

PASCO-HERNANDO COMMUNITY COLLEGE
1985-86 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 33573
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 33553
813/847-2727

ACCREDITATION

Southern Association of Colleges and Schools

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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. Missing, Greg Copeland.**

**THE DISTRICT
BOARD
OF
TRUSTEES**

PASCO-HERNANDO COMMUNITY COLLEGE

COLLEGE CALENDAR

SESSION I – 1985-86

July 25-July 31
Advisement of Continuing Students

July 25-July 31
Orientation of New Students

August 1-August 13
Advisement of All Students

August 14-August 22
Registration of All Students

August 22
Faculty Reports for Duty

August 26-September 6
†Late Registration, Drop/Add Period

August 26
Classes Begin

September 2
Labor Day, College Closed

September 3
Applications Due for End of Term
Graduation

September 6
Last Day for Drop/Add

September 6
Registration Deadline for October 5th
CLAST Test

October 5
*CLAST Test Administration

September 27
First Disbursement Financial
Aid Awards

October 2-October 16
Progress Grades Distributed
to Students

October 18
Last Day to Withdraw from a Class
with a Grade of "W", or change to
audit

October 25
Second Disbursement Financial
Aid Awards

November 15
Last Day for Financial Aid
Applications, Session II

November 26-27
Student/Faculty Break

November 28-29
Thanksgiving, College Closed

December 13
Last Day of Classes

December 16
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 17
*See Page 32, CLAST Testing

SESSION II – 1985-86

November 18-November 22
Orientation of New Students

November 25-December 10
Advisement of All Students

December 11-December 20
January 2-January 3
Registration of All Students

January 3
Faculty Reports for Duty

January 6
Classes Begin

January 6-January 14
†Late Registration, Drop/Add Period

January 14
Last Day for Drop/Add
Applications Due for End of Term
Graduation

February 7
Registration Deadline for March 8th
CLAST Test

February 14
First Disbursement Financial
Aid Awards

February 12-February 26
Progress Grades Distributed
to Students

February 28
Last Day to Withdraw from a Class
with a Grade of "W", or change to
audit

March 8
*CLAST Test Administration

March 14
Second Disbursement Financial Aid

March 28
Holiday, College Closed

March 31-April 3
Student/Faculty Spring Break

April 25
Last Day of Classes
Last Duty Day for Faculty
Grades Due to Campus Provost
by 4:30 P.M.

April 27
Graduation

†Special Fee, See Page 17
*See Page 32, CLAST Testing



**Dr. Omar H. Egle, Jr., Director of Administration
and Vocational/Technical Programs**



Dr. Jerry Kandzer, Provost West Campus



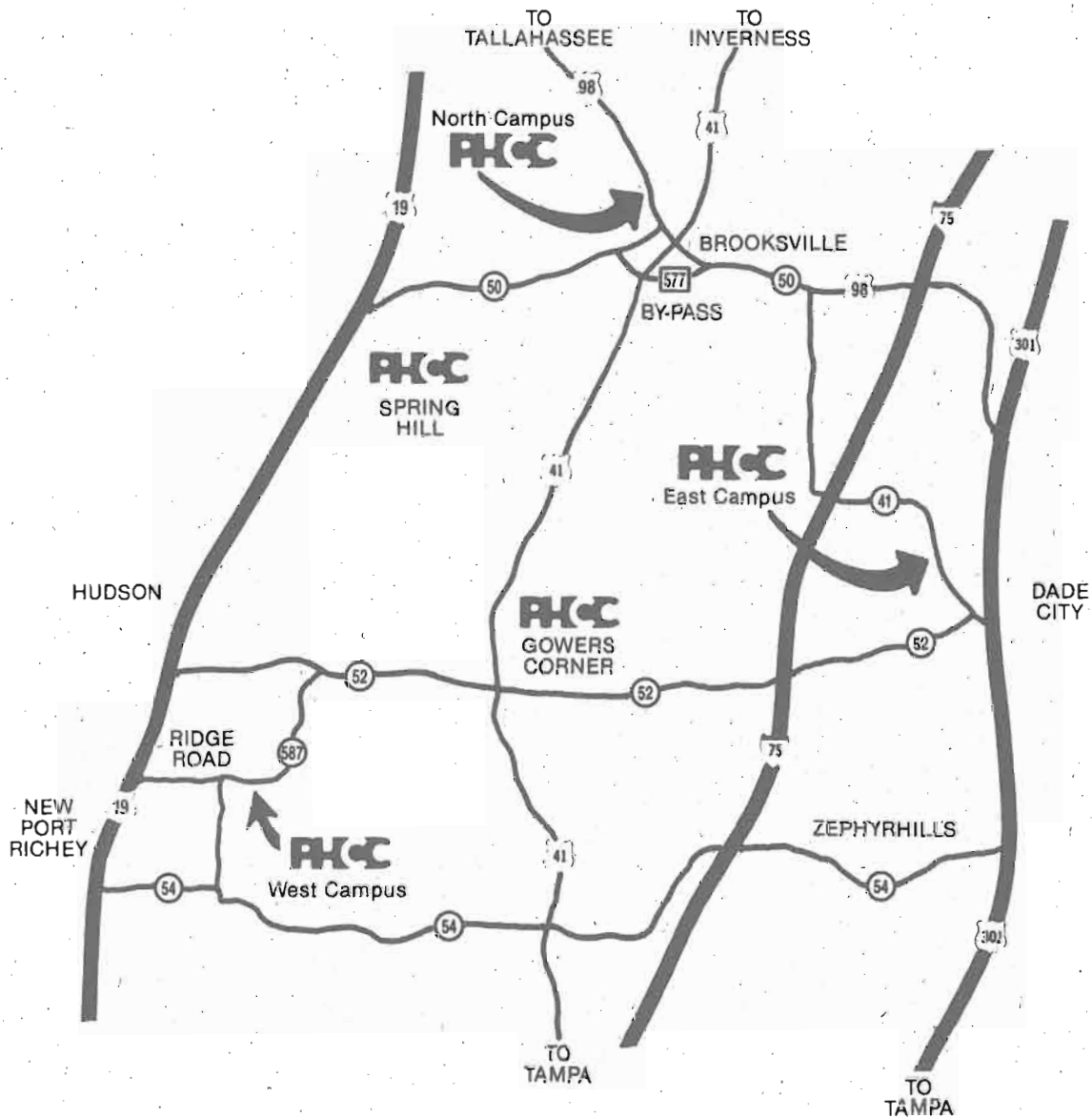
**Robert S. Austin, Jr.
Director of Business Affairs**



Dr. Robert Judson, Jr. Provost East Campus.



Dr. Arthur Pollock, III, Provost North Campus



North Campus

11415 Ponce de Leon Blvd.
 U.S. 98 North
 Brooksville, Florida 33573
 (904) 796-6726

West Campus

7025 State Road 587
 New Port Richey, Florida 33553
 (813) 847-2727

East Campus

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

Transient Students/College

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.

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/College

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

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

Dual Enrollment/High School

A high school student may be dually enrolled at P-HCC with the permission of his/her high school principal. This permission must be obtained by completion of a "Dual Enrollment Form," signed by his/her high school principal, with each P-HCC registration. Credit earned will apply toward high school graduation as well as toward college credit.

Early Admission/High School

A high school student, **not currently enrolled in high school**, may enroll at P-HCC with the permission of his/her high school principal. This permission must be obtained by completion of an "Early Admission Form," signed by his/her high school principal, with each P-HCC registration. Credit earned applies toward high school graduation as well as college credit. These students are not considered to be dually enrolled. 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.

Credit Bank/High School

A high school student may be admitted to the credit bank program which allows students to remain in high school but to receive college credit with permission from the principal. This permission must be obtained by completion of a "Credit Bank Form" with each P-HCC registration. Credit will be held in escrow until the student completes all admission requirements. When the student supplies an official transcript indicating high school graduation, or a letter from a high school official indicating that graduation requirements have been met, the student may officially enter P-HCC or have credits transferred to another college.

Advanced Placement/High School

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. (See Page 30.)

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. (See Page 29).

College Level Examination Program (CLEP)

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 the Rules of the State Board of Education. (See Page 29).

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.**



Detailed information concerning selection procedures is included in the Pre-Admission Nursing Information Packets which can be obtained from campus counselors on all campuses.

Paramedics Certificate Program

Application and Admission Requirements

1. Completed college application including required fee.
2. Completed Paramedic Program Application.
3. Official high school transcript including graduation or GED scores or equivalent and official college transcripts from every college attended other than P-HCC. A partial transcript will be accepted if the applicant is currently enrolled as a high school senior or attending another institution. A complete official transcript must be submitted prior to enrollment in the program. **It is the responsibility of the applicant to ensure that all transcripts have been received prior to the established deadline dates.**
4. Cumulative college grade-point average (GPA) of 2.0 as of the application deadline.
5. Copy of current Florida EMT licensure.
6. Completion of college entry testing.
7. Completion of a qualifying examination with a grade of "C" or better prior to the established deadline date.

Selection Procedures

Residents of the State of Florida, as defined by State Board Rule (See Page 18), will have preference over out-of-state residents.

1. Applicants that meet minimum requirements as of deadline dates will be rank ordered, highest to lowest, on the qualifying examination scores.
2. Applicants for first-time entry into a Paramedic Program will be considered first.

3. Applicants for repeat of a Paramedic Program resulting from non-achievement of state licensure will be considered second.
4. In case of ties in scores preference will be given to Pasco and Hernando County residents.
5. Twenty candidates and five alternates will be selected for the program.

Acceptance Procedures

Applicants will be notified in writing of their selection as candidates or alternates. Candidate and alternate selections are conditional, and are dependent on the following:

1. Receipt of a written statement of acceptance or rejection in the Records Office by date specified in the letter of notification.
2. Certification of good health by submission of results of a physical examination conducted by a physician or a Registered Nurse Practitioner on the first day of classes.
3. Registration and payment of fees at the time and place specified by the Allied Health Office.

Failure to comply with any one of the above procedures will result in the space being allotted to an alternate.

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



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/College Credit	\$20 per credit hour
*Non-Florida Resident/College Credit	\$40 per credit hour
*Florida Resident/Vocational Credit	\$11 per credit hour
or Adult Vocational	\$.35 per clock hour
*Non-Florida Resident/ Vocational Credit	\$22 per credit hour
or Adult Vocational	\$.70 per clock hour
*Florida Resident/ College Preparatory Credit	\$20 per credit hour
*Non-Florida Resident/ College Preparatory Credit	\$40 per credit hour
*Florida Resident/ Vocational Preparatory Credit	\$11 per credit hour
*Non-Florida Resident/ Vocational Preparatory Credit	\$22 per credit hour
Late Registration	\$10

Continuing Education

*Florida Resident/Non-Credit Vocational	\$.55 per contact hour
*Non-Florida Resident/Non-Credit Vocational	\$1.10 per contact hour
Citizenship (CIS)	\$.25 per contact hour
**Workshops	\$5/\$10/\$15/\$20 per workshop

*Includes a five percent (5%) fee for financial aid
**Based upon cost per workshop

Special Additional Fees

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

Applicaton	\$10
Credit-by-Examination	
Credit Courses	\$30 per examination
COS 1131, Cosmetology I	
Written Examination	\$30 per examination
Laboratory Examination	\$150 per examination
Diesel Mechanics, Courses Eligible for Credit-by- Examination	
Written Examination	\$30 per examination
Laboratory Examination	\$30 per examination
NLN Pre-Nursing Examination	\$15
Graduation	\$15
Laboratory (Courses Below)	\$5
BCT 1040 COS 1133 EET 2605C ETD 1470C	
Laboratory (Courses Below)	\$10
APB 1203C COP 2120 CHM 2210C PHY 1024C	
APB 1204C COP 2121 CHM 2211C PRN 1601	
ART 1300C COP 2170 EMS 1119C PRN 1630	
ART 1301C COP 2216 EMS 2219C PRN 1631	
ART 1600C COS 1131 EMS 2229C SES 1156	
ART 1601C COS 1132 EMS 2425 SES 1157	
BSC 1010C COS 1181 FSS 1202 ZOO 2010C	
BSC 1011C CHM 1015C FSS 2221	
BOT 1010C CHM 1046C MCB 2013C	
COP 1160 CHM 1047C PHY 1023C	

Laboratory (Courses Below)	\$15
NUR 1021C NUR 1225C NUR 1311C NUR 2220C	
NUR 1200C	
Laboratory (Courses Below)	\$20
MTR 1050 MTR 1103 MTR 1128 MTR 1133	
MTR 1100 MTR 1120 MTR 1129 MTR 1135	
MTR 1101 MTR 1123 MTR 1131 MTR 1139	
Laboratory (Course Below)	\$25
NUR 2130C	
Nursing, Practical Nursing, Emergency Medical Services/ Paramedics, Cosmetology, Human Services, and Applied Sociology - Individual Professional Liability	
Insurance	\$10 per year
Physical Education Courses	\$5
PEL 1341	
Basic Recruit, Police Standards Program	
Registration	\$144
Laboratory Fee	\$156
Florida Real Estate Examination	\$7
Returned Check	\$5
Transcripts (After the first)	\$2
Fee for Writing Validation (CLEP — See Page 29)	\$30



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, 1985 — Application period begins.
- April 1, 1985 — Deadline to apply to Florida Student Assistance Grant (FSAG) and most scholarships.
- June 1, 1985 — Priority deadline for financial aid applications. Applications received after June 1 will be considered in order of date received, provided funds are available.
- August 14, 1985 — Registration begins.
- August 26, 1985 — Classes begin.
- May 1, 1986 — 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:

- 1984 U.S. Income Tax Record
- W-2 Forms and other records of money earned in 1984.
- 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 1984.
- 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 the 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 **1986-87** academic year.

- January 1, 1986 — Application period begins.
- April 1, 1986 — Deadline to apply for FSAG and most scholarships.
- June 3, 1986 — 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	\$ 480.00*	\$ 480.00*	\$ 480.00**
Books and Supplies	240.00	240.00	240.00
Personal	1,262.00	1,262.00	1,262.00
Transportation	768.00	768.00	768.00
Room & Board	1,100.00	3,840.00	5,650.00**
	<u>\$3,850.00</u>	<u>\$6,590.00</u>	<u>\$8,400.00</u>

*Non-Florida Residents — add \$480.00 in Out-of-State Fees.

**For each additional dependent, add \$1,260.00

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.

$$\text{(Cost of attendance — expected family contribution = financial need — Example: } \$3,826 - \$2,200 = \$1,626)$$

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 1985-86 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, 1985 — May 1, 1986.

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.



FLORIDA COLLEGE CAREER WORK EXPERIENCE PROGRAM (FCCWEP)

This state program provides off-campus work experience for students with financial need. Students are placed in positions which are educationally related to their academic program of study, or in positions at public schools (K-12).

How Do I Apply?

Application procedures are the same as those for Supplemental Grant.

Am I Eligible? Yes, If You:

1. Enroll for a minimum of 12 hours per session.
2. Have been a resident of Florida for at least 24 consecutive months and have graduated from a Florida high school.
3. Have financial need.
4. Are maintaining satisfactory academic progress and maintain at least an overall 2.0 GPA.

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 LOANS (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%.

P-HCC FOUNDATION

Governed by a thirty-member Board of Directors, the Pasco-Hernando Community College Foundation, Incorporated, receives contributions from private citizens and other organizations. These contributions are tax deductible and are invested in the various programs at P-HCC. The Foundation is a voluntary organization and has no paid employees. All contributions to the Foundation directly benefit the college and the students attending the college.

One of the highest priorities of the Board of Directors of the Foundation is that of providing financial assistance to needy and deserving students. The following funds are endowed scholarship funds maintained by the Foundation. The principal amounts of the funds have been invested by the Foundation Board and only the accumulated interest is used to provide scholarships.

The American Legion Auxiliary, Zephyrhills, Endowment Fund. This fund provides one scholarship annually to a veteran residing in Zephyrhills.

The John and Martha Ayers Endowment Fund. This fund provides five to ten scholarships annually to deserving and/or needy graduates of Hernando High School.

The Bicentennial Endowment Fund. Established in honor of the nation's bicentennial, this fund provides two scholarships each year to deserving Hernando County students.

The William J. Carney Endowment Fund. Established in honor and memory of this prominent attorney, the fund provides 10 to 15 scholarships each year.

The Community United Methodist Church Endowment Fund. This fund provides one scholarship each year.

The Richard and Eileen Cooper Endowment Fund. This fund provides two scholarships annually to students pursuing a degree in Data Processing and/or Computer Technology.

The Dola H. Creekmore Endowment Fund. This fund, established in memory of prominent Hernando County resident Dola Creekmore, provides two scholarships annually to Hernando County residents.

The Henry Dingus Endowment Fund. This fund provides two scholarships annually to deserving Pasco County students attending the college's West Campus.

The L. C. Hawes, Sr., Methodist Scholarship Endowment Fund. Named in memory of a prominent citrus producer in Dade City, this fund provides one scholarship each year.

The Elizabeth A. Koerner Endowment Fund. This fund was established in memory of Elizabeth Koerner by her family and provides two scholarships annually to graduates of Hudson High School.

The Kiwanis Club of Brooksville Endowment Fund. This fund provides one scholarship annually to a Hernando County student.

The Dr. Julius Mantey Endowment Fund. Established in memory of the noted biblical scholar, this fund provides two scholarships annually to members of the First Baptist Church of New Port Richey.

The Ruth and W. P. "Doc" Murphy Memorial Endowment Fund. This fund, established in memory of Ruth and "Doc"

Murphy, provides four to five scholarships annually to deserving Hernando County students.

The Pasco High Alumni Fund. This fund provides one scholarship annually to direct descendants of graduates from Pasco High School.

The Ric and Mary Pottberg Endowment Fund. Established by the Board of Directors of the Foundation in honor of the Pottbergs' continuing contributions to the college, this fund is now providing two scholarships annually.

The Rotary Club of Dade City Endowment Fund. This fund provides one scholarship annually to graduates of Pasco Comprehensive High School.

The Tampa Bay Downs Endowment Fund. This fund was established by proceeds from charity race days and is currently providing between 10 and 15 scholarships annually.

The Volunteers of Community Hospital Endowment Fund. This fund currently provides five to eight scholarships annually for nursing students attending the college.

The following endowed scholarships, though not yet fully funded, will begin providing scholarships in future years:

The Joseph and Julia Evessa Endowment Fund
The Rotary Club of Brooksville Endowment Fund
The Tampa Electric Company Endowment Fund
The Edith and J. Wesley Richards Endowment Fund
The Rose Endowment Fund

Many organizations and individuals in the community provide funds to the Foundation for scholarships on a continuing basis. In 1984-85 the following scholarships were provided:

Liberty Savings & Loan Association
Hernando County Educational Foundation
Pasco County Medical Society
New Port Richey Rotary Club
Pasco County Medical Society Auxiliary
Sun Bank of Zephyrhills
West Campus Science Scholarship
The Bank of Pasco County
Brooksville Lions Club
Colonial Hills Women's Club
NCNB National Bank
New Port Richey Lions Club
New Port Richey Shuffleboard Club
Pasco Builders Women's Auxiliary
Rattlesnake and Gopher Enthusiasts
Ridge Manor Blood Bank
Mae Simpson
Southeast Bank
American Business Women's Assoc., Hudson Chapter
American Legion Post #101
American Legion-Voiture Local #769
Calusa Business and Professional Women's Club
German American Club
Gulf Coast Lung Association
Hernando Council No. 1 Senior Citizens
Jasmine Lakes Civic Association
Mickens Scholarship
Dorothy Hassall Memorial Scholarship
St. Martins Episcopal Church
American Legion Auxiliary, Veterans Village
Berkovitz Pines Humanitarian Scholarship
Spring Hill Lions Club Auxiliary
Carolyn Dunne Nursing Scholarship
Several anonymous scholarships

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.

Common Placement Testing

Effective with Term II, 1984-85, the college began administering a Common Placement Test to all first-time-in-college applicants. Administration of this Test is required by State Board of Education Rule 6A-10.315. Students who intend to enter degree programs shall be tested prior to the completion of registration with the Multiple Assessment Programs and Services (MAPS) Test which consists of four tests covering Reading, English, Arithmetic Skills, and Elementary Algebra. Minimum cut-off scores have been established by the District Board of Trustees and any student falling below these minimum scores will be placed in a variety of English and mathematics courses (except College Algebra, since placement in that course is determined by a fifth test, Intermediate Algebra). Students should contact a P-HCC counselor for further information concerning Placement Testing.

Exceptions to this Rule are dual enrollment students under State Board of Education Rule 6A-10.241, FAC, and applicants with a seventeen (17) or above composite score on the ACT or an eight hundred forty (840) or above combined verbal and mathematical score on the SAT. Test modifications and exemptions in Rule 6A-10.311(4), FAC, shall apply in the case of applicants with records of physiological disorders.

Acceleration of Program

Pasco-Hernando Community College has established several ways for a student to earn a degree at an accelerated pace. These are explained on Page 12, under **Admission to Programs of Acceleration**.

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

- 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).
- 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.
- 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:
 - Additional counseling sessions
 - Limitations of course load
 - Limitations of the type of course or program to be taken
- 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.
- 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.
- 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.
- 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 un-

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
- *Quota Based

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 15.

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.

Grading System

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

A	4	Grade Point	Excellent	NR	Grade not reported
B	3	Grade Point	Good	I	Incomplete (automatically changed to "W" if not made up within the ensuing session)
C	2	Grade Point	Average	W	Withdrawn
D	1	Grade Point	Poor	*S	Satisfactory
F	0	Grade Point	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
			14	11	28

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

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

Audit

Some courses are eligible for audit on a space-available basis. Audit students participate in class activities, but are not required to prepare papers or take examinations. Regular class attendance is expected and a non-credit grade of "X" is issued.

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

Practicums

Practicums are incorporated into several Occupational Programs and are electives in several others. They may consist of on-the-job training, special projects, research, or a combination of these activities. The instructor will develop specific requirements and the method of evaluation to best fit the academic and work needs of the student. Each Practicum will consist of a minimum of 117 hours in a planned learning situation, together with at least three scheduled conferences with the instructor. A letter grade of A, B, C, D, F, I, or W will be assigned.

Incomplete Grades

Instructors may assign "I," incomplete grade, in the rare circumstances where a student has not completed requirements for a course due to accident or illness. Incomplete grades may be made up and a grade assigned before the end of the next session. Incomplete grades not made up and a grade assigned before the end of the next session will be changed to "W." Session I is considered the next session following Sessions II and III (to include III) of the previous academic year.

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

"S" and "U" Grades

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

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 meanings of words on the basis of context.

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

1. Recognizing the author's purpose.
2. Distinguishing between statements of fact and statements 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.

(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 of 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:

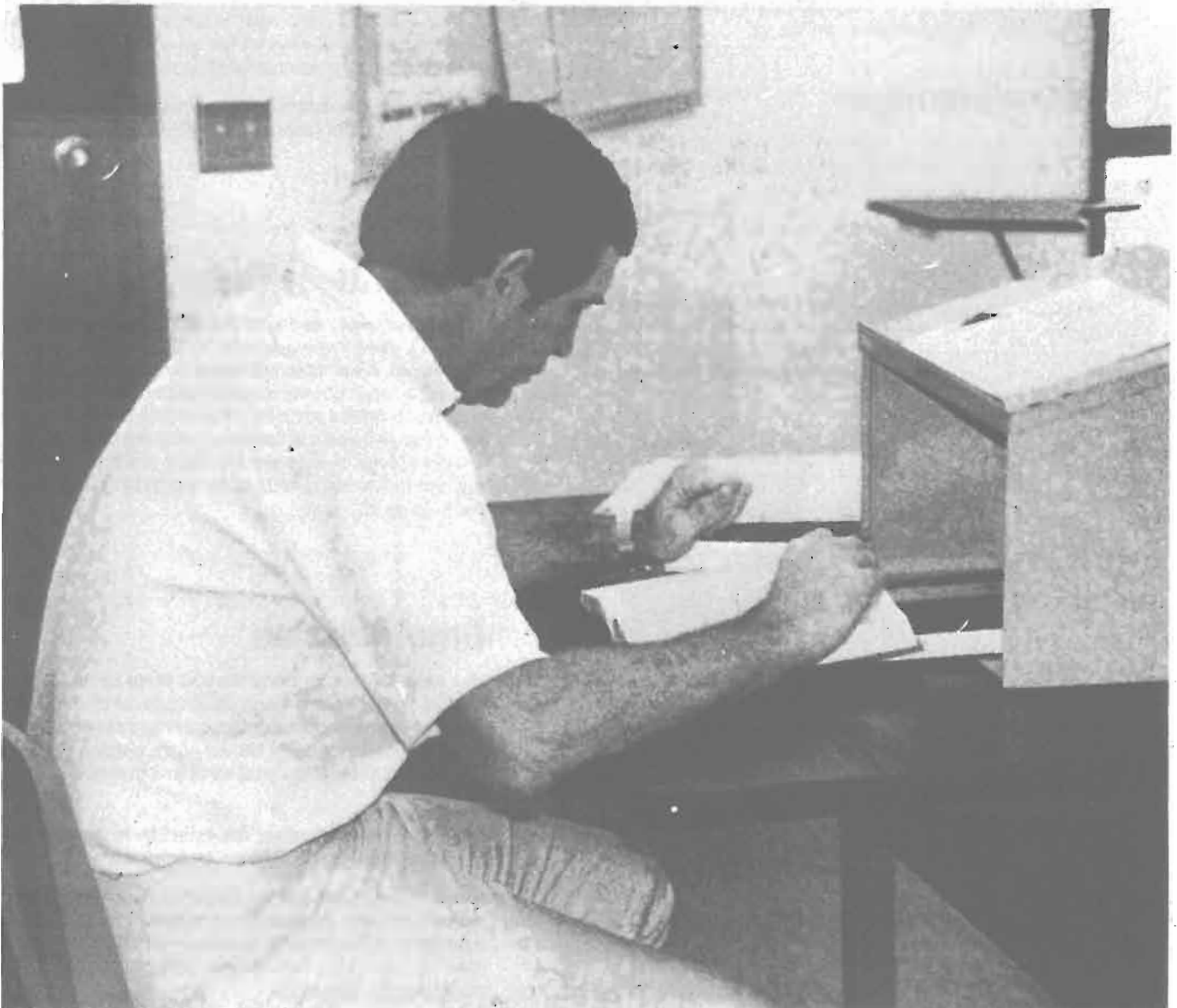
1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
2. Solving problems that involve the structure and logic of algebra.

(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 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 893 of the Florida Statutes; this includes, cannabis sativa (marijuana).
3. Cheating in any form.
4. Stealing.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing.
8. Vandalism or destruction of property.
9. Falsification of college records.
10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive to the normal, peaceful, and orderly operation of the college.
13. Violation of a federal or state law; a county or city ordinance.
14. Repeated offenses of a less serious nature.
15. Assault or physical abuse.
16. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons. This policy does not apply to trained law enforcement officers either on or off duty.
17. Unauthorized entry or occupancy of college facilities.
18. Conspiracy or solicitation to commit an unlawful act or to violate any college regulations or policies.
19. Repeated violations of college traffic rules while on campus.

Hazing

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

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

of an individual to participate in such activity notwithstanding.

2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.
4. Violations of this Rule may subject an individual student to the following penalties:
 - a. Minor violations — disciplinary probation; and
 - b. Major or repeated minor violations — dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this Rule shall be penalized as follows:
 - a. Minor violations — probation from operating as a college organization; and
 - b. Major or repeated violations — rescission of the authority for such organization to operate on college property or operate under the sanction of the college.

Organizational violations shall be handled by the appropriate Provost or center administrator. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.
6. In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.
7. All college organizations are required to include the above Anti-Hazing Rule in the by-laws of such organization.
8. The college shall provide each student with a copy of the college's Anti-Hazing Rule and penalties by publication in the college catalog.

Termination from the Nursing Degree Program and Practical Nursing Certificate Program

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

1. Any action outlined in Board Rule 6Hx19-6.15, and as repeated above under the section entitled "Student Conduct."
2. Endangering a patient's life by:
 - a. violating standard safety practices in the care of patients.
 - b. delaying care that is within the student's realm of ability and/or knowledge.
 - c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge.
3. Repeated unsatisfactory evaluations on Nursing procedures in the campus laboratory.
4. Being found in any restricted or unauthorized areas.
5. Violation of confidential information related to patients/clients.

3. The student grievant may request assistance from the Equal Access/Equal Opportunity Officer at any point during the grievance process. The EA/EEO 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/EEO 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 12 semester hours of college credit with a grade-point average of 3.0 or higher as specified by the respective Chapter.

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

Phi Beta Lambda

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

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

Delta Epsilon Chi (DECA)

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

VICA

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

Student Publications

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

Bookstore Services

Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest

ACADEMIC PROGRAMS

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

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

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

Course Transferability

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

Courses identified as part of the 12-hour core program in the Associate in Science Degree may be transferable to a senior Florida institution. However, the core courses do **not** complete the general education requirements for transfer at the junior level, nor do they prepare a student to take the CLAST test mandated for Florida public colleges and universities (See Page 32, CLAST Testing). Selection of courses other than those required is the responsibility of the student and should be related to future goals.

Continuing Education Program

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

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

Citizenship Courses (CIS)

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

Fees shall be charged for CIS Courses in accordance with the fee structure established by the Board (See Page 17).

Vocational Courses (CEV)

These courses are organized and designed to develop or enhance an individual's occupational skills. Fees shall be charged for CEV Courses in accordance with the fee structure established by the Board (See Page 17).

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

Transfer Program

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



ASSOCIATE IN ARTS

The Associate in Arts Degree will be awarded upon completion of a minimum of 60 credit hours and upon taking the state-prescribed College-Level Academic Skills Test (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. (See Common Placement Testing, Page 27.)

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 1211

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.

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 1211.

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, with the:
 - Generic Track
 - Licensed Practical Nurse — 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 BUILDING CONSTRUCTION TECHNOLOGY

This program is designed to prepare technicians for employment or to upgrade or retrain persons who are or have been employed in the building construction industry. Examples of job titles include: Estimator, Construction Supervisor, Construction Foreman, Building Inspector and Expediter. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 44)	Communications	3	
QMB 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 44)	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
SOPHOMORE			
MAN 2300	Personnel Management	3	
BCN 2610	Construction Estimating	3	
BCN 1221	Structures II	3	
ETD 1470C	Architectural Drawing	3	
*BCT 2941	Building Construction Practicum III	3	
BCN 2765	Codes, Contracts & Specifications		3
*BCT 2942	Building Construction Practicum IV		3
HES 1402	Advanced First Aid & Emergency Care		3
Elective	(Social Science, See Page 44)		3
Elective			3
		15	15

Suggested Electives:

ETM 2610	Mechanical Systems
BCN 1520	Electrical Systems
BCN 1501	Plumbing Systems
SUR 2001C	Surveying I
SUR 2200C	Surveying II
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.

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
FRESHMAN			
(See Page 44)	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 44)	Communications		3
*SES 1100	Beginning Typewriting		3
QMB 1001	Business Mathematics		3
Electives			6
		15	15
SOPHOMORE			
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	
QMB 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 CULINARY ARTS AND HOSPITALITY MANAGEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 44)	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 44)	Communications		3
FSS 2221	Quantity Food Preparation		4
QMB 1001	Business Mathematics		3
FSS 2610	Food Merchandising		3
FSS 1940	Culinary Arts and Hospitality Management Practicum I		3
		<u>16</u>	<u>16</u>
SOPHOMORE			
HUN 1001	Nutrition	3	
FSS 2120	Food Purchasing and Storage	3	
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
FSS 1941	Culinary Arts and Hospitality Management Practicum II	3	
FSS 1500	Food Accounting and Cost Control		3
FSS 2300	Food Service Supervision and Management		3
FSS 1942	Culinary Arts and Hospitality Management Practicum III		4
POS 2041	American Federal Government		3
		<u>15</u>	<u>13</u>

CERTIFICATE PROGRAM – CULINARY ARTS AND HOSPITALITY MANAGEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
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	
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
		<u>16</u>	<u>16</u>

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
FRESHMAN			
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	
*+EET 1015C	Electronics I	4	
ETD 1620C	Electronics Drawing	4	
		17	(18)
FRESHMAN			
ENC 2210	Technical Writing, OR		3
ENC 1102	English Composition II		
MTB 1322	Technical Mathematics II, OR		3
MAC 1114	Trigonometry		
+EET 1025C	Electronics II		4
CET 2112C	Digital Electronics I		4
**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 EET 1083 and MAT 1024. (See Common Placement Testing, Page 27.)

**GEB 2090 and POS 2041 can be interchanged in scheduling, but both are required.

+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
SOPHOMORE			
EET 1120C	Electronics III	4	
EET 2215C	Electronic Instrumentation	4	
CET 2121C	Microprocessor Programming Principles	4	
PHY 2001C	Technical Physics for Electronics, OR	4	
PHY 1023C	General Physics I		
		16	
SOPHOMORE GENERAL OPTION			
CET 2123C	Digital Systems		4
EET 2326C	Electronic Communications		4
Elective	(From Approved Technical Electives)		4
Elective	(Social Science, See Page 44)		3
			15

CERTIFICATE PROGRAM – PARAMEDICS

Application Deadline: August 1

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 15.)

Pre or Corequisite: HSC 2531 Medical Terminology I

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
FRESHMAN				
EMS 2219C	Paramedics I	8		
EMS 2435	Paramedics Clinical I	4		
EMS 2229	Paramedics II		8	
EMS 2436	Paramedics Clinical II		8	
EMS 2425	Paramedics Internship			9
		<u>12</u>	<u>16</u>	<u>9</u>

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
FRESHMAN			
(See Page 44)	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
SOPHOMORE			
FFP 1326	Blueprint Reading & Plans Examination	3	
POS 2041	American Federal Government	3	
COC 1300	Introduction to Data Processing	3	
FFP 1240	Fire Detection and Investigation	3	
FFP 1292	Fire Inspection — Health and Rehabilitative Services Inspection (HRS)	3	
CHM 1015C	Introduction to Chemistry		4
MAN 2300	Personnel Management		3
FFP 1293	Fire Inspection — Department of Education (DOE)		3
Elective	(Social or Behavioral Science, See Page 44)		3
Elective			3
		15	16

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

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

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 44)	Communications	3	3
PSY 1000	Introduction to Psychology	3	
SYG 2000	Introduction to Sociology	3	
HUS 1001	Introduction to Human Services	3	
SLS 1211	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
		<u>15</u>	<u>15</u>
SOPHOMORE			
SYG 2010	Social Problems	3	
DEP 2302	Adolescent Psychology	3	
HUS 2303	Case Management in Human Services	3	
SYG 2940	Applied Sociology	3	
GEY 2000	Introduction to Gerontology	3	
GEB 2090	Personnel Relationships in Business		3
DEP 2401	Psychology of Adulthood		3
HUS 2940	Field Experience in Human Services		3
QMB 1001	Business Mathematics		3
Elective			3
		<u>15</u>	<u>15</u>

Suggested Electives:

- COC 1024 Personal Computing with Microcomputers
- SYG 2430 Marriage and the Family

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

ASSOCIATE IN SCIENCE IN NURSING (Generic Track)

Application Deadline: July 15

This program is designed to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

***Prerequisites**

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

SEMESTER HOURS CREDIT

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		Session I	Session II	Session III	Session IIIB
FRESHMAN					
APB 1204C	Human Anatomy & Physiology II	4			
ENC 1102	English Composition II			3	
DEP 2004	Life-Span Psychology		3		
NUR 1021C	Nursing I	10			
NUR 1200C	Nursing II		12		
NUR 1311C	Nursing III			5	or 5
		14	15	3/8	or 5
SOPHOMORE					
NUR 2130C	Nursing IV	12			
NUR 2220C	Nursing V		12		
NUR 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/twenty-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 27, 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.

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 27, Academic Average and Repeated Courses.)

Satisfactory completion of the 81(82) 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

Application Deadline: July 15

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

*Prerequisites

PSY 1000 Introduction to Psychology
 APB 1203C Human Anatomy & Physiology I

SEMESTER HOURS CREDIT

3
 4
 7

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		**	***	****
		Session I	Session II	Session III
APB 1204C	Human Anatomy & Physiology II	4		
DEP 1601	Life Span Psychology		3	
PRN 1601	Practical Nursing I	12		
PRN 1630	Practical Nursing II		12	
PRN 1631	Practical Nursing III			10
		<u>16</u>	<u>15</u>	<u>10</u>
	General Education	14 Semester Hours		
	Nursing Education	<u>34 Semester Hours</u>		
	Total	48 Semester Hours		

- ** 15 weeks
- *** 15 weeks
- **** 9 weeks

*These seven (7) hours of prerequisites **must be completed** before application to the program and are included in the fourteen (14) hours of General Education requirements.

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.

Completion of Developmental Studies courses may be required for students scoring below the state minimums on college entry testing (MAPS).

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.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
*SES 1100	Beginning Typewriting	3
SES 2321	Office Machines	3
QMB 1001	Business Mathematics	3
Elective	(Social/Behavioral Science)	3
<i>Suggested Social/Behavioral Science Electives:</i>		
GEB 2090	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
		30

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

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)

This program provides 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 are recorded in the same manner as Credit by Examination provided:

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

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

Vocational Credit Certificate 30 Credits

General Core Courses

(See Page 44) Communications 6 Credits
POS 2041 American Federal Government 3 Credits

Business Management Courses

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

60 Credits

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.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL CREDITS</i>
<i>Session I</i>		
ORH 1000	Introduction to Ornamental Horticulture	3
ORH 1510	Identification of Ornamental Plants	3
AGG 1473	Introduction to Plant Growing Media	3
ORH 1021	Ornamental Plant Propagation & Pruning	3
<i>Session II</i>		
ORH 1251	Nursery Garden Center Operation	2
ORH 1273	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
PMA 1210	Ornamental Plant Pest Control	3
ORH 1252	Nursery Design and Operation	2
ORH 1220	Introduction to Lawns and Lawn Care	3
		32

COURSE DESCRIPTIONS

Required core courses in the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to a senior Florida public institution. All other catalog courses, except 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/she cannot be required to repeat SYG-000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

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 will carry the same prefix and last three digits, and that is what identifies them as equivalent.

Lab Indicators

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

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

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

Examples: Marine Biology
OCB__013 (lecture only)

OCB__013L (lab only)

Marine Biology with Lab

OCB__013C (lecture and lab combined)

Therefore,

OCB__013C is equivalent to

OCB__013 plus OCB__013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC__132,__133,__134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substan-

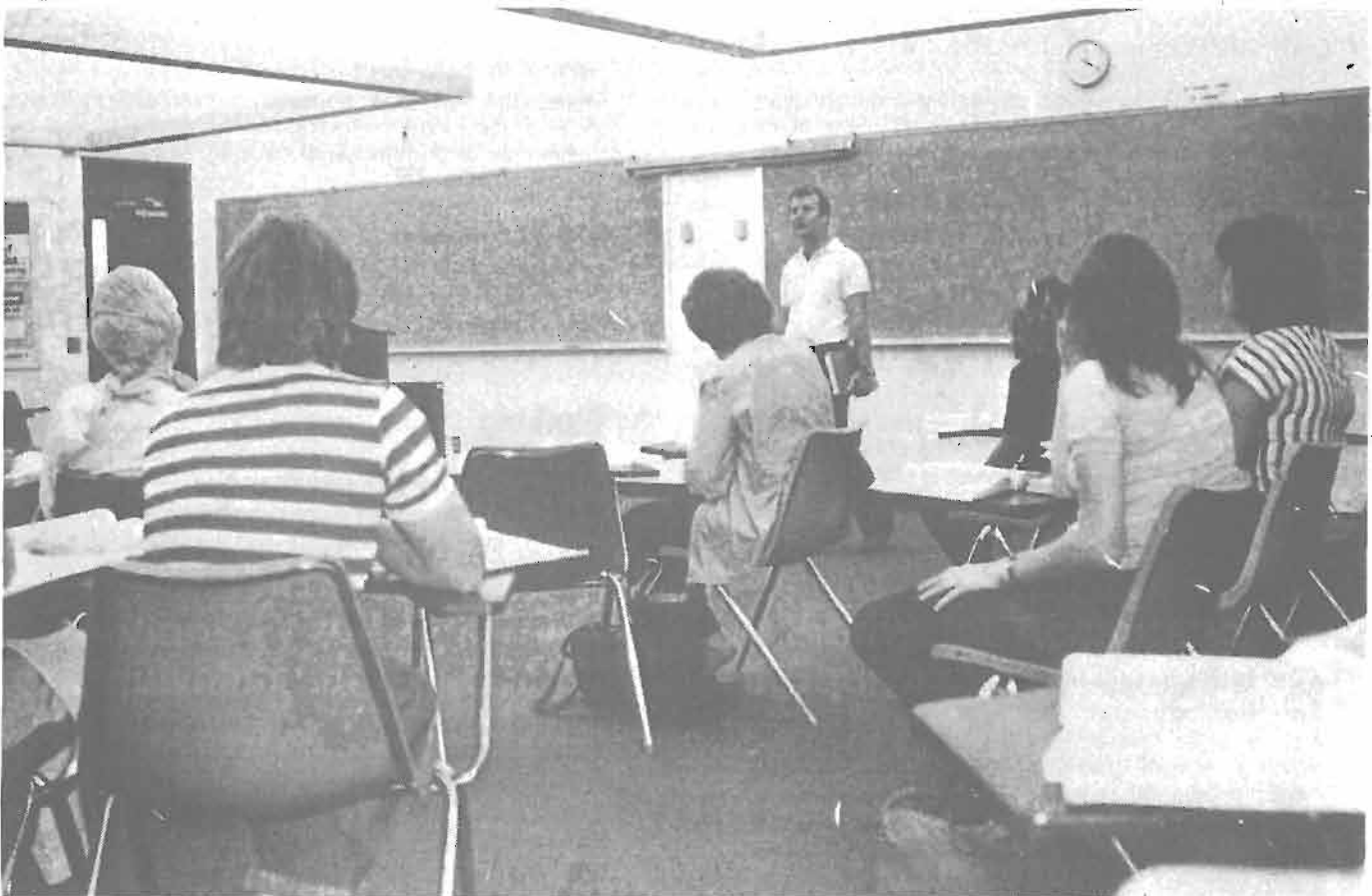
Exceptions to the Rule for Equivalencies

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."



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 the 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.

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 organizations with emphasis placed upon employee selection, 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 related 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.

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.

TAX 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, stereo-

chemistry, 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 Hours

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 makeup. 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.

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, COP 2120, and CRM 1030. 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.

This course is an introductory course in microcomputers. No previous knowledge in programming is required. This course covers the selection, care, and use of microcomputer hardware, software, and supplies. Emphasis will be placed on word processing, electronic spreadsheets, and data base management software applications for personal and/or professional use. An introduction to the BASIC programming language will be included. 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 the necessary skills to solve problems with the help of a computer. Emphasis will be on the construction of language-free algorithms as a logic foundation for programming of computer applications. 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 fun-

damentals of BASIC programming in a hands-on environment. 48 class hours.

COP 1160 RPG Programming 3 cr.

Prerequisites: COC 1300, with a grade of "C" or better; and COC 1040, with a grade of "C" or better; or consent of the instructor. This course presents a study of the organization and concepts of the Report Program Generator programming language, and its application as a programming tool in business and industry. Upon satisfactory completion of this course, the student will be able to write complete RPG programs in good form using sequential and/or random files. Students will compile, debug, and test programs they have written using remote data entry devices. Lab fee required (See Page 17). 48 class hours.

COP 2120 COBOL Programming I 4 cr.

Prerequisites: COC 1300, with a grade of "C" or better; and COC 1040, with a grade of "C" or better; or consent of instructor. A study of the organization and concepts of the COBOL programming language using structured techniques, and its application as a programming tool in business and industry. Emphasis will be on the basics, to include processing sequence concepts, control breaks, and table processing. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in good form using sequential files. Students will compile, debug, and test programs they have written using remote data entry devices. Lab fee required (See Page 17). 48 lecture hours and 32 laboratory hours.

COP 2121 COBOL Programming II 4 cr.

Prerequisite: COP 2120, with a grade of "C" or better. This course is a continuation of COP 2120, and is intended to orient the student to the type of programming that will be expected of an applications programmer in business and industry. Emphasis will be on the more advanced features of COBOL, to include input data validation, sorting, and random file processing. Students will compile, debug, and test programs they have written using remote data entry devices. Lab fee required (See Page 17). 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 the BASIC programming techniques for input/output, arithmetic, accumulating totals, comparing, arrays, searching, sorting, string and file processing. Lab fee required (See Page 17). 32 lecture hours and 32 laboratory hours.

COP 2216 FORTRAN Programming 3 cr.

This course presents a study of the organization, components, and concepts of the FORTRAN programming language. This course will emphasize the use of FORTRAN as a problem-solving tool and may be taken by students regardless of their academic majors. Students will compile, debug, and test programs they have written using remote entry devices. Lab fee required (See Page 17). 48 class hours.

CRM 1030 Data Equipment and Operations 3 cr.

Prerequisite: COC 1300. This course will provide instruction on the concepts and facilities of computer and operation systems, ranging from large mainframes to microcomputers. It will include online and offline data entry. Students will get hands-on experience in running applications involving input, processing, output and auxiliary storage. 48 class hours.

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

Education

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 audiovisual and reproduction equipment. 48 class hours.

EDG 1316 Tutoring Management and Techniques 3 cr.

This course is designed to provide teacher aides with knowledge and skills necessary to facilitate learning when tutoring students of various ages. Topics include: the Role of the Teacher Aide, Principles of Working with Children, Basic Principles of Learning, 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.

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.

for numerical controls. Tooling and locators are discussed for production robots. Position, velocity, and acceleration/deceleration characteristics are analyzed. 32 lecture hours and 64 laboratory hours.

EST 2424C Medical Electronics 4 cr
Prerequisites: EET 1120C 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.

ETD 1620C Electronics Drawing 4 cr
This course is designed to introduce the student to electronics drafting practices. Topics include electronic symbols, wiring, and connection diagrams, block diagrams, schematic diagrams, printed circuit board layouts, and integrated circuit connection diagrams. Emphasis is placed on preparing working drawings. Hand tools and soldering techniques are introduced. Hands-on experience is gained by construction of a printed circuit board. 16 lecture hours and 96 laboratory hours.

PHY 2001C 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.

Emergency Medical Services

EMS 1119C Emergency Medical Technology 6 cr
This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated clinical laboratory setting. Successful achievement of the American Heart Association Basic Life Support Certification must be accomplished by the end of the course or prior to clinical experiences for students concurrently enrolled in EMS 1431. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee required. 64 lecture hours and 64 laboratory hours.

EMS 1431 Emergency Medical Technology Clinical 1 cr
Pre or corequisite: EMS 1119C. This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Students who are concurrently enrolled in EMS 1119C and EMS 1431 must be Basic Life Support Certified prior to participating in the clinical experiences. Students must meet the age requirement of local EMS Agencies and be Basic Life Support certified. Professional Liability Insurance fee required (See Page 17). 32 clinical hours.

EMS 2219C Paramedics I 8 cr
Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisite: EMS 2435. This course presents advanced theory and simulated clinical

laboratory experiences in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum, Modules 1 - 7. Content specific to the role and responsibilities of the paramedic, anatomy and physiology, related patho-physiology, patient assessment, shock and fluid therapy, pharmacology, and the respiratory, cardiovascular and central nervous systems are presented. This course must be taken in conjunction with EMS 2435. Lab fee required and Professional Liability Insurance Fee required (See Page 17). 96 lecture hours and 64 simulated clinical laboratory hours.

EMS 2229C Paramedics II 8 cr
Prerequisites: HSC 2531, EMS 2219C, and EMS 2435. Corequisite: EMS 2436. This course presents advanced theory and simulated clinical laboratory experiences in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum, Modules 8-15, and the American Heart Association Advanced Cardiac Life Support Certification Course. Content specific to soft tissue injuries, musculoskeletal system, obstetrics, pediatrics, medical emergencies, anatomy and physiology and related patho-physiology are presented. Successful achievement of ACLS provider certification at the conclusion of the weekend training activity is required. This course must be taken in conjunction with EMS 2436. Lab fee required (See Page 17). 80 lecture hours and 96 simulated clinical laboratory hours.

EMS 2425 Paramedics Internship 9 cr
Prerequisites: HSC 2531, EMS 2219C, EMS 2435, EMS 2229C, 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 in 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. 32 lecture hours and 224 clinical internship hours.

EMS 2435 Paramedics Clinical I 4 cr
Prerequisite: Admission to the Paramedic Certificate Program. Pre or corequisite: HSC 2531. Corequisite: EMS 2219C. Supervised clinical experiences are provided in hospital critical care units, electrocardiography and respiratory therapy departments, with intravenous therapy teams and in the Medical Director's Office. This course must be taken in conjunction with EMS 2219C. 128 clinical laboratory hours.

EMS 2436 Paramedics Clinical II 8 cr
Prerequisites: EMS 2219C, EMS 2435, and HSC 2531. Corequisite: EMS 2229C. Supervised clinical experiences are broadened and extended to include Advanced Life Support Rescue Units. Hospital experiences are provided in the critical care units, the operating room and labor and delivery rooms, and the morgue. An observational experience is provided in the pediatrician's office, and a supervised experience is provided in the Medical Director's Office. This course must be taken in conjunction with EMS 2229C. 256 clinical 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,

Environmental Science

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 the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours.

FFP 1240 Fire Detection and Investigation 3 cr.

This course will cover the principles of determining the point of origin and the cause of fire as well as the methods of recognizing fires of suspicious origin. The origin of known fire causes will be studied to enable the fire investigator to complete a more thorough investigation. The topics of preliminary investigations and preservations 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 regulation and HRS regulations, as they apply to Health & Rehabilitative Services Offices, Buildings and Programs. This course will, upon successful completion, qualify

the student to take the State Certification Exam for HRS Inspection. 48 class hours.

FFP 1293 Fire Inspection – Department of Education 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 crisis 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.

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.**

This course provides an overview of agency resources, functions, methods, and activities related to human services, theory and methods of intervention with individuals, groups, and the family. This course stresses the development of individual skills and practices in human services. Students are required to spend 30 hours under supervision in a community agency in the field. 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.**

Prerequisites: HUS 1001, HUS 2303, and HUS 1110. This is a Practicum course. Students will be under supervision as counseling paraprofessionals in community agencies in the field. Regular meetings are held with the Field Coordinator. A special fee is required (See Page 17).

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 under supervision in a community agency in the field. 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. This course does not apply toward a degree. 48 class hours.

SLS 9252 Life Skills II **3 cr.**

Prerequisites: SLS 9251, or consent of instructor. In this course, life skills in communication are selected for special focus. This is accomplished through experiences which deal with personal growth and group developmental activities emphasizing: Positive Self-Concepts, Interpersonal Skills, Rational Decision-Making Skills, and Environmental Adaption. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. 48 class hours.

***SLS 9331 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.

cy 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 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.)

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.

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). Pre or corequisite: APB 1204C. This course is a fundamentals of nursing course introducing the scientific principles, concepts, and skills basic to nursing care for people of all ages and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of human needs relating to homeostasis, communication, activities of daily living, safety, elimination, oxygenation, medical-surgical asepsis, and nutrition. The process of aging, impacts of illness on the individual, family, and community; ethical and legal issues pertinent to nursing practice; and the relationship of nursing to other health disciplines are explored. An introduction to pharmacology and the calculation of medications and solutions is provided. Lab fee and Professional Liability Insurance fee required (See Page 17). 64 lecture hours and 192 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1200C Nursing II 12 cr.

Prerequisites: NUR 1021C and APB 1204C. Pre or corequisite: DEP 2004. This course presents an introduction to Medical-Surgical nursing and related pathophysiological concepts. Essential knowledge, understanding, and skills necessary for the nursing care of individuals with health problems related to oxygenation, digestion, circulation, endocrine regulation, cellular proliferation, and surgical intervention are emphasized. Nursing process concepts are broadened and used as an approach to nursing care for people of all ages and their families. Experiences in calculation and administration of medications and solutions are provided, with emphasis on accuracy and accountability. Lab fee required (See Page 17). 64 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1225C Medical-Surgical Nursing 5 cr.

Prerequisite: PRN 1631 or equivalent LPN Program, PSY 1000, ENC 1101, APB 1203C, APB 1204C, and DEP 2004 (must be satisfactorily completed prior to being considered as an ap-

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 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 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.

Physical Science

PSC 1341 Introduction to the Physical Universe I 3 cr.
A non-laboratory course intended for non-science majors. Introductory topics in physics and chemistry are included. A working knowledge of simple algebra is recommended. PSC 1341 and PSC 1311 do not have to be taken in sequence. 48 class hours.

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

Physics

PHY 1023C General Physics I 4 cr.
Pre or corequisite: 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.

PHY 2001C Technical Physics for Electronics 4 cr.
See Electronics.

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 12 cr.
Prerequisites: PSY 1000 and APB 1203C. Pre or corequisite: APB 1204C. This course concerns man as a biopsychosocial being with basic health needs and introduces concepts and skills fundamental to nursing care for people of all ages. The nursing process is introduced and used as an approach to providing nursing care. Concepts specific to basic nutrition, aging, death and dying, communication, ethical and legal issues are included. An introduction to pharmacology and the calculation of medications and solutions is provided. Simulated and actual clinical experiences are provided in campus and hospital settings. Additional on-campus laboratory hours may be required. Lab fee and Professional Liability Insurance fee required (See Page 17). 64 lecture hours and 288 clinical hours.

PRN 1630 Practical Nursing II 12 cr.
Prerequisites: PRN 1601 and APB 1204C. Pre or corequisite: DEP 2004. This course introduces basic advanced concepts and skills in the nursing care for people of all ages. Nursing care for medical and surgical patients of all ages is introduced and includes concepts specific to stress and adaptation, and care of patients with disorders of the respiratory, cardiovascular, gastrointestinal and endocrine systems; and with cancer. Pediatric Nursing is introduced, emphasizing health needs and nursing care for the infant, toddler, preschool, and school-age child. Pharmacology content is expanded to include system specific drugs, calculation of pediatric medication dosages, and the administration of medications to adults, infants and children in the clinical setting. Simulated and actual clinical experiences are provided in campus, hospital and community agency settings. Additional on-campus laboratory

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 2430 Marriage and The Family 3 cr.
A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relationships, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. 48 class hours.

SYG 2940 Applied Sociology 3 cr.
Prerequisites: 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. A limited number of students will be under supervision at community agencies. Students meet regularly with the instructor. A special fee is required (See Page 17).

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. This course 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 car-

FACULTY

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