuation of AER 1301. Four class hours

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

**AER 1311 Introduction to Four Cycle Engines** 3  
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  
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  
Fundamentals of small gas engine operation. Includes use of 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  
Prerequisite: AER 1303 or consent of instructor. To provide experience in outboard engine repair including troubleshooting, disassembly, inspection, repair procedures, assembly, testing. Four class hours

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

## Sociology

**SYG 1361 Death in America** 3  
This course probes mortality, its psychological and social consequences and the problems it poses for modern America. Combining history and recent research findings, the seminar illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood and impact of the threat of world holocaust. (Equivalent to 16 class hours).

**SYG 1420 Families in Transition** 3  
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 family in the future. Three class hours.

**SYG 2000 Introduction to Sociology 3 cr.**

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

**SYG 2010 Social Problems 3 cr.**

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

**SYG 2221 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.

**SYG 2320 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.

**SYG 2430 Marriage and The Family 3 cr.**

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

**SYG 2940 Applied Sociology 3 cr.**

Prerequisite: SYG 2320 or SYG 2000 or SYG 2010 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

## 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 empha-

sizes the principles involved in the operating of TIG ment. A beginning course in welding principles for TIG class hours.

**MTR 1135 Advanced MIG/TIG Welding**  
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 hours.

**MTR 1139 Fabrication of Metal Products Using MIG/TIG Welding**  
Prerequisite: MTR 1135 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. Four hours.

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