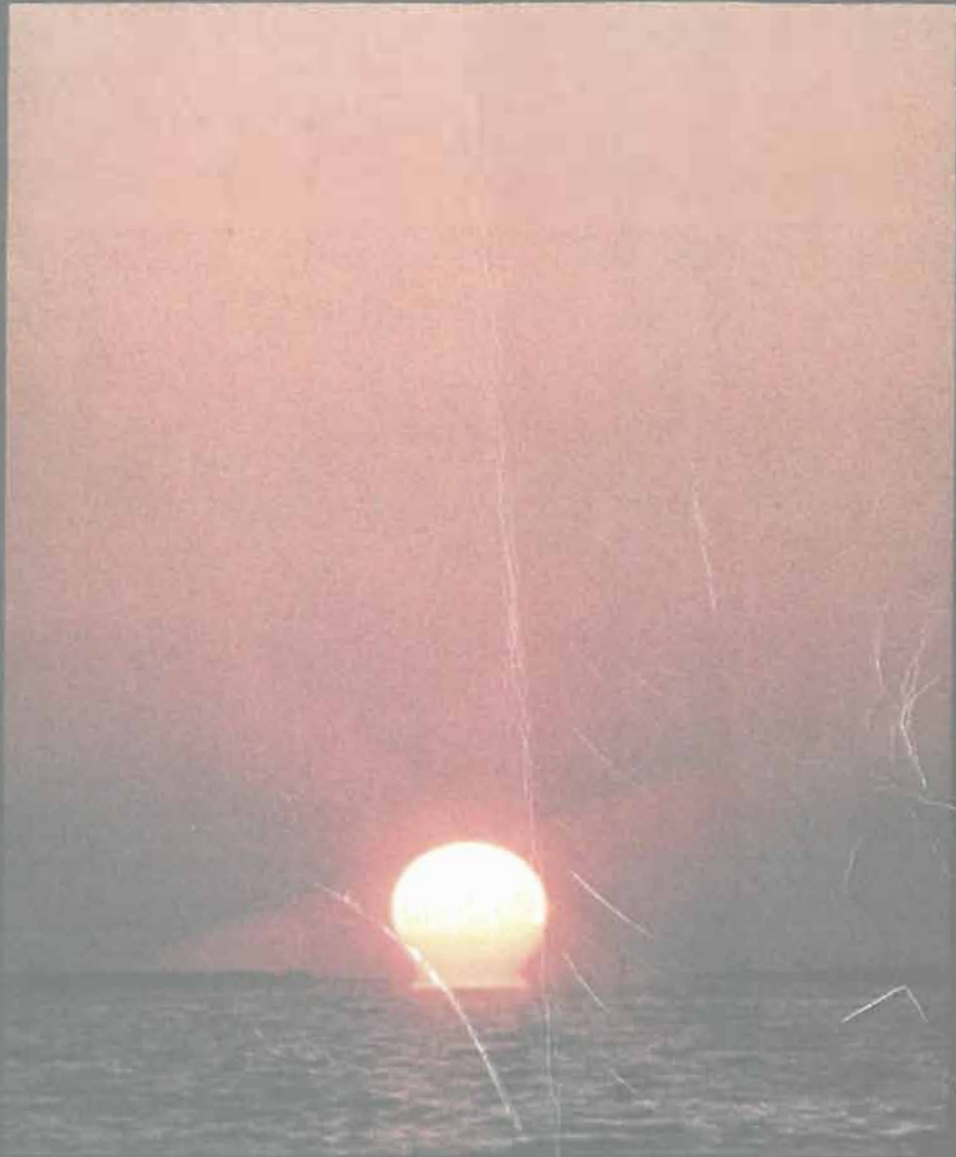


**PASCO-HERNANDO COMMUNITY COLLEGE**  
**1984-85 CATALOG**



**Preparing For Tomorrow's Challenges . . . . Today**

# 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

11415 Ponce de Leon Boulevard  
(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 1687 when Pasco County was formed. The district map is superimposed on the dome of the helmet, emphasizing the commitment of the college to serve the entire district. The learning lamp provides light for education and opportunity throughout the district.

## PASCO-HERNANDO COMMUNITY COLLEGE

Bulletin 6Hx19-8

1984-1985

Volume XII  
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

Lois R. Linville, Chairman  
Leland P. McKeown, Vice Chairman

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

Gerald W. Springstead  
Myra W. Loftin  
James H. Sasser

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. Ergle, 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/EO 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, Gregory G. Gay, Milton O. Jones, Lorenzo E. Coffie, James H. Sasser, Robert E. Hunter, Ander P. Gibbs, Myra W. Loftin, Leland P. McKeown, Lois R. Linville, Gerald W. Springstead.

**THE DISTRICT  
BOARD  
OF  
TRUSTEES**

# FOUNDATION BOARD OF DIRECTORS



Left to right, top to bottom, William McGavern, Charles McKenzie, Milton Jones, Thomas Deen, Wayne Coulter, Lois Linville, Wayne Cobb (missing)



Dr. Milton O. Jones, President

# PASCO-HERNANDO COMMUNITY COLLEGE COLLEGE CALENDAR

## SESSION I — 1984-85

**July 18-August 3**  
Advisement of Continuing Students

**August 1-August 7**  
Orientation of New Students

**August 8-August 20**  
Advisement of All Students

**August 21-August 29**  
Registration of All Students

**August 28**  
Faculty Reports for Duty

**August 30-September 11**  
†Late Registration, Drop/Add Period

**August 30**  
Classes Begin

**August 31**  
Registration Deadline for September 29  
CLAST Test

**September 3**  
Labor Day, College Closed

**September 4**  
Applications Due for End of Term  
Graduation

**September 11**  
Last Day for Drop/Add

**September 29**  
\*CLAST Test Administration

**October 10-October 24**  
Progress Grades Distributed  
to Students

**October 26**  
Last Day to Withdraw from a Class  
with a Grade of "W"

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

**November 22-November 23**  
Thanksgiving, College Closed

**December 17**  
Last Day of Classes

**December 18**  
Last Duty Day for Faculty  
Grades Due to Campus Provost  
by 12:00 Noon

**December 24-January 1**  
Christmas/New Year's, College Closed

†Special Fee, See Page 16

\*See Page 32, CLAST Testing

## SESSION II — 1984-85

**November 27-November 29**  
Early Advisement/Registration of  
Continuing Students

**December 3-December 10**  
Orientation of New Students

**December 11-December 14**  
Advisement of All Students

**December 17-December 20**  
**January 2-January 9**  
Registration of All Students

**January 9**  
Faculty Reports for Duty

**January 10**  
Classes Begin

**January 10-January 18**  
†Late Registration, Drop/Add Period

**January 18**  
Last Day for Drop/Add  
Applications Due for End of Term  
Graduation

**February 8**  
Registration Deadline for  
March 9 CLAST Test

**February 20-March 6**  
Progress Grades Distributed  
to Students

**March 8**  
Last Day to Withdraw from a Class  
with a Grade of "W"

**March 9**  
\*CLAST Test Administration

**April 4**  
Student/Faculty Holiday

**April 5**  
Spring Break, College Closed

**April 26**  
Last Day of Classes  
Last Duty Day for Faculty  
Grades Due to Campus Provost  
by 4:30 P.M.

**May 5**  
Graduation

†Special Fee, See Page 16

\*See Page 32, CLAST Testing



## SESSION III — 1984-85

### April 1

Application Deadline for Scholarships and State Grants for 1985-86

### April 10-April 11

Early Advisement/Registration of Continuing Students

### April 15-April 19

Orientation of New Students

### April 22-April 30

Advisement of All Students

### May 3

Registration Deadline for June 1 CLAST Test

### May 1-May 6

Registration of All Students

### May 7

Classes Begin  
Faculty Reports for Duty

### May 7-May 13

†Late Registration, Drop/Add Period

### May 13

Last Day for Drop/Add  
Applications Due for End of Term Graduation

### May 27-June 7

Progress Grades Distributed to Students

### June 1

\*CLAST Test Administration  
Priority Deadline for Financial Aid Applications for 1985-86

### June 10

Last Day to Withdraw from a Class with a Grade of "W"

### July 4

Independence Day, College Closed

### July 9

Last Day of Classes

### July 10

Last Duty Day for Faculty  
Grades Due to Campus Provost by 12:00 Noon

†Special Fee, See Page 16

\*See Page 32, CLAST Testing

## SESSION IV — 1984-85

### May 3

Registration Deadline for June 1 CLAST Test

### May 27-May 28

Orientation of New Students

### May 28-May 31

Advisement of All Students

### June 1

\*CLAST Test Administration

### June 12

Early Registration of Continuing Students

### June 13-June 17

Registration of All Students

### June 18

Classes Begin

### June 18-June 21

†Late Registration, Drop/Add Period

### June 21

Last Day for Drop/Add  
Applications Due for End of Term Graduation

### July 4

Independence Day, College Closed

### July 8-July 19

Progress Grades Distributed to Students

### July 22

Last Day to Withdraw from a Class with a Grade of "W"

### August 20

Last Day of Classes  
Last Duty Day for Faculty  
Grades Due to Campus Provost by 10:00 P.M.

†Special Fee, See Page 16

\*See Page 32, 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 college provides opportunities for academic, personal, and cultural enrichment, for the advancement of skills, for the better understanding of mankind and the natural world, and for the development of the individual to become a more responsible citizen in our ever-changing society.

## Objectives

Pasco-Hernando Community College shall provide:

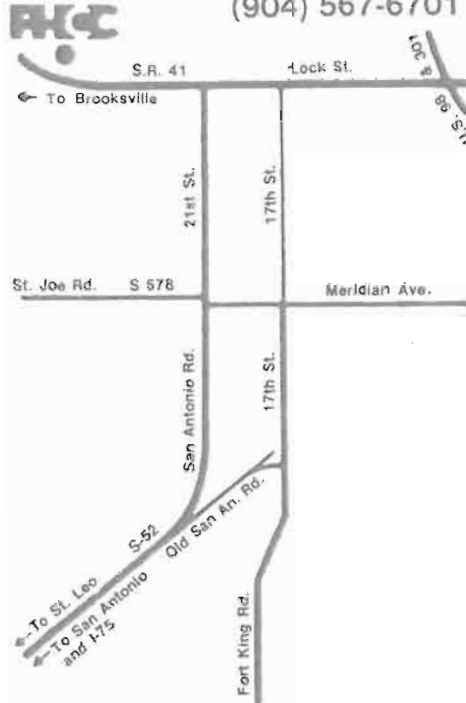
- A. The first two years of postsecondary instruction which lead to the baccalaureate degree;
- B. Postsecondary vocational education which prepares students for employment in business, industry, and service occupations;
- C. Continuing education for vocational training and general education;
- D. Community instructional opportunities for cultural enrichment and personal development.

## College Catalog

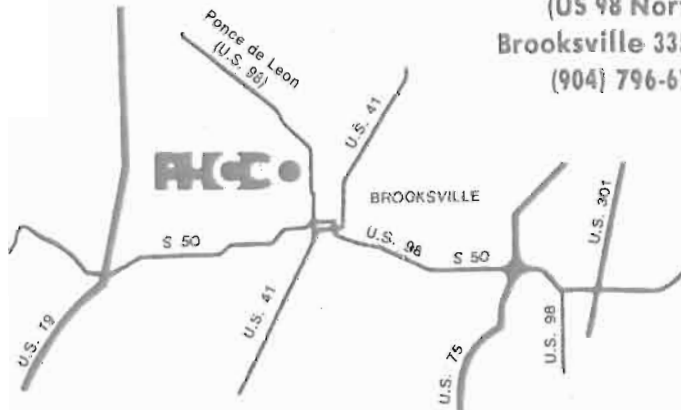
The college catalog is the official document which outlines the requirements and regulations that relate to students. It is the responsibility of the student to be aware of and understand these requirements and regulations. Upon completion of 30 hours toward a declared program, the student should apply 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.



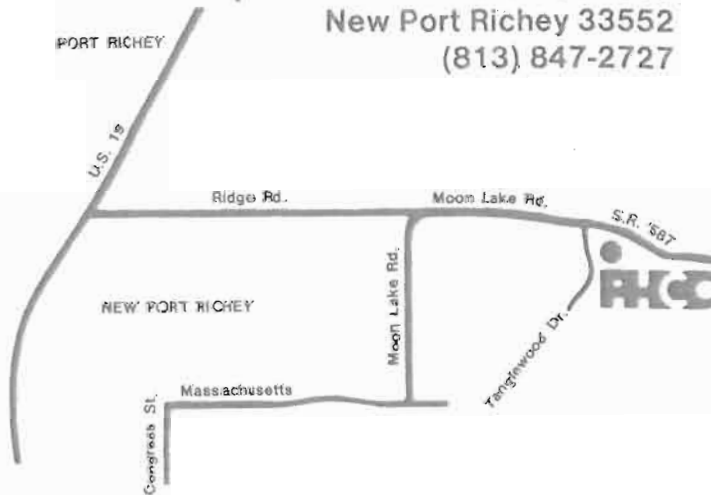
2401 St. Hwy. 41 N.  
 East Campus — Dade City 33525  
 (904) 567-6701



North Campus — 11415 Ponce de Leon Blvd.  
 (US 98 North)  
 Brooksville 33512  
 (904) 796-6726



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



# 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. Applicants should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by Rules of the District Board of Trustees. All candidates must complete the official 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 transcripts, or GED scores, are submitted. The applicable documents 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 col-

lege 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 who are at least 19 years of age and have not graduated from high school, but who satisfy all other requirements, are eligible for admission in good standing to the college. Admission to limited-access programs may, however, be limited by state law, state and federal regulations, or by Rules of the District Board of Trustees of Pasco-Hernando Community College.

### Students with Certificates of Completion

Students who have received Certificates of Completion from a Florida high school may be admitted to the college, but are not eligible to enter the Associate in Arts Program or limited-access programs. An official transcript sent from the high school directly to the Records Office must be received prior to admission to the college.

### Transfer Students

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

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

### Transient Students

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

## Dual Enrollment Students

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

## Credit Bank Students

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

## Early Admission Students

Students may be admitted by early admission which allows a high school student who has completed most of the requirements for graduation to enroll with the permission of the high school principal. Credits earned are for high school graduation as well as college credit. When the student supplies an official transcript indicating high school graduation, or a letter from a high school official indicating that graduation requirements have been met, the student may enter P-HCC or have credits transferred to another college.

## Admission to Programs and Courses

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

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

1. Associate in Arts
2. Associate in Science Degree in (specific program).
3. Certificate in Science in (specific program).
4. Vocational Certificate in (specific program).
5. Undecided as to program.
6. 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 diploma or its equivalent, except as provided in FS 240.115 (3); and an official transcript sent to the Records Office by each college or university attended.
2. Associate in Science and Certificate Programs: An official transcript from each college or university attended sent directly to the Records Office. Students who have applied or 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. Vocational Certificate Programs: 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.

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, 1985
- Associate in Science in Nursing — February 1, 1985  
(LPN Track)
- Associate in Science in Nursing — June 3, 1985  
(Generic Track)
- Emergency Medical Services/  
Paramedics Programs — July 1, 1985

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/IV 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, to be received by the District Records Office, Dade City Campus.
2. Completed Nursing Program application, to be received by the Allied Health Office, New Port Richey Campus.
3. Official high school transcript including graduation, or GED scores or equivalent, to be received by the District Records Office, Dade City Campus. (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 14).**
4. Official college transcript from every college attended, other than P-HCC, to be received by the District Records Office, Dade City Campus. **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 application 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, six 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  
Radiation Therapy at Hillsborough Community College  
Respiratory Therapy at St. Petersburg Junior College  
Sonography at Hillsborough Community College

Each of these programs admits one class each year, is limited to Florida residents, and allocates a specific number of spaces to the college. Applications must be submitted to a counselor on one of the Pasco-Hernando Community Col-

lege's campuses prior to the application deadline of the program for 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.

Also available on a limited enrollment basis to applicants from Pasco-Hernando Community College is the Radiology Program at St. Petersburg Junior College, through a consortium agreement. Minimum qualifications for participation in a consortium agreement differ from those of a Linkage Program, and interested P-HCC students must have a counselor interview prior to enrollment.

## 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

**Effective October 1, 1983**, Pasco-Hernando Community College is no longer authorized by the Immigration and Naturalization Service for attendance by nonimmigrant students. The college is, therefore, no longer authorized to issue I-20 Forms to international students for the purpose of entering the country for full-time study.

Foreign students who wish to attend Pasco-Hernando Community College must meet the following requirements and should be aware of the following information:

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. 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 25.)
- D. The student will be notified of tentative acceptance as soon as possible after the application is received.



## FEES AND EXPENSES

All fees are subject to change based on implementation of FS 240.35.

### 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
Florida Resident/Vocational Credit	\$12 per credit hour
Non-Florida Resident/ Vocational Credit	\$24 per credit hour
Florida Resident/ Compensatory Credit	\$12 per credit hour
Non-Florida Resident/ Compensatory Credit	\$24 per credit hour
<b>Continuing Education</b>	
Non-Credit Vocational (CEV)	\$0.40 per contact hour
Non-Credit Vocational (CEV) Non-Florida Resident	\$0.80 per contact hour
Citizenship (CIS)	\$0.40 per contact hour
Workshops	\$5/\$10/\$15/\$20 per Workshop*

\*Based upon cost per Workshop

### Special Additional Fees

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

Application	\$10
<b>Credit-by-Examination</b>	
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)	\$ 5
ARC 1120C    BCT 1040    COS 1133	
Laboratory (Courses Below)	\$10
APB 1203C    COP 2120    EMS 1119C    NUR 2130C	
APB 1204C    COP 2121    EMS 2219L    NUR 2220C	
ART 1110C    COP 2170    EMS 2229    PHY 1023C	
ART 1111C    COS 1131    EMS 2425    PHY 1024C	
ART 1300C    COS 1132    FSS 1202    PRN 1601	
ART 1301C    COS 1181    FSS 2221    PRN 1630	
ART 1600C    CHM 1015C    MCB 2013C    PRN 1631	
ART 1601C    CHM 1046C    NUR 1021C    ZOO 2010C	
BSC 1010C    CHM 1047C    NUR 1200C	
BSC 1011C    CHM 2210C    NUR 1225C	
BOT 1010C    CHM 2211C    NUR 1311C	

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

Nursing, Practical Nursing, Emergency Medical Services/ Paramedics, Cosmetology, Human Services, and Applied Sociology — Individual Professional Liability Insurance ..... \$8.50 per year

Physical Education Courses	\$ 5
PEL 1341    PEL 1442	
PEL 1342    PEL 2342	
PEL 1441	

Physical Education Courses	\$15
PEL 1121	
PEL 2122	

Basic Recruit, Police Standards Program	
Registration	\$144
Laboratory Fee	\$156

Florida Real Estate Examination ..... \$ 7

Returned Check ..... \$ 5

Transcripts (After the first) ..... \$ 2

Late Registration ..... \$10

Fee for Writing Validation (CLEP — See Page 28) ..... \$30



## 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 case 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. 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 also be construed to include students who have resident alien

status confirmed by the United States Immigration and Naturalization Service and to include Cuban Nationals, Vietnamese refugees, and other refugees or asylees so designated by the United States Immigration and Naturalization Service, provided such students meet domiciliary and residency requirements stated herein and comply with Rule 6A-14.52(2), FAC. . . . 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."

**However, any period of time in which the student resides in the state primarily for educational purposes shall not be counted towards residency status."** (FS 240.1201).

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

## What is Financial Aid?

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, 1984 — Application period begins.
- April 1, 1984 — Deadline to apply for FSAG and most scholarships.
- June 1, 1984 — Priority deadline for financial aid applications. Applications received after June 1 will be considered in order of date received, provided funds are available.
- August 21, 1984 — Registration begins.
- August 30, 1984 — Classes begin.
- May 1, 1985 — 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:

- 1983 U.S. Income Tax Return.
- W-2 Forms and other records of money earned in 1983.
- 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 1983.
- 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 for 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 1985-86 academic year:

- January 1, 1985 — Application period begins.
- April 1, 1985 — Deadline to apply for FSAG and most scholarships.
- June 3, 1985 — Priority deadline for financial aid.

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

All fees are subject to change based on implementation of FS 240.35.

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	872.00	872.00	872.00
Transportation	768.00	768.00	768.00
Room & Board	1,100.00	3,692.00	5,420.00**
	<u>\$3,436.00</u>	<u>\$6,028.00</u>	<u>\$7,756.00</u>

\*Non-Florida Residents — add \$528.00 in Out-of-State Fees.  
 \*\*For each additional dependent, add \$1,220.00.

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.

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

## 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). Students receiving Institutional or Foundation awards will not receive direct payments.

A student receiving a federal loan may pick up his/her check not earlier than the date he/she has registered and paid fees, or the first day of classes for the session.

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.

No. of days attended at full time x full time award	+	No. of days attended at ¾ time x ¾ time award	+	No. of days attended at ½ time x ½ time award
$\frac{1}{2} \times \text{no. of days in term}$		$\frac{1}{2} \times \text{no. of days in term}$		$\frac{1}{2} \times \text{no. of days in term}$

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

WILLIAM SMITH, Financial  
Aid Counselor  
PAT McCULLOUGH,  
Financial Aid Clerk

NORTH CAMPUS  
11415 Ponce de Leon  
Boulevard  
Brooksville, FL 33512  
(904) 796-6726

JAMES YANT, Financial Aid  
Counselor  
MARY JONES,  
Financial Aid Clerk

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

CONNIE FAST,  
Financial Aid Counselor  
HELEN CHAFFEE,  
Financial Aid Clerk

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

LEONARD GUDE, Coordinator  
of Financial Aid/Veteran  
Affairs and Auxiliary  
Services

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 1984-85 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, 1984 — May 1, 1985.

#### 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.

## PASCO-HERNANDO COMMUNITY COLLEGE SCHOLARSHIPS

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

### How Do I Apply?

1. Complete an Application for Admission.
2. Complete a 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.

## PASCO-HERNANDO COMMUNITY COLLEGE FOUNDATION, INC.

Many area organizations, firms and individuals offer scholarships to students. These scholarships 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 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.

In addition to Foundation Scholarships, some area agencies have scholarships available and choose their own recipients.

## 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. P-HCC does not currently participate in this program.

### 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 GSL Application Form.
2. Complete a P-HCC Guaranteed Student Loan Checklist.
3. Locate and select a participating lender.
4. Provide copies of student and parent tax returns.



### 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?

Students may borrow up to \$2500 per year to a maximum of \$12,500. The maximum loan amount, however, cannot exceed the total cost of education less any other aid received, including family contribution.

### 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, graduates, or drops to below half-time status.
2. The minimum repayment is \$50 per month.
3. Interest is charged at the rate of 7 to 9 percent, dependent upon date you began borrowing. Current rate for new borrowers is 8%.
4. Maximum repayment time is ten years from the start of the repayment period.

#### SAMPLE REPAYMENT SCHEDULE @ 9%

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

## AUXILIARY LOAN PROGRAM (ALP)

This program is available to parents of dependent students and independent students. Qualified applicants may borrow from a bank, credit union, savings and loan association or other participating lender. Repayment and 12% interest usually begin 60 days following the date of loan disbursement.

### How Do I Apply?

Forms are available from your counselor and participating lending institutions.

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

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

1. Enroll for at least six (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?

A dependent student's parents may borrow up to \$3,000 per academic year up to a maximum of \$15,000. Independent students may borrow up to \$2,500 per year less any amount borrowed through the GSL program, up to a maximum of \$12,500 less the total amount borrowed from GSL. However, the maximum loan amount each year cannot be more than the total cost of education less other aid received, including family contributions.

### 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. Payment of the student loan begins when the student withdraws, graduates, or drops to below half-time status. Interest payments start 60 days after the disbursement date, unless deferred by the lender.
2. Parent loans become payable sixty (60) days after the disbursement date.
3. The current interest rate is 12% and begins to accrue at the time of disbursement.

## 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 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, 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 32). Counselors and Program Planners are available to help with program selections. Program changes may be made at the end of any session by submitting the prescribed form but must be approved by 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 minimum qualifying score on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board as outlined in District Board of Trustees Rule 6Hx19-3.24. These examinations must be taken prior to enrolling in the college, except for Credit Bank 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 Provost. 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 Provost. 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 that shown in the following scale:

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

2. The academic status of a transfer student will be evaluated at the time of admission, and will be based upon the transcript record from the previous institution(s).
3. A student who has transferred into the college and who has been placed on probation at the time of admission will be required to conform to the Standards of Progress by the end of his/her first term of enrollment at Pasco-Hernando Community College.
4. 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 course or program to be taken
5. 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.
6. Withdrawals, grades of "U" or "F", audits, incompletes, and repetitions are counted for financial aid purposes, as hours attempted, but not successfully completed. Financial Aid recipients are required to successfully complete at least 67% of the total hours they attempt toward their educational objective, degree or certificate at Pasco-Hernando Community College. Students failing to meet this requirement will be placed on probation.
7. A student will be terminated from financial aid the semester following that semester in which his or her hours

completed (less compensatory education hours completed) is equivalent to the number of hours required to complete the program. If the student has changed his or her program of study, then any hours completed which were applicable to his or her former program(s) of study that cannot be applied to his or her current program of study will also be excluded from his or her hours completed for comparison against hours required.

8. If a 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 for financial aid purposes. A student determined to be making unsatisfactory progress for financial aid purposes will not be eligible to participate in federal, state, or institutionally funded aid programs until such time as the student is no longer on probationary status.
9. 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 Certificate programs who accumulate more than three (3) unexcused absences within a calendar month or more than five (5) unexcused absences per session will be reported to the VA for termination of benefits.

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

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 stu-

dent 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 or II; or 7 or more semester hours in Sessions III or IV.

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

### Part-Time

A student enrolled for less than 12 semester hours in Sessions I or II; or less than 7 semester hours in Sessions III or IV.

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

## Attendance At More Than One Campus

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  
Radiation Therapy — Hillsborough Community College  
Respiratory Therapy — St. Petersburg Junior College  
Sonography — Hillsborough Community College  
Veterinary Technology — St. Petersburg Junior College

Also available on a limited enrollment basis to applicants from P-HCC, is the Radiology Program at St. Petersburg Junior College under a consortium agreement. Minimum qualifications for participation in a consortium agreement differ from those of a linkage program and interested students must have a counselor interview prior to enrollment.

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

## 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.

A writing requirement may be completed on an irregular schedule. In no case, however, shall a single requirement extend for more than one regular 15-week term. Failure to complete agreed work within the 15-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 are **NOT** eligible for credit-by-examination. Credits earned through credit-by-examination do not satisfy the residency requirement.

## Advanced Placement

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board, as outlined in District Board of Trustees' Rule 6Hx19-3.24. These examinations must be taken prior to enrolling in the college except for credit bank 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. However, students should secure approval in advance of transferability, since minimum qualifying scores differ slightly among colleges and universities.

## 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 and a Vocational Credit Program will be awarded at a meeting of the Board of Trustees. A certificate for a non-credit Vocational Certificate Program will be awarded by the Provost of the campus.

## Directed Individual Study

A student needing a course required for current graduation at P-HCC 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 Provost. 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 Provost 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 or Session IV. 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
QMB 1001	3	W	0	0	0
SLS 1211	3	I	0	0	0
			<u>14</u>	<u>11</u>	<u>28</u>

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

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

## Audit

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, III, and IV 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 prior to the eighth week of Session I and Session II. Students are urged to be aware of their progress by having conferences with their instructors during the session. Final grades are mailed immediately after the end of the session.

## Graduation Check

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

## Graduation Application

Application for graduation with a degree must be made at the time of registration for the session in which the student plans to complete the requirements for a degree program. Certain programs require students to complete the CLAST Test with a passing score prior to graduation. The testing requirement shall be included as an item on all graduation checks, and positive controls shall be established to assure that each applicant for an AA Degree has complied before the Degree is awarded, (See CLAST, Page 32). Application for graduation will include a nonrefundable graduation fee. This fee will be used to pay for the diploma and cover and the use of a cap and gown.

## Graduation Ceremony

A graduation ceremony will be held each year near the end of Session II. All students who have completed requirements for degrees during the academic year and those who expect to complete requirements during the summer session are encouraged to participate in the graduation ceremony. Students who complete degree programs at the end of 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 computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. 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.

A passing score on the CLAST Test is required 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, clichés, and pretentious expressions.
    - c. Avoiding wordiness.
  2. Employing conventional sentence structure by all of the following:
    - a. Placing modifiers correctly.
    - b. Coordinating and subordinating sentence elements according to their relative importance.
    - c. Using parallel expressions for parallel ideas.
    - d. Avoiding fragments, comma splices, and fused sentences.
  3. Employing effective sentence structure by all of the following:
    - a. Using a variety of sentence patterns.
    - b. Avoiding 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 and many certificate programs at the college are approved for education and training under the various Veterans Administration programs. However, it is the responsibility of the student to obtain and present to a counselor the original certificate of eligibility from the Veterans Administration.

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

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

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

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

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

## Withdrawal Policy

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

## Emergencies

Fire and evacuation exits are identified in all buildings and are to be used in emergencies. In case of disaster, the President or the senior college official present may cancel classes. Local radio stations will be asked to carry announcements regarding cancellation and re-opening in emergency situations.

Any emergency situation observed by a student should be reported immediately to the Office of the Provost.

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

## Student Conduct

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

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

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any narcotic drug, as defined in Chapter 398 of the Florida Statutes; this includes cannabis sativa (marijuana).
3. Cheating in any form.
4. Stealing.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing.
8. Vandalism or destruction of property.
9. Falsification of college records.

10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive to the normal, peaceful, and orderly operation of the college.
13. Violation of a federal or state law; a county or city ordinance.
14. Repeated offenses of a less serious nature.
15. Assault or physical abuse.
16. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons. This policy does not apply to trained law enforcement officers 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 affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.
4. Violations of this Rule may subject an individual student to the following penalties:
  - a. Minor violations — disciplinary probation; and
  - b. Major or repeated minor violations — dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this Rule shall be penalized as follows:
  - a. Minor violations — probation from operating as a col-

- lege 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 Pro-

gram 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 Provost, 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. Counselor
- c. 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 Council of Academic/Student Affairs 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 fundraising 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.

## Delta Epsilon Chi (DECA)

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

## 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.



# 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 42)	Communications	3	
*SES 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
COC 1300	Introduction to Data Processing	3	
COC 1040	Introduction to Programming Logic	3	
(See Page 42)	Communications		3
GEB 2090	Personnel Relationships in Business		3
QMB 1001	Business Mathematics		3
COP 1160	RPG Programming		3
CRM 1030	Data Equipment & Operations		3
		<u>15</u>	<u>15</u>
<b>SOPHOMORE</b>			
ACG 2001	Principles of Accounting I	3	
POS 2041	American Federal Government	3	
COP 2120	COBOL Programming I	4	
CIS 2321	Systems Analysis & Design I	3	
SES 2335	Business Correspondence	3	
ACG 2011	Principles of Accounting II		3
COP 2121	COBOL Programming II		4
CIS 2322	Systems Analysis & Design II		3
CRM 2010	Data Processing Practicum		3
Elective			3
		<u>16</u>	<u>16</u>

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

*Suggested Electives:*

COP 2170	Microcomputers & BASIC Programming
SES 1150	Introduction to Word Processing
COP 2216	FORTRAN Programming

## CERTIFICATE PROGRAM — DATA TECHNICIAN

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
(See Page 42)	Communications	3	
*SES 1100	Beginning Typewriting	3	
QMB 1001	Business Mathematics	3	
COC 1300	Introduction to Data Processing	3	
GEB 1011	Introduction to Business	3	
(See Page 42)	Communications		3
GEB 2090	Personnel Relationships in Business		
CRM 1030	Data Equipment & Operations		
ACG 2011	Principles of Accounting I		
CRM 1942	Data Technician Practicum		
		<u>15</u>	

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

Please see page 39 insert.



## 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 32).

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 are compensatory and 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, St. Leo. 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 completing of a minimum of 60 credit hours and upon taking the state-prescribed College-Level Academic Skills Test (CLAST). See Page 32. A minimum of 40 credit hours must be earned in General Education requirements as provided in the statewide Articulation Agreement. The remaining 20 hours may consist of any course(s) in the catalog section under "Courses" except those at the 9000-level, those listed as Physical Education, Cosmetology, Diesel, Ornamental Horticulture, and Welding. Required Communication, Computation, and Humanities courses must each be completed with a grade of "C" or above. Fifteen (15) hours of credit, other than credit-by-examination, 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 following scale scores on the College Level Academic Skills Test must be achieved in order to be awarded the Associate in Arts Degree:

**Effective August 1, 1984 through July 31, 1986:**

Reading — 260; Writing — 265; Computation — 260; and Essay — 4 (unless a score of 3 was earned on a test prior to March, 1984).

**Effective August 1, 1986 through July 31, 1989:**

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

**Effective August 1, 1989:**

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

**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, POS, PSY, SYG, SLS 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, Ornamental Horticulture, and Welding.

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

## Business Transfer Majors

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

MAC 1104	College Algebra
MGF 1202	Finite Mathematics
STA 2014	Applied Statistics
COC 1300	Introduction to Data Processing
ACG 2001	Principles of Accounting I
ACG 2011	Principles of Accounting II
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAC 2311	Calculus and Analytic Geometry 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 32).

## Certificate 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 1001-1002	Communication Skills I & II, OR	6
*ENC 1101-1102	English Composition I & II, OR	
*ENC 1101-1002	English Composition I & Communication Skills II	
POS 2041	American Federal Government	3
GEB 2090	Personnel Relationships in Business	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 59 and 60.

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

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, POS, PSY, SYG, and SOW; or DEP 2002, DEP 2302, DEP 2401, EXP 1600, IDS 1190, and SLS 1100.

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

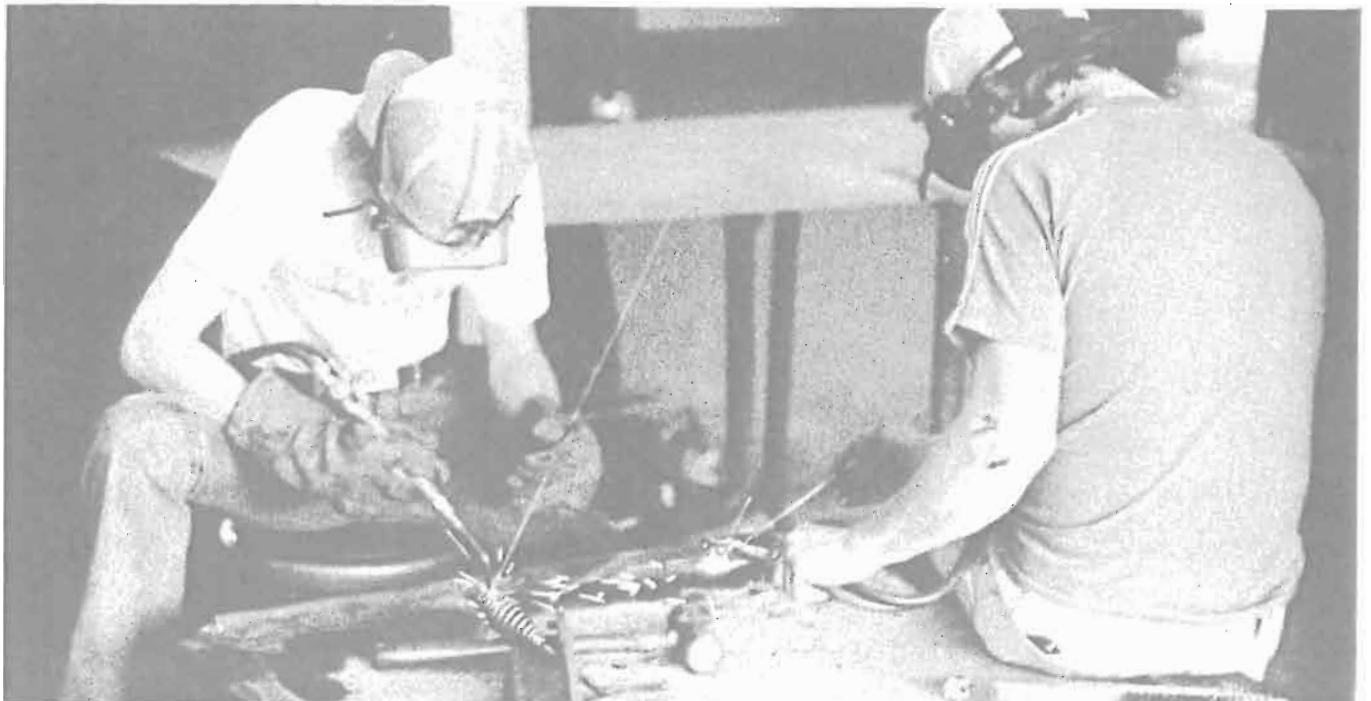
**Associate in Science Degree in:**

- Banking
- Building Construction Technology
- Business Administration
- Criminal Justice — Law Enforcement
- Culinary Arts and Hospitality Management
- Data Processing
- Electronics
- Emergency Medical Services
- Fire Service Technology
- Fire Service Technology — Fire Inspection and Prevention
- Human Services
- Marketing Management
- Nursing (Generic Track)
- Nursing (Licensed Practical Nurse Track — Limited Access)
- Secretarial Occupations
- Word-Information Processing
- Business Administration — Vocational Track

**Associated Certificate Program in:**

- Building Construction
- Business
- Culinary Arts and Hospitality Management
- Data Technician
- Paramedics
- Fire Service Technology
- Fire Service Technology — Fire Inspection and Prevention
- Business
- Practical Nursing
- Secretarial Occupations
- Secretarial Occupations
- Cosmetology
- Diesel
- Ornamental Horticulture
- Welding

**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 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 42)	Communications		3	
QMB 1001	Business Mathematics		3	
BAN 1110	Principles of Banking	AIB 112	3	
ACG 2001	Principles of Accounting I	AIB 101	3	
GEB 1011	Introduction to Business		3	
(See Page 42)	Communications			3
GEB 2090	Personnel Relationships in Business			3
ACG 2011	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 2021	Principles of Management, OR			
MAN 1340	Principles of Supervision		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
COC 1024	Personal Computing with Microcomputers	
COP 2170	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 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 42)	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 42)	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 42)		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 1340	Principles of Supervision
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 42)	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 BUSINESS ADMINISTRATION

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 42)	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 42)	Communications		3
*SES 1100	Beginning Typewriting		3
QMB 1001	Business Mathematics		3
Electives			6
		15	15
<b>SOPHOMORE</b>			
ACG 2001	Principles of Accounting I	3	
COC 1024	Personal Computing with Microcomputers	3	
SES 2321	Office Machines	3	
BUL 2111	Business Law I	3	
Electives		3	3
ACG 2011	Principles of Accounting II		3
ECO 2013	Principles of Economics I		3
SES 2335	Business Correspondence		3
MAN 2021	Principles of Management, OR		
MAN 1340	Principles of Supervision		3
		15	15

\*Typewriting courses may be waived by satisfactorily completing the next level course. Twelve hours of electives may come from the following disciplines: Agribusiness, Business and Real Estate.

## CERTIFICATE PROGRAM — BUSINESS

This program is designed to provide the necessary skills for students who plan to seek employment in positions such as General Office Clerk, Accounts Payable/Receivable Clerk, Cash Receipts/Disbursements Clerk, Payroll Clerk, Inventory Clerk, and Management Trainee. On completion of this 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	
ACG 2001	Principles of Accounting I		3
SES 2335	Business Correspondence		3
MAN 2021	Principles of Management, OR		
MAN 1340	Principles of Supervision		3
Electives			6
		15	15

\*Typewriting courses may be waived by satisfactorily completing the next level course. Six hours of electives may come from the following disciplines: Agribusiness, Business, Real Estate or from program courses for the Associate in Science Degrees.



# 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 42)	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 42)	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	
QMB 1001	Business Mathematics	3	
Elective		3	
+ DEP 2002	Child Psychology, OR		3
+ DEP 2302	Adolescent Psychology		3
CCJ 2130	Police Community Relations		3
CCJ 2260	Rules of Evidence for Police		3
CCJ 2930	Seminar in Police Problems		3
CCJ 2000	Police Role in Crime		3
		15	15

\*Pasco-Hernando Community College offers the Basic Recruit, Police Standards Program. This program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum. Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Under this provision, three hours each will be awarded for CCJ 2220, Criminal Law, and CJT 1100, Criminal Investigation. Credit is not applicable to those who have qualified for credit under the provisions of a previous catalog. (See Page 40 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 42)	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 42)	Communications		3
FSS 2221	Quantity Food Preparation		4
QMB 1001	Business Mathematics		3
FSS 2610	Food Merchandising		3
FSS 1940	Culinary Arts and Hospitality Management Practicum I		3
		16	16
<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
		15	13

## CERTIFICATE PROGRAM — CULINARY ARTS AND HOSPITALITY MANAGEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<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	3	
		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		3
			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 42)	Communications	3	
*SES 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
COC 1300	Introduction to Data Processing	3	
COC 1040	Introduction to Programming Logic	3	
(See Page 42)	Communications		3
GEB 2090	Personnel Relationships in Business		3
OMB 1001	Business Mathematics		3
COP 1160	RPG Programming		3
CRM 1030	Data Equipment & Operations		3
		15	15
<b>SOPHOMORE</b>			
ACG 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	
ACG 2011	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 2170	Microcomputers & BASIC Programming
SES 1150	Introduction to Word Processing
COP 2216	FORTRAN Programming

## CERTIFICATE PROGRAM — DATA TECHNICIAN

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
(See Page 42)	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 42)	Communications		3
GEB 2090	Personnel Relationships in Business		3
CRM 1030	Data Equipment & Operations		3
ACG 2011	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 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	
		17	(18)
<b>FRESHMAN</b>			
ENC 2210	Technical Writing, OR		3
ENC 1102	English Composition II		3
MTB 1322	Technical Mathematics II, OR		3
MAC 1114	Trigonometry		4
+ ETE 1020C	Electronics II		4
ETE 2600C	Digital Electronics I		3
**POS 2041	American Federal Government		3
			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		
		16	

## SOPHOMORE GENERAL OPTION

## SOPHOMORE DIGITAL OPTION

Session II			Session II		
ETE 2681C	Digital Electronics II	4	ETE 2681C	Digital Electronics II	4
ETE 2810C	Medical Electronics	4	ETE 2611C	Digital Techniques	4
ETE 2421C	Electronic Communications	4	ETE 2731C	Electro-Mechanical Systems	4
Elective	(Social Science, See Page 42)	3	Elective	(Social Science, See Page 42)	3
		15			15

# ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES

Application Deadline: July 1, 1985

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 42)	Communications	3	3	
*EMS 1119C	Emergency Medical Technology	6		
*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			
		14	13	9

\*Successful completion of EMS 1119C and EMS 1431 qualifies the student to take the Florida EMT Certification Examination. (See Paramedics Certificate Program, Page 14)

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 14).

<b>SOPHOMORE</b>		Session I	Session II	Session III
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).

# CERTIFICATE PROGRAM — PARAMEDICS - 10

Application Deadline: July 1, 1985

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 14)

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
		12	16	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 42)	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
		<u>15</u>	<u>15</u>
<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 42)		3
Elective			3
		<u>15</u>	<u>16</u>

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
		<u>15</u>	<u>15</u>

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 42)	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 42)		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 42)	Communications	3	3
PSY 1000	Introduction to Psychology	3	
SYG 2000	Introduction to Sociology	3	
HUS 1001	Introduction to Human Services	3	
SLS 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
<b>SOPHOMORE</b>			
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

COC 1024	Personal Computing with Microcomputers
SYG 2430	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 MARKETING MANAGEMENT

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 42)	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 42)	Communications		3
MAR 1942	Marketing Practicum II		3
Elective			3
		15	15
<b>SOPHOMORE</b>			
ACG 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	
ACG 2011	Principles of Accounting II		3
MAN 2021	Principles of Management, OR		3
MAN 1340	Principles of Supervision		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
COC 1024	Personal Computing with Microcomputers
COP 2170	Microcomputers and BASIC Programming
SES 1100	Beginning Typewriting
REE 1000	Real Estate Principles and Practices I
REE 2041	Real Estate Principles and Practices II

# ASSOCIATE IN SCIENCE IN NURSING (Generic Track)

Application Deadline: June 1, 1985

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

		<i>Semester Hours Credit</i>
APB 1203C	Human Anatomy & Physiology I	4
ENC 1101	English Composition I	3
PSY 1000	Introduction to Psychology	3
		10

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>			
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>	<i>Session IV</i>
<b>FRESHMAN</b>					
*APB 1204C	Human Anatomy & Physiology II	4	-	3	-
ENC 1102	English Composition II	-	-	-	-
DEP 2004	Life-Span Psychology	-	3	-	-
NUR 1021C	Nursing I	10	-	-	-
NUR 1200C	Nursing II	-	12	-	-
NUR 1311C	Nursing III	-	-	-	5
		14	15	3	5

## 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
SYG 2430	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, 1985

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
DEP 2004	Life-Span Psychology	<u>3</u>
		16

COURSE	DESCRIPTION	<i>SEMESTER HOURS CREDIT</i>			
		+ Session III	Session IV	Session I	Session II
<b>FRESHMAN</b>					
APB 1204C	Human Anatomy & Physiology II	4			
NUR 1225C	Medical-Surgical Nursing	5			
NUR 1311C	Nursing III		<u>5</u>		
		<u>9</u>	<u>5</u>		

### SOPHOMORE

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

\*\*Approved Electives:

POS 2041	American Federal Government
SYG 2430	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 Session III/IV.

### 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.

## CERTIFICATE IN PRACTICAL NURSING - 15

Application Deadline: February 1, 1985

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	3
		<u>6</u>

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		+ Session III	Session IV	Session I	Session II
APB 1203C	Human Anatomy & Physiology I	4			
DEP 2004	Life-Span 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				12
		<u>4</u>	<u>10</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 Session III/IV.

### 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.

# ASSOCIATE IN SCIENCE IN SECRETARIAL OCCUPATIONS

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 42)	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 42)	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>			
ACG 2001	Principles of Accounting I	3	
SES 2401	Office Procedures I	3	
SES 2212	Shorthand III	3	
SES 2120	Advanced Typewriting	3	
COC 1024	Personal Computing with Microcomputers	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
SES 1150	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. The aspiring legal secretary should take SES 2131, SES 2441, and SES 2442.

## Approved Business Electives:

ACG 2011	Principles of Accounting II	MAN 1800	Small Business Management
BUL 2111	Business Law I	MAN 2021	Principles of Management
BUL 2112	Business Law II	MAN 2300	Personnel Management
ECO 2013	Principles of Economics I	SES 2213	Shorthand IV
ECO 2023	Principles of Economics II	SES 2441	Legal Procedures I
MAR 1011	Principles of Marketing	SES 2442	Legal Procedures II
MAR 2101	Salesmanship	SES 2443	Legal Procedures III
FIN 1100	Personal Finance	SES 2131	Legal Typewriting
		MAN 1340	Principles of Supervision

# CERTIFICATE PROGRAM — SECRETARIAL OCCUPATIONS

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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<i>Session I</i>		
*SES 1100	Beginning Typewriting	3
SES 2321	Office Machines	3
QMB 1001	Business Mathematics	3
Elective	(Social/Behavioral Science)	3
Suggested Social/Behavioral Science Electives:		
GEB 2090	Personal Relationships in Business	
PSY 1000	Introduction to Psychology	
SLS 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
		<u>30</u>

\*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 WORD-INFORMATION PROCESSING

This program is designed to prepare a person for employment as a Proofreader, Records Manager, Administrative Secretary, or Correspondence Supervisor or to provide supplemental training for a person previously or currently employed in these occupations.

Word Processing Occupations prepare individuals to edit and produce written communications utilizing special-purpose machines to correct, format, and print information.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
(See Page 42)	Communications	3	
SES 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
SES 1150	Introduction to Word Processing	3	
QMB 1001	Business Mathematics	3	
(See Page 42)	Communications		3
COC 1024	Personal Computing with Microcomputers		3
SES 2321	Office Machines		3
SES 1110	Intermediate Typewriting		3
GEB 2090	Personnel Relationships in Business		3
		15	15
<b>SOPHOMORE</b>			
SES 2120	Advanced Typewriting	3	
SES 2401	Office Procedures I	3	
SES 2171	Machine Transcription	3	
SES 1156	Word Processing — Applications I	3	
SES 2335	Business Correspondence	3	
SES 2402	Office Procedures II		3
POS 2041	American Federal Government		3
SES 1157	Word Processing — Applications II		3
MAN 1340	Principles of Supervision		3
Elective			3
		15	15

# VOCATIONAL CREDIT PROGRAMS

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

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

The Vocational Credit Programs offered at Pasco-Hernando Community College are

Cosmetology  
Diesel Mechanics  
Ornamental Horticulture  
Welding

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

To provide a career ladder option to the Vocational Credit Certificate (or equivalent) student.

Admission Criteria and Procedures:

The applicant will submit an official transcript or the Vocational Credit Certificate from an accredited postsecondary school or college to the Registrar's office certifying completion of a one year Vocational Program of Study.

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

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

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

Vocational Credit Certificate		30 Credits
<b>General Core Courses</b>		
(See Page 42)	Communications	6 Credits
POS 2041	American Federal Government	3 Credits
<b>Business Management Courses</b>		
GEB 2090	Personnel Relationships in Business	3 Credits
QMB 1001	Business Mathematics	3 Credits
SES 2335	Business Correspondence	3 Credits
MAR 1011	Principles of Marketing	3 Credits
COC 1300	Introduction to Data Processing	3 Credits
MAN 2021	Principles of Management	3 Credits
ECO 2013	Principles of Economics I, OR	
BUL 2111	Business Law I	3 Credits
		<hr/>
		60 Credits

## VOCATIONAL CERTIFICATE IN COSMETOLOGY

This program is designed to prepare persons for initial employment in the field of Cosmetology, 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. This program is open-entry. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. Students 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	VOCATIONAL CREDITS
	<i>Session I</i>	
*COS 1131	Cosmetology I	15
	<i>Session II</i>	
COS 1132	Cosmetology II	15
	<i>Session III</i>	
COS 1133	Cosmetology III	9
		<u>39</u>

\*A student transferring from a formal Cosmetology Training Program acceptable to the Program Director and who has successfully completed a minimum of 465 hours of instruction may receive credit for COS 1131, Cosmetology I. A student must be enrolled in the Cosmetology Program at P-HCC for at least 600 hours to be eligible to receive a Certificate.

A two-part Credit-by-Examination is available 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.

## VOCATIONAL CERTIFICATE IN DIESEL MECHANICS

This program will prepare mechanics to work on diesel engines, found in the fast-growing numbers of passenger vehicles in addition to the construction, farm, marine, stationary, and transportation equipment currently in use. Completers should be able to obtain employment as Diesel Mechanics. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. 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	VOCATIONAL CREDITS
	<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	7
		<u>31</u>

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

## VOCATIONAL CERTIFICATE 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. Skill job titles include: Nurseryman, Nursery Plant Salesman/Buyer, Landscaper, Greenhouse Operator, Landscape Maintainer, and Groundskeeper. Garden and yard care are also covered. This program is open-entry. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. Students 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	VOCATIONAL CREDITS
<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 & Pruning	3
<i>Session II</i>		
ORH 1252	Nursery Garden Center Operation	2
ORH 1005	Specialty Nursery Operations	2
ORH 1260	Greenhouse Operations	2
ORH 1800	Landscaping and Design	3
<i>Session III</i>		
ORH 1806	Landscape Installation and Maintenance	3
ORH 1025	Ornamental Plant Pest Control	3
ORH 1254	Nursery Design and Operation	2
ORH 1220	Introduction to Lawns and Lawn Care	3
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## VOCATIONAL CERTIFICATE IN WELDING

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a Welder. Emphasis is placed on care and safe use of welding equipment, tools, and materials. Employability skills are included. This program is open-entry. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Students 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	VOCATIONAL CREDITS
<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	2
MTR 1133	TIG Welding	2
MTR 1135	Advanced MIG/TIG Welding	2
MTR 1139	Fabrication of Metal Products Using MIG/TIG	2
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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. Vocational 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.

## 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 no-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,

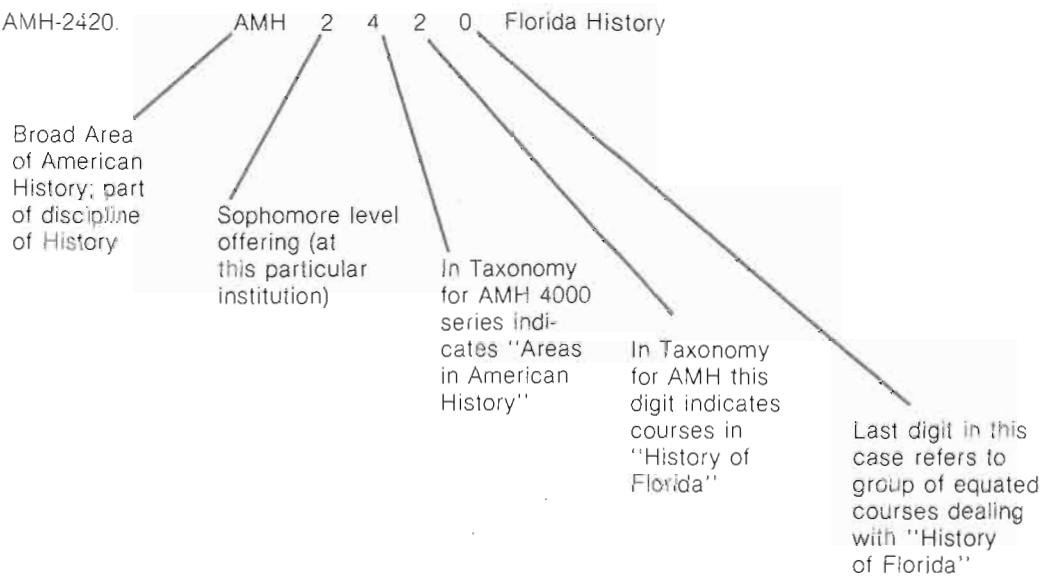
OCB\_013C is equivalent to

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.

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

## 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.

participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

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

## Exceptions to the Rule for Equivalencies

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

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

## Authority for Acceptance of Equivalent Courses

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

# COURSES

## Agri-Business Technology

**AGG 1301 Agri-Business Technology** 3 cr.  
Introduction to the field of agri-business. Principles of business as applied to agriculture, economics of the agricultural industry and the individual farmer or citrus grower. 48 class hours.

**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. 48 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. 48 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. 48 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. 48 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. 48 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. 48 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. 48 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. 48 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. 48 class hours.

## Anthropology

**ANT 2410 Introduction to Cultural Anthropology** 3 cr.  
A study of the nature of culture, personality, and social organization of man. Emphasis is placed on the customs of preliterate people. 48 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. 48 class hours.

## Art

**ARH 1000 Art Appreciation** 3 cr.  
A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. 48 class hours.

**ART 1110C Ceramics** 3 cr.  
An introduction to the methods of building with clay. 32 lecture hours and 32 laboratory 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. 32 lecture hours and 32 laboratory hours.

**ART 1300C Drawing I** 3 cr.  
Introduction to the basic discipline of drawing through the use of still life, landscape, and the figure. 32 lecture hours and 32 laboratory hours.



**ART 1301C Drawing II** 3 cr.  
Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. 32 lecture hours and 32 laboratory 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. 32 lecture hours and 32 laboratory 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. 32 lecture hours and 32 laboratory 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. 32 lecture hours and 32 laboratory hours.

**ART 2520 Painting II** 3 cr.  
Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. 32 lecture hours and 32 laboratory 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. 48 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. 48 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. 48 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. 48 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. 48 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. 48 class hours.

**BAN 2240 Installment Credit** 3 cr.  
This course emphasizes installment lending techniques in commercial banks. It includes credit evaluation, open-end credit, marketing bank services, collection procedures, legal aspects of credit, financial statement analysis, insurance, and rate structure and yield analysis. 48 class hours.

**BAN 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). 48 class hours.

**BAN 2400 Trust Functions and Services** 3 cr.  
This course provides an overview of the generally accepted principles of the law of estates, trusts, and agencies. It will include the trust functions and services encountered in the daily operations of a trust department. 48 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. 48 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. 48 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. 48 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. 48 class hours.

### APB 1150 Introduction to Biology II 3 cr.

A non-laboratory course for students not planning to major in Biology. It introduces the student to Basic Human Anatomy and Physiology, Evolution, Ecology and Ethology. APB 1120 and APB 1150 do not have to be taken in sequence. 48 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory hours.

### BOT 1010C Botany 4 cr.

A survey of the plant kingdom. This lecture/laboratory course is designed to acquaint the biology or science major with basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. 48 lecture hours and 32 laboratory hours.

### BSC 1010C Fundamentals of Biology I 4 cr.

Suggested prerequisite: High school biology or chemistry. An introduction to the unifying principles of biology at the molecular and cellular levels of organization; to include: introductory biochemistry, cell structure and function, cellular energetics, and Mendelian and modern genetics. 48 lecture hours and 32 laboratory hours.

### BSC 1011C Fundamentals of Biology II 4 cr.

Prerequisite: BSC 1010C. A continuation of BSC 1010C, emphasizing the organismic and community levels of organization, to include: evolution and the origin of life, ecology, the diversity of life, and the structure and function of plants and animals. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 class hours.

### ZOO 2010C Zoology 4 cr.

A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. It is strongly recommended that students take a Fundamentals of Biology course or its equivalent before attempting Zoology. 48 lecture hours and 32 laboratory 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. 32 lecture hours and 32 laboratory hours.

### BCN 1220 Structures I 3 cr.

The principles and practices of residential building construction with emphasis on regional construction. 48 class hours.

### BCN 1221 Structures II 3 cr.

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

### BCN 1501 Plumbing Systems 3 cr.

The study of the residential and commercial plumbing practices based on the current Southern Plumbing Code. 48 class hours.

### BCN 1520 Electrical Systems 3 cr.

A study of residential and commercial electrical practices based on the current National Electrical Code. 48 class hours.

### BCN 2610 Construction Estimating 3 cr.

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. 48 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. 48 class hours.

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

Prerequisite: BCN 1220 or consent of instructor. A sequence of related technical information and blueprint reading and drafting practices with emphasis on methods of printing and dimensioning of drawings. Lab fee required. 32 lecture hours and 32 laboratory hours.

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

Pre or corequisite: BCN 1220. Theory and practice of construction ideas and concepts as employed through various organized procedures 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. 48 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. 48 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. 48 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. 48 class hours.

## Business

**ACG 2001 Principles of Accounting I** 3 cr.

An introductory study of the underlying principles of double entry records; basic types of records and reports; accounting procedures and technique; inventories, valuation and depreciation methods; payroll; the form and content of the balance sheet and the income statement. 48 class hours.

**ACG 2011 Principles of Accounting II** 3 cr.

Prerequisite: ACG 2001. An introduction to the formation, liquidation, and dissolution of partnerships and corporations. 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. 48 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. 48 class hours.

**BUL 2112 Business Law II** 3 cr.

Prerequisite: BUL 2111. Business law with emphasis on commercial paper, creditors rights and secured transactions, agency and employment, partnerships, corporations and real property. 48 class hours.

**ECO 2013 Principles of Economics I** 3 cr.

An introductory course in economic principles and analysis.

Areas covered include: economic features of society; utility and consumption; production and business organization; national income accounting, national income theory — the twin problems of recession and inflation; money credit and the banking system; public finance; the principles and problems of full employment without inflation; macroeconomics. 48 class hours.

**ECO 2023 Principles of Economics II** 3 cr.

A course dealing with markets and prices; supply and demand, competition and market structures; distribution of income among factors of production; economic growth and development; other economic systems; microeconomics. 48 class hours.

**FIN 1100 Personal Finance** 3 cr.

This course is a survey of the problems and techniques of family financial planning. Major topics include consumer credit, insurance, home ownership, and personal investing. 48 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. 48 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. 48 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. 48 class hours.

**MAN 1340 Principles of Supervision** 3 cr.

A study of the basic concepts and major functions of modern supervision, including leadership, communications, and motivation. 48 class hours.

**MAN 1800 Small Business Management** 3 cr.

Designed for students with previous business experience or for those who have completed GEB 1011, Introduction to Business. A study of principles of small business management. This course presents the principles and problems in planning, organizing, and operating a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, record-keeping, insurance management, cost control and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 48 class hours.

**MAN 2021 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. 48 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. 48 class hours.
- MAR 1011 Principles of Marketing** 3 cr.  
The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinants of demand 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. 48 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. 48 class hours.
- MAR 1941 Marketing Practicum I** 3 cr.  
Prerequisite: 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. 48 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. 48 class hours.
- MAR 2941 Marketing Practicum III** 3 cr.  
Continuation of MAR 1942.
- MAR 2942 Marketing Practicum IV** 3 cr.  
Continuation of MAR 2941.
- 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. 48 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. 48 class hours.
- SES 1110 Intermediate Typewriting** 3 cr.  
Prerequisite: SES 1100 or one year of high school typewriting. A continuation of SES 1100. 48 class hours.
- SES 1150 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. 48 class hours.
- SES 1156 Word Processing — Applications I** 3 cr.  
Prerequisite: SES 1110. This course develops the skills necessary to use various word processing equipment. Upon successful completion of this course, the student will qualify for an entry level position in a word processing center or in an office using word processing equipment. The TRS 80 Model III will be used as the major piece of equipment for this course. 48 class hours.
- SES 1157 Word Processing — Applications II** 3 cr.  
Prerequisite: SES 1156. This course will provide specialized training on the word processing machines. Included will be special problems in using the math functions, multiple-page projects, two-column work, sophisticated formatting, records processing, and practical applications. The TRS 80 Model III will be used as the major piece of equipment for this course. 48 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. 48 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. 48 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. 48 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. 48 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. 8 lecture hours and 8 laboratory hours.

**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 typewriting features, paragraphing, playback from storage, and format changes. The student will type, correct, and play back various types of business documents; 8 lecture hours and 8 laboratory hours.

**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. 48 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. 48 class hours.

**SES 2213 Shorthand IV** 3 cr.

Prerequisite: SES 2212. A continuation of SES 2212. 48 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. 48 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. 48 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. 48 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. 48 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. 48 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. 48 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. 48 class hours.

**TAY 2000 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. 48 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory hours.

## Cosmetology

### **COS 1131 Cosmetology I 15 Vocational Cr.**

This course considers careers in cosmetology, studies Florida law, basic anatomy, basic physiology, sanitation, and ethics. Also covered are basic hair dressing, shampoo, comb out, conditioning the hair, scalp treatments, finger waving, setting, shaping, and selecting hairstyles. 465 hours of instruction.

### **COS 1132 Cosmetology II 15 Vocational 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. 465 hours of instruction.

### **COS 1133 Cosmetology III 9 Vocational 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. 270 hours of instruction.

### **COS 1181 Cosmetology Review 1 Vocational Cr.**

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

## 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. 48 class hours.

### **CCJ 1410 Police Organization and Administration 3 cr.**

This course covers the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. 48 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. 48 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. 48 class hours.

### **CCJ 2130 Police Community Relations 3 cr.**

The course provides an understanding of the complex factors involved in human relations between the community and law enforcement officers. The police role and the nature, meaning and implications of professionalism in policing are explored in order to provide a better understanding of the necessity for a successful police-citizen partnership. 48 class hours.

### **CCJ 2220 Criminal Law 3 cr.**

This course covers the nature, sources, and types of criminal law. It examines the classification and analysis of crimes and criminal acts in general and the examination of selected criminal offenses. 48 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. 48 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. 48 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. 48 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. 48 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. 48 class hours.

**FSS 1004 Introduction to Food Service 3 cr.**

A general course intended to familiarize the student with all aspects of the food service industry. Basic functions and principles common to all types of food service are explored. Field trips and guest lecturers representative of local food service establishments will be included. 48 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. 32 lecture hours and 64 laboratory hours.

**FSS 1401 Food Service Equipment 3 cr.**

A study is made of all types of quantity food service equipment as well as functional layout and design of quantity food service kitchens and service areas. Field trips to a variety of local establishments are included. 48 class hours.

**FSS 1500 Food Accounting and Cost Control 3 cr.**

Prerequisite: 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. 48 class hours.

**FSS 1940 Culinary Arts and Hospitality Management Practicum I 3 cr.**

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

**FSS 1941 Culinary Arts and Hospitality Management Practicum II 3 cr.**

Prerequisites: FSS 1940 and FSS 2610. A continuation of FSS 1940.

**FSS 1942 Culinary Arts and Hospitality Management Practicum III 4 cr.**

Prerequisites: FSS 1941, FSS 1500, FSS 2120, and FSS 2300. A continuation of FSS 1941.

**FSS 2120 Food Purchasing and Storage 3 cr.**

A study of purchasing principles, procedures, and policies in quantity food service operations. Includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. 48 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. 32 lecture hours and 64 laboratory 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. 48 class hours.

**FSS 2610 Food Merchandising 3 cr.**

A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations, and effective atmosphere. 48 class hours.

**HUN 1001 Nutrition 3 cr.**

This course presents the concepts of nutrition, including the six major classes of nutrients, their digestion and utilization by the body. Investigation of controversies in nutrition and guidelines for planning nutritionally adequate meals are included. 48 class hours.

## 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. 48 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. 48 class hours.

**COC 1024 Personal Computing with Microcomputers 3 cr.**

An introductory course in microcomputers. No previous knowledge in programming is required. This course covers the selection and use of computer hardware, selection and modification of commercially available software, and the development of new software for small business or home projects. Examples will be selected from accounts receivable, budgeting, inventory, checkbook balancing, and word processing. An introduction to BASIC will be used as the programming language, and modifications of previously written programs will be included in the course. This course may be taken by those not majoring in data processing. 32 lecture hours and 32 laboratory hours.

**COC 1040 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. 48 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. 48 class hours.

**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. 48 class hours.

**COP 2120 COBOL Programming I** 4 cr.  
Prerequisites: COC 1300, COC 1040, 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 must be compiled, debugged, and tested using remote entry devices. Lab fee required. 48 lecture hours and 32 laboratory hours

**COP 2121 COBOL Programming II** 4 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. Lab fee required. 48 lecture hours and 32 laboratory hours.

**COP 2170 Microcomputers and BASIC Programming** 3 cr.  
Prerequisites: COC 1024, COC 1040, or consent of instructor. 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. Lab fee required. 32 lecture hours and 32 laboratory 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. 48 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. 48 class hours.

**CRM 1942 Data Technician Practicum** 3 cr.  
Prerequisite: COC 1300. Pre or corequisite: CRM 1030 or consent of instructor. This course will provide the student with an opportunity to explore various practical application areas in data processing installations or in a laboratory data processing environment. Practical work experience in data entry and/or computer operations will be included.

**CRM 2010 Data Processing Practicum** 3 cr.  
Prerequisites: CIS 2321, COP 1160 or COP 2120, or consent of instructor. This course will provide the students with an opportunity to explore various practical application areas in data processing installations or in a laboratory data processing environment. A project will be required that will be assigned by the instructor or approved by the instructor if

the student is at a job site. The project will include problem definition, flow charting, program coding and testing with detailed documentation of the completed project.

## Developmental Studies

**ENC 9000 Fundamentals of Writing** 2 Compensatory 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. Upon successful completion, two compensatory credits will be earned. This credit does not apply toward a degree. 60 hours of instruction.

**ENC 9012 Basic Grammar** 2 Compensatory Cr.  
This course is designed to build and review grammar skills. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Laboratory work will be prescribed by the instructor. The spelling portion of this course will be offered based on identified student need. Upon successful completion, two compensatory credits will be earned. This credit does not apply toward a degree. 60 hours of instruction.

**MAT 9004 Basic Arithmetic** 2 Compensatory 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. Upon successful completion, two compensatory credits will be earned. This credit does not apply toward a degree. 60 hours of instruction.

**MAT 9013 Fundamentals of Mathematics** 2 Compensatory Cr.  
This course is designed to prepare the individual for MGF 1113. Emphasis is on the operations of arithmetic. Fundamental skills, concepts and reasoning are stressed. Basic algebraic skills and concepts, and set theory terminology are included. Upon successful completion, two compensatory credits will be earned. This credit does not apply toward a degree. 60 hours of instruction.

**REA 9005 Basic Reading** 2 Compensatory 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. Upon successful completion, two compensatory credits will be earned. This credit does not apply toward a degree. 60 hours of instruction.

**REA 9106 Fundamentals of Reading** 2 Compensatory 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. Upon successful completion, two compensatory credits will be earned. This credit does not apply toward a degree. 60 hours of instruction.



## Diesel Mechanics

### **AER 1771 Diesel Mechanics I 6 Vocational Cr.**

An introduction to diesel mechanics. The occupational outlook and places of employment are explored. The identification, and use of basic shop tools (including welding), test equipment, service tools, fasteners, diesel fuels, engine lubricants, coolants, bearings, and seals are covered. Shop safety is emphasized. 180 hours of instruction.

### **AER 1772 Diesel Mechanics II 6 Vocational 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. 180 hours of instruction.

### **AER 1773 Diesel Mechanics III 6 Vocational Cr.**

Prerequisites: AER 1771 and AER 1772. A continuation of the engine operating principles including lubrication systems, cooling systems, air intake and exhaust systems, and starting systems. 180 hours of instruction.

### **AER 1774 Diesel Mechanics IV 6 Vocational Cr.**

Prerequisites: AER 1771 and 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. 180 hours of instruction.

### **AER 1775 Diesel Mechanics V 7 Vocational Cr.**

Prerequisites: AER 1771, AER 1772, AER 1773, and 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. 210 hours of instruction.

## Drama

### **THE 2020 Fundamentals of Theatre 3 cr.**

This course is an introductory theatre course encompassing theatre history, theatre as a form of art, and script analysis, and also deals with the various and separate aspects which come together to form a theatrical production. The student may be required to attend theatrical productions. 48 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. 32 lecture hours and 32 laboratory 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. 32 lecture hours and 32 laboratory 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.

### **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. 48 class hours.

### **EDG 1310 Classroom Management 3 cr.**

The study of classroom management principles and applications including individual behavior management and group dynamics techniques. 48 class hours.

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

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

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

This course is designed to provide teacher aides with knowledge and skills necessary to facilitate learning when tutoring students of various ages. Topics include: the Role of the Teacher Aide, Principles of Working with Children, Basic Principles of Learning, Various Approaches and Techniques of Facilitating Learning. While designed for teacher aides, this course is open to all interested students. 48 class hours.

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

This course is designed to provide teacher aides with skills

for effectively implementing tutoring activities for reading students in the elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class hours.

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

This course is designed to provide teacher aides with skills for implementing tutoring activities for mathematics students in the elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class hours.

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

Prerequisites: ENC 1101, EEC 1001, EDG 1315, EDG 1316; MGF 1113 or MAT 9013. The student will be assigned to school settings to gain experience as a teacher aide. The experience will be structured by objectives, monitored, and evaluated.

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

This course will provide instruction in how to integrate Level II/III competencies in business education with the Level I competencies. Instruction will include: procedures in how to implement the Level II/III competencies, methods of assigning grades for competency-based instruction, and methods of individualized instruction. 48 class hours.

**EEC 1001 Early Childhood Development and Education** 3 cr.

This course is a study of the mental, emotional, social, and physical needs and growth patterns of children from birth to age six. By emphasizing the mental health aspects of teaching, this course helps students to understand the dynamics of behavior in the preschool child. The importance of teacher-pupil and teacher-parent relationships is stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and are also essential for achieving the experiences and the attitudes that characterize an enriched school program. Observations of children in school situations are required. 48 class hours.

**EEC 2311 Preschool Activities** 3 cr.

This course is directed toward planning activities for the preschool child in early childhood education. Emphasis is placed on the selection and use of appropriate equipment and materials for developing readiness in the subject areas. The importance of play, art, drama, music and scientific discoveries is stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. 48 class hours.

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

A course designed to investigate and evaluate methods of teaching reading at the elementary level. 48 class hours.

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

See Interdisciplinary.

## Electronics

**ENC 2210 Technical Writing** 3 cr.

See English.

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

This course is designed to introduce the student to electronics drafting practices. Topics include electronic symbols, wiring and connection diagrams, block diagrams, schematic diagrams, printed circuit board layouts, and integrated circuit connection diagrams. Emphasis is placed on preparing working drawings. Hand tools and soldering techniques are introduced. Hands-on experiences is gained by construction of a printed circuit board. 16 lecture hours and 96 laboratory 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. 48 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. Ohms Law, series, parallel circuits, Kirchoffs Law, Thevenin's, Norton's, and the Superposition Theorem are covered. Laboratory experiments are used to verify all concepts covered. The use of DC measuring instruments is covered. Alternating current and the 60HZ power line are introduced. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 32 lecture hours and 64 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory 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. 48 lecture hours and 32 laboratory hours.

**ETE 2701C Electronics Fabrication Techniques 4 cr.**

Prerequisites: ETE 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. 32 lecture hours and 64 laboratory 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. 32 lecture hours and 64 laboratory 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. 48 lecture hours and 32 laboratory hours.

**Emergency Medical Services****EMS 1119C Emergency Medical Technology 6 cr.**

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. 64 lecture hours and 32 laboratory hours.

**EMS 1431 Emergency Medical Technology Clinical 1 cr.**

Prerequisite: EMS 1119C. Local clinical experiences will be provided on an Emergency Medical Services Rescue Unit. The student must meet age requirements of local EMS Rescue Services. 16 laboratory 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. 80 lecture 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. 64 laboratory hours.

**EMS 2229 Paramedics II 8 cr.**

Prerequisites: HSC 2531, EMS 2219, EMS 2219L, and EMS 2435. Corequisite: EMS 2430. 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. This course must be taken in conjunction with EMS 2436. 64 lecture hours and 16 laboratory hours.

**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. 16 lecture hours and 144 laboratory hours.

**EMS 2435 Paramedics Clinical I** 4 cr.  
Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisites: EMS 2219 and EMS 2219L. Local clinical experiences will be provided and feasible structural experiences will be planned for each student in a hospital emergency department, intensive care/coronary care unit, intravenous therapy team and electrocardiography department. Clinical related theory from the Department of Transportation Advanced Training Course/Paramedic, Modules 1-6 will be presented in seminars throughout the course. This course must be taken in conjunction with EMS 2219 and EMS 2219L. 256 laboratory 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. 256 laboratory hours.

**HSC 2531 Medical Terminology I** 3 cr.  
This course is directed toward the learning of medical terminology needs for medical personnel, medical secretaries, technicians or any other persons interested in related medical fields. The learning of the medical language will be organized according to the body systems and will include the fundamental understanding of the anatomy, physiology and disease process of each system to include basic word structure, analysis of a medical paper, terms pertaining to the body, suffixes and prefixes, digestive system, urinary system, nervous system, cardiovascular system, respiratory system and the musculoskeletal system. 48 class hours.

**HSC 2532 Medical Terminology II** 3 cr.  
Prerequisite: HSC 2531. This course is a continuation of HSC 2531, to include male and female reproductive systems, blood and lymphatic systems, skin, sense organs, the endocrine system, cancer medicine, radiology and nuclear medicine, pharmacology and psychiatry. 48 class hours.

## English

**AML 2010 American Literature I** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. A critical study of selections from American literature: colonial period

to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. 48 class hours.

**AML 2022 American Literature II** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. A survey of the major movements and representative authors in American literature: 1865 through the Twentieth century including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. 48 class hours.

**CRW 2000 Creative Writing** 3 cr.  
Prerequisite: ENC 1101, or consent of instructor. Students have the opportunity to experiment with various forms of writing, such as the short story, poetry, essays, and magazine articles. Discussion of the student's work and analysis of contemporary fiction is included. 48 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. 48 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. 48 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. 48 class hours.

**ENC 1102 English Composition II** 3 cr.  
Prerequisite: ENC 1101 (Completed with a grade of "C" or higher). This course provides further instruction in the planning, organization, and writing of expository papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 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. 48 class hours.

**ENC 2210 Technical Writing** 3 cr.  
Prerequisite: ENC 1101. Offered for students desiring expe-

rience 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. 48 class hours.

**\*ENC 9000 Fundamentals of Writing** 2 Compensatory Cr.  
See Developmental Studies.

**\*ENC 9012 Basic Grammar** 2 Compensatory 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. 48 class hours.

**ENL 2023 British Literature II** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. A continuation of the study of British Literature, covering the Nineteenth and Twentieth centuries in the context of the history and society of the times. 48 class hours.

**JOU 2100 Journalistic Writing and Reporting** 3 cr.  
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. 48 class hours.

**REA 1105 College Reading Techniques** 3 cr.  
See Reading.

**\*REA 9005 Basic Reading** 2 Compensatory Cr.  
See Developmental Studies.

**\*REA 9106 Fundamentals of Reading** 2 Compensatory 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. 48 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 in-

tent of using wastes as a natural resource in industry. Field trips will be included. 48 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. 48 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. 48 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. 48 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. 48 class hours.

**FFP 1130 Fire Company Leadership** 3 cr.  
This course will cover the basic concepts of fire company leadership as they pertain to 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. 48 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. 48 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. 48 class hours.

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

investigations and preservatons of evidence will also be covered. 48 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. 48 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. 48 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 the firefighting forces, due to the type of construction or methods of renovation. 48 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. 48 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. 48 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 crises situations. 48 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 systems, standpipe systems, special agent fixed extinguishing systems, along with fire detection and alarm systems. 48 class hours.

## French

**FRE 1100 Elementary French I 3 cr.**  
Introduction to French with emphasis on auditory comprehension, oral production and control of structure. 48 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. 48 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. 48 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. 48 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. 48 class hours.

**GEA 2200 Geography of North America 3 cr.**  
A regional study of the physical and natural environment of North America with particular emphasis on human activities from an ecological perspective. 48 class hours.

## Health

**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. 48 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. 8 lecture hours and 24 laboratory 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. 32 lecture hours and 32 laboratory hours.

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

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

## History

**AMH 2010 History of the United States I** 3 cr.  
United States history to 1865 emphasizing the European background, Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery and the War Between the States. 48 class hours.

**AMH 2020 History of the United States II** 3 cr.  
A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economical and world affairs since World War II. 48 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. 48 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. 48 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. 48 class hours.

**EUH 1001 Western Civilization II** 3 cr.  
The evolution of modern western civilization since the commercial revolution of the Sixteenth Century. This course covers the period of colonization, the industrial revolution, and the emergence of modern national states extending to the present. The emphases are upon social, economic, and cultural developments. 48 class hours.

## Humanities

**HUM 2211 Humanities I** 3 cr.  
Prerequisite: ENC 1102 (Completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual and aesthetic activities of early Western civilization: Ancient Greece and Rome, the formative period of the Judaeo-Christian Tradition and the European Middle Ages. Emphasis is placed upon speculative and creative

nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 class hours.

**HUM 2230 Humanities II** 3 cr.  
Prerequisite: HUM 2211 (Completed with a grade of "C" or higher). A study of the culture of Western 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. 48 class hours.

## Human Services

**GEY 2000 Introduction to Gerontology** 3 cr.  
This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: Physical and psychological aspects of aging, health and mental health issues, institutionalization, retirement, finances, recreation and leisure, death, dying, bereavement, and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 48 class hours.

**HUS 1001 Introduction to Human Services** 3 cr.  
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. 48 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. 48 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. 48 class hours.

**HUS 2940 Field Experience in Human Services** 3 cr.  
Prerequisite: HUS 1001, HUS 2303, and HUS 1110. A Practicum course designed for students working on a volunteer basis as counseling paraprofessionals in a community agency under supervision. They meet regularly with the Field Coordinator. A special fee is required, (See Page 16).

**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. 48 class hours.

## Interdisciplinary

### IDS 1190 Ascent of Man 3 cr.

This course 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 48 class hours).

### SLS 1211 Individual Discovery 3 cr.

This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth, and group developmental activities placing emphasis on the defining of individual goals and interests. 48 class hours.

### SLS 1501 College Survival Skills 3 cr.

This course is designed to help the student develop more effective and efficient study skills and attitudes 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. 48 class hours.

### \*SLS 9251 Life Skills I 3 cr.

This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth and group developmental activities placing emphasis on: Understanding Life Skills; Developing Trust in the Group; Taking a Look at Yourself; Ways We Receive and Share Information; Relating Effectively to Others; Decision Making, Goal Setting, and Taking Action. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. The course does not apply toward a degree. 48 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. 48 class hours. (Does not apply toward a degree).

## 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. 48 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. 48 class hours.

### VIC 1300 Multi-Media 3 cr.

This course provides the student with the knowledge and op-

portunity to conceive and develop a synchronized sound/slide presentation combining photographic, art, music, and audio skills. Students will be required to purchase consumable materials. 48 class hours.

## Mathematics

### MAC 1104 College Algebra 4 cr.

Prerequisites: 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. 64 class hours.

### MAC 1114 Trigonometry 3 cr.

Prerequisite: MAC 1104 (Completed with a grade of "C" or higher), 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 48 class hours.

### MAC 2311 Calculus and Analytic Geometry I 4 cr.

Prerequisites: MAC 1104 (Completed with a grade of "C" or higher) and MAC 1114 or equivalent (Completed with a grade of "C" or higher). This course emphasizes the line, inequalities, limits and continuity, derivatives, and the differential. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

### MAC 2312 Calculus and Analytic Geometry II 4 cr.

Prerequisite: MAC 2311 (Completed with a grade of "C" or higher). Topics include: the definite integral, applications, differentiation and integration of the logarithmic, exponential, trigonometric and hyperbolic functions, and techniques of integration. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

### MAC 2313 Calculus and Analytic Geometry III 4 cr.

Prerequisite: MAC 2312 (Completed with a grade of "C" or higher). Topics include: applications of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, Taylor's Formula, infinite series. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 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. 48 class hours.

### MAT 1024 Elementary Algebra 3 cr.

This course provides the student with a review of basic mathematics and algebraic skills and concepts. 48 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. 48 class hours.

**\*MAT 9004 Basic Arithmetic** 2 Compensatory Cr.  
See Developmental Studies.

**\*MAT 9013 Fundamentals of Mathematics** 2 Compensatory 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. 48 class hours.

**MGF 1114 College Mathematics II** 3 cr.  
Prerequisite: MGF 1113. This is an extension of MGF 1113. Among the topics included are: introductory algebra, probability, statistics, geometry. 48 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 computer mathematics. 64 class hours.

**MTB 1013 Introduction to Technical Mathematics** 3 cr.  
A review of basic mathematics with applications. Does not substitute for any required courses in any Electronics Technology program. 48 class hours.

**MTB 1313 Introductory Mathematics for Computers** 3 cr.  
This course stresses the numerical concepts necessary in the study of data processing. The topics include number systems, algorithms and flow charts, computer mathematics, Boolean algebra, matrices, logic, probability, and linear functions. 48 class hours.

**MTB 1321 Technical Mathematics I** 3 cr.  
Prerequisite: One year of high school algebra or MTB 1013. A study of practical algebra with topics which include: linear equations, exponents, complex numbers, quadratic equations, and logarithmic functions. 48 class hours.

**MTB 1322 Technical Mathematics II** 3 cr.  
Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. 48 class hours.

**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. 64 class hours.

## Military Science

**MIS 1010 Introduction to Military Science** 3 cr.  
This course covers the history and organization of the Reserve Officers' Training Corps and its mission in support of U.S. National Defense policies. Strong emphasis is placed on the relation of the U.S. Defense establishment to the Federal Government, and extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. 48 class hours.

**MIS 1110 War and Peace** 3 cr.  
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 48 class hours.

**MIS 1400 Fundamentals of Leadership** 3 cr.  
An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the Modern Volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication is stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. 48 class hours.

**MIS 1405 Requirements of Military Leadership** 3 cr.  
Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands 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. 48 class hours.

**MIS 1410 Seminar in Leadership and Management** 3 cr.  
A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army; the role of the United States in world affairs in the 1980's. 48 class hours.

## Music

**MUL 1111 Music Appreciation** 3 cr.  
A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world's great music. This course is open to all students. 48 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. 32 laboratory hours.

**MUN 1310 College Chorus** 1 cr.  
This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. 32 laboratory hours. (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. 32 laboratory 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. 32 laboratory hours.

**MUT 1001 Fundamentals of Music** 3 cr.  
This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. 48 class hours.

**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. 32 laboratory 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. 32 laboratory hours.

**MVV 1111A Class Voice I** 1 cr.  
For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correct diction. Open to all students. 32 laboratory hours.

**MVV 1111B Class Voice II** 1 cr.  
A continuation of MVV 1111A. Open to all students. 32 laboratory hours.

## Nursing

**NUR 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. 96 lecture hours and 200 laboratory hours.

**NUR 1200C Nursing II** 12 cr.  
Prerequisite: NUR 1021C. Pre or corequisite: DEP 2004. 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. 96 lecture hours and 256 laboratory hours.

**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. 32 lecture hours and 75 laboratory hours.

**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. 32 lecture hours and 75 laboratory hours.

**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. 96 lecture hours and 256 laboratory hours.

**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. 96 lecture hours and 256 laboratory hours.

**NUU 2210 Nursing VI** 2 cr.  
Prerequisite: NUR 2130C. Corequisite: NUR 2220C. A course designed to assist the graduating student in the transition to the role of the Registered Nurse. The legal, ethical and professional responsibilities of the R.N., nursing organizations and principles of team nursing are stressed. 32 lecture hours each week.

## Ornamental Horticulture

**ORH 1000 Introduction to Ornamental Horticulture** 3 Vocational 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. 90 hours of instruction.

**ORH 1005 Specialty Nursery Operations** 2 Vocational cr.  
An introduction to specialty plants including foliage and flowering plants is included. An in-depth study of various plants and their production is emphasized. 60 hours of instruction.

**ORH 1021 Ornamental Plant Propagation and Pruning** 3 Vocational 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. 90 hours of instruction.

**ORH 1023 Introduction to Plant Growing Media** 3 Vocational cr.  
An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures. Fertilizer materials and formulas and their relation to plants and soil are included. 90 hours of instruction.

**ORH 1025 Ornamental Plant Pest Control** 3 Vocational cr.  
Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals are emphasized. 90 hours of instruction.

**ORH 1220 Introduction to Lawns and Lawn Care** 3 Vocational cr.  
An introduction to establishing and caring for lawns and other turf grasses. Selection of grasses, methods of establishing and maintaining are included. 90 hours of instruction.

**ORH 1252 Nursery Garden Center Operation** 2 Vocational cr.  
An introduction to the ornamental nursery business. Nursery location, layout and design, and stock inventory and control are emphasized. 60 hours of instruction.

**ORH 1254 Nursery Design and Operation** 2 Vocational cr.  
Prerequisite: Consent of instructor. Constructing, maintaining and operating greenhouses and shadehouses are included. Merchandising plants and supplies and customer service are emphasized. 60 hours of instruction.

**ORH 1260 Greenhouse Operations** 2 Vocational cr.  
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. 60 hours of instruction.

**ORH 1510 Identification of Ornamental Plants** 3 Vocational cr.  
An introduction to plant classification, selection, and identification. Identification of the common landscape plants of Florida is emphasized. 90 hours of instruction.

**ORH 1800 Landscaping and Design** 3 Vocational cr.  
An introduction to home and commercial landscaping. The basic principles of landscape design and development of a landscape plan are included. 90 hours of instruction.

**ORH 1806 Landscape Installation and Maintenance** 3 Vocational cr.  
Prerequisite: Consent of instructor. A continuation of ORH 1800. Advanced landscape plans are included. 90 hours of instruction.

## 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. 48 class hours.

## Physical Education

**PEL 1121 Golf** 1 cr.  
Instruction in skill techniques, history, rules, social and physical values of golf with emphasis on skills at beginning and intermediate levels. 8 lecture hours and 24 laboratory hours.

**PEL 1211 Softball** 1 cr.  
Instruction in the history, rules and skills of softball. Emphasis will be placed on intercampus competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

**PEL 1216 Baseball** 1 cr.  
Prerequisite: Consent of instructor. This course will offer instruction in history, rules, and skills of baseball. Emphasis will be placed on intercampus competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

**PEL 1341 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. 8 lecture hours and 24 laboratory hours.

**PEL 1342 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. 8 lecture hours and 24 laboratory hours.

**PEL 1421 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. 8 lecture hours and 24 laboratory hours.

**PEL 1422 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. 8 lecture hours and 24 laboratory hours.

**PEL 1441 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. 8 lecture hours and 24 laboratory hours.

**PEL 1442 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. 8 lecture hours and 24 laboratory hours.

**PEL 1621 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. 8 lecture hours and 24 laboratory hours.

**PEL 2321 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. 8 lecture hours and 24 laboratory hours.

**PEL 2342 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. 8 lecture hours and 24 laboratory hours.

**PEM 1101 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. 8 lecture hours and 24 laboratory hours.

**PEO 2003 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 8 lecture hours and 24 laboratory 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. 48 class hours.

**PSC 1311 Introduction to the Physical Universe II** 3 cr.  
A non-laboratory course intended for non-science majors. Introductory topics in earth science and astronomy are included. PSC 1341 and PSC 1311 do not have to be taken in sequence. 48 class hours.

**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. 48 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. 48 lecture hours and 32 laboratory hours.

**PHY 1024C General Physics II** 4 cr.  
Prerequisite: PHY 1023C. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. 48 lecture hours and 32 laboratory hours.

## Political Science

**INR 2002 World Perspectives: An Introduction to International Relations** 3 cr.  
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. 48 class hours.

**POS 2041 American Federal Government** 3 cr.  
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing relationship of the individual to the government and study of the U.S. Constitution. 48 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. 48 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 in caring for the geriatric patient and his/her family are included. Lab fee required. 80 lecture hours and 184 laboratory hours.

**PRN 1630 Practical Nursing II** 12 cr.  
Prerequisite: PRN 1601. Corequisite: DEP 2004. 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. 128 lecture hours and 352 laboratory hours.

**PRN 1631 Practical Nursing III** 12 cr.  
Prerequisites: PRN 1630 and DEP 2004. Corequisite: ENC 1102. A comprehensive course involving Obstetrical Nursing, Pediatrics II, and Medical-Surgical Nursing, as well as Administration of Medications in a 16-week block. Biopsychosocial aspects of nursing care in patients with Neurological and Gastroenterological disorders are stressed in addition to an extension of Practical Nursing I and II. A variety of clinical settings are provided. Lab fee required. 128 lecture hours and 352 laboratory hours.

## 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. 48 class hours.

**DEP 2004 Life-Span Development** 3 cr.  
Prerequisite: PSY 1000. This course is designed to acquaint the student with the theories and perspectives of the human organisms' growth from birth to death. The biological, cognitive, language, social, emotional, and personality foundation and development for all age spans will also be studied. 48 class hours.

**DEP 2302 Adolescent Psychology** 3 cr.  
Prerequisite: PSY 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. 48 class hours.

**DEP 2401 Psychology of Adulthood** 3 cr.  
This course focuses on the predictable crises of life encountered between the ages of 18 and 50. 48 class hours.

**DEP 2931 Parent and Child Interaction** 3 cr.  
This course is designed to give the student the background underlying parent-child communication skills. Materials from several disciplines — communication theory, psychology, sociology, and child development — are incorporated. 48 class hours.

**EXP 1600 Creative Thinking and Imagination** 3 cr.  
Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the vital importance of creative effort and stimulating the student's ability to utilize the creative approach to his/her life and work. 48 class hours.

**PSY 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. 48 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. 48 class hours.

**\*REA 9005 Basic Reading** 2 Compensatory cr.  
See Developmental Studies.

**\*REA 9016 Fundamentals of Reading** 2 Compensatory 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). 64 class hours.

**REE 2041 Real Estate Principles and Practices II** 4 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). Seventy-two hours of instruction is required.

## Sociology

**SYG 1361 Death in America** 3 cr.  
This course probes mortality, its psychological and social consequences and the problems it poses for modern Americans. Combining history and recent research findings, the series illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood and the impact of the threat of world holocaust. (Equivalent to 48 class hours).

**SYG 1420 Families in Transition** 3 cr.  
This course explores the history of the family in America. It

includes recent past events and movements that have affected family life, the functioning of the family through various life stages with variations in ethnic, racial, and social class subgroups in American society, and the prospects for the family in the future. 48 class hours.

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

The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. 48 class hours.

**SYG 2010 Social Problems 3 cr.**

American society is viewed as a social system whose ideology and values produce conditions defined by its members as social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. 48 class hours.

**SYG 2221 Women in American Society 3 cr.**

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. 48 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. 48 class hours.

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

A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relations, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. 48 class hours.

**SYG 2940 Applied Sociology 3 cr.**

Prerequisite: SYG 2320 or SYG 2000 or SYG 2010, or SOW 1020; a minimum of 15 hours work at Pasco-Hernando Community College; and by consent of instructor. This is a Practicum course in which 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 seminar and field work. Students meet regularly with the instructor. A special fee is required (See Page 16).

**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. 48 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. 48 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. 48 class hours.

## Speech

**JOU 2100 Journalistic Writing and Reporting 3 cr.**

See English.

**SPC 1600 Introduction to Public Speaking 3 cr.**

This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and video taped. 48 class hours.

## Welding

**MTR 1050 Introduction to Welding 3 Vocational 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. 90 hours of instruction.

**MTR 1100 Oxy-Acetylene Welding 3 Vocational 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. 90 hours of instruction.

**MTR 1101 Advanced Oxy-Acetylene Welding 3 Vocational cr.**

Prerequisite: MTR 1100 or consent of instructor. A continuation of MTR 1100. An advanced course in welding principles for oxy-acetylene. 90 hours of instruction.

**MTR 1103 Specialty Welding 3 Vocational cr.**

Prerequisite: MTR 1101 or consent of instructor. Welding of mild steel, brazing, silver soldering, and torch cutting are emphasized. 90 hours of instruction.

**MTR 1120 Shielded Metal Arc Welding 3 Vocational 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. 90 hours of instruction.

**MTR 1123 Advanced Shielded Metal Arc Welding 3 Vocational cr.**

Prerequisite: MTR 1120 or consent of instructor. A continuation of MTR 1120. An advanced course in welding principles of SMAW. 90 hours of instruction.

**MTR 1128 Specialty Shielded Metal Arc Welding 3 Vocational 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. 90 hours of instruction.

**MTR 1129 Fabrication of Metal Products Using SMAW** **3 Vocational cr.**

Prerequisite: MTR 1128 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. 90 hours of instruction.

**MTR 1131 MIG Welding** **2 Vocational cr.**

An introduction to Metallic Inert Gas Welding (MIG). Emphasizes the principles involved in the operating of MIG equipment. A beginning course in welding principles of MIG. 60 hours of instruction.

**MTR 1133 TIG Welding** **2 Vocational cr.**

An introduction to Tungsten Inert Gas Welding (TIG). It emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. 60 hours of instruction.

**MTR 1135 Advanced MIG/TIG Welding** **2 Vocational cr.**

Prerequisites: MTR 1131, MTR 1133, or consent of instructor. A continuation of MTR 1131 and MTR 1133. An advanced course in welding principles of MIG/TIG Welding. 60 hours of instruction.

**MTR 1139 Fabrication of Metal Products Using MIG/TIG Welding** **2 Vocational cr.**

Prerequisite: MTR 1135 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. 60 hours of instruction.

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