

**Pasco-  
Hernando  
Community  
College**

**1993-94**

**CATALOG AND  
STUDENT  
HANDBOOK**



# PASCO-HERNANDO COMMUNITY COLLEGE

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



## DISTRICT OFFICE

36727 Blanton Road  
Dade City 33525-7599  
904/567-6701

## EAST CAMPUS

36727 Blanton Road  
Dade City 33525-7599  
904/567-6701

## NORTH CAMPUS

11415 Ponce de Leon Boulevard  
(U.S. 98 North)  
Brooksville 34601-2098  
904/796-6726

## WEST CAMPUS

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

## GOWERS CORNER CENTER

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

## LAND O' LAKES CENTER

21226 Mariner Plaza  
P. O. Box 1969  
(Southeast corner, S.R. 54 and U.S. 41)  
Land O' Lakes 34639  
(813) 949-0660

## SPRING HILL CENTER

11245 Spring Hill Drive  
Spring Hill 34609  
904/688-8798

*Pasco-Hernando Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree.*

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

## PASCO-HERNANDO COMMUNITY COLLEGE

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Dade City, FL 33525-7599

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

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

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# PASCO-HERNANDO COMMUNITY COLLEGE

## DISTRICT BOARD OF TRUSTEES

Thomas S. Hogan, Chair  
Henry A. Ash, Vice Chair

Judith F. Braak  
Mark Browning  
James G. Cummings  
Mitchell Davis

Rose Fernandez  
Donovan Peterson  
Nancy Wilkes

## ADMINISTRATION

Milton O. Jones	President
Robert W. Judson, Jr.	Executive Vice President and Provost, West Campus
Janice R. Bullard	Vice President of Business Services
Michael G. Rom	Provost, East Campus
Paul J. Seuch	Provost, North Campus
Sylvia M. Thomasson	Dean of Student Services
Sherry C. Thomas-Dertke	Dean of Instruction
Gayle W. Brooks	Dean of Career & Technical Programs and Director of Division of Business & Technical Programs
Harry T. Albertson, Jr.	Executive Director of the Foundation
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Debra J. Hay	Assistant Dean of Student Services/Counselor, East Campus
William S. Shaw	Assistant Dean of Student Services/Counselor, North Campus
Christy L. Whitfield	College Attorney

(Accurate through February 1993)

## RESOLUTION

RESOLVED, that the District Board of Trustees, Pasco-Hernando Community College, is committed to serving the entire district with a comprehensive educational program of high quality, emphasizing college parallel programs, vocational/technical opportunities, continuing education courses, and lifelong learning opportunities.  
FURTHER RESOLVED, that we visualize a district-wide campus with every corner of the district being served as courses are taken wherever they are needed.

# THE DISTRICT BOARD OF TRUSTEES



**Thomas Hogan**  
Chair



**Henry Ash**  
Vice Chair



**Judith Braak**



**Mark Browning**



**James Cummings**



**Mitchell Davis**



**Rose Fernandez**



**Dr. Donovan Peterson**



**Nancy Wilkes**

# PASCO-HERNANDO COMMUNITY COLLEGE

## 1993-94 COLLEGE CALENDAR

Activity	Session I Fall	Session II Winter
Advisement of Continuing Students .....	July 13-21 .....	November 15-23
Orientation of New Students .....	July 13-21 .....	November 15-23
Advisement of All Students .....	July 22-August 4 .....	November 29-December 10
Registration of All Students (By Appointment) .....	August 5-20 .....	December 13-22 January 3-4
Faculty Reports .....	August 17 .....	January 3
Classes Begin .....	August 23 .....	January 5
Late Registration, Drop/Add .....	August 23-September 2 .....	January 5-18
Last Day - Drop/Add .....	September 2 .....	January 18
CLAST Registration Deadline .....	September 3 .....	January 21
Last Day to Use Book Authorizations .....	September 7 .....	January 25
Applications Due for End of Term Graduation .....	September 17 .....	January 21
CLAST Review .....	September 18 .....	February 5
CLAST Test Administration .....	October 2 .....	February 19
Financial Aid Disbursement (Mailing Date) .....	October 8 .....	February 21
Progress Grade Announcement Read to Students .....	October 9-15 .....	February 26-March 4
Last Day to Withdraw or Change to Audit .....	November 1 .....	March 21
Last Day of Classes .....	December 18 .....	May 3
Last Day for Faculty (Grades turned in by 4:30 p.m.) .....	December 20 .....	May 4
Graduation .....		May 4

<b>No Classes:</b>	Labor Day .....	September 6	
	Veterans Day .....	November 11	
	Thanksgiving .....	November 24-27	
	Martin Luther King Holiday .....		January 17
	Spring Break .....		March 8-12
<b>College Closed:</b>	Labor Day .....	September 6	
	Veterans Day .....	November 11	
	Thanksgiving .....	November 25-27	
	Winter Break .....	December 25-January 1	
	Martin Luther King Holiday .....		January 17
Spring Break .....		March 11-12	

# PASCO-HERNANDO COMMUNITY COLLEGE

## 1993-94 COLLEGE CALENDAR

Activity	Session IIIA Summer (6 weeks)	Session IIIB Summer (6 weeks)	Session III Summer (12 weeks)
Advisement of Continuing Students	April 14-20	June 8-14	April 14-20
Orientation of New Students	April 14-20	June 8-14	April 14-20
Advisement of All Students	April 21-29	June 15-20	April 21-29
Registration of All Students (By Appointment)	May 2-6	June 21-24	May 2-6
Faculty Reports	May 6	June 24	May 6
CLAS Registration Deadline	May 6	May 6	May 6
Classes Begin	May 9	June 27	May 9
Late Registration, Drop/Add	May 9-11	June 27-29	May 9-11
Last Day - Drop/Add	May 11	June 29	May 11
Applications Due for End of Term Graduation	May 13	July 1	July 1
Last Day to Use Book Authorizations	May 18	July 5	May 18
CLAST Review	May 21	May 21	May 21
Last Day to Withdraw or Change to Audit	June 6	July 22	July 11
CLAST Test Administration	June 4	June 4	June 4
Last Day of Classes	June 20	August 8	August 8
Last Day for Faculty (Grades turned in by 4:30 P.M.)	June 21	August 9	August 9
Financial Aid Disbursement (Mailing Date)	June 29	August 8	June 29

No Classes:	Memorial Day	May 30	May 30
	Independence Day		July 4
	Term III Break		June 21-25
College Closed:	Memorial Day	May 30	May 30
	Independence Day		July 4

## P-HCC FOUNDATION BOARD OF DIRECTORS

### EXECUTIVE COMMITTEE

Chair ..... David Class  
 Vice Chair ..... Donald K. Vierling, M.D.  
 Secretary ..... Milton O. Jones, Ph.D.  
 Treasurer ..... Wayne L. Cobb

### Members-at-Large

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Marc W. Bowman	Edward A. McNally
Mark E. Browning	Alric C. T. Pottberg
Wayne R. Coulter	Roland D. Waller

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John W. Mann	Ronald G. Thornton	
Richard E. McGee, Sr.	William M. Tingley	
Charles B. McKenzie, Jr.	Suzanne K. Vance	

## P-HCC ACTIVITIES BOOSTERS, INC.

### Officers

Chair ..... Roland "Chip" Waller  
 Vice Chair ..... John Hudson  
 Secretary ..... Milton O. Jones, Ph.D.  
 Treasurer ..... L. Brant Blessing

### Directors

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Rev. Allen M. Barth	Emil Praiesi	
Chris Eswine	David Syraski	
Michael J. Kierzynski, CPA	Gary Taylor	
Ronald J. May	Phillip "Skip" Wood	

## COLLEGE PRESIDENT



Dr. Milton O. Jones

# College Administrators



**Dr. Robert W. Judson, Jr.**  
Executive Vice President and  
Provost, West Campus



**Ms. Janice R. Bullard**  
Vice President of Business Services



**Dr. Michael G. Rom**  
Provost, East Campus



**Dr. Paul J. Szuch**  
Provost, North Campus



**Dr. Sylvia M. Thomasson**  
Dean of Student Services



**Dr. Sherry C. Thomas-Dertke**  
Dean of Instruction



**Ms. Gayle W. Brooks**  
Dean of Career & Technical Programs



**Dr. Harry T. Albertson, Jr.**  
Executive Director of the Foundation

# Pasco-Hernando Community College

## History

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

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

The first phase of construction of the East Campus began in 1973 and, upon completion, was dedicated by Governor Reubin Askew in August 1975. Since that time, the Charles E. Conger Library, the Occupational Laboratory Building, and physical education facilities have become operational. Much of the District Administration Office is also located on the East Campus. Some offices have moved to the West (New Port Richey) Campus.

In 1973 a 140-acre site was chosen near New Port Richey for the West Campus. Initial construction began in July 1975 and was finished one year later. Subsequent campus additions include the Alric C. T. Postberg Library, the Teaching Auditorium, the Occupational Laboratory, increased classroom space, and the Physical Fitness Center.

One hundred acres north of Brooksville were selected in 1974 for the North Campus location. First phase construction was completed in the summer of 1977. The Alfred A. McKethan Library, the Occupational Laboratory Building, and physical education facilities have been added. In addition, a small center was located in the growing Spring Hill area of Hernando County in 1979. This facility was remodeled and expanded in 1988.

There are two centers located in Pasco County. In February of 1985, a center was opened at Gowers Corner. This facility is primarily for the P-HCC public service programs. In August of 1991, the College opened a center in Land O' Lakes to serve the citizens in this area of the district.

## Accreditation Status

P-HCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the associate degree.

## College Mission Statement

### Statement of Philosophy

P-HCC is a comprehensive community college established to provide for the educational needs and interests of youth and adults. Accordingly, the college provides opportunities for academic, personal, and cultural enrichment, for the advancement of skills, for the better understanding of our world, and for the development of the individual to become a more responsible citizen in our ever-changing society.

## Objectives

P-HCC shall:

- Provide the first two years of postsecondary instruction which lead to the baccalaureate degree;
- Provide comprehensive vocational education programs which prepare students for employment in business, industry, and service occupations;
- Provide adult vocational and continuing education;
- Promote the opportunity for economic development for the state within the district; and
- Provide community instructional opportunities for cultural enrichment and personal development.

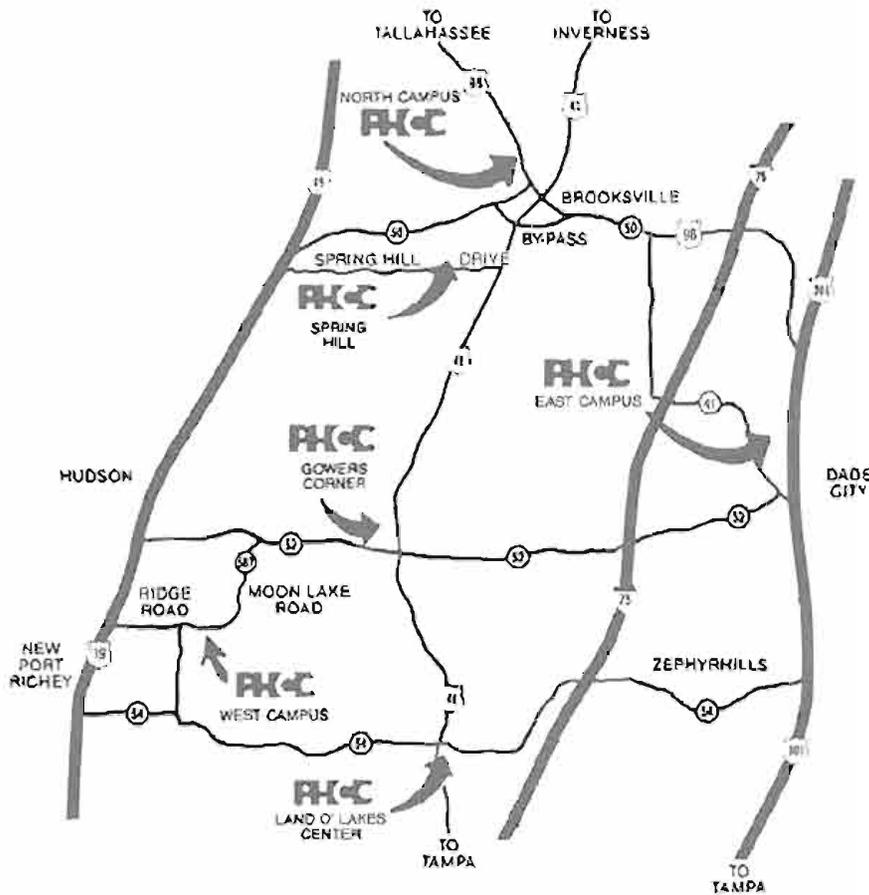
## College Catalog/Student Handbook

The college catalog/student handbook is the official document which outlines the requirements and regulations that relate to students, subject to changes and additions approved by the District Board of Trustees. It is the responsibility of each student to be aware of and understand these requirements and regulations.

For graduation purposes, a student has the option of remaining under the catalog provision in effect at the time of initial enrollment at the college or any subsequent catalog, provided that the catalog is no more than three academic years old in the term that the student meets all graduation requirements. A catalog year ends on the last day of classes in Session III-B.



# DISTRICT MAP



## East Campus and District Office

36727 Blanton Road  
 Dade City, FL 33525-7599  
 (904) 567-6701

### North Campus

11415 Ponce de Leon Blvd.  
 (U.S. 98 North)  
 Brooksville, FL 34601-2098  
 (904) 796-6726

### West Campus

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

### Gowers Corner Center

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

### Spring Hill Center

11245 Spring Hill Drive  
 Spring Hill, FL 34609  
 (904) 688-8798

### Land O' Lakes Center

21226 Mariner Plaza  
 P. O. Box 1969  
 (Southeast corner, S.R. 54 and U.S. 41)  
 Land O' Lakes, FL 34639  
 (813) 949-0660

# ADMISSIONS PROCESS

Admission to Pasco-Hernando Community College (P-HCC) is a two-step process: Step 1—admission to the college, Step 2—admission to a program. However, a student may take some courses without seeking a degree or a certificate.

## Admission to the College

There are several ways prospective students can be eligible for admission to P-HCC. Applicants should understand that admission to the college does not imply admission to any particular program or course. Applicants should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by Rules of the District Board of Trustees. All candidates must complete the official P-HCC application form and pay the application fee.

### Application Procedures

A prospective student may obtain an application from a district high school guidance counselor or any P-HCC Student Services Office. The mailing addresses for all transcripts, GED scores, and all other application materials are as follows:

#### East Campus

Director of Admissions/Student Records  
Pasco-Hernando Community College  
36727 Blanton Road  
Dade City, FL 33525-7599

#### North Campus

Director of Admissions/Student Records  
Pasco-Hernando Community College  
11415 Ponce de Leon Boulevard  
Brooksville, FL 34601-2098

#### West Campus

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

- The applicants should mail the application with the \$15 application fee to one of the addresses above or present it in person at any P-HCC Student Services Office. Florida residents who seek the in-state course fees must complete a residency affidavit.
- An application with fee must be submitted and the student must be formally admitted to the college before registration for courses is final. It is emphasized that this application fee covers the administrative expenses incidental to admission, is unrelated to registration for courses, and is NOT normally refundable.
- Test scores are required for admission from all degree-seeking students and those students who take mathematics, English, or reading courses.
- The student will be notified of tentative acceptance as soon as possible after the application is received.

### U.S. Citizens

Applicants 19 years of age or older, except those referred to under "Delayed Admission," may be admitted to the college upon submitting the application form. Supporting documents are not required.

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

- An official high school transcript indicating graduation
- GED scores indicating successful completion
- A Credit Bank Form approved by the high school principal (required before registration each semester)
- An Early Admission Form approved by the high school principal (required before the initial registration)
- A Dual Enrollment Form approved by the high school principal (required before registration each semester)

Admission will be considered as tentative until the required transcripts or GED scores are submitted. The applicable documents must be received by the end of the first term of enrollment.

### International Students

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

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

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

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

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

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

### High School Graduates

Graduates of secondary schools accredited by the State of Florida or by a regional accrediting agency will be accepted in good standing. Graduates of non-accredited secondary schools may be accepted on a provisional basis if under the age of 19. For entry into the Associate in Arts (A.A.) Program, the so-called 4-3-3-3 rule applies (see Page 14).

## GED Completers

Students who have successfully completed the General Education Development (GED) test will be admitted in good standing. Students who have not obtained a GED will be encouraged to do so.

Students who are at least 19 years of age and have not graduated from high school or passed the GED test, but who satisfy all other requirements, are eligible for admission in good standing to the college. Admission to limited-access programs, advanced and professional courses, associate degree programs, and some certificate programs is, however, restricted by state law, state and federal regulations, or by Rules of the District Board of Trustees of P-HCC.

## Students with Certificates of Completion

Students who have received Certificates of Completion or Attendance from a Florida public high school may be admitted to the college, but are not eligible to enter associate degree programs, limited-access programs, advanced and professional courses, and some certificate programs. An official transcript sent from the high school directly to the Records Office must be received prior to admission to the college.

## Transfer Students

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

Students will be accepted on a provisional basis from non-accredited colleges and universities. If the American Association of Collegiate Registrars and Admissions Officers recommends the granting of transfer credit, an award may be made once a student has completed 15 semester hours of course work with a "C" or higher average. An official transcript sent from the non-accredited college or university directly to the Records Office is required before transfer credit may be granted. It is the responsibility of the student to request an evaluation of the transcript in order to receive transfer credit.

## Delayed Admission

1. Transfer students who are on academic probation from another college may not enter a degree program at P-HCC until they have had an interview with a counselor/advisor.
2. Transfer students who are on academic suspension or who have been dismissed for academic reasons from another institution may not enter P-HCC without the permission of the Dean of Student Services.
3. In accordance with Florida Statutes, a student who has previously been expelled from a Florida community college or university for unlawful possession, sale, or use of narcotic drugs will not be admitted to P-HCC for a period of one year from the date of that expulsion. A student who has been found guilty of campus disruption will not be admitted to P-HCC for a period of two years from the date of such finding.

## Registration Process

Before a student can register for credit courses, he/she must have completed an Application for Admission form. Additionally, students who are pursuing a degree or certificate must have also completed a Program Declaration form so that they may register for the appropriate courses for their specified program of study. These forms are available at orientation and in the Student Services Office.

After completing the appropriate documents, students are to see an academic advisor in the Student Services Office each semester to plan the courses they will take. Students are cautioned to be advised as early as possible, adhering to the dates published in the College Calendar (pp. 6-7). Early admission leads to an early registration appointment, the best selection of courses, and the most preferable time schedule.

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

Payment for courses is required at the time of registration. Students may be advised, register, and pay for courses at any of the three P-HCC campuses.

## Admission to Programs and Courses

Upon admission to the college, each student is required to declare an educational goal and to submit all documents required for his/her particular goal. Students may select from the following goals:

1. Associate in Arts Degree
2. Associate in Science Degree in (specific program)
3. Certificate in Science in (specific program)
4. Vocational Certificate in (specific program)
5. General Freshman
6. Other Personal Objectives (such as Personal Enrichment, Transient, Dual Enrollment, Teacher Certification)
7. Career Exploration
8. Job Upgrading

A student declaring a goal of Other Personal Objectives, Career Exploration, or Job Upgrading need not supply required documents, but must do so upon applying for a degree program or an associated certificate program.

Formal admission to a program is dependent upon receipt of required documents by the offices listed under "Application Procedures." 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 who desire entry. Admission to some courses may require the completion of prerequisites, permission of the instructor, or prior acceptance into a limited access program. **ALL PROGRAMS/COURSES ARE NOT OFFERED ON ALL CAMPUSES.**

All transcripts and GED scores must be mailed directly from the granting institution or agency to the Records Office at the student's home campus. Mailing addresses are printed on the back cover of this catalog/student handbook.

It is the responsibility of the applicant to ensure that all credentials have been received in the appropriate Records Office.

## Required Documents

Supporting documents are required to enter the following programs:

1. Associate in Arts and Associate in Science degrees: High school transcript indicating graduation or GED scores indicating successful completion, except as provided in FS 240.115 (4); and an official transcript sent to the Records Office by each college or university attended.
2. Certificates: See catalog section regarding the specific certificate. Required documents vary for different certificate programs.

## Admission to Associate in Arts (AA) and Associate in Science (AS) Degree Programs

Students may apply for admission to the AA or AS degree programs after they have been admitted to P-HCC (see Page 12). To enter these degree programs, students must ensure that the following documents have been received by the Records Office on their campus:

1. A Program Declaration form indicating the intent to pursue the AA or AS degree program;
2. A high school transcript indicating graduation or GED scores indicating successful completion; *and*
3. An official transcript sent directly from each college or university attended.

There are additional requirements for entry into the AA Program *only*:

Applicants to the AA Program who graduated from high school after August 1, 1987, must have completed four years of secondary school English, three years of secondary school mathematics, three years of secondary school natural science, and three years of secondary school social studies. This requirement is commonly referred to as the 4-3-3-3 Rule.

Graduates of public high schools in Florida or students who have successfully completed a GED from any state are usually considered to have met these requirements.

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

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

It is the responsibility of the applicant to ensure that all necessary documents have been received by the Records Office on his/her campus.

## Admission to Associated Certificate Programs

P-HCC offers the following certificate programs which are associated with AS degree programs: Paramedics (a limited access health program; see below), Office Systems Specialist, and Small Business Management. Admission to an associated certificate program does not require admission to a degree program; however, students enrolled in these programs may opt later to apply to a degree program since many of the required courses are the same.

To enter an Associated Certificate Program, students must ensure that the following documents have been received by the Records Office on their campus:

1. A Program Declaration form indicating the intent to pursue a particular associated certificate program;
2. A high school transcript indicating graduation or GED scores indicating successful completion *and*
3. An official transcript sent directly from each college or university attended.

Applicants to the Certificate in Paramedics program must meet the additional requirements noted in the section, "Admission to Specialized Limited Access Health Programs."

## Admission to Vocational Credit Certificate Programs

Vocational credit certificate programs are designed to prepare the student for an entry-level job or to supplement education and training in a chosen occupational field. P-HCC offers these Vocational Credit Certificate programs:

Cosmetology  
Correctional Officer  
Dental Assisting  
Fire Fighting  
Floral Design and Marketing  
Health Unit Coordinator  
Landscape Operations  
Law Enforcement/Basic Recruit  
Medical Secretarial/Examining Room Assistant  
Patient Care Assistant/Home Health Aide  
Medical Record Transcribing  
Phlebotomy Technician  
Practical Nursing  
Travel Agency Operations  
Wastewater Treatment Plant Operation Level "C"  
Water Treatment Plant Operation Level "C"  
Welding

Dental Assisting and Practical Nursing are limited access health programs; the entry requirements for these programs are listed in the section, "Admission to Specialized Limited Access Health Programs." Because entry requirements to the other programs listed vary, please consult the specific program listing in this catalog/handbook to determine admission requirements.

## Admission to Vocational Certificate Programs

P-HCC offers several vocational certificate programs. These programs are designed to provide occupational skills or to assist in the fulfillment of licensure requirements in certain occupations. These programs vary in length and in starting and ending dates of instruction. Additional information and a list of the programs offered may be found on Page 80.

## Admission to Programs of Acceleration

P-HCC has established several ways for high school and/or college students to accelerate their postsecondary education. Students admitted as Dual Enrollment/High School, Early Admission, or Credit Bank are not considered as regular admission until they have supplied proof of high school graduation. The following are acceleration methods for program completion.

### Advanced Placement

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board as outlined in District Board of Trustees Rule 6Hx19-3.24. These examinations must be taken prior to enrolling in the college, except for Credit Bank and Dual Enrollment/High School students. (See Page 30.)

### Armed Services Educational Experiences

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and

recommended as suitable for postsecondary credit by the American Council on Education's (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*. After application to P-HCC, a student may initiate the request for such credit to the Records Office by providing appropriate documentation as determined by the college. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college. (See Page 31.)

### College Level Examination Program (CLEP)

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

### Credit Bank

High school students may be admitted to the credit bank program. This program allows students to remain in high school and receive college credit with permission from the principal. This permission must be obtained by completion of a "Credit Bank Form" with each 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 the credits transferred to another college. This method of acceleration extends to students younger than 19 years of age who are actively seeking GED status, with the appropriate approval from the public school system.

### Credit-by-Examination

Students may receive credit for courses approved for Credit-by-Examination by passing a comprehensive test prepared and administered by college personnel. (See Page 30.)

A grade of satisfactory ("S") will be awarded if the exam grade is "A," "B," or "C." A grade of unsatisfactory ("U") will be awarded if the exam grade is "D" or "F."

### Dual Enrollment/College (or University)

A P-HCC student may be enrolled at another institution concurrent with his/her P-HCC enrollment by securing written permission in advance from the Division Director (West Campus) or Provost (East or North Campus). 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

Public, and certain non-public, high school students may be dually enrolled at P-HCC with the permission of the high school principal. This permission must be obtained by the completion of a "Dual Enrollment Form," signed by the high school principal, with each P-HCC registration. Credit earned will apply toward high school graduation as well as toward college credit.

### Early Admission

Public, and certain non-public, high school students, not currently taking classes in high school, may enroll at P-HCC

with the permission of the high school principal. This permission must be obtained by completion of an "Early Admission Form," signed by the high school principal, with each P-HCC registration. Credit earned applies toward high school graduation as well as toward college credit.

### International Baccalaureate (IB) Diploma Program

Up to 30 semester hours of transfer credit shall be awarded on the basis of IB examinations, with no grades or grade points assigned. The cut-off scores used to grant postsecondary credit shall be established by the State Board of Education.

### Transient Students

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

## Admission to Specialized Limited Access Health Programs

Admission to the Nursing, Paramedic, and Dental programs is restricted to students selected by the Admissions Committee for Special Programs. All minimum requirements must be fulfilled, including receipt of documents by the District Records Office, West Campus, by the following established deadlines for the respective program in order for an applicant to be considered for that program:

Program	Deadline
Certificate in Practical Nursing	— June 1
Associate in Science in Nursing (ADN/LPN Track)	— May 10
Associate in Science in Nursing (ADN/Generic Track)	— June 15
Associate in Science in Nursing (ADN/Paramedic Track)	— TBA
Certificate in Paramedics	— June 1
Certificate in Dental Assisting	— June 1
Associate in Science in Dental Hygiene	— June 15

Admission to the college does not imply acceptance into any of the above-mentioned programs. All programs begin in Session I of each year except for the ADN/LPN Track which starts in Session IIIB and the ADN/Paramedic Track which may vary in starting time from year to year.

Information about applications can be obtained from the Student Services Office on any P-HCC campus or from the Health Programs Office on the West Campus. Admission packets are available on all campuses beginning in October.

## Nursing Programs

### Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
  - a. Completed P-HCC application form and fee;
  - b. Completed Nursing Program application; (Applicants who wish to apply to more than one program must submit a separate form for each program.)
  - c. Official high school transcript indicating graduation or scores indicating successful completion of the GED; (A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.)
  - d. Official transcript from each college and university attended other than P-HCC; and
  - e. Report of scores from the National League of Nursing (NLN) Pre-Admission Examination indicating a minimum composite score at the 40th percentile.

*Additional documents are required for the following programs:*

ADN/LPN Track: a copy of current Florida LPN license;  
 ADN/Paramedic Track: a copy of current Florida Paramedic license and documentation of one year's experience as a paramedic;

Certificate in Practical Nursing: a report of scores on the Test of Adult Basic Education (TABE) with minimum grade levels of 11th grade in Language and Reading and 10th grade in Mathematics.

2. All applicants must have completed each prerequisite course with a grade of "C" or higher and have a cumulative all-college grade point average of 2.0 or above, if applicable.

It is the responsibility of the applicant to ensure that all transcripts and test scores, as well as any address change, have been received by the District Records Office, West Campus, by the established application deadline dates.

### Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Graduates of the P-HCC Practical Nursing and Paramedic programs will have preference over other applicants (ADN/LPN and ADN/Paramedic Tracks). Graduates with at least one year's experience will have preference over other applicants (ADN/Paramedic Track).

#### ADN Program Tracks

1. Applicants who meet minimum requirements as of the deadline dates will be rank ordered, highest to lowest, on a product score devised by multiplying the GPA in the prerequisite courses by the NLN composite percentile score.
2. Up to 96 candidates will be selected for admission to the ADN/Generic Track.
3. Up to 24 candidates will be selected for admission to the ADN/LPN Track. Additional candidates will be selected on a space-available basis.
4. As many as 30 other applicants who meet minimum requirements by the deadline date may be selected as alternates with admission on a space-available basis.

#### Certificate in Practical Nursing

1. Applicants who meet minimum requirements as of the deadline date will be rank ordered, highest to lowest, on a product score devised by multiplying the sum of the TABE sub-test scores by the NLN composite percentile score.
2. Thirty-six candidates will be selected for admission.
3. As many as 15 applicants who meet minimum requirements

by the deadline date will be selected as alternates with admission on a space-available basis.

## Certificate in Paramedics

### Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
  - a. Completed P-HCC application form and fee;
  - b. Completed Paramedic Program application;
  - c. Official high school transcript indicating graduation or scores indicating successful completion of the GED;
  - d. Official transcript from each college and university attended other than P-HCC;
  - e. Copy of current Florida EMT license;
  - f. Report of scores on the Test of Adult Basic Education (TABE) with minimum grade levels of 11th grade in Language and Reading and 9th grade in Mathematics; and
  - g. Report of score of 70% or above on the Paramedic Pre-Admission Examination administered at P-HCC, West Campus.
2. Applicants must have a cumulative all-college grade point average of 2.0 or above, if applicable.

It is the responsibility of the applicant to ensure that all transcripts and test scores, as well as any address change, have been received by the District Records Office, West Campus, by the established application deadline dates.

### Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents.

1. Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, on a product score devised by multiplying the sum of the TABE sub-test scores by the pre-admission examination score.
2. Applicants for first-time entry into the P-HCC 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. Thirty candidates will be selected for admission to the program.
5. All other applicants who meet the minimum eligibility requirements by the deadline date will be selected as alternates with admission on a space-available basis.

## Certificate in Dental Assisting

### Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
  - a. Completed P-HCC application form and fee;
  - b. Completed Dental Assisting Program application;
  - c. Official high school transcript indicating graduation or scores indicating successful completion of the GED;
  - d. Official transcript from each college and university attended other than P-HCC, if applicable; and
  - e. Report of scores on the Test of Adult Basic Education (TABE) with a minimum grade level of 10th grade in Reading and 8th grade in Language and Mathematics.
2. Applicants must have completed an approved manual dexterity test with a minimum score of 50%.

## Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents.

1. Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, based on the sum of the TABE sub-test scores.
2. Twenty candidates will be selected for admission to the program. In an arrangement with the Private Industry Council (PIC) of Pasco County, preference may be given to up to 10 fully-qualified applicants referred by PIC of Pasco.
3. All other applicants who meet the minimum requirements by the deadline date will be selected as alternates with admission on a space-available basis.

## Associate in Science in Dental Hygiene

### Application and Admission Requirements

Minimum requirements which must be met by the deadline date for consideration of an applicant are as follows:

1. Receipt of the documents listed below by the District Records Office, West Campus:
  - a. Completed P-HCC application form and fee;
  - b. Completed Dental Hygiene Program application;
  - c. Official high school transcript indicating graduation or scores indicating successful completion of the GED; (A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.)
  - d. Report of scores no more than three years old on ACT, ASSET, MAPS, or SAT; and
  - e. Official transcripts from each college or university attended other than P-HCC.
2. Applicants must have completed an approved manual dexterity test with a minimum score of 50%.
3. Applicants must have completed each prerequisite course with a grade of "C" or higher and have a cumulative all-college grade point average of 2.0 or above.

It is the responsibility of the applicant to ensure that all transcripts and test scores, as well as any address change, have been received by the District Records Office, West Campus, by the established application deadline dates.

## Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Applicants with 480 hours of documented chairside assisting experience will have preference over other applicants. Graduates of the P-HCC Dental Assisting Program will have preference over other applicants, in instances of tied scores.

1. Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, based on the GPA of their prerequisite courses.
2. Six candidates will be selected for admission to the program.
3. All other applicants who meet the minimum requirements by the deadline date will be selected as alternates with admission on a space-available basis.

## Acceptance Procedures for Specialized Limited Access Health Programs

The Admissions Committee meets approximately one week

after the deadline date for applications. Applicants who meet minimum requirements will be notified in writing of their selection as candidates or alternates. Candidate and alternate offers are conditional and are dependent upon the following:

1. Receipt of the written statement of acceptance or rejection of the admission offer in the District Records Office, West Campus, by the date specified in the letter of notification.
2. Certification of good health by submission of results of a physical examination conducted by a physician or a registered nurse practitioner by the date specified in the letter of notification.
3. Successful completion of the Basic Life Support "C" Course (8 hours) or the American Red Cross Professional Rescuer-CPR Course required by the date specified in the letter of notification (for the AS Degree programs in Nursing and Dental Hygiene).
4. Registration and payment of fees at the time and place specified by the Health Programs Office.

Failure to comply with any of the above procedures may result in the allocation of the space to an alternate.

## Admission to Linkage Programs

Linkage programs allow a limited number of P-HCC students to enroll in specialized programs at other public community colleges in the Tampa Bay area. Currently, eleven different quota-based linkage programs are available. These programs and their home institutions include:

**Hillsborough Community College (HCC)**  
Diagnostic Medical Sonography Technology\*  
Medical Clinical Dosimetry Management\*  
Nuclear Medicine Technology\*  
Occupational Therapy Assistant\*  
Ophthalmic Dispensing\*  
Ophthalmic Technician\*  
Radiation Therapy Technology\*

**Manatee Community College (MCC)**  
Quality Control Technology  
Respiratory Care\*

**Polk Community College (PCC)**  
Multimedia Technology

**St. Petersburg Junior College (SPJC)**  
Health Services Management  
Medical Record Technology\*  
Medical Laboratory Technology\*  
Physical Therapist Assistant\*  
Respiratory Care\*  
Veterinary Technology

\*These programs have limited enrollments.

Generally, these programs admit one class each year, are limited to Florida residents, and allocate a specific number of spaces to P-HCC. Information and special application forms are available from P-HCC advisors. Applications must be submitted to the Assistant Dean of Student services on one of P-HCC's campuses prior to the application deadline of the program for the year admission is desired. P-HCC will forward applications from qualified students to the sponsoring college for final selection by that institution.

The minimum qualification to apply to a Linkage Program is successful completion of at least 15 semester hours of work toward an AA or AS Degree at P-HCC. Most programs have other specialized requirements also.

## FEES AND EXPENSES

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

### Course Fees

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

#### College Credit\* and College Preparatory Credit

\*\*Florida Resident . . . . . \$34.80 per credit hour

\*\*Non-Florida Resident . . . . . \$129.40 per credit hour

#### Vocational Credit\*\*\*

\*\*\*\*Florida Resident . . . . . \$18.35 per credit hour

\*\*\*\*Non-Florida Resident . . . . . \$73.65 per credit hour

\*Includes advanced and professional and post-secondary vocational (PSV) courses.

\*\*Includes a financial aid fee, a student activities and services fee, and a capital improvement fee.

\*\*\*Includes post-secondary adult vocational (PSAV) courses.

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

### Continuing Education Fees

#### Non-Credit Adult Vocational

\*\*\*\*Florida Resident . . . . . \$ .62 per contact hour

\*\*\*\*Non-Florida Resident . . . . . \$2.46 per contact hour

#### Non-Credit Vocational Supplemental

\*\*\*\*Florida Resident . . . . . \$ .95 per contact hour

\*\*\*\*Non-Florida Resident . . . . . \$3.83 per contact hour

Lifelong Learning (LEL) . . . . . varies per course

Workshops . . . . . varies per workshop

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

### Special Additional Fees

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

Application . . . . . \$15

#### Credit-by-Examination

Credit Courses . . . . . \$30 per examination

Graduation . . . . . \$15

Late Registration . . . . . \$10

NLN Pre-Admission Nursing Examination . . . . . \$20

#### Nursing Assistant Certification Examination

Written . . . . . \$25

Performance . . . . . \$75

#### Laboratory (Courses Below)

BCT 1040 FET 1605C OST 1743

COS 0920 ETD 1530C OST 1811

#### Laboratory (Courses Below)

CGS 0100 CSP 0920 HSC 0230

#### Laboratory (Courses Below) . . . . . \$15

CET 2114C CGS 2540 EET 1149 ETD 1380C

CET 2121C COP 2120 EET 2142C ETD 1651C

CET 2123C COP 2121 EET 2145C FSS 1202C

CET 2341C COP 2170 EET 2215C HCP 0300

CGS 1000 COP 2220 EET 2326C HCP 0500

CGS 1061 CSP 0921 EMS 1119C HCP 0940

CGS 1564 EET 1015C EMS 2274C OST 1711

CGS 1570 EET 1025C EMS 2458 OST 1722

CGS 2510 EET 1148

#### Laboratory (Courses Below) . . . . . \$20

ART 1300C NUR 1020C NUR 2291C PMT 0131

ART 1301C NUR 1201C NUR 2992C PMT 0134

ART 2510 NUR 1520C OFT 0800 PMT 0135

ART 2520 NUR 1710C OFT 0900 PMT 0138

COS 0301 NUR 1990C PGY 1101C PMT 0138

COS 0590 NUR 1991C PGY 1102C PMT 0164

COS 0644 NUR 1992C PMT 0106 PMT 0175

COS 0700 NUR 2412C PMT 0112 PRN 0001C

COS 0870 NUR 2460C PMT 0121 PRN 0100C

MLT 0040L NUR 2711C PMT 0122 PRN 0110C

MLT 0043

#### Laboratory (Courses Below) . . . . . \$25

BOT 1010C CHM 2211C DEH 2806L FFP 0003

BSC 1010C DEA 0800C DES 0100C FFP 0015

BSC 1011C DEA 0801C DES 0200C MCB 2013

BSC 1085L DEH 1001L DES 1020L PHY 1053C

BSC 1086L DEH 1800L DES 1100C PHY 1054C

CHM 1025C DEH 2702L DES 1200C THE 2925A

CHM 2045C DEH 2802L EMS 2275C THE 2925B

CHM 2046C DEH 2804L FFP 0002 ZOO 2010C

CHM 2210C

#### All Applied Music Courses . . . . . \$90

#### Music Ensemble Courses . . . . . \$20

MUN 1450 MUN 1710B MUN2710B

MUN 1710A MUN 2710A

#### Physical Education Courses . . . . . \$5

PEL 1341 PEL 1441 PEM 1172

PEL 1342 PEM 1171

#### Physical Education Courses . . . . . \$50

PEL 1111 PEL 1121 PEL 1122

#### CJD 0705 . . . . . \$160

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

Fire Fighting Bunker Gear Rental . . . . . \$75

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

Returned Check . . . . . \$15

Overseas Study in the Humanities . . . . . Travel Expenses

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

## REFUND POLICIES

### College and Vocational Credit Courses

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

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

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

### Continuing Education Courses

A full refund will be given to a student who withdraws from any Continuing Education (CEL or CEV) course prior to the fourth class meeting as long as the fourth class meeting does not exceed 25% of the number of instructional hours in the course. No refund will be given after this point. No refund will be given for conferences, institutes, workshops, seminars, or special training programs after the published starting date. The application fee will not be refunded except when the only course(s) for which a student is(are) registered is(are) cancelled by the college.

### Textbook Refunds

The College Bookstore will accept textbook returns for refunds during the registration, drop/add, and the immediate week following the end of the drop/add periods. Bookstore personnel cannot issue a refund if: the textbook has been written in or damaged in any way; the textbook is wrapped in plastic, and the plastic has been removed; and without the original cash register receipt.

## RESIDENCY FOR TUITION PURPOSES

For the purpose of assessing tuition, the following provisions of Florida Statute 240.1201 will govern actions by the college.

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

(1) (a) To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his/her parent or parents must have established legal residence in Florida and must have maintained legal residence in Florida for at least 12 months immediately prior to his/her qualification.

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his/her length of residence in the state and, further, shall establish that his/her presence or, if he/she is a dependent

child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, in accordance with the provisions of Section 240.1201(2)(b), Florida Statutes.

(b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the five (5) years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(2) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he/she seeks the in-state tuition rate.

(3) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for five (5) consecutive years prior to enrolling or reregistering at the institution of higher education at which residence status for tuition purposes is sought.

(4) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when the person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(5) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes

of satisfying the 12-month durational requirement of this section.

(6) A person shall not lose his/her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his/her parent's or parents' serving, in the Armed Forces outside this state.

(7) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his/her resident tuition status because he/she or, if he/she is a dependent child, his/her parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(8) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his/her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his/her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(9) The following persons shall be classified as residents for tuition purposes:

(a) Active duty members of the Armed Services of the United States stationed in this state, their spouses and dependent children.

(b) Full-time instructional and administrative personnel employed by state public schools, community colleges, and state institutions of higher education, as defined in Florida Statute 228.041, and their spouses and dependent children.

(c) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(d) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

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

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



# FINANCIAL AID AND SCHOLARSHIPS

## What is Financial Aid?

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

The student and his/her family have the primary responsibility for financing his/her education. However, the Financial Aid Office at P-HCC can assist by showing where the student may be able to obtain grants, loans, scholarships, and part-time employment and by showing the student how to apply for this assistance.

## When Should A Student Apply?

If a student thinks he/she may attend college this year, then the time to apply is NOW.

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

- January 1, 1993 — Application period begins
- April 1, 1993 — Initial deadline to apply for Florida Student Assistance Grant (FSAG) and most scholarships
- May 1, 1993 — Priority deadline for financial aid applications. Applications received after May 1 will be considered in order of date received, provided funds are available.
- August 9, 1993 — Registration begins
- August 23, 1993 — Classes begin
- May 1, 1994 — Deadline to apply for Federal Pell Grant

## What Are The Application Procedures?

The first thing a student must do is to gather the following financial records for him/herself and his/her family:

- 1992 U.S. Income Tax Record
- W-2 Forms and other records of money earned in 1992
- Records of non-taxable income such as veterans, social security, and welfare benefits
- Current bank statements
- Current mortgage information
- Business and farm records

The student will need this information to complete the federal financial aid application form. When completing the application, income information should not be estimated. Verification of the information on the application may be requested at a later date.

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

In order to apply for financial aid at P-HCC, students must also complete the following steps:

- Complete an Application for Admission.
- Complete an Institutional Application for Financial Aid (may be submitted at the time the student brings in his/her Student Aid Report).
- If the student has attended another college or vocational school, complete Part A of a Financial Aid Transcript and send it to that institution.
- Call the nearest campus and make an appointment for orientation/placement testing.

Students must reapply each year. Financial aid awards are not renewed automatically. The following dates apply to the 1994-95 academic year:

- January 1, 1994 — Application period begins
- April 1, 1994 — Initial deadline to apply for FSAG and most scholarships
- May 1, 1994 — 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 240.035.

The following figures are estimated expenses based on the average costs of all credit programs for 2 semesters (9 months) using 1992-93 data:

	Students living with parents	Students not living with parents
Tuition and Fees	\$ 936.00*	\$ 936.00*
Books and Supplies	600.00	600.00
Personal	1,451.00	1,451.00
Transportation	792.00	792.00
Room & Board	1,500.00	4,190.00
	<u>\$5,279.00</u>	<u>\$7,969.00</u>

\*Non-Florida Residents — add \$2,311.00 in Out-of-State Fees.

Allowances for child care expenses, handicapped-related expenses (not provided by other agencies), and additional adjustments will be considered at the request of the student on a case-by-case basis.

## How Is Need For Financial Aid Determined?

A need analysis is used to determine the amount that a student can afford to pay toward cost of attendance. It is a systematic way of measuring a family's ability to pay for educational costs and of determining the student's eligibility for financial aid. In determining how much a student and his/her family can contribute, the need analysis takes into account family income, assets, student income, family size, number in college, and various other factors.

The end result of the need analysis is the expected family contribution. The expected family contribution is the amount that a student and his/her family can reasonably be expected to pay toward the cost of attendance. It measures the ability, not the willingness, of the family to finance the student's education.

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

(The cost of attendance minus the expected family contribution = the financial need. Example: \$5,279 minus \$2,200 = \$3,079)

## How Does A Student Know Whether He/She Qualifies?

Approximately 6 to 8 weeks after sending the application to the processor, the student will receive a Student Aid Report (SAR). The student should take the SAR to the campus financial aid advisor. The advisor will let the student know whether he/she qualifies for financial aid and will forward the SAR to the District Financial Aid Office on the West Campus for processing.

If the student qualifies for financial aid, an award will be issued provided that:

- All required forms and documents have formally been submitted.
- The student has been formally accepted for admission to the college as a regular student.
- The student enrolls in an eligible program leading to a degree or certificate.
- Except as otherwise provided, the student enrolls for at least 6 hours per session.
- The student is neither in default on a student loan nor owes a refund on a grant.
- The student makes satisfactory academic progress.
- The student meets the U.S. citizenship and the draft registration requirements.

An award letter will be sent from the Financial Aid Office at P-HCC to notify the student of financial aid award(s).

### When Is Financial Aid Received?

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

Once these deductions have been made, the balance of the award(s) will be paid to the student approximately 30 days after the end of the drop/add period. Students receiving Institutional or Foundation scholarship awards will not receive direct payments.

A student receiving a federal loan may pick up his/her check (no earlier than the second working day after the end of the drop/add period), after he/she has registered, paid fees, and has attended class(es) for the session. Delays in distributing checks may occur due to the large number being processed. However, P-HCC personnel will process the checks as rapidly as possible.

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

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

Students should know how the college determines whether satisfactory academic progress is being made and the consequences of unsatisfactory progress. The college's Standards of Academic Progress are listed on Page 28.

### What If A Student Reduces His/Her Course Load?

A reduction in course load occurs when a student either withdraws from a class(es) or changes to audit after the drop/add period in a given semester. There are two categories of withdrawals/audits:

**Category 1** occurs when a student withdraws from or audits a class(es) and never attends the class(es). Awards in this category will be reduced to reflect the enrollment status after the withdrawal/audit. If a student receives funds in excess of the reduced award, the student must refund the excess amount.

**Category 2** occurs when a student withdraws from or audits a class (or classes) and attends at least one class meeting in each class. Awards in this category will not be reduced except when a student withdraws from or audits all classes prior to receiving the cash disbursement. The balance of the student's award for the semester will be cancelled after deducting any authorized funds owed to P-HCC.

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

first class day of the semester will be processed based on the enrollment status at the time these documents are received by the College.

### What Is The College's Refund Policy?

The college's refund policy appears on Page 19. It is the responsibility of the student to review these policies and be aware of the steps necessary to receive a refund.

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

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

### Where Can A Student Get Help?

Contact the campus financial aid advisor. Information about student assistance may be obtained from financial aid personnel who are on each campus.

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

## GRANTS AND SCHOLARSHIPS

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

### FEDERAL PELL GRANT

This is the largest of the government's student aid programs and is the starting point for most students seeking financial aid. Awards for the 1993-94 academic year will depend on the level of program funding.

#### How To Apply:

Forms are available from advisors.

1. Complete the Free Application for Federal Student Aid and mail to processor.
2. Complete the Application for Admission and the Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts (transfer students only).
4. Return the Student Aid Report (SAR), which is sent from the federal processor, to the campus financial aid advisor.
5. Application Period: January 1, 1993 - May 1, 1994.

#### Eligibility:

1. A student is eligible if he/she is admitted to the college as a regular student.
2. Enrolls for a minimum of 6 semester hours per session.
3. Enrolls in an eligible degree or certificate program.
4. Is a U.S. citizen, national or permanent resident, and has met draft registration requirements.
5. Is making satisfactory academic progress.
6. Is neither in default nor overpayment on student loans or other aid.
7. Has financial need based on the federal need analysis.

#### **Selection of Recipients:**

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

#### **Determination of Awards:**

Awards are based upon the following criteria:

1. The Expected Family Contribution on the SAR.
2. The Student's Cost of Attendance.
3. The Student's Enrollment for the session.

#### **Criteria For Continued Eligibility:**

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

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

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

#### **How To Apply:**

1. Complete the Free Application for Federal Student Aid and mail to processor.
2. Complete Application for Admission and Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts (transfer students only).
4. Priority Deadline: May 1.

#### **Eligibility:**

Eligibility requirements are the same as those for the Federal Pell Grant. A very limited amount of funds is available for awarding to students with exceptional circumstances who are enrolled for fewer than 6 hours in a session.

#### **Selection Of Recipients:**

Selection is based on least expected family contribution and Federal Pell eligibility. Priority is given on a first-come/first-serve basis to students who apply before May 1. Applications received after that date will be processed on a first-come/first-serve basis as funds permit.

#### **Determination Of Awards:**

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

#### **Conditions For Continued Eligibility:**

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

### **FLORIDA UNDERGRADUATE SCHOLARS' FUND**

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

#### **How To Apply:**

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

#### **Eligibility:**

A student is eligible if he/she:

1. Is 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 is recognized by the National Merit Scholarship Corporation as a scholar finalist.
3. Enrolls for a minimum of 12 semester hours per term.
4. Has been a resident of Florida for at least 12 consecutive months prior to the first day of classes for the Term I (fall) semester.

#### **Selection of Recipients:**

Awards will be made by the State of Florida to qualified applicants on a first-come/first-serve basis.

#### **Criteria For Continued Eligibility:**

1. Reapplication each year.
2. Continued satisfaction of eligibility requirements.
3. Successful completion of 24 semester hours in previous academic year.
4. A minimum 3.2 grade-point average.

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

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

#### **How To Apply:**

1. Complete the State Information section of the Free Application for Federal Student Aid.
2. Application period: January 1 to April 1 of each year.

#### **Eligibility:**

A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 12 semester hours per semester in an eligible degree program.
3. Has been a resident of Florida for at least 12 consecutive months.
4. Demonstrates financial need as defined by the state.

#### **Selection of Recipients:**

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

#### **Determination Of Awards:**

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

#### **Criteria For Continued Eligibility:**

1. Reapplication each year.
2. Continued satisfaction of eligibility requirements.
3. Successful completion of 24 semester hours in previous academic year.
4. A 2.0 grade-point average.
5. Payments have not exceeded nine semesters.

### **BUREAU OF INDIAN AFFAIRS (BIA)**

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

## PASCO-HERNANDO COMMUNITY COLLEGE SCHOLARSHIPS

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

### How To Apply:

1. Complete an Application for Admission.
2. Complete a P-HCC Scholarship Application form.
3. Call the nearest P-HCC campus and set an appointment for an Admissions interview.
4. Apply for all scholarships and grants for which eligible.

## WORK STUDY

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

### Conditions and Terms

1. If a student is awarded work-study, he/she should contact the campus financial aid advisor for job placement.
2. The student will be paid bi-weekly at the federal minimum wage rate.
3. The student and the supervisor will establish a schedule which is satisfactory to both parties.
4. The student is expected to work scheduled hours.
5. To reduce the work load, the student must notify the supervisor and the campus financial aid advisor.
6. A student who misses work three times without notifying the supervisor will have his/her work-study award cancelled.
7. A student may not work more than 20 hours per week without prior approval from the financial aid director.
8. A student must maintain a satisfactory standard of job performance.
9. A student must maintain satisfactory academic progress.
10. A student must remain enrolled during the session for which he/she receives a work study award.

## FEDERAL WORK STUDY (FWS)

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

### How To Apply?

Application procedures are the same as those for Supplemental Grant.

### Eligibility:

A student is eligible if he/she:

1. Is admitted to the college as a regular student.
2. Enrolls in an eligible degree or certificate program.
3. Is a U.S. citizen, national or permanent resident, and has met draft registration requirements.
4. Has financial need.
5. Is maintaining satisfactory academic progress.
6. Is neither in default nor overpayment on previous aid received.

### Selection Of Recipients:

Selection is based upon financial need. Priority is given to

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

### Determination Of Awards:

According to financial need as determined by the need analysis report received from the processor. In general, the awards do not exceed 20 work hours per week in a given semester.

### Criteria For Continued Eligibility:

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

## STUDENT ASSISTANT WORK PROGRAM (SAWP)

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

### How To Apply:

Contact the campus financial aid advisor.

### Eligibility:

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

### Selection Of Recipients:

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

### Criteria For Continued Eligibility:

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

## OFF-CAMPUS EMPLOYMENT

Students seeking part-time employment should check with an advisor. Local employers post job openings for students at each campus. Wages vary according to the employer.

## DEFERMENT OF FEES

Students who have received preliminary information indicating they are eligible for State and/or Federal grant aid may request a deferment of registration fees (*excluding* application and penalty fees) and deferment of payment for necessary books. Such deferments are available to students whose financial aid is delayed in being transmitted to them **DUE TO CIRCUMSTANCES BEYOND THEIR CONTROL**. Deferments will be granted for up to 60 DAYS from the first day of classes, but not beyond 10 DAYS before the end of the term to which the fees apply. Students must be enrolled **AT LEAST** one-half time (6 semester hours). *Failure by the student to make timely application for State and/or Federal aid shall not be a reason for granting the deferral.* The **DEADLINE** for obtaining a deferment is the last business day prior to the beginning of regular registration for the fall and spring terms. Deferments are **NOT** available for the summer term.

## FEDERAL FAMILY EDUCATION LOANS

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

## FEDERAL STAFFORD LOANS

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

### How To Apply:

Forms are available from advisors and participating lender institutions.

1. Complete the Free Application for Federal Student Aid and mail to processor.
2. Complete Stafford-GSL Application Form.
3. Complete a P-HCC Institutional Application for Aid.
4. Locate and select a participating lender.

### Eligibility:

A student is eligible if he/she:

1. Enrolls for at least 6 semester hours per session.
2. Is a U.S. citizen, national or permanent resident.
3. Is neither in default nor overpayment of other aid received.
4. Is in good academic standing.
5. Meets eligibility requirements of the lender.
6. Has a high school diploma or a GED.
7. Has financial need as determined by the federal need analysis system.

### Determination Of Awards:

In the first year of their program, students may borrow up to an annual limit of \$2625, based on financial need. In the second year of their program, students may borrow up to an annual limit of \$3500, based on financial need. Normally, students may not exceed an aggregate total of \$12,250 at P-HCC, and the federal maximum aggregate total for all undergraduate enrollment may not exceed \$23,000. The annual amounts and the aggregate total amount also include combined totals of Federal Unsubsidized Stafford Loans which are described in the following section.

### Selection Of Recipients:

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

### Criteria For Continued Eligibility:

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

### Terms Of The Loan

1. Repayments of the loan begin six months after a student withdraws, graduates, or drops to below half-time status.
2. The minimum repayment is \$50 per month.
3. Interest is charged at the rate of 7 to 9 percent, depending upon the date the student began borrowing. Current rate for new borrowers is variable, not to exceed 9%. Specific interest rate information will be provided by the lender.
4. Maximum repayment time is 10 years from the start of the repayment period.

#### SAMPLE REPAYMENT SCHEDULE @ 9%

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

## FEDERAL UNSUBSIDIZED STAFFORD LOANS

Students who apply for, but are not eligible for, the maximum subsidized Federal Stafford Loan may be eligible for a loan

under the Federal Unsubsidized Stafford Loan Program. The annual and aggregate loan limits are the same as for the regular, subsidized Federal Stafford Loan and include any amounts of the regular Federal Stafford Loan. The interest rate is also the same; however, interest will accrue while the student is in school, with repayment of the principal beginning six months after the student ceases to be at least a half-time student. This is a new program beginning with the 1993-94 school year.

## FEDERAL PLUS/SLS LOANS

The term "PLUS" refers to the Federal Parent Loans for Undergraduate Students. These loans are available for parents of dependent students. The term "SLS" refers to the Federal Supplemental Loans for Students. These loans are available to independent students. The following information applies to both PLUS and SLS loans.

### How To Apply:

Forms are available from advisors and participating lending institutions.

1. Independent students must first complete a need analysis application to determine eligibility for federal need-based aid.
2. Although parents are not required to complete the need analysis application, they are encouraged to do so first.
3. Complete the appropriate loan application and submit it to the Financial Aid Office.
4. Indicate the choice of lender on the loan application.

### Eligibility:

A student is eligible if he/she:

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

### Determination Of Awards:

A dependent student's parents (or independent students) may borrow an amount not to exceed \$4,000 per academic year up to a maximum of \$20,000. However, the maximum loan amount each year cannot be more than the total cost of education less other aid received, including the Federal Stafford Loan.

### Selection Of Recipients:

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

### Criteria For Continued Eligibility?

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

### Terms Of The Loan:

1. Payment of the student loan begins when the student withdraws, graduates, or drops to below half-time status. Interest payments start 60 days after the disbursement date, unless deferred by the lender.
2. Parent loans become payable 60 days after the disbursement date, unless deferred by the lender.
3. The current interest rate is variable, not to exceed 10%, and begins to accrue at the time of disbursement.

## FINANCIAL AID APPEALS PROCESS

The procedures for the financial aid appeals process, other than those that pertain to insufficient academic progress, are listed below. Appeals relating to insufficient academic progress are processed according to the procedures contained in Board Rule 6Hx19-6.09.

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

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

## STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

### Students — You Have The Right To Ask A School:

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What is the cost of attending, and what are the policies regarding refunds for students who drop out.
- What criteria are used to select financial aid recipients.
- How financial need is determined. This process includes how expenses (i.e., for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous costs) impact your budget.
- What resources (e.g., parental contribution, other financial aid, your assets) are considered in the calculation of your need.
- To explain how much of your financial need, as determined

by the institution, has been met.

- To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
- What portion of the financial aid you receive must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, the length of time allowed to repay the loan, and when repayment is to begin.
- How the school determines whether you are making satisfactory progress, and what happens if you are not.
- To make available for review a copy of the documents describing the institution's accreditation, approval, or licensing.

### Students — You Have A Responsibility To:

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



# P-HCC FOUNDATION

The Pasco-Hernando Community College Foundation is a non-profit organization established to support the institution financially in its goals and objectives. Organized in 1975, the Foundation is governed by 35 directors who are community members from both Pasco and Hernando counties and who have an interest in the College and its positive effect on the community.

Project priorities are set by the directors, with scholarships as the highest priority. Other priorities include library development, faculty and staff development, arts development, student development, and the health programs. Financial assistance is given to these projects through the Foundation's fund-raising activities among the community's private and corporate sector. The Foundation has also applied for and received various grants to aid P-HCC.

The Foundation categorizes its funds into two basic groups, endowed and non-endowed funds. A partial listing of those funds includes:

## Endowed Funds (Scholarships)

Alric and Mary Poutberg Fund  
Anna & Frederick Vincent Fund  
Anne F. Bucy Fund  
Barry Jaap Fund  
Briggs Hopper Hall Fund  
Brooksville Garden Club Fund  
Brooksville Lions Club Fund  
Brooksville Woman's Club Fund  
Carol Dudley Fund  
Charles E. Conger Fund  
Col. William Van Derripe Fund  
Community United Methodist Church Fund  
Dade City Woman's Club Ruth Touchton Fund  
David Dewey Trompeter Fund  
Des and Mickey Little/New Port Richey Rotary Club Fund  
Diane Rowden Fund  
Dingus Fund  
Dixon Family Fund  
Dola Creekmore Memorial Fund  
Donna Sumner Cox Fund  
Dorothy Hassall Fund  
Edith and J. Wesley Richards Fund  
Elizabeth H. Bailey Memorial Fund  
Elizabeth Koerner Memorial Fund  
Ellen Geithufe Fund  
Everett Geller Fund  
F.O.P. Robert Pitman Lodge #4 Memorial Fund  
First Union National Bank Fund  
HCA New Port Richey Hospital/Dr. Alfred Leon Fund  
Harold & Ruth Vincent Fund  
Harvey and Mary Snell Fund  
J. Edward Starling Memorial Fund  
Jack Linville Memorial Fund  
Jeffrey Kinnunen Fund  
John and Martha Ayers Fund  
Joseph and Julia Evessa Fund  
Josephine and Thomas Giella Fund  
Julius R. Mantey Fund  
Junior Service League of New Port Richey Fund  
Kiwanis Club of Brooksville Fund  
Kiwanis Club of Dade City Fund  
Kiwanis Club of Seven Springs Fund  
Kiwanis Club of Spring Hill Fund  
Kiwanis Club of Zephyrhills Fund  
Kristine Smith Ulrich Fund  
L.C. Hawes, Sr., Methodist Fund  
Lee Ann Larmon Memorial Fund  
Lois E. Trotter Fund  
Margaret Moore Johnston Fund  
Marjorie A. Sugg Memorial Fund  
Marjorie Kennedy Wilson Memorial Fund  
Mary E. Pearson Fund  
Masaryktown Town Council Fund  
New Port Richey Noon Optimist Club Fund

North Campus Bicentennial Fund  
North Suncoast Association of Life Underwriters Fund  
Orange Blossom Classic Chevy Club Fund  
Otto and Elaine Weitzenkorn Fund  
Pasco County Medical Society Auxiliary Fund  
Pasco High Alumni Fund  
Pilot Club of Brooksville Fund  
President Milton O. Jones Fund  
R. Kay Anderson Fund  
Regency Communities Fund  
Rev. James and Vienna Barnhardt Fund  
Richard and Eileen Cooper Fund  
Ridgewood High Athletic Boosters Fund  
River Ridge Presbyterian Church Fund  
Rose Fund  
Rotary Club of Brooksville Fund  
Rotary Club of Dade City Fund  
Rotary Club of Holiday Fund  
Rotary Club of Lutz/Land O' Lakes Fund  
Rotary Club of New Port Richey/George Gunter Fund  
Rotary Club of New Port Richey Fund  
Rotary Club of West Hernando Fund  
Rotary Club of Zephyrhills Fund  
Ruth and W.P. "Doc" Murphy Fund  
Southeast Banking Corporation Foundation Fund  
Tampa Bay Downs Fund  
Tampa Electric Co. Fund  
Volunteers of Community Hospital Fund  
W.A. and Aletha Jones Fund  
West Hernando Chamber of Commerce Fund  
West Pasco Chamber of Commerce Fund  
West Pasco La Sertoma Fund  
William and Madeline Carney Fund  
Woody Wynnell Walls Memorial Fund

## Endowed Funds (Special Purpose)

Allied Health Staff and Program Development Fund  
Charles E. Conger Fund  
Florence B. Lange Special Purpose Fund  
General Endowment Fund  
General Staff and Faculty Development Fund  
Glen Dill Florida History and Area Environmental Fund  
Library Development Fund  
Mary Ellen Gradrian Memorial Endowed Cultural Events Fund  
Theresa Henninger Staff and Program Development Fund  
West Pasco Dental Association Fund  
William Carney Staff and Program Development Fund

## Non-Endowed Funds

Many other organizations and individuals not listed contribute annually to provide additional scholarships and funding for expanded and new programs.

Questions about the Foundation and its programs should be directed to P-HCC's Executive Director of the Foundation/Director of Institutional Advancement.

# ACADEMIC POLICIES

## Program Selection

Each degree- or certificate-seeking student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, or one of the Certificate programs offered. Students in the Associate in Arts program or any student who intends to be admitted to upper-division status in a state university in Florida must take the College Level Academic Skills Test (CLAST) prior to transferring (see Page 14). 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 an advisor.

## Common Placement Testing

### Associate Degree-Seeking Students

Students who intend to enter degree programs shall be tested prior to the completion of registration with the Florida 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 State Board of Education Rule 6A-10.315, and any student falling below these minimum scores will be placed in a variety of College Preparatory English and mathematics courses (except College Algebra, since placement in that course is determined by a fifth test, Intermediate Algebra).

The college will accept MAPS, SAT, ACT, and ASSET scores, provided that they are no more than three years old, and will place students accordingly. Test modifications and exemptions in State Board of Education Rule 6A-10.0311 (4), FAC, shall apply in the case of students with records of physiological disorders. Students should contact a P-HCC advisor for more information on placement testing.

### Vocational Credit and Certificate Students

To comply with FAC 6A-10.040, the Test of Adult Basic Education (TABE) will be used by the College to assess basic skill levels for students entering vocational credit and certificate programs. In most programs that prepare students for licensure or certification, regardless of the number of hours, the minimum basic skill levels established will be a PREREQUISITE for entry into the program.

The College will accept previous TABE scores provided that the scores are no more than three years old and students have taken the prescribed version for the goal they are pursuing. Students must take the one version (A, D, or M) prescribed for their particular program. Students who fall below the minimum basic skill levels will be offered remediation in the Learning Laboratory. After remediation, the students will be given another opportunity to pass the TABE. Students who do not reach the required TABE level will not be issued a certificate. For additional information, students should contact an advisor.

## Academic Averages and Repeated Courses

A student's academic average will include grades on all work attempted, except that only the last grade in a repeated course will be used in computing the grade-point average. The earlier grade will continue to appear as part of the record. When a course is repeated, or when two courses are taken for which

credit cannot be granted in both, credit will be allowed only in the most recent course taken, regardless of the grade. A student may not repeat a course for which a grade of "A", "B", or "C" has been earned. Courses, credit-by-exam, and programs of acceleration which use "S" or "U" grades are not counted in computing the grade-point average.

## Withdrawal Policy

A student who wishes to withdraw from the college is required to have an exit interview with the counselor at the campus on which the student is registered. When possible, a conference with each instructor is also recommended before withdrawal. Improper withdrawal from any course may result in the award of a failing grade. A student administratively withdrawn from a class for excessive absence will be assigned a grade of "W." The last day to withdraw or change to audit each term for classes that meet a full term is shown on the College Calendar (see Pages 6-7).

## 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 P-HCC.
- In the event of probation, a student will be required to see a counselor/advisor. After counseling the student and consulting appropriate faculty members, the counselor/advisor 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/advisor may recommend to the President (through the Provost (East and North campuses) or the Dean of Student Services (West Campus) 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 completed successfully. Financial Aid recipients are required to complete successfully at least 67% of the total hours they attempt toward their educational objective, degree, or certificate at P-HCC. Students failing to meet this requirement will be placed on probation.

7. A student will be terminated from financial aid the semester following that semester in which his or her hours completed (less college preparatory 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 with hours required.
8. If a student has not been removed from probation after the next term enrolled and the campus financial aid committee has not determined that the student should be allowed to continue to receive financial aid for an additional term, then he/she will be considered to be making unsatisfactory progress for financial aid purposes. A student determined to be making unsatisfactory progress for financial aid purposes will not be eligible to participate in federal, state, or institutionally funded aid programs until the student is no longer on probationary status.
9. The student may make written appeal of the probationary status to the Provost (East and North campuses) or the Dean of Student Services (West Campus). Documentation (such as a doctor's statement) will be required, if appropriate. The campus financial aid committee will review the appeal and, if accepted, allow the student to continue to receive financial assistance for an additional term.

## Veterans Progress and Probation

The Veterans Administration (VA) regulations require the college to measure progress of students receiving veterans benefits. Accordingly, the veteran student's grade-point average (GPA) will be evaluated according to the probation requirements for all students.

For the Law Enforcement/Basic Recruit Program, a GPA of 1.50 must be achieved by the end of 120 hours of instruction, 1.75 by the end of 240 hours, and 2.00 by the end of the program.

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

Attendance will be kept for each class meeting and will be reported to the VA as may be required. Students enrolled in certificate programs who accumulate more than three unexcused absences within a calendar month or more than five unexcused absences per session will be reported to the VA for termination of benefits.

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

Students whose benefits have been terminated will not be considered for deferred payment or recertification until they have been counseled by a P-HCC VA advisor.

Any unusual or extenuating circumstances concerning probation, unsatisfactory progress, or eligibility for deferred payment may be reported by the veteran in writing to the Provost (East and North campuses) or the Dean of Student Services (West Campus). Such written appeals will be referred by the Provost to a campus committee which will include at least

one student veteran. This committee will determine the appropriate report to the VA or to college officials.

## Classification of Students

Students will be classified in accordance with the following criteria:

### Degree- or Certificate-Seeking

A student enrolled in credit courses who has provided the District Records Office with all the required admission credentials and has been accepted into his or her declared program.

A degree-seeking student is further classified as:

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

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

### Unclassified

The unclassified designation applies to a student who has enrolled but is undecided as to program, as a dual enrollment or transient student, or one who has enrolled for purposes of teacher recertification or personal enrichment. This student is classified as neither freshman nor sophomore.

### Full-Time

A student enrolled for 12 or more credit hours in Sessions I, II, or III (to include IIIB).

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

### Part-Time

A student enrolled for fewer than 12 credit hours in Sessions I, II, or III (to include IIIB).

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

## Attendance At More Than One Campus/Home Campus

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

## Regional Linkage System

The Linkage System is a cooperative agreement among the five community colleges in the Tampa Bay area — Hillsborough Community College (HCC), St. Petersburg Junior College (SPJC), Pasco-Herrando Community College

(P-HCC), Manatee Community College (MCC), and Polk Community College (PCC). The system offers students the opportunity to enter certain programs on a quota-based system. Students applying for admission to a Linkage Program will be required to conform to all program requirements and to institutional policies and procedures of the linkage college.

Additional information on Linkage Programs may be obtained by contacting a P-HCC counselor. See also "Admission to Linkage Programs," Page 17, for a list of these programs.

## College Level Examination Program (CLEP)

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

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

Additional semester hours of credit may be awarded for CLEP Subject Examinations if submitted scores are at or above the percentile specified in Rules of the State Board of Education. Evaluation of CLEP credit is made after the application fee is paid and the student is admitted to the college. CLEP credit will appear on the student's permanent record as earned credit without indication of 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 (English Composition I) and ENC 1102 (English Composition II) and/or HUM 2211 (Humanities I) and HUM 2230 (Humanities II) under CLEP will be required to produce documentation of written material totaling 6,000 words per course for which credit was awarded, as a condition for graduation with the AA Degree. A grade of "C" or higher 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 must pay a fee of \$30 for each such requirement. The instructor shall establish a prescriptive syllabus for the student that describes the topic, content, standards, and schedule for submission of written work and shall certify a grade.

A writing requirement may be completed on an irregular

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

## Credit-by-Examination

Students may earn credit 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 a grade has already been awarded. Credit earned through tests prepared by P-HCC will appear on the student's permanent record using the grade designation of "S" or "U." A student may attempt credit-by-examination in a course no more than one time. Certain courses are NOT eligible for credit-by-examination. Credits earned through credit-by-examination do NOT satisfy the residency requirement.

## Advanced Placement

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board, as outlined in District Board of Trustees' Rule 6Hx19-3.24. These examinations must be taken prior to enrolling in the college, except for Credit Bank and Dual Enrollment students.

Credit may be used to satisfy graduation, general education, and unspecified elective requirements, but will not be computed in the grade-point average. This type of credit is transferable among Florida institutions of higher education that participate in the Advanced Placement Program. However, students should secure approval in advance of transferability, since minimum qualifying scores differ slightly among colleges and universities.

## Television Courses

In addition to traditional teaching methods, P-HCC offers courses via WEDU-TV, Channel 3. Videotapes of these programs are available in each P-HCC library. Credit earned for TV courses may be applied toward an associate degree. Courses that are offered by television are marked with a "TV" designation in the P-HCC Course Schedule, published each term.

Students enrolled in television courses are required to meet with the P-HCC instructor who coordinates the course at least three times during the term (first meeting, mid-term review, and final review). These meetings are generally held in the Gowers Corner Center on U.S. 41 (see map on Page 11 for location).

Students should inform bookstore personnel when they have registered for a "TV" course, since different texts and other materials are often used. Veterans Services students should check with their advisors before enrolling in television courses. For information about TV courses, contact the Assistant Dean of Student Services on each campus.

## Directed Individual Study

A student who needs a course that is required for current graduation at P-HCC, and who has not had an opportunity to enroll in that course previously, may take the course under Directed Individual Study by making arrangements with the Campus Provost. Generally, Directed Individual Study is defined as a class of fourteen or fewer students that is not required to meet the total number of instructional hours established for the course and where there are provisions for:

- Meeting with the instructor at least once a week for a course lasting a full session or a proportionate time for courses of shorter duration.
- Instructor's option of more frequent meetings for those students needing additional work.
- An option for the student to complete the course earlier than the prescribed length upon mutual agreement between student and instructor.
- Standards and content in the opinion of the instructor and the Provost (East and North campuses) or the appropriate Division Director (West Campus) to be comparable to a regularly scheduled class in the subject.

Courses containing laboratory experiences, in which student participation is a particularly important element, are not eligible for Directed Individual Study.

## Teacher Certification And Recency Of Credit

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

## Military Service Credit

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's (ACE) Guide to the Evalua-

tion of Educational Experiences in the Armed Services. After application to the college, a student may initiate the request for such credit by providing appropriate documentation as determined by the college. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college. A maximum of 45 credit hours may be counted towards a degree.

## Class Attendance

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

## Observance of Religious Holidays

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

## Maximum Student Load

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



## Grading System

P-HCC uses the grading system shown below. These grade definitions are used by Florida community colleges.

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

\*Used only in certain circumstances.

## Grade-Point Average (GPA)

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

Example	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Points
ENC 1101	3	A	3	3	12
PSY 1012	3	B	3	3	9
MUN 1310	1	B	1	1	3
BSC 1011C	4	D	4	4	4
PSC 1341	3	F	3	0	0
POS 2112	3	X	0	0	0
QMB 1001	3	W	0	0	0
SLS 1211	3	I	0	0	0
			<u>14</u>	<u>11</u>	<u>28</u>

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

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

## Audit

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

Audit students participate in class activities, but are not required to prepare papers or take examinations. Regular class attendance is expected, and a non-credit grade of "X" is issued.

## Practicums

Practicums are required in several Occupational Programs and are elective in several others. Practicums may consist of on-the-job training, special projects, research, or a combination of these activities. The instructor will develop specific requirements and the method(s) of evaluation to best fit the academic and work needs of the student. Each practicum will consist of a minimum of 117 hours in a planned learning situation, together with at least three scheduled conferences with

the instructor. Unless the course description specifies otherwise, a letter grade of "A," "B," "C," "D," "F," "I," or "W" will be assigned.

## Incomplete Grades

Instructors may assign "I," incomplete grade, in the rare circumstances in which a student has not completed requirements for a course as a result of accident or illness. Incomplete grades should be made up and have a grade assigned before the end of the next session. Incomplete grades that are not made up and do not have a grade assigned before the end of the next session will be changed to "W" unless otherwise provided for or approved by the President or his/her designee. Session I is considered the next session following Sessions II and III (to include IIIB) of the previous academic year.

## "S" and "U" Grades

If a letter grade is assigned by an instructor in a course for which credit is awarded on the basis of "S" or "U," any letter grade from "A" through "C" will be officially changed to an "S" by the Records Office. Other grades will be recorded as

"U." This conversion will apply also to grades assigned by an instructor under credit-by-examination.

## Grade Dissemination

A progress grade memorandum is normally read to the class by the instructor during the eighth week of Session I and Session II. Students are urged to be aware of their progress by having conferences with their instructors during the session. Final grades are mailed immediately after the end of the session to those students who do not have a financial obligation to the college or outstanding college obligations (i.e., outstanding loans or unreturned library books).

## President's Honors List

A student is placed on the President's Honors List when a 3.5 of a possible 4.0 grade-point average (GPA) has been earned while attending at least 12 semester hours of college credit. Part-time students may be placed on the President's Honors List each time 12 semester hours of college credit have been accumulated with a GPA of 3.5 on the 4.0 scale.

Any student graduating with an overall, cumulative (i.e., includes transfer hours) grade-point average of 3.5 or above in all college credit courses applicable toward a degree shall be graduated with honors. The student with the highest academic average in any graduating class during the academic year shall be designated as the "Honor Graduate with Highest Honors."

## Honors Courses

In furthering its commitment to educational excellence, P-HCC will introduce two honors courses in 1993-94. The emphasis on honors is geared toward high-achieving students who can benefit from a more challenging academic experience. Enrollment in honors sections will be limited to afford faculty and students alike a more concentrated intellectual learning environment. These courses include Introduction to Asian Arts and Letters—Honors (IDS 2290H) and English Composition II—Honors (ENC 1122H).

The proposed eligibility requirements for registering for an honors course are as follows:

1. Students who have a minimum of a 3.5 GPA, after the completion of at least 12 hours of 1000 or higher level courses, will be eligible to register for an honors course. Within these 12 hours, the student will be required to have completed English Composition I (ENC 1100) with an "A."
2. Students who wish to petition for a waiver of any of the above requirements due to academic background or experience must contact the Division Director of Arts and Letters (West Campus) and present the following:
  - a. Documentation of qualifying academic background, such as previous honors-level work.
  - b. Documentation or evidence of travel or other "special" experience that could be used in lieu of the regular requirements.
3. Prior to registering for an honors course, all prospective students will be required to meet with the honors instructor to discuss the course.

Specific course information, eligibility requirements, and registration details will be available through Student Services staff and the Division Director of Arts and Letters.

## Graduation Check/Report

Upon completion of 30 hours toward a declared program, the student is strongly encouraged to apply for a graduation check. The graduation check will show the remaining requirements for completion of a program based upon an eligible catalog (see Page 10). The forms for requesting this report are available in the Student Services Office on each campus, or a letter requesting this service may be mailed to the Director of Admissions and Records at the student's home campus. There is no charge for a graduation check.

## Graduation Application

Application for graduation with a degree must be made at the time of registration for the session in which the student plans to complete the requirements for a degree program. Certain programs require students to complete the CLAST with a passing score prior to graduation. The testing requirement shall be included as an item on all graduation checks, and positive controls shall be established to assure that each applicant for an AA Degree has complied before the Degree is awarded (see CLAST, Page 34). Application for graduation will include a nonrefundable graduation fee. This fee will be used to pay for the diploma and cover and the use of a cap and gown. Students are reminded that the degree will not be awarded unless application has been made. A delay in the application process may cause a student to meet additional program requirements of a subsequent catalog.

## Certificate Program Completions

A student who desires to obtain a certificate for completing a degree-associated program should apply in the Records Office for a records review no later than the date shown in the College Calendar for graduation application. Upon receiving an indication from the Director of Admissions/Student Records that all required work has been or is being completed, the student must make a formal application for the certificate. Students are reminded that the certificate will not be awarded unless application has been made. A delay in the application process may cause a student to meet additional program requirements of a subsequent catalog.

## Graduation Ceremony

A graduation ceremony is held each year near the end of Session II. All students who have completed requirements for degrees during the academic year and those who expect to complete requirements during the summer session are encouraged to participate in the graduation ceremony.

## Additional Degrees

Normally, a student will be awarded only one degree. To be eligible for a second degree, a student must complete a minimum of 15 hours of additional course work, fulfill all the requirements of the additional degree, make application for graduation for the second degree, and pay an additional graduation fee.

## Library Services

A library containing 19,000 square feet is located on each campus. The combined holdings of all three libraries are approximately 53,000 volumes. In addition to books, each library has a collection of periodicals, newspapers, microfiche, and audiovisual materials. A combined card catalog permits access to materials on any of the three campuses.

The libraries provide full inter-campus and inter-library loan services. Copies of library materials may also be "faxed" between libraries and centers.

The library staff on each campus is trained to assist students and faculty make full use of all the library's facilities and materials. Orientations to the library are provided to any class that requests one.

Additionally, the libraries house exhibit areas and learning laboratories. In the exhibit areas, monthly shows on a variety of themes are scheduled for the benefit of students, faculty, and the community.

## Learning Laboratory

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

Individualized materials in the laboratory include English, reading, mathematics, spelling, career development, and college survival skills. There are materials that relate to the CLAST examination. Self-instructional materials, programmed texts, and peer-tutorial assistance for students are available.

The Learning Laboratory also has microcomputers available for student use. Many of the materials in the laboratory are computer-based.

## COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST)

The State of Florida has developed a test of college-level communication and computation skills called the College-Level Academic Skills Test (CLAST). The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level.

Successful completion of the test is required by Florida Statutes and Rules of the State Board of Education for community college students who are completing Associate in Arts (AA) degree programs and for community college students who are completing Associate in Science degree programs and are seeking admission to upper-division programs in state universities in Florida. The test also is required of university students. Students who do not pass all sections of the test will neither be awarded the Associate in Arts degree nor be admitted to upper-division status in state universities in Florida.

The minimum passing scores in effect at various times are shown on Page 46. Students' passing scores are those in effect on the date they took the test for the first time.

A passing score on the CLAST is required for the award of the Associate in Arts degree and for admission to upper-division status in state universities in Florida. Students cannot take CLAST until they have completed 18 hours of college-level courses (1000 and higher). Students are encouraged to wait to take the CLAST until after they have completed any necessary college preparatory courses.

Students should register in the Student Services Office before the State-mandated registration deadline, listed in the Col-



lege Calendar on pages 6-7. All students who register for CLAST must be advised by a counselor/advisor.

CLAST-preparation workshops for P-HCC students are provided at least three times per year on each campus at no charge. There are CLAST review materials in each library and learning laboratory and available for purchase in the campus bookstores.

### Other Students Who May Register

In addition to students who meet the above standards for taking CLAST, participating colleges and universities are to register other students who meet both of the following criteria:

- They are eligible to participate in a State of Florida financial aid program governed by State Board of Education Rule 6A-20.005, FAC.
- They are required under provisions of SBE Rule 6A-20.005, FAC, to have CLAST scores to continue their eligibility beyond the academic term in which they register for CLAST.

## College-Level Communication and Computation Skills on the CLAST

State Board Rule 6A-10.031 cites the communication and computation skills identified below that are associated with successful performance of students in college programs through the baccalaureate level. **EXCEPT FOR THE SPEAKING AND LISTENING SKILLS, ALL OF THESE SKILLS ARE TESTED ON THE CLAST.**

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

Essay and English Language	ENC 1101 and ENC 1102 – or ENC 1122H HUM 2211 and HUM 2230 (reinforced)
Reading, Speaking, and Listening	– SPC 2010
Mathematics	– MGF 1202, MAC 1102 or 1104, and all higher-level math courses.

CLAST skills are also included in the college preparatory courses and in MAT 1013. Students who need reading improvement may wish to take REA 1105.

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

- Reading with literal comprehension includes all of the following skills:
  - Recognizing main ideas in a given passage.
  - Identifying supporting details.
  - Determining meanings of words on the basis of context.

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

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

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

1. Recognizing main ideas.
2. Identifying supporting details.
3. Recognizing explicit relationships among ideas.
4. Recalling basic ideas, details, or arguments.

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

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

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

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

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

1. Demonstrating effective word choice by all of the following:
  - a. Using words which convey the denotative and connotative meanings required by context.
  - b. Avoiding inappropriate use of slang, jargon, clichés, and pretentious expressions.
  - c. Avoiding wordiness.
2. Employing conventional sentence structure by all of the following:
  - a. Placing modifiers correctly.
  - b. Coordinating and subordinating sentence elements according to their relative importance.
  - c. Using parallel expressions for parallel ideas.
  - d. Avoiding fragments, comma splices, and fused sentences.
3. Employing effective sentence structure by all of the following:
  - a. Using a variety of sentence patterns.
  - b. Avoiding overuse of passive construction.
4. Observing the conventions of standard American English grammar and usage by all of the following:
  - a. Using standard verb forms.
  - b. Maintaining agreement between subject and verb, pronoun and antecedent.
  - c. Using proper case forms.
  - d. Maintaining a consistent point of view.
  - e. Using adjectives and adverbs correctly.
  - f. Avoiding inappropriate shifts in verb tenses.
  - g. Making logical comparisons.
5. Using standard practice for spelling, punctuation, and capitalization.
6. Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.

(g) Speaking involves composing the message, providing ideas and information suitable to topic, purpose and audience which includes all of the following skills:

1. Determining the purpose of the oral discourse.
2. Choosing a topic and restricting it according to purpose and audience.
3. Fulfilling the purpose by the following:
  - a. Formulating a thesis or main idea statement.
  - b. Providing adequate support material.
  - c. Organizing suitably.
  - d. Using appropriate words.
  - e. Using effective transitions.

(h) Speaking involves transmitting the message, using oral delivery skills suitable to the audience and the occasion by all of the following skills:

1. Employing vocal variety in rate, pitch, and intensity.
2. Articulating clearly.
3. Employing the level of American English appropriate to the designated audience.
4. Demonstrating nonverbal behavior which supports the verbal message with eye contact and appropriate posture, gestures, facial expressions, and body movements.

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

(a) Demonstrating mastery of all of the following arithmetic algorithms:

1. Adding, subtracting, multiplying, and dividing rational numbers.
  2. Adding, subtracting, multiplying, and dividing rational numbers in decimal form.
  3. Calculating percent increase and percent decrease.
  4. Solving the sentence — a percent of  $b$  is  $c$  — where values for two of the variables are given.
- (b) Demonstrating mastery of all of the following geometric and measurement algorithms:
1. Rounding measurements to the nearest given unit of the measuring device used.
  2. Calculating distance, area, and volumes.
- (c) Demonstrating mastery of all of the following algebraic algorithms:
1. Adding, subtracting, multiplying, and dividing real numbers.
  2. Applying the order-of-operations agreement to computations involving numbers and variables.
  3. Using scientific notation in calculations involving very large or very small measurements.
  4. Solving linear equations.
  5. Solving linear inequalities.
  6. Using given formulas to compute results, when geometric measurements are not involved.
  7. Finding particular values of a function.
  8. Factoring a quadratic expression.
  9. Finding the roots of a quadratic equation.
  10. Solving a system of two linear equations in two unknowns.
- (d) Demonstrating mastery of all of the following statistical algorithms, including some from probability:
1. Identifying information contained in bar, line, and circle graphs.
  2. Determining the mean, median, and mode of a set of numbers.
  3. Using the fundamental counting principle.
- (e) Demonstrating mastery of logical-reasoning algorithms by deducing facts of set inclusion or set non-inclusion from a diagram.
- (f) Demonstrating understanding of arithmetic concepts by all of the following skills:
1. Recognizing the meaning of exponents.
  2. Recognizing the role of the base number in determining place value in the base-ten numeration system.
  3. Identifying equivalent forms of positive rational numbers involving decimals, percents, and fractions.
  4. Determining the order relation between real numbers.
  5. Identifying a reasonable estimate of a sum, average, or product of numbers.
- (g) Demonstrating understanding of geometric and measurement concepts by all of the following skills:
1. Identifying relationships between angle measures.
  2. Classifying simple plane figures by recognizing their properties.
  3. Recognizing similar triangles and their properties.
  4. Identifying appropriate units of measurement for geometric objects.
- (h) Demonstrating understanding of algebraic concepts by all of the following skills:
1. Using properties of operations correctly.
  2. Determining whether a particular number is among the solutions of a given equation or equality.
  3. Recognizing statements and conditions of proportionality and variation.
  4. Identifying regions of the coordinate plane which correspond to specified conditions and vice versa.
- (i) Demonstrating understanding of statistical concepts, including probability, by all of the following skills:
1. Recognizing properties and interrelationships among the mean, median, and mode in a variety of distributions.
  2. Choosing the most appropriate procedure for selecting an unbiased sample from a target population.
  3. Identifying the probability of a specified outcome in an experiment.
- (j) Demonstrating understanding of logical-reasoning concepts by all of the following skills:
1. Identifying statements equivalent to the negations of simple and compound statements.
  2. Determining equivalence or non-equivalence of statements.
  3. Drawing logical conclusions from data.
  4. Recognizing that an argument may not be valid even though its conclusion is true.
- (k) Inferring relations between numbers in general by examining particular number pairs.
- (l) Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:
1. Inferring formulas for measuring geometric figures.
  2. Selecting applicable formulas for computing measures of geometric figures.
- (m) Generalizing and selecting applicable generalizations in algebra by using applicable properties to select equivalent equations and inequalities.
- (n) Generalizing and selecting applicable generalizations in statistics, including probability, by inferring relations and making accurate predictions from studying statistical data.
- (o) Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:
1. Recognizing valid reasoning patterns as illustrated by valid arguments in everyday language.
  2. Selecting applicable rules for transforming statements without affecting their meaning.
- (p) Demonstrating proficiency for solving problems in the area of arithmetic by the following skills:
1. Solving real-world problems which do not require the use of variables and which do not require the use of percent.
  2. Solving real-world problems which do not require the use of variables and which do require the use of percent.
  3. Solving problems that involve the structure and logic of arithmetic.

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

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

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

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.

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

1. Interpreting real-world data involving frequency and cumulative frequency tables.
2. Solving real-world problems involving probabilities.

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



# STUDENT SERVICES

## Counseling/Advising

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

## Orientation

All students who are seeking either a degree or a vocational certificate and who register to take courses at P-HCC for the first time MUST schedule an appointment in the Counseling Office for mandatory orientation and placement testing. A minimum of three hours is required for these activities. Appointments are available during both day and evening hours. Advising appointments are made following these activities. Early advisement and registration help ensure the best selection of courses.

## Americans With Disabilities Act (ADA)

Pasco-Hernando Community College, in compliance with Title II of the Americans with Disabilities Act (ADA), makes every reasonable effort to accommodate persons with disabilities. If a student requires any special services or accommodation because of a disability, he/she should contact the Assistant Dean of Student Services at the chosen campus, or the Dean of Student Services, Dr. Sylvia Thomason. Pasco-Hernando Community College is an equal access college and does not discriminate against persons with disabilities.

## Identification Cards

Each student is issued an identification card each semester at registration. This card may be required for schedule changes, library use, and other college functions. Loss should be reported to a counselor immediately.

## Unmet Financial Obligations

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

## Job Placement

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

## CHOICES

CHOICES is a computerized system that assists students in locating information on careers, Florida's schools and train-

ing programs, financial aid, and current job openings. CHOICES, together with a counselor, can assist students in setting career goals.

## Veterans Benefits

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

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

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

Veterans may be eligible to receive a 60-day deferment for the payment of registration fees beginning with the first day of classes in any academic term each time there is a break in receipt of benefits. If the academic session is for less than 60 days, the deferment shall be limited to ten days less than the number of days in the session. Veterans receiving continual benefits and veterans whose training is being paid by Vocational Rehabilitation are NOT eligible for deferment.

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

## Emergencies

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

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

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

## Health Information

P-HCC provides neither health services nor student health insurance. Furthermore, the college assumes no responsibility for medical treatment of its students. College personnel shall provide assistance to students in obtaining emergency medical attention from independent medical providers. As required by Florida Statute, some health information, including that pertaining to acquired immune deficiency syndrome (AIDS), can be obtained from the counselor on each campus.

## Sexual Misconduct

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

## Crime Statistics

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

## Drug-Free College Program

P-HCC is committed to the development and implementation of a comprehensive plan to establish and maintain a drug-free environment. Therefore, the District Board of Trustees has adopted a "Drug-Free College Program" in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses).

Use or possession of alcohol or controlled drugs by students while on college premises or while engaged in college-sponsored activities off-campus is prohibited. No student shall report to classes or college-sponsored activities while intoxicated, impaired, or under the influence of drugs or alcohol. The college will impose disciplinary sanctions on students consistent with local, State, and Federal law, up to and including suspension, expulsion, and reporting to local law enforcement agencies for abuses of drugs and alcohol.

Students, by registering at P-HCC, assume the responsibility of becoming familiar with and abiding by the regulations and rules of conduct of the college.

## Student Conduct

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

The following actions are prohibited at or on any campus or at any college-sponsored or college-affiliated activity or

event. Violation of any of these regulations may result in disciplinary action. Disciplinary action may also be imposed for special circumstances as prescribed by State or Federal law. Incidents may be reported to the appropriate law enforcement agency.

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any narcotic drug, as defined in Chapter 893 of the Florida Statutes; this includes cannabis sativa (marijuana).
3. Academic dishonesty, to include cheating and/or plagiarism.
4. Stealing.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing.
8. Vandalism or destruction of property.
9. Falsification of college records.
10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive to the normal, peaceful, and orderly operation of the college.
13. Violation of a federal or state law; a county or city ordinance.
14. Repeated offenses of a less serious nature.
15. Assault or physical abuse.
16. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons. This policy does not apply to trained law enforcement officers either on or off duty.
17. Unauthorized entry or occupancy of college facilities.
18. Conspiracy or solicitation to commit an unlawful act or to violate any college regulations or policies.
19. Repeated violations of college traffic rules while on campus.
20. Trespass on college grounds in violation of college rules.

## Academic Dishonesty: Cheating and Plagiarism

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

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

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

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test;
5. Changing answers on a previously graded test in order to have a grade revised;

6. Stealing examination materials;
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

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

## Hazing

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

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college, hereafter referred to as "college organization." Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual. Hazing shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.
4. Violations of this rule may subject an individual student to the following penalties:
  - a. Minor violations — disciplinary probation; and
  - b. Major or repeated minor violations — suspension or dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this rule shall be penalized as follows:
  - a. Minor violations — probation from operating as a college organization; and
  - b. Major or repeated violations — suspension in accordance with District Board of Trustees Rule 6Hx19-6.32, or rescission of the authority for such organization to operate on college property or operate under the sanction of the college.

Organizational violations shall be handled by the Dean of Student Services or center administrator. In addition,

hazing may subject an individual or organization to criminal penalties under Florida law.

6. In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.
7. All college organizations are required to include the above anti-hazing rule in the bylaws of such organization.

## College Operating Hours/ Campus Security

The official operating hours of the college are from 6:30 a.m. to 11:30 p.m. The college is officially closed from 11:30 p.m. to 6:30 a.m. Any person not duly authorized, licensed, or invited by an official of the college to be on the premises or within any structure between 11:30 p.m. and 6:30 a.m. will be committing the offense of trespass, and local law enforcement officials will be notified.

## Termination from the Allied Health Programs

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

Faculty shall refer the student to the Assistant Dean of Student Services/Counselor as indicated in the section entitled "Disciplinary Procedures," on the first documented incident related to any of the following reasons:

1. Any action outlined in Board Rule 6Hx19-6.13, and as repeated above under the section entitled "Student Conduct."
2. Endangering a patient's/client's life by:
  - a. violating standard safety practices in the care of patients;
  - b. delaying care that is within the student's realm of ability and/or knowledge;
  - c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge;
  - d. failing to comply with the requirement for repeat physical examination, inclusive of drug screening, at the direction of the division director and resulting from observed behavioral changes.
3. Being found in any restricted or unauthorized area.
4. Violation of confidential information related to patients/clients.
5. As the result of due process proceedings based upon a request in writing from the hospital or participating agency that the student be withdrawn from said agency.
6. Aggressive or dishonest behavior to any college staff member, hospital staff member, Medical Director, physician, patient, or student, defined as follows:
  - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
  - b. Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.

AND, for Paramedic Program students,

7. Refusing to follow an order from any physician, hospital staff member, or college instructor.

## Disciplinary Procedures

Alleged violations of student regulations or other student misconduct shall be referred to the Assistant Dean of Student Services/Counselor, and then to the Campus Provost as needed. Reprimands or unrecorded disciplinary probation may be administered by these officials. Disciplinary probation will be recorded on the student's permanent record and must be approved by the Dean of Student Services. In situations in which the penalty could be disciplinary suspension (not to exceed one session) or dismissal from the college, the problem will be referred by the Campus Provost to a campus disciplinary board. The board will be composed of the Dean of Student Services as chair, the Campus Provost, the Equity Officer/Minority Recruiter, a counselor, a student, and a faculty member. Except for the Dean of Student Services and the Equity Officer/Minority Recruiter, all members of the board will be from the accused student's campus.

In all cases in which disciplinary suspension or dismissal could result, the student will be notified by certified mail of the nature of the charges and evidence against him or her and the time and date of the hearing. The notice shall also inform the student of his or her right to appear at the hearing, to face the accuser, and to present any applicable evidence on his/her own behalf. After a careful and thorough hearing on the case, the disciplinary board shall make a final determination by majority vote in accordance with one of the following actions:

1. Dismissal of the student from the college.
2. Disciplinary suspension for a specified period of time.
3. Disciplinary probation recorded on the student's permanent record.
4. Administrative reprimand.
5. Report of the incident to the appropriate law enforcement agency.
6. Removal of the charges against the student.

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

## Student Grievances

1. Students should first attempt to resolve grievances locally and informally through discussion with the following campus officials, in the order listed:
  - a. Instructor
  - b. Division Director
  - c. Assistant Dean of Student Services/Counselor
  - d. Provost

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

2. Should the grievance not be settled at the campus level within ten working days, it shall be referred to the Vice President who shall attempt to resolve the matter within ten working days of receipt. If this effort is unsuccessful, he/she will recommend to the President the appointment of a Special Board to conduct a formal administrative

hearing as the basis for final action by the President.

3. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may be questioned, and appropriate correction may be sought.
4. The student grievant may request assistance from the Equity Officer/Minority Recruiter at any point during the grievance process. The Equity Officer/Minority Recruiter is not to represent the grievant, but is only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, the Equity Officer/Minority Recruiter shall monitor progress of the case to its conclusion.

## Privacy of Student Records/ Directory Information

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

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

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

## Student Use of College Facilities

Students are not permitted to remain in any college building after college hours (see Page 40, College Operating Hours) without faculty supervision. Loitering on college property or at teaching locations is not permitted.

## Student Government Association (SGA)

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

## Student Activities

Participation in extracurricular student activities is encouraged. Students having common interests may form clubs, groups, or organizations as approved by the Campus Student 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, mu-

sical and drama productions, forensics, speeches, and films.

### **Phi Theta Kappa (PTK)**

Phi Theta Kappa (PTK) is an honorary fraternity first organized during the summer of 1978 at the North Campus of P-HCC. 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 at P-HCC with a grade-point average of 3.25 or higher as specified by the respective Chapters. Only courses taken at P-HCC and numbered 1000 or 2000 will be considered when calculating the GPA.

The P-HCC North Campus Chapter has been designated as Alpha Delta Epsilon, the West Campus Chapter as Alpha Epsilon Upsilon, and the East Campus Chapter as Alpha Zeta Epsilon.

### **Phi Beta Lambda (PBL)**

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

The P-HCC 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.

### **Vocational Industrial Clubs of America (VICA)**

Vocational Industrial Clubs of America (VICA) is a national and state organization for students interested in industrial-technical fields. It fosters respect for the dignity of work, promotes high standards in ethics, craftsmanship, scholarship, and safety; and offers activities that complement occupational skill development. VICA programs include local, state, and national contests in which students demonstrate the occupa-

tional and leadership skills they have learned in the shop and in the classroom.

### **UHURU Club**

UHURU, the Swahili word meaning "freedom," is an organization that was established to develop an awareness of and solutions to the problems of the educational, economic, and cultural dilemmas experienced by minority people. The members of this club assist with planning the Martin Luther King, Jr. Celebration, held each January, and Black History Month, observed each February.

## **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 advisor to the newsletter staff.

## **Bookstore Services**

Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest to students. Books needed for courses at each campus will be available for purchase at that location. Refunds for unmarked textbooks are made only during the regular fee refund period. (See Refund Policies, Page 19.) Sales slips are required for all refunds.

## **Athletics and Recreation**

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

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



# ACADEMIC PROGRAMS

Pasco-Hernando Community College (P-HCC) is authorized to award the associate degree for satisfactory completion of a planned program of post-high school studies consisting of not less than 62 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 must pay the required fee.

The college offers the Associate in Arts Degree, the Associate in Science Degree in a number of occupational fields, and certificates in many occupational areas. **STUDENTS ARE CAUTIONED THAT ALL COURSES AND ALL PROGRAMS ARE NOT NECESSARILY OFFERED ON ALL CAMPUSES.**

A student must earn at least 15 semester hours at P-HCC other than by CLEP, Advanced Placement, and Credit-by-Examination in order to obtain a degree; and at least 6 hours (with the same types of exceptions) for a certificate. The additional hours may be earned by regular class attendance or by any of the methods described under Programs of Acceleration (Page 14).

## Course Transferability

Courses designated as required under the Associate in Arts Degree Program are fully transferable to a Florida senior public institution in meeting the general education requirements. All other catalog courses listed as 1000- or 2000-level are credited for purposes of graduation from P-HCC, but may not be accepted by the institution to which a student transfers. A counselor/advisor will assist in providing information on courses normally accepted for transfer at a particular university or four-year college.

Courses identified as part of the 17- to 19-hour core program in an Associate in Science Degree may be transferable to a senior Florida institution. However, the core courses do not complete the general education requirements for transfer at the junior level, and they may not prepare a student to take the CLAST examination mandated for Florida public colleges and universities (See Page 34, CLAST Testing). Selection of courses other than those required is the responsibility of the student and should be related to his/her goals.

## Continuing Education Program

P-HCC will provide such Continuing Education courses as are needed to serve the residents of the college district. These courses are designed to meet specific needs and may vary in content, length, and time scheduled. For information about such courses, contact the Continuing Education Specialist at the nearest campus.

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

### Lifelong Learning (CEL) Courses

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

Fees shall be charged for CEL courses in accordance with the fee structure established by the District Board of Trustees (See Page 18).

## Supplemental Courses

These courses are organized and designed to develop or enhance an individual's occupational skills. Records of such courses are maintained by the College. Fees shall be charged for Supplemental Courses in accordance with the fee structure established by the District Board of Trustees (See Page 18).

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

## Transfer Program

The Associate in Arts (AA) Degree Program is the preparatory program for advanced studies at other colleges and universities. Students seeking this degree or intending to transfer to the upper division of a state university must complete the College Level Academic Skills Testing (CLAST) requirements (See Page 34).

Satisfactory completion of the AA Degree Program, to include the CLAST examination, will allow a student to enter a Florida public university at the junior level. Flexibility is allowed in the AA Degree Program to permit a student to prepare for almost any bachelor's degree program. However, the satisfactory completion of the program neither implies nor guarantees that all lower level requirements in a program of the student's choice at a higher level institution have been met. For this reason, any student who expects to transfer to a senior institution is advised to **CONTACT THE SPECIFIC DEPARTMENT OF THAT INSTITUTION AS EARLY AS POSSIBLE FOR INFORMATION ABOUT COURSES TO BE TAKEN WHILE AT P-HCC. FINAL RESPONSIBILITY FOR CHOICE OF PROGRAM AND COURSES AT P-HCC, HOWEVER, RESTS WITH THE STUDENT.**

College catalogs and counseling manuals from all state universities and catalogs from other senior colleges are available in the Student Services Office at any P-HCC campus. Counselors/advisors are available, by appointment, to assist the student in planning a program.



## Foreign Language Requirement

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

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

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

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

Students who received Associate in Arts Degrees prior to September 1, 1989, or who enrolled in a program of studies leading to an Associate's Degree from a Florida community college prior to August 1, 1989, and have maintained continuous enrollment shall be exempt from this admissions requirement. Any lower division student admitted without meeting the foreign language requirement must earn such credits prior to admission to the upper-division of a state university. Any AA Degree graduate from a public community college admitted without meeting the foreign language requirement must earn such credits prior to graduation from a state university.

## College Preparatory Courses

P-HCC offers College Preparatory Courses which are below college level for students in need of review work in skills necessary for college-level academic courses. Individually prescribed study is also available in the Learning Laboratories. See "Common Placement Testing," Page 28, and consult a P-HCC counselor for further information. Credits earned in College Preparatory Courses do not apply toward degrees or certificates.

## Police Standards Program (Law Enforcement/Basic Recruit)

P-HCC offers the Basic Recruit, Police Standards Program. This vocational credit program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum.

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

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

1. Complete the application form and pay the required fee.
2. Supply to the Records Office a copy of the Certificate awarded at the completion of the Basic Recruit Program.

This program is housed at the Gowers Corner Center. This facility offers training programs for all law enforcement agencies throughout Pasco County.

## Military Science Program — Reserve Officers' Training Corps (ROTC)

A dual enrollment program with the University of South Florida (USF) is offered by P-HCC (see Courses, Page 10). Students interested in enrolling in the program are required to make application with USF. Normally, students accepted into the program will be assigned to attend classes at St. Leo College, located near Dade City. Please consult a counselor for further details.



# ASSOCIATE IN ARTS DEGREE PROGRAM

(For admission requirements to the Associate in Arts Degree Program, see Page 14)

The Associate in Arts (AA) Degree will be awarded upon completion of a minimum of 62 credit hours and upon passing the state-prescribed College-Level Academic Skills Test (CLAST) (See Page 34). A minimum of 42 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" that are 1000 or 2000 level. Required Communication, Computation, and Humanities courses must each be completed with a grade of "C" or above. Fifteen hours of credit, other than Credit-By-Examination, CLEP, or Advanced Placement must be earned in residence at P-HCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation. *MIN PHCC GPA OF 2.0*

## OBJECTIVES OF THE AA DEGREE

The purpose of the AA Degree Program is to prepare the student for transfer at the junior level, especially to the State University System (SUS) of Florida, by providing academic courses which are parallel in both content and quality to those taught within the SUS.

### OBJECTIVES

1. To enhance the ability of students to communicate ideas and meaning in writing with competency in form and substance  
**MEASUREMENT**  
All AA graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101).  
All AA graduates will have completed successfully the English language skills and the essay portions of the College Level Academic Skills Test (CLAST).
2. To develop in students the skills necessary to prepare research papers  
**MEASUREMENT**  
All AA graduates will have completed successfully (with a "C" or higher) English Composition II (ENC 1102 or ENC 1122H).  
These skills are reinforced in Humanities I (HUM 2211) and Humanities II (HUM 2230).
3. To strengthen speaking, listening, and reading skills in students  
**MEASUREMENT**  
All AA graduates will have completed successfully (with a "C" or higher) Modes of Communication (SPC 2010), and  
All AA graduates will have completed successfully the reading skills portion of the CLAST.
4. To ensure that all students are provided with a broad spectrum of mathematical skills  
**MEASUREMENT**  
All AA graduates will have completed successfully (with a "C" or higher) Finite Mathematics (MGF 1202), and  
All AA graduates will have completed successfully the mathematics skills portion of the CLAST.
5. To develop in students mathematical competency, accuracy, and understanding consistent with university requirements/recommendations  
**MEASUREMENT**  
All AA graduates will have completed successfully (with a "C" or higher) at least seven hours of mathematics at the level of college-level algebra (MAC 1102 or MAC 1104) or above.
6. To nurture in students an understanding of the structure, function, and basic components of the biological and physical worlds  
**MEASUREMENT**  
All AA graduates will have completed successfully at least three science courses – one biological science course from a prescribed list, one physical science course from a prescribed list, and a third science course either from these prescribed lists or any course with a GLY or OCE prefix.
7. To foster in students an understanding of behavior, individual and/or group  
**MEASUREMENT**  
All AA graduates will have completed successfully Introduction to Psychology (PSY 1012), or Introduction to Sociology (SYG 2000), or Introduction to Cultural Anthropology (ANT 2410).
8. To develop in students an appreciation of the arts and humanities, including the critical awareness of cultures and cultural diversity  
**MEASUREMENT**  
All AA graduates will have completed successfully (with a "C" or higher) Humanities I (HUM 2211) and Humanities II (HUM 2230).
9. To develop in students knowledge and understanding of the structure and function of government  
**MEASUREMENT**  
All AA graduates will have completed successfully American Federal Government (POS 2041).
10. To prepare students for successful academic performance upon transfer to the upper-division institutions in the State University System (SUS)  
**MEASUREMENT**  
The mean grade-point average (GPA) of P-HCC graduates who transfer to the SUS will be at least equal to the mean GPA of other transfer students in the SUS.
11. To foster in students an understanding of the importance of a healthy body  
**MEASUREMENT**  
All AA graduates will have completed successfully two hours of physical education credits.

12. To develop computer literacy skills in students

**MEASUREMENT**

All AA students who enter P-HCC without computer skills will be encouraged to complete successfully a computer course such as Introduction to Computer Literacy (CGS 1061), Electronic Writing (OST 1743), or Introduction to Data Processing (CGS 1000) as an elective course. Student self-reported computer skills will be determined by the annual AA graduate follow-up study.

13. To provide students with a varied educational experience

**MEASUREMENT**

All AA graduates will have completed successfully up to 20 elective credits in addition to the minimum of 42 credits in the general education core program.

### Additional Assistance

Students are provided assistance to enhance the probability of successful performance at the college level. For example, entering students are administered the Florida Multiple Assessment Program and Services (MAPS) test so that they can be advised and placed in the proper communication and computation courses.

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

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

Effective August 1, 1986 through July 31, 1989:

Reading - 270; Writing - 270; Computation - 275; and Essay - 4.

Effective August 1, 1989 through September 30, 1991:

Reading - 295; Writing - 295; Computation - 285; and Essay - 4.

Effective October 1, 1991 through September 30, 1992:

Reading - 295; Writing - 295; Computation - 290; and Essay - 5.

Effective October 1, 1992:

Reading - 295; Writing - 295; Computation - 295; Essay - 6.





# ASSOCIATE IN SCIENCE DEGREE PROGRAMS

The Associate in Science (AS) Programs prepare students for employment in selected fields upon completion of a minimum of two years, or four semesters, of preparation. A certificate may be awarded in some programs after one year of prescribed work. ASSOCIATE IN SCIENCE PROGRAMS ARE NOT DESIGNED FOR TRANSFER TO A UNIVERSITY, AND COMPONENT COURSES MAY NOT CORRESPOND TO THOSE CONTAINED IN A UNIVERSITY PROGRAM OF THE SAME OR SIMILAR TITLE. STUDENTS EXPECTING TO TRANSFER ARE ADVISED TO PURSUE THE ASSOCIATE IN ARTS DEGREE, WHICH REQUIRES SUCCESSFUL COMPLETION OF THE COLLEGE-LEVEL ACADEMIC SKILLS TEST (SEE PAGE 34).

## Listing of AS and Certificate Programs

P-HCC is authorized to award certificates in occupational fields upon satisfactory completion of prescribed courses of study, a minimum of six hours of credit, other than by credit-by-examination or CLIP, having been taken at P-HCC. A cumulative grade-point average (GPA) of 2.0 or higher must be achieved in all certificate programs. However, in all certificate programs except Small Business Management, Paramedic, and Office Systems Specialist (which are Postsecondary Vocational [PSV] Programs), only those courses that are part of the specific program are to be included in computing the program GPA. After completing the specified number of hours in an AS Degree Associated Certificate or a Vocational Credit Program, a student may transfer to an associated Associate in Science Degree.

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

### Associate in Science Degree in:

Building Construction Technology  
Business Administration and Management  
Computer Programming and Applications  
Criminal Justice Technology  
Dental Hygiene  
Electronics Engineering Technology  
Emergency Medical Services Technology  
Fire Science Technology  
Hospitality Management  
Human Services Technology  
Marketing Management  
Nursing, with the:  
    Generic Track  
    Licensed Practical Nurse Track  
    Paramedic Track  
Office Systems Technology  
Business Administration – Vocational Track

### Associated Certificate Program in:

\*Small Business Management  
  
\*Paramedic  
  
\*Office Systems Specialist  
\*\*Cosmetology  
\*\*Correctional Officer  
\*\*Dental Assisting  
\*\*Fire Fighting  
\*\*Floral Design and Marketing  
\*\*Health Unit Coordinator  
\*\*Landscape Operations  
\*\*Law Enforcement/Basic Recruit  
\*\*Medical Secretarial/Examining Room Assistant  
\*\*Patient Care Assistant/Home Health Aide  
\*\*Medical Record Transcribing  
\*\*Phlebotomy Technician  
\*\*Practical Nursing  
\*\*Travel Agency Operations  
\*\*Wastewater Treatment Plant Operation Level "C"  
\*\*Water Treatment Plant Operation Level "C"  
\*\*Welding

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

\*Post-secondary Vocational (PSV) Program

\*\*Post-secondary Adult Vocational (PSAV) Program

## Associate in Science Degree Requirements

An Associate in Science (AS) Degree will be awarded upon completion of a minimum of 62 credit hours earned in a career or technical program. The individual must complete the 17-20 hour core program for the Associate in Science Degree and the remaining hours from an approved program. Courses designated for Vocational Certificates, or below the 1000 or 2000 level, are not applicable to this degree. Fifteen hours of credit other than by Credit-By-Examination, CLEP, or Advanced Placement, must be earned in residence at P-HCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved prior to graduation.

The core program (general education requirements) for the Associate in Science Degree is:

	Semester Hours	Credit
I. Communications *ENC 1101 English Composition I	3	
II. Social Sciences POS 2041 American Federal Government (except for Nursing and Dental Hygiene Programs)	3	
III. Mathematics or Natural Sciences Any one of the following courses: Mathematics (MAC 1102, MAC 1104, MAC 1114, MGF 1202, or STA 2014) or Biological Science (any course with BSC or OCE prefix) or Physical Science (any course with CHM or PHY or PSC prefix)	3 or 4	
IV. Humanities Any of the following courses: Art Appreciation (ARH 1000) *English Composition II (ENC 1102) *English Composition II—Honors (ENC 1122H) Drama (THE 2010, THE 2011, THE 2020, TPP 1110) Foreign Language (any course with an FRE, GER, or SPN prefix)	3 or 4	
V. Core Elective Any course not used to satisfy I, II, III or IV above or any course from the following list: Geography (any course with a GEA prefix) History (any course with AMH or EUH prefix) Humanities I (HUM 2211) Introduction to Asian Arts and Letters—Honors (IDS 2290) Introduction to Cultural Anthropology (ANT 2410) Psychology (any course with PSY or DEP prefix) Reading (REA 1105) Sociology (any course with SYG prefix)	3 or 4	
VI. Physical Education (PEL, PEM, or HSC 1100)**	<u>2</u>	
	TOTAL	17 to 20 hours

\*Grade of "C" or above required

\*\*No more than two credit hours of physical education activity courses are allowed as part of an AA or AS Degree. However, if either PEM 1101 or HSC 1100 is taken, up to four credit hours of physical education credits are permitted.

Each program will also include general computational skills, oral communication skills, and human relations skills taught in a specific course or courses, based on the curricular needs. Some programs may also require particular courses to meet the requirements in III, IV, and V above. See the individual program listings.

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

# ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION TECHNOLOGY

This program is designed to prepare technicians for employment or to upgrade or retrain persons who are or have been employed in the building construction industry. Examples of job titles include: estimator, construction supervisor, construction foreman, building inspector, and expeditor. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
MAC 1102	Essential College Algebra	4	
MNA 1306	Personnel Relationships in Business	3	
BCN 1220	Structures I	3	
GEB 1011	Introduction to Business	3	
ENC 1102	English Composition II		3
MNA 1345	Principles of Supervision		3
BCT 1040	Basic Drafting & Blueprint Reading		3
CGS 1061	Computer Literacy		3
BCN 1221	Structures II		3
	Physical Education	1	1
		<u>17</u>	<u>16</u>
<b>SOPHOMORE</b>			
MAN 1800	Small Business Management	3	
ETD 1530C	Architectural Drawing	3	
BCN 2610	Construction Estimating	3	
BUL 2241	Business Law I	3	
POS 2041	American Federal Government	3	
BCN 2765	Codes, Contracts & Specifications		3
SUR 2001C	Surveying I		3
ETD 1380C	Introduction to CAD		3
Elective	Biological Sciences (BSC or OCE)		3 (4)
Elective	(from Approved Electives listed below)		3
		<u>15</u>	<u>15 (16)</u>

## Approved Electives:

BCN 1501	Plumbing Systems
BCN 1520	Electrical Systems
BUL 2242	Business Law II
CGS 1000	Introduction to Data Processing
CGS 1570	Microcomputer Applications
ETM 2610	Mechanical Systems
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
SUR 2200C	Surveying II

# ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION & MANAGEMENT

The purpose of this program is to prepare students for employment for mid-management positions in a variety of business environments as managers or to provide supplemental training for persons previously or currently employed in management occupations. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

<i>COURSE DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>	
	<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>		
ENC 1101 • English Composition I •	3	
CGS 1000 • Introduction to Data Processing	3	
GEB 1011 • Introduction to Business	3	
OST 1321 • Electronic Office Machines	3	
MAR 1011 • Principles of Marketing	3	
Elective • Area IV (See Page 49)		3
*OST 1100 • Beginning Typewriting		3
QMB 1001 • Business Mathematics		3
Elective • (Suggested Electives, see below)		3
Elective • Area V (See Page 49)		3 (4)
Physical Education	1	1
	<u>16</u>	<u>16 (17)</u>
<b>SOPHOMORE</b>		
ACG 2021 • Principles of Financial Accounting	3	
POS 2041 • American Federal Government •	3	
CGS 1570 • Microcomputer Applications	3	
BUL 2241 • Business Law I	3	
MNA 1300 • Personnel Relationships in Business	3	
ACG 2071 • Principles of Managerial Accounting		3
ECO 2013 • Principles of Economics I		3
OST 2335 • Business Communications		3
Elective • Area III (See Page 49) •		3 (4)
MNA 1345 • Principles of Supervision		3
	<u>15</u>	<u>15 (16)</u>

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

## *Suggested Electives:*

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

# CERTIFICATE PROGRAM — SMALL BUSINESS MANAGEMENT

The purpose of this program is to prepare students for the operation of a small business and to become small business owners and entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a small business. Upon successful completion of this certificate program, a student may transfer into the Associate in Science (AS) in Business Administration and Management or the AS in Marketing Management programs.

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
QMB 1001	Business Mathematics	3	
CGS 1000	Introduction to Data Processing	3	
MAN 1800	Small Business Management	3	
MNA 1345	Principles of Supervision	3	
GEB 1011	Introduction to Business	3	
ACG 2021	Principles of Financial Accounting		3
ECO 2013	Principles of Economics I		3
MNA 1300	Personnel Relationships in Business		3
*OST 2335	Business Communications		3
BUL 2241	Business Law I		3
		15	15

## Suggested Additional Courses:

- \*ACG 2071 Principles of Managerial Accounting
- \*BAN 1210 Analyzing Financial Statements
- \*BUL 2242 Business Law II
- \*CGS 1570 Microcomputer Applications
- MAR 1011 Principles of Marketing
- MKA 1021 Salesmanship
- MKA 2511 Principles of Advertising

\*Prerequisite required.



# ASSOCIATE IN SCIENCE IN COMPUTER PROGRAMMING & APPLICATIONS

The purpose of this program is to prepare students for employment as business programmers, information systems programmers, process control programmers, information systems managers, and programmer/analysts or to provide supplemental training for persons previously or currently employed in these occupations. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
*OST 1100	Beginning Typewriting	3	
CGS 1564	DOS/Windows	3	
CGS 1000	Introduction to Data Processing	3	
COP 1000	Introduction to Computer Programming	3	
MNA 1300	Personnel Relationships in Business		3
Elective	Any Math Course Listed in Area III (See Page 49)		3 (4)
Elective	(Elective—see below)		3
CGS 1570	Microcomputer Applications		3
Elective	Area IV (See Page 49)		3
	Physical Education	$\frac{1}{16}$	$\frac{1}{16}$
		16	16 (17)
<b>SOPHOMORE</b>			
ACG 2021	Principles of Financial Accounting	3	
POS 2041	American Federal Government	3	
COP 2120	COBOL Programming I	3	
CIS 2321	Systems Analysis & Design	3	
Elective	Area V (See Page 49)	3 (4)	
ACG 2071	Principles of Managerial Accounting		3
COP 2121	COBOL Programming II		3
Elective	(Elective—see below)		3
CIS 2940	Data Processing Practicum		3
Elective	(Elective—see below)		3
		$\frac{15}{15}$ (16)	$\frac{15}{15}$

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

## Electives:

CGS 2510	Advanced Microcomputing w/Lotus 1-2-3
COP 2170	BASIC Programming
COP 2220	"C" Language Programming
CGS 2540	Advanced Microcomputing with dBASE

NOTE: Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Computer Programming and Analysis for the successful completion with a "C" average or better (820640) Business Applications I and Business Applications II at the Marchman Vocational Technical Center. Credit will be awarded for:

CGS 1000 Introduction to Data Processing

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

# ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY

This program provides a professional background to those preparing for careers in law enforcement. The program should be followed by those intending to pursue a two-year degree program in law enforcement. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
PSC 1311	Introduction to Physical Universe II	3	
SYG 2000	Introduction to Sociology	3	
CCJ 1100	Introduction to Law Enforcement	3	
CCJ 1400	Police Organization & Administration	3	
ENC 1102	English Composition II		3
*CJT 1100	Criminal Investigation		3
CCJ 1401	Police Operations		3
CGS 1061	Computer Literacy		3
QMB 1011	Business Mathematics (or any higher level mathematics)		3
	Physical Education	1	1
		<u>16</u>	<u>16</u>
<b>SOPHOMORE</b>			
MNA 1300	Personnel Relationships In Business	3	
CJT 1110	Introduction to Criminalistics	3	
*CCJ 2220	Criminal Law	3	
POS 2041	American Federal Government	3	
	Elective	3	
+ DEP 2002	Child Psychology OR		
+ DEP 2302	Adolescent Psychology		3
CCJ 2130	Police Community Relations		3
CCJ 2250	Rules of Evidence for Police		3
CCJ 1000	Crime and Delinquency		3
CCJ 2012	Police Role in Crime		3
		<u>15</u>	<u>15</u>

\*P-HCC offers the Basic Recruit, Police Standards Program. This vocational credit program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum. Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Under this provision, three hours each will be awarded for CCJ 2220 (Criminal Law) and CJT 1100 (Criminal Investigation). Credit is not applicable to those who have qualified for credit under the provisions of a previous catalog. (See Page 44 for further information.)

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

# ASSOCIATE IN SCIENCE IN DENTAL HYGIENE

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

**Application Deadline: June 15**—A limited access program with requirements for admission listed in the application materials.

This program is designed to prepare a person for employment as a dental hygienist. Upon successful completion of the program, the graduate receives an Associate in Science Degree in Dental Hygiene. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

## \*Prerequisites

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Hours	Credit
BSC 1085	Human Anatomy and Physiology I (formerly APB 1811)	3	
BSC 1085L	Human Anatomy and Physiology I Laboratory (formerly APB 1811L)	1	
BSC 1086	Human Anatomy and Physiology II (formerly APB 1812)	3	
BSC 1086L	Human Anatomy and Physiology II Laboratory (formerly APB 1812L)	1	
CHM 1025C	Introductory Chemistry (or higher-level chemistry course)	4	
ENC 1101	English Composition I	3	
PSY 1012	Introduction to Psychology	3	
		<u>18</u>	

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
DES 1020	Oral, Head, and Neck Anatomy	4		
DES 1020L	Oral, Head, and Neck Anatomy Laboratory	1		
DEH 1001	Dental Hygiene I	4		
DEH 1001L	Dental Hygiene I Clinical	4		
DES 1200C	Dental Radiography	3		
DES 1100	Dental Materials		2	
DES 1030	Oral Histology and Embryology		2	
DEH 1800	Dental Hygiene II		1	
DEH 1800L	Dental Hygiene II Clinical		4	
MCB 2013C	Microbiology		4	
HUN 1001	Nutrition		3	
**DES 2044	General and Oral Pathology			2
**DEH 2602	Periodontics			2
DEH 2005	Dental Hygiene III			1
DEH 2802L	Dental Hygiene III Clinical			5
		<u>16</u>	<u>16</u>	<u>10</u>

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

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

**COURSE DESCRIPTION**

**SEMESTER HOURS CREDIT**

*Session I*

*Session II*

**SOPHOMORE**

ENC 1102	English Composition II	3	
DEH 2702	Community Dental Health	2	
DEH 2810	Dental Hygiene IV	1	
DEH 2804L	Dental Hygiene IV Clinical	7	
**DES 2050	Pharmacology	1	
**MTB 2370	Applied Mathematics for Allied Health	1	
Elective	Physical Education	2	
DEH 2702L	Community Dental Health Clinical		2
DEH 2830	Dental Hygiene V		2
DEH 2806L	Dental Hygiene V Clinical		8
SYG 2000	Introduction to Sociology		3
		17	15
General Education		34 Semester Hours	
Dental Hygiene Education		58 Semester Hours	
		92 Semester Hours	

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

Computer literacy is an expectation for students enrolled in this program. Students who lack computer skills are encouraged to complete a computer course.

*Special Program Requirements*

An academic average of "C" or higher and/or a grade of "Satisfactory" must be earned in each dental science and dental health course and in MTB 2370 in order to continue in the program. Satisfactory completion of 92 semester hours of approved credit with a grade of "C" or better in required general science, dental science, and dental hygiene courses is necessary for graduation. Dental Hygiene courses may be repeated only with the recommendation of faculty and the Chair of the Admissions Committee for Special Programs, approval of the Dean of Instruction, and if class space is available.

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



# ASSOCIATE IN SCIENCE IN ELECTRONIC ENGINEERING TECHNOLOGY

This program track is being terminated. No new students will be accepted into this program.

This program is designed to prepare the student for employment within the electronics industry. It provides a sufficiently broad knowledge of electronic circuits, electronic systems, computer systems, and maintenance to allow the student to become proficient in a variety of areas within the industry.

The program contains a core of courses designed to provide students with essential electronics knowledge, mathematical skills, English and communications skills (both oral and written), and social science concepts.

## COURSE DESCRIPTION

## SEMESTER HOURS CREDIT

		SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
ENC 1101	English Composition I	3		
MAC 1104	College Algebra for Calculus	4		
EET 1015C	Electronics I	4		
EET 1605C	Electronic Fabrication Techniques	4		
MNA 1300	Personnel Relationships in Business		3	
ENC 1102	English Composition II		3	
MAC 1114	Trigonometry		3	
EET 1025C	Electronics II		4	
CET 1114C	Digital Electronics		4	
ETD 1651C	Electronic Drawing			2
	Physical Education	$\frac{1}{16}$	$\frac{1}{8}$	$\frac{2}{2}$
<b>SOPHOMORE</b>				
EET 2215C	Electronic Instrumentation	4		
EET 2142C	Electronics III	4		
CET 2121C	Microprocessor Programming Principles	4		
PHY 1053C	General Physics I	4		
POS 2041	American Federal Government		3	
CET 2123C	Digital Systems		4	
EET 2145C	Electronics IV		4	
EET 2326C	Electronic Communications		4	
	Elective		3 (4)	
ETD 1380C	Introduction to CAD			$\frac{3}{3}$
		$\frac{16}{16}$	$\frac{18}{18}$ (19)	$\frac{3}{3}$

### Suggested Elective:

CET 1152C Microcomputer Hardware and Software Fault Analysis

# ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES TECHNOLOGY

Application Deadline: June 15

This program is designed to prepare men and women to provide advanced pre-hospital emergency care as a paramedic. Instruction includes the knowledge and skills required to function under the direction of a physician, either directly or by written procedures. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
ENC 1101	English Composition I	3		
*EMS 1119C	Emergency Medical Technology	7		
*EMS 1431	Emergency Medical Technology Clinical	2		
BSC 1085	Human Anatomy & Physiology I (formerly APB 1811)	3		
BSC 1085L	Human Anatomy & Physiology I Laboratory (formerly APB 1811L)	1		
ENC 1102	English Composition II		3	
BSC 1086	Human Anatomy & Physiology II (formerly APB 1812)		3	
BSC 1086L	Human Anatomy & Physiology II Laboratory (formerly APB 1812L)		1	
HSC 2531	Medical Terminology		3	
POS 2041	American Federal Government		3	
PSY 1012	Introduction to Psychology			3
MNA 1300	Personnel Relationships in Business			3
QMB 1001	Business Mathematics		3	
	Physical Education	1	1	
		<u>17</u>	<u>17</u>	<u>6</u>

\*Successful completion of EMS 1119C and EMS 1431 qualifies the student to take the Florida EMT Certification Examination. (See Paramedic Certificate Program, Page 59.)

Students who wish to continue to the Sophomore year must first be approved for admission by the Admissions Committee for Special Programs. (See Paramedic Certificate Program, Page 59.)

<b>SOPHOMORE</b>		Session I	Session II	Session III
EMS 2274C	Paramedics I	8		
EMS 2444	Paramedics Clinical I	4		
EMS 2275C	Paramedics II		8	
EMS 2465	Paramedics Clinical II		8	
EMS 2458	Paramedics Internship			6
		<u>12</u>	<u>16</u>	<u>6</u>
General Education	28 Semester Hours			
EMS Education	44 Semester Hours			
Total	<u>72 Semester Hours</u>			

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

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

## CERTIFICATE PROGRAM – PARAMEDIC

**Application Deadline: June 1** – A limited access program with documents required for admission listed in the application materials.

This program provides a theoretical base to understand and implement life-saving techniques in an emergency situation. College laboratory experience is provided for learning skills; and a supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility. Upon successful completion of the Certificate Program and successful completion of a final comprehensive written and skills examination, the graduate is eligible to sit for the State of Florida Paramedic Examination for certification as a Paramedic, which requires a Letter of Certification of one year's performance as a 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 Paramedic Certificate Program  
(See Paramedic Certificate Program, Page 16.)

**Pre or Corequisite:** HSC 2531 Medical Terminology

### COURSE DESCRIPTION

### SEMESTER HOURS CREDIT

EMS 2274C	Paramedics I
EMS 2444	Paramedics Clinical I
EMS 2275C	Paramedics II
EMS 2465	Paramedics Clinical II
EMS 2458	Paramedics Internship

#### Session I Session II Session III

5		
4		
	8	
	8	
12	16	6

An academic average of "C" or higher in each paramedic course and a grade of "Satisfactory" in each clinical and internship must be earned in order to continue in the program. Paramedic courses may only be repeated upon recommendation of the faculty, approval of the Admissions Committee for Special Programs, and if class space is available.



# ASSOCIATE IN SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
QMB 1001	Business Mathematics	3	
PSY 1012	Introduction to Psychology	3	
FFP 1000	Introduction to Fire Science	3	
FFP 1200	Introduction to Fire Inspection & Prevention	3	
ENC 1102	English Composition II		3
CHM 1025C	Introductory Chemistry		4
FFP 1410	Firefighting Tactics and Strategy I		3
FFP 1130	Fire Company Leadership		3
FFP 1150	Methods & Techniques of Fire Science Instruction		3
	Physical Education	1	1
		<u>16</u>	<u>17</u>
<b>SOPHOMORE</b>			
POS 2041	American Federal Government	3	
MNA 1300	Personnel Relationships in Business	3	
FFP 1420	Firefighting Tactics and Strategy II	3	
FFP 1110	Fire Company Management	3	
CGS 1061	Computer Literacy	3	
FFP 2600	Fire Apparatus Practices		3
FFP 2500	Hazardous Materials		3
FFP 1300	Building Construction and Codes		3
Elective	Area V (See Page 49)		3
Elective	Any elective		3 (4)
		<u>15</u>	<u>15 (16)</u>

P-HCC offers the Basic Fire Fighting Program. This Vocational Credit Program fulfills the requirements set forth by the Department of Insurance, Division of State Fire Marshal Rule 4A-37. Three hours of credit for FFP 1000 (Introduction to Fire Science) may be awarded for the successful completion of a Florida Basic Firefighting Course. Students who have successfully completed a State of Florida Fire College course equivalent to any of the above courses may be granted P-HCC credit. To be awarded credit a student must:

1. Complete the P-HCC Application Form, with the appropriate fee.
2. Supply the P-HCC Records Office a copy of the certificate awarded at the completion of the Florida Basic Firefighting Course/Program (or a transcript that demonstrates successful completion) and a copy of the certificates (or transcripts) that show successful completion of any other course(s) completed successfully at the Florida Fire College.

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

# ASSOCIATE IN SCIENCE IN 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 cafeteria manager, chef, private club manager, restaurant manager, school food manager, or related title might be obtained.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
FSS 1004	Introduction to Food Service	3	
FSS 1202C	Basic Food Preparation	4	
FSS 1401	Food Service Equipment	3	
MGF 1202	Finite Mathematics	4	
ENC 1102	English Composition II		3
FSS 1221C	Quantity Food Preparation		4
HUN 1001	Nutrition		3
FSS 1610	Food Merchandising		3
FSS 1940	Hospitality Management Practicum I		3
	Physical Education	1	1
		<u>18</u>	<u>17</u>
<b>SOPHOMORE</b>			
MNA 1300	Personnel Relationships in Business	3	
FSS 2201	Food Service Sanitation and Safety	3	
FSS 2120	Food Purchasing and Storage	3	
FSS 2941	Hospitality Management Practicum II	3	
Elective	Biological Sciences (BSC, OCE, or ZOO)	3 (4)	
FSS 2500	Food Accounting and Cost Control		3
FSS 2300	Food Service Supervision and Management		3
FSS 2942	Hospitality Management Practicum III		4
POS 2041	American Federal Government		3
CGS 1061	Computer Literacy		3
		<u>15 (16)</u>	<u>16</u>

NOTE: Effective fall 1991, 19 hours of credit toward an Associate in Science degree in Hospitality Management will be granted for the successful completion with a "C" average or higher (8763200) Essentials of Commercial Foods Program at the Marchman Vocational Technical Center. Credit will be awarded for:

FOS 2201	Food Service Sanitation and Safety
FSS 1004	Introduction to Food Service
FSS 1202C	Basic Food Preparation
FSS 1221C	Quantity Food Preparation
FSS 1401	Food Service Equipment
FSS 2120	Food Purchasing and Storage

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

# ASSOCIATE IN SCIENCE IN HUMAN SERVICES

The purpose of this program is to prepare a human services technician who will serve as a paraprofessional in community agencies. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
PSY 1012	Introduction to Psychology	3	
SYG 2000	Introduction to Sociology	3	
HUS 1001	Introduction to Human Services	3	
SLS 1211	Individual Discovery	3	
ENC 1102	English Composition II		3
HUS 1110	Basic Counseling Skills		3
DEP 2002	Child Psychology		3
POS 2041	American Federal Government		3
SYG 2010	Social Problems		3
	Physical Education	1	1
		<u>16</u>	<u>16</u>
<b>SOPHOMORE</b>			
HUS 2531	Substance Abuse Counseling	3	
DBP 2302	Adolescent Psychology	3	
Elective	Area III - Any course with BSC prefix (See Page 49)	3 (4)	
HUS 2940	Human Services Practicum I	3	
MNA 1300	Personnel Relationships in Business		3
DEP 2401	Psychology of Adulthood		3
HUS 2941	Human Services Practicum II		3
HUS 2525	Current Issues in Mental Health		3
Elective	MTB 2370, QMB 1001, MGF 1202, or any higher-level math course		1 (3)(4)
Elective		3	3
		<u>15 (16)</u>	<u>16 (18)(19)</u>

Students are encouraged to select a computer course as an elective.

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

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

# ASSOCIATE IN SCIENCE IN MARKETING MANAGEMENT

This program provides learning opportunities for a student to acquire the necessary skills for a career in this multifaceted field. Career areas include marketing, merchandising, retailing, advertising, buying and many support areas such as management, communications, and personnel management. Specific job areas include sales clerk, sales representative/manager, expeditor, buyer, food marketing, and fast food services. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
GEB 1011	Introduction to Business	3	
MAR 1011	Principles of Marketing	3	
CGS 1000	Introduction to Data Processing	3	
MNA 1345	Principles of Supervision	3	
QMB 1001	Business Mathematics		3
MKA 1021	Salesmanship		3
Elective	Area IV (See Page 49)		3
MKA 1302	Marketing Practicum I		3
Elective	Area III (See Page 49)		3 (4)
	Physical Education	1	1
		16	16 (17)
<b>SOPHOMORE</b>			
ACG 2021	Principles of Financial Accounting	3	
BUL 2241	Business Law I	3	
MNA 1300	Personnel Relationships in Business	3	
MKA 1312	Marketing Practicum II	3	
POS 2041	American Federal Government	3	
MKA 2322	Marketing Practicum III		3
ECO 2013	Principles of Economics I		3
MKA 2041	Principles of Retailing		3
MKA 2511	Principles of Advertising		3
Elective	Area V (See Page 49)		3 (4)
		15	15 (16)

## *Suggested Additional Courses:*

ACG 2071	Principles of Managerial Accounting
BUL 2242	Business Law II
CGS 1570	Microcomputer Applications
ECO 2023	Principles of Economics II
OST 1100	Beginning Typewriting
OST 1811	Desktop Publishing
OST 2335	Business Communications

# ASSOCIATE IN SCIENCE IN NURSING (R.N.) (Generic Track)

**Application Deadline: June 15** – A limited access program with documents required for admission listed in the application materials.

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

## \*Prerequisites

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
PSY 1012	Introduction to Psychology	3	
BSC 1085	Human Anatomy & Physiology I (formerly APB 1811)	3	
BSC 1085L	Human Anatomy & Physiology I Laboratory (formerly APB 1811L)	1	
ENC 1101	English Composition I	3	
		<u>10</u>	

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		Session I	Session II	Session III	Session III B
<b>FRESHMAN</b>					
MTB 2370	Applied Mathematics for Allied Health	1			
ENC 1102	English Composition II				3
BSC 1086	Human Anatomy & Physiology II (formerly APB 1812)	3			
BSC 1086L	Human Anatomy & Physiology II Laboratory (formerly APB 1812L)	1			
DEP 2004	Life-Span Development		3		
NUR 1020C	Fundamentals of Nursing	12			
NUR 1710C	Adult Nursing I		12		
NUR 1520C	Mental Health Nursing Physical Education			5 2	or 2
		<u>17</u>	<u>15</u>	<u>5</u> (7)	<u>2</u> (5)
<b>SOPHOMORE</b>					
+ NUR 2460C	Maternal-Child Nursing	12			
NUR 2711C	Adult Nursing II		12		
NUR 2820	Nursing Role & Scope	2			
		<u>14</u>	<u>12</u>		
	General Education	23 Semester Hours			
	Nursing Education	<u>55 Semester Hours</u>			
	Total	<u>78 Semester Hours</u>			

\*These 10 hours of prerequisites must be completed before admission to the program and are included in the 23 hours of General Education requirements.

+ It is recommended that students complete a Lamaze course prior to entering this course.

## Special Program Requirements

An academic average of "C" or higher and a "Satisfactory" grade in the clinical portion must be earned in each nursing course and in MTB 2370 in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the nursing faculty and the Chair of the Admissions Committee for Special Programs, approval of the Dean of Instruction, and if class space is available. (See Page 28, Academic Averages and Repeated Courses.)

Satisfactory completion of the 78 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary to graduate.

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

Computer literacy is an expectation for students enrolled in this program. Students who lack computer skills are encouraged to complete a computer course.

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

**Application Deadline: May 10** – A limited access program with documents required for admission listed in the application materials.

This program track is designed to allow an entry point into the Associate Degree in Nursing Program for the Licensed Practical Nurse. Entry into this program is limited to 24 students plus the number of spaces available in the freshman class during Session III. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.018. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Upon acceptance into this program, students will receive 24 advanced semester hours credit, based on practical nursing education.

<i>*Prerequisites</i>		<i>SEMESTER HOURS CREDIT</i>
PSY 1012	Introduction to Psychology	3
ENC 1101	English Composition I	3
DEP 2004	Life-Span Development	3
BSC 1085	Human Anatomy & Physiology I (formerly APB 1811)	3
BSC 1085L	Human Anatomy & Physiology I Laboratory (formerly APB 1811L)	1
BSC 1086	Human Anatomy & Physiology II (formerly APB 1812)	3
BSC 1086L	Human Anatomy & Physiology II Laboratory (formerly APB 1812L)	1
MTB 2370	Applied Mathematics for Allied Health	1
		<u>18</u>

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>		
		<i>+ Session III B</i>	<i>Session I</i>	<i>Session II</i>
<b>FRESHMAN</b>				
ENC 1102	English Composition II	3		
NUR 1201C	Adult Nursing I/LPN Track	5		
		<u>8</u>		
<b>SOPHOMORE</b>				
NUR 1520C	Mental Health Nursing			5
**NUR 2412C	Maternal-Child Nursing/LPN			7
NUR 2711C	Adult Nursing II		12	
NUR 2820	Nurse Role & Scope		2	
	Physical Education		1	1
			<u>15</u>	<u>11</u>
	General Education	23 Semester Hours		
	Nursing Education	55 Semester Hours		
	Total	78 Semester Hours		

\* These 18 hours of prerequisites must be completed before admission to the program and are included in the 23 hours of General Education requirements.

\*\*It is recommended that students complete a Lamaze course prior to entering this course.

+ This Program Track begins with Session III B.

### *Special Program Requirements*

An academic average of "C" or higher 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 be repeated only on the recommendation of the nursing faculty and the Chair of the Admissions Committee for Special Programs, approval of the Dean of Instruction, and if space is available. Satisfactory completion of the 78 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary for graduation.

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

Computer literacy is an expectation for students enrolled in this program. Students who lack computer skills are encouraged to complete a computer course.

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

This program track is planned to be offered again in the 1994-95 academic year.

**Application Deadline:** TBA – A limited access program with documents required for admission listed in the application materials.

This program track is designed to allow an entry point into the Associate Degree in Nursing Program for the licensed paramedic. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Upon acceptance into this program, students will receive 10 advanced semester hours credit, based on paramedic education.

## \*Prerequisites

## SEMESTER HOURS CREDIT

PSY 1012	Introduction to Psychology	3
ENC 1101	English Composition I	3
BSC 1085	Human Anatomy & Physiology I (formerly APB 1811)	3
BSC 1085L	Human Anatomy & Physiology I Laboratory (formerly APB 1811L)	1
BSC 1086	Human Anatomy & Physiology II (formerly APB 1812)	3
BSC 1086L	Human Anatomy & Physiology II Laboratory (formerly APB 1812L)	1
MTB 2370	Applied Mathematics for Allied Health	1
		15

## COURSE

## DESCRIPTION

## SEMESTER HOURS CREDIT

### FRESHMAN

+ Session II    Session IIIA    Session IIIB    Session I    Session II

ENC 1102	English Composition II				3
DEP 2004	Life-Span Development	3			
NUR 1990C	Nursing Concepts & Skills	3			
NUR 1991C	Adult Nursing I/Paramedic	7			
NUR 1992C	Adult Nursing II/Paramedic		5		
	Physical Education			2	
		15	5	2	5

### SOPHOMORE

NUR 1520C	Mental Health Nursing				5
*NUR 2994C	Maternal-Child Nursing/Paramedic				7
NUR 2993C	Adult Nursing III/Paramedic				12
NUR 2820	Nursing Role & Scope				2
				12	14

General Education    23 Semester Hours

Nursing Education    55 Semester Hours

Total    78 Semester Hours

\* These 15 hours of prerequisite must be completed before admission to the program and are included in the 23 hours of General Education requirements.

\*\* It is recommended that students complete a Lamaze course prior to entering this course.

+ The starting date for this program may vary from year to year.

## Special Program Requirements

An academic average of "C" or higher and a grade of "Satisfactory/Safe" 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 the Chair of the Admissions Committee for Special Programs, approval of the Dean of Instruction, and if class space is available. Satisfactory completion of the 78 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary for graduation.

A minimum of 15 hours of credit in nursing must be completed in residence at P-HCC in 3000-level courses.

Computer literacy is an expectation for students enrolled in this program. Students who lack computer skills are encouraged to complete a computer course.

# ASSOCIATE IN SCIENCE IN OFFICE SYSTEMS TECHNOLOGY

This program is designed to prepare a person for employment as an office systems manager, administrative secretary, executive office administrator or to provide supplemental training for a person previously or currently employed in these occupations.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
*OST 1100	Beginning Typewriting	3	
*OST 1271	Speedwriting Shorthand I	3	
QMB 1001	Business Mathematics	3	
CEB 1011	Introduction to Business	3	
OST 1321	Electronic Office Machines	3	
Elective	Area IV (See Page 49)		3
CGS 1061	Computer Literacy		3
OST 1110	Intermediate Typewriting		3
*OST 1272	Speedwriting Shorthand II		3
OST 1711	Word Processing Applications I		3
	Physical Education		1
		<u>15</u>	<u>16</u>
<b>SOPHOMORE</b>			
ACG 2021	Principles of Financial Accounting	3	
OST 2401	Office Technology	3	
**Active	Any course from the List of Suggested Office Systems Electives (see below)	3	
OST 2335	Business Communications	3	
Elective	Area V (See Page 49)	3 (4)	
OST 1811	Desktop Publishing		1
OST 2108	Electronic Speedbuilding		1
OST 2601	Electronic Machine Transcription		3
MNA 1300	Personnel Relationships in Business		3
POS 2041	American Federal Government		3
Elective	Area III (See Page 49)		3 (4)
	Physical Education		1
		<u>15 (16)</u>	<u>15 (16)</u>

\*Typewriting and Shorthand courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Suggested Office Systems Electives listed at the bottom of the page.

## WORD-INFORMATION PROCESSING OPTION

This program option is designed to prepare a person for employment as a senior word processing specialist, director of information support systems, or to provide supplemental training for a person previously or currently employed in these occupations. Students who select this option take OST 1722 (Word Processing Applications II) and a Suggested Office Systems Elective (from the list below) and omit OST 1271 and OST 1272 (Speedwriting Shorthand I and II).

### Suggested Office Systems Electives:

ACG 2071	Principles of Managerial Accounting	MAN 1800	Small Business Management
BUL 2241	Business Law I	MAR 1011	Principles of Marketing
BUL 2242	Business Law II	MKA 1021	Salesmanship
CGS 1000	Introduction to Data Processing	MKA 2041	Principles of Retailing
CGS 1570	Microcomputer Applications	MKA 2511	Principles of Advertising
ECO 2013	Principles of Economics I	MNA 1345	Principles of Supervision
ECO 2023	Principles of Economics II	OST 1722	Word Processing - Applications II
FIN 1100	Personal Finance	OST 2131	Legal Typewriting

# CERTIFICATE PROGRAM – OFFICE SYSTEMS SPECIALIST

This program is designed to provide the necessary skills for students who plan to seek employment in a clerical position such as file clerk, clerk typist, general office clerk, receptionist, or transcribing machine operator.

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

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS</i>	<i>CREDIT</i>
<i>Session I</i>			
*OST 1100	Beginning Typewriting	3	
OST 1321	Electronic Office Machines	3	
QMB 1001	Business Mathematics	3	
CGS 1061	Computer Literacy	3	
<i>Session II</i>			
OST 1110	Intermediate Typewriting	3	
OST 2401	Office Technology	3	
OST 1711	Word Processing Applications I	3	
OST 2335	Business Communications	3	
<i>Session III</i>			
OST 2601	Electronic Machine Transcription	3	
MNA 1300	Personnel Relationships in Business	3	
		<hr/>	
		30	

\*Typewriting courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Suggested Office Systems Electives on the previous page.

## WORD-INFORMATION PROCESSING OPTION

This program option is designed to prepare a person for employment as a document specialist, information processing manager, electronic workstation specialist, or to provide supplemental training for a person previously or currently employed in these occupations. Students who select this option take OST 1722 (Word Processing Applications II) and omit OST 1321 (Electronic Office Machines).

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



# VOCATIONAL CREDIT PROGRAMS

A Vocational Certificate will be awarded upon completion of any Vocational Credit Program. Vocational Credit Programs are competency-based and are Postsecondary Adult Vocational (PSAV) Programs. A 2.0 GPA must be achieved to receive a certificate. Only those courses that are part of the program are included in computing the program GPA for PSAV Programs. Courses in these programs are not considered as college credit and will not transfer to a university. Vocational Credit Programs are designed to prepare the student for an entry-level job. (See Listing of Vocational Courses for instructional hours.)

The Vocational Credit Programs offered at P-HCC are:

Cosmetology	Medical Record Transcribing
Correctional Officer	Patient Care Assistant/Home Health Aide
Dental Assisting	Phlebotomy Technician
Fire Fighting	Practical Nursing
Floral Design and Marketing -	Travel Agency Operations -
Health Unit Coordinator	Wastewater Treatment Plant Operation Level "C"
Landscape Operations	Water Treatment Plant Operation Level "C"
Law Enforcement/Basic Recruit	Welding
Medical Secretarial/Examining Room Assistant	

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

This program provides a career ladder option to the Vocational Credit Certificate (or equivalent) student in one of the six Vocational Credit programs listed above.

### 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 Records Office certifying completion of a one year Vocational Program of Study. A high school transcript or GED scores and transcripts from all colleges and universities previously attended must be submitted also.

The Records Office will list the specific courses or program title for which a maximum of 30 semester credit hours are recorded in the same manner as Credit by Examination provided:

- All Associate in Science Degree admission criteria are met by the applicant.
- 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
<b>General Core Courses</b>		
(See Page 49)	Area I & Area IV	6 credits
(See Page 49)	Area III	3 credits
(See Page 49)	Area V	3 credits
POS 2041	American Federal Government	3 credits
(See Page 49)	Physical Education	2 credits
		<u>17 credits (minimum)</u>
<b>Business Management Courses</b>		
MNA 1300	Personnel Relationships in Business	3 credits
QMB 1001	Business Mathematics	3 credits
OST 2335	Business Communications	3 credits
MAR 1011	Principles of Marketing	3 credits
CGS 1000	Introduction to Data Processing	3 credits
		<u>15 credits</u>

Total: 62 credits (minimum)

## VOCATIONAL CREDIT PROGRAM – CORRECTIONAL OFFICER

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

### *Prerequisites*

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
CJD 0710	Criminal Justice Legal I	2	
CJD 0711	Criminal Justice Legal II	2	
CJD 0712	Criminal Justice Communications	2	
CJD 0704	Criminal Justice Defensive Tactics	3	
CJD 0705	Criminal Justice Weapons	2	
CJD 0254	Criminal Justice Medical First Responder	2	
CJD 0741	Criminal Justice Emergency Preparedness	1	
CJD 0713	Criminal Justice Interpersonal Skills I		2
CJD 0715	Criminal Justice Physical Fitness/Wellness		1
CJD 0750	Criminal Justice Interpersonal Skills II		2
CJD 0752	Correctional Operations		2
		14	7

Total: 21 vocational credits

### *Special Program Requirements:*

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

### *Concurrent Certification:*

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
CJD 0730	Law Enforcement Legal III		1
CJD 0731	Law Enforcement Patrol		2
CJD 0732	Law Enforcement Traffic		2
CJD 0723	Law Enforcement Vehicle Operations		2
CJD 0734	Law Enforcement Investigations		2
			9

Total: 30 vocational credits

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

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

## VOCATIONAL CREDIT PROGRAM – COSMETOLOGY

This program is designed to prepare persons for initial employment in the field of cosmetology. This program requires one year or three sessions for completion. Upon successful completion, the graduate receives a Certificate in Cosmetology and is eligible to sit for the Florida Board of Cosmetology Examination Licensure as a Cosmetologist. A cumulative grade-point average (GPA) of not less than 2.0 or "C" must be achieved. Only those courses that are part of the program are included in computing the program GPA. Employability skills are included. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL HOURS CREDIT</i>
<i>Session I</i>		
*COS 0590	Sanitation, Hair, and Scalp Care	5
*COS 0301	Hair Shaping	5
*COS 0400	Hairstyling	5
<i>Session II</i>		
COS 0644	Permanent Waving/Restructuring	5
COS 0700	Hair Coloring	5
CSP 0006	Nail and Skin Care	5
<i>Session III</i>		
COS 0010	State Board Overview/Cosmetology	5
COS 0870	Salon Management	5
		40

\*A student transferring from an accredited Cosmetology Training Program who has successfully completed a minimum of 450 hours of instruction may receive credit for these three courses: COS 0590, Sanitation, Hair, and Scalp Care; COS 0301, Hair Shaping; and COS 0400, Hairstyling. A student must be enrolled in the Cosmetology Program at P-HCC for at least one full cosmetology session to be eligible to receive a certificate.



## VOCATIONAL CREDIT PROGRAM – DENTAL ASSISTING

**Application Deadline: June 1**—A limited access program with documents required for admission listed in the application materials.

This program is designed to prepare students for employment as dental assistants and dental auxiliaries. Professional liability insurance fee is required. The program meets the requirements of the American Dental Association and the standards of the Florida Board of Dentistry. Graduates of the program are eligible for employment as Dental Assistants with expanded functions and radiography skills.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I	Session II	Session IIIA
DEA 0000	Introduction to Dental Assisting	2		
DEA 0100	Preventive Dentistry for the Dental Assistant	1		
DEA 0800C	Dental Assisting Clinical Procedures I	8		
DES 0021C	Dental Anatomy	2		
DES 0200C	Dental Radiography/Dental Assisting	2		
DES 0400	Anatomy and Physiology/Dental Assisting	1		
DEA 0209	Dental Office Management/Dental Assisting		2	
DEA 0800C	Dental Assisting Clinical Procedures II		7	
DEA 0026L	Expanded Functions/Dental Assisting		4	
+ DEA 0931	Dental Office Emergencies		1	
DES 0100C	Dental Materials		2	
DEA 0850L	Clinical Externship/Dental Assisting			8
		16	16	8

Total: 40 vocational credits

+ CPR certification is a prerequisite of this course. Students must take either the American Heart Association Course "C" or the American Red Cross Professional Rescuer - CPR.

### Special Program Requirements:

A grade of "C" or higher and a grade of "Satisfactory/Safe" in the clinical portion, if applicable, must be earned in each course in order to continue in the program. Courses may be repeated only on the recommendation of the dental faculty and the Chair of the Admissions Committee for Special Programs, approval of the Dean of Instruction, and if class space is available. Completion of college preparatory courses may be required for students scoring below the state minimums on the Test of Adult Basic Education (TABE).



## VOCATIONAL CREDIT PROGRAM – FIRE FIGHTING

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

### *Prerequisites*

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

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL HOURS CREDIT</i>
FFP 0001	First Responder and Fire Terminology	2
FFP 0002	Fire Behavior Tools and Equipment	2
FFP 0003	Fire Hose and Fire Streams	2
FFP 0004	Fire Physical Fitness, Ventilation, and Salvage	1
FFP 0015	Fire Rescue and Controlled Burns	3
FFP 0006	Fire Fighting Review Course	1
		11

Total: 11 vocational credits

### *Special Program Requirements:*

A student must earn an academic average of "C" or higher in each fire fighting course in the program to be eligible to receive a certificate. To be eligible for the state exam, a student must complete all requirements set forth by the college and the B.F.S.T. Students must attend a minimum of 280 hours of the 330-hour program. Some class experiences, however, have a mandatory attendance requirement. Uniforms must be worn by fire fighting students. The Fire Fighting program termination policy will be strictly enforced. Roll call will be held at each class meeting, and attendance is considered an essential requirement of fire fighting students. All college policies will be enforced. Any violation of program rules or regulations or any unacceptable behavior shall be noted, and at the discretion of the director, the sponsoring agency shall be notified.

## VOCATIONAL CREDIT PROGRAM – FLORAL DESIGN AND MARKETING

This program is designed to prepare students for employment as floral designers, floral salespersons, floral supply salespersons, or to provide supplemental training for persons previously or currently employed in these occupations.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL HOURS CREDIT</i>
ORV 0151	Elements of Floral Design	1
OFT 0001	Essentials of Written Business Communication	1
ORV 0154	Artificial Floral Arranging	1
ORV 0155	Fresh Floral Designing	2
OFT 0004	Professional Job Preparation	1
ORV 0156	Floral Externship	1
ORV 0157	Floral Sales and Marketing	1
		8

Total: 8 vocational credits

## VOCATIONAL CREDIT PROGRAM – HEALTH UNIT COORDINATOR

This program is designed to prepare students for employment as health unit coordinators. (Health unit coordinators formerly were known as ward clerks.) Some of the topics included in the program are: interpreting medical terminology; performing clerical duties; reading, interpreting, and transcribing physicians' orders; legal and ethical responsibilities; and performing supervised clinical duties. Professional liability insurance fee is required.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
OFT 0001	Essentials of Written Business Communication	1	
MNA 0300	Interpersonal Techniques in Business	1	
HSC 0531	Medical Language I	1	
OFT 0002	Effective Oral Business Presentations	1	
HSC 0532	Medical Language II	1	
HSIC 0641	Legal & Ethical Aspects in Health Care	1	
OFT 0010	Keyboarding I	2	
CGS 0100	Introduction to Microcomputer Operation	2	
		<hr/> 10	
OFT 0004	Professional Job Preparation		1
+ HSC 0230	Pre-Clinical Procedures		1
WCL 0241	Health Unit Management		2
HSC 0600	EKG Interpretation		1
WCL 0200	Health Unit Management Clinical		4
			<hr/> 9
		Total: 19 vocational credits	

### Special Program Requirements:

A "Satisfactory" grade in the clinical portion and an academic average of "C" or higher in the program courses must be earned in order to receive a Health Unit Coordinator vocational certificate.

+ CPR certification is a prerequisite of this course. Students need to take either the American Heart Association Basic Life Support Course "C" or the American Red Cross Professional Rescuer - CPR Course.

## VOCATIONAL CREDIT PROGRAM – LANDSCAPE OPERATIONS

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment in the ornamental horticulture/landscape operations industry. Skill job titles include: nursery worker, nursery plant salesperson/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 (GPA) of not less than 2.0 or "C" must be achieved. Only those courses that are part of the program are included in computing the program GPA. Employability skills are included. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I	Session II	Session III
ORH 0000	Introduction to Ornamental Horticulture	3		
ORH 0510	Identification of Ornamental Plants I	3		
ORH 0023	Introduction to Plant Growing Media	3		
ORH 0021	Ornamental Plant Propagation	3		
		<hr/> 12		
ORH 0251	Nursery/Garden Center Design & Operation		3	
ORH 0511	Identification of Ornamental Plants II		3	
ORH 0260	Greenhouse Operations		2	
ORH 0800	Landscaping and Design		3	
			<hr/> 11	
ORH 0806	Landscape Installation and Maintenance			3
IPM 0631	Ornamental Plant Pest Control			3
ORH 0220	Introduction to Lawns and Lawn Care			3
				<hr/> 9
		Total: 32 vocational credits		

## VOCATIONAL CREDIT PROGRAM – LAW ENFORCEMENT/BASIC RECRUIT

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

### Prerequisites

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
CJD 0710	Criminal Justice Legal I	2	
CJD 0711	Criminal Justice Legal II	2	
CJD 0712	Criminal Justice Communications	2	
CJD 0704	Criminal Justice Defensive Tactics	3	
CJD 0705	Criminal Justice Weapons	2	
CJD 0715	Criminal Justice Physical Fitness/Wellness	1	
CJD 0254	Criminal Justice Medical First Responder	2	
CJD 0730	Law Enforcement Legal III	1	
CJD 0731	Law Enforcement Patrol	2	
		<u>17</u>	
CJD 0713	Criminal Justice Interpersonal Skills I		2
CJB 0732	Law Enforcement Traffic		2
CJD 0723	Law Enforcement Vehicle Operation		2
CJB 0734	Law Enforcement Investigations		2
			<u>8</u>
			8
			Total: 25 vocational credits

### Special Program Requirements:

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

### Concurrent Certification:

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
CJD 0750	Criminal Justice Interpersonal Skills II		2
CJD 0741	Criminal Justice Emergency Preparedness		1
CJD 0752	Correctional Operations		2
			<u>5</u>
			5
			Total: 30 vocational credits

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

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

## VOCATIONAL CREDIT PROGRAM – MEDICAL RECORD TRANSCRIBING

This program is designed to prepare students for employment as medical record transcriptionists. Professional liability insurance fee is required.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
OFT 0010	Keyboarding I	2	
OFT 0001	Essentials of Written Business Communication	1	
HSC 0531	Medical Language I	1	
CGS 0100	Introduction to Microcomputer Operation	2	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
HSC 0532	Medical Language II	1	
OFT 0020	Keyboarding II	2	
OFT 0002	Effective Oral Business Presentations	1	
MTS 0231	Medical Record Transcribing I	2	
		<u>13</u>	
MTS 0232	Medical Record Transcribing II		6
OFT 0004	Professional Job Preparation		1
OFT 0003	Successful Job Interviews		1
+ HSC 0230	Pre-Clinical Procedures		1
MTS 0801	Medical Record Transcribing Clinical		3
			<u>12</u>
Total: 25 vocational credits			

**Special Program Requirements:** An academic average of "C" or higher in each course in the program and a grade of "Satisfactory" in the clinical must be earned in order to receive a Medical Record Transcribing vocational certificate.

+ CPR certification is a prerequisite of this course. Students need to take either the American Heart Association Course "C" or the American Red Cross Professional Rescuer - CPR Course.

## VOCATIONAL CREDIT PROGRAM – MEDICAL SECRETARIAL/EXAMINING ROOM ASSISTANT

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
OFT 0001	Essentials of Written Business Communication	1	
HSC 0531	Medical Language I	1	
MNA 0300	Interpersonal Techniques in Business	1	
OFT 0002	Effective Oral Business Presentations	1	
OFT 0030	General Office Methods	1	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
CGS 0100	Introduction to Microcomputer Operation	2	
OFT 0010	Keyboarding I	2	
HSC 0400	Medical Insurance Coding	2	
		<u>13</u>	
OFT 0031	Medical Office Management		2
+ HSC 0230	Pre-Clinical Procedures		1
OFT 0032	Medical Financial Record Management		2
MTS 0231	Medical Record Transcribing I		2
OFT 0004	Professional Job Preparation		1
OFT 0900	Medical Administrative Assistant Clinical		2
OFT 0800	Examining Room Assistant Clinical		3
			<u>13</u>
Total: 26 vocational credits			

**Special Program Requirements:** A "Satisfactory" grade in the clinical portion and an academic average of "C" or higher in the program courses must be earned in order to receive a Medical Secretarial/Examining Room Assistant vocational certificate.

+ CPR certification is a prerequisite of this course. Students need to take either the American Heart Association Course "C" or the American Red Cross Professional Rescuer - CPR Course.

## VOCATIONAL CREDIT PROGRAM – PATIENT CARE ASSISTANT/HOME HEALTH AIDE

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT	
		Session I	Session II
OFT 0001	Essentials of Written Business Communication	1	
HSC 0531	Medical Language I	1	
+HSC 0230	Pre-Clinical Procedures	1	
HCP 0500	Personal Patient Care I	4	
MNA 0300	Interpersonal Techniques in Business	1	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
HCP 0300	Personal Patient Care II	4	
		<hr/> 14	
OFT 0002	Effective Oral Business Presentations		1
OFT 0004	Professional Job Preparation		1
HCP 0940	Patient Care Assistant Clinical		6
			<hr/> 8
		Total: 22 vocational credits	

### Special Program Requirements

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

+ CPR certification is a prerequisite of this course. Students need to take either the American Heart Association Basic Life Support Course "C" or the American Red Cross Professional Rescuer - CPR Course.

## VOCATIONAL CREDIT PROGRAM – PHLEBOTOMY TECHNICIAN

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT
MLT 0040	Phlebotomy Theory	2
MLT 0040L	Practical Aspects of Phlebotomy	1
+ MLT 0043	Phlebotomy Clinical	3
		<hr/> 6
		Total: 6 vocational credits

### Special Program Requirements

A grade of "Satisfactory" in the clinical portion and an academic average of "C" or higher in the program courses must be earned in order to receive a Phlebotomy Technician vocational certificate.

+ CPR certification is a prerequisite of this course. Students need to take either the American Heart Association Basic Life Support Course "C" or the American Red Cross Professional Rescuer - CPR Course.

## VOCATIONAL CREDIT PROGRAM – PRACTICAL NURSING

**Application Deadline: June 1**—A limited access program with documents required for admission listed in the application materials.

This program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies. Professional liability insurance fee is required. The program is approved by the Florida State Board of Nursing. Graduates of this program are eligible to sit for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I*	Session II*	Session III**
PRN 0001C	Fundamentals of Practical Nursing	5		
PRN 0020	Body Structure and Function	1		
PRN 0030C	Pharmacology/PN	1		
+ PRN 0200C	Medical-Surgical Nursing I	9		
		<hr/> 16		
PRN 0110C	Pediatric Nursing		5	
PRN 0201C	Medical-Surgical Nursing II		11	
			<hr/> 16	
PRN 0100C	Obstetrical Nursing			5
PRN 0202C	Medical-Surgical Nursing III			5
				<hr/> 10
		Total: 42 vocational credits		

\* 16-week session    \*\* 9-week session

Computer literacy is an expectation of students enrolled in this program. Students lacking computer skills are encouraged to take a computer course. Computer-assisted instructional materials may be used in this program.

### Special Program Requirements

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

+ CPR certification is a prerequisite of this course. Students must take the American Heart Association Course "C" or the American Red Cross Professional Rescuer - CPR Course.

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

## VOCATIONAL CREDIT PROGRAM – TRAVEL AGENCY OPERATIONS

This program is designed to prepare students for employment as travel agents as well as for other travel-related careers.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT
HMV 0033	Travel Careers and Destination Geography	1
HMV 0702	Domestic and International Travel and Ticketing	2
HMV 0502	Travel Sales and Marketing	1
OFT 0003	Successful Job Interviews	1
OFT 0004	Professional Job Preparation	1
HMV 0945	Travel Agency Externship	1
		<hr/> 7

Total: 7 vocational credits

## VOCATIONAL CREDIT PROGRAM — WASTEWATER TREATMENT PLANT OPERATION LEVEL “C”

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

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL HOURS CREDIT</i>
EVS 0330	Preliminary Wastewater Treatment	1
EVS 0331	Primary Wastewater Treatment	2
EVS 0332	Tertiary Wastewater Treatment	2
		<u>5</u>

Total: 5 vocational credits

This program has been approved by the Florida Department of Professional Regulation in Tallahassee. That agency coordinates course offerings statewide since students are subject to a state examination upon successful completion of the course and one year of on-the-job experience.

## VOCATIONAL CREDIT PROGRAM — WATER TREATMENT PLANT OPERATION LEVEL “C”

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

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL HOURS CREDIT</i>
EVS 0360	Preliminary Water Treatment	2
EVS 0361	Primary Water Treatment	2
EVS 0362	Tertiary Water Treatment	1
		<u>5</u>

Total: 5 vocational credits

This program has been approved by the Florida Department of Professional Regulation in Tallahassee. That agency coordinates course offerings statewide since students are subject to a state examination upon successful completion of the course and one year of on-the-job experience.



## VOCATIONAL CREDIT PROGRAM – WELDING

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a welder. Emphasis is placed on care and safe use of welding equipment, tools, and materials. Employability skills are included. This program is open-entry. A cumulative grade-point average (GPA) of not less than 2.0 or "C" must be achieved. Only those courses that are part of the program are included in computing the program GPA. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I	Session II	Session III
PMT 0121	Shielded Metal Arc Welding	3		
PMT 0135	Advanced Shielded Metal Arc Welding	3		
PMT 0106	Introduction and Oxy-Acetylene Welding	3		
PMT 0112	Advanced Specialty Oxy-Acetylene Welding	3		
		<u>12</u>		
PMT 0158	Specialty Shielded Metal Arc Welding		3	
PMT 0164	Fabrication of Metal Products Using S.M.A.W.		3	
PMT 0134	MIG Welding		2	
PMT 0122	S.M.A.W. High Technology Skills		2	
			<u>10</u>	
PMT 0131	TIG Welding			2
PMT 0138	Advanced MIG/TIG Welding			2
PMT 0175	Fabrication of Metal Products Using MIG/TIG Welding			2
				<u>6</u>
Total				29 vocational credits

## VOCATIONAL CERTIFICATE PROGRAMS

Vocational Certificate Programs are designed to provide entry-level occupational skills or to assist in the fulfillment of licensure requirements in certain occupations. The following programs are taught as a single course, vary in length, and may begin and end at times that are not specified in the College Calendar. Students must achieve a grade of "C" or higher to be eligible for a certificate in the program/course. Students should contact a counselor/advisor at the nearest campus to determine the dates of the next program and for information regarding entry requirements, e.g., the TABE Basic Skills Test. Not all programs are offered on all campuses.

### CJD 0100 Law Enforcement Auxiliary Officer

4 voc. cr.

This program is designed to prepare students for employment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer. 120 clock hours

### HEV 0113 Child Care Supervision

16 voc. cr.

The purpose of this program is to prepare students as Family Day Care Home Operators. Successful completers of this program will meet the Health and Rehabilitative Services (HRS) child care training requirements. Professional liability insurance fee required (see Page 18). 480 clock hours.

### RMI 0091 Insurance Marketing/General Lines Insurance Agent

8 voc. cr.

The purpose of this program is to prepare students for employment as General Lines Agents in the area of property and casualty insurance. 240 clock hours



# 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 those below the 1000 or 2000 levels, are credited for purposes of graduation from P-HCC, but may not be accepted by the institution to which a student transfers. An advisor will assist in providing information about courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

College-preparatory courses are **NOT** creditable as part of the basic 62-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 prerequisites (see below). A student who feels that he or she has sufficient training or experience to warrant an

exception to a prerequisite should consult a P-HCC advisor.

Students should not expect that all courses will be offered at each campus or in any given session. To determine when and where courses are to be offered, see a P-HCC advisor.

## Prerequisite and Corequisite Courses

A prerequisite is a requirement and/or course that **MUST** be completed **SUCCESSFULLY** before a student can enroll in another particular course. A corequisite is a particular course in which a student enrolls in conjunction with, i.e., in the same term as, another closely related course. Any prerequisite(s) and/or corequisite(s) for a course are noted in the "Listing of Courses" sections.

## Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of the faculty

discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No laboratory component in this course

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below).

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG \_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This informa-

tion is contained in the individual SCNS course equivalency profiles for each course in the sequence.

### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

### Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

### Exceptions to the General Rule for Equivalency

The following are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- A. Courses in the \_\_\_900-\_\_999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theatre, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Assistant Dean of Evening Programs on the West Campus or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.



# LISTING OF COLLEGE CREDIT & COLLEGE PREPARATORY COURSES

## Anthropology

### ANT 2410 Introduction to Cultural Anthropology 3 cr.

A study of the nature of culture, personality, and social organization of humans. Emphasis is placed on the customs of pre-literate people. 48 class hours

### ANT 2511 Introduction to Physical Anthropology 3 cr.

The study of humans as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of humans, principles of biological evolution, and human genetics are topics of emphasis. 48 class hours

## Art

### ART 1000 Art Appreciation 3 cr.

A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. 48 class hours

### ART 1300C Drawing I 3 cr.

Introduction to the basic discipline of drawing through the use of still life, landscape, and the figure. Lab fee required (see Page 16). 32 lecture hours and 32 laboratory hours

### ART 1301C Drawing II 3 cr.

Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. Lab fee required (see Page 16). 32 lecture hours and 32 laboratory hours

### ART 2510 Painting I 3 cr.

Prerequisite: ART 1300C or demonstrated proficiency to instructor. Studio problems in painting involving contemporary styles, techniques, and materials of painting. Lab fee required (see Page 16). 32 lecture hours and 32 laboratory hours

### ART 2520 Painting II 3 cr.

Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. Lab fee required (see Page 16). 32 lecture hours and 32 laboratory hours

### PGY 1101C Photography I 3 cr.

A course designed to give the student an introduction to the camera, its mechanics, and use. Initial instruction is given on the photographic process, lighting scenes, exposure, development, and printing of photographs. Lab fee required (see Page 16). 32 lecture hours and 32 laboratory hours

### PGY 1102C Photography II 3 cr.

Prerequisite: PGY 1101C or consent of instructor. A continuation of PGY 1101C, including more in-depth involvement with camera, film, paper, lenses, photographic accessories, and dark-room techniques. Lab fee required (see Page 16). 32 lecture hours and 32 laboratory hours

## Banking

### BAN 1004 Principles of Banking 3 cr.

This course presents the basic functions and services provided by the banking industry. It provides a broad perspective of bank operations, terminology, and services. The topics include: banking in today's economy, language and documents of banking,

check processing, teller functions, deposit functions, trust services, bank bookkeeping, and bank loans and investments. 48 class hours

### BAN 1014 Loan and Discount 3 cr.

This course provides the essential facts about promissory notes, including calculating interest and discounting commercial paper; guarantees; general collateral agreements; examining and processing accompanying notes secured by bonds, stock and savings accounts; and the concepts of attachment, perfections, priority, default, and foreclosure. 48 class hours

### BAN 1210 Analyzing Financial Statements 3 cr.

Prerequisites: GEB 1011 and ACG 2001. This course provides the techniques necessary for the evaluation of the financial condition and operating performance of a business. It includes accounting, business funds flow, the preparation of financial statements, and the technique of financial statement analysis. 48 class hours

### BAN 1252 Real Estate Finance in Banking 3 cr.

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It concentrates on the ways funds are channeled into the mortgage markets, financing of residential and special purpose property, and administrative tasks common to most mortgage departments. 48 class hours

### BAN 2206 Credit Administration 3 cr.

This course describes the factors influencing and determining loan policy. It includes methods of credit investigation and analysis, credit techniques, specific credit problems, and secured and unsecured loans. Emphasis is also given to credit department organization and procedures, analysis of financial statements, and methods of dealing with borrowers in financial difficulty. 48 class hours

### BAN 2240 Installment Credit 3 cr.

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

### BAN 2400 Trust Functions and Services 3 cr.

This course provides an overview of the generally accepted principles of the law of estates, trusts, and agencies. It includes the trust functions and services encountered in the daily operations of a trust department. 48 class hours

### BAN 2501 Money and Banking 3 cr.

This course stresses the practical application of the monetary and banking systems. It covers such topics as the structure of the commercial banking system; the nature and functions of money, banks, and the money supply; cash assets and liquidity management; bank investments, loans, earnings, and capital; the Federal Reserve System; and Treasury Department operations. 48 class hours

### BAN 2742 Bank Management 3 cr.

This course presents new trends that have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It includes objectives, planning, structure, control, and the interrelationships of various bank departments. 48 class hours

**BAN 2000 Law and Banking** 3 cr.  
This course presents an introduction to basic commercial law and relates it more specifically to banking and bank transactions. Topics included are: contracts, agency and partnerships, corporations, real property, personal property and sales, the Uniform Commercial Code, negotiable instruments and bank collections, and secured financing. 48 class hours

## Biological Science

**BOT 1010C Botany** 4 cr.  
A survey of the plant kingdom. This lecture/laboratory course is designed to acquaint the biology or science major with basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**BSC 1005 Introduction to Biology I** 3 cr.  
Recommended prerequisite: PSC 1311 or PSC 1341. A non-laboratory course for students not planning to major in biology. It introduces the student to biological chemistry, cellular respiration, photosynthesis, cell biology, and genetics. BSC 1005 and BSC 1006 do not have to be taken in sequence. 48 class hours

**BSC 1006 Introduction to Biology II** 3 cr.  
Recommended prerequisite: PSC 1311 or PSC 1341. A non-laboratory course for students not planning to major in biology. It introduces the student to basic human anatomy and physiology, ecology, and evolution. BSC 1005 and BSC 1006 do not have to be taken in sequence. 48 class hours

**BSC 1010C Fundamentals of Biology I** 4 cr.  
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. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**BSC 1011C Fundamentals of Biology II** 4 cr.  
Prerequisite: BSC 1010C. A continuation of BSC 1010C, emphasizing the organismic and community levels of organization, to include: evolution and the origin of life, ecology, the diversity of life, and the structure and function of plants and animals. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**BSC 1030 Introduction to Environmental Science** 3 cr.  
Recommended prerequisite: PSC 1311 or PSC 1341. The student is introduced to the process of maintaining patterns of interrelationships of plants and animals with their environments and biological communities, enabling students to make intelligent environmental decisions. The topics include ecosystems, communities, and populations; soils; pesticides; energy sources; local and current topics; air and water pollution; and land use planning. One required field trip. 48 class hours

**BSC 1085 Human Anatomy and Physiology I** 3 cr.  
Recommended prerequisite: High school biology and chemistry, or BSC 1005, or consent of instructor. Corequisite: BSC 1085L. An introduction to the study of the human body, to include: the chemical basis of life; cellular structure, dynamics, and metabolism; tissues; genetics; and the reproductive, integumentary, skeletal, and muscular systems. 48 class hours

**BSC 1085L Human Anatomy and Physiology I Laboratory** 1 cr.  
Corequisite: BSC 1085. This course provides laboratory support for the concepts taught in BSC 1085. Laboratory fee required (see Page 18). 32 laboratory hours

**BSC 1086 Human Anatomy and Physiology II** 3 cr.  
Prerequisites: BSC 1085 and 1085L. Corequisite: BSC 1086L. A continuation of BSC 1085. Emphasis is on the structure and function of the digestive, respiratory, cardiovascular, lymphatic, nervous, endocrine, urinary, and buffering systems. 48 class hours

**BSC 1086L Human Anatomy and Physiology II Laboratory** 1 cr.  
Corequisite: BSC 1086. This course provides laboratory support for the concepts taught in BSC 1086. Lab fee required (see Page 18). 32 laboratory hours

**MCB 2013C Microbiology** 4 cr.  
Prerequisite: BSC 1010C. Pre or corequisite: CHM 1025C or CHM 2045C. A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their effects upon organisms. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**OCE 2001 Introduction to Oceanology** 3 cr.  
Recommended prerequisite: PSC 1311 or PSC 1341. An introduction to the physical, chemical, and biological nature of the oceans. Topics include: the history and shape of the oceans; the physical and chemical properties of sea water; waves, tides, and ocean currents; and the biology and ecology of marine life. Credit can be earned as a science elective only. 48 class hours

**ZOO 2010C Zoology** 4 cr.  
Recommended prerequisite: BSC 1010C or equivalent. A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

## Building Construction Technology

**BCN 1220 Structures I** 3 cr.  
The principles and practices of residential building construction with emphasis on regional construction. 48 class hours

**BCN 1221 Structures II** 3 cr.  
Prerequisite: BCN 1220. The principles and practices of commercial and industrial building construction using structural timber, steel, and concrete. 48 class hours

**BCN 1501 Plumbing Systems** 3 cr.  
The study of the residential and commercial plumbing practices based on the current Southern Plumbing Code. 48 class hours

**BCN 1520 Electrical Systems** 3 cr.  
A study of residential and commercial electrical practices based on the current National Electrical Code. 48 class hours

**BCN 2610 Construction Estimating** 3 cr.  
Prerequisites: BCN 1220 and MAT 0003 or APPROPRIATE MAPS SCORE. A course that teaches the computations of costs associated with typical construction projects to include – labor and materials – from take-off to final estimates. 48 class hours

**BCN 2765 Codes, Contracts, and Specifications** 3 cr.  
Prerequisites: BCN 1220, BCN 2610, BCT 1040, and ETD 1530C, or consent of instructor. A review of the various statutes, codes, contracts, and specifications that are related to the building industry. 48 class hours

**BCT 1040 Basic Drafting and Blueprint Reading** 3 cr.  
Prerequisite: BCN 1220 or consent of instructor. A sequence of related technical information and blueprint reading and drafting practices, with emphasis on methods of printing and dimensioning of drawings. Lab fee required. 32 lecture hours and 32 laboratory hours

**ETD 1530C Architectural Drawing** 3 cr.  
Prerequisite: BCT 1040. The fundamentals of architectural drawing and design including both residential and commercial buildings. Lab fee required. 32 lecture hours and 32 laboratory hours

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

**SUR 2001C Surveying I** 3 cr.  
An introduction to the basic methods of site surveying, use of instruments, and note recording. Site plan development for use in building construction projects is emphasized. 48 class hours

**SUR 2200C Surveying II** 3 cr.  
Prerequisite: SUR 2001C or consent of instructor. An introduction to road surveying with an emphasis on cross sections and vertical and horizontal curves. 48 class hours



## Business Administration and Management

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

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

**BUL 2241 Business Law I** 3 cr.  
Business law considers the nature and source of laws, law courts, and courtroom procedures. Legal principles regarding crimes and torts with emphasis on contracts, personal property, and bailments and sales, along with relevant portions of the Uniform Commercial Code are discussed. 48 class hours

**BUL 2242 Business Law II** 3 cr.  
Prerequisite: BUL 2241. Business law with emphasis on commercial paper, creditors' rights and secured transactions, agency and employment, partnerships, corporations, and real property. 48 class hours

**ECO 2013 Principles of Economics I** 3 cr.  
An introductory course in 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; and 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; and 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 career and income, budgets, consumer credit, insurance, home ownership, and personal investments. 48 class hours

**GEB 1011 Introduction to Business** 3 cr.  
Fundamentals of business environment, organization, and operation. Emphasis is placed on perspectives of business, management, marketing, finance, and quantitative tools. 48 class hours

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

**MNA 1300 Personnel Relationships in Business** 3 cr.  
This course provides a study of personnel relationships as individuals and as group members. It will include practical application of effective work relationship skills needed in business and industry, to include: group dynamics; motivation; interpersonal perception; oral and written communications; leadership; management; decision making; problem solving; and employability skills. Designed for students in business and technical fields. 48 class hours

**MNA 1345 Principles of Supervision** 3 cr.  
A study of the basic concepts and major functions of modern supervision. Students receive introductory instruction in concepts and practices that define supervision, the role of the supervisor within the organization, personnel management, and relationships with special groups of employees. 48 class hours

**QMB 1001 Business Mathematics** 3 cr.  
This course develops computational skills necessary for successful business management. In addition to a review of basic functions, topics include payroll and taxes, inventory, depreciation, simple and compound interest, the metric system, and statistics. Emphasis is on developing computational ability. 48 class hours

## Business — Office Systems Technology

**OST 1100 Beginning Typewriting** 3 cr.  
A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. 48 class hours

**OST 1110 Intermediate Typewriting** 3 cr.  
Prerequisite: OST 1100 or consent of instructor. A study of the touch system of typewriting and a continuation of basic production skill-building and applications. 48 class hours

**OST 1271 Speedwriting Shorthand I** 3 cr.  
Prerequisite: OST 1100 or consent of instructor. A beginning course in the principles of Speedwriting shorthand, with dictation and transcription practice. Designed for students who have had no previous shorthand or less than one year of high school shorthand. 48 class hours

**OST 1272 Speedwriting Shorthand II** 3 cr.  
Corequisite: OST 1100 or consent of instructor. Prerequisite: OST 1271 (or one year of shorthand). A continuation of Speedwriting Shorthand I, with increased practice in dictation and transcription. Spelling, punctuation, and format are stressed. 48 class hours

**OST 1321 Electronic Office Machines** 3 cr.  
This course is designed to train students to use various office machines, with emphasis in reprographics and the ten-key calculator. Microcomputers and software will be used to supplement instruction in this course. 48 class hours

**OST 1711 Word Processing – Applications I** 3 cr.  
Prerequisite: OST 1110 or consent of instructor. This course develops the skills necessary to use word processing software. Upon successful completion of this course, the student will qualify for an entry-level position in a word processing center or in an office using word processing software. Lab fee required (see Page 18). 48 class hours

**OST 1722 Word Processing – Applications II** 3 cr.  
Prerequisite: OST 1711. This course is a continuation of Word Processing – Applications I. The business application problems assigned will be more complex than those assigned in the prerequisite course. Included will be special problems in multiple-page projects, sophisticated formatting, records processing, and practical applications. IBM or compatible equipment will be used. Lab fee required (see Page 18). 48 class hours

**OST 1743 Electronic Writing** 1 cr.  
This course develops the skills necessary to use the microcomputer keyboard and word processing software to facilitate the writing of term papers, essays, reports, etc. Students will learn the correct keyboarding techniques and the appropriate formatting of reports. Lab fee required (see Page 18). 16 class hours

**OST 1811 Desktop Publishing** 1 cr.  
Prerequisite: OST 1711, CGS 106, or consent of instructor. This course will offer instruction in basic desktop publishing. Students will key, edit, arrange, and format material using desktop publishing software. Lab fee required (see Page 18). 16 lecture hours

**OST 2108 Electronic Speedbuilding** 1 cr.  
Prerequisite: OST 1110 or consent of instructor. This course is designed to offer the student concentrated speedbuilding drills on typewriter and microcomputer keyboards and the electronic calculator ten-key pad. 16 lecture hours

**OST 2131 Legal Typewriting** 3 cr.  
Prerequisites: OST 1110 or consent of instructor. This course will provide for the typing of legal papers used in legal offices and legal departments. In addition, legal concepts and terminology and speedbuilding exercises will be included. 48 class hours

**OST 2335 Business Communications** 3 cr.  
Prerequisite: OST 1100 or consent of instructor. This course offers instruction and practice in the production of effective oral and written communication. Emphasis is placed on writing clear, forceful, and effective business letters. 48 class hours

**OST 2401 Office Technology** 3 cr.  
Prerequisite: OST 1100 or consent of instructor. This course provides for the development of professional secretarial skills, including instruction in telephone techniques, public relations, and

planning for travel, conferences, and meetings. Basic employability skills and good business grooming habits are included. Some applications are taught using electronic equipment, including microcomputers. 48 lecture hours

**OST 2601 Electronic Machine Transcription** 3 cr.  
Prerequisite or corequisite: OST 1110 or OST 1711 or consent of instructor. This course provides for the development of proficiency in machine transcription using various types of transcribing machines. The course will also emphasize general grammar rules, vocabulary, and listening skills. Electronic equipment, including microcomputers, will be used for transcription. 48 lecture hours

## Chemistry

**CHM 1025C Introductory Chemistry** 4 cr.  
Recommended prerequisite: MAT 0024, MAT 1033, or equivalent algebra background. This is a one-semester introductory chemistry course intended for students who have no high school chemistry or who need a refresher course prior to entering the CHM 2045C, CHM 2046C 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. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**CHM 2045C General Chemistry and Qualitative Analysis I** 4 cr.  
Prerequisite: CHM 1025C or one year of high school chemistry. This course involves the study of the concepts of metric measurement, periodicity, chemical calculations, gas laws, thermochemistry, atomic structure, chemical bonding, molecular geometry, properties of solutions, states of matter, atmospheric gases, and hydrogen compounds. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**CHM 2046C General Chemistry and Qualitative Analysis II** 4 cr.  
Prerequisite: CHM 2045C. This course extends the study of chemical principles in kinetics, chemical equilibrium, acid-base concepts and equilibrium, solubility, thermodynamics, electrochemistry, nuclear chemistry, metal groups, organic chemistry, and biochemistry. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**CHM 2210C Organic Chemistry I** 5 cr.  
Prerequisite: CHM 2046C. A study of carbon compounds with emphasis on alkanes-cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereochemistry, alkynes, and conjugated unsaturated systems. Lab fee required (see Page 18). 48 lecture hours and 64 laboratory hours

**CHM 2211C Organic Chemistry II** 5 cr.  
Prerequisite: CHM 2210C. A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. Lab fee required (see Page 18). 48 lecture hours and 64 laboratory hours

## College Preparatory

**ENC 0010 Fundamentals of Writing** 4 cr.  
Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve the student's ability

**CHD 1442 Child Development Associate (CDA) Practicum III** 3 cr.

A continuation of CDA Practicum II. It 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. Directed observations are required. Recommended for those considering teaching as a career. 48 class hours

**EDG 1310 Classroom Management** 3 cr.

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

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

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

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

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

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

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

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

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

**EEC 1700 Early Childhood Development and Education** 3 cr.

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

**EEC 2311 Preschool and Early Childhood Activities** 3 cr.

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

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

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

## Electronic Engineering Technology

**CET 1114C Digital Electronics** 4 cr.

Prerequisite: EET 1015C. This course serves to introduce topics needed to become proficient in Digital Electronics. Number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories are the topics covered in this course. Laboratory experiments are used to verify the concepts studied. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**CET 1152C Microcomputer Hardware and Software Fault Analysis** 4 cr.

Prerequisite: Permission of instructor. This course presents topics which cover typical board layouts and hardware locations of functional elements, to include fault location; the function of control lines and associated faults; and input/output faults between the MPU/CPU and peripherals. This course also involves the study and use of operating systems in diagnostic software for fault location. The IBM compatible XT and AT systems will be studied. 48 lecture hours, 32 laboratory hours

**CET 2121C Microprocessor Programming Principles** 4 cr.

Prerequisite: CET 1114C. Corequisite: EET 2142C. This course introduces the student to microprocessor fundamentals and microprocessor programming techniques. Several microprocessor types will be studied. Lab work includes writing, debugging, and running microprocessor programs. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**CET 2123C Digital Systems** 4 cr.

Prerequisites: EET 2142C and CET 2121C. This course examines microprocessor-based computer systems. Subjects include input-output fundamentals and programming; data conversions, using higher level languages (BASIC) as a system controller and troubleshooting aid; peripheral systems (printers, terminals, etc.); system simulation; and system troubleshooting. Laboratory work involves programming in assembler and higher level languages, peripheral equipment investigation, system simulation, and system troubleshooting. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**CET 2186C Peripheral Device Repair** 3 cr.

Prerequisite: Permission of instructor. This course is designed to teach students the functions performed by peripherals, troubleshooting techniques, and repair techniques. Students are also taught how to use calibration equipment, to configure new systems, and to cable and adjust equipment when required. The peripherals to be discussed in this course include disk drives, printers, modems, and monitors. 32 lecture hours and 32 laboratory hours

**CET 2341C Microprocessor Controllers for Machines and Robots** 4 cr.

Prerequisite: EET 2142C and CET 2121C. This course teaches microprocessor control of physical systems, typically open loop and closed loop control of systems. Topics include numerical control and stepper drives in open loop systems, open and closed loop robotic systems. Functional elements include transducers, D/A and A/D converters, look-up tables, real time counters, interface circuits, and handshake circuits. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

**EET 1015C Electronics I** 4 cr.

Prerequisite or corequisite: MAC 1104 or permission of instructor. This course begins with the basic concepts of electricity. The primary topics include: charge; current flow; potential difference; resistance; Ohm's Law; series and parallel circuits; Kirchoff's, Thevenin's, and Norton's Theorems; the Superposition Theorem; and problem solving techniques. Laboratory experiments are used to verify all concepts discussed. The use of DC measuring instruments is incorporated. Alternating current and the 60 Hz power line are introduced. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**EET 1025C Electronics II** 4 cr.

Prerequisite: EET 1015C or consent of instructor. Prerequisite or corequisite: MAC 1114 or permission of instructor. This course continues the study of alternating current concepts and circuits. The concepts of inductance, capacitance and their effect in AC circuits are studied. Time constants, RL, RC, and RLC circuits, complex numbers, vectors and phasers, network theorems, resonance, and filters are studied for both sinusoidal and non-sinusoidal applications. Laboratory experiments are used to verify all concepts discussed. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**EET 1148C Electronic Analysis I** 4 cr.

This course is designed to provide a background in DC network analysis, AC network analysis, and coupled circuit analysis. This course introduces the student to simplification and analysis procedures of multisource DC and AC circuits using various analysis techniques and network theorems. Lab fee required (see Page 18). 48 lecture hours, 32 laboratory hours

**EET 1149C Electronic Analysis II** 4 cr.

Prerequisite: EET 1148C. This course provides the student with

concepts and experiences in design and analysis of discrete solid-state circuits. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**EET 1605C Electronic Fabrication Techniques** 4 cr.

Prerequisite: Consent of instructor. This course is designed to introduce the student to concepts of electronic fabricating techniques. Topics include breadboards, printed circuit boards, enclosure design and fabrication, and soldering/desoldering techniques. During the course, students are expected to use hand and power tools to complete a laboratory project. 32 lecture hours and 64 laboratory hours

**EET 2142C Electronics III** 4 cr.

Prerequisites: EET 1025C and ENC 1102. This course is a study of subsystems for linear/analog electronics. The subsystem classifications are amplifiers, signal controlled switches, and special functions. Topics of study involve discrete and integrated circuit types, circuit examples include amplifiers, comparators, pnpn switches, oscillators, voltage regulators, signal shaping and timing functions. Laboratory experimentation verifies all concepts presented. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**EET 2145C Electronics IV** 4 cr.

Prerequisite: EET 2142C. This course introduces the student to the use of linear integrated circuits in design, analysis, and troubleshooting of analog circuits, functional elements, subsystems, and systems. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

**EET 2215C Electronic Instrumentation** 4 cr.

Pre or corequisite: EET 2142C. Basic concepts, theory, and operation of varied electronic test instruments are covered in this course. Topics covered include VOM, VTM, oscilloscopes, AF and RF generators, transistor testers, bridges, and various digital test instruments, including digital logic analyzers. Emphasis is placed on setup and operation of instruments in actual measuring situations. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

**EET 2326C Electronic Communications** 4 cr.

Prerequisite: EET 2142C. This course presents the communications process as a system. Topics are viewed as transmitters, receivers, and media of transfer. Specific items include the study



of AM and FM radio, microwave, and laser technology principles. Laboratory work involves the verification of principles using commercial hardware. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**EST 2124C Robot and Numerical Control Mechanics** 5 cr.

This course presents topics in the mechanics of robots and numerically controlled machines. The resolution and accuracy of open loop and closed loop positioning are covered. Degrees of freedom for machine dexterity are covered. Homing and reference points are determined for numerical controls. Tooling and locators are discussed for production robots. Position, velocity, and acceleration/deceleration characteristics are analyzed. 48 lecture hours and 64 laboratory hours

**EST 2224C Fiber Optics Technology** 4 cr.

Prerequisite: EET 2142C or permission of instructor. This course discusses the principles of fiber-optic transmission of signals, the types of transmitters, and the types of receivers. Within the course, fiber-optic performance and cost factors are compared to traditional transmission modes. 48 lecture hours and 32 laboratory hours

**ETD 1380C Introduction to Computer-Aided Design (CAD)** 3 cr.

Prerequisite: Permission of instructor. This course will introduce the student to the use of computer-aided design (CAD) software. The student will utilize industry standard CAD software to perform various assignments throughout the semester and to complete a final project at the end of the semester. Lab fee required (see Page 18). 16 lecture hours and 64 laboratory hours

**ETD 1651C Electronics Drawing** 2 cr.

This course is designed to provide the student with an introduction to and practical applications of basic drafting techniques, schematic and pictorial symbols, conversions, between pictorial diagrams and schematic diagrams, printed circuit boards, artwork and layout techniques, logic symbol, and diagram layout techniques. Lab fee required (see Page 18). 8 lecture hours and 48 laboratory hours

## Emergency Medical Services

**EMS 1119C Emergency Medical Technology** 7 cr.

Corequisite: EMS 1431. This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated clinical laboratory setting. 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 (see Page 18). 72 lecture hours and 80 laboratory hours

**EMS 1431 Emergency Medical Technology Clinical** 2 cr.

Corequisite: EMS 1119C. This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Prior to participating in the clinical experiences, students who are concurrently enrolled in EMS 1119C and EMS 1431 must be Basic Life Support Certified, must meet the age requirements of local EMS agencies, and must submit the health record as required by the program. Student performance in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." Professional Liability Insurance fee required (see Page 18). 64 clinical hours to include a minimum of 20 hours of experiences in the hospital emergency room and 5 emergency vehicle responses resulting in emergency transport.

**EMS 2274C Paramedics I** 8 cr.

Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisite: EMS 2444. This course presents advanced theory and simulated clinical laboratory experience in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. The American Heart Association Advanced Cardiac Life Support Certification Course is presented. Successful achievement of ACLS Provider certification at the conclusion of the weekend training activity is required. Lab fee and Professional Liability Insurance fee required (see Page 18). 96 lecture hours and 64 simulated clinical laboratory hours

**EMS 2275C Paramedics II** 8 cr.

Prerequisites: HSC 2531, EMS 2274C, and EMS 2444. Corequisite: EMS 2465. This course continues advanced theory and simulated clinical laboratory experiences in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. The National Association of EMT-Paramedic Trauma Life Support (PHTLS) Certification Course is presented. Successful achievement of PHTLS Certification is required. Lab fee required (see Page 18). 80 lecture hours and 96 simulated clinical laboratory hours

**EMS 2444 Paramedics Clinical I** 4 cr.

Prerequisite or corequisite: HSC 2531. Corequisite: EMS 2274C. Supervised clinical experiences are provided in hospital critical care units, electrocardiography, respiratory therapy and emergency departments, and with intravenous therapy teams and the medical director. Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." This course must be taken in conjunction with EMS 2274C. 128 clinical hours

**EMS 2458 Paramedics Internship** 6 cr.

Prerequisites: EMS 2275C, EMS 2465, and American Heart Association Advanced Cardiac Life Support Certification. The internship provides for supervised practice on intensive care rescue vehicles, during which a minimum of 15 ALS contacts and specific skills must be satisfied. Paramedic preceptors, faculty, and the Medical Director participate in the supervision of the student. Classroom experiences are provided for review of knowledge and skills. A final comprehensive written and skills examination must be successfully completed at the end of the course. Additional internship hours may be required to satisfy minimum ALS contacts and skills requirements. Student performance in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." Laboratory fee required (see Page 18). 32 lecture hours and 144 clinical internship hours



**EMS 2465 Paramedics Clinical II** 8 cr.  
Prerequisites: EMS 2444 and HSC 2331. Corequisite: EMS 2275C. Supervised clinical experiences are broadened and extended to include Advanced Life Support Rescue Units. Hospital experiences are extended to include the operating room and labor and delivery rooms, and the morgue. Pediatric experiences are provided. Supervised experiences are provided with the medical director in the emergency room. Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." This course must be taken in conjunction with EMS 2275C. 256 clinical hours

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

## English

**AML 2010 American Literature I** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. A critical study of selections from American literature: colonial period to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. 48 class hours

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

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

**CRW 2002 Creative Writing II** 3 cr.  
Prerequisite: CRW 2000. Students will focus on the genre(s) of their choice (short story, poetry, novel). Student writings will be critiqued by the instructor and by fellow students. Marketing techniques will be emphasized. 48 class hours

**\*ENC 0010 Fundamentals of Writing** 4 cr.  
See College Preparatory Courses.

**\*ENC 0080 Basic Grammar** 4 cr.  
See College Preparatory Courses.

**ENC 1101 English Composition I** 3 cr.  
Prerequisite: Appropriate placement test score. This course is designed to develop effective written communication skills for academic and professional use. It includes practice in the selection, restriction, organization, and development of topics and reinforces the student's facility with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" or higher must be attained. 48 class hours

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

**ENC 1122H English Composition II (Honors Course)** 3 cr.  
Prerequisite: Permission for admission to honors courses and ENC 1101 with a "B" or higher. This course provides an intensive course of study in composition and literary criticism for academically-gifted students. It emphasizes extensive library research and the expanded use of primary resources in the preparation of formal written assignments. Supplementary readings and individual faculty conferences are required. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" or higher must be attained. Credit can not be earned for both ENC 1102 and ENC 1122H. 48 class hours

**ENL 2013 British Literature I** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Johnson, Milton, Pepys, Defoe, Swift, and Goldsmith. 48 class hours

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

**JOU 2100 Journalistic Writing and Reporting** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyediting both news and feature stories. 48 class hours

**OST 2335 Business Communications** 3 cr.  
See Business—Office Systems Technology Courses.

**\*REA 0001 Basic Reading** 4 cr.  
See College Preparatory Courses.

**\*REA 0002 Fundamentals of Reading** 4 cr.  
See College Preparatory Courses.

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

## Environmental Science

**BSC 1050 Introduction to Environmental Science** 3 cr.  
See Biological Science Courses.

**GLY 2155 Geology and Environment of Florida** 3 cr.  
A course designed to investigate the geologic history and development of rocks, structures, physiography, and mineral resources of Florida. 48 class hours

## Fire Science Technology

### **FFP 1000 Introduction to Fire Science** 3 cr.

This course will cover various aspects of fire science and related fields. The history and philosophy of fire science will be discussed along with the organization, purpose, and functions of fire departments and other agencies involved in 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 fire science. Emphasis will be placed on development of the fire officer in maintaining discipline and morale; supervising a fire company; and good public relations, including reports, training, company fire inspections, and pre-fire planning. 48 class hours



### **FFP 1130 Fire Company Leadership** 3 cr.

This course will cover the basic concepts of fire company leadership as they pertain to fire science. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. 48 class hours

### **FFP 1150 Methods and Techniques of Fire Science Instruction** 3 cr.

This course will cover the modern methods and techniques of instruction for fire science. Various methods of teaching will be discussed and demonstrated with emphasis placed on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. 48 class hours

### **FFP 1200 Introduction to Fire Inspection and Prevention** 3 cr.

This course will cover the various aspects of prevention and inspection as they relate to fire science and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours

### **FFP 1240 Fire Detection and Investigation** 3 cr.

This course will cover the principles of determining the point of origin and the cause of fire as well as the methods of recognizing fires of suspicious origin. The origin of known fire causes

will be studied to enable the fire investigator to complete a more thorough investigation. The topics of preliminary investigations and the preservation of evidence will also be discussed. 48 class hours

### **FFP 1292 Fire Inspection – Health & Rehabilitative Services (HRS) Inspection** 3 cr.

Prerequisites: FFP 1200, FFP 1620, FFP 1300, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulations, and HRS regulations as they apply to Health & Rehabilitative Services offices, 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 (DOE) Inspection** 3 cr.

Prerequisites: FFP 1200, FFP 1620, FFP 1300, 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 1300 Building Construction and Codes** 3 cr.

This course will cover the various types of building construction and renovation practices, along with their relationship to fire and firefighting. The different building codes used in the United States will be examined. Emphasis will be placed on methods of evaluating the potential dangers to the firefighting forces as a result of the type of construction or methods of renovation. 48 class hours

### **FFP 1326 Blueprint Reading & Plans Examination** 3 cr.

Prerequisite: FFP 1300. This course will cover the various aspects of blueprint reading and plans examination by dealing with standard signs and symbols used on prints. The history of print development will be discussed, along with the different styles used by architects and engineers. Special attention will be paid to those sections of the plans that deal with fire prevention and protection. 48 class hours

### **FFP 1410 Firefighting Tactics and Strategy I** 3 cr.

This course will teach the basic concepts involved in firefighting. The topics will include: fire behavior; firefighting fundamentals; and principles of extinguishment, along with the utilization of proper size-up and the beneficial use of firefighters and firefighting equipment. Pre-planning and its benefits will also be discussed. 48 class hours

### **FFP 1420 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 during crisis situations. 48 class hours

### **FFP 1620 Private Fire Protection Systems** 3 cr.

This course will explore the various privately-owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler systems, standpipe systems, and special agent fixed extinguishing systems, along with fire detection and alarm systems. 48 class hours

### **FFP 2500 Hazardous Materials I** 3 cr.

This course will cover the characteristics, transportation, and storage hazards of flammable and combustible solids, liquids, and gases. Emphasis will be placed on the Department of

Transportation and National Fire Protection Association Systems for marking, control, and extinguishment of hazardous materials during thermal destruction. Additionally, the course will explore the National Chemical Registry Point and Information Center System. 48 lecture hours

**FFP 2501 Hazardous Materials II** 3 cr.  
Prerequisite: FFP 2500 or permission of instructor. This course is an in-depth look at the materials considered to be hazardous while in transportation and storage. Emphasis will be placed on the chemical make-up of such materials as well as the possible reaction of such materials with other substances. 48 lecture hours

**FFP 2600 Fire Apparatus Practices** 3 cr.  
This course is designed as a Pump Operator's class. It will cover driving techniques, construction and maintenance of fire apparatus, operation of pumping engines, fire ground hydraulics, and vehicle safety. 32 lecture hours and 32 laboratory hours

## French

**FRE 1120 Beginning French I** 4 cr.  
The purposes of this course are to introduce students to the four skills (listening, speaking, reading, and writing) of the target language and to encourage students to appreciate the cultural contributions of the countries in which the language is spoken. 48 lecture hours and 32 laboratory hours

**FRE 1121 Beginning French II** 4 cr.  
Prerequisite: FRE 1120 or consent of instructor. The purpose of this course is to reinforce the basic skills previously acquired. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 48 lecture hours and 32 laboratory hours

**FRE 2200 Intermediate French I** 4 cr.  
Prerequisites: FRE 1121, (two years of high school French, or the equivalent). This course will provide an advanced level of communication skills for students who have successfully completed FRE 1121 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 48 lecture hours and 32 laboratory hours

**FRE 2201 Intermediate French II** 4 cr.  
Prerequisite: FRE 2200. A further development of communication skills with continued emphasis on oral communication through speaking and listening exercises. Reading in contemporary French prose, including authors from André Gide to Alain Robbe-Grillet will be included. 48 lecture hours and 32 laboratory hours

## Geography

**GEA 2000 World Regional Geography** 3 cr.  
A regional study of the relationship between humans and their natural environment, with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. 48 class hours

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

## German

**GER 1120 Beginning German I** 4 cr.  
This course will introduce beginning students in German to the

four communication skills (listening, speaking, reading, and writing); emphasize the correct usage of grammar; develop skills using basic vocabulary; and sensitize students to the cultural contributions of the countries in which German is spoken. 48 lecture hours and 32 laboratory hours

**GER 1121 Beginning German II** 4 cr.  
Prerequisite: GER 1120. This course will reinforce, expand, and review the basic German skills previously acquired; develop increased listening, speaking, reading, and writing skills; extend knowledge of grammar; and increase cultural awareness. Content will include more advanced language structures and idiomatic expressions, with a particular emphasis on vocabulary and conversational skills. 48 lecture hours and 32 laboratory hours

**GER 2200 Intermediate German I** 4 cr.  
Prerequisite: GER 1121, (two years of high school German, or the equivalent). The content should include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary—for practical purposes, including writing. Reading selections should be varied. 48 lecture hours and 32 laboratory hours

**GER 2201 Intermediate German II** 4 cr.  
Prerequisite: GER 2200. This course will reinforce, expand, and review the intermediate German skills previously acquired. The content should include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 48 lecture hours and 32 laboratory hours

## Health

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

**HSC 1400 Standard First Aid and Personal Safety** 1 cr.  
A course dealing with first aid skills used in the treatment of injuries in an emergency. Students successfully meeting the requirements of this course with a grade of "C" or higher will be issued the American Red Cross Standard Certificate. 8 lecture hours and 24 laboratory hours

**HSC 1402 Advanced First Aid and Emergency Care** 3 cr.  
Designed to meet the needs of individuals or groups who are in a position to provide first aid emergency care frequently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. 32 lecture hours and 32 laboratory hours

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

**HUN 1001 Nutrition** 3 cr.  
See Hospitality Management Courses.

## History

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

**AMH 2020 History of the United States II** 3 cr.  
A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt,

Latin American affairs, the Progressive Movement, the First World War, and political, economic and world affairs since World War II. 48 class hours

**AMH 2070 History of Florida** 3 cr.  
This course begins with the influence of geography on early Native American cultures of the region. The economic, social, and political background of Florida is developed chronologically, from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. 48 class hours

**AMH 2091 Black American History** 3 cr.  
A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background, slavery, reconstruction, and Twentieth Century developments to the present. 48 class hours

**EUH 1000 Western Civilization I** 3 cr.  
The origins and development of western civilization, beginning with the classical civilizations of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the Sixteenth Century. The emphases are upon the social, economic, and cultural trends of each period. 48 class hours

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

## Honors

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

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

## Hospitality Management

**FOS 2201 Food Service Sanitation and Safety** 3 cr.

A study of the agents that cause foodborne illness and the ways foods become contaminated with them. The principles of sanitary food handling and the necessity of maintaining safe and sanitary facilities for the well being of the consumer and the employee are emphasized. 48 class hours

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

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

**FSS 1202C Basic Food Preparation** 4 cr.

A lecture, demonstration, and laboratory course in principles of food preparation. All general categories are included, with emphasis on standards of quality preparation and service. Lab fee required (see Page 18). 32 lecture hours and 64 laboratory hours

**FSS 1221C Quantity Food Preparation** 4 cr.

Prerequisite: FSS 1202C and FSS 1401. A course consisting of lecture, demonstration, and experience in the principles of preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes, and portion control are included. 32 lecture hours and 64 laboratory hours

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

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

**FSS 1610 Food Merchandising** 3 cr.

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



**FSS 1940 Hospitality Management Practicum I** 3 cr.  
Prerequisites or corequisites: FSS 1004, FSS 1202C, FSS 1221C, and FSS 1401, completed physical examination and student accident insurance coverage as required by Practicum Facility. The student must be at least 19 years of age before enrolling in this course. The course involves practical work experiences, related to the Hospitality Management curriculum. Physical examination and insurance costs are the student's responsibility and are not included in the fee structure of the college.

**FSS 2120 Food Purchasing and Storage** 3 cr.  
A study of purchasing principles, procedures, and policies in quantity food service operations; includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. 48 class hours

**FSS 2300 Food Service Supervision and Management** 3 cr.  
A study of the principles of management, particularly as they apply to the food service industry. Students will explore the role of the supervisor or manager in organizing and directing the work of employees and the responsibility for planning and coordinating their activities. Students will find it helpful if they have completed MNA 1300 and ENC 1102 prior to taking this course. 48 class hours

**FSS 2500 Food Accounting and Cost Control** 3 cr.  
Prerequisite: MAT 0003 or appropriate MAPS score. The study of the policies, procedures, and computations involved in the food service industry and the methods used for controlling food, beverage, labor, and other costs. 48 class hours

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

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

**HUN 1001 Nutrition** 3 cr.  
This course presents the concepts of nutrition, including the six major classes of nutrients, their digestion, and utilization by the body. Investigation of controversies in nutrition and guidelines for planning nutritionally adequate meals are included. 48 class hours

## Humanities

**HUM 2211 Humanities I** 3 cr.  
Prerequisite: ENC 1102 (completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual, and aesthetic activities of the early Western Civilization: Ancient Greece and Rome, the formative period of the Judeo-Christian Tradition, and the European Middle Ages. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

**HUM 2230 Humanities II** 3 cr.  
Prerequisite: HUM 2211 (completed with a grade of "C" or higher). A study of the culture of Western Culture from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

**HUM 2700 Overseas Study in the Humanities** 3 cr.  
A course offering students a study/travel program centered around the cities and countries of the tour. The course will include field experiences, lectures, and discussions in the humanities area before, during, and after the tour. The student will gain an understanding and appreciation of the ideas and ideals that shaped the cultural heritage of Western Civilization through on-site study of the great works of art, music, architecture, drama, religion, and philosophy. Special fee: registration fees plus cost of trip. 48 class hours

## Human Services

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

**HUS 1001 Introduction to Human Services** 3 cr.  
This course provides an overview of agency resources, functions, methods, and activities related to human services, theory, and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and practices in human services. Extensive use will be made of guest speakers who represent community agencies and field trips to such agencies. 48 class hours

**HUS 1110 Basic Counseling Skills** 3 cr.  
Prerequisite: HUS 1001 or PSY 1012. 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 2525 Current Issues in Mental Health** 3 cr.  
Prerequisite: HUS 1110 or consent of instructor. This course offers an overview of major mental health disorders with emphasis on their attendant behaviors. The course emphasizes appropriate interaction between the health worker and the client as well as effects of mental disorders on the family and community. Issues involving deinstitutionalization and case management are included. 48 class hours

**HUS 2531 Substance Abuse Counseling** 3 cr.  
Prerequisite: HUS 1110 or consent of instructor. This course is designed to prepare the human service worker to function in a variety of settings in which substance use/abuse is an issue. Content emphasized includes causes of abuse, nature of dependency, pharmacology, and effects of abuse on the individual, family, and community. Techniques of detection and intervention are presented and practiced in the classroom. Treatment modalities are discussed. 48 class hours

**HUS 2940 Human Services Practicum I** 3 cr.  
Prerequisites: HUS 1001 and HUS 1110 or consent of instructor. This is a practicum course which requires a minimum of 117 hours. Students will be under supervision as human service workers in community agencies in the field. Regular meetings are held with the instructor. Student performance in this course is graded as Satisfactory/Unsatisfactory. Professional liability insurance fee is required (see Page 18).



**HUS 2941 Human Services Practicum II** 3 cr.  
 Prerequisites: HUS 2940 or consent of instructor. This course is a continuation of HUS 2940. This is a practicum course which requires a minimum of 117 hours. Students will be under the supervision of human services workers in community agencies. Regular meetings are held with the instructor. Student performance in this course is graded as Satisfactory/Unsatisfactory. Professional liability insurance fee is required (see Page 18).

## Interdisciplinary

**IDS 2290H Introduction to Asian Arts and Letters (Honors Course)** 3 cr.  
 Prerequisite: Permission for admission to honors courses and ENC 1101 with a "B" or higher. An introduction to the aesthetic, intellectual, cultural, and literary traditions of three great Asian civilizations – China, India, and Japan. This course will examine Oriental ideas and ideals of human nature, the universe, social and spiritual reality, and individual existence as reflected in thought systems such as Buddhism and Taoism. Western images of contemporary Asian culture represented in popular American and British literature will augment a critical analysis of translated selections from the literature of each civilization. 48 class hours

**SLS 1211 Individual Discovery** 3 cr.  
 This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences that deal with personal growth and group developmental activities that place emphasis on the defining of individual goals and interests. 48 class hours

**SLS 1501 College Survival Skills** 3 cr.  
 This course is designed to help the student develop more effective and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and report preparation. 48 class hours

## Marketing Management

**MAR 1011 Principles of Marketing** 3 cr.  
 The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinants of demand that make up the marketing environment – the economic, physiological, sociological, and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process, are introduced. 48 class hours

**MKA 1021 Salesmanship** 3 cr.  
 A study of principles underlying all selling activities. This course presents principles and problems in personal selling related to prospecting, pre-approach, approach, demonstration, meeting objections, and closing the sale. 48 class hours

**MKA 1302 Marketing Practicum I** 3 cr.  
 Prerequisite: MAR 1011 or consent of instructor. Marketing theory is applied through the development of individual practicum plans, which involve on-the-job training and special job-related assignments, with local businesses. Employability skills, including writing a resumé and letter of application, are taught. This course is designed for students pursuing the AS Degree in Marketing Management.

**MKA 1312 Marketing Practicum II** 3 cr.  
 Continuation of MAR 1302.

**MKA 2041 Principles of Retailing** 3 cr.  
 A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Attention will be given to how and when to buy and to sources of supply. The organization and function of major divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. 48 class hours

**MKA 2322 Marketing Practicum III** 3 cr.  
 Continuation of MKA 1312.

**MKA 2332 Marketing Practicum IV** 3 cr.  
 Continuation of MKA 2322.

**MKA 2511 Principles of Advertising** 3 cr.  
 This course presents a study of advertising principles and practical application of advertising in the media. Areas covered include the history of advertising, designing and developing advertisements, media selection, sales promotional strategies, and social aspects. 48 class hours

## Mathematics

**MAC 1102 Essential College Algebra** 4 cr.  
 Prerequisite: Satisfactory placement score or MAT 1033 (completed with a grade of "C" or higher). A study of the techniques of algebra. Topics include: factoring, exponents and radicals, linear and quadratic equations, inequalities and functions, systems of equations and matrices. This course does not meet the prerequisites for trigonometry (MAC 1114) or for either calculus course (MAC 2233 or MAC 2311). If used to meet the re-

quirements of the AA Degree, a grade of "C" or higher must be obtained. Students cannot use both MAC 1102 and MAC 1104 to satisfy AA Degree mathematics requirements. 64 class hours

**MAC 1104 College Algebra for Calculus** 4 cr.  
Prerequisite: MAT 1033 with a grade of "C" or higher or required score on placement test. A study of the techniques of algebra. Topics include: factoring, exponents and radicals, inequalities and functions, systems of equations, matrices, and determinants, logarithm and exponential equations, conic sections, binomial theorem, partial fractions, sequences, and series. This course is designed to prepare students for the study of calculus. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. Students cannot use both MAC 1102 and MAC 1104 to satisfy AA Degree mathematics requirements. 64 class hours

**MAC 1114 Trigonometry** 3 cr.  
Prerequisite: MAC 1104 (completed with a grade of "C" or higher), 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours

**MAC 2233 Applied Calculus** 4 cr.  
Prerequisite: MAC 1104 (completed with a grade of "C" or higher). This course is designed to provide the calculus needed by students who plan to major in business, economics, social sciences, and other areas which do not require study of more theoretical calculus. Topics include: limits, rate of change, differentiation and integration of algebraic, logarithmic and exponential functions with particular emphasis on applications. MAC 2233 is not designed for those students who plan to major in mathematics, engineering, or the sciences. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours

**MAC 2311 Calculus and Analytic Geometry I** 4 cr.  
Prerequisites: MAC 1104 (completed with a grade of "C" or higher) and MAC 1114 (completed with a grade of "C" or higher). Topics include: the line, inequalities, limits and continuity, derivatives, and the differential. This course is designed for future mathematics, engineering, or science majors. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours

**MAC 2312 Calculus and Analytic Geometry II** 4 cr.  
Prerequisite: MAC 2311 (completed with a grade of "C" or higher). Topics include: the definite integral; applications, differentiation and integration of the logarithmic, exponential, trigonometric and hyperbolic functions; and techniques of integration. This course is designed for future mathematics, engineering, or science majors. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours

**MAC 2313 Calculus and Analytic Geometry III** 4 cr.  
Prerequisite: MAC 2312 (completed with a grade of "C" or higher). Topics include: applications of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, Taylor's Formula, and infinite series. This course is designed for future mathematics, engineering, or science majors. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours

**\*MAT 0002 Basic Arithmetic** 4 cr.  
See College Preparatory Courses.

**\*MAT 0003 Fundamentals of Mathematics** 4 cr.  
See College Preparatory Courses.

**\*MAT 0024 Elementary Algebra** 4 cr.  
See College Preparatory Courses.

**MAT 1033 Intermediate Algebra** 4 cr.  
Prerequisite: Satisfactory placement score or MAT 0024 (completed with a grade of "C" or higher). This course is designed to prepare students who wish to enter MAC 1102 or MAC 1104 but who have an inadequate or antiquated background in high school algebra. Topics include an introduction to the mathematics of sets; the complex number system; linear, fractional, radical, and quadratic equations; and inequalities, relations, and functions and their graphical representations. 64 class hours



**MGF 1113 College Mathematics I** 3 cr.  
Prerequisite: Two years of high school mathematics. This course has an emphasis on general concepts. Among the topics included are sets, logic, mathematical systems, sets of numbers, and systems of numeration. 48 class hours

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

**MGF 1118 Essential College Level Mathematics Skills (CLAST Review)** 2 cr.  
Prerequisite: Satisfactory placement score or MAT 1033 (completed with a grade of "C" or higher). This course is a review of arithmetic, geometry, logic, algebra, probability, and statistics concepts. It is designed to assist students to reach an acceptable performance level for a prescribed set of competencies in mathematics. This course cannot be used to satisfy the AA Degree mathematics requirements. 32 lecture hours

**MGF 1202 Finite Mathematics** 4 cr.  
Prerequisite: Satisfactory placement score or MAT 1033 (completed with a grade of "C" or higher). Topics include set theory, logic, mathematical systems, systems of numeration, probability, statistics, geometry, and computer mathematics. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours

**MTB 2370 Applied Mathematics for Allied Health** 1 cr.  
Prerequisite: Appropriate MAPS Test score or MAT 0003 (completed with a grade of "C" or higher). This course was designed to familiarize students with systems of measurement and their interrelationships. Topics discussed in this course include metric units of measurement, apothecary units of measurement,

to familiarize students with systems of measurement and their interrelationships. Topics discussed in this course include metric units of measurement, apothecary units of measurement, household units of measurement, and medication measurements. 16 class hours

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

**STA 2014 Applied Statistics** 4 cr.  
Prerequisite: MGF 1202 (completed with a grade of "C" or higher), satisfactory placement score, or MAT 1033 (completed with a grade of "C" or higher). A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, and Student's "t" distribution. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 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 (ROTC) and its mission in support of U.S. national defense policies. Strong emphasis is placed on the relation of the U.S. defense establishment to the federal government, and extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. 48 class hours

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

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

**MIS 1405 Requirements of Military Leadership** 3 cr.  
Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp. 48 class hours

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

## Music

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

Students must supply their own musical instruments. However, pianos are supplied for instruction only and are NOT available for practice.

**MUL 1110 Music Appreciation** 3 cr.  
A general survey of music and its composers, with extensive listening in order to develop an intelligent understanding and appreciation of the world's great music. This course is open to all students. 48 class hours

**MUN 1120 Concert Band** 1 cr.  
Prerequisite: Consent of instructor. A course designed to give the student a musical experience performing the standard concert band literature. 32 laboratory hours



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

**MUN 1450 Piano Ensemble** 1 cr.  
Prerequisite: Consent of instructor. This course is designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and duo-piano works from the standard repertoire as well as piano accompaniments for vocal and instrumental solos. Audition required. Special fee required (see Page 18). 32 laboratory hours

**MUN 1710A Jazz-Rock Ensemble I** 1 cr.  
Prerequisite: Consent of instructor. A course designed to give the student a musical experience performing the most popular music of the past forty years. Special fee required (see Page 18). 32 laboratory hours

**MUN 1710B Jazz-Rock Ensemble II** 1 cr.  
Prerequisite: Consent of instructor. A continuation of MUN 1710A. Special fee required (see Page 18). 32 laboratory hours

**MUN 2710A Jazz-Rock Ensemble III** 1 cr.  
Prerequisite: Consent of instructor. A continuation of MUN 2710B. Special fee required (see Page 18). 32 laboratory hours.

**MUN 2710B Jazz-Rock Ensemble IV** 1 cr.  
Prerequisite: Consent of instructor. A continuation of MUN 2710A. Special fee required (see Page 18). 32 laboratory hours.

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

**MUT 1121 Music Theory I** 4 cr.  
Prerequisite: MUT 1001. The purpose of Music Theory I is to provide the fundamentals of music, including chord construction and progression, elements of form analysis and harmony, rhythmic and melodic ear training, dictation, sight singing, and simple composition. 48 lecture hours and 32 laboratory hours.

**MUT 1122 Music Theory II** 4 cr.  
Prerequisite: MUT 1121. The purpose of Music Theory II is to provide a continuation of Music Theory I with emphasis on further development of musical skills. 48 lecture hours and 32 laboratory hours.

**MUT 2126 Music Theory III** 4 cr.  
Prerequisite: MUT 1122. The purpose of Music Theory III is to provide emphasis on advanced harmony and chord structure, examination and analysis of form and styles from the past to the contemporary, advanced problems in composition for various media, and a continued development of aural skills. 48 lecture hours and 32 laboratory hours.

**MUT 2127 Music Theory IV** 4 cr.  
Prerequisite: MUT 2126. The purpose of Music Theory IV is to provide the final sequence of Music Theory with emphasis on continued development of harmonic materials, aural and visual analysis, and problems in composition involving form and instrumentation. 48 lecture hours and 32 laboratory hours.

**Applied Music I – Preparatory** 1 cr.  
Prerequisite: Consent of instructor. Private instruction in voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire. Preparatory students are students who seek to learn performance skills for personal enrichment as well as those students whose performance level upon entrance is below freshman music major level. Placement will be determined by audition prior to enrollment. Credit for this course will not count toward principal instrument requirements for those students who will be transferring to a four-year college. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 1011A Trumpet	MVS 1013A Cello
MVB 1012A Horn	MVS 1014A String Bass
MVB 1013A Trombone	MVS 1015A Harp
MVB 1014A Baritone Horn	MVS 1016A Guitar
MVB 1015A Tuba	MVV 1011A Voice
MVK 1011A Piano	MVW 1011A Flute
MVK 1013A Organ	MVW 1012A Oboe
MVP 1011A Percussion	MVW 1013A Clarinet
MVS 1011A Violin	MVW 1014A Bassoon
MVS 1012A Viola	MVW 1015A Saxophone

**Applied Music II – Preparatory** 1 cr.  
Prerequisite: Consent of instructor. A continuation of Applied Music I – Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music.

Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 1011B Trumpet	MVS 1013B Cello
MVB 1012B Horn	MVS 1014B String Bass
MVB 1013B Trombone	MVS 1015B Harp
MVB 1014B Baritone Horn	MVS 1016B Guitar
MVB 1015B Tuba	MVV 1011B Voice
MVK 1011B Piano	MVW 1011B Flute
MVK 1013B Organ	MVW 1012B Oboe
MVP 1011B Percussion	MVW 1013B Clarinet
MVS 1011B Violin	MVW 1014B Bassoon
MVS 1012B Viola	MVW 1015B Saxophone

**Applied Music III – Preparatory** 1 cr.  
Prerequisite: Consent of instructor. A continuation of Applied Music II – Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 2021A Trumpet	MVS 2023A Cello
MVB 2022A Horn	MVS 2024A String Bass
MVB 2023A Trombone	MVS 2025A Harp
MVB 2024A Baritone Horn	MVS 2026A Guitar
MVB 2025A Tuba	MVV 2021A Voice
MVK 2021A Piano	MVW 2021A Flute
MVK 2023A Organ	MVW 2022A Oboe
MVP 2021A Percussion	MVW 2023A Clarinet
MVS 2021A Violin	MVW 2024A Bassoon
MVS 2022A Viola	MVW 2025A Saxophone

**Applied Music IV – Preparatory** 1 cr.  
Prerequisite: Consent of instructor. A continuation of Applied Music III – Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 2021B Trumpet	MVS 2023B Cello
MVB 2022B Horn	MVS 2024B String Bass
MVB 2023B Trombone	MVS 2025B Harp
MVB 2024B Baritone Horn	MVS 2026B Guitar
MVB 2025B Tuba	MVV 2021B Voice
MVK 2021B Piano	MVW 2021B Flute
MVK 2023B Organ	MVW 2022B Oboe
MVP 2021B Percussion	MVW 2023B Clarinet
MVS 2021B Violin	MVW 2024B Bassoon
MVS 2022B Viola	MVW 2025B Saxophone

**Applied Music I – Principal** 1 cr.  
Prerequisite: Consent of instructor. Private instruction in voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire. This course is designed for those students whose performance level upon entrance is at or above the freshman music major level. This will be determined by audition prior to enrollment. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 1311A Trumpet	MVS 1313A Cello
MVB 1312A Horn	MVS 1314A String Bass
MVB 1313A Trombone	MVS 1315A Harp
MVB 1314A Baritone Horn	MVS 1316A Guitar
MVB 1315A Tuba	MVV 1311A Voice
MVK 1311A Piano	MVW 1311A Flute
MVK 1313A Organ	MVW 1312A Oboe
MVP 1311A Percussion	MVW 1313A Clarinet
MVS 1311A Violin	MVW 1314A Bassoon
MVS 1312A Viola	MVW 1315A Saxophone

### Applied Music II — Principal

1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music I — Principal. Voice and piano students must enroll for Repertoire in the same semester as Applied Music. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 1311B	Trumpet	MVS 1313B	Cello
MVB 1312B	Horn	MVS 1314B	String Bass
MVB 1313B	Trombone	MVS 1315B	Harp
MVB 1314B	Baritone Horn	MVS 1316B	Guitar
MVB 1315B	Tuba	MVV 1311B	Voice
MVK 1311B	Piano	MVW 1311B	Flute
MVK 1313B	Organ	MVW 1312B	Oboe
MVP 1311B	Percussion	MVW 1313B	Clarinet
MVS 1311B	Violin	MVW 1314B	Bassoon
MVS 1312B	Viola	MVW 1315B	Saxophone

### Applied Music III — Principal

1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music II — Principal. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 2321A	Trumpet	MVS 2323A	Cello
MVB 2322A	Horn	MVS 2324A	String Bass
MVB 2323A	Trombone	MVS 2325A	Harp
MVB 2324A	Baritone Horn	MVS 2326A	Guitar
MVB 2325A	Tuba	MVV 2321A	Voice
MVK 2321A	Piano	MVW 2321A	Flute
MVK 2323A	Organ	MVW 2322A	Oboe
MVP 2321A	Percussion	MVW 2323A	Clarinet
MVS 2321A	Violin	MVW 2324A	Bassoon
MVS 2322A	Viola	MVW 2325A	Saxophone

### Applied Music IV — Principal

1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music III — Principal. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. 8 laboratory hours

MVB 2321B	Trumpet	MVS 2323B	Cello
MVB 2322B	Horn	MVS 2324B	String Bass
MVB 2323B	Trombone	MVS 2325B	Harp
MVB 2324B	Baritone Horn	MVS 2326B	Guitar
MVB 2325B	Tuba	MVV 2321B	Voice
MVK 2321B	Piano	MVW 2321B	Flute
MVK 2323B	Organ	MVW 2322B	Oboe
MVP 2321B	Percussion	MVW 2323B	Clarinet
MVS 2321B	Violin	MVW 2324B	Bassoon
MVS 2322B	Viola	MVW 2325B	Saxophone

### MVK 1111A Class Piano I

1 cr.

This class is for beginning piano students meeting in groups of six or more. Open to all students. Emphasis is placed on music reading and elementary techniques. Special fee \$20.00. 32 laboratory hours

### MVK 1111B Class Piano II

1 cr.

Prerequisite: MVK 1111A. This class is a continuation of MVK 1111A. Special fee \$20.00. 32 laboratory hours

### MVV 1111A Class Voice I

1 cr.

For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correct diction. Open to all students. 32 laboratory hours

### MVV 1111B Class Voice II

1 cr.

A continuation of MVV 1111A. Open to all students. 32 laboratory hours

## Nursing

### NUR 1020C Fundamentals of Nursing

12 cr.

Prerequisites: ENC 1101, PSY 1012, BSC 1085, and BSC 1085L (must be completed satisfactorily prior to being considered for admission to the Nursing Program). Pre or corequisites: BSC 1086, BSC 1086L, and MTB 2370. This course introduces concepts and skills basic to nursing care for adult clients 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 oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required (see Page 18). 96 lecture hours and 192 clinical and laboratory hours. Additional campus laboratory hours may be required.

### NUR 1201C Adult Nursing I/LPN

5 cr.

Prerequisites: PSY 1012, ENC 1101, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, and DEP 2004, and admission to the Nursing Program, ADN/LPN Track. This course is offered for students entering the Nursing Program at the ADN/LPN Track. The nursing process is introduced and used as an approach to nursing care in assisting sick adults and their families meet their basic needs. Emphasis is placed on the more frequently occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required (see Page 18). 32 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.



**NUR 1520C Mental Health Nursing** 5 cr.  
Prerequisite: NUR 1710C or NUR 1201C. This course emphasizes use of the nursing process as an approach to nursing care of clients and their families with varying degrees of mental health and illness. Clinical experiences are offered in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required (see Page 18). 32 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 1710C Adult Nursing I** 12 cr.  
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and MTB 2370. Pre or corequisite: DEP 2004. This course emphasizes use of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more frequently occurring health needs of clients in various settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Lab fee required (see Page 18). 64 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 1990C Nursing Concepts and Skills** 5 cr.  
Prerequisites: PSY 1012, ENC 1101, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MTB 2370, and admission to the Nursing Program. Pre or corequisite: DEP 2004. This course is offered for students entering the Nursing Program at the ADN/Paramedic Track. Basic concepts and skills of nursing are introduced. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for theory content and skills performance. Lab fee and professional liability insurance fee required. 64 lecture hours and 32 campus laboratory hours. Additional laboratory hours may be required.

**NUR 1991C Adult Nursing I/Paramedic** 7 cr.  
Prerequisite: NUR 1990C. This course introduces the application of the nursing process as an approach to nursing care in assisting sick adults and their families meet their basic needs. Emphasis is placed on the more frequently occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 64 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 1992C Adult Nursing II/Paramedic** 5 cr.  
Prerequisite: NUR 1991C. This course utilizes the application of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Lab fee required. 32 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 2412C Maternal-Child Nursing/LPN** 7 cr.  
Prerequisites: NUR 1520C and DEP 2004. This course is offered for students enrolled in the ADN/LPN Track. This course emphasizes use of the nursing process as an approach in assisting the child/childbearing family to meet their basic needs. Participation in a Lamaze course is required. Clinical experiences are offered in a variety of settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. 48 lecture hours and 128 clinical hours and laboratory hours. Additional campus laboratory hours may be required. Lab fee and professional liability insurance fee required (see Page 18).

**NUR 2460C Maternal-Child Nursing** 12 cr.  
Prerequisite: NUR 1520C and DEP 2004. This course is required in the RN/Generic Track only. This course emphasizes use of the nursing process as an approach in assisting the child/childbearing family to meet their basic needs. Participation in a Lamaze course is required. Clinical experiences are offered in a variety of settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required. Lab fee and professional liability insurance fee required (see Page 18).

**NUR 2711C Adult Nursing II** 12 cr.  
Prerequisite: NUR 2460C or NUR 1520C for the RN/Generic student or NUR 1201C for the RN/LPN Track student. This course continues to emphasize use of the nursing process as an approach to providing nursing care. It provides for a broader application of the nursing process in the clinical setting in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more complex, less frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required (see Page 18). 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required.

**NUR 2820 Nursing Role & Scope** 2 cr.  
Prerequisite: NUR 1520C for the RN/Generic Track student, or NUR 1201C for the RN/LPN Track student, or NUR 1992C for the ADN/Paramedic Track student. This course is offered during the final year of the nursing curriculum and is designed to assist the graduating student in the transition to the role of the Registered Nurse. Patient care management concepts and the legal, ethical, and professional responsibilities of the Registered Nurse are stressed. Clinical application of theoretical content is accomplished in the clinical nursing courses taken in the final year of the nursing curriculum. 32 lecture hours

**NUR 2993C Adult Nursing III/Paramedic** 12 cr.  
Prerequisite: NUR 1992C. Corequisite: NUR 2820. This course broadens the clinical application of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more complex, less frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of profession provide the framework for clinical application and evaluation. An intensive clinical practicum is provided during the last four (4) weeks of the course. Lab fee and professional liability insurance fee required. 64 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 2994C Maternal-Child Nursing/Paramedic** 7 cr.  
Prerequisites: NUR 1520C and DEP 2004. This course is offered for students enrolled in the ADN/Paramedic Track. This course emphasizes nursing theory and use of the nursing process as an approach in assisting the child/childbearing family to meet basic needs. Emphasis is on non-emergency care. Participation in a Lamaze course is required. Clinical experiences are offered in acute care and community settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of the profession provide the framework for clinical application and evaluation. 48 lecture hours and 128 clinical laboratory hours. Additional lab hours may be required. Lab fee required.

## Paramedics

See Emergency Medical Services Courses.

## Philosophy

**PHI 1600 Applied Ethics** 3 cr.  
Prerequisite: ENC 1101. This course is designed to provide an introductory background to ethics and an in-depth study of the critical skills necessary to an intelligent analysis of contemporary issues. Emphasis will be placed on the systematic generation of options in order to determine choices for resolving dilemmas. 48 lecture hours

## Physical Education

No more than two credit hours of physical education activity courses are allowed as part of an AA or AS Degree. However, if either PEM 1101 or HSC 1100 is taken, up to four credits are allowed.

**HSC 1100 Personal and Community Health** 3 cr.  
A study of health problems that are of major importance to society. Emphasis is on the general principles involved in the present understanding of health-related areas. 48 equivalent hours

**PEL 1111 Beginning Bowling** 1 cr.  
The course is designed to introduce the student to the sport of bowling. Fundamental skills, history, rules, scoring, and etiquette will be stressed. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

**PEL 1121 Beginning Golf** 1 cr.  
This course is an introduction to the history, rules, and social and physical values of golf. The basic fundamentals pertaining to grip, stance, posture, and swing are stressed. Primary emphasis is to provide the student with the proper knowledge and skills necessary to enjoy recreational golf. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

**PEL 1122 Intermediate Golf** 1 cr.  
Prerequisite: PEL 1121 or consent of instructor. This course is a continuation of PEL 1121. It is designed to enhance the student's understanding and application of golf strategies; the proper grip, stance, and swing; and golf etiquette and rules. Lab fee required (see Page 18). 8 lecture hours and 24 lab hours.

**PEL 1211 Softball I** 1 cr.  
Specialized instruction with emphasis on fundamental skills, techniques, offensive and defensive strategy, and understanding softball as a competitive sport. 8 lecture hours and 24 laboratory hours

**PEL 1212 Softball II** 1 cr.  
Prerequisite: PEL 1211 or permission of instructor. Specialized instruction with emphasis on advanced skills, techniques, and strategy. 8 lecture hours and 24 laboratory hours

**PEL 1214A Varsity Softball I** 1 cr.  
Prerequisite: Consent of softball coach. Restricted to varsity softball athletes. This course, designed to teach skills in softball, includes instruction in offensive and defensive fundamentals and patterns, strategy, and rules as well as application in game situations. 8 lecture hours and 24 laboratory hours

**PEL 1214B Varsity Softball II** 1 cr.  
Prerequisite: PEL 1214A or consent of softball coach. Restricted to varsity softball athletes. This course, a continuation of PEL 1214A, is designed to teach more advanced softball skills and includes instruction in offensive and defensive fundamentals and patterns, strategy, rules, umpiring, scouting, developing a practice and game plan, and using VCR equipment. 8 lecture hours and 24 laboratory hours

**PEL 1216 Baseball I** 1 cr.  
This course emphasizes fundamental skills, techniques, offensive and defensive strategy, and understanding baseball as a competitive sport. 8 lecture hours and 24 laboratory hours

**PEL 1217 Baseball II** 1 cr.  
Prerequisite: PEL 1216 or consent of instructor. This course emphasizes more advanced skills, techniques, and strategy of baseball. 8 lecture hours and 24 laboratory hours

**PEL 1219A Varsity Baseball I** 1 cr.  
Prerequisite: Consent of baseball coach. Restricted to varsity baseball athletes. This course is designed to improve baseball skills and includes instruction in offensive and defensive fundamentals and patterns, strategy, and rules as well as application in game situations. 8 lecture hours and 24 laboratory hours

**PEL 1219B Varsity Baseball II** 1 cr.  
Prerequisite: PEL 1219A or consent of baseball coach. Restricted to varsity baseball athletes. This course, a continuation of PEL 1219A, places added emphasis on techniques and methods of fundamentals, strategy, rules, and strength training. In addition, the mental aspects of the game and the student-athlete role are addressed. 8 lecture hours and 24 laboratory hours

**PEL 1321 Volleyball I** 1 cr.  
This course emphasizes fundamental skills, techniques, offensive and defensive strategy, and understanding volleyball as a competitive sport. 8 lecture hours and 24 laboratory hours



**PEL 1322 Volleyball II** 1 cr.  
Prerequisite: PEL 1321 or consent of instructor. This course emphasizes more advanced skills, techniques, and strategy of volleyball. 8 lecture hours and 24 laboratory hours

**PEL 1324A Varsity Volleyball I** 1 cr.  
Prerequisite: Consent of volleyball coach. Restricted to varsity volleyball athletes. This course is designed to teach skills in volleyball and includes instruction in offensive and defensive fundamentals and patterns, strategy, and rules as well as application in game situations. 8 lecture hours and 24 laboratory hours

**PEL 1324B Varsity Volleyball II** 1 cr.  
Prerequisite: PEL 1324A and consent of volleyball coach. Restricted to varsity volleyball athletes. This course, a continuation of PEL 1324A, is designed to teach individual skills and advanced elements of team play in volleyball and includes instruction in offensive and defensive fundamentals and patterns, strategy, and rules as well as application in intercollegiate competition. 8 lecture hours and 24 laboratory hours

**PEL 1341 Beginning Tennis** 1 cr.  
This is a course for beginners, designed primarily to provide the student with the knowledge and skills necessary to enjoy recreational tennis. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

**PEL 1342 Intermediate Tennis** 1 cr.  
Prerequisite: PEL 1341 or consent of instructor. A continuation of tennis skill practice, with an emphasis on strategy. Singles or doubles tourney play. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

**PEL 1441 Racquetball** 1 cr.  
This course is designed to teach the fundamentals of racquetball and to develop skills necessary for successful singles and doubles play. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

**PEL 1621 Basketball I** 1 cr.  
Instruction in basketball skills, history, and rules. Emphasis will be placed on developing individual skills. 8 lecture hours and 24 laboratory hours

**PEL 1622 Basketball II** 1 cr.  
Prerequisite: PEL 1621 or permission of instructor. This course is a continuation of PEL 1621 with added emphasis on techniques and methods and understanding play. Team strategy that accentuates both offense and defense will be developed. 8 lecture hours and 24 laboratory hours

**PEL 1624A Varsity Basketball I** 1 cr.  
Prerequisite: Consent of basketball coach. Restricted to varsity basketball athletes. This course is designed to teach skills in basketball and includes instruction in offensive and defensive fundamentals, strategy, and rules as well as application in game situations. 8 lecture hours and 24 laboratory hours

**PEL 1624B Varsity Basketball II** 1 cr.  
Prerequisite: PEL 1624A or consent of basketball coach. Restricted to varsity basketball athletes. This course, a continuation of PEL 1624A, is designed to teach advanced skills in basketball and includes instruction in offensive and defensive fundamentals, strategy, officiating, scouting, developing a practice and game plan, and using VCR equipment. 8 lecture hours and 24 laboratory hours

**PEL 2214A Varsity Softball III** 1 cr.  
Prerequisites: PEL 1214A and PEL 1214B, or consent of instructor. A continuation of PEL 1214B. 8 lecture hours and 24 laboratory hours

**PEL 2214B Varsity Softball IV** 1 cr.  
Prerequisites: PEL 1214A, PEL 1214B, and PEL 2214A, or consent of instructor. A continuation of PEL 2214A. 8 lecture hours and 24 laboratory hours

**PEL 2219A Varsity Baseball III** 1 cr.  
Prerequisites: PEL 1219A and PEL 1219B, or consent of instructor. A continuation of PEL 1219B. 8 lecture hours and 24 laboratory hours

**PEL 2219B Varsity Baseball IV** 1 cr.  
Prerequisites: PEL 1219A, PEL 1219B, and PEL 2219A, or consent of instructor. A continuation of PEL 2219A. 8 lecture hours and 24 laboratory hours

**PEL 2324A Varsity Volleyball III** 1 cr.  
Prerequisites: PEL 1324A and PEL 1324B, or consent of instructor. A continuation of PEL 1324B. 8 lecture hours and 24 laboratory hours

**PEL 2324B Varsity Volleyball IV** 1 cr.  
Prerequisites: PEL 1324A, PEL 1324B, and PEL 2324A, or consent of instructor. A continuation of PEL 2324A. 8 lecture hours and 24 laboratory hours

**PEL 2624A Varsity Basketball III** 1 cr.  
Prerequisites: PEL 1624A and 1624B, or consent of instructor. A continuation of PEL 1624B. 8 lecture hours and 32 laboratory hours

**PEL 2624B Varsity Basketball IV** 1 cr.  
Prerequisites: PEL 1624A, PEL 1624B, and PEL 2624A, or consent of instructor. A continuation of PEL 2624A. 8 lecture hours and 32 laboratory hours

**PEM 1101 Personal Fitness** 2 cr.  
Each student will learn to assess personal or individual fitness level, lung capacity, percentage of body fat, flexibility, strength, and dietary habits upon entry into the course. From the baseline data, individual fitness and diet plans will be developed and post tests will be given to evaluate the success of the fitness program. 16 lecture hours and 32 laboratory hours

**PEM 1131 Weight Training I** 1 cr.  
Instruction in the principles of weight training. The primary emphasis is skeletal muscular strength increases. General fitness improvement is also involved. 8 lecture hours and 24 laboratory hours

**PEM 1132 Weight Training II** 1 cr.  
Prerequisite: PEM 1131. A continuation of PEM 1131. Emphasis is placed on muscular strength development, nutrition, and diet. 8 lecture and 24 laboratory hours

**PEM 1171 Aerobic/Step Training I** 1 cr.  
A fitness activity course that combines step training, strengthening, and cardiovascular conditioning. This activity is based on the principle of aerobic activity. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

**PEM 1172 Aerobic/Step Training II** 1 cr.  
Prerequisite: PEM 1171, step training experience, or consent of instructor. A combination of creative power/step training and cardiovascular movements for the improvement of cardiorespiratory endurance. Lab fee required (see Page 18). 8 lecture hours and 24 laboratory hours

## Physical Science

**PSC 1311 Survey of the Physical Sciences** 3 cr.  
A non-laboratory course intended for non-science majors. It provides an introduction to the atomic nucleus and nuclear power; the periodic table, chemical bonding, and basic organic chemistry;

meteorology and earth science; and astronomy. It is recommended that students complete this course prior to enrolling in APB 1120, EVR 1001, or OCE 2001. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe II course.) 48 class hours

**PSC 1341 Introduction to the Physical Sciences** 3 cr.  
A non-laboratory course intended for non-science majors. The course provides an introduction to physics and chemistry. A working knowledge of simple algebra is assumed. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe I course.) 48 class hours

## Physics

**PHY 1053C General Physics I** 4 cr.  
Pre or corequisite: MAC 1114. Subject matter includes mechanics, heat, and sound. This course is designed for students not majoring in the physical sciences. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

**PHY 1054C General Physics II** 4 cr.  
Prerequisite: PHY 1053C. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. Lab fee required (see Page 18). 48 lecture hours and 32 laboratory hours

## Political Science

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

**POS 2041 American Federal Government** 3 cr.  
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and a study of the U.S. Constitution. 48 class hours

**POS 2112 State and Local Government** 3 cr.  
A study of state, county, and municipal government with emphasis on the newer trends in local government. 48 class hours



## Psychology

**DEP 2002 Child Psychology** 3 cr.  
Prerequisite: PSY 1012 or consent of instructor. This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. 48 class hours

**DEP 2004 Life-Span Development** 3 cr.  
Prerequisite: PSY 1012. This course is designed to acquaint the student with the theories and perspectives of the human organism's growth from birth to death. The biological, cognitive, language, social, emotional, and personality foundation and development for all age spans will also be studied. 48 class hours

**DEP 2302 Adolescent Psychology** 3 cr.  
Prerequisite: PSY 1012 or consent of instructor. This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial, and educational growth of the adolescent. 48 class hours

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

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

**PSY 1012 Introduction to Psychology** 3 cr.  
An introduction to the field of psychology in which the student becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. 48 class hours

## Reading

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

**\*REA 0001 Basic Reading** 4 cr.  
See College Preparatory Courses.

**\*REA 0002 Fundamentals of Reading** 4 cr.  
See College Preparatory Courses.

**REA 1105 College Reading Techniques** 3 cr.  
A college-level reading course designed to develop and improve college reading skills. There is emphasis placed on proficiency in comprehension, flexibility of rate, and vocabulary improvement. Practice with specialized equipment and/or materials is provided. 48 class hours

**REA 1125 Essential Reading Skills (CLAST Review)** 1 cr.  
This course is designed to prepare students for the College Level

Academic Skills Test (CLAST). Classroom activities, assignments, and tests will enable students to measure their reading rates in words per minute (WPM), increase the rates significantly, master the literal and critical comprehension skills necessary to pass the CLAST Reading Comprehension section, and reduce test anxiety by practicing with simulated CLAST reading materials. 16 lecture hours

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

## Real Estate

**REE 1040 Real Estate Principles and Practices I** 4 cr.

A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. It will familiarize the student with law and its provisions under which the registrant will operate. Satisfactory completion of this course permits the student to sit for the Florida Real Estate Commission Exam for the Salesman's License. (Exam fee required, see Page 18.) 64 class hours

**REE 2041 Real Estate Principles and Practices II** 4 cr.

Prerequisite: 6 months registration as active salesperson. Designed to help prepare the real estate salesperson for the broker's examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required, see Page 18.) Seventy-two hours of instruction is required.

**REE 2100 Residential Appraisal** 4 cr.

Prerequisite: Must have a current real estate salesperson's license. This course provides the student with a broad understanding of real property appraisal concepts and the technical skills employed in applying these concepts to residential property. Credit may be earned toward fulfillment of professional designation requirements of the Society of Real Estate Appraisers. This course may also be used for fulfillment of recertification credits of the Society of Real Estate Appraisers. 64 class hours

**REE 2500 Property Management** 3 cr.

Prerequisite: Must have a current real estate salesperson's license. The course acquaints students with efficient property management types, organization, methods, functions, and services. The scope includes property management from single family to income protection and income producing properties of various sizes and types. 48 class hours

## Sociology

**SYG 1361 Death in America** 3 cr.

This course probes mortality, its psychological and social consequences, and the problems it poses for modern Americans. Combining history and recent research findings, the course illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood, and the impact of the threat of world holocaust. 48 class hours

**SYG 1420 Families in Transition** 3 cr.

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

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

The study of human behavior as a product of group member

ship and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. 48 class hours

**SYG 2010 Social Problems** 3 cr.

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

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

This course will examine the changing status and roles of women in American society since the turn of the century. Traditional and contemporary sources of gender identity and roles will be explored. 48 class hours

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

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

## Spanish

**SPN 1120 Beginning Spanish I** 4 cr.

This course will introduce beginning students in Spanish to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, and sensitize students to the cultural contributions of the countries in which Spanish is spoken. 48 lecture hours, 32 laboratory hours



**SPN 1121 Beginning Spanish II** 4 cr.  
Prerequisite: SPN 1120 or consent of instructor. This course will reinforce, expand, and review the basic skills previously acquired; develop increased listening, speaking, reading, and writing skills; and extend knowledge of grammar and the awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 48 lecture hours, 32 laboratory hours

**SPN 2200 Intermediate Spanish I** 4 cr.  
Prerequisite: SPN 1121, two years of high school Spanish, or the equivalent. The content will include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 48 lecture hours and 32 laboratory hours

**SPN 2201 Intermediate Spanish II** 4 cr.  
Prerequisite: SPN 2200. The content will include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 48 lecture hours and 32 laboratory hours

## Speech

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

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

**SPC 2010 Modes of Communication** 3 cr.  
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). This course prepares the student to participate more effectively in a democratic society through the development of reading, speaking, and listening skills. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours



# LISTING OF VOCATIONAL CREDIT COURSES

## BUSINESS—VOCATIONAL COURSES

*Note: Other vocational courses with an "OFT" prefix can be found under the "Medical Secretarial/Examining Room Assistant" heading on Page 115.*

**CGS 0100 Introduction to Microcomputer Operation** 2 voc. cr.

Pre- or corequisite: OFT 0010 or consent of instructor. This course introduces the student to basic computer and WordPerfect 5.1 concepts including file management, system back-up, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: text creation and editing, macros, mailing labels, enhancements, spreadsheets, and data base. Lab fee required (see Page 18). 60 hours of instruction

**MNA 0300 Interpersonal Techniques In Business** 1 voc. cr.

Basic human relations will be presented in this course. Topics will include organizational principles, business etiquette, stress management, and conflict resolution. 30 hours of instruction

**OFT 0001 Essentials of Written Business Communication** 1 voc. cr.

This course is designed to teach written communication skills to be used in business settings. In addition, listening and reading skills will be discussed. All writing will be analyzed for correct punctuation, vocabulary usage, and spelling. 30 hours of instruction

**OFT 0002 Effective Oral Business Presentations** 1 voc. cr.

This course is designed to teach oral presentation skills to be used in business settings. Topics to be covered include the following: listening skills, nonverbal communication, and public speaking. 30 hours of instruction

**OFT 0003 Successful Job Interviews** 1 voc. cr.

This course will prepare the student for the job interview process. Topics include interview preparation, process, and follow up. Simulated interviews will be an integral part of this course. 30 hours of instruction

**OFT 0004 Professional Job Preparation** 1 voc. cr.

This course will prepare the student to complete a job search. Topics included are job search strategy and health and image enhancement. 30 hours of instruction

**OFT 0010 Keyboarding I** 2 voc. cr.

This course is designed to teach basic keyboarding/typewriting skills. It includes instruction of the alphabetic and numeric keys. Proper technique will be emphasized. Students will also be instructed on the use of a 10-key pad. 60 hours of instruction

**OFT 0020 Keyboarding II** 2 voc. cr.

Prerequisite: OFT 0010 or consent of instructor. This course is a continuation of the touch system of typewriting and of basic and production skill building with further building of these skills as they relate to office applications. This course emphasizes typing speed and accuracy. 60 hours of instruction

**RMI 0091 Insurance Marketing/General Lines Insurance Agent** 8 voc. cr.

The purpose of this program is to prepare students for employ-

ment as general lines agents in the area of property and casualty insurance. 240 clock hours

## CHILD CARE

**HEV 0113 Child Care Supervisor** 16 voc. cr.

The purpose of this program is to prepare students as Family Day Care Home Operators. Successful completion of this program will meet the Health and Rehabilitative Services (HRS) child care training requirements. Professional liability insurance fee required (see Page 18). 480 clock hours

## COSMETOLOGY

**COS 0070 State Board Overview/ Cosmetology** 5 voc. cr.

Prerequisite: CSP 0006 or consent of instructor. This course is designed to provide the student with an overview of the process required by the State Board of Cosmetology for licensure. This instruction includes the study of cosmetology law, rules, and regulations. 150 hours of instruction

**COS 0301 Hair Shaping** 5 voc. cr.

Prerequisite: COS 0590 or consent of instructor. This course is designed to provide instruction in hairshaping and in the selection of proper hair cutting implements and proper style selection. 150 hours of instruction

**COS 0400 Hairstyling** 5 voc. cr.

Prerequisite: COS 0301 or consent of instructor. This course is designed to provide instruction in hairstyling, preparation and principles of design, and fitting of wigs and hair pieces. Lab fee required (see Page 18). 150 hours of instruction

**COS 0590 Sanitation, Hair, and Scalp Care** 5 voc. cr.

This course is designed to provide instruction in safety and sanitation rules/procedures applicable to the classroom and laboratory environment. A component is included about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency (AIDS). The course provides instruction in hair shampooing and scalp treatments. Lab fee and professional liability insurance fee required (see Page 18). 150 hours of instruction

**COS 0644 Permanent Waving/ Restructuring** 5 voc. cr.

Prerequisite: COS 0400 or consent of instructor. This course is designed to provide instruction in permanent waving and chemical hair restructuring (relaxing). Instruction in analyzing the hair, selection of appropriate solutions, and implements is provided. Lab fee required (see Page 18). 150 hours of instruction.

**COS 0700 Hair Coloring** 5 voc. cr.

Prerequisite: COS 0644 or consent of instructor. This course is designed to provide the student with instruction in hair tinting and bleaching. Lab fee required (see Page 18). 150 hours of instruction

**COS 0870 Salon Management** 5 voc. cr.

Prerequisite: COS 0070 or consent of instructor. This course is designed to provide the student with instruction in salon management and entrepreneurship. This instruction includes budgeting, site selection, design layout, equipment selection, sales development, and employability skills. Lab fee required (see Page 18). 150 hours of instruction

**COS 0920 Cosmetology Review** 1 voc. cr.  
Prerequisite: Consent of instructor. This course is designed for the student who needs additional hours as required by the State Board of Cosmetology or for the student who needs additional preparation for the State Board examination. It is recommended for the licensed cosmetologist who desires to update knowledge and skills. (May be taken for credit up to five times.) 30 hours of instruction

**CSP 0006 Nail and Skin Care** 5 voc. cr.  
Prerequisite: COS 0700 or consent of instructor. This course is designed to provide the student with instruction in performing manicures, pedicures, and facials, and applying make up. 150 hours of instruction

**CSP 0920 Cosmetology Review—  
Manicuring/Pedicuring/Nail  
Extension Specialist** 4 voc. cr.  
This course will provide instruction on safety and sanitary measures relative to manicuring and pedicuring; nail structures; nail irregularities and diseases; artificial and sculptured nails and extensions; manicuring and pedicuring; massage of the hands and feet; and Florida Cosmetology law and rules. Lab fee required. (see Page 18) 120 hours of instruction

**CSP 0921 Cosmetology Review – Facial  
Specialist** 9 voc. cr.  
This course will provide instruction on the safety and sanitary measures relative to facials; a study of the skin and its structure, functions, and abnormalities; the basic massage movements in performing a facial; how to select appropriate cosmetics, and the techniques used in applying make-up; how to apply false eyelashes; how to tint lashes and brows; and Florida Cosmetology law and rules. Lab fee required (see Page 18). 270 hours of instruction

## DENTAL ASSISTING

**DEA 0000 Introduction to Dental  
Assisting** 2 voc. cr.  
Prerequisite: Admission to the Dental Assisting Program. Corequisite: DEA 0300, DES 0200C, and DES 0400. This course is designed to introduce the dental assisting student to the role and function of the dental assistant as a member of the dental health team. Concepts basic to the dental health care worker are covered and include history and development of dentistry, legal and ethical responsibilities, communication, and interpersonal relationships. 60 hours classroom instruction.

**DEA 0026L Expanded Functions** 4 voc. cr.  
Prerequisite: DEA 0801C. Corequisites: DES 0100C, DEA 0209, and DEA 0931. This course is designed to provide the dental assisting student with knowledge and clinical skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe". 120 hours laboratory instruction

**DEA 0209 Dental Office Management** 2 voc. cr.  
Prerequisite: DEA 0800C. Corequisites: DEA 0801C, DEA 0026L, DEA 0931, and DES 0100C. This course includes elements of efficient office management, scheduling, personnel interactions, recall systems, filing, insurance forms and procedures, resume and letter writing, and interviewing and employment opportunities. 60 hours classroom instruction

**DEA 0300 Preventive Dentistry for the  
Dental Assistant** 1 voc. cr.  
Prerequisite: Admission to the Dental Assisting Program. Corequisites: DEA 0000, DES 0200C, and DES 0400. This course is designed to introduce the dental assisting student to the

theories and mechanisms of preventive dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included. 30 hours classroom instruction

**DEA 0800C Dental Assisting Clinical  
Procedures I** 8 voc. cr.  
Prerequisite: DEA 0000. Corequisites: DES 0200C, and DES 0021C. This lecture/lab course introduces the dental assistant to clinical skills and procedures, patient assessment, patient education, instrumentation, and aseptic techniques. Additional laboratory hours may be required. Laboratory fee required (see Page 18). 240 hours classroom and laboratory instruction

**DEA 0801C Dental Assisting Clinical  
Procedures II** 7 voc. cr.  
Prerequisite: DEA 0800C. Corequisites: DES 0100C, DEA 0931, DEA 0026L, and DEA 0220. This lecture/lab course is designed to provide the dental assisting student with additional skills in general dentistry and introduce the student to his or her role in dental specialties. Additional laboratory hours may be required. Laboratory fee and professional liability insurance fee required (see Page 18). 210 hours classroom and laboratory instruction

**DEA 0850L Clinical Externship/  
Dental Assisting** 8 voc. cr.  
Prerequisite: DEA 0801C. This course provides the student with clinical experiences in dentists' offices and clinics under the supervision of faculty and dentists. Experiences include chairside assisting, dental office assistant responsibility, radiography, client instruction, and campus seminars. Student achievement in this course is graded as Satisfactory/Safe or Unsatisfactory/Unsafe. 240 hours of instruction

**DEA 0931 Dental Office Emergencies** 1 voc. cr.  
Prerequisites: American Heart Association CPR Certification Course C and DEA 0800C. Corequisites: DES 0100C, DEA 0026L, DEA 0801C, and DEA 0209. This course prepares the dental assistant to recognize and manage medical emergencies in the dental office. 30 hours classroom instruction

**DES 0021C Dental Anatomy** 2 voc. cr.  
Prerequisites: DES 0400 and DEA 0000. Corequisites: DEA 0300, DES 0200C, and DEA 0800C. This course is a study of the anatomy and structures in the oral cavity. Topics include primary and permanent dentition, nomenclature, and tooth morphology. 60 hours classroom instruction.

**DES 0100C Dental Materials** 2 voc. cr.  
Prerequisites: DES 0020C, DES 0200C, and DEA 0800C. Corequisites: DEA 0931, DEA 0801C, DEA 0209, and DEA 0026L. This course provides knowledge of composition, properties, reactions, clinical significance, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Additional laboratory hours may be required. Laboratory fee required (see Page 18). 60 hours classroom and laboratory instruction

**DES 0200C Dental Radiography/  
Dental Assisting** 2 voc. cr.  
Prerequisites: Admission to the Dental Assisting Program. Corequisites: DES 0021C, DES 0400, and DEA 0000. This course covers the history of x-rays, production and uses of x-rays, and background and theory for safe and effective use of radiation in dentistry. Included are the physical behavior and biological effects of radiation. The laboratory component of this course provides the opportunity for the student to develop proficiency in exposing diagnostically acceptable x-rays. Laboratory sessions provide experience in the use of x-ray machines, various exposure techniques, processing, mounting, and evaluating radiographs. Additional laboratory hours may be required. Laboratory fee required (page 18). 60 hours classroom and laboratory instruction

**DES 0400 Anatomy and Physiology/  
Dental Assisting**

1 voc. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DES 0021C, DES 0200C, and DEA 0000. This course introduces the dental assisting student to the basic concepts of human anatomy (structure) and physiology (function) on both the gross and cellular level. This course is divided into body systems and emphasizes the relationships of body systems. 30 hours classroom instruction

**FIRE FIGHTING**

**FFP 0001 First Responder and  
Fire Terminology**

2 voc. cr.

Prerequisite: Complete all program entrance requirements. This is the first in a series of six courses in the Fire Fighting Program. This course will include First Responder Training and information about fire orientation duties and responsibilities, private fire protection systems, and fire prevention. 60 hours of instruction

**FFP 0002 Fire Behavior, Tools  
and Equipment**

2 voc. cr.

Prerequisites: FFP 0001. This course is the second in a series of six in the Fire Fighting Program. This course will include the following topics: fire behavior; portable extinguishers; protective breathing equipment; apparatus and equipment; tools and equipment; ropes; knots; and ladders. Lab fee required (see Page 18). 60 hours of instruction

**FFP 0003 Fire Hose and Fire Streams**

2 voc. cr.

Prerequisite: FFP 0002. This course is the third in a series of six courses in the Fire Fighting Program. This course will include such topics as the sizes, types, and amounts of hose carried on a pumper truck; cleaning and storage of fire hoses; advancing hose into a structure; hose rolls; hose carries; standpipe connections; special stream nozzles; pressure loss; water application; water distribution systems; and hydrant and tanker usability. Lab fee required (see Page 18). 60 hours of instruction

**FFP 0004 Fire Physical Fitness,  
Ventilation & Salvage**

1 voc. cr.

Prerequisite: FFP 0003. This course is the fourth course in a series of six in the Fire Fighting Program. This course will include physical fitness exercises, ventilation, and salvage. 30 hours of instruction

**FFP 0006 Fire Fighting Review**

1 voc. cr.

Prerequisite: FFP 0015. This is final course in a six-course series in the Fire Fighting Program. It will include a review of the major topics required by the Florida Fire Fighting Standards, as listed in the previous five courses. The course will also address human relations and employability skills. A discussion of sexually transmitted diseases will be included. 30 hours of instruction

**FFP 0015 Fire Rescue and  
Controlled Burns**

3 voc. cr.

Prerequisite: FFP 0004. This the fifth in a series of six courses in the Fire Fighting Program. This course will include fire, vehicle, ladder, and rope rescue; fundamentals of extinguishment; forcible entry; controlled burning; hazardous materials; and overhaul. Lab fee required (see Page 18). 90 hours of instruction

**FFP 0081 Volunteer Fire Fighting**

1 voc. cr.

The purpose of this course is to prepare students for non-paid employment as volunteer fire fighters. This course meets the requirements of the State Fire Marshal Standards and Training Commission. 30 hours of instruction

**FLORAL DESIGN**

**ORV 0151 Elements of Floral Design**

1 voc. cr.

This course will provide a foundation for the student in floral designing. Topics will include the mechanics and principles of design, styles of design, varieties of flowers and plants used in floral arrangements, and preparation and design of simple bows, corsages, and arrangements. 30 hours of instruction

**ORV 0154 Artificial Floral Arranging**

1 voc. cr.

Prerequisite: ORV 0151. This course is directed toward the designing of silk and dried materials. Topics include appropriate use of designing tools, special care for wiring dried and silk arrangements, and creation of arrangements of silk corsages, silk and dried arrangements, and home decorations. 30 hours of instruction

**ORV 0155 Fresh Floral Designing**

2 voc. cr.

Prerequisite: ORV 0151. This course will emphasize designing of fresh floral and plant arrangements. Areas of designing will include line arrangements, body flowers, contemporary arrangements, weddings, funerals, and other arrangements. 60 hours of instruction



**ORV 0156 Floral Externship**

1 voc. cr.

Prerequisite or corequisite: All other program courses. This course provides the student with on-the-job training in a floral shop. 30 hours of instruction

**ORV 0157 Floral Sales and Marketing**

1 voc. cr.

This course is concerned with the office management of a floral business. Topics include mathematical applications for floral shops, pricing policies, advertising, sales, and consultations. 30 hours of instruction

**HEALTH UNIT COORDINATOR**

**WCL 0200 Health Unit Management  
Clinical**

4 voc. cr.

Prerequisite: HSC 0230 and consent of instructor. This course provides the health unit coordinator student clinical experiences in a hospital health unit. The student must earn a "Satisfactory" grade to receive a certificate. Professional liability insurance required (see Page 18). 120 hours of clinical instruction

**WCL 0241 Health Unit Management**

2 voc. cr.

Prerequisite: HSC 0641. This course introduces the student to the work practices and clerical duties required in a hospital health unit. Patient admission, transfer, and discharge procedures; main-

taining patients records; and organizational skills will be emphasized. Professional liability insurance required (see Page 18). 60 hours of instruction

## HEALTH—VOCATIONAL

**HSC 0230 Pre-Clinical Procedures** 1 voc. cr.  
Prerequisite or corequisite: HSC 0531 or consent of instructor. This course offers an introduction to the principles of infection control; knowledge of immunodeficiency diseases, including AIDS; safety and security procedures in a medical facility; and the knowledge, skills, and attitudes required in emergency medical care situations. Lab fee required (see Page 18). 30 hours of instruction

**HSC 0400 Medical Insurance Coding** 2 voc. cr.  
Prerequisite: HSC 0531. This course will introduce procedural and diagnostic coding systems using the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM), and the Physicians' Current Procedure Terminology (CPT) coding nomenclature. 60 hours of instruction

**HSC 0531 Medical Language I** 1 voc. cr.  
This course is directed toward the learning of medical terminology needs for medical personnel, medical secretaries, technicians, or others interested in related medical fields. The learning of the medical language is organized according to body systems and includes the fundamental understanding of the anatomy, physiology, and disease process of each system to include basic word structure, terms pertaining to the body, and suffixes and prefixes. The following body systems are discussed: cardiovascular, respiratory, digestive, nervous, urinary, and musculoskeletal. 30 hours of instruction

**HSC 0532 Medical Language II** 1 voc. cr.  
Prerequisite: HSC 0531. This course is a continuation of HSC 0531 and includes male and female reproductive systems, blood and lymphatic systems, integumentary, sense organs, endocrine system, radiology, nuclear medicine, and pharmacology. 30 hours of instruction

**HSC 0600 EKG Interpretation** 1 voc. cr.  
Prerequisite: HSC 0531. This course will introduce a systematic approach to the interpretation of electrocardiogram (EKG) rhythm strips. Basic anatomy and physiology of the cardiovascular system, including autonomic innervation, the conduction system, and depolarization of the cardiac cell will be discussed. 30 hours of instruction

**HSC 0641 Legal & Ethical Aspects in Health Care** 1 voc. cr.  
This course introduces students to health care delivery systems, roles and responsibilities, and patient rights within the system. The student will also evaluate ethical issues as they relate to the health care field. 30 hours of instruction

## LANDSCAPE OPERATIONS

**IPM 0631 Ornamental Plant Pest Control** 3 voc. cr.  
Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals and natural controls are emphasized. 90 hours of instruction

**ORH 0000 Introduction to Ornamental Horticulture** 3 voc. cr.  
An overview of the horticulture industry with particular emphasis in the ornamental segment. An introduction to plant parts, their

functions, and growth requirements is included. 90 hours of instruction

**ORH 0021 Ornamental Plant Propagation** 3 voc. cr.  
The methods of plant propagation, including sexual and asexual reproduction, are emphasized. Seedling, transplanting, seedling care, and production of ornamentals, flowers, citrus, and landscape trees are included. 90 hours of instruction

**ORH 0023 Introduction to Plant Growing Media** 3 voc. cr.  
An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures in container production. Fertilizer materials and formulas and their relation to plants and soil are included. 90 hours of instruction

**ORH 0220 Introduction to Lawns and Lawn Care** 3 voc. cr.  
An introduction to establishing and caring for lawns and other turf grasses. Selection, establishment methods, and maintenance of grasses are included. 90 hours of instruction

**ORH 0251 Nursery/Garden Center Design and Operation** 3 voc. cr.  
An introduction to the ornamental nursery business. Topics covered include location, layout and design, inventory and control, and merchandizing and customer service. The role of the center as a hub for landscaping installations and maintenance is emphasized. 90 hours of instruction

**ORH 0260 Greenhouse Operations** 2 voc. cr.  
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. 60 hours of instruction

**ORH 0510 Identification of Ornamental Plants I** 3 voc. cr.  
An introduction to plant classification, selection, and identification. Identification of the common landscape plants of Florida is emphasized. 90 hours of instruction

**ORH 0511 Identification of Ornamental Plants II** 3 voc. cr.  
A continuation of ORH 0510. Sixty additional plants are covered. 90 hours of instruction

**ORH 0800 Landscaping and Design** 3 voc. cr.  
An introduction to home and commercial landscaping. The basic principles of landscape designs and the development of a landscape plan are included. 90 hours of instruction

**ORH 0801 Landscape Installation and Maintenance** 3 voc. cr.  
Prerequisite: Consent of instructor. A continuation of ORH 0800. Advanced landscape plans are included. 90 hours of instruction

## LAW ENFORCEMENT

**CJD 0100 Law Enforcement Auxiliary Officer** 4 voc. cr.  
This program is designed to prepare students for employment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer. 120 clock hours

**CJD 0254 Criminal Justice Medical First Responder** 2 voc. cr.  
Corequisite: CJD 0713. The Department of Transportation's first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults,

signs and symptoms of each disease, and the methods of transmission are discussed. The Local Disaster Preparedness Plan will also be addressed in lecture and simulation. 60 hours of instruction

**CJD 0704 Criminal Justice Defensive Tactics 3 voc. cr.**

**Corequisite:** CJD 0715. The techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals are included. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Physical fitness training will include running and callisthenics. 90 hours of instruction

**CJD 0705 Criminal Justice Weapons 2 voc. cr.**

**Corequisites:** CJD 0704 and CJD 0254. Instruction is provided in the use of officer firearms, including handguns and shotguns. Safety procedures and ammunition are covered in lecture format. Instruction regarding the use of chemical agents, with practical exercises, is included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required (see Page 18). 60 hours of instruction



**CJD 0710 Criminal Justice Legal I 2 voc. cr.**

**Prerequisite:** Admission to the program. This course provides an introductory overview of the Criminal Justice system. The foundation and basic components of law are studied, with specific focus on officer application. Court procedures and testimony are examined, and civil and criminal liability of officers are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction.

**CJD 0711 Criminal Justice Legal II 2 voc. cr.**

**Corequisite:** CJD 0710. This course provides an introduction to constitutional law and its application to the public and to law enforcement officers. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws common to police and correctional officers, is studied. Emphasis is given to elements of various crimes. Various civil law applications are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

**CJF 0712 Criminal Justice Communications 2 voc. cr.**

**Corequisite:** CJD 0711. The report writing process is emphasized and includes: the interview, statement taking, note-taking, and demonstrating through practical exercise. The difference between interviewing and interrogation is explored. Interpersonal communication skills are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

**CJD 0713 Criminal Justice Interpersonal Skills I 1 voc. cr.**

**Corequisite:** CJD 0712. Community relations techniques and

courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations, including: suicide, domestic violence, and other crises are studied. Practical exercises are included. Stress recognition and reduction are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be explored. 60 hours of instruction

**CJD 0715 Criminal Justice Physical Fitness & Wellness 1 voc. cr.**

**Corequisite:** CJD 0713. The level of fitness and well-being of the law enforcement officer will influence job performance and impact on the officer's state of readiness. Health and disability status of officers will be addressed. The importance of nutrition and exercise will be emphasized. A physical fitness assessment will be completed to evaluate individual levels of fitness. Aerobic fitness will be emphasized. 30 hours of instruction

**CJD 0723 Law Enforcement Vehicle Operations 2 voc. cr.**

**Corequisites:** CJD 0732 and valid Florida driver's license. The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

**CJD 0730 Law Enforcement Legal III 1 voc. cr.**

**Prerequisites:** CJD 0704, CJD 0705, CJD 0710, CJD 0713, CJD 0715, and CJD 0254. Various criminal laws and their elements are studied, with emphasis placed upon those laws specific to police application. Traffic and driver's license laws are included. Legal considerations of officer vehicle operation are also explored. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 30 hours of instruction

**CJD 0731 Law Enforcement Patrol 1 voc. cr.**

**Corequisite:** CJD 0730. This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to different types of calls. Methods of approach in various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including firefighting and crowd control, are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

**CJD 0732 Law Enforcement Traffic 2 voc. cr.**

**Corequisite:** CJD 0731. The course stresses traffic enforcement and control, including DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

**CJD 0734 Law Enforcement Investigations 2 voc. cr.**

**Corequisite:** CJD 0723. The course addresses the investigation of various crimes, including property crimes, person crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction

**CJD 0741 Criminal Justice Emergency Preparedness 1 voc. cr.**

**Corequisite:** CJD 0750. Skills needed for riot and disturbance control and firefighting are studied and practiced. Methods of riot

prevention, the handling of unusual occurrences, what to do if taken hostage, and emergency procedures are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 30 hours of instruction

**CJD 0750 Criminal Justice Interpersonal Skills II** 2 voc. cr.

Prerequisite: CJD 0704, CJD 0705, CJD 0710-0713, CJD 0715, and CJD 0254. The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. Homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction.



**CJD 0752 Correctional Operations** 2 voc. cr.

Corequisite: CJD 0741. The operation of correctional facilities is studied, including the intake of new inmates, aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction.

**MEDICAL RECORD TRANSCRIBING**

**MTS 0231 Medical Record Transcribing I** 2 voc. cr.

Prerequisite: OPT 0010 or equivalent and HSC 0532. This course is designed to teach medical record transcribing techniques and procedures. Topics to be covered include medical reports, medical correspondence, case histories, physicians' notes, discharge summaries, and specific rules for medical transcription. 60 hours of instruction.

**MTS 0232 Medical Record Transcribing II** 6 voc. cr.

Prerequisite: MTS 0231. This course is an in-depth study of the types of medical reports and their components. Qualitative and quantitative control standards, phraseology, and language of various medical specialties will be included. Some of this course may be taught using microcomputers. 180 hours of instruction.

**MTS 0801 Medical Record Transcribing Clinical** 3 voc. cr.

Prerequisite: Successful completion of all other courses required in the program. This course is designed to provide the medical record transcribing student with an opportunity to practice skills previously learned in a professional medical record transcribing setting. The development of interpersonal skills and the transition from student to professional are emphasized. Professional liability

insurance fee required (see Page 18). 90 hours of instruction.

**MEDICAL SECRETARIAL/EXAMINING ROOM ASSISTANT**

**OFT 0030 General Office Methods** 1 voc. cr.

This course provides the student with instruction in general office skills including: inventory control, office security, purchasing, use of office machines, and customer service. 30 hours of instruction.

**OFT 0031 Medical Office Management** 2 voc. cr.

Prerequisite: OFT 0030 and HSC 064. This course includes instruction in medical office procedures, record keeping, appointment scheduling, telephone skills, and parliamentary procedures. 60 hours of instruction.

**OFT 0032 Medical Financial Record Management** 2 voc. cr.

Prerequisite: HSC 0532 and OFT 0010. This course will introduce medical accounting principles. Topics may include pegboard accounting system, bank account reconciliation, petty cash accounts, and consumer economics. 60 hours of instruction.

**OFT 0800 Examining Room Assistant Clinical** 3 voc. cr.

Prerequisite: Successful completion of all other courses required in the program except OFT 0900. Pre- or corequisite: OFT 0900. This course is designed to provide the medical secretarial student with instruction in basic clinical procedures in a medical office. Emphasis is placed on assisting the physician in patient examination, treatment and minor surgery, basic lab testing, and reporting. This course includes 30 hours in a medical office. The student must earn a "Satisfactory" grade to receive a certificate. Lab and professional liability insurance required. 90 hours of clinical instruction.

**OFT 0900 Medical Administrative Assistant Clinical** 2 voc. cr.

Prerequisite: Successful completion of all other courses required in the program except OFT 0800. Pre- or corequisite: OFT 0800. This course is taken at the end of the Medical Secretarial/Examining Room Assistant program and is designed to provide the medical secretarial student with practice in administrative procedures in a medical office. Emphasis is placed on proficiency in filing, telecommunications, insurance reporting and coding, medical accounting procedures, and record processing. The student must earn a "Satisfactory" grade to receive a certificate. Professional liability insurance fee required (see Page 18). 60 hours of clinical instruction.

**PATIENT CARE ASSISTANT/HEALTH AIDE**

**HCP 0500 Personal Patient Care I** 4 voc. cr.

Pre- or corequisites: HSC 0531 and HSC 0230. This course is designed to prepare the patient care assistant student to provide personal patient care, geriatric care, and biological, psychological and social support. Lab fee required (see Page 18). 120 hours of instruction.

**HCP 0300 Personal Patient Care II** 4 voc. cr.

Prerequisite: HCP 0500 and HSC 0230. This course is a continuation of HCP 0500 and is designed to prepare the patient care assistant student to provide advanced personal patient care. This care includes home health care services, rehabilitative activities, nutrition principles, and patient care plan. Lab fee required (see Page 18). 120 hours of instruction.

**HCP 0940 Patient Care Assistant Clinical** 6 voc. cr.  
**Prerequisite:** Successful completion of all other courses required in the program. This course provides the patient care assistant student clinical experiences in a nursing home and a home health agency. The student must receive a grade of "Satisfactory" in the clinical portion in order to take the Florida Nursing Assistant Certification Examination and to receive a certificate. Laboratory fee and professional liability insurance fee required. 180 hours of clinical instruction



## PHLEBOTOMY TECHNICIAN

**MLT 0040 Phlebotomy Theory** 2 voc. cr.  
**Corequisite:** MLT 0040L. This course is designed to teach the theory of phlebotomy techniques by venipuncture and skin puncture. The major topics include basic anatomy and physiology of the circulatory system; selection of tube type for various blood tests; possible interfering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills. 60 hours of instruction

**MLT 0040L Practical Aspects of Phlebotomy** 1 voc. cr.  
**Prerequisite:** Valid CPR card. **Corequisite:** MLT 0040. This course is designed to teach blood collection by venipuncture and skin puncture. Classroom practice includes the handling, labeling, transporting, and logging-in of specimens, as well as the demonstration of correct infection control techniques and donor room techniques. Lab fee and professional liability insurance fee required (see Page 18). 30 hours of instruction

**MLT 0043 Phlebotomy Clinical** 3 voc. cr.  
**Prerequisite:** Successful completion of all other courses required in the program. This course is a supervised clinical experience that provides the opportunity to practice phlebotomy skills. Lab fee and professional liability insurance fee required (see Page 18). 90 hours of clinical instruction

## PRACTICAL NURSING

**PRN 0001C Fundamentals of Practical Nursing** 5 voc. cr.  
**Prerequisite:** Admission to the Practical Nursing Program. **Corequisite:** PRN 0020. This pre-clinical lecture/laboratory course introduces the student to the role and function of the Licensed Practical Nurse (LPN). The content includes concepts and skills fundamental to the nursing care of people throughout the adult lifespan. The basic units covered include nutrition; individual, family, and community health; medical asepsis, communicable diseases and HIV-AIDS; and basic nursing skills and procedures. Additional laboratory practice may be required. Lab fee required (see Page 18). Purchase of a laboratory skills kit is required. 150 hours of classroom and laboratory instruction

**PRN 0020 Body Structure and Function** 1 voc. cr.  
**Prerequisite:** Admission to the Practical Nursing Program. **Corequisite:** PRN 0001C. This course is designed to introduce the practical nursing student to basic concepts and principles of human structures (anatomy) and function (physiology). The emphasis is on the interaction of all body systems. 30 hours of classroom instruction

**PRN 0030C Pharmacology/Practical Nursing** 1 voc. cr.  
**Prerequisites:** PRN 0001C and PRN 0020. **Corequisite:** PRN 0200C. This course is designed to introduce the practical nursing student to basic pharmacologic principles and concepts. The content includes medical math, drug classifications, medication administration, and legal and ethical considerations. A campus laboratory component is included. Additional laboratory practice may be required. 30 hours of classroom and laboratory instruction

**PRN 0100C Obstetrical Nursing** 5 voc. cr.  
**Prerequisite:** PRN 0201C. **Corequisite:** PRN 0202C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of obstetrical clients which includes antepartum, labor and delivery, and postpartum clients; and the care of newborns. Additional laboratory practice may be required. Lab fee required (see Page 18). 60 hours of classroom instruction and 90 hours of clinical and laboratory instruction

**PRN 0110C Pediatric Nursing** 5 voc. cr.  
**Prerequisites:** PRN 0200C and PRN 0030C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to developmental norms, health maintenance, and the nursing care and management of children of various age groups. Additional campus laboratory hours may be required. Lab fee required (see Page 18). 60 hours of classroom instruction and 90 hours of clinical and laboratory instruction

**PRN 0200C Medical-Surgical Nursing I** 9 voc. cr.  
**Prerequisite:** PRN 0001C. **Corequisites:** PRN 0020, PRN 0030C, and current CPR certification. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of the adult medical-surgical client. The use of the nursing process as an approach to providing nursing care is emphasized. Concepts specific to pre- and post-operative care and mental health nursing are included. Additional campus laboratory hours may be required. Professional liability insurance fee required (see Page 18). 30 hours of classroom instruction and 240 hours of clinical and laboratory instruction

**PRN 0201C Medical-Surgical Nursing II** 11 voc. cr.  
**Prerequisite:** PRN 0200C. **Corequisite:** PRN 0110C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. The use of the nursing process is emphasized. Concepts specific to the care of clients with diseases/disorders of the respiratory, cardiovascular, neurological, gastrointestinal, musculoskeletal, and endocrine systems are included. The care of clients with malignancies is also included. Additional laboratory practice may be required. 150 hours of classroom instruction and 180 hours of clinical and laboratory instruction

**PRN 0202C Medical-Surgical Nursing III** 5 voc. cr.  
**Prerequisite:** PRN 0201C. **Corequisite:** PRN 0100C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. Use of the nursing process is emphasized. Concepts specific to the care of clients with diseases/disorders of the reproductive, urinary and integumentary systems, and vision and hearing disorders are included. Additional laboratory practice may be required. 72 hours of classroom instruction and 78 hours of clinical and laboratory instruction

## TRAVEL AGENCY OPERATIONS

**HMV 0033 Travel Careers and Destination Geography** 1 voc. cr.  
This course will provide a foundation in geography vital to careers in the travel industry. 30 hours of instruction

**HFT 0502 Travel Sales and Marketing** 1 voc. cr.  
This course will provide the student with a knowledge of selling and marketing all travel products. 30 hours of instruction

**HMV 0702 Domestic and International Travel and Ticketing** 2 voc. cr.  
This course will provide the student with an in-depth knowledge of ticketing. Students will have the opportunity for hands-on practice using Airlines Reporting Corporation (ARC) forms. 60 hours of instruction



**HFT 0945 Travel Agency Externship** 1 voc. cr.  
Prerequisite or corequisite: All other program courses. This course provides the student with on-the-job training in area travel agencies. 30 hours of instruction

## WASTEWATER TREATMENT

**EVS 0330 Preliminary Wastewater Treatment** 1 voc. cr.  
This course will include the following topics: introduction to wastewater treatment, sampling/lab procedures, and wastewater facilities/collection systems. 30 hours of instruction

**EVS 0331 Primary Wastewater Treatment** 2 voc. cr.  
Prerequisite: EVS 0330. This course will cover the following topics: primary treatment, secondary treatment process/operations, and employability skills. 60 hours of instruction

**EVS 0332 Tertiary Wastewater Treatment** 2 voc. cr.  
Prerequisite: EVS 0331. This course will address the following topics: disinfection, effluent disposal/reuse, residuals/residual handling, safety, maintenance/housekeeping, instrumentation/computer applications, and data interpretation of records/reporting. 60 hours of instruction

## WATER TREATMENT

**EVS 0360 Preliminary Water Treatment** 2 voc. cr.  
The following topics will be included in this course: water treatment facility operation and administration; source water characteristics/treatment; reservoir and wellfield management; basic math; aeration; coagulation/flocculation; sedimentation; and filtration. 60 hours of instruction

**EVS 0361 Primary Water Treatment** 2 voc. cr.  
Prerequisite: EVS 0360. This course will address the following topics: disinfection, softening, corrosion control, iron and manganese control, taste and odor control, trihalomethanes, and employability skills. 60 hours of instruction.

**EVS 0362 Tertiary Water Treatment** 1 voc. cr.  
Prerequisite: EVS 0361. This course will cover the following topics: demineralization rules/regulations, sampling/lab techniques, process waste handling/disposal, facility operation/maintenance, distribution, and safety. 30 hours of instruction

## WELDING

**PMT 0106 Introduction and Oxyacetylene Welding** 3 voc. cr.  
An introductory course in welding using equipment and tools. Safety and proper use of equipment, along with identification of metals, are stressed. This course also includes the use of oxyacetylene gases in welding and torch cutting. Lab fee required (see Page 18). 90 hours of instruction

**PMT 0112 Advanced Specialty Oxyacetylene Welding** 3 voc. cr.  
Prerequisite: PMT 0106 or consent of instructor. A continuation of oxyacetylene welding, specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. Lab fee required (see Page 18). 90 hours of instruction

**PMT 0121 Shielded Metal Arc Welding** 3 voc. cr.  
Emphasizes principles in those types of welding that require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. Lab fee required (see Page 18). 90 hours of instruction

**PMT 0122 S.M.A.W. High Technology Skills** 3 voc. cr.  
Prerequisite: PMT 0158. This course includes shielded metal arc welding of open butt joints welded in the flat angular, vertical, and horizontal overhead positions. The arc of pipe welding is stressed. Lab fee required (see Page 18). 90 hours of instruction

**PMT 0131 TIG Welding** 2 voc. cr.  
An introduction to Tungsten Inert Gas Welding (TIG). The course emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. Lab fee required (see Page 18). 60 hours of instruction

**PMT 0134 MIG Welding** 2 voc. cr.  
An introduction to Metallic Inert Gas Welding (MIG). Emphasizes the principles involved in the operating of MIG equipment. A beginning course in welding principles of MIG. Lab fee required (see Page 18). 60 hours of instruction

**PMT 0135 Advanced Shielded Metal Arc Welding** 3 voc. cr.  
Prerequisite: PMT 0121 or consent of instructor. A continuation of PMT 0121. An advanced course in welding principles of SMAW. Lab fee required (see Page 18). 90 hours of instruction

**PMT 0138 Advanced MIG/TIG Welding** 3 voc. cr.  
Prerequisite: PMT 0134, OMT 0131, or consent of instructor. A continuation of PMT 0134 and PMT 0131. An advanced course in welding principles of MIG/TIG welding. Blueprint reading for MIG/TIG welding is included. Lab fee required (see Page 18). 60 hours of instruction

**PMT 0158 Specialty Shielded Metal Arc Welding** 3 voc. cr.  
Prerequisite: PMT 0135 or consent of instructor. Welding carbon steel, plug or slot welding; welding of pipe joints, stainless steel, cast iron; hard surfacing, cutting; and blueprint reading are included. Lab fee required (see Page 18). 90 hours of instruction

**PMT 0164 Fabrication of Metal Products Using SMAW** 3 voc. cr.  
Prerequisite: PMT 0158 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Lab fee required (see Page 18). 90 hours of instruction

**PMT 0175 Fabrication of Metal Products Using MIG/TIG Welding** 2 voc. cr.  
Prerequisite: PMT 0138 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Lab fee required (see Page 18). 60 hours of instruction



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