

# PASCO—HERNANDO COMMUNITY COLLEGE

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



## **EAST CAMPUS**

### **District Office**

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

## **NORTH CAMPUS**

260 South May Avenue  
Brooksville 33512  
904/796-6726

## **WEST CAMPUS**

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

## **ACCREDITATION**

*Southern Association of Colleges and Schools*

*Florida State Department of Education*

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

## **PASCO-HERNANDO COMMUNITY COLLEGE**

Bulletin 6Hx19-8

1976-1977

Volume V

Published annually by  
Pasco-Hernando Community College  
2401 State Highway 41 North  
Dade City, Florida 33525

Pasco-Hernando Community College subscribes to and endorses the non-discrimination clause in Section 202, Executive Order 11246, as amended by Executive order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein. This statement includes compliance with 41 FCR Chapter 60, Part I (Job and Recruitment Policies Related to Sex.)

The college reserves the right to make changes in regulations, calendar and offerings as circumstance may require.

## CONTENTS

District Board of Trustees .....	IV
Administration .....	IV
College Calendar .....	VII
History of Pasco-Hernando Community College .....	1
Statement of Philosophy .....	1
Objectives .....	2
Admission Eligibility .....	3
Registration Procedure .....	5
Fees and Expenses .....	6
Refund Policies .....	6
Residency Information .....	7
Financial Aid .....	8
Academic Policies .....	10
Student Affairs .....	16
Curriculum and Instruction .....	23
Associate in Arts Program .....	24
Associate in Science Programs .....	25
Certificate Programs .....	38
Course Descriptions .....	43
Community Service Information .....	74
District Map .....	75
Faculty .....	77
Index .....	83

# PASCO-HERNANDO COMMUNITY COLLEGE

## DISTRICT BOARD OF TRUSTEES

Gerald W. Springstead, Chairman  
Lois R. Linville, Vice-Chairman

S. C. Bexley, Jr.  
Wayne L. Cobb  
Roy F. Corrigan

Murray R. Grubbs  
Grace P. Hall  
Leland P. McKeown

Alice R. Slayden

## ADMINISTRATION

Milton O. Jones . . . . . President  
Hugh J. Turner, Jr. . . . . Vice-President  
Mac H. Cunningham, Jr. . . . . Director of Business Affairs  
Omar H. Ergle, Jr. . . . . Director of Vocational &  
Technical Programs

James A. Culligan . . . . . Dean of East Campus  
Charles Morant . . . . . Dean of West Campus  
Robert W. Westrick . . . . . Dean of North Campus

## RESOLUTION

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

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



Left to right — Seated: Slayden, Jones, Springstead, Hall  
Left to right — Standing: Corrigan, McKeown, Grubbs, Gibbs  
Missing from Photo: Bexley, Cobb, Linville

*THE DISTRICT  
BOARD  
OF  
TRUSTEES*

# 1976

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27
25	26	27	28	29	30	31	29	28	29	30	31	28	29	30	31					

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				
							30	31												

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31	26	27	28	29	30						

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2			1	2	3	4	5	6			1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31					
31																				

	<u>Classes Begin</u>	<u>End of Session</u>
Session I	September 2	December 20
Session II	January 14	May 3
Session III	May 1	August 15

JANUARY							FEBRUARY							MARCH							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	27	28	29	30	31	27	28	29	30	31				
30	31																				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	1	2	3	4	5	6	7				2	3	4		
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30						

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	1	2	3	4	5	6			1	2	3				
3	4	5	6	7	8	9	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30				
31																				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4	5				1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31			
30	31																			

# 1977

## 1976

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27
25	26	27	28	29	30	31	29							28	29	30	31			
APRIL							MAY							JUNE						
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
JULY							AUGUST							SEPTEMBER						
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
					1	2		1	2	3	4	5	6			1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

## Classes Begin

## End of Session

Session I	September 2	December 20
Session II	January 7	April 26
Session III	May 2	August 8

JANUARY							FEBRUARY							MARCH								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5			1	2	3	4	5		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28						27	28	29	30	31				
30	31																					
APRIL							MAY							JUNE								
					1	2			1	2	3	4	5	6	7			1	2	3	4	5
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				
JULY							AUGUST							SEPTEMBER								
					1	2		1	2	3	4	5	6			1	2	3				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30			
31																						
OCTOBER							NOVEMBER							DECEMBER								
						1			1	2	3	4	5			1	2	3				
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
30	31																					

## 1977

## CALENDAR FOR 1976 AND 1977

### SESSION I

September 2	Classes Begin — Session I and IA
September 6	Labor Day Holiday
September 15	Last Day to Drop or Add a Course and for 50% Refund — Session I
November 25-26	Thanksgiving Holidays
December 6	Last Day to Withdraw with Grade of "W" — Session I
December 20	Last Day of Classes — Session I and IB
December 23-24	Christmas Holidays

### SESSION II

December 30-January 3	New Year's Day Holiday
January 7	Classes Begin — Session II and IIA
January 20	Last Day to Drop or Add a Course and for 50% Refund — Session II
March 25	Last Day to Apply for Graduation
April 7	Last Day to Withdraw with Grade of "W" — Session II
April 8-12	Easter Holidays
April 26	Last Day of Classes — Session II and IIB
May 1	Graduation

### SESSION III

May 2	Classes Begin — Session III and IIIA
May 12	Last Day to Drop or Add a Course and for 50% Refund — Session III
June 17	Last Day of Classes — Session IIIA
June 20	Classes Begin — Session IIIB
July 4	Independence Day Holiday
July 25	Last Day to Withdraw with Grade of "W" — Session III
August 8	Last Day of Classes — Session III and IIIB



# CALENDAR FOR 1976 AND 1977

## SESSION I

September 2	Classes Begin — Session I and IA
September 6	Labor Day Holiday
September 15	Last Day to Drop or Add a Course and for 50% Refund — Session I
November 25-26	Thanksgiving Holidays
December 6	Last Day to Withdraw with Grade of "W" — Session I
December 20	Last Day of Classes — Session I and IB
December 23-24	Christmas Holidays

## SESSION II

December 30-January 3	New Year's Day Holiday
January 14	Classes Begin — Session II and IIA
January 27	Last Day to Drop or Add a Course and for 50% Refund — Session II
April 1	Last Day to Apply for Graduation
April 8-12	Easter Holidays
April 19	Last Day to Withdraw with Grade of "W" — Session II
May 1	Graduation
May 3	Last Day of Classes — Session II and IIB

## SESSION III

May 9	Classes Begin — Session III and IIIA
May 19	Last Day to Drop or Add a Course and for 50% Refund — Session III
June 24	Last Day of Classes — Session IIIA
June 27	Classes Begin — Session IIIB
July 4	Independence Day Holiday
August 1	Last Day to Withdraw with Grade of "W" — Session III
August 15	Last Day of Classes — Session III and IIIB

## HISTORY OF PASCO-HERNANDO COMMUNITY COLLEGE

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

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

The first phase of construction of the new campus was begun in 1973 and upon completion was dedicated by Governor Reubin O'D. Askew in August 1974. In 1973, a 140-acre site was chosen near New Port Richey for the West Campus. Construction for the first phase of the West Campus began in July 1975 and was completed one year later. One hundred acres north of Brooksville were selected for the North Campus location in 1974 and construction for a permanent facility is being planned. The first phase of construction at each campus has been designed to have classrooms and laboratories for 500 students, a modern media center and learning laboratory, a student center, and faculty and staff offices.

Accreditation by the Southern Association of Colleges and Schools was granted in December 1974. In 1975, all three locations were designated as Bicentennial Campuses.

## STATEMENT OF PHILOSOPHY

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

## OBJECTIVES

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

1. A college transfer program to prepare individuals to continue their education beyond the community college level.
2. A vocational-technical program to prepare individuals for employment.
3. A developmental program to provide individuals with opportunities to improve basic skills.
4. A continuing education opportunity for individuals to further their general education.
5. A community service program to provide individuals with opportunities for cultural enrichment and personal development and for vocational training.
6. A counseling and guidance program to assist individuals to make realistic decisions about themselves, and also academic and career goals.
7. A cultural focal point for the community.

## COLLEGE CATALOG

The college catalog is the official document which outlines the requirements and regulations that relate to students. It is the responsibility of each student to be aware of and understand these requirements and regulations. The student has the option of remaining under the catalog provisions in effect at the time of the initial enrollment or electing to graduate under the provisions of a newer catalog should they be more advantageous. A student may remain under the provisions of any one catalog for no more than five years.





A  
D  
M  
I  
S  
S  
I  
O  
N  
S

## ADMISSIONS

### Eligibility

There are several ways prospective students can be eligible for admission to Pasco-Hernando Community College, as indicated below:

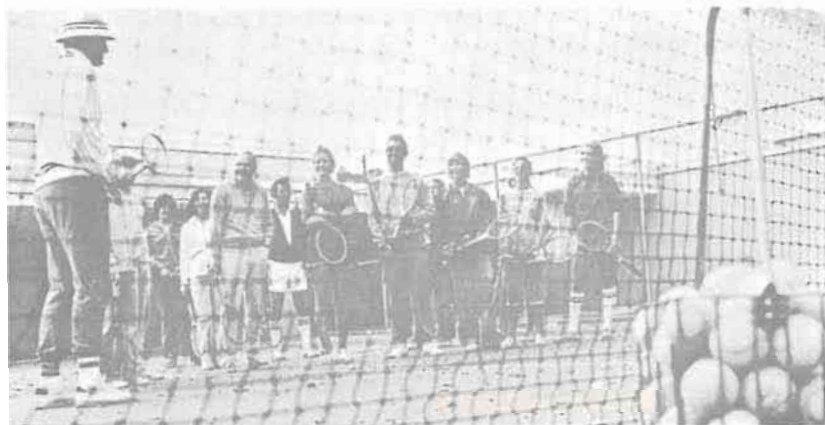
- A. Students who have never attended college may be admitted as follows:
1. Graduates of secondary schools accredited by the State of Florida or a regional accreditation agency are accepted in good standing.
  2. Graduates from non-accredited secondary schools will be accepted on academic probation.
  3. Students who have completed the General Education Development test will be admitted in good standing.
  4. Students who are at least 19 years of age and have not graduated from high school, but who satisfy all other requirements, are eligible for admission in good standing.
  5. Students may be admitted by early admission. A high school senior who has completed most of the requirements for graduation may enroll with the permission of the high school principal. Credits earned are for high school graduation as well as college credit. When all admission requirements are met, he may enter P-HCC or have credits transferred to another college.
  6. Students may be admitted to the credit bank program. Students may remain in high school but take college credit with special permission from the principal or his designate. Credits will be held in escrow until the student completes all admission requirements. When all admission requirements are met, he may enter P-HCC or have credits transferred to another college.
- B. Transfer students may be accepted under the following procedures:
1. Students will be accepted in good standing from fully accredited colleges or universities. Students who are on academic probation or suspension from another college may not be allowed to enter P-HCC until an interview with a counselor, who will make a determination on admission.
  2. Students will be accepted on a provisional basis from non-accredited colleges and universities. Transfer credit may be granted upon completion of 15 semester hours of credit with a "C" average at P-HCC.

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 date of that expulsion. No student who has been found guilty of campus disruption will be admitted to P-HCC for a period of two years from date of such finding.
- C. A student may be enrolled in a transient status from another institution with permission from the registrar of that institution without fulfilling other admission requirements. P-HCC students who wish to become transient students at another institution must secure approval in advance from their dean in order to arrange for acceptance of credits.
  - D. A student may be enrolled in a dual enrollment status at P-HCC without fulfilling admission requirements if he has been accepted at another institution and has the permission of the registrar from that institution. Students who wish to become dually enrolled must receive approval in advance from their dean in order to arrange acceptance of credit.
  - E. The following may be admitted as special students:
    1. A student who is at least 19 years of age may be admitted as a Special Student without proof of high school graduation or proof of attendance at another college. If a student should decide to work toward a degree other than Associate of General Studies, or have a transcript issued, he must satisfy all admission requirements. A Special Student is not classified as either a freshman or sophomore.
    2. Degree holding teachers with Florida Teaching Certificates may have a transcript issued as a Special Student by providing a copy of the valid Florida Teaching Certificate to the Records Office. Non-degree holding teachers should apply as transfer students.
  - F. In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason which is deemed to be in the best interest of the college. Appeals or discussion relating to admission will be addressed to the Admission Committee through the dean of the campus at which the student is applying.

## Registration Procedure

A prospective student may obtain an application from a local high school guidance counselor, or any P-HCC office or by contacting the P-HCC Records Office at the Dade City Campus.

1. The applicant should mail the application with a non-refundable \$10.00 application fee to the Coordinator of Records & Reports or present it in person at any P-HCC office. Florida residents seeking the reduced course fee must complete a residency affidavit. (See page 7 for residency information.)
2. All applicants who expect to earn a degree must have credentials sent from the highest level institution(s) attended before coming to P-HCC. The document may be a high school transcript, GED test score, or a college transcript from each college attended and should be sent directly to the Coordinator of Records & Reports.
3. Test scores are not required for admission, but all students entering P-HCC for the first time are encouraged to submit scores on the Florida Twelfth Grade Placement Test or an appropriate nationally standardized test such as SAT or ACT. If no test scores are submitted, the student may be given a School and College Ability Test by the college.
4. The students will be notified of tentative acceptance or rejection as soon as possible after his application is received.
5. Applications that remain incomplete for an extended period will be classified as Special Students. (See page 11 for definition of a Special Student.)





## **Fees and Expenses**

The following schedule of fees are applicable to all students.

Application .....	\$10.00 (nonrefundable)
Course fee Florida Resident .....	\$12.00 per semester hour
Course fee Non-Florida Resident .....	\$27.00 per semester hour
Florida Financial Aid	
Trust Fund Fee .....	\$4.50 per semester for each full time student (12 or more hours)
Graduation Fee .....	\$10.00 (nonrefundable)
Credit by Examination .....	\$25.00 per course (nonrefundable)

Special laboratory fees may be charged for such courses as music, art, science, business, or physical education. See fee schedule at time of registration.

Small fees are charged for Community Service courses. The amount of the fee will vary with the length of a course.

### **Refund Policies for Credit Courses**

1. A total refund may be granted if withdrawal occurs before the first day of the session in the fall, spring, and summer sessions. For courses that start at times other than the normal registration period, total refund may be granted if withdrawal occurs before the day of the first class meeting.
2. For credit courses, one half of the course fees will be refunded to a student who withdraws from classes during the refund period as specified in the college calendar. For courses that start at times other than during the normal registration period, the final refund date shall be the last day to register for the course. Such date shall not exceed the end of the day on which 10% of the prescribed instruction hours in a given course occurs.
3. The Florida Financial Aid Trust Fund fee and any laboratory fees will be fully refunded but only during the regular refund period.

### **Refund Policies for Community Service Courses**

A full refund will be made to a student who withdraws from any community service class prior to the second class meeting unless the second class meeting exceeds 25% of the instruction hours in the course. No refund will be made for conferences, institutes, workshops, seminars, or special training programs after the published starting date.

## Residency Information

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

A Florida student is a person who shall have resided and had domicile in the state of Florida for at least twelve (12) months immediately preceding the first day of classes of the current term of the community college to which admission is requested . . . The word "domicile" for fee paying purposes shall denote a person's true, fixed and permanent home and place of habitation. It is the place where he intends to remain, and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.

There are four categories of applicants who cannot qualify under the above definition of a Florida resident but who are eligible to sign the residency affidavit. These categories are as follows:

- A. Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.
- B. Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members or their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.
- C. Elementary, secondary, and junior college faculty members under current teaching contracts in the State of Florida.
- D. Full-time faculty and career employees of the junior college system of Florida and members of their immediate families. (This is construed to exclude the spouses of students.)

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

Application for changing to Florida resident status must be made in the Records Office. If application is made after the beginning of a session, it will not become effective until the following session.

A new affidavit must be filed every two years and also at each registration if the student was not attending the previous session.

## Financial Aid and Scholarships

Any student admitted to the college may apply for financial aid, based upon financial need and academic potential. This aid is generally offered as part scholarship, part grant and part work; an arrangement will be designed to fit the needs of each student. P-HCC makes use of the College Scholarship Service to assess the need for financial aid. A student desiring financial aid should mail a Parent's Confidential Statement or a Student's Financial Statement to College Scholarship Service. Forms may be obtained from any P-HCC registration office, any high school guidance office, or College Scholarship Service. All students applying for financial aid must complete and mail a basic grant application.

### Kinds of Aid Available:

1. Scholarships may be provided by the P-HCC Foundation, various local, state, and national organizations, and selected commercial enterprises. No repayment or work is required.
2. The District Board of Trustees may waive fees for students who demonstrate exceptional financial need.
3. Supplemental Educational Opportunity Grants are outright grants to students who demonstrate exceptional financial need. The amount of the grant may vary from \$200 to \$1500 depending upon student need. The grant must be matched by an equal amount of part time work, loan or scholarship.
4. The Basic Educational Opportunity Grant is an entitlement program. Students may obtain application at any high school, college, post office, and at many other locations. Applications are mailed directly to BEOG, Iowa City, Iowa 52240. If the student is eligible, the award may be used at P-HCC.
5. Student Assistants are students who are assigned to work for the college. The amount of work depends upon the need and qualifications of the student. Special skills of students are utilized in this program.
6. In the College Work-Study Program, students are assigned to work for the college. The amount of work is based upon need and student qualifications.

7. Federally Insured Loans are loans made by banks, credit unions, other lending institutions, and by the State of Florida. The loans are insured by the federal government. The interest and repayment schedule depend upon the student's family income. Applications may be obtained at lending institutions or P-HCC.
8. Revolving Loans are short term, non-interest bearing emergency loans. Repayment must be made within the same session the loan is made. If it is not repaid within this time limit, 10% interest per annum will be charged.
9. Florida Student Assistance Grants are awarded by the State Department of Education based on financial need. Applications may be sent between January and March directly to the State Department of Education, Tallahassee. The student must also send a Parent's Confidential Statement or Student's Financial Statement to the State.
10. The Sixty-Two Plus Waiver Program at Pasco-Hernando Community College offers tuition waivers to all residents of Pasco and Hernando Counties who are 62 years of age or over. Qualified persons are thereby allowed to enroll on a space available basis at no cost in all classes except those community service courses designated as avocational.





ACADEMIC  
POLICIES

## **ACADEMIC POLICIES**

### **Academic Average 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. 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 courses taken, regardless of the grade. A student may not repeat a course for which he has earned a grade of "A" or "B" except on an audit basis.

### **Academic Probation and Suspension**

A student's academic progress will be evaluated at the end of each session. When a cumulative grade point average falls below 1.5 after at least 15 hours are attempted, the student will be placed on academic probation. In this event the student will be required to see a counselor. After counseling the student and consulting other faculty members, the counselor may require of the student:

1. Additional counseling sessions.
2. Limitation of course load.
3. Limitation of the type of courses or programs he may take.

In unusual situations the counselor may also recommend that the student 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.

### **Teacher Certificate and Recency of Credit**

Most courses at the college can apply toward certification or recency of credit for Florida teachers. It is the responsibility of the teacher to insure that the course meets the requirements. Degree-holding teachers with Florida Teaching Certificates are classified as special students and are not required to furnish transcripts for admission but are required to submit a copy of their teacher's certificate with their application for admission.

### **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 his instructor. When absences are such that a student cannot make normal progress, a warning letter will be mailed to the student. If absences are not corrected or if no response to the letter is received, the student will be administratively withdrawn with a grade of "W".

### **Attendance at More Than One Campus**

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

### **Classification of Students**

Students will be classified according to the following criteria:

**Regular** A student enrolled in college credit courses who has provided the Records Office with all the required admission credentials and is officially working toward a degree. This student is classified as follows:

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

**Sophomore** — A student regularly enrolled in college credit courses who has completed 24 semester hours but not more than 62 semester hours of college work at the time of registration.

**Special** A student enrolled in college credit courses who does not have on file in the Records Office all the necessary requirements for admission as a regular student, or one who does not wish to qualify as a regular student. The special student is not classified as either freshman or sophomore. See eligibility, Part E, page 4.

**Audit** A student enrolled in and attending a college credit course but not seeking college credit.

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

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

### **Credit by Examination**

Students may earn a maximum of 30 semester hours of college credit by submitting scores at the 50th percentile or above on the College Level Examination Program (CLEP). A maximum of 6 semester hours of credit may be granted in each of the following areas: English, Humanities, Mathematics, Natural Science, and Social Science. Evaluation of CLEP credit is made after the application fee is paid and the student is admitted to the college.

Credit may be earned in other courses by making a satisfactory score on departmental tests prepared by P-HCC instructors. A charge of \$25.00, non-refundable, will be made for each examination.

CLEP credit earned will appear on the student's permanent record as earned credit without indication of grade. Credit earned through P-HCC departmental tests will appear on the student's permanent record using the grade designation of "S" or "U".

### **Military Service Credit**

Pasco-Hernando Community College does not grant credit for military service, military service schools, or military extension courses completed in service. If a student feels sufficiently confident of knowledge obtained elsewhere, the student may seek credit by examination.

### **Maximum Student Load**

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





## Grading System

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

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

\*Used only in certain courses.

## Grade Point Average

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

Example:

		Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Points
MAT	910	3	S	0	3	0
ENG	121	3	A	3	3	12
PSY	111	3	B	3	3	9
MUS	164	1	B	1	1	3
BIO	103	4	D	4	4	4
MAT	101	3	F	3	0	0
POS	205	3	X	0	0	0
				14	14	28

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

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

### **Grade Dissemination**

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

### **Incomplete Grades**

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

### **Graduation Check**

When a student has completed 30 or more hours toward a planned program, the student is required to apply for a graduation check. The graduation check will show the remaining requirements for completion of a program.

### **Graduation Policy**

Application for graduation must be made during the session in which the student plans to complete the requirements for a degree program. Application for graduation shall include a \$10.00 nonrefundable graduation fee. This fee will be used to pay for the diploma and use of a cap and gown.

### **Graduation Ceremony**

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

## Learning Resource Center Services

A Learning Resource Center is available on each campus to support the instructional and academic programs of the P-HCC by providing periodicals, newspapers, books, micro-fiche, audio visual equipment and materials. The Learning Resource staff will provide assistance in utilizing the materials and securing inter-library loans. To render the best service for each campus the operating schedules of the three Learning Resource Centers are slightly different.

### Directed Individual Study

A student requiring a course for current graduation, who had not had an opportunity to enroll in that course, may take the course under Directed Individual Study by making arrangement with his dean. Directed Individual Study is defined as a class of one to five students that is not required to meet on an established 16 week, three hours per week schedule, and where there are provisions for:

- A. Meeting with the instructor at least one and one-half hours a week for sixteen weeks, or a proportionate lesser time for courses of shorter duration.
- B. Instructor's option of more frequent meetings and of meetings of longer duration for those students needing additional study.
- C. An option for the student to complete the course earlier than the prescribed length upon mutual agreement between student and instructor.
- D. Standards and content, in the opinion of the instructor and the dean, to be comparable to a regularly scheduled class in the subject.







**S  
T  
U  
D  
E  
N  
T  
  
A  
F  
F  
A  
I  
R  
S**

## **STUDENT AFFAIRS**

### **Counseling**

Counselors are available to assist students and prospective students with personal, academic, or vocational matters. These services are available at the East Campus, West Campus and North Campus each weekday and evening by appointment and at other locations throughout the district upon arrangement. Special minority counseling is also available.

### **Career Selection and Placement**

Each regular student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, Associate in General Studies, or other programs offered. Counselors and Program Planners are available to help with these selections. Program changes may be made at the end of any session, but must be approved by a counselor.

Test scores are not required for enrollment. However, certain test scores, such as senior placement, ACT, SAT, or GED, may be used for class placement. If test scores are not available, a School and College Ability Test may be given to the student. These test scores, previous grades, experiences, recommendations, outside activities, and time away from formal education are considered in program selection and class placement.

### **Testing Services**

Counselors frequently make use of tests and inventories to help students determine their abilities, needs, values, interests, or aptitudes. Testing services are available to any student or prospective student in the community at no cost to the individual.

### **Identification Cards**

Each student is issued an identification card that must be presented for registration, schedule changes, library use and other college functions. A student must present his ID card at the request of any college official. Loss of this card should be reported to the counselor immediately.

### **Withholding Credits and Transcripts**

Credits will not be officially awarded and transcripts will not be released until student financial obligations are met. Such financial obligations include, but are not limited to, library accounts, revolving loans, and veteran deferred payments.

### **Job Placement**

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

Each student must complete a job placement resume before he will be approved for graduation.

### **Veterans Benefits**

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

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

Veterans may defer their tuition payments at P-HCC for a maximum of 60 days after the last day to register for classes in the session enrolled. However, the deferred payment may not exceed the number of days in that session.

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

## Veteran Progress and Probation

In response to Regulations of the Veterans Administration, the progress of students receiving veterans benefits will be evaluated against the following scale:

<u>Hours Originally Enrolled</u>	<u>Minimum Veteran Point Average Based on Hours Originally Enrolled</u>
6-12	1.5
13-24	1.6
25-36	1.75
37-48	1.9
49-60	2.0

The following formula will be used in the computation for full-time students:

$$\text{Veteran Point Average} = \frac{\text{Grade Points Earned}}{12}$$

In computing the progress of student veterans, "hours originally enrolled" is defined as the number of hours for which registered at the end of each Drop-Add Period. The computation will be based only on those cumulative hours for which the student has been enrolled beginning May 3, 1976.

For full-time veterans enrolled at the end of each Drop-Add Period for more than 12 credit hours, only a maximum of 12 credit hours will be included in the computation of academic progress for the semester. The same principle will be applied for veterans drawing  $\frac{3}{4}$  and  $\frac{1}{2}$ -time benefits, for which the divisor will be 9 and 6 respectively. An I, X, W or U will be counted as "0" grade points when computing for a veteran progress quotient, and an S will be counted as 2 grade points.

Attendance will be kept for each class meeting and reported to the Veterans Administration as required.

Each such veteran will be counseled early in the semester following failure to reach the minimum grade point average specified above. At that time the veteran will be informed that achievement of the minimum is expected at the end of the current enrollment, and that if this minimum is not achieved, the veteran will be immediately referred to the Veterans Administration for approval of recertification.



Veterans who have not achieved the required minimum grade point average by the end of the semester of academic probation will not be considered eligible for Veterans Deferred Payment until recertified by the Veterans Administration.

Any unusual extenuating circumstances concerning probation or unsatisfactory progress will be reported by the veteran in writing to the campus dean. The dean will refer the matter to a committee, which will include a student veteran and the Assistant Dean for Administrative Services, to review the circumstances and make a final determination on the appropriate report to the Veterans Administration.

### **Withdrawal Policy**

A student who wishes to withdraw from the college is required to have an exit interview with the counselor at the campus where first 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 absences will be assigned a grade of "W".

### **Emergencies**

Fire and evacuation exits are identified in all buildings and are to be used in emergencies. There is a first aid station at each campus. No health services are provided by P-HCC nor does P-HCC assume responsibility for medical 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 reopening in emergency situations.

Any emergency situation observed by a student should be reported immediately to the dean's office.

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

## Student Conduct

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

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

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution or other transaction of any narcotic drugs, as defined in Chapter 398 of the Florida Statutes; this includes cannabis sativa (marijuana).
3. Cheating in any form.
4. Stealing.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing.
8. Vandalism or destruction of property.
9. Falsification of college records.
10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive to the normal, peaceful, and orderly operation of the college.
13. Violation of a federal or state law; a county or city ordinance.
14. Repeated offenses of a less serious nature.
15. Assault or physical abuse.
16. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons. This policy does not apply to law enforcement officers.
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.

### Disciplinary Procedures

Alleged violations of student regulations or other student misconduct shall be referred to the dean. Reprimands or unrecorded disciplinary probations may be administered by the dean. Disciplinary probation will be recorded on the student's permanent record when approved by the vice-president upon the recommendation of the dean.

In situations where the penalty could be disciplinary suspension (not to exceed one session) or dismissal from college, the problem will be referred by the dean to a disciplinary board. The board will be composed of the vice-president as chairman, an associate or assistant dean, a counselor, a student, and a faculty member. Except for the chairman, all members of the board will be from the accused student's campus.

In all cases in which disciplinary suspension or dismissal could result, the student will be notified by certified mail of the nature of the charges and evidence against him and the time and date of the hearing. The notice shall also inform the student of his right to appear at the hearing, to face his accuser, and to present any applicable evidence in his behalf.

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

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

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

### **Student Records**

The college shall maintain such information in its files for each student as is considered essential and appropriate to college operation and student welfare. These records are considered confidential, and strict security procedures will be followed by the college regarding the release of student information. A student's file is available for inspection by the student upon request. It shall be the policy of P-HCC that public law 93-380, the Family Educational Rights and Privacy Act, will be strictly adhered to.

### **Student Use of College Facilities**

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

### **Bookstore Services**

Bookstore services are generally limited to the sale of supplies and textbooks for college courses. 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 for Credit Courses) Sales slips and certification by the campus dean are required for all refunds.

### **Student Activities**

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

### **Athletics**

The athletic program at P-HCC is currently both intramural and extramural. College teams participate in local recreation leagues. When facilities and personnel become available, P-HCC will participate in selected intercollegiate sports.

### **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.

### **Student Government Association**

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

## Student Handbook

The Student Handbook is a quick reference to important information, policies, and procedures concerning the student. Students will find it a valuable aid to their orientation at P-HCC.

## CURRICULUM AND INSTRUCTION

Pasco-Hernando Community College is authorized to award associate degrees for satisfactory completion of a planned program of post-high school studies consisting of not less than 60 semester hours and to award certificates as are appropriate upon completion of other courses and programs.

### Acceleration of Program

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

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

**Early Admission:** A student may be admitted prior to graduation from high school with the permission of the principal. P-HCC credit may be transferred to the high school for completion of high school requirements.

**College Level Examination Placement:** Up to 30 hours of credit may be awarded upon satisfactorily completing the general CLEP tests at the 50th percentile or above.

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

**Dual Enrollment:** A student may be enrolled at P-HCC and another institution simultaneously with permission.

A student must earn at least 15 semester hours at P-HCC in order to obtain a degree. The additional 45 semester hours may be earned by regular class attendance or by any of the methods described above.

## COLLEGE TRANSFER PROGRAM

The Associate in Arts (AA) degree is the normal college transfer program. Satisfactory completion of this program will allow a student to enter a Florida public university at the junior level.

Great flexibility is allowed in the AA degree to permit a student to prepare for almost any bachelor's degree program. College catalogs and counseling manuals from all state universities and other senior colleges are available at the counseling office at any P-HCC campus. Counselors will help students plan their programs to satisfy transfer requirements.

### ASSOCIATE IN ARTS

An Associate in Arts degree will be awarded upon completion of 60 credit hours. Thirty-six semester hours must be in General Education courses as provided in the state-wide articulation agreement. The remaining 24 hours shall be taken from the specific course curriculum which the student is following. These courses are located in the section of the catalog headed "Course Description." A minimum of 15 hours credit must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be maintained.

The 36 semester hours in general education are:

AREA I	Communication ENG 121 and ENG 122	6 Hours
AREA II	Mathematics MAT 101 or above	3 Hours
AREA III	Science Physical Science (Any course with a prefix of (CHE, PHS, or PHY)	3 Hours
	Biological Science (Any course with a prefix of ANA, BIO, BOT, EGY, or ZOO)	3 Hours
	Science Elective (Any course with a prefix of ANA, BIO, BOT, CHE, EGY, PHS, PHY, or ZOO)	3 Hours
AREA IV	Humanities	6 Hours
AREA V	Social Science POS 204 Electives (Any course with the prefix of ANT, ECO, GEO, HIS, IDS, POS, SOC)	3 Hours 6 Hours
AREA VI	Behavioral Science PSY 111	3 Hours
		<hr/> 36 Hours

College counselors can assist students in planning transfer programs in architecture, business administration, education, engineering, journalism, pre-medicine, pharmacy, or other areas of student interest. For details of the requirements of a program at a senior college, consult that college's catalog and a P-HCC counselor.

## ASSOCIATE IN SCIENCE

An Associate in Science degree will be awarded upon completion of 60 credit hours earned in a career or technical program. The individual must complete the 15-hour core program for the Associate in Science degree and 45 hours from an approved curriculum. Fifteen hours of credit must be earned in residence at Pasco-Hernando Community College. A cumulative grade point average of not less than 2.0 or "C" must be maintained.

The 15-hour core program for the Associate in Science degree is:

AREA I	Communication ENG 111 and ENG 112 or ENG 121 and ENG 122	6 Hours
AREA II	Social Science POS 204 Elective (Any course with a prefix of ANT, ECO, GEO, HIS, POS, SOC)	3 Hours 3 Hours
AREA III	Behavioral Science PSY 111 or SOP 110	3 Hours
		15 Hours

The Associate in Science degree programs offered at Pasco-Hernando Community College are the:

Associate in Science in Business with options in:

- Accounting
- Agri-Business Technology
- Banking
- Court Clerk
- General Business
- Real Estate
- Secretarial Science
- Secretarial Science (Legal Secretary option)

Associate in Science in Building Construction Technology

Associate in Science in Emergency Medical Technology

Associate in Science in Environmental Pollution Control Technology

Associate in Science in Food Service

Associate in Science in Law Enforcement

The Associate in Science degree is intended as a two-year preparation to enter into the world of work. However, some programs may be transferable to a senior college offering a bachelor's degree in that area. If the senior college does not offer a bachelor's degree in a particular program, many of the courses in an Associate in Science program may not be accepted. For details consult a Pasco-Hernando Community College counselor.

## ASSOCIATE IN SCIENCE IN BUSINESS AGRI-BUSINESS TECHNOLOGY

This program prepares the student for employment in the business field of agriculture. The graduate should have acquired a basic understanding of the fundamentals of agriculture.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
SAM 160	Introduction to Business	3	
POS 204	American Federal Government	3	
ENG 111-112	Communication Skills I & II	3	3
or			
ENG 121-122	English Composition I & II		
APM 120	Business Mathematics	3	
APR 101	Agri-Business Technology	3	
MAG 161	Principles of Marketing		3
APR 161	Agri-Economics & Accounting		3
ELECTIVES	(AGRI-BUSINESS)		3
ELECTIVES	(SOCIAL SCIENCE)		3
		15	15
<b>SOPHOMORE</b>			
PSY 111	Introduction to Psychology	3	
or			
SOP 110	Human Relations		
BUW 260	Business Law I	3	
MAG 240	Salesmanship	3	
SAM 240	Principles of Management	3	
AGP 270	Agri-Employment Practicum		3
ELECTIVES	(BIOLOGICAL SCIENCE)	3	3
ELECTIVES			9
		15	15

### Suggested Electives:

BOT 101	Botany
AGP 261	Soil Science & Fertilizers
AME 260	Agriculture Equipment
APR 262	Citrus Culture
AGP 260	Forage, Cover & Grain Crops
ASC 120	Animal Science
ORH 221	Ornamental Horticulture
APR 261	Citrus Processing
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III



## ASSOCIATE IN SCIENCE IN BUSINESS ACCOUNTING

This program is for students who intend to seek employment in the field of accounting.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDIT</u>	
		<u>Session I</u>	<u>Session II</u>
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
SAM 160	Introduction to Business	3	
ACC 200-201	Principles of Accounting I & II	3	3
SAM 240	Principles of Management		3
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
BDP 160	Introduction to Data Processing		3
FMC 230	Office Machines	3	
ELECTIVES	(SOCIAL SCIENCE)		<u>3</u>
		<u>15</u>	<u>15</u>
<b>SOPHOMORE</b>			
POS 204	American Federal Government		3
BAN 205	Principles of Finance	3	
BUW 260-261	Business Law I & II	3	3
ACC 202-203	Intermediate Accounting I & II	3	3
ACC 210	Cost Accounting	3	
AAC 240	Federal Income Tax Principles		3
ELECTIVES		<u>3</u>	<u>3</u>
		<u>15</u>	<u>15</u>

### Suggested Electives:

SAM 260	Personnel Management
SOP 110	Human Relations
MAG 161	Principles of Marketing
BUN 270	Business Correspondence
TYG 170	Typewriting
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## ASSOCIATE IN SCIENCE IN BUSINESS BANKING

This program provides a fundamental background for a career in banking. Courses are suited to the student's particular interests and needs. All banking courses listed below are approved by the American Institute of Banking.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
FCR 181	Principles of Bank Operations	3	
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
ACC 200-201	Principles of Accounting I & II	3	3
SAM 180	Introduction to Business	3	
FCR 281	Money and Banking		3
ELECTIVES	(BANKING)		3
ELECTIVES			3
		15	15
<b>SOPHOMORE</b>			
FCR 282	Law and Banking	3	
ECO 210-211	Principles of Economics I & II	3	3
POS 204	American Federal Government	3	
SAM 240	Principles of Management	3	
FCR 283	Bank Management		3
ELECTIVES	(SOCIAL SCIENCE)		3
ELECTIVES	(BANKING)		3
ELECTIVES		3	3
		15	15

### Suggested Electives:

FCR 269	Trust-Functions and Services
FCR 182	Loan and Discount
FCR 266	Installment Credit
FCR 184	Bank Letters and Reports
FCR 183	Home Mortgage Lending
FCR 263	Bank Public Relations and Marketing
FCR 261	Credit Administration
FCR 268	Savings and Time Deposit Banking
FCR 163	Analyzing Financial Statements
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## ASSOCIATE IN SCIENCE IN BUSINESS COURT CLERK

This program provides the fundamentals for individuals to gain employment as court clerks.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
*TYG 170-171	Beginning & Intermediate Typewriting	2	2
*STS 170-171	Shorthand I & II	3	3
APM 120	Business Mathematics		3
POS 204	American Federal Government	3	
STS 280	Procedural Law for Legal Secretaries & Court Clerks I	3	
CWS 101	Cooperative Education I		1
CWS 102	Cooperative Education II		3
		14	15
<b>SOPHOMORE</b>			
POS 205	State & Local Government		3
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
TYG 270	Advanced Typewriting		2
ACC 200	Principles of Accounting I	3	
BUN 270	Business Correspondence		3
STS 281	Procedural Law for Legal Secretaries & Court Clerks II	3	
STS 282	Procedural Law for Legal Secretaries & Court Clerks III		3
CWS 201	Cooperative Education III		3
STS 260	Office Procedures I	3	
ELECTIVES		3	2
		15	16

\*Typewriting and shorthand courses may be exempted by demonstrating competency by examination. Credit will be awarded for exempted courses.

## ASSOCIATE IN SCIENCE IN BUSINESS GENERAL BUSINESS

This program is offered for students who plan to enter business upon graduation from Pasco-Hernando Community College. Graduates should be qualified for a clerical or junior executive position.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
TYG 170	Beginning Typewriting		2
POS 204	American Federal Government	3	
SAM 160	Introduction to Business	3	
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
APM 120	Business Mathematics		3
ELECTIVES	(SOCIAL SCIENCE)	3	
ELECTIVES		15	7
		15	15
<b>SOPHOMORE</b>			
ACC 200-201	Principles of Accounting I & II	3	3
BDP 160	Introduction to Data Processing	3	
FMC 230	Office Machines	3	
BUW 260-261	Business Law I & II	3	3
ECO 210	Principles of Economics I		3
BUN 270	Business Correspondence		3
SAM 240	Principles of Management		3
ELECTIVES		3	
		15	15

### Suggested Electives:

STS 170	Shorthand I
STS 171	Shorthand II
MAG 161	Principles of Marketing
ECO 211	Principles of Economics II
TYG 171	Intermediate Typewriting
RES 160	Real Estate Principles
BAN 205	Principles of Finance
MAG 240	Salesmanship
SAM 260	Personnel Management
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## ASSOCIATE IN SCIENCE IN BUSINESS REAL ESTATE

The purpose of this program is to acquaint the student with basic fundamentals of real estate and to prepare the student for entrance into the real estate profession.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDIT</u>	
		<u>Session I</u>	<u>Session II</u>
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
POS 204	American Federal Government	3	
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
RES 160	Principles & Practices of Real Estate	4	
APM 120	Business Mathematics	3	
SAM 160	Introduction to Business		3
MAG 240	Salesmanship		3
ELECTIVES			6
		16	15
<b>SOPHOMORE</b>			
RES 283	Current Issues in Real Estate I	3	
RES 284	Current Issues in Real State II		3
SAM 240	Principles of Management	3	
ECO 210	Principles of Economics	3	
BUW 260-261	Business Law I & II	3	3
RES 281	Real Estate Finance		3
RES 163	Real Estate Appraisal		3
ELECTIVES		2	3
		14	15

### Suggested Electives:

RES 162	Real Estate Investment
RES 282	Mortgage Broker in Mortgage Lending
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## ASSOCIATE IN SCIENCE IN BUSINESS SECRETARIAL SCIENCE

This program meets the needs of the student desiring college level training in secretarial science.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
*TYG 170-171	Beginning & Intermediate Typewriting	2	2
*STS 170-171	Shorthand I & II	3	3
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
APM 120	Business Mathematics		3
SAM 160	Introduction to Business	3	
POS 204	American Federal Government		3
		14	14
<b>SOPHOMORE</b>			
ACC 200-201	Principles of Accounting I & II	3	3
STS 260-261	Office Procedures I & II	3	3
STS 270-271	Shorthand III & IV	3	3
TGY 270	Advanced Typewriting	2	
BUN 270	Business Correspondence		3
BDP 160	Introduction to Data Processing	3	
FMC 230	Office Machines		3
ELECTIVES	(SOCIAL SCIENCE)	3	3
		17	15

\*Typewriting and shorthand courses may be exempted by demonstrating competency by examination. Credit will be awarded for exempted courses.

### LEGAL SECRETARY OPTION

When a student chooses the Legal Secretary option in the Secretarial Science program, the following courses should be substituted for ACC 201, BDP 160, and FMC 230 in the above curriculum:

STS 280	Procedural Law for Legal Secretaries & Court Clerks I
STS 281	Procedural Law for Legal Secretaries & Court Clerks II
STS 282	Procedural Law for Legal Secretaries & Court Clerks III

## ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION TECHNOLOGY

The course of study is designed to prepare the student for work in the building and construction field.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDIT</u>	
		<u>Session I</u>	<u>Session II</u>
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II	3	3
	or		
ENG 121-122	English Composition I & II		
APM 161	Technical Mathematics I	3	
APM 162	Technical Mathematics II		3
POS 204	American Federal Government	3	
BCN 120-121	Structures I & II	3	3
DTG 170	Engineering Drawing	3	
BCN 170	Architectural Drawing		3
ELECTIVES	(SOCIAL SCIENCE)		<u>3</u>
		<u>15</u>	<u>15</u>
<b>SOPHOMORE</b>			
PSY 111	Introduction to Psychology	3	
	or		
SOP 110	Human Relations		
BCN 271	Structural Design		3
BDN 280	Construction Estimating	3	
MTY 260	Engineering Mechanics	3	
BCN 281	Codes, Contracts and Specifications		3
SST 280	Strength of Materials		3
ELECTIVES		<u>6</u>	<u>6</u>
		<u>15</u>	<u>15</u>

### Suggested Electives:

APM 160	Introduction to Technical Mathematics
AIG 280	Mechanical Systems
ELC 120	Electrical Systems
PPF 120	Plumbing Systems
CIT 270	Surveying I
CIT 271	Surveying II
HEN 110	First Aid & Personal Safety
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL TECHNOLOGY

This program prepares the student for work in the emergency medical field.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDITS</u>	
		<u>Session I</u>	<u>Session II</u>
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
POS 204	American Federal Government	3	
MRT 270	Medical Terminology	3	
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
*EME 130	Fundamentals of Emergency Medical Care	4	
EME 160	Advanced Emergency Medical Technology I		8
EME 170	Advanced Emergency Medical Technology Laboratory I		3
		16	14
<b>SOPHOMORE</b>			
EME 180	Advanced Emergency Medical Technology II	4	
EME 190	Advanced Emergency Medical Technology Laboratory II	6	
EME 191	Emergency Medical Technology Internship		6
ELECTIVE	(SOCIAL SCIENCE)	3	
ELECTIVES		2	9
		15	15

\*HEN 110 or Equivalent must be completed prior to taking EME 130.

### Suggested Electives:

CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III



## ASSOCIATE IN SCIENCE IN ENVIRONMENTAL POLLUTION CONTROL TECHNOLOGY

This program provides knowledge and skills utilized by operators of water plants or wastewater plants.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDIT</u>	
		<u>Session I</u>	<u>Session II</u>
<b>FRESHMAN</b>			
ENG 121-122	English Composition I & II or	3	3
ENG 111-112	Communication Skills I & II		
APM 161	Technical Mathematics I	3	
EVT 161	Fundamentals of Environmental Science	3	
*ASE 161	Applied Physical Science	4	
**BIO 101	Life in its Biological Environment I	3	
PHS 103	Energy Systems & Natural Resources		3
CHE 101	Chemistry		4
EVT 162	Waste Disposal: Solid, Liquid, & Radioactive		3
		16	13

\*May substitute PHS 101-102

\*\*May substitute BIO 103

### **SOPHOMORE**

POS 204	American Federal Government	3	
EVT 261	Air & Water Environments	3	
GEY 202	Geology & Environment of Florida	4	
EVT 264	Ecological Field Problems		1
PSY 111	Introduction to Psychology or		3
SOP 110	Human Relations		
ELECTIVES	(SOCIAL SCIENCE)		3
ELECTIVES AND OPTION REQUIREMENTS		6	8
		16	15

### WATER OPTION REQUIRED COURSES:

EVT 110	Laboratory Analysis Techniques I
EVT 120	Operation & Management of Wastewater Treatment Plants
GEY 204	Hydrology

### Suggested Electives:

GEY 203	Map & Air Photo Interpretation
GEY 101	Physical Geology
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III
CIT 270	Surveying I
TER 280	Technical Writing

## ASSOCIATE IN SCIENCE IN FOOD SERVICE

This program is for students who are preparing to assume supervisory or management positions within the food service industry.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDIT</u>	
		<u>Session I</u>	<u>Session II</u>
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
SAM 160	Introduction to Business	3	
FSM 160	Introduction to Food Service	3	
FSM 161	Nutrition	3	
POS 204	American Federal Government	3	
APM 120	Business Mathematics		3
FSM 170	Basic Food Preparation		3
FSM 163	Food Accounting & Cost Control		3
FSM 164	Food Service Equipment		3
		<u>15</u>	<u>15</u>
<b>SOPHOMORE</b>			
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
FSM 290	Quantity Food Preparation	3	
FSM 280	Food Service Sanitation & Safety	3	
FSM 282	Food Purchasing & Storage	3	
FSM 281	Food Service Supervision & Management		3
FSM 283	Food Merchandising		3
FSM 292	* Area of Food Service Specialization		3
ELECTIVES			6
ELECTIVES	(SOCIAL SCIENCE)	<u>3</u>	
		<u>15</u>	<u>15</u>

\*Specialization Fields:

Restaurant Management  
Cafeteria Management  
Nursing Home Supervision  
School Food Service Administration  
Hospital Supervision  
Private Club Management

Suggested Electives:

CWS 102 Cooperative Education I  
CWS 102 Cooperative Education II  
CWS 201 Cooperative Education III

## ASSOCIATE IN SCIENCE IN LAW ENFORCEMENT

This program provides a professional background to those preparing for careers in law enforcement. This program should not be followed by those intending to pursue a four-year degree program in law enforcement or criminology.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDIT</u>	
		<u>Session I</u>	<u>Session II</u>
<b>FRESHMAN</b>			
ENG 111-112	Communication Skills I & II or	3	3
ENG 121-122	English Composition I & II		
POS 204	American Federal Government	3	
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
LAE 101	Introduction to Law Enforcement	3	
LAE 161	Criminal Investigation		3
LAE 162	Police Organization & Administration	3	
LAE 163	Police Operations		3
ELECTIVES			6
		15	15
<b>SOPHOMORE</b>			
SOC 201	Introduction to Sociology	3	
LAE 160	Introduction to Criminalistics	3	
LAE 260	Criminal Law	3	
PSY 242	Child Psychology or		3
PSY 243	Adolescent Psychology		
LAE 261	Police Role in Crime & Delinquency		3
LAE 262	Constitutional Law for Police		3
LAE 263	Rules of Evidence in Criminal Cases		3
LAE 280	Seminar in Police Problems		3
ELECTIVES		3	
ELECTIVES	(SOCIAL SCIENCE)	3	
		15	15

### Suggested Electives:

HEN 112	Advanced First Aid and Emergency Care
SPE 110	Fundamentals of Speech
SOC 232	Introduction to Crime and Delinquency
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## ASSOCIATE IN GENERAL STUDIES

The Associate of General Studies degree will be awarded upon completion of any 60 semester hours including American Federal Government, POS 204. A cumulative grade-point average of not less than 2.0 or "C" must be maintained. The Associate in General Studies degree is for an individual's particular interests and not to meet requirements for transfer nor any specific program.

## CERTIFICATE PROGRAMS

A certificate is awarded upon the satisfactory completion of 30 semester hours in the areas of Building Construction, Building Inspector I, Business, Emergency Medical Technology II, Food Service, and General Studies.

In addition, a certificate is offered for Building Inspector II upon completion of 15 semester hours and for Real Estate upon the completion of 16 semester hours.

### CERTIFICATE PROGRAM BUILDING CONSTRUCTION

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
PSY 111	Introduction to Psychology or	3	
SOP 110	Human Relations		
SAM 160	Introduction to Business	3	
BCN 120-121	Structures I and II	3	3
DTG 170	Engineering Drawing	3	
BCN 170	Architectural Drawing		3
BCN 280	Construction Estimating		3
BCN 281	Codes, Contracts & Specifications		3
ELECTIVES		<u>3</u>	<u>3</u>
		15	15

#### Suggested Electives:

- AIC 280 Mechanical Systems
- ELC 120 Electrical Systems
- PPF 120 Plumbing Systems
- HEN 110 First Aid & Personal Safety
- CWS 101 Cooperative Education I
- CWS 102 Cooperative Education II
- CWS 201 Cooperative Education III

## CERTIFICATE PROGRAM BUILDING INSPECTOR

The certificate program for Building Inspectors requires 15 semester hours for the Certificate II program and 30 hours for the Certificate I program. At the conclusion of either certificate programs, the participant may transfer into the two-year program, Associate in Science in Building Construction.

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>SEMESTER HOURS CREDIT</u>
<b><u>CERTIFICATE II - 15 hours</u></b>		
BCN 120	Structures I	3
APM 160	Introduction to Technical Math	3
BCN 281	Codes, Contracts & Specifications	3
PSY 111	Introduction to Psychology	
	or	
SOP 110	Human Relations	3
DTG 170	Engineering Drawing	3
		15
<b><u>CERTIFICATE I - 30 hours</u></b>		
Certificate II		15
ENG 121	English Composition I	3
SAM 240	Principles of Management	3
BCN 121	Structures II	3
HEN 112	First Aid	3
Any one of the following:		3
AIC 280	Mechanical Systems	
ELC 120	Electrical Systems	
PPF 120	Plumbing Systems	
		30



## CERTIFICATE PROGRAM BUSINESS

This program prepares the student for the field of business. On completion of this program, an individual may transfer into the two-year Associate in Science program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
SAM 160	Introduction to Business	3	
BUN 270	Business Correspondence	3	
APM 120	Business Mathematics	3	
SOP 110	Human Relations	3	
SAM 240	Principles of Management		3
BUW 260	Business Law I		3
ACC 200	Principles of Accounting I		3
ELECTIVES	(FROM APPROVED ELECTIVES)	<u>3</u>	<u>6</u>
		15	15

### Approved Electives:

ENG 111-112	Communications Skills I & II
BAN 205	Principles of Finance
BUW 261	Business Law II
ECO 210-211	Principles of Economics I & II
MAG 161	Principles of Marketing
MAG 240	Salesmanship
SAM 260	Personnel Management
BDP 160	Introduction to Data Processing
SPE 110	Fundamentals of Speech
SPE 220	Public Speaking
ACC 201	Principles of Accounting II
FMC 230	Office Machines
*TYG 170	Typewriting
*STS 170	Shorthand
CPR 120	RPG Programming
CPR 220	Fortran Programming I
CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

\*Other typing and shorthand courses may be substituted.

## CERTIFICATE PROGRAM EMERGENCY MEDICAL TECHNOLOGY II

This program provides a theoretical basis to understand and to implement life-saving techniques in an emergency situation. Clinical laboratory experience will be provided for the learning of related basic skills, and a supervised clinical rotation will enable the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene during transportation to a medical facility.

### Prerequisite Courses:

HEN 110	Standard First Aid & Personal Safety
EME 130	Fundamentals of Emergency Medical Care
MRT 270	Medical Terminology

<b>SESSION I</b>		<b><u>CREDITS</u></b>
EME 160	Advanced Emergency Medical Technology I	8
EME 170	Advanced Emergency Medical Technology Laboratory I	3
<b>SESSION II</b>		
EME 180	Advanced Emergency Medical Technology II	4
EME 190	Advanced Emergency Medical Technology Laboratory II	6
<b>SESSION III</b>		
EME 191	Emergency Medical Technology Internship (288 hours in the field)	6
ELECTIVES		<u>3</u> <b>30</b>

### Suggested Electives:

CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## CERTIFICATE PROGRAM FOOD SERVICE

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

SESSION I		CREDITS
SAM 160	Introduction to Business	3
APM 120	Business Mathematics	3
FSM 161	Nutrition I	3
FSM 160	Introduction to Food Service	3
FSM 170	Basic Food Preparation	3
		15
SESSION II		
FSM 280	Sanitation & Safety	3
FSM 164	Equipment	3
FSM 282	Food Purchasing & Storage	3
SAM 240	Principles of Management	3
ELECTIVES		3
		15

### Suggested Electives:

CWS 101	Cooperative Education I
CWS 102	Cooperative Education II
CWS 201	Cooperative Education III

## GENERAL STUDIES

A Certificate in General Studies will be awarded upon completion of any 30 credit hours of the student's choice. Fifteen credit hours must be earned at Pasco-Hernando Community College. College counselors can assist students in planning their program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

## CERTIFICATE PROGRAM REAL ESTATE

This program prepares the individual for entrance into the real estate profession. Upon completion of this Certificate Program, an individual may transfer into the two-year Associate in Science in Real Estate program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

		CREDITS
RES 160	Principles & Practices of Real Estate	4
RES 283	Current Issues in Real Estate I	3
APM 120	Business Mathematics	3
MAG 240	Salesmanship	3
SAM 160	Introduction to Business	3
		16



## COOPERATIVE EDUCATION PROGRAM

Cooperative Education balances occupational experience with formal classroom instruction. The program blends theory and practice. The ultimate objectives are to provide relevance in the educational process and direction in career planning while bringing business, the community, the college, and the student closer together for the benefit of all concerned.

These objectives are obtained by coordinating full or part-time work that is relevant to career goals with full or part-time class loads for Cooperative Education students. Though most of Pasco-Hernando Community College's Cooperative Education students will choose to work and attend school at the same time (the Parallel Plan), the College also allows alternating periods of full-time work and full-time study (the Alternating Plan).

A student must have a minimum of 12 semester hours of academic work completed with a grade point average of 2.0 or better before being assigned to an employer. Students may apply for admission to the Cooperative Education Program at any time. A student who participated in this type of program in high school will be allowed to waive CWS 101 Cooperative Education I. An individual interested in the Cooperative Education Program should follow the procedures outlined below:

1. Obtain an "Application for Cooperative Education Program" form from a counselor or from a Cooperative Education Office.
2. Complete this form with the required references and make an appointment with the cooperative education instructor for an interview.
3. The instructor will interview the student with regard to career interests and possible cooperative assignment.
4. If the student is accepted into the program, the cooperative education instructor will assign an appropriate training position.

## COURSE DESCRIPTIONS

The following are descriptions of courses of instruction offered at Pasco-Hernando Community College. Any courses may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action. Courses with no designation are college transfer and are accepted by most colleges. Courses designated with "+" are designated as vocational or occupational and may transfer only to a senior college which offers a Bachelor's Degree in that area. Courses designated with "\*" are considered both vocational and academic. See the catalog of a particular institution to determine if such courses are transferable.

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

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

## COURSE DESCRIPTIONS

### AGRICULTURE-BUSINESS TECHNOLOGY

**+ AGP 260 Forage, Cover and Grain Crops** **3 Credits**

Scientific and practical considerations in the production of hay, cover and grain crops, and their importance to livestock. Three class hours.

**+ AGP 261 Soil Science and Fertilizers** **3 Credits**

The properties, classification and commercial utilization of soils, basic geology, principles of soil fertility, soil management, cover crops, pH control and soil amendments. Basic fertilization principles, mixing practices, and the laws governing the use of fertilizers. Three class hours.

**+ AGP 270 Agriculture Employment Practicum** **3 Credits**

Students will be assigned to an agricultural business for practical work experience in his or her major field. Three class hours.

**+ AME 260 Agriculture Equipment** **3 Credits**

Farm tractors and field equipment in Florida agriculture, including power unit, tilling, cultivating, spraying, and harvesting machines. Emphasis on the function, operation, preventive maintenance, and management of equipment. Three class hours.

**\* APR 101 Agri-Business Technology** **3 Credits**

Introduction to the field of agri-business. Principles of business as applied to agriculture, economics of the agricultural industry and the individual farmer or citrus grower. Three class hours.

**+ APR 161 Agricultural Economics and Accounting** **3 Credits**

Production, distribution, and consumption of agricultural products with emphasis on farm bookkeeping, and the study of governmental controls and regulations regarding agricultural production and marketing. Three class hours.

**+ APR 261 Citrus Processing** **3 Credits**

Fundamental principles involved in processing citrus into various products and by-products. Three class hours.

**+ APR 262 Citrus Culture** **3 Credits**

The origin and growth of the citrus production industry including citrus varieties, nursery practices and establishment, development, and maintenance of groves. Three class hours.

**+ ASC 120 Animal Science** **3 Credits**

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

+Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**\* ORH 221 Ornamental Horticulture** **3 Credits**

A review of plant structure, heredity, and environment in relation to growth, adaptation, and management of ornamental plants. The identification and landscape use of ornamental plants most commonly used in Florida. Includes a specific study of turf, soils and soil fertility, plant propagation, insect and disease control, and landscape maintenance of lawn, shrubs and trees. Three class hours.

#### **ANTHROPOLOGY**

**ANT 220 Introduction to Cultural Anthropology** **3 Credits**

A study of the nature of culture, personality, and social organization of man. Emphasis is placed on the customs of pre-literate people. Three class hours.

**ANT 230 Introduction to Physical Anthropology** **3 Credits**

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

#### **ART**

**APD 131 Ceramics** **3 Credits**

An introduction to the methods of building with clay. Six class and studio hours.

**APD 132 Advanced Ceramics** **3 Credits**

Advanced emphasis on creative clay application, which will also deal with the technical aspects of preparing and mixing glazes and technical operation of kiln firing. Six class and studio hours.

**ART 101 Drawing I** **2 Credits**

Introduction to the basic disciplines of drawing through the use of still life, landscape, and the figure. Four class and studio hours.

**ART 102 Drawing II** **2 Credits**

*Prerequisite:* ART 101 or consent of instructor. A continuation of ART 101. Four class and studio hours.

**ART 110 Art Appreciation** **3 Credits**

A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media or art expression. Three class hours.

**ART 231 Painting I** **2 Credits**

*Prerequisite:* ART 101 or demonstrate proficiency to instructor. Studio problems in painting involving contemporary styles, techniques and materials of painting. Four class and studio hours.

**ART 232 Painting II** **2 Credits**

A continuation of Painting I on an advanced level of proficiency. Emphasis placed on individual experimentation. Four class and studio hours.

## BANKING

Courses with FCR prefix are approved by the American Institute of Banking.

**+ FCR 163 Analyzing Financial Statements** **3 Credits**

This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. Three class hours.

**\* FCR 181 Principles of Bank Operations** **3 Credits**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. Three class hours.

**+ FCR 182 Loan and Discount** **3 Credits**

This course teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concepts of attachment, perfection, priority, default, and foreclosure. Three class hours.

**+ FCR 183 Home Mortgage Lending** **3 Credits**

This course approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage loan officer in overall portfolio management. Three class hours.

**+ FCR 184 Bank Letters and Reports** **3 Credits**

This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. Three class hours.

**+ FCR 261 Credit Administration** **3 Credits**

This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems and regular as well as unusual types of loans are discussed. Three class hours.

**+ FCR 263 Bank Public Relations and Marketing** **3 Credits**

This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**+ FCR 266 Installment Credit**

**3 Credits**

In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three class hours.

**+ FCR 268 Savings and Time Deposit Banking**

**3 Credits**

This course reflects a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. Three class hours.

**+ FCR 269 Trust Functions and Services**

**3 Credits**

This course presents a complete picture of the services rendered by institutions engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions. Three class hours.

**+ FCR 281 Money and Banking**

**3 Credits**

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three class hours.

**+ FCR 282 Law and Banking**

**3 Credits**

An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collection, documents of title, and secured transaction. Emphasis is on the Uniform Commercial Code. Three class hours.

**+ FCR 283 Bank Management**

**3 Credits**

This course presents new trends which have emerged in the philosophy and practice of management. The student and application of the principles outlined provide new and experienced bankers with a working knowledge of banking management. Since case study is becoming well established as an effective management learning technique, the text introduces the use of cases as a new element. Three class hours.

## BIOLOGICAL SCIENCE

### **ANA 115 Anatomy and Physiology**

**4 Credits**

This course is designed for students interested in allied health fields. It includes study of ten human systems. Anatomical and physical factors will be emphasized and basic physiological mechanisms will be considered. Laboratory techniques, demonstration, and appropriate anatomical specimens will be studied. Three lecture hours and three lab hours.

### **BIO 101 Introduction to Contemporary Life Science I**

**3 Credits**

A non-laboratory course designed to fulfill the general education requirements for students not planning to major in biology. This course develops an understanding of the basic life processes, the relationships of organisms and environment, man's impact on his life support systems, and some of the effects of drug abuse and pollution. Three class hours. BIO 101 and 102 do not have to be taken in order.

### **BIO 102 Introduction to Contemporary Life Science II**

**3 Credits**

A non-laboratory course designed to fulfill the general requirements for students not planning to major in Biology. This course develops an understanding of reproduction and development, inheritance and mutation, basic principles of ecology, the evolutionary concept, and the biological future of man. Three class hours. BIO 101 and 102 do not have to be taken in order.

### **BIO 103 Fundamentals of Biology**

**4 Credits**

An introduction to basic biological principles emphasizing the common attributes of all living organisms. These unifying concepts of biology include the chemical structure of living matter, the structure and function of the cell, specialized cells, major functions, control systems, reproduction, genetics, evolution, and ecology. This course is intended for those planning to major in biology. Three lecture hours and three lab hours.

### **BIO 241 Microbiology**

**4 Credits**

*Prerequisite:* BIO 103. *Pre or Corequisite:* CHE 101 or CHE 110. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology, genetic mechanisms, and their effect upon organisms. Three lecture hours and three lab hours.

### **BOT 101 Botany**

**4 Credits**

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

### **ECY 101 Man and Environment I**

**3 Credits**

A general education course designed to provide students and the public with an understanding of man's interdependence with his environment and his responsibilities for it. Many aspects of our environmental crisis such as pollution, urbanization, population trends and changes in life styles will be investigated along with present and projected solutions to our problems. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**ECY 102 Man and Environment II****3 Credits**

An interdisciplinary education course designed to provide an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic, and social institutions, differing beliefs and myths, and individual and group maladjustments will be investigated along with the possible solutions. (Credit can be earned for only one course designated: ECY 102 or IDS 140).

**ZOO 101 Zoology****4 Credits**

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

**BUILDING CONSTRUCTION TECHNOLOGY****+ AIC 280 Mechanical Systems****3 Credits**

An introduction course to the environmental control of houses and building with emphasis on equipment design, performance, and maintenance of air-conditioning, heating and steam systems. Three class hours.

**+ APM 160 Introduction to Technical Mathematics****3 Credits**

A review of basic mathematics with applications. Three class hours.

**+ APM 161 Technical Mathematics I****3 Credits**

*Prerequisite:* One year of high school algebra or APM 160. A study of practical algebra with topics which include: linear equations, exponents, complex numbers, quadratic equations, and logarithmic functions. Three class hours.

**+ APM 162 Technical Mathematics II****3 Credits**

*Prerequisite:* APM 161. A study of trigonometry and geometry with practical applications. Three class hours.

**\* BCN 120 Structures I****3 Credits**

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

**\* BCN 121 Structures II****3 Credits**

The principles and practices of commercial and industrial building construction using structural timber, steel, and concrete. Three class hours.

**\* DTG 170 Engineering Drawing****3 Credits**

The study of orthographic projection, cross sections, revolutions, intersections and development. Two hours lecture. Three hours lab.

**\* BCN 170 Architectural Drawing****3 Credits**

*Prerequisite:* DTG 170. The fundamentals of architectural drawing and design including both residential and commercial buildings. Two hours lecture. Three hours lab.

**+ BCN 271 Structural Design** **3 Credits**

*Prerequisite:* APM 162. This course will cover the strength of materials and their reaction when loads are applied. Students will be required to calculate the strength of materials such as wood, concrete and steel. Three class hours.

**+ BCN 280 Construction Estimating** **3 Credits**

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

**+ BCN 281 Codes, Contracts, and Specifications** **3 Credits**

A review of the various statutes, codes, contracts and specifications which are related to the building industry. Three class hours.

**+ CIT 270 Surveying I** **3 Credits**

*Prerequisite:* APM 162. An introduction to the basic methods of site surveying, use of instruments, and note recording. Site plan development for use in building construction projects is emphasized. Three class hours.

**+ CIT 271 Surveying II** **3 Credits**

*Prerequisite:* CIT 270. An introduction to road surveying with an emphasis on cross sections, vertical and horizontal curves. Three class hours.

**+ ELC 120 Electrical Systems** **3 Credits**

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

**+ PPF 120 Plumbing Systems** **3 Credits**

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

**\* MTY 260 Engineering Mechanics** **3 Credits**

*Prerequisite:* APM 162. The study of force systems including measurements of inertia, vector analysis, trusses and friction. Three class hours.

**\* STT 280 Strength of Materials** **3 Credits**

*Prerequisite:* APM 162. Investigation of various building materials as to their stresses, strains, elasticity, and deflection. Three class hours.

## **BUSINESS**

**+ AAC 240 Federal Income Tax Principles** **3 Credits**

This course is designed to familiarize students with the federal income tax structure and to provide training in the application of the tax principles to specific tax problems. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\* Vocational and academic transfer.



**\* ACC 200 Principles of Accounting I** **3 Credits**

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

**\* ACC 201 Principles of Accounting II** **3 Credits**

*Prerequisite:* ACC 200. An introduction to the formation, liquidation, and dissolution of partnerships and corporations. Accounting for stocks and bonds. And introduction to job-order costing and standard costing; and financial statement analysis as an aid to management decision making. Three class hours.

**\* ACC 202 Intermediate Accounting I** **3 Credits**

*Prerequisite:* ACC 201. A continuation of the accounting principles involved in measuring income, expense, and the valuation of assets. Three class hours.

**\* ACC 203 Intermediate Accounting II** **3 Credits**

*Prerequisite:* ACC 202. Accounting for stockholders equity and stock transactions, long-term liabilities, and investments in corporate securities. Attention is given to statements from incomplete data and the correction of errors. Three class hours.

**\* ACC 210 Cost Accounting** **3 Credits**

*Prerequisite:* ACC 203. Interpretation and analysis of cost into three major areas: 1. Planning and controlling routine operations (break-even analysis; job order process cost systems), 2. Inventory valuation and income determination (standard costing), 3. Policy making and long-range planning (capital budgeting). Three class hours.

**\* APM 120 Business Mathematics** **3 Credits**

A mathematical treatment of financial problems arising in modern living. The principal purpose of this course is to develop skill in the handling of business transactions. It covers such topics as: percentage, inventories and turnover, simple interest and present value, depreciation, and payroll. Three class hours.

**\* BAN 205 Principles of Finance** **3 Credits**

This is a survey of public and private finance. Emphasis is placed on current problems of finance and the development of basic principles. The major topics of study include: the monetary and credit systems of the United States, funds for capital markets, the supply of funds, and credit policies and problems. Three class hours.

**\* BDP 160 Introduction to Data Processing** **3 Credits**

This course is a general survey of what a computer system is, how it works and uses to which it is applied. Both hardware and software will be covered, but actual programming will not be included. The student will be required to investigate the application of computers to his particular field of interest. Three class hours.

**\* BDP 165 Cobol** **3 Credits**

*Prerequisite:* BDP 160. Cobol is a widely accepted business programming language. Basic concepts of COBOL will be taught. The course will develop skills, understanding and usage of the COBOL language. Programs written will be compiled, tested and debugged on the Xerox 530 computer. Sample data will be processed. Three class hours.

**\* BUN 270 Business Correspondence** **3 Credits**

*Prerequisite:* TYG 170 or consent of instructor. Writing clear, forceful and effective business letters. Construction of letters dealing with orders, inquiries, adjustments, credits, collections, sales and applications for employment. Three class hours.

**\* BUW 260 Business Law I** **3 Credits**

Business law which considers the nature and source of our laws, law courts and courtroom procedures. Legal principles covering crimes and torts with emphasis on contracts, agency, employment, and partnerships with relevant provisions of the Uniform Commercial Code. Three class hours.

**\* BUW 261 Business Law II** **3 Credits**

*Prerequisite:* BUW 260. Business law with emphasis on the laws affecting corporations, real property, personal property, secured transaction, sales, commercial paper, insurance, and bankruptcy. Three class hours.

**\* CPR 120 RPG Programming** **3 Credits**

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

**\* CPR 220 FORTRAN Programming I** **3 Credits**

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

**\* ECO 210 Principles of Economics I** **3 Credits**

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

**\* ECO 211 Principles of Economics II** **3 Credits**

*Prerequisite:* ECO 210. 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; macroeconomics. Three class hours.

**\* FMC 230 Office Machines** **3 Credits**

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

**\* MAG 161 Principles of Marketing** **3 Credits**

The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinates of demand which make up the marketing environment — the economic, psychological, sociological, and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process are introduced. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\* Vocational and academic transfer.

**\* MAG 240 Salesmanship** **3 Credits**

A study of principles underlying all selling activities. This course presents principles and problems in personal selling relating to prospecting, pre-approach, approach, demonstration, meeting objections, and closing the sale. Three class hours.

**\* SAM 126 Personal Finance** **3 Credits**

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

**\* SAM 160 Introduction to Business** **3 Credits**

Fundamentals of business organization, operation, finance, principles of taxation, insurance, marketing, and factors of production. Three class hours.

**\* SAM 240 Principles of Management** **3 Credits**

*Prerequisite or Corequisite:* SAM 160. The basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises. An opportunity to relate the material to actual situations is provided by the use of case studies. Three class hours.

**+ SAM 260 Personnel Management** **3 Credits**

A systematic analysis of personnel problems in organization with emphasis placed upon employee procurement, development, compensation, motivation, communications and the relationship between employer-employee representative. Three class hours.

**\* STS 170 Shorthand I** **3 Credits**

A beginning course in the principles of Gregg shorthand, Diamond Jubilee Series with some dictation and transcription practice. Open only to students who have had no previous shorthand or less than one year of high school shorthand. Three class hours.

**\* STS 171 Shorthand II** **3 Credits**

*Prerequisite:* STS 170 or one year of high school shorthand (Gregg). A continuation of Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. Three class hours.

**+ STS 260 Office Procedures I** **3 Credits**

*Prerequisites:* STS 170 and TYG 170 or consent of instructor. This course provides for the development of secretarial concepts and instruction and practice in various office duties such as typewriting, copying and duplicating techniques, processing mail, dictating and transcribing responsibilities, mailing and shipping services, and telephoning and telegraphing services. Three class hours.

**+ STS 261 Office Procedures II** **3 Credits**

*Prerequisites:* STS 170 and TYG 170 or consent of instructor. This course provides for instruction and practice in the following office duties: filing, writing travel itineraries, fulfilling responsibilities for meetings, using data processing and communications techniques, handling banking services, investment and insurance records, payroll records and the legal facets of secretarial work.

**\* STS 270 Shorthand III** **3 Credits**

*Prerequisite:* STS 171 or two years of high school shorthand. This course reviews the theory of Gregg Shorthand, Diamond Jubilee Series, and develops the ability to take dictation and transcribe rapidly and accurately. Emphasis is given to arrangement, punctuation, and correct English usage. Three class hours.

**\* STS 271 Shorthand IV** **3 Credits**

*Prerequisite:* STS 270. A continuation of STS 270. Three class hours.

**+ STS 280 Procedural Law for Legal Secretaries and Court Clerks I** **3 Credits**

This course will present basic legal terminology with an orientation to case tract and general procedures, small claims, landlord/tenant suits-at-law, equity, domestic, guardianship, probate, mental health, appeals, and bankruptcy. Students will be able to correctly select and complete the appropriate forms. Three class hours.

**+ STS 281 Procedural Law for Legal Secretaries and Court Clerks II** **3 Credits**

This course will present basic legal terminology and provide a basic understanding of the rules and procedures in criminal law and court procedures with an emphasis on case track and general procedures, misdemeanors, felonies, juveniles, appeals, and traffic. Students will be able to correctly select and complete the appropriate forms. Three class hours.

**+ STS 282 Procedural Law for Legal Secretaries and Court Clerks III** **3 Credits**

This course will present basic legal terminology with an orientation to land records including transfer of title or use, liens, personal property, and documentary taxation. Other subject areas include ad valorem taxation, business organizations, records management, and traffic administration. Students will be able to correctly select and complete the appropriate forms. Three class hours.

**\* TYG 170 Beginning Typewriting** **2 Credits**

A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. Three class hours.

**\* TYG 171 Intermediate Typewriting** **2 Credits**

*Prerequisite:* TYG 170 or one year of high school typewriting. A continuation of TYG 170. Three class hours.

**\* TYG 270 Advanced Typewriting** **2 Credits**

*Prerequisite:* TYG 171 or two years of high school typewriting. Continuation of basic and production skill-building with further application of these skills to advanced office problems. Three class hours.

## CHEMISTRY

**CHE 101 Chemistry** **4 Credits**

Chemical symbols, formulas, and equations, states of matter; electronic structure and bonding; thermodynamics; solutions; acids and bases; equilibrium and rules of chemical reactions. Three lecture hours and three lab hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**CHE 110 General Chemistry and Qualitative Analysis I****4 Credits**

*Prerequisite:* CHE 101 or one year of high school chemistry. This course covers the concepts of periodicity, atomic and molecular orbitals, bonding, properties related to structure, chemical calculations and their solutions relative to state, energy and equilibrium changes of chemical reactions. Three lecture hours and three lab hours.

**CHE 111 General Chemistry and Qualitative Analysis II****4 Credits**

*Prerequisite:* CHE 110. This course extends the study of chemical principles in: Solutions, thermodynamics, kinetics, coordination complexes, acid-base reactions, oxidation-reduction, electrochemistry, selected metals, nuclear and organic chemistry. Three lecture hours and three lab hours.

**CHE 220 Organic Chemistry I****4 Credits**

*Prerequisite:* CHE 111. A study of carbon compounds with emphasis on reaction mechanisms, single and multiple bonding resonance, nucleophilic reagents, functional groups, condensations, organometallic compounds. Three class hours and three lab hours.

**CHE 221 Organic Chemistry II****4 Credits**

*Prerequisite:* CHE 220. A continuation of CHE 220 giving consideration to carbohydrates, aromatic structure, electrophilic substitution, directive effects, nucleophile substitution, aromatic derivatives, rearrangements. Three lecture hours and three lab hours.

**COOPERATIVE EDUCATION****\* CWS 101 Cooperative Education I****1 Credit**

A seminar which will be taken by every Cooperative Education student either prior to or in conjunction with the first work assignment. This course is designed to meet the needs of the student by assisting in the development of necessary skills related to obtaining and maintaining career employment. Grades of "S" or "U" are awarded. One class hour.

**\* CWS 102 Cooperative Education II****3 Credits**

*Prerequisite or Co-requisite:* CWS 101. Supervised work experience pertinent to the student's career plans. The work experience must be in an approved setting with a cooperating employer. Grades of "S" or "U" are awarded.

**\* CWS 201 Cooperative Education III****3 Credits**

*Prerequisite:* CWS 102. Continuation of CWS 102. The opportunity to move into more rewarding and demanding work experiences that are equalled by the student's increasing skills. Grades of "S" or "U" are awarded.

**EDUCATION****EDU 101 Introduction to Education****3 Credits**

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

**EDU 181 Individual Study in Education****3 Credits**

The focus of this course is the implementation of individualized instruction in the kindergarten through secondary school classroom. Three class hours.

**\* EPE 111 Early Childhood Development and Education****3 Credits**

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 are stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and also are essential for achieving the experiences and the attitudes that characterize an enriched school program. Observation of children in school situations is required. Three class hours.

**\* EPE 205 Preschool Activities****3 Credits**

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 are stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. Three class hours.

**\* ERE 204 Current Approaches in Teaching Reading****3 Credits**

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

**+ OCC 010 Orientation to the World of Education and Work****3 Credits**

A view of the role of education and work in the community and the expectations placed upon individuals and families by the mores, laws, and traditions of society. Three class hours.

**ENGLISH****+ ENG 111 Communication Skills I****3 Credits**

This course, designed primarily for students in occupational programs, improves the listening, speaking, reading, and writing skills of students. It includes reading for comprehension; necessary review and study of functional grammar, usage, punctuation, capitalization, spelling and vocabulary; and practice in writing clear sentences, unified and adequately developed paragraphs, and effective letters. Conferences provide individual instruction. Not intended for transfer, this course may or may not be transferable to another college or university depending upon the policy of the receiving institution. Three class hours.

**+ ENG 112 Communication Skills II****3 Credits**

*Prerequisite:* ENG 111. A continuation of ENG 111. In addition, the course includes the reading of essays, fiction, and poetry; the writing of short essays, summaries, synopses, and reports; the making of oral reports; additional work in functional usage, punctuation, spelling and vocabulary. Not intended for transfer, this course may or may not be transferable to another college or university, depending upon the policy of the receiving institution. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**\* ENG 121 English Composition I****3 Credits**

Designed to develop composition skills through purposeful reading, logical thinking and the application of principles of rhetoric. 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 student's own writing. Conferences provide individual instruction. Three class hours.

**\* ENG 122 English Composition II****3 Credits**

*Prerequisite:* ENG 121. A continuation of ENG 121. It provides further instruction in the planning, organization, and writing of essays. It stresses methods of library research and effectiveness and appropriateness of style. The readings include selections from literature to stimulate writing. Three class hours.

**ENG 160 College Reading Techniques****3 Credits**

A developmental reading course designed to develop and improve college reading skills, stressing proficiency in comprehension, flexibility of rate, study skills in subject areas, test-taking competence, and vocabulary improvement. Practice with specialized equipment and materials is provided. Recommended for the average student who wishes to improve his reading potential. Three class hours.

**+ ENG 901 Fundamentals in English****3 Credits**

Involves individualized instruction in the areas of reading, writing, speaking, and listening skills. Through a variety of diagnostic measures the student's entrance level of performance in each of these areas will be determined and a program of studies to meet the individual needs will be pursued. Grades of "S" or "U" are awarded. Four class hours.

**LIT 210 British Literature I****3 Credits**

*Prerequisite:* ENG 121 or consent of instructor. An introduction to the main literary traditions from Beowulf through Restoration and Eighteenth Century. Study of the best and most characteristic writing of these periods. Three class hours.

**LIT 211 British Literature II****3 Credits**

*Prerequisite:* English 121 or consent of instructor. A continuation of the study of British literature, covering the nineteenth and twentieth centuries in the context of the history and society of the times. Three class hours.

**LIT 220 American Literature I****3 Credits**

*Prerequisite:* ENG 121 or consent of instructor. A critical study of selections from American literature: Colonial period to the late 19th century. Three class hours.

**LIT 221 American Literature II****3 Credits**

*Prerequisite:* ENG 121 or consent of instructor. A survey of the major movements and representative authors in American literature: 1865 through the twentieth century. Three class hours.

## ENVIRONMENTAL POLLUTION CONTROL

**+ EVT 110 Lab Analysis Techniques I** **3 Credits**

Designed to provide water and wastewater operators with a working knowledge of chemistry as applied to water and wastewater plants. Five lecture and laboratory hours.

**+ EVT 120 Operation & Management of Wastewater Treatment Plants** **3 Credits**

The functions and processes of wastewater treatment plants, and the standard methods involved in their operation and management. Emphasis on the functions of plant equipment and the identification and correction of malfunctions. Three class hours.

**\* EVT 161 Fundamentals of Environmental Science** **3 Credits**

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

**\* EVT 162 Waste Disposal: Solid, Liquid, Radioactive** **3 Credits**

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

## FOOD SERVICE

**\* FSM 160 Introduction to Food Service** **3 Credits**

A general course intended to familiarize the student with all aspects of the food service industry. A survey of functions of different types of food service. Field trips and guest lecturers representative of local food service establishments. Three class hours.

**\* FSM 161 Nutrition** **3 Credits**

A course emphasizing normal nutrition and the relation between good nutrition and general well-being. Objective of the course is to impress the student with necessity of relating knowledge gained here to his life style. Three class hours.

**+ FSM 163 Food Accounting and Cost Control** **3 Credits**

The study of the policies and procedures involved in accounting in the food service industry and the methods used for controlling food and other costs. Three class hours.

**+ FSM 164 Food Service Equipment** **3 Credits**

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

**+ FSM 170 Basic Food Preparation** **3 Credits**

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

+ Vocationally oriented, consult receiving institution for transfer information.

\* Vocational and academic transfer.



**+ FSM 280 Food Service Sanitation and Safety** **3 Credits**

A study of the general principles of sanitary food handling and necessity of maintaining safe and sanitary facilities for the well being of the consumer as well as safe working conditions of the employees. Three class hours.

**+ FSM 281 Food Service Supervision and Management** **3 Credits**

A study of the principles of management particularly as they apply to the food service industry. Students will be taught the role of the supervisor or manager in organizing and directing the work of his employees and his responsibility for planning and coordinating their activities. Three class hours.

**+ FSM 282 Food Purchasing and Storage** **3 Credits**

A study of purchasing procedures and policies in quantity food service operations. Students will also be taught the proper procedures for receiving, storing and controlling food and other supplies. Three class hours.

**+ FSM 283 Food Merchandising** **3 Credits**

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

**+ FSM 290 Quantity Food Preparation** **3 Credits**

Study and laboratory experience in the preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes and portion control will be included. Three class hours.

**+ FSM 292 Areas of Food Service Specialization** **3 Credits**

A course designed to permit the student to acquire experience in the actual operation of the area of food service in which he desires to specialize. The class time is spent reviewing principles learned in prerequisite courses as they pertain to the area of specialization as well as discussion of the problems as they occur in the actual operation. Three class hours.

## FRENCH

**FRE 101 Elementary French** **3 Credits**

Introduction to French with emphasis on auditory comprehension, oral production and control of structure. Three class hours.

## GEOGRAPHY

**GEO 210 World Regional Geography** **3 Credits**

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

**GEO 218 Geography of North America** **3 Credits**

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

## HEALTH

### \* EME 130 Fundamentals of Emergency Medical Care

4 Credits

*Prerequisite:* Hold a standard first aid certificate issued by Red Cross or equivalent. Introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Included is information concerning basic structure and function of the body systems. Emergency procedures for life-threatening problems will be demonstrated with return practice in the college laboratory. There will be clinical laboratory practice in selected emergency rooms in hospitals. This course meets the requirements as recommended by the American College of Orthopedic Surgeons of the AMA. Three class hours and three lab hours.

### + EME 160 Advanced Emergency Medical Technology I

8 Credits

*Prerequisites:* HEN 112, EME 130, MRT 270. Advanced theory will be presented in conjunction with the state-approved Emergency Medical Technical II Modular Curriculum, Modules I through VII. Specific areas of study will include modular content relating to the EMT II role in Florida, skills for the EMT II, shock, cardiology and pulmonary emergencies, and general medical and traumatic emergencies. This course must be taken in conjunction with EME 170. Eight class hours.

### + EME 170 Advanced Emergency Medical Technology Laboratory I

3 Credits

*Prerequisites:* HEN 112, EME 130, MRT 270. Local clinical experiences will be provided, and feasible structured experiences will be planned for each student in a hospital emergency department, intensive care unit, coronary care unit, and laboratory. Observational experiences will be planned in an operating room and an autopsy laboratory. Clinical-related theory from the state-approved Emergency Medical Technician II Modular Curriculum, Modules I through VII, will be presented in seminary throughout the course. This course must be taken in sequence along with EME 160. Nine lab hours.

### + EME 180 Advanced Emergency Medical Technology II

4 Credits

*Prerequisites:* HEN 110, EME 130, MRT 270, EME 160, and EME 170. Advanced theory will be presented in conjunction with the state-approved Emergency Medical Technician II Modular Curriculum, Module VIII. The specific area of study will be modular content relating to extrication technology. The course must be taken in sequence along with EME 190. Four class hours.

### + EME 190 Advanced Emergency Medical Technology Laboratory II

6 Credits

*Prerequisites:* HEN 110, EME 130, MRT 270, EME 160 and EME 170. Extended clinical experiences will be provided at a major health facility, and feasible structured experiences will be planned for each student in a pediatric unit, delivery suite, and a mental health or crisis intervention center. Physician supervision and written approval of specified procedures performed by each student will be mandatory during this course in order that each student will attain with competency the designated course objectives. The course must be taken in sequence along with EME 180. Eighteen lab hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**+ EME 191 Emergency Medical Technology Internship 6 Credits**

*Prerequisites:* HEN 110, EME 130, MRT 270, EME 160, EME 170, EME 180 and EME 190. An internship totaling 288 hours in the field, which will include active rescue service experience with a functioning mobile emergency care unit, will be planned to meet each student's individual needs. The specified procedures to be both supervised and approved by a physician must be accomplished by the completion of this course. Eighteen lab hours.

**HEN 107 Personal and Community Health 3 Credits**

A study of health problems which are of major importance to our society. Emphasis is placed on the general principles involved in our present understanding of health related areas. Three class hours.

**HEN 110 Standard First Aid and Personal Safety 1 Credit**

A course dealing with first aid skills to be used in the treatment of injuries in an emergency. Students successfully meeting the requirements of this course with a grade of "C" or better will be issued the American Red Cross Standard Certificate. One class hour.

**HEN 112 Advanced First Aid and Emergency Care 3 Credits**

Designed to meet the needs of individuals and groups who are in a position to provide first aid and emergency care frequently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. Three class hours.

**MRT 270 Medical Terminology 3 Credits**

Emphasis is on the handling of medical forms; filing; records; medical terminology and transcription; and medical office procedures. Three class hours.

## HISTORY

**HIS 101 Western Civilization I 3 Credits**

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

**HIS 102 Western Civilization II 3 Credits**

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

**HIS 204 History of The United States I 3 Credits**

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

**HIS 205 History of The United States II 3 Credits**

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

**HIS 253 History of Florida****3 Credits**

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

**HIS 280 The Adams Chronicles****3 Credits**

A social history of the United States from 1750 to 1900, centered around the four generations of the Adams family, showing their role in major events of the period.

**HUMANITIES****HUM 201 Humanities I****3 Credits**

A study of the ideas and ideals which characterize the moral, intellectual and aesthetic activities of early civilizations through the Medieval period. Emphasis is placed upon man's speculative and creative nature as it is reflected in his literature, his art, his music, his philosophy, and his religions. Three class hours.

**HUM 202 Humanities II****3 Credits**

*Prerequisite:* HUM 201. A continuation of HUM 201. A study of the culture of Western Man from the Renaissance to the present. Three class hours.

**HUM 282 Overseas Study in the Humanities****6 Credits**

A humanities course offering students a study/travel program centered around the cities and countries of the tour. The course will include field experiences, lectures, discussions, humanities area. The student will gain an understanding and appreciation of great and vital ideas through on-site study of great works of art, music, architecture, drama, religion and philosophy in the cultural heritage of Western civilization. Will fulfill requirements in the humanities.

**INTERDISCIPLINARY****\* IDS 101 Bilingual-Bicultural Education and Classroom Techniques in Elementary School****3 Credits**

*Prerequisites:* High school or equivalent and bilingual in English and Spanish. Meets the academic needs of teacher aides involved in a Bilingual Program. The course has been divided into four parts: I-Bilingual Education, II-Classroom Techniques, III-Mexican Culture, IV-Spanish Grammar and pronunciation. Classes will be conducted in Spanish as well as in English. Three class hours.

**\* IDS 102 Bilingual-Bicultural Education II****3 Credits**

This course has been designed to meet the academic needs of teacher aides involved in a Bilingual Program. The course contains Bilingual Education, classroom techniques, Mexican culture and advanced Spanish grammar. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\* Vocational and academic transfer.

**IDS 140 Man and Environment II****3 Credits**

Provides an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic, and social institutions, differing beliefs and myths, and individual and group maladjustment will be investigated along with possible solutions. (Credit can be earned for only one course designation: ECY 102 or IDS 140).

**IDS 141 Ascent of Man****3 Credits**

Focuses on the historical development of scientific achievements, and the impact of these on man's progress throughout the ages. Relates to the advancement of human ideas in relationship to the natural forces of the universe and the continuing emergence of civilization.

**IDS 142 Classic Theatre - The Humanities in Drama****3 Credits**

A study of drama and literature by European authors of the 17th, 18th, and 19th centuries to be developed around a selection of 13 televised plays augmented by textual materials and readings. Filmed segments will be integrated with anthology, book of critical readings, and workbook-study guide. Basic intent of the course is to aid in understanding historical-social backgrounds of the periods represented; to aid in analyzing form and literary importance as an enchantment to enjoying the plays; and to develop learning techniques of interpretation and criticism.

**IDS 150 Individual Discovery****3 Credits**

Helps the student learn more about himself and his relationship with other people. Through the use of testing materials, tape recordings and actual experience in interpersonal relationships the student is made aware of how he is affected by others and how they in turn affect him. Three class hours.

**\* IDS 203 Bilingual Education in Elementary School****3 Credits**

*Prerequisite:* Recommendation of Bilingual Supervisor. Meets the needs of principals, supervisors, counselors and teachers who are dealing with a Bilingual Program. The course has been divided into three parts: I-Bilingual Education, II-Mexican Culture, III-Spanish Language. Parts I and II will be conducted in English and Part III in Spanish. Three class hours.

**\* IDS 204 Bilingual-Bicultural Education in Elementary School II****3 Credits**

This course has been designed to meet the needs of principals, supervisors, counselors and teachers who are dealing with a Bilingual Program. The course is a continuation of Bilingual Education 203. It contains: I-Bilingual Education, II-Mexican Culture, III-Spanish Language. Three class hours.

**LAW ENFORCEMENT****\* LAE 101 Introduction to Law Enforcement****3 Credits**

Introduction to the philosophical and historical backgrounds of law enforcement. Organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. Career orientation. Three class hours.

**+ LAE 160 Introduction of Criminallstics 3 Credits**

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

**+ LAE 161 Criminal Investigation 3 Credits**

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

**+ LAE 162 Police Organization and Administration 3 Credits**

Principles of organization and administration in law enforcement; functions and activities; planning and research; public relations; personnel and training; inspection and control; policy formulation. Three class hours.

**+ LAE 163 Police Operations 3 Credits**

Principles of organization and administration as applied to operational services. Patrol; criminal investigation; intelligence and vice units; juvenile units; traffic administration. Three class hours.

**+ LAE 260 Criminal Law 3 Credits**

The nature, sources and types of criminal law. The classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses. Three class hours.

**+ LAE 261 Police Role in Crime and Delinquency 3 Credits**

A general orientation to the field of criminology. Considers the following topics: development of delinquent and criminal behavior; initial handling and proper referrals; preventive policy techniques. Specific police problems studied, such as addicts, the mentally ill, compulsive and habitual offenders. Special attention given to the police handling of juveniles and youths. Three class hours.

**+ LAE 262 Constitutional Law for Police 3 Credits**

A comprehensive survey of areas of constitutional law important to operational levels of law enforcement; includes a study of cases interpreting applicable provisions of the Bill of Rights; includes study of laws of arrest, search and seizure, right to counsel, self incrimination, interviews, and interrogation, due process of law and the right to a fair trial. Three class hours.

**+ LAE 263 Rules of Evidence in Criminal Cases 3 Credits**

Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence and weight; specifically deals with rules of evidence and procedure of particular importance to the operational level in law enforcement. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**+ LAE 280 Seminar in Police Problems****3 Credits**

*Prerequisite:* Satisfactory completion of 9 hours of LAE courses, Research, writing, and discussion of selected subject areas including foreign police agencies, industrial and retail security, and duties of various government regulatory agencies. Analysis of contemporary police problems. Three class hours.

**LIBRARY SCIENCE****LIS 101 Introduction to the Use of Books and Libraries****3 Credits**

Brief overview of development of books, printing and kinds of libraries; and an introduction to the use of those basic reference materials available in a community college learning resources center. Three class hours.

**LLR 165 Learning Resource Equipment and Materials****3 Credits**

A study of the day-to-day uses, operation and general maintenance of school learning resource center equipment and materials. Sources, scheduling of equipment, print and non-print plus cataloging is covered in the course. Production time includes development of basic materials, bulletin boards, dry mounting, transparencies and tapes. Three class

**MATHEMATICS****MAT 100 Elementary Algebra****3 Credits**

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

**MAT 101 College Mathematics I****3 Credits**

*Prerequisite:* Two years of high school mathematics including one full year of algebra or equivalent. Designed to meet the general education mathematics requirements. Emphasis on concepts. The topics include mathematical logic, set symbolism and terminology number basis, finite mathematical systems, introductory algebra and geometry and introduction to the real number system. Three class hours.

**MAT 102 College Mathematics II****3 Credits**

*Prerequisite:* MAT 101. This is an extension of MAT 101. Among the topics included are: elements of modern geometry, a treatment of rational and irrational numbers, polynomials, inequalities, exponents and radical, linear and quadratic functions, and complex numbers. Three class hours.

**MAT 120 Intermediate Algebra****3 Credits**

*Prerequisite:* One year of high school algebra or MAT 100. This course is designed to prepare students wishing to enter MAT 121 but who have an inadequate or antiquated background in high school algebra. Topics include an introduction to the mathematics of sets; the complex number system; linear, fractional, radical and quadratic equations and inequalities, relations and functions and their graphical representations. Three class hours.

**MAT 121 College Algebra I****3 Credits**

*Prerequisite:* Two years of high school algebra or MAT 120. A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: Factoring, exponents and radicals, linear and quadratic equations, systems of equations, introduction to matrices, graphs, mathematical induction, theory of equations. Three class hours.

**MAT 122 Trigonometry****3 Credits**

*Prerequisite:* MAT 121, 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course treats trigonometric functions as functions of real numbers with trigonometric functions of angles as a subordinate topic. It includes identities, solutions of triangles, complex numbers, and the theory and use of logarithms. Three class hours.

**MAT 231 Calculus and Analytic Geometry I****5 Credits**

*Prerequisites:* MAT 121 and MAT 122 or equivalent. This course emphasizes the line, inequalities, limits and continuity, derivatives, the differential, and conic sections. Five class hours.

**MAT 232 Calculus and Analytic Geometry II****5 Credits**

*Prerequisite:* MAT 231. Emphasized are: the definite integral, applications, differentiation and integration of trigonometric and exponential functions, parametric equations, polar coordinates, and formal methods of integration. Five class hours.

**MAT 233 Calculus and Analytic Geometry III****5 Credits**

*Prerequisite:* MAT 232. Topics include: application of integrals, indeterminate forms, infinite series, vectors, three dimensional analytic geometry, and an introduction to partial differentiation and multiple integration. Five class hours.

**MAT 251 Elementary Statistics****3 Credits**

*Prerequisite:* MAT 101 or three years of high school mathematics. This course includes the study of descriptive statistics covering measures of central tendency and dispersion, frequency distributions, normal distributions, linear regression, correlation, samplings, probability and the normal distribution, hypothesis testing, Student's "t" distribution, and Chi-square test, the "F" distribution, analysis of variance, and non-parametric tests. Three class hours.

**+ MAT 911 Fundamentals in Mathematics****3 Credits**

A study of the operations of arithmetic. Many fundamental skills and concepts are included. Basic algebraic skills and concepts are stressed. The course is designed to prepare the individual for MAT 101. Grades of "S" or "U" are awarded. Four class periods per week.

**MUSIC****MUS 101 Music Appreciation****3 Credits**

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

**MUS 112 Music Theory I****3 Credits**

Basic course for prospective music majors in the fundamentals of music; chord construction and progression; rhythmic and melodic ear training, dictation, sight singing; elements of form analysis, and harmony; simple composition. Three class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.



**MUS 113 Music Theory II** **3 Credits**

*Prerequisite:* MUS 112. Continuation of the basic course with emphasis on further development of musical skills. Application of principles at the keyboard. Three class hours.

**MUS 150, 151, 250, 251 Applied Music** **1 Credit**

Private instruction in voice, piano, organ, woodwind, brass and percussion instruments. Area of specialization required of all music majors. Special fee. Two one-half hour lessons per week.

**MUS 163 Stage Band** **1 Credit**

Designed to give the student a musical experience performing the popular music of the past 30 years. Three lab hours. (Can be taken for credit up to 4 times.)

**MUS 164 College Chorus** **1 Credit**

This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. Three class hours. (Can be taken for credit up to 4 times.)

**MUS 180 Music for the Classroom Teacher** **3 Credits**

Contemporary methods and materials in music for the classroom teacher or supportive personnel will be emphasized. Basic skills and activities which can be utilized in the classroom by the teacher are to be presented. Three class hours.

**MUS 212 Music Theory III** **3 Credits**

*Prerequisite:* MUS 113. The second year in musical theory with emphasis on advanced harmony and chord structure. Examination and analysis of form and varying styles from the past to the contemporary. More advanced problems in composition for various media, and a continued development of aural skills. Three class hours.

**MUS 213 Music Theory IV** **3 Credits**

*Prerequisite:* MUS 212. The final sequence of music theory, continued development of harmonic materials; aural and visual analysis; problems in composition involving form and instrumentation. Three class hours.

#### PHILOSOPHY

**PHI 110 Logic** **3 Credits**

The application of reason to develop logical skills and understanding. The study of deductive and inductive methods used to distinguish correct from incorrect reasoning. Three class hours.

#### PHOTOGRAPHY

**PTY 101 Basic Creative Photography I** **3 Credits**

This course is designed to give the student an introduction to the camera, its mechanics and use. Initial instruction will be given on the photographic process, lighting scenes, exposure, development, and printing of photographs. Three class hours.

**PTY 102 Basic Creative Photography II****3 Credits**

A continuation of PTY 101. Emphasis will be placed on in-depth study of cameras, film, paper, lenses, photographic accessories and darkroom techniques. Three class hours.

**PHYSICAL EDUCATION**

A.A. and A.S. Degree Candidates must consider Physical Education courses as courses outside of the 60 hour requirement.

**PED 104 Basketball****1 Credit**

Instruction in basketball skills, history and rules. Emphasis will be placed on offensive and defensive skills. Team strategy will be developed in the offensive and defensive areas. Two class hours.

**PED 106 Bowling****1 Credit**

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

**PED 112 Golf****1 Credit**

Instruction in skill techniques, history, rules, social and physical values of golf with emphasis on skills at beginning and intermediate levels. Two class hours.

**PED 212 Advanced Golf****1 Credit**

*Prerequisite:* PED 112 or consent of instructor. Instruction in skill techniques, rules, social and physical values of golf with emphasis on skills at intermediate and advanced levels. Two class hours.

**PED 115 Karate****1 Credit**

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

**PED 117 Softball****1 Credit**

Instruction in the history, rules and skills of softball. Emphasis will be placed on the slow pitch game. Opportunity to participate in intra-class league play will be presented. Two class hours.

**PED 118 Tennis****1 Credit**

This is a co-educational course for beginners and is primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational tennis. Two class hours.

**PED 218 Advanced Tennis****1 Credit**

*Prerequisite:* PED 118 or consent of instructor. An advanced course in tennis with emphasis on mastery of actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

**PED 131 Beginning Swimming** **1 Credit**

This is a co-educational course for non-swimmers or for those who are able to swim but a few yards and are not secure in deep water. Two class hours.

**PED 220 Volleyball** **1 Credit**

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

**PED 235 Senior Life Saving** **1 Credit**

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

### PHYSICAL SCIENCE

**PHS 101 Introduction to the Physical Universe I** **3 Credits**

A non-laboratory course designed to fulfill general education science requirements. Acquaints the students with some of the more interesting and useful concepts of the history, development, principles and theories of Physics and Chemistry. Three class hours. PHY 101 and 102 do not have to be taken in order.

**PHS 102 Introduction to the Physical Universe II** **3 Credits**

A non-laboratory course designed to fulfill general education science requirements. Acquaints the students with some of the more interesting and useful concepts in Earth Science, Geology, Earth History and Astronomy. Three class hours. PHS 101 and 102 do not have to be taken in order.

**PHS 103 Energy Systems and Natural Resources** **3 Credits**

A study of our energy fuels and other natural resources, their use, economics and supply. The methods of resource recovery and processing, along with their associated environmental effects will be included. Field trips. Three class hours.

### PHYSICS

**PHY 101 General Physics I** **4 Credits**

*Prerequisite or Co-requisite:* MAT 122. Subject matter includes mechanics, heat, sound. This course is designed for students not majoring in the physical sciences. Three class hours and three lab hours.

**PHY 102 General Physics II** **4 Credits**

*Prerequisite:* PHY 101. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. Three class hours and three lab hours.

## POLITICAL SCIENCE

### **POS 204 American Federal Government** **3 Credits**

A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing relationship of the individual to the government and study of US Constitution. Three class hours.

### **POS 205 State and Local Government** **3 Credits**

Study of state, county, and municipal government with emphasis on the newer tendencies in local government. Three class hours.

### **POS 230 World Perspectives: An Introduction to International Relations** **3 Credits**

*Prerequisite:* POS 204 or instructor approval. 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. Three class hours.

## PSYCHOLOGY

### **SOP 110 Human Relations** **3 Credits**

Drawing from several areas of behavioral science, the course is designed for students in business and technical fields. Also suitable for general education and personal enrichment. Includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations, and other selected topics. Three class hours.

### **PSY 111 Introduction to Psychology** **3 Credits**

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

### **PSY 115 Creative Thinking and Imagination** **3 Credits**

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

### **PSY 215 Futuristics - Learning to Live with the Future** **3 Credits**

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

+ Vocationally oriented, consult receiving institution for transfer information.

\* Vocational and academic transfer.

**PSY 242 Child Psychology****3 Credits**

A developmental study is made of the normal child from birth to the adolescent years. Practical applications are stressed, with their implications for the parent and teacher as well as for the evolving individual. Written reports on observations of several age levels of infancy and childhood are a part of the course. Three class hours.

**PSY 243 Adolescent Psychology****3 Credits**

A study of the normal development, characteristics, and problems of the adolescent period with emphasis on the evolution of desirable adulthood. Three class hours.

**REAL ESTATE****\* RES 160 Principles and Practices of Real Estate****4 Credits**

A study of the legal and economic aspects of real estate. This involves ownership of real property, the real estate market, titles, deeds, mortgages, liens, and taxation. It will familiarize the students with the law and its provisions under which the registrant will operate. This course meets the requirement of the Florida Real Estate Commission for the Salesman's License Examination. (\$5.00 Exam fee required) Four class hours.

**+ RES 162 Real Estate Investment****3 Credits**

This course is an exploration of investment opportunities available today, and the impact of taxation and financing upon the goals and objectives of the investor. Three class hours.

**+ RES 163 Real Estate Appraisal****3 Credits**

This is an intensive course that has been developed to impart a broad understanding of real property appraisal concepts and to teach technical skills employed in their applications to residential properties. It is designed to give the experienced real estate man a basic knowledge of appraisal fundamentals. Three class hours.

**+ RES 281 Real Estate Finance****3 Credits**

Typical topics considered include the problems involved in obtaining mortgage money; money sources, mortgage liability, foreclosure proceedings, debts and pledges, titles and liabilities of mortgagor and mortgagee. Three class hours.

**+ RES 282 Mortgage Broker in Mortgage Lending****3 Credits**

This course offers an exposure to the principles and techniques of mortgage financing and brokerage operations and a background study of the Florida Mortgage Brokerage Act. Three class hours.

**+ RES 283 Current Issues in Real Estate I****3 Credits**

*Prerequisite:* Satisfactory completion of 9 hours of RES Courses. Research, writing, and discussion in selected areas which the prospective licensee will encounter in the real estate profession. Three class hours.

**+ RES 284 Current Issues in Real Estate II****3 Credits**

*Prerequisite:* Satisfactory completion of RES 283. Continued discussion of selected service areas in the real estate field. Three class hours.

## RELIGION

### REL 101 World Religions

3 Credits

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

### REL 210 Old Testament

3 Credits

A study of religious thought and instructions in the Old Testament. Attention is given to the problems of authorship, date, historical setting, and textual criticism. Three class hours.

### REL 212 New Testament

3 Credits

A study of the life and teaching of Jesus, and of the beginnings of church life and thought as reflected in the New Testament. Three class hours.

## SOCIOLOGY

### SOC 201 Introduction to Sociology

3 Credits

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

### SOC 210 Social Problems

3 Credits

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

### SOC 220 Marriage and the Family

3 Credits

A sociological analysis of preparation for marriage and adjustment to family life. Topics include: dating, mate selection, interpersonal relations, sexual adjustment, finance management, child rearing, and family problems. Three class hours.

### SOC 232 Introduction to Crime and Delinquency

3 Credits

Crime and delinquency will be viewed as aspects of socially defined deviant behavior. To be investigated are cultural nature, etiology, causal theories, problems of penology, and programs for treatment and prevention. Three class hours.

### \* SOC 260 Applied Sociology

3 Credits

*Prerequisite:* SOC 232 or SOC 201 or SOC 210. Minimum of 15 hours work at Pasco-Hernando Community College. G.P.A. 3.0 and consent of instructor. A limited number of students are placed with community agencies to serve as closely supervised volunteer workers. Academic credit is given for satisfactory completion of 96 hours of seminar and field work. Weekly meetings with the instructor and a final summary paper on the field experience are required. Six class and field hours.

+ Vocationally oriented, consult receiving institution for transfer information.

\* Vocational and academic transfer.

## SPANISH

### SPA 101 Beginning Spanish

3 Credits

A beginning course covering the fundamentals of Spanish grammar. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audio-visual aids. Three class hours.

### SPA 102 Intermediate Spanish

3 Credits

*Prerequisite:* SPA 101. A thorough review of the principles of grammar. Composition and conversation planned to develop a basic active vocabulary and facility in understanding written and spoken Spanish. Three class hours.

## SPEECH AND COMMUNICATIONS

### COM 102 Introduction to Broadcasting

3 Credits

Introduction to the principles, tools, and skills involved in radio and television broadcasting. Three class hours.

### COM 207 Creative Writing

3 Credits

A course for students desiring experience in writing short stories, poems, novels, personal essays, and magazine articles. Discussion of outstanding contemporary writers' work, group reading, and an analysis of student writing. Three class hours.

### DRA 132 Drama

3 Credits

Planning and execution of such production functions as: scene constructing and painting, costuming, lighting, acting, publicizing, and other responsibilities related to play production. 2.5 lecture hours and .5 lab hours.

### SPE 110 Fundamentals of Speech

3 Credits

This course helps the student improve in oral communication skills. Speech assignments are designed to acquaint the student with the importance of organization, the principle of clarity, interest and persuasion. Three class hours.

### SPE 150 Introduction to Oral Interpretation

3 Credits

The art and technique of interpreting literature. Aesthetics, evaluation and performance in reading aloud prose, poetry, and dialogue are demonstrated and practiced. Three class hours.

### SPE 220 Public Speaking

3 Credits

This course provides practice in the preparation and delivery of various professional public address forms: impromptu, memory, and manuscript reading. It includes analysis of selected public addresses in terms of audience effectiveness and public policy.

+ Vocationally oriented, consult receiving institution for transfer information.

\*Vocational and academic transfer.

## COMMUNITY SERVICE COURSES

Pasco-Hernando Community College will provide such Community Service courses and programs as are needed to serve the citizens of the college district. These courses are designed to meet specific needs and may vary in content, length, and time scheduled.

Community Service activities may be listed into any one of three categories, Avocational, Citizenship, and Vocational.

Avocational Community Services courses are designated with a course prefix of CSA. These courses are designed for the enjoyment of the participant and to enhance and develop leisure time, interest and activities. The cost of these courses are completely supported by the fees collected.

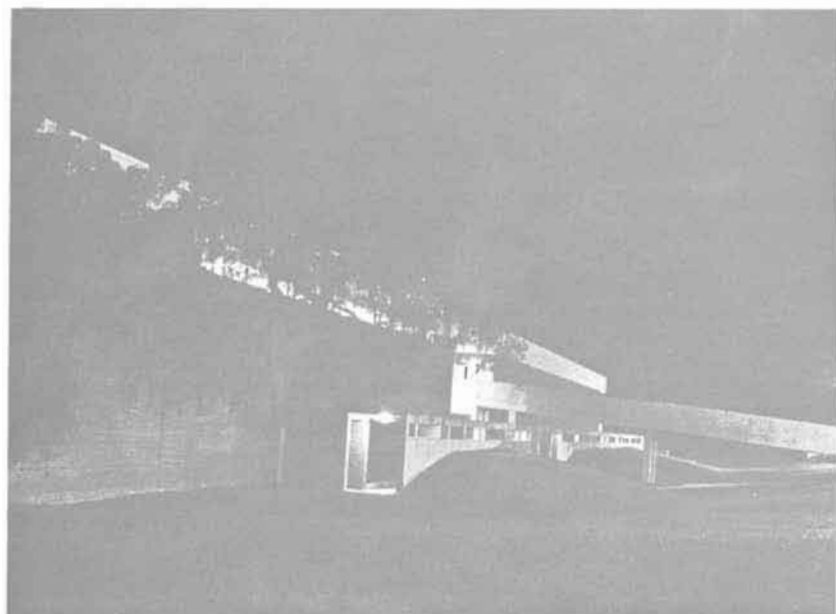
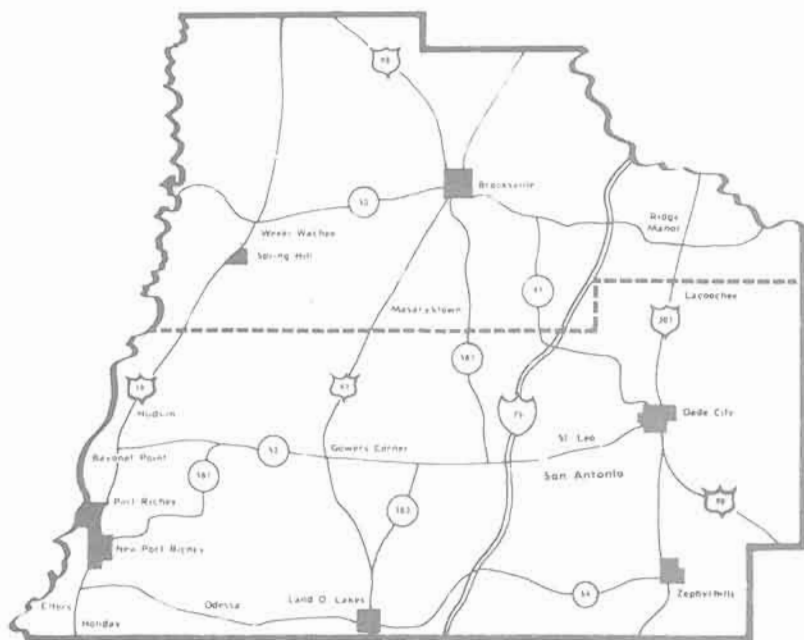
Citizenship courses are indicated by the prefix CSC. These courses are designed to better inform the students as citizens of our community, state, and country.

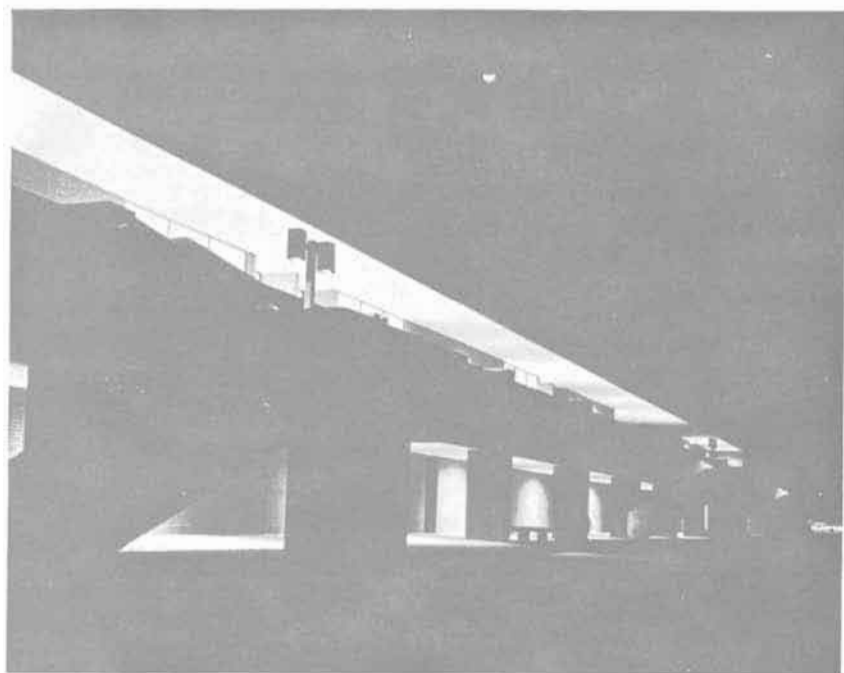
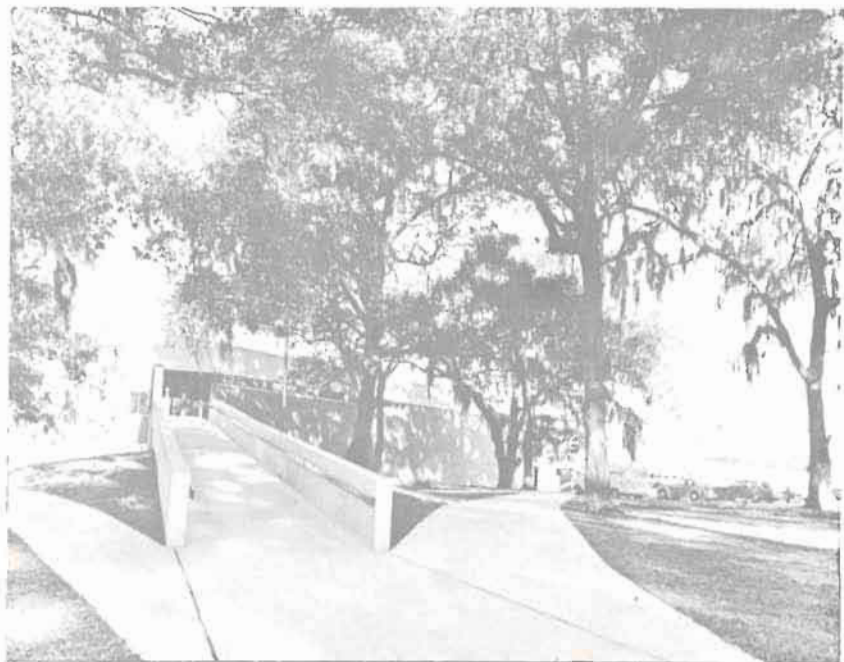
Community Service Vocational courses are designated as CSV and are organized to develop or enhance an individual's occupational skills. Information regarding existing courses or courses which should be developed can be obtained by contacting a Community Service Specialist on any campus of the college.





# PASCO-HERNANDO COMMUNITY COLLEGE DISTRICT





## FACULTY

ALLEN, Carol Ann .....	<b>Instructor,</b> Language Arts, North Campus
B.A., West Virginia Wesleyan College 1967	
M.A., Wayne State University 1970	
ALLEN, Willie Carolyn .....	<b>Instructor,</b> Secretarial Science, East Campus
B.S., Florida State University 1963	
M.S., University of Tennessee 1966	
ANDERSON, Susan L. ....	<b>Librarian,</b> East Campus
B.A., University of Colorado 1962	
M.S., Drexel University 1969	
BLACKWELL, Bishop B. ....	<b>Coordinator,</b> Research & Grants
B.An.E., University of Florida 1954	
M.Ed., University of Illinois 1968	
Ed.D., University of Florida 1975	
BOORMAN, William W. ....	<b>Instructor,</b> Social Science, North Campus
B.A., San Jose State 1960	
M.A., Stanford University 1966	
M.A., Stanford University 1969	
CHARTERS, Arlen E. ....	<b>Coordinator,</b> Data Processing
B.A., Loma Linda University 1959	
CULLIGAN, James A. ....	<b>Dean,</b> East Campus
B.S., University of Florida 1960	
M.S., University of Florida 1969	
Ed.D., University of Tennessee 1973	
CUNNINGHAM, Mac H., Jr. ....	<b>Director,</b> Business Affairs
B.S., Florida Southern College 1957	
DE MEZA, David A. ....	<b>Instructor,</b> Language Arts, West Campus
B.A., State University College, N.Y. 1963	
M.Ed., State University of New York 1967	
DUNCAN, L. Wendell .....	<b>Associate Dean,</b> East Campus
B.S., Georgia Southern College 1953	
M.Ed., University of Florida 1958	
Ed.D., University of Florida 1968	
EAPEN, K. C. ....	<b>Instructor,</b> Language Arts West Campus
B.S., University of Travancore 1943	
M.A., Benares Hindu University 1953	
Ph.D., University of Colorado 1962	

ERGLE, Omar H., Jr. . . . .	Director, Vocational-Technical Programs
B.S.A., University of Florida 1954	
M.A., University of Florida 1955	
ESTEY, Wellington E. . . . .	Assistant Dean, Library Resources & Developmental Programs
B.A., University of South Florida 1968	
M.A., University of South Florida 1970	
EVANS, James W. . . . .	Admission Specialist/ Program Planner/ Placement Specialist, East Campus
B.S., Northeast Missouri State Univ. 1972	
M.A., Northeast Missouri State Univ. 1975	
FISHER, Herbert A. . . . .	Instructor, Mathematics North Campus
B.S., Allen University 1964	
M.Ed., Florida A & M University 1970	
FLOYD, Thomas D. . . . .	Coordinator, Personnel
B.S., Florida A & M University 1966	
M.N.S., University of South Dakota 1972	
GRAUER, Margaret C. . . . .	Instructor, Humanities, East Campus
B.M., North Texas State University 1959	
M.M., Southern Illinois University 1966	
GUDE, Frank C. . . . .	Supervisor, Buildings & Grounds
HAZELL, Brenda S. . . . .	Instructor, Secretarial Science, West Campus
B.S., Western Kentucky University 1970	
M.A., Western Kentucky University 1971	
HELFRICH, David C. . . . .	Instructor, Behavioral Science, West Campus
B.M., University of Rochester 1955	
M.Ed., University of Florida 1964	
Ph.D., University of Georgia 1973	
HERNDON, Janet E. . . . .	Counselor, Financial Aid/ Veteran Affairs, East Campus
B.A., University of West Florida 1970	
M.A., University of South Florida 1973	
HOLLINGSWORTH, James L. . . . .	Instructor, Social Science, West Campus
B.A., University of Texas 1953	
M.A., Texas Christian University 1968	
Ph.D., Texas Christian University 1971	
HOPKINS, John C. . . . .	Instructor, Behavioral Science, East Campus
B.S., East Texas State University 1967	
M.S., East Texas State University 1968	

- JOHNSON, Cynthia L. . . . . **Budgetary Accountant**  
 B.S., Florida State University 1975
- JONES, Milton O. . . . . **President**  
 B.M., Stetson University 1955  
 M.R.E., New Orleans Baptist Theological Seminary 1960  
 M.S.M., New Orleans Baptist Theological Seminary 1960  
 Ph.D., Florida State University 1964  
 Post-Doctoral Fellow, American Council on Education 1968
- JUDSON, Robert W., Jr. . . . . **Assistant Director,  
 Administrative Services &  
 District Financial Aid Officer**  
 B.S., Florida A & M University 1969  
 M.Ed., Florida A & M University 1972
- KENDIG, Harlow E., Jr. . . . . **Associate Director,  
 Data Processing Systems**
- KOHLBERG, James D. . . . . **Coordinator,  
 Public Relations**  
 B.S., University of Kansas 1958
- KRANZ, Carla M. . . . . **Instructor,  
 Humanities,  
 West Campus**  
 B.A., Slippery Rock State College 1968  
 M.M., University of South Florida 1970
- LAMB, Harold V. . . . . **Adult Program  
 Trainer,  
 North Campus**  
 B.S., Morgan State University 1950  
 M.Ed., DePaul University 1965
- MAGOULIS, Bill . . . . . **Instructor,  
 Business Administration,  
 West Campus**  
 B.S., Fairleigh Dickinson University 1968  
 M.B.A., Fairleigh Dickinson University 1974
- MARLETTE, Caroline D. . . . . **Instructor,  
 Language Arts,  
 East Campus**  
 B.S., University of the State of New York  
 at Oneonta 1962  
 M.S., University of the State of New York  
 at Oneonta 1967
- MCGINNIS, Richard A. . . . . **Assistant to the Dean/  
 Community Service Specialist,  
 East Campus**  
 B.S., University of Florida 1972  
 M.S., University of Florida 1975
- MOORE, James R. . . . . **Assistant to the Dean/  
 Business Manager,  
 West Campus**  
 B.S., Indiana University 1950

MORANT, Charles	Dean, West Campus
B.Ed., University of Miami 1957	
M.Ed., University of Miami 1958	
Ph.D., Florida State University 1970	
NEWSOME, Dwight H.	Instructor, Mathematics, West Campus
B.A., University of South Florida 1971	
M.A., University of South Florida 1973	
NOVAK, Leroy F.	Counselor, Financial Aid/ Veteran Affairs, West Campus
B.S., Mankato State College 1959	
M.S., Mankato State College 1965	
O'BRIEN, Dora Mae	Developmental Program Specialist, East Campus
B.S., Marshall University 1956	
M.A., Marshall University 1959	
OLSON, Harriet M.	Executive Assistant to the President
PARKER, Diane M.	Learning Resource Center Supervisor, West Campus
B.A., State College at Boston 1967	
M.A., University of South Florida 1971	
PENDERGRASS, Barbara J.	Counselor, Financial Aid/ Veteran Affairs, West Campus
B.A., South Carolina State College 1973	
M.S., Fort Valley State College 1975	
PENEGOR, Lorinda R.	Computer Programmer
A.A., Edison Community College 1968	
POUNDS, David L.	Instructor, Behavioral Science, North Campus
B.A., Eastern Washington State College 1970	
M.S., Eastern Washington State College 1975	
PROCTOR, William B.	Assistant Dean, North Campus
A.S., Broward County Junior College 1967	
B.S., Florida State University 1969	
M.S., Florida State University 1970	
RESCIGNA, Mary Ellen	Librarian, West Campus
B.A., Fordham University 1972	
M.A., University of South Florida 1975	
RITCH, Stephen W.	Admission Specialist/ Program Planner/ Placement Specialist, West Campus
B.A., University of South Florida 1971	
M.A., University of South Florida 1974	

RODGERS, Charles R. ....	<b>Learning Resource Center Supervisor, East Campus</b>
B.A., University of South Florida 1969	
M.A., University of South Florida 1972	
ROYALL, Hardin J., Jr. ....	<b>Instructor, Building Construction Technology, West Campus</b>
B.S., Appalachian State University 1964	
M.A., Appalachian State university 1965	
SCHWARTZ, Linda H. ....	<b>Instructor, Mathematics, East Campus</b>
B.A., University of South Florida 1970	
M.Ed., University of South Florida 1975	
SISTRUNK, Albert W. ....	<b>Associate Dean, West Campus</b>
B.A., University of Florida 1967	
M.Ed., University of Florida 1972	
Ed.D., University of Florida 1974	
SMITH, Angela Y. ....	<b>Admission Specialist/ Program Planner/ Placement Specialist, North Campus</b>
B.S., Tuskegee Institute 1974	
M.Ed., Tuskegee Institute 1975	
STANABACK, Richard J. ....	<b>Instructor, Social Science, East Campus</b>
B.A., Rutgers State University 1960	
M.A., University of Texas, El Paso 1968	
SUGG, Marjorie A. ....	<b>Instructor, Social Science, West Campus</b>
A.B., Bryn Mawr College 1944	
M.A., Rutgers 1966	
SUTHERLAND, Bruce ....	<b>Community Service Specialist, West Campus</b>
B.S., Edinboro State College 1967	
M.A., Slippery Rock State College 1971	
THOMASSON, Sylvia M. ....	<b>Counselor, Financial Aid/ Veteran Affairs, North Campus</b>
B.S., Florida Southern College 1968	
M.A., University of South Florida 1972	
Ed.S., University of South Florida 1975	
TILLER, B. Joan ....	<b>Instructor, Secretarial Science, East Campus</b>
B.A., University of South Florida 1969	
M.A., University of South Florida 1975	
TULLIS, Sharon A. ....	<b>Learning Resource Center Supervisor, North Campus</b>
B.A., University of South Florida 1970	
M.A.Ed., Western Carolina University 1974	

TURNER, Hugh J., Jr. ....	Vice-President
B.S., U.S. Military Academy 1940	
M.A., Boston University 1959	
Ed.S., University of Florida 1971	
Ed.D., University of Florida 1972	
WALKER, Millard C. ....	Instructor, Humanities, North Campus
B.A., Bard College 1942	
M.A., Columbia University 1946	
WALTON, Hugo W. ....	Assistant to the Dean/ Community Service Specialist, North Campus
B.S., University of Southern Mississippi 1970	
WESTRICK, Robert W. ....	Dean, North Campus
B.A., Bellarmine College 1962	
M.Ed., Xavier University 1963	
Ed.D., University of Alabama 1971	
WILLIAMS, Gaylord T. ....	Instructor, Science, West Campus
B.S., Eastern Michigan University 1963	
M.S., Eastern Michigan University 1964	
WILSON, William F. ....	Coordinator, Records & Reports
A.B., Hillsdale College 1953	
M.A., Michigan State University 1959	
WINSKI, Patricia W. ....	Instructor, Biological Science, East Campus
B.S., University of Minnesota 1942	
M.A., University of Minnesota 1947	
WOLLAM, Michael B. ....	Instructor, Science, North Campus
B.A., Florida Atlantic University 1966	
M.A., University of South Florida 1970	
YANT, James C. ....	Equal Opportunity Officer/Minority Counselor
A.A., Hampton Junior College 1966	
B.S., Bethune-Cookman 1968	
M.Ed., Florida A & M University 1973	



## INDEX

Academic Average and Repeated Courses	10
Academic Policies	10
Academic Probation & Suspension	10
Acceleration of Program	23
Accreditation	1
Accounting	
Program	27
Course Descriptions	50
Administration	IV
Admission	
Eligibility	3
Registration Procedure	5
Agri-business Technology	
Program	26
Course Descriptions	44
Anthropology, Course Descriptions	45
Art, Course Descriptions	45
Associate in Arts Degree	
General Education Program Suggestions	24
Associate in General Studies	38
Associate in Science Degree	25
Athletics	22
Attendance at More Than One Campus	11
Banking	
Program	28
Course Descriptions	46
Biological Science, Course Descriptions	48
Bookstore Services	22
Building Construction Technology	
Program	33
Course Descriptions	49
Business, General	
Program	30
Course Descriptions	50
Calendar for 1976-1977	VII
Career Selection & Placement	16
Certificate Programs	
Building Construction	38
Building Inspector	39
Business	40
Emergency Medical Technology II	41
Food Service	42

General Studies	42
Real Estate	42
Certification and Recency of Credit	10
Chemistry, Course Descriptions	54
Class Attendance	11
Classification of Students	11
College Catalog	2
College Level Examination Program (CLEP)	12
College Transfer Program	24
Community Services	74
Cooperative Education	
Program	43
Course Descriptions	55
Course Descriptions	43
Court Clerk	
Program	29
Course Description	50
Counseling	16
Credit by Examination	12
Curriculum and Instruction	23
Directed Individual Study	15
Disciplinary Procedures	20
District Board of Trustees	IV
District Map	75
Education, Course Descriptions	55
Emergencies	19
Emergency Medical Technology	
Program	34
Course Description	60
English, Course Descriptions	56
Environmental Pollution Control Technology	
Program	35
Course Descriptions	58
Faculty	77
Fees and Expenses	6
Financial Aid and Scholarships	8
Food Service	
Program	36
Course Descriptions	58
French, Course Description	59
Geography, Course Descriptions	59
Grade Dissemination	14
Grade Point Average	13
Grading System	13

Graduation Ceremony	14
Graduation Check	14
Graduation Policy	14
Health, Course Descriptions	60
History of College	1
History, Course Descriptions	61
Humanities, Course Descriptions	62
Identification Cards	16
Incomplete Grades	14
Interdisciplinary, Course Descriptions	62
Job Placement	17
Law Enforcement	
Program	37
Course Descriptions	63
Learning Resource Center	15
Legal Secretary Option	32
Library Science, Course Description	65
Mathematics, Course Descriptions	65
Maximum Student Load	12
Military Service Credit	12
Music, Course Descriptions	66
Objectives	2
Philosophy, Course Description	67
Philosophy, Statement of	1
Photography, Course Descriptions	67
Physical Education, Course Descriptions	68
Physical Science, Course Descriptions	69
Physics, Course Descriptions	69
Political Science, Course Descriptions	70
Psychology, Course Descriptions	70
Real Estate	
Program	31
Course Descriptions	71
Refund Policies	6
Religion, Course Descriptions	72
Residency Information	7
Resolution	IV
Secretarial Science	
Program	32
Course Descriptions	50
Sociology, Course Descriptions	72
Spanish, Course Descriptions	73
Special Student	4
Speech and Communications, Course Descriptions	73

Student Activities . . . . .	22
Student Affairs . . . . .	16
Student Conduct . . . . .	20
Student Financial Aid . . . . .	8
Student Government Association . . . . .	22
Student Handbook . . . . .	23
Student Publications . . . . .	22
Student Records . . . . .	21
Student Use of College Facilities . . . . .	22
Teacher Certification & Recency of Credit . . . . .	10
Testing Services . . . . .	16
Transfer Students . . . . .	3
Veteran Benefits . . . . .	17
Veteran Progress and Probation . . . . .	18
Withdrawal Policy . . . . .	19
Withholding Credits and Transcripts . . . . .	17

