

## PASCO-HERNANDO COMMUNITY COLLEGE

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| William B. Proctor     | Provost, North Campus                           |
| W. Carolyn Allen       | Dean, West Campus                               |
| Robert W. Judson, Jr.  | Dean, East Campus                               |
| Sylvia M. Thomasson    | Dean, North Campus                              |
| Marjorie A. Sugg       | Associate Director of Academic Programs         |
| Wellington E. Estey    | Associate Director of Learning Resource Centers |
| Harlow E. Kendig, Jr.  | Associate Director of Administrative Services   |

### 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.

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**FRONT, Left to Right — Murray R. Grubbs, Mrs. Jack Linville,  
Roy F. Corrigan, Mrs. Travis Slayden.**

**BACK, Left to Right — James H. Sasser, Jr., Milton O. Jones, Lorenzo E. Coffie,  
Leland P. McKeown, Gerald W. Springstead.**

**MISSING — Ander P. Gibbs, Robert L. Williams.**

## **THE DISTRICT BOARD OF TRUSTEES**



**FRONT, Left to Right — Roy F. Corrigan, James Kimbrough, Wayne Cobb.**

**BACK, Left to Right — Donald Elliott, Milton O. Jones, Thomas Deen.**

**MISSING — Charles McKenzie.**

**FOUNDATION  
BOARD OF  
DIRECTORS**



**Pasco-Hernando Community College**  
**Calendar for 1979-80**

**Session I**

**June 15**  
Applications Due for Financial Aid, Session I

**August 22**  
Instructional Staff Reports for Session I

**August 23**  
Classes Begin — Sessions I and IA

**August 27**  
Last Day to Drop/Add Courses and for Re-  
funds, Session IA

**September 3**  
Labor Day; College Closed

**September 7**  
Last Day to Drop/Add Courses and for Re-  
funds, Session I

**October 12**  
Applications Due for Financial Aid, Session II

**November 9**  
Last Day to Apply for Session I Graduation

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

**December 4**  
Last Day to Withdraw with Grade of "W"  
Session I

**December 17**  
Last Day of Classes — Sessions I and IB

**December 18**  
Last Duty Day for Instructional Staff, Session  
I; Grades Due to Campus Dean by Noon

**December 21, 24, 25**  
Christmas; College Closed

**December 26-28**  
Campus Administrative Offices Open for Stu-  
dent Registration, Session II

**Session II**

**December 31-January 1**  
New Year's; College Closed

**January 4**  
Instructional Staff Reports for Session II

**January 7**  
Classes Begin — Sessions II and IIA

**January 10**  
Last Day to Drop/Add Courses and for Re-  
funds, Session IIA

**January 14**  
Last Day to Drop/Add Courses and for Re-  
funds, Session II

**February 15**  
Applications Due for Financial Aid, Session  
III

**March 21**  
Last Day to Apply for Session II Graduation

**April 10**  
Last Day to Withdraw with Grade of "W"  
Session II

**April 25**  
Last Day of Classes — Sessions II and IIB

**April 28**  
Last Day for Instructional Staff, Session  
II; Grades Due to Campus Dean by Noon

**May 4**  
Graduation

**Session III**

**May 5**  
Instructional Staff Reports for Session III;  
Classes Begin — Sessions III and IIIA

**May 7**  
Last Day to Drop/Add Courses and for Re-  
funds, Session IIIA

**May 12**  
Last Day to Drop/Add Courses and for Re-  
funds, Session III

**June 5**

Last Day to Withdraw with Grade of "W",  
Session IIIA

**June 13**

Last Day of Classes -- Session IIIA; Grades  
Due to Campus Dean by 10:00 P.M.

**June 18**

Instructional Staff Reports for Session IIIB;  
Classes Begin -- Session IIIB

**June 20**

Last Day to Drop/Add Courses and for Re-  
funds, Session IIIB



**July 4**

Independence Day; College Closed

**July 22**

Last Day to Withdraw with Grade of "W",  
Session IIIB

**July 30**

Last Day of Classes -- Session IIIB; Grades  
Due to Campus Dean by 10:00 P.M.





## Pasco-Hernando Community College

### History

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

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

The first phase of construction of the East Campus was begun in 1973 and upon completion was dedicated by Governor Reubin O'D. Askew in August 1975. Second phase construction has now started. 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, was completed one year later, and the third phase is presently underway. One hundred acres north of Brooksville were selected in 1974 for the North Campus location. First phase construction for a permanent facility was completed in the summer of 1977 and the second phase is expected to begin shortly.

First phase construction at each campus has been designed to provide 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:

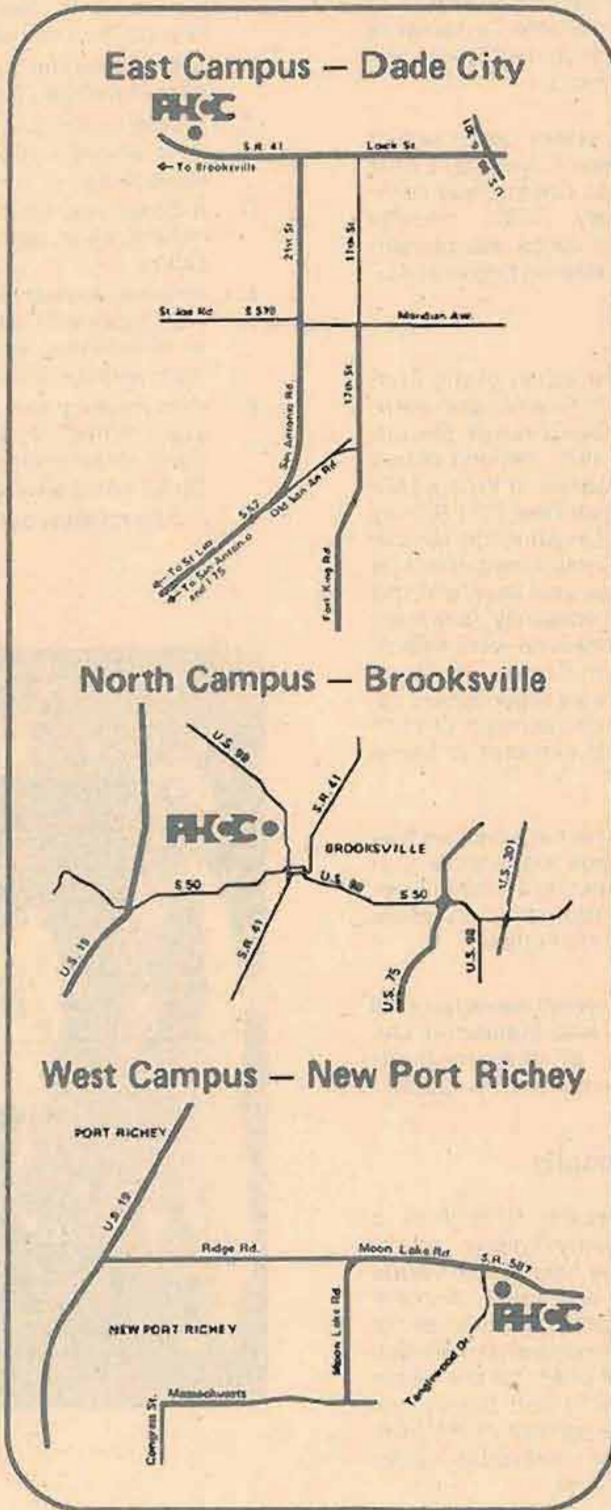
- A. A college transfer program to prepare individuals to continue their education beyond the community college level.
- B. A vocational-technical program to prepare individuals for employment.
- C. A developmental program to provide individuals with opportunities to improve basic skills.
- D. A continuing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



## College Catalog

The college catalog is the official document which outlines the requirements and regulations that relate to students. It is the responsibility of each student to be aware of and understand these requirements and regulations. The student has the option of re-

maining under the catalog provisions in effect at the time of the initial enrollment or electing the provisions of the catalog in effect at the time he or she applies for graduation. A student may remain under the provisions of an earlier catalog for no more than five years.





## Admissions

### Eligibility

There are several ways prospective students can be eligible for admission to Pasco-Hernando Community College.

### Degree Seeking Students

A. Students who have never attended college may be accepted as follows:

1. Graduates of secondary schools accredited by the State of Florida or a regional accreditation agency are accepted in good standing. An official transcript sent from the high school directly to the Records Office is required.
2. Students who have received Certificates of Attendance from a Florida high school may be admitted provided they have a counselor interview prior to first registration. An official transcript sent from the high school directly to the Records Office must be received prior to the interview with a counselor.
3. Graduates from non-accredited secondary schools will be accepted on academic probation if under the age of 19. An official transcript sent from the high school directly to the Record Office is required.
4. Students who have completed the General Education Development test will be admitted in good standing. An official report of the GED scores sent from the granting agency directly to the Records Office is required.
5. Students who are at least 19 years of age, whether or not they have graduated from high school or satisfactorily completed the GED test, but who satisfy all other requirements, are eligible for admission in good standing. A student must submit a high school transcript or GED scores, if either exists, to be classified as degree seeking.
6. Students may be admitted by early admission. A high school senior who has completed most of the requirements for graduation may enroll with the written permission of the high school principal. Credits earned are for high school graduation as well as college credit. When all admission requirements are met, and the student supplies an official transcript indicating

graduation or a letter from a high school official indicating graduation requirements are met, the student may enter P-HCC or have credits transferred to another college.

7. Students may be admitted to the credit bank program. Students may remain in high school but take college credit with written permission from the principal or his designate. An additional written permission from the principal or his designate is required with each new P-HCC registration. Credits will be held in escrow until the student completes all admission requirements. When all admission requirements are met, and the student supplies an official transcript indicating graduation or a letter from a high school official indicating graduation requirements are met, the student may officially 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 from another college may not enter P-HCC until after an interview with a counselor, who will make a determination on admission. Students who are on suspension or who have been dismissed for academic reasons from another college may not enter P-HCC during the semester immediately following that in which the dismissal or suspension was applied. An official transcript sent from each college or university directly to the Records Office is required. (See Item B-3).
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" or better average from P-HCC. Admission will be based on Items A-1 through 5 or B-1. The official transcript sent from the non-accredited college or university directly to the Records Office may be submitted at a later date. (See Item B-3).
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. A student who has been found guilty of campus disruption will not be admitted to P-HCC for a period of two years from the date of such finding.

#### Non-Degree Seeking Students

- C. A student may be enrolled in a transient status at P-HCC without fulfilling admission requirements when accepted at another institution and with the written permission from the registrar of that institution. The written permission from the registrar of the other institution is required with each P-HCC registration.
- D. A student may be enrolled in a dual enrollment status at P-HCC without fulfilling admission requirements when accepted at another institution and with the written permission from the registrar of that institution. The written permission from the registrar of the other institution is required with each P-HCC registration.
- E. A student may be accepted as a special student when at least 19 years of age. A special student need not supply proof of high school graduation or proof of attendance at another college, and may qualify for and be awarded any certificate offered by the college without presenting this documentation. A special student who decides to work toward a degree other than Associate of General Studies must satisfy all admission requirements as listed in Items A or B. A special student is classified as neither a freshman nor a sophomore. A student who has not reached nineteen (19) years of age, but who has graduated or has received a Certificate of Attendance from a Florida high school may be classified as a special student. Special students in this category must provide a high school transcript.
- F. In order to maintain college standards of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed to be in the best interest of the campus at which the student is applying.

#### Admission to Specialized Health Programs

Admission to the Nursing and Emergency Medical Technology Programs is restricted to students selected by the Admissions Committee for Special Programs. Admission to the college does not infer acceptance into

either of these programs. Students are selected to enter in Session I of each year. Information about applications can be obtained from any campus of Pasco-Hernando Community College.

#### Nursing Program

Minimum requirements for consideration of an applicant are:

1. Official high school transcript indicating graduation or G.E.D. scores or equivalent. (A partial transcript of all completed courses will be accepted if the applicant is currently a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the Program.)
2. Cumulative GPA of 2.0 or above on all college courses completed. A "C" or better is required in BSC 1010C and APB 1190C, if attempted.
3. Successful achievement on pre-entrance testing.
4. Evidence of good mental and physical health. A physical examination must be completed prior to the beginning of each academic year. Forms will be provided.
5. Letters of recommendation (minimum of three).

#### Paramedics Program

Minimum requirements for consideration of an applicant are:

1. High school graduation or the equivalent.
2. Current Florida Division of Health EMT Certificate of Registration.
3. Physician's statement of good health and health information form filed with the application.
4. Physical ability to lift and carry a minimum of 100 pounds.
5. Letters of recommendation (minimum of three).

#### Minimum Qualifications For Linkage Program Applicants

Three programs are currently available to a



limited number of applicants from Pasco-Hernando Community College:

Dental Hygiene at St Petersburg Junior College

Physical Therapist Assistant at St. Petersburg Junior College

Nuclear Medicine at Hillsborough Community College

Each program admits one class in the first session of each year, and each class is limited to Florida residents. Applications must be submitted to the Coordinator of Counseling on one of the Pasco-Hernando Community College's campuses no later than February 1 of the year admission is desired. Pasco-Hernando Community College will forward applications from qualified students to the sponsoring college for final selection by that institution.

Minimum qualifications for each Linkage Program are successful completion of a minimum of 15 semester hours of work toward an AA or AS Degree at Pasco-Hernando Community College with a cumulative GPA of 3.0.

### Foreign Students

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission.

1. Pasco-Hernando Community College does not provide, supervise, nor recommend student housing. In addition, the college has three campuses ranging from one-half hour to one hour's driving time between each. Students should decide where they wish to live relative to any one campus, and be aware that not all courses are offered at any one time on every campus. Public transit is very limited and the college does not offer inter-campus transportation. Therefore, foreign students should arrive several weeks in advance of enrollment to arrange for their own housing and transportation.
2. The college does not provide transportation or monies to students. Foreign students must make their own arrangements and have available sufficient funds to cover any expenses which may be incurred.
3. The student must submit a complete academic record. All documents should

be submitted in the language of the country, accompanied by English translation preferably certified by the United States Consulate. The college does not accept transfer credits from foreign institutions except those from countries where English is an official language. International students on a visa are required by the United States Immigration regulations to be enrolled full-time.

4. Applicants must submit evidence that they are proficient enough in oral and written English to do satisfactory work in English. Evidence of this may be one or more of the following:

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

5. Students must meet the standards of progress applicable to all students, and must enroll as a full-time (12 semester hours) student in order for the Immigration Form I-20 to be executed.





## Application Procedure

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

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

- A. The applicant should mail the application with a \$10 application fee to the address given above or present it in person at any P-HCC office. Florida residents seeking the reduced course fee must complete a residency affidavit.
- B. An application with fee must be submitted and the student formally admitted to the college before registering for courses. It is emphasized that this fee covers the administrative expenses incident to admission, is unrelated to registration for courses, and is therefore NOT normally refundable.
- C. All applicants who expect to earn a degree must have credentials sent from institutions attended before coming to P-HCC. These documents may include high school transcript, GED test score, or a college transcript from each college attended and should be sent directly to the Records Office of the college at the above address.
- D. Test scores are not required for admission, but to assist in counseling all students entering P-HCC for the first time are encouraged to submit scores on an appropriate nationally standardized test such as SAT or ACT.
- E. The student will be notified of tentative acceptance or rejection as soon as possible after the application is received.
- F. Students given tentative acceptance whose applications remain incomplete after six weeks from the beginning of a session will be reclassified as special students if the definition of a special student permits. In the event that the definition of a special student does not permit the reclassification, i.e., credit bank and early admission, the student will be administratively withdrawn.





## Fees and Expenses

### Course Fees

The following schedule of fees is applicable to all students:

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Florida Resident                      | \$14 per credit hour                |
| Non-Florida Resident                  | \$27 per credit hour                |
| Vocational Certificate Program Course | \$7 per vocational certificate hour |

### Community Service

|   |                |
|---|----------------|
| Non-Credit Vocational   | \$5 per course |
| Other Community Service Courses — Small fee varying with length of the course |                |

### Special Fees

All Special Fees are normally non-refundable and non-transferable once paid by the student.

|                            |                 |
|----------------------------|-----------------|
| Application                | \$10            |
| Credit-by-Examination      | \$25 per course |
| Graduation                 | \$10            |
| Laboratory (Courses below) | \$10            |

|           |           |           |
|-----------|-----------|-----------|
| APB 1190C | BOT 1010C | NUJ 1120C |
| ART 1110C | CHM 1015C | NUR 1210C |
| ART 1111C | CHM 1046C | NUR 1310C |
| ART 1300C | CHM 1047C | NUR 2133C |
| ART 1301C | CHM 2210C | NUR 2220C |
| ART 1600C | CHM 2211C | PHY 1023  |
| ART 1601C | EMT 1803L | PHY 1024  |
| BSC 1010C | EMT 1826L | ZOO 2010C |
| MCB 2013  | EMT 1946  | FSS 1202C |
|           |           | FSS 2221  |

|                            |      |
|----------------------------|------|
| Laboratory (Courses below) | \$20 |
|----------------------------|------|

|          |          |          |
|----------|----------|----------|
| MTR 0111 | MTR 0114 | MTR 0116 |
| MTR 0112 | MTR 0115 | MTR 0117 |
| MTR 0113 |          |          |

|                 |                 |
|-----------------|-----------------|
| Music (Applied) | \$48 per course |
|-----------------|-----------------|

### Nursing Program

|                     |                 |
|---------------------|-----------------|
| (approved students) | \$5 per session |
|---------------------|-----------------|

### Paramedic and Nursing Programs

|  |                 |
|--|-----------------|
| Individual Professional Liability Insurance* | \$8.50 per year |
| *(Will vary with any rate change)            |                 |

Physical Education — varies with course, campus and term

### Police Recruit Training Program

|                                 |      |
|---------------------------------|------|
| Registration Fee                | \$5  |
| Lab Fee                         | \$70 |
| Florida Real Estate Examination | \$5  |
| Returned Check                  | \$5  |

### Refunds for Credit Courses

A 100% refund of fees, not including the application fee, may be granted if withdrawal occurs before the end of the drop/add period for a session as specified in the College Calendar. For courses that start at a time

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

There will be no refund after the end of the drop/add period except in event of a student's death, hospitalization, or serious illness.

All claims for refunds will be in writing and signed by the student or by a person legally authorized to act for the student.

### Refund Policies For Community Service Courses

A full refund will be made to a student should the class be cancelled or to one 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 6A-14.52 gives the following definition of a bona fide Florida resident for public community college purposes:

"A Florida student is a person who has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. In determining residency, the community college may require evidence. . . Florida student classification shall be construed to include students who hold an Immigration and Naturalization Form I-151, Resident Alien Registration Receipt Card, or Cuban nationals or Vietnamese refugees who are considered as resident aliens, provided such students meet the residency requirements. . . Domicile for fee paying purposes shall denote a person's true, fixed and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he or she expects to return when he or she leaves, without intent to establish domicile elsewhere."



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

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

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

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

## Financial Aid and Scholarships

The purpose of financial aid is to provide monetary assistance to students who, without such aid, would not be able to complete their course of study at Pasco-Hernando Community College. This aid is awarded on the basis of demonstrated need and is to be used only for educationally related expenses.

The primary responsibility of meeting educational expenses lies with the students and their families. Students are expected to seek part-time employment and to use a portion of their earnings for college expenses. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents and other relevant information. Procedures established by the College Scholarship Service are used to determine expected family contribution.

After the student-family contribution has been determined, an aid award is usually offered in a "package". The package is a combination of aid from one or several sources by which the Financial Aid Officer attempts to meet the student's remaining financial need. The aid in these packages is contingent on the availability of Federal and State funds to Pasco-Hernando Community College. Because aid funds are limited, students are encouraged to apply as early as possible in the year (preferably before April 1). Students are encouraged to consult a campus counselor to help them locate additional sources of financial aid and to solve any special financial aid problems that the student may encounter.

To receive financial aid, a student must be admitted to the college, show financial need, be at least a half-time student and maintain good academic standing.

In order to apply for financial aid, the student must complete a Pasco-Hernando Community College Financial Aid Application Form and apply for the Basic Educational Opportunity Grant (BEOG). Students are encouraged to complete a Financial Aid Form (FAF) when applying for financial aid. The FAF is required in applying for Campus-Based Aid Programs and can be used to apply for the Florida Student Assistance Grant and BEOG. All necessary application forms are available from counselors at each of the college campuses. Before completing these forms, a student should obtain a copy of his or her previous year's income information. Income will not be estimated. Assistance in the accurate preparation of these forms is available at each campus.

Students who submit completed BEOG Stu-



dent Eligibility Reports at least one month prior to the start of the term, will be given priority in receiving financial aid.

### **Aid Programs Available At Pasco-Hernando Community College**

#### **Basic Educational Opportunity Grant (BEOG)**

BEOG entitles qualified students to receive between \$50 and \$1,800 per academic year. Grants do not require repayment. However students withdrawing from classes may have their remaining award reduced or be required to return a portion of the BEOG. All financial aid applicants are expected to apply for this grant. Allow six to eight weeks from date of application to receipt of a Student Eligibility Report from the Basic Grant Program.

#### **Supplemental Educational Opportunity Grant (SEOG)**

SEOG provides grants to students with exceptional financial need who would not normally be able to attend Pasco-Hernando Community College. SEOG awards range from \$200 to \$1,500 per academic year and may only be used to supplement other awards.

#### **Florida Student Assistance Grant (FSAG)**

FSAG awards range from \$200 to \$1,200 per academic year. They are available to eligible Florida residents who demonstrate financial need and who wish to attend Florida colleges. To apply, the student must submit a FAF before April 1.

#### **Law Enforcement Education Program (LEEP)**

LEEP grants are available to eligible law enforcement personnel enrolling in law enforcement or criminal justice related programs. These grants cover the cost of tuition.

#### **Fee Waivers**

The District Board of Trustees may waive fees for students demonstrating extreme financial need. Fees so waived may not exceed 12 semester hours and the in-state portion of the tuition. These waivers are normally available Summer Session only.

Fees may be waived under certain circumstances for Community Service courses, except avocational. They may also be waived for courses taken by full-time employees and members of their immediate families.

#### **62+ Fee Waivers**

The 62+ Fee Waiver Program at Pasco-Hernando Community College offers tuition waivers on a space-available basis to all residents of Pasco and Hernando Counties who are 62 years of age or over. Qualified persons are thereby allowed to enroll in all classes on a space available basis at no cost other than the initial application fee, except for those Community Service courses designated as avocational. The application fee may be waived for selected courses.

#### **College Work-Study Program (CWSP)**

Student Assistants work exclusively for P-HCC as assistants to instructors or staff members. Special skills of students are utilized in this program.

#### **Florida Guaranteed Student Loans (FGSL)**

The Florida Guaranteed Student Loan Program enables students to borrow directly from a bank, credit union, savings and loan association, or other participating lender which is willing to make the loan. The interest rate is 7% and repayment normally begins between 9 and 12 months after the student graduates or leaves school. Applications may be obtained at P-HCC and participating institutions.

#### **Revolving Loans**

Pasco-Hernando Community College administers a short-term, no-interest, loan program which may cover the cost of tuition and books. The loan must be repaid by the end of the session for which the loan was made, or an interest penalty will be charged. In the event of non-payment, the student's records will be closed and enrollment for future sessions will not be accepted until the obligation is met.

#### **Scholarships**

Scholarships are available from various sources including the District Board of Trustees, the Pasco-Hernando Community College Foundation, local, state, national and commercial organizations. For more information on these and other sources of aid available, contact the campus counselors, the Pasco-Hernando Community College Foundation, or the administering organization.



## 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. The earlier grade will continue to appear as part of the record. When a course is repeated or when two courses are taken for which credit cannot be granted in both, credit will be allowed only in the most recent course taken, regardless of the grade. A student may not repeat a course for which a grade of "A" or "B" has been earned except on an audit basis.

### Academic Probation and Suspension

A student will be evaluated for academic progress at the end of each session and will be placed on probation when the cumulative grade point average falls below:

- 1.50 after completion of 1-15 hours
- 1.60 after completion of 16-30 hours
- 1.75 after completion of 31-45 hours
- 1.90 after completion of 46-59 hours
- 2.00 after completion of 60 + hours

In the event of probation, a student will be required to see a counselor. After counseling the student and consulting appropriate faculty members, the counselor may require of the student:

1. Additional counseling sessions.
2. Limitations of course load.
3. Limitations of the type of courses or programs to be taken.

Probation during two consecutive terms of enrollment will be considered unsatisfactory progress. The counselor may recommend to the President through the Provost that a student making unsatisfactory progress be suspended from registration at the college for a period of one term. A student suspended under this provision may return after one session but must have a planning session with a counselor before being readmitted. Readmittance shall be on a probationary status.

The academic status of financial aid students will be examined prior to each award period. Those determined to be making unsatisfactory progress will not be eligible to participate in those federally funded aid pro-

grams controlled by the institution until such time as the student is no longer on probationary status.

Veterans should refer to the section on Veteran Progress and Probation for standards of progress concerning veteran certification.

### Attendance At More Than One Campus

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

### Regional Linkage System

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

The System offers students the opportunity to enter certain programs on a quota-based system. Students applying for admission to a Linkage Program will be required to conform to all program requirements, and to institutional policies and procedures of the Linkage College.

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

- Dental Hygiene — St. Petersburg Junior College
- Physical Therapist Assistant — St. Petersburg Junior College
- Nuclear Medicine — Hillsborough Community College
- Avionics — Manatee Junior College
- Flight Attendant — Manatee Junior College
- Audio-Visual Media — Polk Community College
- Horticulture — Polk Community College

Additional information on Linkage Programs may be obtained by contacting a Pasco-Hernando Community College counselor.

### Teacher Certification and Recency of Credit

Courses at the college may apply toward certification or recency of credit for Florida teachers. It is the responsibility of the



teacher to insure that the course meets the requirements. Degree-holding teachers with Florida Teaching Certificates are normally classified as special students and are not required to furnish transcripts 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 the instructor. When absences are such that a student cannot make normal progress, a warning letter may be mailed to the student. If absences are not corrected or if no response to the letter is received, the student may be administratively withdrawn with a grade of "W".

### **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 listed in the catalog. 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 or more credit 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 classified as neither freshman nor sophomore.

Special students, to include only those seeking a certificate, need not supply proof of high school graduation or attendance at another college.

#### **Full-Time**

A student enrolled for 12 or more semester

hours in Sessions I, II, or III or 6 or more semester hours in Session IIIA or IIIB.

#### **Part-Time**

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

### **CLEP and Credit-by-Examination**

Students may earn a maximum of 30 semester hours of college credit by submitting scores at the 50th percentile or above under the General Examination of the College Level Examination Program (CLEP). A maximum of six semester hours of credit may be granted in each of the following areas: English, Humanities, Mathematics, Natural Science, and Social Science. Additional semester hours of credit may be awarded for CLEP Subject Examinations if submitted scores are at the 50th percentile or above. Evaluation of CLEP credit is made after the application is paid and the student is admitted to the college.

Credit may be earned in certain other courses by making a satisfactory score on tests prepared by P-HCC instructors. A non-refundable charge will be made for each examination. Credit-by-examination cannot be granted in any course for which credit has already been awarded. CLEP credit earned will appear on the student's permanent record as earned credit without indication of grade. Credit earned through tests prepared by P-HCC will appear on the student's permanent record using the grade designation of "S" or "U".

A student may attempt credit-by-examination in a course no more than one time. Certain courses, where active student participation is a particularly important element, are not available for credit-by-examination.

Credits earned through CLEP and Credit-by-Examination do not satisfy the residency requirement.

### **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.

### **ROTC Program**

The P-HCC curriculum currently contains 3 ROTC courses, each of which is conducted



on the St. Leo College Campus, Dade City. Scope and prerequisites, if any, are explained in the respective course descriptions. ROTC offerings are not eligible for credit-by-examination.

#### Maximum Student Load

The maximum student load for Session I or

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

### Grading System

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

|    |                   |    |           |                              |   |
|----|-------------------|----|-----------|------------------------------|---|
| A  | 4                 | GP | Excellent | NR                           | Grade not reported  |
| B  | 3                 | GP | Good      | I                            | Incomplete (automatically changed to "W" if not made up within the ensuing session) |
| C  | 2                 | GP | Average   | W                            | Withdrew  |
| D  | 1                 | GP | Poor      | *S                           | Satisfactory  |
| F  | 0                 | GP | Failure   | *U                           | Unsatisfactory  |
| N  | No Credit         |    |           | X                            | Audit   |
| NC | Non Credit Course |    |           | *Used only in certain areas. |   |

### Grade Point Average

The grade point average is determined by dividing total grade points earned by the total credits attempted. Only the last grade in a repeated course is used in computing the

grade point average. Courses which use "S" or "U" grades are not counted in computing the grade average.

#### Example

|           | Semester Hours | Grade | Hours Attempted | Hours Earned | Grade Points |
|-----------|----------------|-------|-----------------|--------------|--------------|
| *MAT 9013 | 3              | S     | 0               | 3            | 0            |
| ENC 1026  | 3              | A     | 3               | 3            | 12           |
| PSY 1000  | 3              | B     | 3               | 3            | 9            |
| MUN 1310  | 1              | B     | 1               | 1            | 3            |
| BSC 1011C | 4              | D     | 4               | 4            | 4            |
| PSC 1341  | 3              | F     | 3               | 0            | 0            |
| POS 2112  | 3              | X     | 0               | 0            | 0            |
|           |                |       | 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 normally 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 the session.

#### Incomplete Grades

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



Medical Director, physician, patient, or student.

7. A failing grade awarded by the Medical Director due to the student's attitudinal performance, and based upon stated professional reasons or practices.

## Disciplinary Procedures

Alleged violations of student regulations or other student misconduct shall be referred to the Campus Provost. Reprimands or unrecorded disciplinary probation may be administered by the Provost. Disciplinary probation will be recorded on the student's permanent record when approved by the Vice President upon the recommendation of the Provost. In situations where the penalty could be disciplinary suspension (not to exceed one session) or dismissal from the college, the problem will be referred by the Provost to a disciplinary board. The board will be composed of the Vice President as chairman, Campus Dean, a counselor, a student, and a faculty member. Except for the chairman, all members of the board will be from the accused student's campus.

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

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

Decisions of the disciplinary board may be appealed to the President. In all cases in which disciplinary suspension or dismissal from the college has been determined, a copy of the proceedings of the hearing shall

be sent to the President. Nothing in this procedure shall be so construed as to prevent the President or any appropriate official of the college from taking such immediate action as deemed necessary, except that final action shall be in accordance with the procedure as prescribed.

## Student Grievances

1. Students should first attempt to resolve grievances locally and informally through discussion with the following campus officials, in the order listed:
  - a. Instructor (for course/grade related matters)
  - b. Coordinator of Counseling
  - c. Campus Dean
  - d. Provost

Each official, upon receipt of a grievance, shall investigate the circumstances — to include interviews with the individuals involved where necessary — and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility as indicated above.
2. Should the grievance not be settled at the campus level within ten working days, it shall be referred by the Provost in writing to the Vice President who shall attempt to resolve the matter within five working days of receipt. If this effort is unsuccessful, the Vice President will, depending upon the seriousness of the complaint, take one of the following actions:
  - a. Referral to the Student Affairs Council for its recommendation to the President's Council within ten working days.
  - b. Direct referral to the President's Council for final decision, if appropriate, at its next scheduled meeting.
  - c. Recommendation to the President for appointment of a Special Appeals Board to conduct a formal administrative hearing as the basis for final action by the President.
3. The student grievant may request assistance from the Equal Access/Equal Opportunity Officer at any point during the grievance process. The EA/EO Officer is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials under paragraph 1 above. When such assistance is requested, the EA/EO Officer shall monitor progress of the case to its conclusion.



## Privacy Of Student Records

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

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

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

## Student Use Of College Facilities

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

## Student Government Association

Each campus has a Student Government As-



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

## Student Activities

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

## 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 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.

## Bookstore Services

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

## Athletics

The athletic program at P-HCC currently is 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.



## Curriculum and Instruction

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

A student must earn at least 15 semester hours at P-HCC other than by CLEP and credit-by-examination 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 under Acceleration of Program.

### Acceleration of Program

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

**Credit Bank:** A student may earn credit at P-HCC while still enrolled in high school with the permission of the high school principal or his designate. See Item 7 under Admissions.

**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 Program:** Up to 30 hours of credit may be awarded upon satisfactorily completing the CLEP General Examinations at the 50th percentile or above. Additional semester hours of credit may be awarded for CLEP Subject Examinations if scores are at the 50th percentile or above.

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

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

**Dual Enrollment:** A P-HCC student may be enrolled at another institution concurrent

with his P-HCC enrollment by securing permission in advance from the Campus Dean. This procedure is necessary to assure the acceptance of credit involved.

### Course Transferability

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

Courses identified as part of the 15-hour core program in the Associate in Science Degree are transferable to a senior Florida institution. Selection of courses other than those required is the responsibility of the student and should be related to future goals.

### Transfer Program

The Associate in Arts (AA) Degree Program is the preparatory program for advanced studies at other colleges and universities. 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 Program to permit a student to prepare for almost any bachelor's degree program. The satisfactory completion of the program neither implies nor guarantees that all lower level requirements in a program of the student's choice at a higher level institution have been met. For this reason, any student who expects to transfer to a senior institution is advised to CONTACT THE DEPARTMENT OF THAT INSTITUTION FOR INFORMATION ON COURSES TO BE TAKEN WHILE AT PASCO-HERNANDO COMMUNITY COLLEGE. FINAL RESPONSIBILITY FOR CHOICE OF PROGRAM AND COURSES AT PASCO-HERNANDO COMMUNITY COLLEGE, HOWEVER, RESTS WITH THE STUDENT.

College catalogs and counseling manuals from all state universities and other senior colleges are available at the counseling office at any Pasco-Hernando Community College campus. Counselors are available, by appointment, to assist the student in working out a program.



## Associate in Arts

An Associate in Arts Degree will be awarded upon completion of 60 credit hours. Thirty-nine semester hours must be in General Education courses as provided in the state-wide Articulation Agreement. The remaining 21 hours may consist of any courses in the catalog section on "Course Descriptions" except those at the 9000-level, those listed as Physical Education, or those designated for Vocational Certificates. 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 achieved by graduation.

| COURSE   | DESCRIPTION                 | SEMESTER HOURS CREDIT |            |
|--|-----------------------------|-----------------------|------------|
|  |                             | Session I             | Session II |
| <b>FRESHMAN</b>  |                             |                       |            |
| ENC 1103-1136<br>(ENC 1013 plus ENC 1026 may be substituted for ENC 1103)  | English Composition I & II  | 3                     | 3          |
| MGF 1113 and MGF 1114 or any course with a prefix of MAC, MGF, STA   | Mathematics                 | 3                     | 3          |
| Any course with a prefix of APB, BOT, BSC, MCB, ZOO  | Biological Science          | 3                     |            |
| Any course with a prefix of CHM, PSC, PHY  | Physical Science            |                       | 3          |
| PSY 1000   | Behavioral Science          |                       | 3          |
| Any course with a prefix of AMH, ANT, ECO, EUH, GEA, INR, MAF, POS, SOC, EDE, IDS, STD 1100, HUM, EXP, SOP, DEP, SOW | Social Science (Elective)   | 3                     |            |
|  | Elective                    | 3                     | 3          |
|  |                             | <u>15</u>             | <u>15</u>  |
| <b>SOPHOMORE</b>   |                             |                       |            |
| Any course with a prefix of HUM  | Humanities                  | 3                     | 3          |
| Any course with a prefix of APB, BOT, BSC, MCB, OCE, ZOO, CHM, PSC, PHY, EVS, GLY                                    | Science Elective            | 3                     |            |
| POS 2041   | American Federal Government | 3                     |            |
|  | Social Science Elective     |                       | 3          |
|  | Electives                   | 6                     | 9          |
|  |                             | <u>15</u>             | <u>15</u>  |

It is strongly suggested that ENC 1103 (English Composition I) be taken during the first 12 hours of courses and that MGF 1113 (College Mathematics I) be taken within the first 15 hours of course work. If the need for 9000-level developmental courses is indicated by pre-test scores, they should be taken within the first six hours of course work and ENC 1103 and MGF 1113, as applicable, should be taken as soon thereafter as the student demonstrates the necessary skills for these courses.

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



### Associate in Science

An Associate in Science Degree will be awarded upon completion of a minimum of 60 credit hours earned in a career or technical program. The individual must complete the 15-hour core program for the Associate in Science Degree and the remaining hours from an approved program. Courses designated for Vocational Certificates or at the 9000-level or as Physical Education are not applicable to this degree. Fifteen hours of credit, other than credit-by-examination, must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation.

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

| COURSE  | DESCRIPTION  | SEMESTER HOURS |
|---|--|----------------|
| ENC 1013 and ENC 1026, or<br>ENC 1103-1136  | Communication Skills I & II,<br>or<br>English Composition I & II | 6              |
| POS 2041  | American Federal Government                                      | 3              |
| Any course with a<br>prefix of AMH, ANT,<br>DEP 2002, DEP 2302,<br>DEP 2401, ECO, EDE<br>1036, EDE 1037, EDE<br>2038, EUH, EXP 1600,<br>INR, IDS 1190, GEA,<br>MAF, POS, SOC, SOP<br>1602, SOP 2711, STD<br>1100, SOW | Social Science (elective)  | 3              |
| SOP 1602*   | Behavioral Science   | 3              |
|   |  | 15             |

\*SOP 1602 is required for all Associate in Science Programs except Paramedics and Nursing. The Paramedics Program requires SOP 1602 or PSY 1000. The Nursing Program requires PSY 1000.

It is strongly suggested that the first of any required English and mathematics courses be taken within the first 15 hours of course work. If the need for 9000-level developmental courses is indicated by pre-test scores, they should be taken within the first six hours of courses. The first of any required English and mathematics courses, as applicable, should be taken as soon thereafter as the student demonstrates the necessary skills for these courses.



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
  - Marketing/Distributive Education
  - Real Estate
  - Secretarial Science
  - Secretarial Science (Legal Secretary Option)
- Associate in Science in Building Construction Technology
  - Associate in Science in Civil Engineering Technology
  - Associate in Science in Criminal Justice with Option in Law Enforcement
  - Associate in Science in Electronics Technology
  - Associate in Science in Environmental Pollution Control Technology
  - Associate in Science in Food Service
  - Associate in Science in Nursing
  - Associate in Science in Paramedics



## Associate in Science in Business--Accounting

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

| COURSE           | DESCRIPTION                     | SEMESTER HOURS<br>CREDIT |            |
|------------------|---------------------------------|--------------------------|------------|
|                  |                                 | Session I                | Session II |
| <b>FRESHMAN</b>  |                                 |                          |            |
| ENC 1013-1026    | Communication Skills I & II, or | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II      |                          |            |
| GEB 1011         | Introduction to Business        | 3                        |            |
| ACC 2001-2021    | Principles of Accounting I & II | 3                        | 3          |
| MAN 2000         | Principles of Management        |                          | 3          |
| SOP 1602         | Human Relations                 | 3                        |            |
| COC 1300         | Introduction to Data Processing |                          | 3          |
| SES 2321         | Office Machines                 | 3                        |            |
| Elective         | (Social Science)                |                          | 3          |
|                  |                                 | <hr/>                    | <hr/>      |
|                  |                                 | 15                       | 15         |
| <b>SOPHOMORE</b> |                                 |                          |            |
| POS 2041         | American Federal Government     |                          | 3          |
| FIN 2000         | Principles of Finance           | 3                        |            |
| BUL 2111-2112    | Business Law I & II             | 3                        | 3          |
| ACC 2109-2129    | Intermediate Accounting I & II  | 3                        | 3          |
| ACC 2409         | Cost Accounting                 | 3                        |            |
| ACC 2509         | Federal Income Tax Principles   |                          | 3          |
| Electives        |                                 | 3                        | 3          |
|                  |                                 | <hr/>                    | <hr/>      |
|                  |                                 | 15                       | 15         |

### Suggested Electives:

|          |                           |
|----------|---------------------------|
| MAN 2300 | Personnel Management      |
| MAR 1011 | Principles of Marketing   |
| SES 2335 | Business Correspondence   |
| SES 1100 | Beginning Typewriting     |
| COE 1000 | Cooperative Education I   |
| — 1949   | Cooperative Education II  |
| — 2949   | Cooperative Education III |







### 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>       |                             |                       |            |
| GEB 1011              | Introduction to Business    | 3                     |            |
| POS 2041              | American Federal Government | 3                     |            |
| ENC 1013-1026         | Communication Skills I & II | 3                     | 3          |
|                       | or                          |                       |            |
| ENC 1103-1136         | English Composition I & II  |                       |            |
| QMB 1001              | Business Mathematics        | 3                     |            |
| AGG 1301              | Agri-Business Technology    | 3                     |            |
| MAR 1011              | Principles of Marketing     |                       | 3          |
| ACC 2001              | Principles of Accounting I  |                       | 3          |
| Elective <sup>1</sup> | (Agri-Business)             |                       | 3          |
| Elective              | (Social Science)            |                       | 3          |
|                       |                             | 15                    | 15         |
| <b>SOPHOMORE</b>      |                             |                       |            |
| SOP 1602              | Human Relations             | 3                     |            |
| BUL 2111              | Business Law I              | 3                     |            |
| MAR 2101              | Salesmanship                | 3                     |            |
| MAN 2000              | Principles of Management    | 3                     |            |
| AGG 2941              | Agri-Employment Practicum   |                       | 3          |
| Elective              | (Biological Science)        | 3                     | 3          |
| Electives             |                             |                       | 9          |
|                       |                             | 15                    | 15         |

#### Suggested Electives:

|           |   |
|-----------|---|
| ASG 2331  | Artificial Insemination in Farm Animals |
| ROT 1010C | Botany                                  |
| SOS 2102  | Soil Science & Fertilizers              |
| MAG 2331  | Agriculture Equipment                   |
| FRC 2211  | Citrus Culture                          |
| AGR 2222  | Forage, Cover & Grain Crops             |
| ANS 1003  | Animal Science                          |
| ORH 2002  | Ornamental Horticulture                 |
| FOS 2441  | Citrus Processing                       |
| COE 1000  | Cooperative Education I                 |
| — 1949    | Cooperative Education II                |
| — 2949    | 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                        | AMERICAN INSTITUTE<br>OF BANKING COURSE<br>DESIGNATION | SEMESTER HOURS<br>CREDIT |            |
|------------------|------------------------------------|--|--------------------------|------------|
|                  |                                    |  | Session I                | Session II |
| <b>FRESHMAN</b>  |                                    |  |                          |            |
| ENC 1013-1026    | Communication Skills<br>I & II, or |  | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II         |  |                          |            |
| BAN 1110         | Principles of Bank<br>Operations   | AIB 112  | 3                        |            |
| SOP 1602         | Human Relations                    |  | 3                        |            |
| ACC 2001         | Principles of Accounting I         | AIB 101  | 3                        |            |
| ACC 2021         | Principles of Accounting II        | AIB 102  |                          | 3          |
| GEB 1011         | Introduction to Business           |  | 3                        |            |
| FIN 2230         | Money and Banking                  | AIB 210  |                          | 3          |
| SES 1100         | Beginning Typewriting              |  |                          | 3          |
| Elective         | (Banking)                          |  |                          | 3          |
|                  |                                    |  | 15                       | 15         |
| <b>SOPHOMORE</b> |                                    |  |                          |            |
| BAN 2800         | Law and Banking                    | AIB 106  | 3                        |            |
| ECO 2013         | Principles of Economics I          | AIB 107  | 3                        |            |
| ECO 2023         | Principles of Economics II         |  |                          | 3          |
| POS 2041         | American Federal<br>Government     |  | 3                        |            |
| MAN 2000         | Principles of Management           |  | 3                        |            |
| BAN 2720         | Bank Management                    | AIB 220  |                          | 3          |
| Elective         | (Social Science)                   |  |                          | 3          |
| Elective         | (Banking)                          |  |                          | 3          |
| Electives        |                                    |  | 3                        | 3          |
|                  |                                    |  | 15                       | 15         |

*Suggested Electives:*

|          |                                      |         |   |  |
|----------|--------------------------------------|---------|---|--|
| BAN 2400 | Trust Functions and<br>Services      | AIB 208 | 3 |  |
| BAN 1220 | Loan and Discount                    |         |   |  |
| BAN 2240 | Installment Credit                   | AIB 205 | 3 |  |
| BAN 1160 | Bank Letters and Reports             | AIB 122 | 3 |  |
| BAN 1250 | Home Mortgage Lending                | AIB 204 | 3 |  |
| BAN 2150 | Bank Public Relations &<br>Marketing | AIB 202 | 3 |  |
| BAN 2200 | Credit Administration                | AIB 203 | 3 |  |
| BAN 2303 | Savings and Time Deposit<br>Banking  | AIB 207 | 3 |  |
| BAN 1210 | Analyzing Financial<br>Statements    | AIB 103 | 3 |  |
| COE 1000 | Cooperative Education I              |         |   |  |
| — 1949   | Cooperative Education II             |         |   |  |
| — 2949   | Cooperative Education III            |         |   |  |

Credit may be awarded for BAN 1110 (AIB 112), FIN 2230 (AIB 210), BAN 2800 (AIB 106), and BAN 2720 (AIB 220), to students who have successfully completed the same AIB courses, and who have successfully completed written examinations on the courses administered by the college. The Credit-by-Examination fee will be waived one time per course for qualifying students.



## Associate in Science in Business—Court Clerk

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

| COURSE         | DESCRIPTION  | SEMESTER HOURS<br>CREDIT |            |
|----------------|--|--------------------------|------------|
|                |  | Session I                | Session II |
| ENC 1013-1026  | <b>FRESHMAN</b><br>Communication Skills I & II<br>or       | 3                        | 3          |
| ENC 1103-1136  | English Composition I & II                                 |                          |            |
| *SES 1100-1110 | Beginning & Intermediate<br>Typewriting                    | 3                        | 3          |
| *SES 1210-1211 | Shorthand I & II   | 3                        | 3          |
| QMB 1001       | Business Mathematics                                       |                          | 3          |
| POS 2041       | American Federal Government                                | 3                        |            |
| SES 2441       | Procedural Law for Legal<br>Secretaries & Court Clerks I   | 3                        |            |
| COE 1000       | Cooperative Education I                                    |                          | 1          |
| — 1949         | Cooperative Education II                                   |                          | 3          |
|                |  | <hr/> 15                 | <hr/> 16   |
|                | <b>SOPHOMORE</b>   |                          |            |
| POS 2112       | State & Local Government                                   |                          | 3          |
| SOP 1602       | Human Relations  | 3                        |            |
| SES 2120       | Advanced Typewriting                                       |                          | 3          |
| ACC 2001       | Principles of Accounting I                                 | 3                        |            |
| SES 2335       | Business Correspondence                                    |                          | 3          |
| SES 2442       | Procedural Law for Legal<br>Secretaries & Court Clerks II  | 3                        |            |
| SES 2443       | Procedural Law for Legal<br>Secretaries & Court Clerks III |                          | 3          |
| — 2949         | Cooperative Education III                                  |                          | 3          |
| SES 2401       | Office Procedures I  | 3                        |            |
| Elective       |  | 2                        |            |
|                |  | <hr/> 14                 | <hr/> 15   |

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

### Approved Business Electives:

|          |                       |
|----------|-----------------------|
| SES 2212 | Shorthand III         |
| SES 2213 | Shorthand IV          |
| SES 2321 | Office Machines       |
| SES 2402 | Office Procedures II  |
| SES 2361 | Machine Transcription |



## 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<br>CREDIT |            |
|------------------|---------------------------------|--------------------------|------------|
|                  |                                 | Session I                | Session II |
| <b>FRESHMAN</b>  |                                 |                          |            |
| ENC 1013-1026    | Communication Skills I & II, or | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II      |                          |            |
| SES 1100         | Beginning Typewriting           |                          | 3          |
| POS 2041         | American Federal Government     | 3                        |            |
| GEB 1011         | Introduction to Business        | 3                        |            |
| SOP 1602         | Human Relations                 | 3                        |            |
| QMB 1001         | Business Mathematics            |                          | 3          |
| Elective         | (Social Science)                | 3                        |            |
| Electives        |                                 |                          | 6          |
|                  |                                 | <hr/>                    | <hr/>      |
|                  |                                 | 15                       | 15         |
| <b>SOPHOMORE</b> |                                 |                          |            |
| ACC 2001-2021    | Principles of Accounting I & II | 3                        | 3          |
| COC 1300         | Introduction to Data Processing | 3                        |            |
| SES 2321         | Office Machines                 | 3                        |            |
| BUL 2111-2112    | Business Law I & II             | 3                        | 3          |
| ECO 2013         | Principles of Economics I       |                          | 3          |
| SES 2335         | Business Correspondence         |                          | 3          |
| MAN 2000         | Principles of Management        |                          | 3          |
| Elective         |                                 | 3                        |            |
|                  |                                 | <hr/>                    | <hr/>      |
|                  |                                 | 15                       | 15         |

### Suggested Electives

|          |   |
|----------|---|
| SES 1210 | Shorthand I                             |
| SES 1211 | Shorthand II                            |
| MAR 1011 | Principles of Marketing                 |
| ECO 2023 | Principles of Economics II              |
| SES 1110 | Intermediate Typewriting                |
| REE 1000 | Real Estate Principles and Practices    |
| REE 2041 | Real Estate Principles and Practices II |
| FIN 2000 | Principles of Finance                   |
| MAR 2101 | Salesmanship                            |
| MAN 2300 | Personnel Management                    |
| COE 1000 | Cooperative Education I                 |
| — 1949   | Cooperative Education II                |
| — 2949   | Cooperative Education III               |





### Associate in Science in Business—Marketing /Distributive Education

The Marketing/Distributive Education career program provides the opportunity for a student to acquire the basic tools to build a successful career in this many-faceted field. The program is centered around the economic process of distributing goods and services to the consumer.

| COURSE           | DESCRIPTION                     | SEMESTER HOURS<br>CREDIT |            |
|------------------|---------------------------------|--------------------------|------------|
|                  |                                 | Session I                | Session II |
| <b>FRESHMAN</b>  |                                 |                          |            |
| GEB 1011         | Introduction to Business        | 3                        |            |
| QMB 1001         | Business Mathematics            |                          | 3          |
| MAR 1011         | Principles of Marketing         | 3                        |            |
| MAR 2101         | Salesmanship                    |                          | 3          |
| ENC 1013-1026    | Communication Skills I & II, or | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II      |                          |            |
| MAR 1941A        | Marketing Practicum             | 3                        |            |
| MAR 1941B        | Marketing Practicum             |                          | 3          |
| ECO 2013         | Principles of Economics I       | 3                        |            |
| SES 2335         | Business Correspondence         |                          | 3          |
|                  |                                 | 15                       | 15         |
| <b>SOPHOMORE</b> |                                 |                          |            |
| ACC 2001-2021    | Accounting I & II               | 3                        | 3          |
| BUL 2111         | Business Law I                  | 3                        |            |
| MAN 2000         | Principles of Management        |                          | 3          |
| SOP 1602         | Human Relations                 | 3                        |            |
| MAR 2941A        | Marketing Practicum             | 3                        |            |
| MAR 2941B        | Marketing Practicum             |                          | 3          |
| Elective         | (Social Science)                |                          | 3          |
| Elective         |                                 |                          | 3          |
| POS 2041         | American Federal Government     | 3                        |            |
|                  |                                 | 15                       | 15         |

*Suggested Electives:*

|          |                                 |
|----------|---------------------------------|
| MAN 2300 | Personnel Management            |
| BUL 2112 | Business Law II                 |
| FIN 2000 | Principles of Finance           |
| COC 1300 | Introduction to Data Processing |





### 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.

| COURSE           | DESCRIPTION                           | SEMESTER HOURS<br>CREDIT |            |
|------------------|---------------------------------------|--------------------------|------------|
|                  |                                       | Session I                | Session II |
| <b>FRESHMAN</b>  |                                       |                          |            |
| ENC 1013-1026    | Communication Skills I & II, or       | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II            |                          |            |
| POS 2041         | American Federal Government           | 3                        |            |
| SOP 1602         | Human Relations                       | 3                        |            |
| REE 1000         | Principles & Practices of Real Estate | 4                        |            |
| QMB 1001         | Business Mathematics                  | 3                        |            |
| GEB 1011         | Introduction to Business              |                          | 3          |
| MAR 2101         | Salesmanship                          |                          | 3          |
| Electives        |                                       |                          | 6          |
|                  |                                       | 16                       | 15         |
| <b>SOPHOMORE</b> |                                       |                          |            |
| REE 2091         | Current Issues in Real Estate I       | 3                        |            |
| REE 2092         | Current Issues in Real Estate II      |                          | 3          |
| MAN 2000         | Principles of Management              | 3                        |            |
| ECO 2013         | Principles of Economics I             | 3                        |            |
| BUL 2111-2112    | Business Law I & II                   | 3                        | 3          |
| REE 2200         | Real Estate Finance                   |                          | 3          |
| REE 1100         | Real Estate Appraisal                 |                          | 3          |
| Electives        |                                       | 2                        | 3          |
|                  |                                       | 14                       | 15         |

#### Suggested Electives

|          |                                     |
|----------|-------------------------------------|
| REE 1300 | Real Estate Investment              |
| REE 2270 | Mortgage Broker in Mortgage Lending |
| COE 1000 | Cooperative Education I             |
| — 1949   | Cooperative Education II            |
| — 2949   | 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<br>CREDIT |            |
|------------------|--------------------------------------|--------------------------|------------|
|                  |                                      | Session I                | Session II |
| <b>FRESHMAN</b>  |                                      |                          |            |
| ENC 1013-1026    | Communication Skills I & II, or      | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II           |                          |            |
| *SES 1100-1110   | Beginning & Intermediate Typewriting | 3                        | 3          |
| *SES 1210-1211   | Shorthand I & II                     | 3                        | 3          |
| SOP 1602         | Human Relations                      | 3                        |            |
| QMB 1001         | Business Mathematics                 |                          | 3          |
| GEB 1011         | Introduction to Business             | 3                        |            |
| POS 2041         | American Federal Government          |                          | 3          |
|                  |                                      | 15                       | 15         |
| <b>SOPHOMORE</b> |                                      |                          |            |
| SES 2361         | Machine Transcription                |                          | 3          |
| ACC 2001         | Principles of Accounting I           | 3                        |            |
| SES 2401-2402    | Office Procedures I & II             | 3                        | 3          |
| SES 2212-2213    | Shorthand III & IV                   | 3                        | 3          |
| SES 2120         | Advanced Typewriting                 | 3                        |            |
| SES 2335         | Business Correspondence              |                          | 3          |
| COC 1300         | Introduction to Data Processing      | 3                        |            |
| SES 2321         | Office Machines                      |                          | 3          |
| Elective         | (Social Science)                     | 3                        |            |
|                  |                                      | 18                       | 15         |

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

#### Approved Business Electives:

|          |   |
|----------|---|
| ACC 2021 | Principles of Accounting II                             |
| BUL 2111 | Business Law I  |
| BUL 2112 | Business Law II   |
| ECO 2013 | Principles of Economics I                               |
| ECO 2023 | Principles of Economics II                              |
| MAR 1011 | Principles of Marketing                                 |
| MAR 2101 | Salesmanship  |
| FIN 1100 | Personal Finance  |
| MAN 2000 | Principles of Management                                |
| MAN 3300 | Personnel Management                                    |
| SES 2441 | Procedural Law for Legal Secretaries & Court Clerks I   |
| SES 2442 | Procedural Law for Legal Secretaries & Court Clerks II  |
| SES 2443 | Procedural Law for Legal Secretaries & Court Clerks III |

#### Legal Secretary Option

When a student chooses the Legal Secretary Option in the Secretarial Program, the following courses should be substituted for SES 2213, COC 1300 and SES 2321 in the above curriculum:

|          |   |
|----------|---|
| SES 2441 | Procedural Law for Legal Secretaries & Court Clerks I   |
| SES 2442 | Procedural Law for Legal Secretaries & Court Clerks II  |
| SES 2443 | Procedural Law for Legal Secretaries & Court Clerks III |

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

#### Approved Electives:

|          |   |
|----------|---|
| SES 2213 | Shorthand IV  |
| SES 2321 | Office Machines   |
| COC 1300 | Introduction to Data Processing   |
| Elective | (One other elective from the Secretarial Science Approved Business Electives) |

## Associate in Science in Building Construction Technology

This program is designed to prepare the student for work in the building and construction field.

| COURSE           | DESCRIPTION                         | SEMESTER HOURS<br>CREDIT |            |
|------------------|-------------------------------------|--------------------------|------------|
|                  |                                     | Session I                | Session II |
| <b>FRESHMAN</b>  |                                     |                          |            |
| ENC 1013-1025    | Communication Skills I & II, or     | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II          |                          |            |
| MTB 1321         | Technical Mathematics I             | 3                        |            |
| MTB 1322         | Technical Mathematics II            |                          | 3          |
| POS 2041         | American Federal Government         | 3                        |            |
| BCN 1220-1221    | Structures I & II                   | 3                        | 3          |
| ETD 1100C        | Engineering Drawing                 | 3                        |            |
| ARC 1120C        | Architectural Drawing               |                          | 3          |
| Elective         | (Social Science)                    |                          | 3          |
|                  |                                     | <hr/>                    | <hr/>      |
|                  |                                     | 15                       | 15         |
| <b>SOPHOMORE</b> |                                     |                          |            |
| SOP 1602         | Human Relations                     | 3                        |            |
| BCN 2408         | Structural Design                   |                          | 3          |
| BCN 2610         | Construction Estimating             | 3                        |            |
| BCN 2403         | Engineering Mechanics               | 3                        |            |
| BCN 2765         | Codes, Contracts and Specifications |                          | 3          |
| ETG 2530         | Strength of Materials               |                          | 3          |
| Electives        |                                     | 6                        | 6          |
|                  |                                     | <hr/>                    | <hr/>      |
|                  |                                     | 15                       | 15         |

### Suggested Electives:

|           |                                       |
|-----------|---------------------------------------|
| MTB 1013  | Introduction to Technical Mathematics |
| ETM 2610  | Mechanical Systems                    |
| BCN 1520  | Electrical Systems                    |
| BCN 1501  | Plumbing Systems                      |
| SUR 2001C | Surveying I                           |
| SUR 2200C | Surveying II                          |
| HES 1400  | Standard First Aid & Personal Safety  |
| COE 1000  | Cooperative Education I               |
| — 1949    | Cooperative Education II              |
| — 2949    | Cooperative Education III             |





### Associate in Science in Civil Engineering Technology

The Associate in Science in Civil Engineering Technology shall be awarded upon completion of 60 semester hours. Fifteen hours shall be the core requirement of the Associate in Science and 45 hours shall be from the approved Civil Engineering Technology program.

This program is designed to prepare the student for work in the civil engineering field.

| COURSE                       | DESCRIPTION                     | SEMESTER HOURS<br>CREDIT |            |
|------------------------------|---------------------------------|--------------------------|------------|
|                              |                                 | Session I                | Session II |
| <b>FRESHMAN</b>              |                                 |                          |            |
| ENC 1013-1026                | Communication Skills I & II, or | 3                        | 3          |
| ECN 1103-1136                | English Composition I & II      |                          |            |
| MTB 1321-1322                | Technical Mathematics I & II    | 3                        | 3          |
| POS 2041                     | American Federal Government     | 3                        |            |
| ETD 1100C                    | Engineering Drawing             | 3                        |            |
| BCN 2610                     | Construction Estimating         |                          | 3          |
| SOP 1602                     | Human Relations                 |                          | 3          |
| Electives                    |                                 | 3                        | 3          |
|                              |                                 | <hr/>                    | <hr/>      |
|                              |                                 | 15                       | 15         |
| <b>SOPHOMORE</b>             |                                 |                          |            |
| SUR 2001C-2200C              | Surveying I & II                | 3                        | 3          |
| ETC 2500                     | Highway Engineering             |                          | 3          |
| ETC 2210                     | Soil Mechanics                  | 3                        |            |
| BCN 2408                     | Structural Design               | 3                        |            |
| BCN 2403                     | Engineering Mechanics           |                          | 3          |
| ETG 2530                     | Strength of Materials           | 3                        |            |
| Elective<br>(Social Science) |                                 | 3                        |            |
| Electives                    |                                 |                          | 6          |
|                              |                                 | <hr/>                    | <hr/>      |
|                              |                                 | 15                       | 15         |

*Suggested Electives:*

|           |                                     |
|-----------|-------------------------------------|
| COE 1000  | Cooperative Education I             |
| — 1949    | Cooperative Education II            |
| — 2949    | Cooperative Education III           |
| BCN 1501  | Plumbing Systems                    |
| BCN 1220  | Structures I                        |
| BCN 1221  | Structures II                       |
| BCN 2765  | Codes, Contracts and Specifications |
| ARC 1120C | Architectural Drawing               |



## Associate in Science in Criminal Justice—Law Enforcement

This program provides a professional background to those preparing for careers in law enforcement. This program should be followed by those intending to pursue a two-year degree program in law enforcement.

| COURSE                       | DESCRIPTION   | SEMESTER HOURS<br>CREDIT |            |
|------------------------------|---|--------------------------|------------|
|                              |   | Session I                | Session II |
| <b>FRESHMAN</b>              |   |                          |            |
| ENC 1013-1026                | Communication Skills I & II, or                           | 3                        | 3          |
| ENC 1103-1136                | English Composition I & II                                |                          |            |
| POS 2041                     | American Federal Government                               | 3                        |            |
| SOP 1602                     | Human Relations   | 3                        |            |
| CCJ 1100                     | Introduction to Law Enforcement                           | 3                        |            |
| CJT 1100                     | Criminal Investigation                                    |                          | 3          |
| CCJ 1410                     | Police Organization & Administration                      | 3                        |            |
| CCJ 1420                     | Police Operations   |                          | 3          |
| Electives                    |   |                          | 6          |
|                              |   | <hr/>                    | <hr/>      |
|                              |   | 15                       | 15         |
| <b>SOPHOMORE</b>             |   |                          |            |
| SOC 2000                     | Introduction to Sociology                                 | 3                        |            |
| CJT 1110                     | Introduction to Criminalistics                            | 3                        |            |
| CCJ 2220                     | Criminal Law  | 3                        |            |
| DEP 2002                     | Child Psychology, or                                      |                          | 3          |
| DEP 2302                     | Adolescent Psychology                                     |                          |            |
| CCJ 2130                     | Police Community Relations                                |                          | 3          |
| CCJ 2260                     | Constitutional Law & Rules of<br>Evidence in Police Cases |                          | 3          |
| CCJ 2930                     | Seminar in Police Problems                                |                          | 3          |
| CCJ 2000                     | Police Role in Crime & Delinquency                        |                          | 3          |
| Elective<br>(Social Science) |   | 3                        |            |
| Elective                     |   | 3                        |            |
|                              |   | <hr/>                    | <hr/>      |
|                              |   | 15                       | 15         |

### Suggested Electives:

|          |                                       |
|----------|---------------------------------------|
| HES 1402 | Advanced First Aid and Emergency Care |
| SPC 1600 | Introduction to Public Speaking       |
| SOC 2110 | Introduction to Crime & Delinquency   |
| COE 1000 | Cooperative Education I               |
| — 1949   | Cooperative Education II              |
| — 2949   | Cooperative Education III             |
| CCJ 1010 | Introduction to Criminology           |
| CCJ 1300 | Introduction to Correctional ,        |
| CCJ 1330 | Probation and Parole                  |

Ten hours of credit will be awarded in the Law Enforcement Program for students who have successfully completed the required Florida Police Standards Board Basic Recruit Training Course from a State Certified Police Academy and written examinations administered by the campus Law Enforcement Instructor in the following course areas:

|   |                   |
|---|-------------------|
| 1. CJT 1100, Criminal Investigation               | 3 credits         |
| 2. CCJ 1420, Police Operations                    | 3 credits         |
| 3. CCJ 2220, Criminal Law                         | 3 credits         |
| 4. HES 1400, Standard First Aid & Personal Safety | 1 credit          |
| <b>TOTAL</b>                                      | <b>10 credits</b> |

The credit-by-examination fee will be waived one time for students applying for all of the above ten credits who have successfully completed the required State Certified Police Academy. Students who transfer credits awarded for participation in any State Certified Police Academy will not be eligible to have the fee waived for credit-by-examination for the above ten credits.



## Associate in Science in Electronics Technology

The Associate in Science in Electronics Technology is 63 semester hours in length. Persons completing this program are qualified for employment in many areas of the electronics field including computer maintenance and medical electronics.

| COURSE           | DESCRIPTION                     | SEMESTER HOURS<br>CREDIT |            |
|------------------|---------------------------------|--------------------------|------------|
|                  |                                 | Session I                | Session II |
| <b>FRESHMAN</b>  |                                 |                          |            |
| ENC 1013-1026    | Communication Skills I & II, or | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II      |                          |            |
| MTB 1321-1322    | Technical Mathematics I & II    | 3                        | 3          |
| SOP 1602         | Human Relations                 | 3                        |            |
| ETE 1010C        | Electronics I                   | 4                        |            |
| ETE 1020C        | Electronics II                  |                          | 4          |
| ETD 1620C        | Electronic Drawing              | 3                        |            |
| ETE 2204C        | Electronic Instrumentation      |                          | 3          |
| Elective         | Social Science                  |                          | 3          |
|                  |                                 | <hr/>                    | <hr/>      |
|                  |                                 | 15                       | 16         |
| <b>SOPHOMORE</b> |                                 |                          |            |
| ETE 1111C        | Electronics III                 | 4                        |            |
| POS 2041         | American Federal Government     | 3                        |            |
| ETE 2600C        | Digital Electronics I           | 4                        |            |
| ETE 2681C        | Digital Electronics II          |                          | 4          |
| PHY 1023C        | General Physics I               | 4                        |            |
| ETE 2680C        | Microcomputers                  |                          | 4          |
| ETE 2810C        | Medical Electronics             |                          | 4          |
| ETE 2421C        | Electronic Communications       |                          | 4          |
|                  |                                 | <hr/>                    | <hr/>      |
|                  |                                 | 15                       | 16         |



## Associate in Science in Environmental Pollution Control Technology

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

| COURSE           | DESCRIPTION                                     | SEMESTER HOURS<br>CREDIT |            |
|------------------|---|--------------------------|------------|
|                  |   | Session I                | Session II |
| <b>FRESHMAN</b>  |   |                          |            |
| ENC 1103-1136    | English Composition I & II, or                  | 3                        | 3          |
| ENC 1013-1026    | Communication Skills I & II                     |                          |            |
| MTB 1321         | Technical Mathematics I                         | 3                        |            |
| EVS 1100         | Fundamentals of Environmental Science           | 3                        |            |
| PSC 1341         | Introduction to the Physical Universe I         | 3                        |            |
| PSC 1311         | Introduction to the Physical Universe II        |                          | 3          |
| *APB 1120        | Introduction to Biology I                       | 3                        |            |
| PSC 1512         | Energy Systems & Natural Resources              |                          | 3          |
| CHM 1015C        | Chemistry                                       |                          | 4          |
| EVS 1651         | Waste Disposal: Solid, Liquid, &<br>Radioactive |                          | 3          |
|                  |   | 15                       | 16         |
| <b>SOPHOMORE</b> |   |                          |            |
| POS 2041         | American Federal Government                     | 3                        |            |
| EVS 2102         | Air & Water Environments                        | 3                        |            |
| GLY 2850         | Geology & Environment of Florida                | 4                        |            |
| EVS 2912         | Ecological Field Problems                       |                          | 1          |
| SOP 1602         | Human Relations                                 |                          | 3          |
| Elective         | (Social Science)                                | 3                        |            |
| Elective**       |   | 3                        | 9          |
|                  |   | 16                       | 13         |

\*May substitute BSC 1010C, Fundamentals of Biology I

\*\*Students desiring to major in water treatment must complete the water option courses.

### WATER OPTION REQUIRED COURSES:

|           |   |
|-----------|---|
| EVS 1220C | Laboratory Analysis Techniques I                      |
| EVS 1233  | Operation & Management of Wastewater Treatment Plants |
| GLY 2282  | Hydrology   |

### Suggested Electives:

|           |                           |
|-----------|---------------------------|
| COE 1000  | Cooperative Education I   |
| — 1949    | Cooperative Education II  |
| — 2949    | Cooperative Education III |
| SUR 2001C | Surveying I               |

The credit-by-examination fee will be waived one time for students having a valid class "A" certificate in water treatment for the following courses:

EVS 1220C Laboratory Analysis Techniques I

MTB 1321, Technical Mathematics I

and for those students having a valid class "A" certificate in wastewater treatment for the following courses:

MTB 1321, Technical Mathematics I

EVS 1220C Laboratory Analysis Techniques I

EVS 1233, Operation & Management of Wastewater Treatment Plants



## 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.

| COURSE           | DESCRIPTION                           | SEMESTER HOURS<br>CREDIT |            |
|------------------|---------------------------------------|--------------------------|------------|
|                  |                                       | Session I                | Session II |
| <b>FRESHMAN</b>  |                                       |                          |            |
| ENC 1013-1026    | Communication Skills I & II, or       | 3                        | 3          |
| ENC 1103-1136    | English Composition I & II            |                          |            |
| GEB 1011         | Introduction to Business              | 3                        |            |
| FSS 1004         | Introduction to Food Service          | 3                        |            |
| HUN 1001         | Nutrition                             | 3                        |            |
| POS 2041         | American Federal Government           | 3                        |            |
| QMB 1001         | Business Mathematics                  |                          | 3          |
| FSS 1202C        | Basic Food Preparation                |                          | 3          |
| FSS 1500         | Food Accounting & Cost Control        |                          | 3          |
| FSS 1401         | Food Service Equipment                |                          | 3          |
|                  |                                       | 15                       | 15         |
| <b>SOPHOMORE</b> |                                       |                          |            |
| SOP 1602         | Human Relations                       | 3                        |            |
| FSS 2221         | Quantity Food Preparation             | 3                        |            |
| FOS 2201         | Food Service Sanitation & Safety      | 3                        |            |
| FSS 2120         | Food Purchasing & Storage             | 3                        |            |
| FSS 2300         | Food Service Supervision & Management |                          | 3          |
| FSS 2610         | Food Merchandising                    |                          | 3          |
| FSS 2370         | *Area of Food Service Specialization  |                          | 3          |
| Electives        |                                       |                          | 6          |
| Elective         | (Social Science)                      | 3                        |            |
|                  |                                       | 15                       | 15         |

\*Specialization Fields: Restaurant Management, Cafeteria Management, Nursing Home Supervision, School Food Service Administration, Hospital Supervision, and Private Club Management

### Suggested Electives:

|          |                           |
|----------|---------------------------|
| COE 1000 | Cooperative Education I   |
| — 1949   | Cooperative Education II  |
| — 2949   | Cooperative Education III |



## Associate in Science in Nursing

This program is designed to educate men and women to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to take the Florida State Board Examination for licensure as a Registered Nurse.

| COURSE           | DESCRIPTION                    | SEMESTER HOURS CREDIT |            |             |
|------------------|--------------------------------|-----------------------|------------|-------------|
|                  |                                | Session I             | Session II | Session III |
| <b>FRESHMAN</b>  |                                |                       |            |             |
| BSC 1010C        | Fundamentals of Biology        | 4                     |            |             |
| APB 1190C        | Anatomy and Physiology         | 4                     |            |             |
| PSY 1000         | Introduction to Psychology     |                       | 3          |             |
| POS 2041         | American Federal Government*   |                       | 3          |             |
| NUU 1120C        | Nursing I                      | 7                     |            |             |
| NUR 1210C        | Nursing II                     |                       | 8          |             |
| NUR 1310C        | Nursing III                    |                       |            | 4           |
| Elective         | (Social Science)*              |                       | 3          |             |
|                  |                                | <hr/>                 | <hr/>      | <hr/>       |
|                  |                                | 15                    | 17         | 4           |
| <b>SOPHOMORE</b> |                                |                       |            |             |
| ENC 1103-1136    | English Composition I & II, or | 3                     | 3          |             |
| ENC 1013-1026    | Communication Skills I & II    |                       |            |             |
| DEP 2002         | Child Psychology               | 3                     |            |             |
| NUR 2133C        | Nursing IV                     | 9                     |            |             |
| NUR 2220C        | Nursing V                      |                       | 8          |             |
| NUU 2420         | Nursing VI                     |                       | 2          |             |
|                  |                                | <hr/>                 | <hr/>      |             |
|                  |                                | 15                    | 14         |             |
|                  | General Education              | 26                    |            |             |
|                  | Nursing Education              | 39                    |            |             |
|                  | <b>Total Credits</b>           | <hr/>                 |            |             |
|                  |                                | 65                    |            |             |

\*Must be completed prior to the beginning of the Sophomore year.

### Special Graduation Requirements

Completion of 65 semester hours of approved credit. A grade of "C" or higher must be earned in all nursing and science courses. Completion of a minimum of 15 hours of credit in residence at Pasco-Hernando Community College of which 13 hours must be in Nursing (eight of these must be 2000-level courses).

## Associate in Science in Paramedics

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

| COURSE          | DESCRIPTION                            | SEMESTER HOURS CREDIT |            |
|-----------------|--|-----------------------|------------|
|                 |  | Session I             | Session II |
| <b>FRESHMAN</b> |  |                       |            |
| ENC 1013-1026   | Communication Skills I & II, or        | 3                     | 3          |
| ENC 1103-1136   | English Composition I & II             |                       |            |
| HSC 2530        | Medical Terminology                    | 3                     |            |
| PSY 1000        | Introduction to Psychology, or         | 3                     |            |
| SOP 1602        | Human Relations                        |                       |            |
| EMT 1101C       | Fundamentals of Emergency Medical Care | 4                     |            |
| EMT 1188C       | Paramedics I                           |                       | 8          |
| EMT 1803L       | Paramedics Laboratory I                |                       | 3          |
| Elective        | (Social Science)                       | 3                     |            |
|                 |  | <hr/>                 | <hr/>      |
|                 |  | 16                    | 14         |



|                  |                             | SEMESTER HOURS<br>CREDIT |            |
|------------------|-----------------------------|--------------------------|------------|
|                  |                             | Session I                | Session II |
| <b>SOPHOMORE</b> |                             |                          |            |
| EMT 1288C        | Paramedics II               | 4                        |            |
| EMT 1826L        | Paramedics Laboratory II    | 6                        |            |
| EMT 1946         | Paramedics Internship       |                          | 6          |
| POS 2041         | American Federal Government | 3                        |            |
| Electives        |                             | 2                        | 9          |
|                  |                             | <hr/>                    | <hr/>      |
|                  |                             | 15                       | 15         |

*Suggested Electives:*

|          |                           |
|----------|---------------------------|
| COE 1000 | Cooperative Education I   |
| — 1949   | Cooperative Education II  |
| — 2949   | Cooperative Education III |

**Associate in General Studies**

The Associate in General Studies degree will be awarded upon completion of any 60 semester hours including American Federal Government, POS 2041, and no more than six hours of credit in courses at the 9000-level. Vocational certificate courses do not apply toward this degree. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. The Associate in General Studies degree is for an individual's particular interests and not to meet requirements for transfer or any specific program.

**Certificate Programs**

A certificate is awarded for Building Inspector II upon completion of 15 semester hours and for Real Estate upon the completion of 16 semester hours. A certificate is also awarded upon the satisfactory completion of 30 semester hours in the areas of Building Construction, Building Inspector I, Business, Business-Stock and Inventory Clerk Option, Clerical, Food Service, General Studies, Paramedics, and Teacher Aide (31 Hours). A cumulative Grade Point Average of not less than 2.0 or "C" must be achieved.

**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<br>CREDIT |            |
|-----------------|-----------------------------------|--------------------------|------------|
|                 |                                   | Session I                | Session II |
| <b>FRESHMAN</b> |                                   |                          |            |
| SOP 1602        | Human Relations                   | 3                        |            |
| GEB 1011        | Introduction to Business          | 3                        |            |
| BCN 1220-1221   | Structures I & II                 | 3                        | 3          |
| ETD 1100C       | Engineering Drawing               | 3                        |            |
| ARC 1120C       | Architectural Drawing             |                          | 3          |
| BCN 2610        | Construction Estimating           |                          | 3          |
| BCN 2765        | Codes, Contracts & Specifications |                          | 3          |
| Electives       |                                   | 3                        | 3          |
|                 |                                   | <hr/>                    | <hr/>      |
|                 |                                   | 15                       | 15         |

*Suggested Electives:*

|          |  |
|----------|--|
| ETM 2610 | Mechanical Systems                     |
| BCN 1520 | Electrical Systems                     |
| BCN 1501 | Plumbing Systems                       |
| HES 1400 | Standard First Aid and Personal Safety |
| COE 1000 | Cooperative Education I                |
| — 1949   | Cooperative Education II               |
| — 2949   | Cooperative Education III              |

**Certificate Program—Building Inspector**

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

| COURSE                         | DESCRIPTION                           | SEMESTER HOURS |  |
|--------------------------------|---------------------------------------|----------------|--|
|                                |                                       | CREDIT         |  |
| <b>Certificate II—15 Hours</b> |                                       |                |  |
| BCN 1220                       | Structures I                          | 3              |  |
| MTB 1013                       | Introduction to Technical Math        | 3              |  |
| BCN 2765                       | Codes, Contracts & Specifications     | 3              |  |
| SOP 1602                       | Human Relations                       | 3              |  |
| ETD 1100C                      | Engineering Drawing                   | 3              |  |
|                                |                                       | 15             |  |
| <b>Certificate I—30 Hours</b>  |                                       |                |  |
| Certificate II                 |                                       | 15             |  |
| ENC 1103                       | English Composition I                 | 3              |  |
| MAN 2000                       | Principles of Management              | 3              |  |
| BCN 1221                       | Structures II                         | 3              |  |
| HES 1402                       | Advanced First Aid and Emergency Care | 3              |  |
| Any one of the following       |                                       | 3              |  |
| ETM 2610                       | Mechanical Systems                    |                |  |
| BCN 1520                       | Electrical Systems                    |                |  |
| BCN 1501                       | 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 |
| GEB 1011  | Introduction to Business   | 3              |            |
| SES 2335  | Business Correspondence    | 3              |            |
| QMB 1001  | Business Mathematics       | 3              |            |
| SOP 1602  | Human Relations            | 3              |            |
| MAN 2000  | Principles of Management   |                | 3          |
| BUL 2111  | Business Law I             |                | 3          |
| ACC 2001  | Principles of Accounting I |                | 3          |
| Electives | (From Approved Electives)  | 3              | 6          |
|           |                            | 15             | 15         |

**Approved Electives:**

|               |                                 |
|---------------|---------------------------------|
| ENC 1013-1026 | Communication Skills I & II     |
| FIN 2000      | Principles of Finance           |
| BUL 2112      | Business Law II                 |
| ECO 2013-2023 | Principles of Economics I & II  |
| MAR 1011      | Principles of Marketing         |
| MAR 2101      | Salesmanship                    |
| MAN 2300      | Personnel Management            |
| COC 1300      | Introduction to Data Processing |
| SPC 1600      | Introduction to Public Speaking |
| ACC 2021      | Principles of Accounting II     |
| SES 2321      | Office Machines                 |
| *SES 1100     | Beginning Typewriting           |
| *SES 1210     | Shorthand I                     |
| COP 1160      | RPG Programming                 |
| COP 2216      | Fortran Programming I           |
| COE 1000      | Cooperative Education I         |
| — 1949        | Cooperative Education II        |
| — 2949        | Cooperative Education III       |

\*Other typewriting and shorthand courses may be substituted.



**Certificate Program—Business-Stock and Inventory Clerk Option**

This program prepares the student for the field of business with emphasis on stock and inventory procedures. 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<br>CREDIT |            |
|----------|---|--------------------------|------------|
|          |   | Session I                | Session II |
| GEB 1011 | Introduction to Business                  | 3                        |            |
| QMB 1001 | Business Mathematics                      | 3                        |            |
| SES 1100 | Beginning Typewriting                     | 3                        |            |
| SOP 1602 | Human Relations                           | 3                        |            |
| SES 2321 | Office Machines                           | 3                        |            |
| SES 2335 | Business Correspondence                   |                          | 3          |
| ACC 2001 | Principles of Accounting I                |                          | 3          |
| MKA 1040 | Business Practicum<br>Stock and Inventory |                          | 3          |
| Elective | (From Approved Business Electives)        |                          | 3          |
| Elective |   |                          | 3          |
|          |   | 15                       | 15         |

*Approved Business Electives:*

|          |                                 |
|----------|---------------------------------|
| FIN 1100 | Personal Finance                |
| MAR 1011 | Principles of Marketing         |
| COC 1300 | Introduction to Data Processing |
| SES 1110 | Intermediate Typewriting        |

**Certificate Program—Clerical**

This program prepares the student for a clerical position. 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               | CREDIT |
|----------|---------------------------|--------|
|          | <b>SESSION I</b>          |        |
| SES 1100 | Beginning Typewriting*    | 3      |
| SES 2321 | Office Machines I         | 3      |
| QMB 1001 | Business Mathematics      | 3      |
| Elective | (Social Science)          | 3      |
|          | <b>SESSION II</b>         |        |
| SES 1110 | Intermediate Typewriting* | 3      |
| SES 2401 | Office Procedures I       | 3      |
| SES 2361 | Machine Transcription     | 3      |
| SES 2335 | Business Correspondence   | 3      |
|          | <b>SESSION III</b>        |        |
| SES 2120 | Advanced Typewriting      | 3      |
| SES 2402 | Office Procedures II      | 3      |
|          |                           | 30     |

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

waived must be substituted with elective hours from the Approved Business Electives for the program.

**Approved Business Electives:**

|          |                             |
|----------|-----------------------------|
| ACC 2001 | Principles of Accounting I  |
| ACC 2021 | Principles of Accounting II |
| GEB 1011 | Introduction to Business    |
| BUL 2111 | Business Law I              |
| BUL 2112 | Business Law II             |
| ECO 2013 | Principles of Economics I   |
| ECO 2023 | Principles of Economics II  |
| MAR 1011 | Principles of Marketing     |
| MAR 2101 | Salesmanship                |
| FIN 1100 | Personal Finance            |
| MAN 2000 | Principles of Management    |
| MAN 2300 | Personnel Management        |

**Certificate Program in 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.

| <b>SESSION I</b> |                              | <b>CREDITS</b> |
|------------------|------------------------------|----------------|
| GEB 1011         | Introduction to Business     | 3              |
| QMB 1001         | Business Mathematics         | 3              |
| HUN 1001         | Nutrition                    | 3              |
| FSS 1004         | Introduction to Food Service | 3              |
| FSS 1202C        | Basic Food Preparation       | 3              |
|                  |                              | <hr/>          |
|                  |                              | 15             |

| <b>SESSION II</b> |   | <b>CREDITS</b> |
|-------------------|---|----------------|
| FOS 2201          | Food Service Sanitation & Safety        | 3              |
| FSS 1401          | Food Service Equipment                  | 3              |
| FSS 2120          | Food Purchasing & Storage               | 3              |
| FSS 2300          | Food Service Supervision and Management | 3              |
| Elective          |   | 3              |
|                   |   | <hr/>          |
|                   |   | 15             |

*Suggested Electives:*

|          |                           |
|----------|---------------------------|
| COE 1000 | Cooperative Education I   |
| — 1949   | Cooperative Education II  |
| — 2949   | Cooperative Education III |

**Certificate Program in 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-Paramedics**

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:**

|           |  |
|-----------|--|
| EMT 1101C | Fundamentals of Emergency Medical Care |
| HSC 2530  | Medical Terminology                    |

| <b>SESSION I</b> |                         | <b>CREDITS</b> |
|------------------|-------------------------|----------------|
| EMT 1188C        | Paramedics I            | 8              |
| EMT 1803L        | Paramedics Laboratory I | 3              |



|           |   | CREDITS  |
|-----------|---|----------|
| EMT 1288C | <b>SESSION II</b><br>Paramedics II                                      | 4        |
| EMT 1826L | Paramedics Laboratory II  | 5        |
| EMT 1946  | <b>SESSION III</b><br>Paramedics Internship<br>(288 hours in the field) | 6        |
| Elective  |   | 3        |
|           |   | <hr/> 30 |

*Suggested Electives*

|          |                           |
|----------|---------------------------|
| COE 1000 | Cooperative Education I   |
| — 1949   | Cooperative Education II  |
| — 2949   | Cooperative Education III |

**Certificate Program in 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  |
|----------|---------------------------------------|----------|
| REE 1000 | Principles & Practices of Real Estate | 4        |
| REE 2091 | Current Issues in Real Estate I       | 3        |
| QMB 1001 | Business Mathematics                  | 3        |
| MAR 2101 | Salesmanship                          | 3        |
| GEB 1011 | Introduction to Business              | 3        |
|          |                                       | <hr/> 16 |



### Certificate Program—Teacher Aide

This program prepares the student as a teacher aide. Upon completion of the Certificate Program the participant may transfer into the two-year Associate in Arts Degree.

| COURSE     | SESSION I                                 | CREDITS |
|------------|---|---------|
| ENC 1103   | English Composition I                     | 3       |
| EEC 1009   | Early Childhood Development & Education   | 3       |
| LIS 1320   | Preparation of Learning Resource Material | 3       |
| HES 1000   | Personal & Community Health               | 3       |
| SES 1100   | Beginning Typewriting                     | 3       |
|            |   | <hr/>   |
|            |   | 15      |
|            | <b>SESSION II</b>                         |         |
| DEP 2002   | Child Psychology, or                      | 3       |
| **EEC 2311 | Preschool Activities                      |         |
| MGF 1113   | College Mathematics I, or                 | 3       |
| **MAT 9013 | Fundamentals of Mathematics               |         |
| RED 2310   | Current Approaches in Teaching Reading    | 3       |
| EDG 1310   | Classroom Management I                    | 3       |
| COE 1000   | Cooperative Education I                   | 1       |
| —— 1949    | Cooperative Education II                  | 3       |
|            |   | <hr/>   |
|            |   | 16      |

### Additional Requirements for Associate in Arts Degree:

| COURSE   | SUGGESTED SESSION I                                  | CREDITS |
|----------|--|---------|
| ENC 1136 | English Composition II                               | 3       |
| SOC 2000 | Introduction to Sociology                            | 3       |
| HUM 2211 | Humanities I   | 3       |
| APB 1120 | Introduction to Biology I                            | 3       |
|          | Mathematics: Any course with<br>prefix MAC, MGF, STA | 3       |
|          |  | <hr/>   |
|          |  | 15      |
|          | <b>SUGGESTED SESSION II</b>                          |         |
| APB 1150 | Introduction to Biology II                           | 3       |
| PSC 1311 | Introduction to the Physical Universe II             | 3       |
| POS 2041 | American Federal Government                          | 3       |
| HUM 2230 | Humanities II  | 3       |
| PSY 1000 | Introduction to Psychology                           | 3       |
|          |  | <hr/>   |
|          |  | 15      |

\*Suggested for those students preparing to be preschool teacher aides. If the student later transfers into the Associate in Arts degree, the student will be required to take an additional social science elective course to fulfill requirements of that degree.

\*\* Institutional credit. Acceptable for completion of certificate program only. The AA Degree requires 6 hours of college level mathematics.

Certificate to be awarded following successful completion (cumulative Grade-Point Average of 2.0 or better) of the indicated courses in the first 30 hours of the program. The AA Degree will be awarded following successful completion of the 61 hours of courses indicated.

In case a student enters the program with course credits from another college, course equivalency will be determined by the Coordinator of Records. Should a student enter the program with necessary typewriting skills, as measured by Pasco-Hernando Community College Typewriting Test, credit-by-examination will be awarded for SES 1100 upon payment of the required fee.



### Police Standards Program (Basic Recruit)

Pasco-Hernando Community College offers the Basic Recruit, Police Standards Program. This Program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum.

Ten hours of credit may be awarded in the Criminal Justice Program for students who have successfully completed both the required Police Standards Program and examination administered by the College on CJT 1100, CCJ 1420, CCJ 2220, and HES 1400. The detailed provision for this credit is contained under requirements for the Associate in Science Degree in Criminal Justice-Law Enforcement.

### Vocational Certificate Programs

Courses in these programs are not planned as a part of a four-year collegiate program.

Vocational Certificate Programs are presented at the skilled employee level with emphasis on both theory and practice, whereas Technical Programs leading to the Associate in Science Degree, are aimed at the semi-professional level of occupation in the respective areas.

Certificate Programs are designed to prepare the student for an entry job or to supplement the education and training of the employed worker desiring increased competency in the chosen occupational field. See course descriptions for class hours.

A student is considered full-time when enrolled for 8 Credit Hours (24 Clock Hours per week) per 8 week session.

Vocational Certificate Laboratories are equated to classroom instruction on a two-for-one basis.



### Certificate Program-Carpentry

This program requires one year of four 8-week sessions for completion. The program is designed to prepare persons for initial employment, or to upgrade or retrain persons already employed, or to provide the apprenticeship-related coursework necessary for employment in the Carpentry trade. (768 Clock Hours)

|                    |                           | SEMESTER HOURS<br>CREDIT <sup>a</sup> | HOURS<br>PER WEEK |
|--------------------|---------------------------|---------------------------------------|-------------------|
| <b>SESSION I</b>   |                           |                                       |                   |
| Mod. I (8 weeks)   |                           |                                       |                   |
| BCT 0111           | Carpentry Principles I    | 2                                     | 4                 |
| BCT 0121           | Carpentry Practices I     | 2                                     | 8                 |
| BCT 0112           | Carpentry Principles II   | 2                                     | 4                 |
| BCT 0122           | Carpentry Practices II    | 2                                     | 8                 |
|                    |                           | <hr/>                                 | <hr/>             |
|                    |                           | 8                                     | 24                |
| Mod. II (8 weeks)  |                           |                                       |                   |
| BCT 0113           | Carpentry Principles III  | 2                                     | 4                 |
| BCT 0123           | Carpentry Practices III   | 2                                     | 8                 |
| BCT 0114           | Carpentry Principles IV   | 2                                     | 4                 |
| BCT 0124           | Carpentry Practices IV    | 2                                     | 8                 |
|                    |                           | <hr/>                                 | <hr/>             |
|                    |                           | 8                                     | 24                |
| <b>SESSION II</b>  |                           |                                       |                   |
| Mod. III (8 weeks) |                           |                                       |                   |
| BCT 0115           | Carpentry Principles V    | 2                                     | 4                 |
| BCT 0125           | Carpentry Practices V     | 2                                     | 8                 |
| BCT 0116           | Carpentry Principles VI   | 2                                     | 4                 |
| BCT 0126           | Carpentry Practices VI    | 2                                     | 8                 |
|                    |                           | <hr/>                                 | <hr/>             |
|                    |                           | 8                                     | 24                |
| Mod. IV (8 weeks)  |                           |                                       |                   |
| BCT 0117           | Carpentry Principles VII  | 2                                     | 4                 |
| BCT 0127           | Carpentry Practices VII   | 2                                     | 8                 |
| BCT 0118           | Carpentry Principles VIII | 2                                     | 4                 |
| BCT 0128           | Carpentry Practices VIII  | 2                                     | 8                 |
|                    |                           | <hr/>                                 | <hr/>             |
|                    |                           | 8                                     | 24                |

<sup>a</sup>Institutional credit non-transferable





### Certificate Program-Masonry

This program requires one year of four 8-week sessions for completion. The program is designed to prepare persons for initial employment, or to upgrade or retrain persons already employed, or to provide the apprenticeship-related coursework necessary for employment in the Masonry trade. (768 Clock Hours)

|                    |                         | SEMESTER HOURS<br>CREDIT* | HOURS<br>PER WEEK |
|--------------------|-------------------------|---------------------------|-------------------|
| <b>SESSION I</b>   |                         |                           |                   |
| Mod. I (8 weeks)   |                         |                           |                   |
| BCT 0411           | Masonry Principles I    | 2                         | 4                 |
| BCT 0421           | Masonry Practices I     | 2                         | 8                 |
| BCT 0412           | Masonry Principles II   | 2                         | 4                 |
| BCT 0422           | Masonry Practices II    | 2                         | 8                 |
|                    |                         | 8                         | 24                |
| Mod. II (8 weeks)  |                         |                           |                   |
| BCT 0413           | Masonry Principles III  | 2                         | 4                 |
| BCT 0423           | Masonry Practices III   | 2                         | 8                 |
| BCT 0414           | Masonry Principles IV   | 2                         | 4                 |
| BCT 0424           | Masonry Practices IV    | 2                         | 8                 |
|                    |                         | 8                         | 24                |
| <b>SESSION II</b>  |                         |                           |                   |
| Mod. III (8 weeks) |                         |                           |                   |
| BCT 0415           | Masonry Principles V    | 2                         | 4                 |
| BCT 0425           | Masonry Practices V     | 2                         | 8                 |
| BCT 0416           | Masonry Principles VI   | 2                         | 4                 |
| BCT 0426           | Masonry Practices VI    | 2                         | 8                 |
|                    |                         | 8                         | 24                |
| Mod. IV (8 weeks)  |                         |                           |                   |
| BCT 0417           | Masonry Principles VII  | 2                         | 4                 |
| BCT 0427           | Masonry Practices VII   | 2                         | 8                 |
| BCT 0418           | Masonry Principles VIII | 2                         | 4                 |
| BCT 0428           | Masonry Practices VIII  | 2                         | 8                 |
|                    |                         | 8                         | 24                |

\*Institutional credit non-transferable.

### Certificate Program-Ornamental Horticulture

Specialized classroom and laboratory experience concerned with the propagation and maintenance of plants. Instruction emphasizes knowledge and understanding important to establishing, maintaining, and managing ornamental horticulture enterprises. Included is the use of tools, insecticides and plant foods. This program requires one year of four eight-week sessions for completion (768 Clock Hours)

|                  |                                      | SEMESTER HOURS<br>CREDIT* | HOURS<br>PER WEEK |
|------------------|--------------------------------------|---------------------------|-------------------|
| <b>SESSION I</b> |                                      |                           |                   |
| Mod. I (8 weeks) |                                      |                           |                   |
| ORH 0101         | Ornamental Horticulture Principles I | 2                         | 4                 |

|                    |   | SEMESTER HOURS<br>CREDIT* | HOURS<br>PER WEEK |
|--------------------|---|---------------------------|-------------------|
| ORH 0111           | Ornamental Horticulture Practices I     | 2                         | 8                 |
| ORH 0102           | Ornamental Horticulture Principles II   | 2                         | 8                 |
| ORH 0112           | Ornamental Horticulture Practices II    | 2                         | 8                 |
|                    |   | <hr/>                     | <hr/>             |
|                    |   | 8                         | 24                |
| Mod. II (8 weeks)  |   |                           |                   |
| ORH 0103           | Ornamental Horticulture Principles III  | 2                         | 4                 |
| ORH 0113           | Ornamental Horticulture Practices III   | 2                         | 8                 |
| ORH 0104           | Ornamental Horticulture Principles IV   | 2                         | 4                 |
| ORH 0114           | Ornamental Horticulture Practices IV    | 2                         | 8                 |
|                    |   | <hr/>                     | <hr/>             |
|                    |   | 8                         | 24                |
| SESSION II         |   |                           |                   |
| Mod. III (8 weeks) |   |                           |                   |
| ORH 0105           | Ornamental Horticulture Principles V    | 2                         | 4                 |
| ORH 0115           | Ornamental Horticulture Practices V     | 2                         | 8                 |
| ORH 0106           | Ornamental Horticulture Principles VI   | 2                         | 4                 |
| ORH 0116           | Ornamental Horticulture Practices VI    | 2                         | 8                 |
|                    |   | <hr/>                     | <hr/>             |
|                    |   | 8                         | 24                |
| Mod. IV (8 weeks)  |   |                           |                   |
| ORH 0107           | Ornamental Horticulture Principles VII  | 2                         | 4                 |
| ORH 0117           | Ornamental Horticulture Practices VII   | 2                         | 8                 |
| ORH 0108           | Ornamental Horticulture Principles VIII | 2                         | 4                 |
| ORH 0118           | Ornamental Horticulture Practices VIII  | 2                         | 8                 |
|                    |   | <hr/>                     | <hr/>             |
|                    |   | 8                         | 24                |

\*Institutional credit non-transferable.





### Certificate Program-Plumbing and Pipefitting

Specialized classroom and practical experiences concerned with all phases of assembly, installation, and repair of pipes, fixtures and fittings used for water distribution and waste disposal in residences, public and industrial buildings according to local plumbing codes. Emphasis is placed on layout and use of tools for bending, cutting, threading, welding, soldering, and brazing. Also covered is interpretation of schedules and specifications for installation of such typical jobs as installation of water supply networks, domestic hot water facilities, sewage and waste drainage, and plumbing fixtures. This program requires one year of four eight-week sessions for completion. (768 Clock Hours)

|                    |                          | SEMESTER HOURS<br>CREDIT* | HOURS<br>PER WEEK |
|--------------------|--------------------------|---------------------------|-------------------|
| <b>SESSION I</b>   |                          |                           |                   |
| Mod. I (8 weeks)   |                          |                           |                   |
| BCT 0501           | Plumbing Principles I    | 2                         | 4                 |
| BCT 0511           | Plumbing Practices I     | 2                         | 8                 |
| BCT 0502           | Plumbing Principles II   | 2                         | 4                 |
| BCT 0512           | Plumbing Practices II    | 2                         | 8                 |
|                    |                          | 8                         | 24                |
| Mod. II (8 weeks)  |                          |                           |                   |
| BCT 0503           | Plumbing Principles III  | 2                         | 4                 |
| BCT 0513           | Plumbing Practices III   | 2                         | 8                 |
| BCT 0504           | Plumbing Principles IV   | 2                         | 4                 |
| BCT 0514           | Plumbing Practices IV    | 2                         | 8                 |
|                    |                          | 8                         | 24                |
| <b>SESSION II</b>  |                          |                           |                   |
| Mod. III (8 weeks) |                          |                           |                   |
| BCT 0505           | Plumbing Principles V    | 2                         | 4                 |
| BCT 0515           | Plumbing Practices V     | 2                         | 8                 |
| BCT 0506           | Plumbing Principles VI   | 2                         | 4                 |
| BCT 0516           | Plumbing Practices VI    | 2                         | 8                 |
|                    |                          | 8                         | 24                |
| Mod. IV (8 weeks)  |                          |                           |                   |
| BCT 0507           | Plumbing Principles VII  | 2                         | 4                 |
| BCT 0517           | Plumbing Practices VII   | 2                         | 8                 |
| BCT 0508           | Plumbing Principles VIII | 2                         | 4                 |
| BCT 0518           | Plumbing Practices VIII  | 2                         | 8                 |
|                    |                          | 8                         | 24                |

\*Institutional credit non-transferable.



### Certificate Program-Small Gas Engines

Specialized classroom and laboratory experiences concerned with maintaining and repairing a variety of small engines used on portable power equipment, e.g., lawnmowers, outboard motors, generators, pumps, chain saws, and rotary tillers. Instruction includes principles of internal combustion engine operation, reading technical manuals, and customer relations. This program requires one year of four eight-week sessions for completion. (768 Clock Hours)

|                    |                               | SEMESTER HOURS<br>CREDIT* | HOURS<br>PER WEEK |
|--------------------|-------------------------------|---------------------------|-------------------|
| <b>SESSION I</b>   |                               |                           |                   |
| Mod. I (8 weeks)   |                               |                           |                   |
| AER 0371           | Small Gas Engines Theory I    | 2                         | 4                 |
| AER 0381           | Small Gas Engines Shop I      | 2                         | 8                 |
| AER 0372           | Small Gas Engines Theory II   | 2                         | 4                 |
| AER 0382           | Small Gas Engines Shop II     | 2                         | 8                 |
|                    |                               | <hr/>                     | <hr/>             |
|                    |                               | 8                         | 24                |
| Mod. II (8 weeks)  |                               |                           |                   |
| AER 0373           | Small Gas Engines Theory III  | 2                         | 4                 |
| AER 0383           | Small Gas Engines Shop III    | 2                         | 8                 |
| AER 0374           | Small Gas Engines Theory IV   | 2                         | 4                 |
| AER 0384           | Small Gas Engines Shop IV     | 2                         | 8                 |
|                    |                               | <hr/>                     | <hr/>             |
|                    |                               | 8                         | 24                |
| <b>SESSION II</b>  |                               |                           |                   |
| Mod. III (8 weeks) |                               |                           |                   |
| AER 0411           | Small Gas Engines Theory V    | 2                         | 4                 |
| AER 0431           | Small Gas Engines Shop V      | 2                         | 8                 |
| AER 0377           | Small Gas Engines Theory VI   | 2                         | 4                 |
| AER 0387           | Small Gas Engines Shop VI     | 2                         | 8                 |
|                    |                               | <hr/>                     | <hr/>             |
|                    |                               | 8                         | 24                |
| Mod. IV (8 weeks)  |                               |                           |                   |
| AER 0601           | Small Gas Engines Theory VII  | 2                         | 4                 |
| AER 0611           | Small Gas Engines Shop VII    | 2                         | 8                 |
| AER 0271           | Small Gas Engines Theory VIII | 2                         | 4                 |
| AER 0275           | Small Gas Engines Shop VIII   | 2                         | 8                 |
|                    |                               | <hr/>                     | <hr/>             |
|                    |                               | 8                         | 24                |

\* Institutional credit non-transferable

### Certificate Program-Welding

Specialized classroom and practical experiences in the cutting or joining of metal parts through the application of intense heat, using gas welding or electric arc welding equipment. Covered are selection of proper torch tips and filler rods, adjustment of gas pressure and flame according to size and characteristics of metal, selection of proper electrodes and adjustment of voltage and current for type of metal. Flame cutting, brazing and use of equipment introducing a shield of inert gas (MIG-TIG) around the electric arc to prevent oxidation are integrated into the program. Emphasis is also placed on safety, and interpretation of blueprints and layouts. This program requires one year of four eight-week sessions for completion. (768 Clock Hours)

|                  |                      | SEMESTER HOURS<br>CREDIT* | HOURS<br>PER WEEK |
|------------------|----------------------|---------------------------|-------------------|
| <b>SESSION I</b> |                      |                           |                   |
| Mod. I (8 weeks) |                      |                           |                   |
| MTR 0051         | Welding Principles I | 2                         | 4                 |
| MTR 0061         | Welding Practices I  | 2                         | 8                 |



|                    |                         | SEMESTER HOURS<br>CREDIT* | HOURS<br>PER WEEK |
|--------------------|-------------------------|---------------------------|-------------------|
| MTR 0052           | Welding Principles II   | 2                         | 4                 |
| MTR 0062           | Welding Practices II    | 2                         | 8                 |
|                    |                         | <u>8</u>                  | <u>24</u>         |
| Mod. II (8 weeks)  |                         |                           |                   |
| MTR 0053           | Welding Principles III  | 2                         | 4                 |
| MTR 0063           | Welding Practices III   | 2                         | 8                 |
| MTR 0054           | Welding Principles IV   | 2                         | 4                 |
| MTR 0064           | Welding Practices IV    | 2                         | 8                 |
|                    |                         | <u>8</u>                  | <u>24</u>         |
| <b>SESSION II</b>  |                         |                           |                   |
| Mod. III (8 weeks) |                         |                           |                   |
| MTR 0055           | Welding Principles V    | 2                         | 4                 |
| MTR 0065           | Welding Practices V     | 2                         | 8                 |
| MTR 0056           | Welding Principles VI   | 2                         | 4                 |
| MTR 0066           | Welding Practices VI    | 2                         | 8                 |
|                    |                         | <u>8</u>                  | <u>24</u>         |
| Mod. IV (8 weeks)  |                         |                           |                   |
| MTR 0057           | Welding Principles VII  | 2                         | 4                 |
| MTR 0067           | Welding Practices VII   | 2                         | 8                 |
| MTR 0058           | Welding Principles VIII | 2                         | 4                 |
| MTR 0068           | Welding Practices VIII  | 2                         | 8                 |
|                    |                         | <u>8</u>                  | <u>24</u>         |

\*Institutional credit non-transferable.



## 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 COE 1000-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 advisor for an interview.

3. The advisor will interview the student with regard to career interests and possible cooperative assignment.

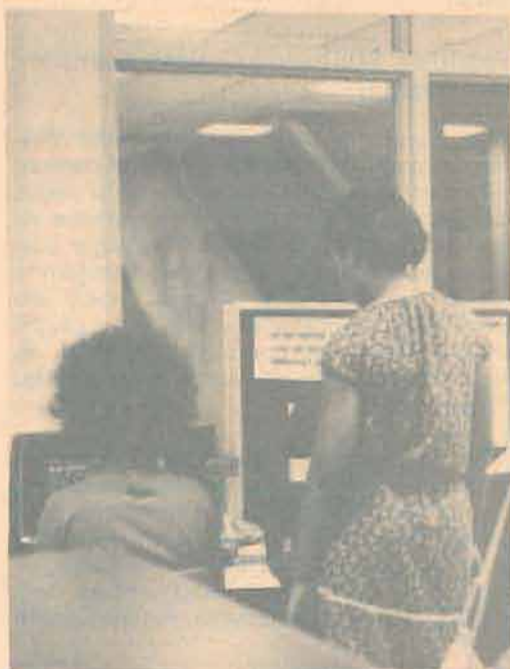
4. If the student is accepted into the program, the cooperative education advisor will assign an appropriate training position.

## Developmental Studies Program

Pasco-Hernando Community College offers Developmental Courses at the 9000-level for students in need of refresher or review work in preparation for college-level academic courses. Adults, as well as recent graduates, should consider the opportunities in this program to improve their foundation in the basic skills. Regular classroom instruction and individually prescribed study in the Learning Laboratory are available.

Students usually select Developmental Courses on the basis of the length of time away from formal schooling, college pre-test results, instructor referral, or the recommendation of college counselors.

Credits earned in Developmental Courses are not applicable to the Associate in Arts or Associate in Science Degrees or Certificates. However, a maximum of six hours may be applied toward the Associate in General Studies Degree or Certificate. For further information, the student should consult a Pasco-Hernando Community College counselor.





## Course Descriptions

Core courses required and designated as electives under the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to a senior public institution. All other catalog courses, except those at the 9000-level (indicated by \*) and those designed for Vocational Certificates only, are credited to any degree program for purposes of graduation from Pasco-Hernando Community College, but may not be accepted by the institution to which a student transfers. A counselor will assist in providing information on courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

Physical Education courses and 9000-level courses (indicated by \*) are not creditable as part of the basic 60-hour requirement in the AA and AS Degrees. No more than six hours of credit in courses at the 9000-level (indicated by \*) may be applied toward the AGS Degree and Certificate. Vocational Certificate courses accrue credit only toward the certificate to which they apply.

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

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

### Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC\_\_\_000 at a community college, he cannot be required to repeat SOC\_\_\_000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

### General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC\_\_\_000.

### First Digit

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

### Titles

Each institution will retain its own title for



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

#### Lab Indicators

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

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

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

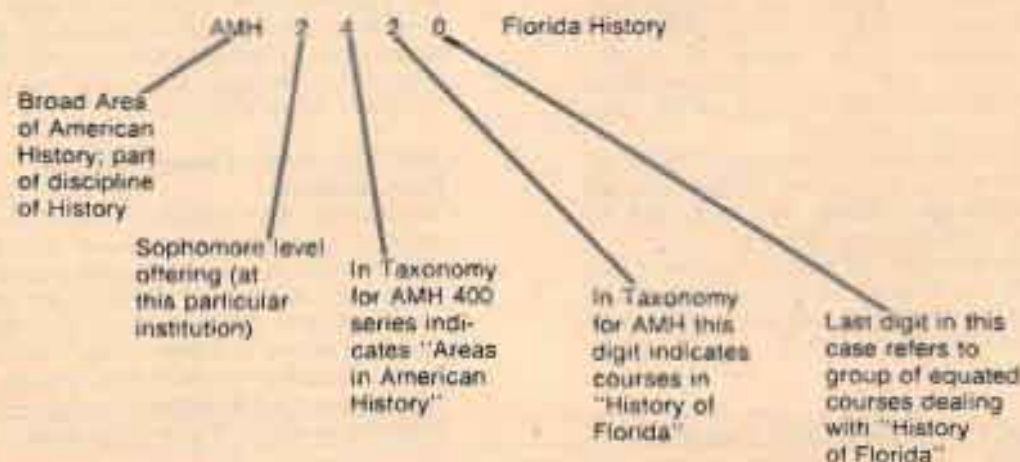
Examples: Marine Biology  
                   OCB\_013 (lecture only)  
                   OCB\_013L (lab only)  
                   Marine Biology with Lab  
                   OCB\_013C (lecture and lab combined)

Therefore, OCB\_013C is equivalent to OCB\_013 plus OCB\_013L.

#### Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than

A more specific example is AMH 2420.



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

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

the individual courses which make up these sequences (For example, MAC\_132\_\_133\_\_134) in these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

#### Explanation of Prefixes and Numbers

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

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

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



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

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

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

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

#### Exceptions to the Rule for Equivalencies

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

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

#### Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges

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

#### Agriculture-Business Technology

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

**AGG 2941 Agriculture Employment Practicum** 3 cr.  
Students will be assigned to an agricultural business for practical work experience in his or her major field. Three class hours.

**AGR 2222 Forage, Cover, and Grain Crops** 3 cr.  
Scientific and practical considerations in the production of hay, cover, and grain crops, and their importance to livestock. Three class hours.

**ANS 1003 Animal Science** 3 cr.  
An understanding of the importance of livestock to agriculture and to people. Basic nutrition, breeding, selection, and management in livestock production are emphasized. Three class hours.

**ASG 2331 Artificial Insemination in Farm Animals** 3 cr.  
Prerequisite: ANS 1003 or consent of instructor. Emphasis is given to the development of skills in the techniques of artificial insemination of farm animals. Principles and procedures for collection and processing of semen from farm animals. Application of genetics and production records in developing a successful breeding program. Three class hours.

**FOS 2441 Citrus Processing** 3 cr.  
Fundamental principles involved in processing citrus into various products and by-products. Three class hours.



**FRC 2211 Citrus Culture 3 cr.**

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

**MAG 2331 Agriculture Equipment 3 cr.**

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

**ORH 2002 Ornamental Horticulture 3 cr.**

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.

**SOS 2102 Soil Science and Fertilizers 3 cr.**

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.

**Anthropology****ANT 2410 Introduction to Cultural Anthropology 3 cr.**

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

**ANT 2511 Introduction to Physical Anthropology 3 cr.**

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

**Art****ARH 1000 Art Appreciation 3 cr.**

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

**ART 1100C Craft Design I 1 cr.**

A course designed to introduce the student to the techniques of craft design and to provide the means for creative application of these techniques. Craft design areas are: A. Macrame; B. Jewelry; C. String Sculpture; D. Crewel; E. Batik; F. Tie & Die; G. Candle-making; H. Needlepoint; I. Weaving; J. Woodworking; K. Shellcraft; L. Leather. Two class and studio hours.

**ART 1101C Craft Design II 1 cr.**

Prerequisite: Craft Design I or consent of instructor. A continuation of the craft design area from Craft Design I. Two class and studio hours.

**ART 1110C Ceramics 3 cr.**

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

**ART 1111C Advanced Ceramics 3 cr.**

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

**ART 1300C Drawing I 2 cr.**

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

**ART 1301C Drawing II 2 cr.**

Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. Four class and studio hours.

**ART 1600C Basic Creative Photography I 3 cr.**

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.

**ART 1601C Basic Creative Photography II 3 cr.**

A continuation of ART 1600C. Emphasis will be placed on in-depth study of cameras, film, paper, lenses, photographic accessories, and darkroom techniques. Three class hours.

**ART 2510 Painting I 2 cr.**

Prerequisite: ART 1300C or demonstrate proficiency to instructor. Studio problems in painting involving contemporary styles, techniques, and materials of painting. Four class and studio hours.

**ART 2520 Painting II 2 cr.**

Prerequisite: ART 2510. A continuation of



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

## Banking

### **BAN 1110 Principles of Bank Operations** 3 cr.

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.

### **BAN 1160 Bank Letters and Reports** 3 cr.

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.

### **BAN 1210 Analyzing Financial Statements** 3 cr.

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 a minimum accounting background necessary for profitable study of financial statement analysis. Three class hours.

### **BAN 1220 Loan and Discount** 3 cr.

This course teaches bank employees the essential facts about promissory notes, including calculating interests 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.

### **BAN 1250 Home Mortgage Lending** 3 cr.

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.

### **BAN 2150 Bank Public Relations and Marketing** 3 cr.

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.

### **BAN 2200 Credit Administration** 3 cr.

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.

### **BAN 2240 Installment Credit** 3 cr.

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.

### **BAN 2303 Savings and Time Deposit Banking** 3 cr.

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.



**BAN 2400 Trust Functions and Services 3 cr.**

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.

**BAN 2720 Bank Management 3 cr.**

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of 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.

**BAN 2800 Law and Banking 3 cr.**

An introduction to basic American law, presenting the rules 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.

**FIN 2230 Money and Banking 3 cr.**

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 and the structuring of portfolios. Three class hours.

**Biological Science****APB 1120 Introduction to Biology I 3 cr.**

A non-laboratory course for students not planning to major in biology. Introduces the student to evolution and the origin of life, the chemistry of life, energy in living systems, cell biology, genetics, and reproduction and development. APB 1120 and APB 1150 do not have to be taken in sequence. Three class hours.

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

A non-laboratory course for students not

planning to major in biology. Introduces the student to basic human anatomy and physiology, behavior, ecology, and populations, resources and environment. APB 1120 and APB 1150 do not have to be taken in sequence. Three class hours.

**APB 1190C Anatomy and Physiology 4 cr.**

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, demonstrations, and appropriate specimens will be studied. Three lecture hours and three lab hours.

**BOT 1010C Botany 4 cr.**

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

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

Suggested prerequisites: High school chemistry and biology. An introduction to the unifying principles of biology at the molecular, cellular and organismic levels of organization. To include: the origin of life, biological macromolecules, cell organization and function, genetics, DNA and protein synthesis, evolution, natural selection and the origin of species. Three lecture hours and three laboratory hours.

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

Prerequisite: BSC 1010C. A continuation of BSC 1010C emphasizing the diversity of life, the structure and function of animals, ecology, and the structure and function of plants. Intended for science major. Three lecture hours and three laboratory hours.

**MCB 2013C Microbiology 4 cr.**

Prerequisite: BSC 1010C. Pre or corequisite: CHM 1015C or CHM 1046C. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology, genetic mechanisms, and their effects upon organisms. Three lecture hours and three lab hours.

**OCE 2007 Introduction to Oceanology 3 cr.**

An introduction to the physical, chemical, and biological nature of the sea. Topics include: the history and shape of the



oceans, waves, tides, and currents; diversity and ecology of marine life; and oceanic contamination. Credit to be earned as a science elective only. Three class hours.

**ZOO 2010C Zoology** 4 cr.  
A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. It is strongly recommended that students take a Fundamentals of Biology course or its equivalent before attempting Zoology. Three lecture hours and three lab hours.

### Building Construction Technology

**ARC 1120C Architectural Drawing** 3 cr.  
Prerequisite: ETD 1100C. The fundamentals of architectural drawing and design including both residential and commercial buildings. Two hours lecture and three hours lab.

**BCN 1220 Structures I** 3 cr.  
The principles and practices of residential building construction with emphasis on regional construction. Three class hours.

**BCN 1221 Structures II** 3 cr.  
The principles and practices of commercial and industrial building construction using structural timber, steel, and concrete. Three class hours.

**BCN 1501 Plumbing Systems** 3 cr.  
The study of the residential and commercial plumbing practices based on the current Southern Plumbing Code. Three class hours.

**BCN 1520 Electrical Systems** 3 cr.  
A study of residential and commercial electrical practices based on the current National Electrical Code. Three class hours.

**BCN 2403 Engineering Mechanics** 3 cr.  
Prerequisite: MTB 1322. The study of force systems including measurements of inertia, vector analysis, trusses and friction. Three class hours.

**BCN 2408 Structural Design** 3 cr.  
Prerequisite: MTB 1322. 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 2610 Construction Estimating** 3 cr.  
A basic course dealing with the computation of building costs for typical con-

struction projects and calculating costs of labor and materials from take-off to final estimate. Three class hours.

**BCN 2765 Codes, Contracts, and Specifications** 3 cr.  
A review of the various statutes, codes, contracts, and specifications which are related to the building industry. Three class hours.

**ETC 2210 Soil Mechanics** 3 cr.  
A study of various soil characteristics with tests for density, plastic and liquid limit, bearing, compaction, shrinkage and strength. Three class hours.

**SUR 2001C Surveying I** 3 cr.  
Prerequisite: MTB 1322. An introduction to the basic methods of site surveying, use of instruments, and note recording. Site plan development for use in building construction projects is emphasized. Three class hours.

**SUR 2200C Surveying II** 3 cr.  
Prerequisite: SUR 2001C. An introduction to road surveying with an emphasis on cross sections, vertical and horizontal curves. Three class hours.

**ETC 2500 Highway Engineering** 3 cr.  
A study of highway construction, including design factors, traffic engineering, sub-grade structure, pavements, and maintenance. Three class hours.

**ETD 1100C Engineering Drawing** 3 cr.  
The study of orthographic projection, cross sections, revolutions, intersections and development. Two hours lecture and three hours lab.

**ETG 2530 Strength of Materials** 3 cr.  
Prerequisite: MTB 1322. Investigation of various building materials as to their stresses, strains, elasticity, and deflection. Three class hours.

**ETM 2610 Mechanical System** 3 cr.  
An introductory course to the environmental control of houses and buildings with emphasis on equipment design, performance, and maintenance of air-conditioning, heating and steam systems. Three class hours.

### Business

**ACC 2001 Principles of Accounting I** 3 cr.  
An introductory study of the underlying principles of double entry records, basic types of records and reports, accounting procedure and technique, inventories, valuation and depreciation methods, pay-



roll; the form and content of the balance sheet and the income statement. Three class hours.

**ACC 2021 Principles of Accounting II** 3 cr.

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

**ACC 2109 Intermediate Accounting I** 3 cr.

Prerequisite: ACC 2021. A continuation of the accounting principles involved in measuring income, expense, and the valuation of assets. Three class hours.

**ACC 2129 Intermediate Accounting II** 3 cr.

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

**ACC 2409 Cost Accounting** 3 cr.

Prerequisite: ACC 2129. Interpretation and analysis of cost into three major areas: 1. Planning and controlling routine operations (break-even analysis; job order process cost systems). 2. Inventory valuation and income determination (standard costing). 3. Policy making and long-range planning (capital budgeting). Three class hours.

**ACC 2509 Federal Income Tax Principles** 3 cr.

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

**BUL 2111 Business Law I** 3 cr.

Business Law which considers the nature and source of our laws, law courts and courtroom procedures. Legal principles covering crimes and torts, with emphasis on contracts, personal property and bailments and sales, with relevant portions of the Uniform Commercial Code. Three class hours.

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

Prerequisite: BUL 2111. Business law with emphasis on commercial paper, creditors rights and secured transactions, agency

and employment, partnerships, corporations and real property. Three class hours.

**COC 1300 Introduction to Data Processing** 3 cr.

This course is a general survey of what a computer system is, how it works, and uses to which it is applied. The chief objective is to provide the student with a basic understanding of data processing, hardware, and software, 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.

**COP 1160 RPG Programming** 3 cr.

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.

**COP 1226 Cobol** 3 cr.

Prerequisite: COC 1300. 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 Burroughs 1700 computer. Sample data will be processed. Three class hours.

**COP 2216 Fortran Programming I** 3 cr.

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

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

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

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

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



**FIN 1100 Personal Finance 3 cr.**

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

**FIN 2000 Principles of Finance 3 cr.**

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

**GEB 1011 Introduction to Business 3 cr.**

Fundamentals of business environment, organization, and operation with emphasis on perspectives on business, management, marketing, finance, and quantitative tools. Three class hours.

**MAN 2000 Principles of Management 3 cr.**

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

**MAN 2300 Personnel Management 3 cr.**

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

**MAR 1011 Principles of Marketing 3 cr.**

The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinants of demand which make up the marketing environment — the economic 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.

**MAR 1941A Marketing Practicum 3 cr.**

Theory of major course work is employed through the use of various plans, which will involve on-the-job training with local businesses and special job-related assignments. The course is designed to be utilized by Marketing-Distributive Education students. Admission to course is by ap-

proval of the instructor. Three class hours.

**MAR 1941B Marketing Practicum 3 cr.**

Continuation of MAR 1941A.

**MAR 2101 Salesmanship 3 cr.**

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

**MAR 2941A Marketing Practicum 3 cr.**

Continuation of MAR 1941B.

**MAR 2941B Marketing Practicum 3 cr.**

Continuation of MAR 2941A.

**MKA 1940 Business Practicum — Stock and Inventory 3 cr.**

This course provides for the development of competencies in tasks performed by a stock and inventory clerk. Activities will include: career information, shipping processes, inventory records, purchasing processes, physical inventories, processing mail, telephone techniques and inventory reports. Three class hours.

**QMB 1001 Business Mathematics 3 cr.**

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

**SES 1100 Beginning Typewriting 3 cr.**

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

**SES 1110 Intermediate Typewriting 3 cr.**

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

**SES 1210 Shorthand I 3 cr.**

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



**SES 1211 Shorthand II 3 cr.**

Prerequisite: SES 1210, or one year of high school shorthand (Gregg). A continuation of Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. Three class hours.

**SES 2120 Advanced Typewriting 3 cr.**

Prerequisite: SES 1110 or two years of high school typewriting. Continuation of basic and production skill-building with further application of these skills to advanced office problems. Five class hours.

**SES 2212 Shorthand III 3 cr.**

Prerequisite: SES 1211 or two years of high school shorthand. This course reviews the theory of Gregg Shorthand, Diamond Jubilee Series, and develops the ability to take dictation and transcribe rapidly and accurately. Emphasis is given to arrangement, punctuation, and correct English usage. Three class hours.

**SES 2213 Shorthand IV 3 cr.**

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

**SES 2321 Office Machines 3 cr.**

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

**SES 2335 Business Correspondence 3 cr.**

Prerequisite: SES 1100 or consent of instructor. Writing clear, forceful and effective business letters. Construction of letters dealing with orders, inquiries, adjustments, credits, collections, sales and applications for employment. Three class hours.

**SES 2361 Machine Transcription 3 cr.**

Prerequisite: SES 1100. This course provides for the development of proficiency in machine transcription using various types of transcribing machines. It will introduce general grammar rules, vocabulary, listening skills, and provide the usage of documents and forms used in all phases of business. Three class hours.

**SES 2401 Office Procedures I 3 cr.**

Prerequisite: SES 1100 or consent of instructor. This course provides for the development of secretarial concepts and instruction and practice in various office duties such as typewriting, copying and

duplicating techniques, processing mail, dictating and transcribing responsibilities, mailing and shipping services, and telephoning and telegraphing services. Three class hours.

**SES 2402 Office Procedures II 3 cr.**

Prerequisite: SES 1100 or consent of instructor. This course provides for instruction and practice in the following office duties: filing, writing travel itineraries, fulfilling responsibilities for meetings, using data processing and communications techniques, handling banking services, investment and insurance records, payroll records and the legal facets of secretarial work. Three class hours.

**SES 2441 Procedural Law for Legal Secretaries and Court Clerks I 3 cr.**

This course will present basic legal terminology with an orientation to case track 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.

**SES 2442 Procedural Law for Legal Secretaries and Court Clerks II 3 cr.**

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.

**SES 2443 Procedural Law for Legal Secretaries and Court Clerks III 3 cr.**

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.

**SSI 1123 Taxation: Myths and Realities 3 cr.**

This course is designed to sort the myths from the realities of taxation. It will explore the social, economic and political challenges confronting the tax system that finances government. Topics to be discussed: the uses and abuses of taxation, taxes and the economy, federal tax problems and policy options, state and local tax problems and policy options, tax re-



form: myth or reality. (Equivalent to three class hours).

## Carpentry

**BCT 0111 Carpentry Principles I 2 cr.**  
An orientation to the basic hand tools for carpentry trades used in woodworking, trim, framing, cabinet making, fastening, and other common jobs. Tool selection, adjustment, safety, storage, and parts replacement will be emphasized. Four class hours.

**BCT 0112 Carpentry Principles II 2 cr.**  
An introduction to the carpentry portable power tools and machine tools used in woodworking, trim, framing, cabinet making, fastening and other common jobs. Selection, adjustment, safety, storage, and parts replacement will be emphasized. Four class hours.

**BCT 0113 Carpentry Principles III 2 cr.**  
The orientation to identification of building materials and their use, with an introduction to blueprint reading, house plans, specifications, codes, foundations, elevations and working drawings. Four class hours.

**BCT 0114 Carpentry Principles IV 2 cr.**  
The study of footings and foundations, floor framing, and wall framing used in construction. Four class hours.

**BCT 0115 Carpentry Principles V 2 cr.**  
The study of roof framing and roofing materials used in construction. Four class hours.

**BCT 0116 Carpentry Principles VI 2 cr.**  
The study of exterior wall finish including windows and door units and the interior walls, ceiling, and floor finish. Four class hours.

**BCT 0117 Carpentry Principles VII 2 cr.**  
The study of door and interior trim and an introduction to lighting fixtures, bathroom fixtures, paints, and varnishes. Four class hours.

**BCT 0118 Carpentry Principles VIII 2 cr.**  
An introduction to cabinet making and installing custom made cabinets. A study of stairway layout and construction and post and beam construction. Four class hours.

**BCT 0121 Carpentry Practices I 2 cr.**  
Pre or corequisite: BCT 0111. The practical application of the basic hand tools used in the carpentry trades with a heavy emphasis on proper use and safety of tools and equipment. Eight class hours.

**BCT 0122 Carpentry Practices II 2 cr.**  
Prerequisite or corequisite: BCT 0112. The practical application of the portable power tools and machine tools used in woodworking, trim, framing, cabinet making, fastening and other common jobs with a heavy emphasis on proper use and safety. Eight class hours.

**BCT 0123 Carpentry Practices III 2 cr.**  
Pre or corequisite: BCT 0113. The practical application in identifying building materials and correctly using them. Blueprint reading, house plan reading, specifications and code readings and the application of these readings to foundations, elevations, working drawings and construction. Eight class hours.

**BCT 0124 Carpentry Practices IV 2 cr.**  
Pre or corequisite: BCT 0114. The practical application in using the transit in the laying out of buildings; layout and construction of foundations; and floor framing and wall framing. Eight class hours.

**BCT 0125 Carpentry Practices V 2 cr.**  
Pre or corequisite: BCT 0115. The practical application in the construction and installation of roof framing, louvers, and roofing materials. Eight class hours.

**BCT 0126 Carpentry Practices VI 2 cr.**  
Pre or corequisite: BCT 0116. The practical application in the cutting and installing of exterior wall finish including window and door units. Interior walls, ceiling and floor finish are also included in the practical application. Eight class hours.

**BCT 0127 Carpentry Practices VII 2 cr.**  
Pre or corequisite: BCT 0117. The practical application in the installation of interior trim, doors, and door hardware. Eight class hours.

**BCT 0128 Carpentry Practices VIII 2 cr.**  
Pre or corequisite: BCT 0118. The practical application involved in measuring and fitting custom made cabinets and their relation to fixtures and appliances. Installing laminated plastic tops and layout and construction of stairways, posts and beams will be performed. Eight class hours.

## Chemistry

**CHM 1015C Chemistry 4 cr.**  
A one semester introductory chemistry course. Intended for students with either no high school chemistry or those who need a refresher course prior to entering the CHM 1046C, 1047C sequence. Includes chemical symbols, formulas, equations and calculations; states of matter, elec-



tronic structure and bonding; thermodynamics; solutions, acids and bases; chemical equilibrium; and rules of chemical reactions. Three lecture hours and three laboratory hours.

**CHM 1046C General Chemistry and Qualitative Analysis I 4 cr.**

Prerequisite: CHM 1015C or one year of high school chemistry. Includes the concepts of periodicity; atomic and molecular orbitals, and bonding; properties related to structure; chemical calculations and their solutions relative to state; energy and equilibrium changes of chemical reactions; and solutions. Three lecture hours and three laboratory hours.

**CHM 1047C General Chemistry and Qualitative Analysis II 4 cr.**

Prerequisite: CHM 1046C. This course extends the study of chemical principles in: thermodynamics, kinetics, coordination complexes, acid-base reactions, oxidation-reduction, electro-chemistry, selected metals, and nuclear and organic chemistry. Three lecture hours and three laboratory hours.

**CHM 2210C Organic Chemistry I 4 cr.**

Prerequisite: CHM 1047C. 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 laboratory hours.

**CHM 2211C Organic Chemistry II 4 cr.**

Prerequisite: CHM 2210C. A continuation of CHM 2210C giving consideration to carbohydrates, aromatic structure, electrophilic substitutions, directive effects, nucleophile substitution, aromatic derivatives, rearrangements. Three lecture hours and three laboratory hours.

## Cooperative Education

**COE 1000 Cooperative Education I 1 cr.**

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.

**—1949 Cooperation Education II 3 cr.**

(Prefix will be determined by area of work experience) Prerequisite or corequisite: COE 1000. 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.

**—2949 Cooperative Education III 3 cr.**

(Prefix will be determined by area of work experience) Prerequisite: 1949. Continuation of \_\_\_ 1949. The opportunity to move into more rewarding and demanding work experiences that are equaled by the student's increasing skills. Grades of "S" or "U" are awarded.

## Criminal Justice

**CCJ 1010 Introduction to Criminology 3 cr.**

The study of deviant behavior as it relates to the definition of crime; theories of crime causation; crime typologies. The impact of crime, limits of criminal law; juvenile delinquency, and society's reaction to criminal behavior. Three class hours.

**CCJ 1100 Introduction to Law Enforcement 3 cr.**

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.

**CCJ 1300 Introduction to Corrections 3 cr.**

An introduction and overview of processes, trends, and practices of juvenile and adult institutional treatment, parole, and contemporary community based correctional programs — both publicly and privately supported. Includes history and philosophy of corrections, and emphasis on offender rights. Three class hours.

**CCJ 1330 Probation and Parole 3 cr.**

This course has been designed for the beginning student in probation and parole. The course considers the application of social theories. It includes the history and philosophy of the subject, plus problem areas in rehabilitation treatment. Three class hours.

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

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.

**CCJ 1420 Police Operations 3 cr.**

Principles of organization and administration as applied to operational services. Pa-



tro; criminal investigation; intelligence and vice units; juvenile units; traffic administration. Three class hours.

**CCJ 2000 Police Role in Crime & Delinquency** 3 cr.  
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.

**CCJ 2130 Police Community Relations** 3 cr.  
The course provides an understanding of the complex factors involved in human relations between the community and law enforcement officers. The police role and the nature, meaning and implications of professionalism in policing are explored in order to provide a better understanding of the necessity for a successful police-citizen partnership. Three class hours.

**CCJ 2220 Criminal Law** 3 cr.  
The nature, sources and types of criminal law. The classification and analysis of crimes and criminal acts in general and the examination of selected criminal offenses. Three class hours.

**CCJ 2260 Constitutional Law and Rules of Evidence in Criminal Cases** 3 cr.  
A study of evidence as it relates to criminal cases and its importance to the operations of law enforcement with emphasis placed upon constitutional law and its relationship to the admissibility of evidence. Topics include the Bill of Rights, Law of Arrest, Search and Seizure, Right to Counsel, Self-Incrimination, Hearsay and its exceptions, and a comprehensive study of the admissibility of all different forms of evidence. Three class hours.

**CCJ 2930 Seminar in Police Problems** 3 cr.  
Prerequisite: Satisfactory completion of nine hours of CCJ courses. Research, writing, and discussion of selected subject areas including foreign police agencies, industrial and retail security, and duties of various government regulatory agencies. Analysis of contemporary police problems. Three class hours.

**CJT 1100 Criminal Investigation** 3 cr.  
Introduction to criminal investigation procedure including theory of an investigation, case preparation, specific techniques

for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation. Three class hours.

**CJT 1110 Introduction to Criminalistics** 3 cr.  
General course in the scientific aspects of criminal investigation with emphasis upon recording at the crime scene, collection and preservation of evidence, and the examination of evidence employing techniques available to the criminal investigator or crime technician. Advanced criminalistics discussed to the extent necessary to familiarize the student with the capabilities and limitations of advanced police science laboratory. Three class hours.

## Dance

**DAA 1160 Introduction to Dance** 2 cr.  
Exploration of Dance as a performing art through the areas of modern dance techniques and improvisation. Open to all students. Three class hours.

## Education

**EDE 1036 Bilingual-Bicultural Education and Classroom Techniques in Elementary School** 3 cr.  
Prerequisite: 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. "S" or "U" grades will be awarded. Three class hours.

**EDE 1037 Bilingual-Bicultural Education II** 3 cr.  
This course has been designed to meet the academic needs of teacher aides involved in a Bilingual Program. The course contains Bilingual Education, Classroom Techniques, Mexican Culture and Advanced Spanish Grammar. "S" or "U" grades will be awarded. Three class hours.

**EDE 2038 Bilingual Education in Elementary Schools** 3 cr.  
Prerequisite: Recommendation of Bilingual Supervisor. Meets the needs of principals, supervisors, counselors and teachers who are dealing with a Bilingual Program. The course has been divided into three parts: I-Bilingual Education, II-Mexican Culture, III-Spanish Language. Parts I and II will be conducted in English



and Part III in Spanish. Three class hours. "S" or "U" grades will be awarded.

**EDE 2039 Bilingual-Bicultural Education in Elementary Schools II** 3 cr.

This course has been designed to meet the needs of principals, supervisors, counselors and teachers who are dealing with a Bilingual Program. The course is a continuation of EDE 2038. It contains: I-Bilingual Education, II-Mexican Culture, III-Spanish Language. "S" or "U" grades will be awarded. Three class hours.

**EDF 1005 Introduction to Education** 3 cr.

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

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

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

**EDG 1905 Individual Study in Education** 3 cr.

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

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

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

**EEC 2311 Preschool Activities** 3 cr.

This course is directed toward planning activities for the preschool child in early childhood education. Emphasis is placed

on the selection and use of appropriate equipment and materials for developing readiness in the subject areas. The importance of play, art, drama, music and scientific discoveries are stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. Three class hours.

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

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

**SPA 1001 Survey of Communication Disorders** 3 cr.

A general survey course concerning the nature and prevention of disorders to assist teachers in recognizing and working with varied communication disorders within the classroom. Three class hours.

**STD 0151 Orientation to the World of Education and work** 3 cr.

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

**STD 1205 College Survival Skills** 3 cr.

This course is designed to help the student develop more effective and efficient study skills and attitudes that should enable him/her to have a better chance of success in college. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

## Electronics Technology

**ETD 1620C Electronics Drawing** 3 cr.

This course is designed to introduce the student to electronics drafting practices. Topics covered include symbols, wiring and connection diagrams, block diagrams, schematic diagrams, printed circuit layout and IC connection diagrams. Emphasis is placed on preparing working drawings. Six lab hours.

**ETE 1010C Electronics I** 4 cr.

Pre or corequisite: MTB 1321. This course begins with the basic concepts of electricity. Charge, current flow, potential difference, and resistance are dealt with. Ohm's Law, series, parallel circuits, Kirchoff's Law, Thevenin's, Norton's, and the Superposition Theorem are covered. Laboratory experiments are used to verify all concepts



covered. The use of DC measuring instruments is covered. Alternating current and the 60HZ power line are introduced. Three lecture hours and two lab hours.

**ETE 1020C Electronics II** 4 cr.

Pre or corequisite: MTB 1322. Prerequisite: ETE 1010C, Electronics I. This course continues the study of alternating current concepts and circuits. The concepts of inductance, capacitance and their effect in AC circuits is studied. Time constants, RL, RC, and RLC circuits, complex numbers, Vectors and Phasors, resonance, and filters are studied for both sinusoidal and nonsinusoidal applications. Two terminal active devices, rectifiers, and bipolar transistors are introduced. Laboratory experiments are used to verify all concepts studied. Three lecture hours and two lab hours.

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

Prerequisite: ETE 1020C, Electronics II. The study of semi-conductor devices introduced in Electronics II is continued in this course. Topics covered include biasing, small and large signal analysis, frequency effects, field effect transistors, thyristors, differential, and operational amplifiers, oscillators, and feedback amplifiers. Basic pulse and digital circuits are introduced in this course. Lab work is used to verify concepts studied. Three lecture hours and two lab hours.

**ETE 2204C Electronic Instrumentation**

3 cr.

Pre or corequisite: ETE 1020C, Electronics II. Basic concepts, theory, and operation of various electronics test instruments are covered in this course. Topics covered include VOM, TUM, oscilloscopes, AF and RF generators, transistor testers, bridges, and various digital instrumentations. Emphasis is placed on setup and operation of instruments in actual measuring situations. Six lab hours.

**ETE 2421C Electronics Communications**

4 cr.

Prerequisite: ETE 1111C, Electronics III. Basic topics dealing with communications are covered in this course. Topics covered include RF amplifiers, AM and FM transmitters and receivers, television, microwave, and radar. All concepts covered are verified by lab experiments. While not specifically designed as an FCC study course many of the topics covered will aid the student in preparing for the FCC license. Three lecture hours and two lab hours.

**ETE 2600C Digital Electronics I** 4 cr.

Pre or corequisite: ETE 1111C, Electronics III. This course serves to introduce topics needed to become proficient in Digital Electronics. Number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories are the topics covered in this course. Lab experiments are used to verify the concepts studied. Three lecture hours and two lab hours.

**ETE 2680C Microcomputers** 4 cr.

Prerequisite: ETE 2600C, Digital Electronics I and ETE 1111C, Electronics III. This course introduces the student to microcomputers. Topics covered include architecture of CPU's, micro-programming, types of microcomputers, peripheral devices, basic system design and applications. Lab work is performed on microcomputer trainers. Three lecture hours and two lab hours.

**ETE 2681C Digital Electronics II** 4 cr.

Prerequisite: ETE 2600C, Digital Electronics I. This course uses the concepts learned in Digital Electronics I to develop a systems concept using digital circuits. Emphasis is placed on minicomputer systems. Topics covered include programming, CPU structure, internal timing, Bus structures, and interrupts. Hands on experience with a minicomputer system is included. Three lecture hours and two lab hours.

**ETE 2810C Medical Electronics** 4 cr.

Prerequisite: ETE 1111C, Electronics III. This course is designed to acquaint the electronics student with the type of electronic circuits used in medical electronics equipment. Topics covered include differential and operational amplifier circuits, filters, level detectors, ECG equipment. Hands on experience is gained through laboratory experiments. Three lecture hours and two lab hours.

## English

**AML 2020 American Literature I** 3 cr.

Prerequisite: ENC 1103 or consent of instructor. A critical study of selections from American literature. Colonial period to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. Three class hours.

**AML 2022 American Literature II**

3 cr.

Prerequisite: ENC 1103 or consent of in-



structor. A survey of the major movements and representative authors in American literature: 1865 through the Twentieth century including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. Three class hours.

**CRW 2020 Creative Writing** 3 cr.  
Students have the opportunity to write short stories, poetry, drama, and personal essays. Discussion and analysis of student work and contemporary writers is included. Three class hours.

**ENC 1013 Communication Skills I** 3 cr.  
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.

**ENC 1026 Communication Skills II** 3 cr.  
Prerequisite: ENC 1013. A continuation of ENC 1013. 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.

**ENC 1103 English Composition I** 3 cr.  
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.

**ENC 1136 English Composition II** 3 cr.  
Prerequisite: ENC 1103. A continuation of ENC 1103. It provides further instruction in

the planning, organization, and writing of papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. Three class hours.

**ENC 9014 Grammar Skills Laboratory** 1-4 cr.  
This course is designed to build and review specific grammar skills. Modules will be individually prescribed according to student needs. Modules include: Module A: sentence structure; Module B: word usage and form; Module D: capitalization and punctuation; Module E: spelling. Self-paced learning is offered through the Learning Laboratory. Grades of "S" or "U" are awarded. Modules may be taken prior to or in conjunction with ENC 9033, ENC 1013, ENC 1103, or as needed. Each module carries one hour of credit and requires one class hour. A module in which an "S" was awarded cannot be repeated for credit.

**ENC 9033 Fundamentals of Writing** 3 cr.  
This course is designed to improve the student's ability to write sentences and paragraphs. Grammar skills will be briefly reviewed, but emphasis is placed on writing exercises. A student entering the class is expected to have a knowledge of sentence structure, grammar, and punctuation. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

**ENL 2013 British Literature** 3 cr.  
Prerequisite: ENC 1103 or consent of instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Jonson, Milton, Pepys, Defoe, Swift, and Goldsmith. Three class hours.

**ENL 2023 British Literature II** 3 cr.  
Prerequisite: ENC 1103 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.

**REA 1105 College Reading Techniques** 3 cr.  
A developmental reading course designed to develop and improve college reading skills, stressing proficiency in comprehen-



sion, 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.

**SES 2335 Business Correspondence** 3 cr.  
See Business

## Environmental Pollution Control

**EVS 1100 Fundamentals of Environmental Science** 3 cr.  
An introductory view of the principles and concepts that govern the state of the environment. A broad approach will be used to the study of scientific and technical aspects of topics such as: population, energy, agricultural systems, air and water pollution, waste disposal, and space monitoring. Field trips will be included. Three class hours.

**EVS 1220C Lab Analysis Techniques I** 3 cr.

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

**EVS 1233 Operation & Maintenance of Wastewater Treatment Plants** 3 cr.  
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.

**EVS 1551 Waste Disposal: Solid, Liquid, Radioactive** 3 cr.  
The methods of waste treatment and disposal along with their associated environmental effects will be viewed. Recycling procedures and alternatives are to be presented with the intent of using wastes as a natural resource in industry. Field trips will be included. Three class hours.

**EVS 2102 Air & Water Environments** 3 cr.  
A detailed examination of the hydrologic and atmospheric environments. It is strongly recommended that the student have completed EVS 1100 and PSC 1512. Three class hours.

**EVS 2912 Ecological Field Problems** 1 cr.  
Prerequisite: GLY 2024 or consent of in-

structor. Designed to provide field and laboratory experience in the application of scientific principles toward an environmental problem that the student chooses with the consent of the instructor. Three lab hours.

**GLY 2822 Hydrology** 3 cr.  
Prerequisite: Consent of instructor. A detailed study of surface and sub-surface water including its chemical and physical characteristics, movement, and storage in relation to the geologic environment. The various aquifer types will be viewed or examined, but emphasis is on the limestone Floridan Aquifer. Methods of well drilling and maintenance along with Florida water law will be included. Field trips will be included. Three class hours.

**GLY 2850 Geology and Environment of Florida** 3 cr.  
A course designed to investigate the geologic history and development of rocks, structures, physiography and mineral resources of Florida. Three class hours.

## Food Service

**FOS 2201 Food Service Sanitation and Safety** 3 cr.  
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.

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

**FSS 1202 Basic Food Preparation** 3 cr.  
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.

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



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

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.

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

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.

**FSS 2221 Quantity Food Preparation** 3 cr.

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.

**FSS 2300 Food Service Supervision and Management** 3 cr.

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

**FSS 2370 Areas of Food Service Specialization** 3 cr.

A course designed to permit the student to acquire experience in the actual operation of the area of food service in which he/she 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.

**FSS 2610 Food Merchandising** 3 cr.

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

**HUN 1001 Nutrition** 3 cr.

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 the necessity of relating knowledge gained here to his/her life style. Three class hours.

**French****FRE 1100 Elementary French** 3 cr.

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

**FRE 1101 Intermediate French** 3 cr.

Continuation of Elementary French covering the fundamentals of French 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. Student will read simple short stories and poetry of modern and classic French authors. Three class hours.

**Geography****GEA 2000 World Regional Geography** 3 cr.

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.

**GEA 2200 Geography of North America** 3 cr.

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

**Health****HES 1000 Personal and Community Health** 3 cr.

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

**HES 1400 Standard First Aid and Personal Safety** 1 cr.

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

**HES 1402 Advanced First Aid and Emergency Care** 3 cr.

Designed to meet the needs of individuals and groups who are in a position to provide first aid and emergency care fre-



quently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. Three class hours.

**HES 2530 Medical Terminology 3 cr.**

This course is directed toward the learning of medical terminology needed for medical personnel, medical secretaries, technicians or any other persons interested in related medical fields. The learning of the medical language will be organized according to body systems and will include fundamental understanding of the anatomy, physiology, and disease process of each system. Three class hours.

## History

**AMH 1574 Roots 3 cr.**

This course presents an historio-cultural view of the Black American from his roots in Africa to the present. The course encompasses African heritage, slavery, emancipation through the post-reconstruction period, and reveals the ongoing contributions of Black Americans to America. Through this course students will gain increased understanding of the Black American history and Black American life styles and cultures. Three class hours.

**AMH 2010 History of the United States I 3 cr.**

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

**AMH 2020 History of the United States II 3 cr.**

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

**AMH 2040 The Adams Chronicles**

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. Three class hours.

**AMH 2420 History of Florida 3 cr.**

This course begins with the influence of geography on early Indian cultures of the region. The economic, social and political background of Florida is chronologically developed from discovery settlements and

colonization to United States acquisition and the Territorial Experience concluding with statehood. Three class hours.

**AMH 2570 Black American History 3 cr.**

A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background; slavery; reconstruction; and Twentieth Century developments up to present. Three class hours.

**EUH 1000 Western Civilization I 3 cr.**

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

**EUH 1001 Western Civilization II 3 cr.**

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

## Humanities

**HUM 2211 Humanities I 3 cr.**

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, art, music, philosophy, and religions. Three class hours.

**HUM 2230 Humanities II 3 cr.**

A continuation of HUM 2211. A study of the culture of Western Man from the Renaissance to the present. Three class hours.

**HUM 2700 Overseas Study in the Humanities 6 cr.**

A humanities course offering students a study/travel program centered around the cities and countries of the tour. The course will include field experience, lectures, discussions, concerts, performances, and other pertinent materials in the humanities area. The student will gain an understanding and appreciation of great and vital ideas through on-site study



of great works of art, music, architecture, drama, religion, and philosophy in the cultural heritage of Western civilization. Will fulfill requirements in the humanities.

## Interdisciplinary

**IDS 1190 Ascent of Man** 3 cr.  
Focuses on the historical development of scientific achievements, and the impact of these on man's progress throughout the ages. Relates to the advancement of human ideas in relationship to the natural forces of the universe and the continuing emergence of civilization. (Equivalent to three class hours).

**IDS 1193 Age of Uncertainty** 3 cr.  
An interdisciplinary study of economics, philosophy, history, sociology, anthropology and political science beginning in the agricultural landscape of the 1700's, and progressing through the modern industrial era. (Equivalent to three class hours).

**STD 1100 Individual Discovery** 3 cr.  
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth, and group developmental activities placing emphasis on the defining of individual goals and interests. Three class hours.

## Library Science

**LIS 1001 Introduction to the Use of Books and Libraries** 3 cr.  
A basic course in how to use a library. The student gains experience in using library materials helpful to him in writing research papers and preparing bibliographies. A brief history of books and printing is included. Three class hours.

**LIS 1320 Preparation of Learning Resource Material** 3 cr.  
Techniques of preparation of audio-visual materials, leading to the ability to produce slides, audio tapes, transparencies mountings and laminations, bulletin boards, and duplicated materials. Three class hours.

**LIS 1720 Learning Resource Equipment** 3 cr.  
A study of the day-to-day uses, operation and general maintenance of school learning resource center equipment. Topics include: Motion picture projectors, slide, filmstrip projectors, overhead and opaque projectors, tape recorders, record players, cameras and duplicating equipment. Three class hours.

## Masonry

**BCT 0411 Masonry Principles I** 2 cr.  
An orientation to the basic tools, equipment and materials used in the masonry trades and the common brick, concrete and cinder block used in construction. Tool and equipment selection, adjustment, safety, storage, and parts replacement will be emphasized. Building layout will also be studied. Four class hours.

**BCT 0412 Masonry Principles II** 2 cr.  
A study of mortar mixing, types of mortar, spreading mortar and brick wall construction. Quality standards and wall patterns and designs will be included. Four class hours.

**BCT 0413 Masonry Principles III** 2 cr.  
A study of the construction of concrete block walls in a variety of bonds and patterns. Four class hours.

**BCT 0414 Masonry Principles IV** 2 cr.  
A study of the construction of a variety of brick and block combination walls in common and stretcher bond patterns according to plans and specifications. Four class hours.

**BCT 0415 Masonry Principles V** 2 cr.  
A study of the construction of brick or block piers, pilasters, panels, and fireplace and chimneys according to plans and specifications. Four class hours.

**BCT 0416 Masonry Principles VI** 2 cr.  
A study of the construction of brick and block veneer walls. This study includes lintels and sills, veneer lay up at door jams and window jams. Four class hours.

**BCT 0417 Masonry Principles VII** 2 cr.  
A study of blueprints, plans and specifications and the estimation of materials needed in construction. Four class hours.

**BCT 0418 Masonry Principles VIII** 2 cr.  
A study of concrete construction and troweling and finishing concrete. Four class hours.

**BCT 0421 Masonry Practices I** 2 cr.  
Pre or corequisite: BCT 0411. The practical application of the basic tools, equipment, and materials used in masonry with a heavy emphasis on proper use and safety of tools and equipment. Concrete ingredients and mixing of concrete is included and building layout is practiced. Eight class hours.

**BCT 0422 Masonry Practices II** 2 cr.  
Pre or corequisite: BCT 0412. The practical



application of the basic tools, equipment and materials used in the mixing of mortar and brick wall construction. Eight class hours.

**BCT 0423 Masonry Practices III** 2 cr.  
Pre or corequisite: BCT 0413. The practical application of the basic tools, equipment, and materials used in the construction of concrete block walls. Block walls will be constructed in a variety of bonds and patterns. Eight class hours.

**BCT 0424 Masonry Practices IV** 2 cr.  
Pre or corequisite: BCT 0414. The practical application of the tools, equipment, and materials used in the construction of a variety of brick and block combination walls in common and stretcher bond patterns according to plans and specifications. Eight class hours.

**BCT 0425 Masonry Practices V** 2 cr.  
Pre or corequisite: BCT 0415. The practical application of the tools, equipment, and materials used in the construction of brick or blocks, piers, pilasters, panels, fireplace and chimneys according to plans and specifications. Eight class hours.

**BCT 0426 Masonry Practices VI** 2 cr.  
Pre or corequisite: BCT 0416. The practical application in the construction of brick and block veneer walls. The student will learn to construct veneer walls, attaching to a frame structure, and building around doors and windows. Eight class hours.

**BCT 0427 Masonry Practices VII** 2 cr.  
Pre or corequisite: BCT 0417. The practical application in reading blueprints, plans and specifications and the estimation of materials needed in construction. Eight class hours.

**BCT 0428 Masonry Practices VIII** 2 cr.  
Pre or corequisite: BCT 0418. The practical application in concrete construction and troweling and finishing concrete. Eight class hours.

## Mathematics

**MAC 1104 College Algebra** 3 cr.  
Prerequisite: Two years of high school algebra or MAT 1024. 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, relations and functions, exponential and logarithmic functions. Three class hours.

**MAC 1114 Trigonometry** 3 cr.  
Prerequisite: MAC 1104, 2½ years of high

school algebra, or two years of high school algebra and one year of plane geometry. This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. Three class hours.

**MAC 2311 Calculus and Analytic Geometry I** 5 cr.  
Prerequisite: MAC 1104 and MAC 1114 or equivalent. This course emphasizes the line, inequalities, limits and continuity, derivatives, and the differential. Five class hours.

**MAC 2312 Calculus and Analytic Geometry II** 5 cr.  
Prerequisite: MAC 2311. Emphasized are: the definite integral, applications, differentiation and integration of trigonometric and exponential functions, conic sections, polar coordinates, and formal methods of integration. Five class hours.

**MAC 2313 Calculus and Analytic Geometry III** 5 cr.  
Prerequisite: MAC 2312. Topics include: application of integrals, indeterminate forms, infinite series, vectors and parametric equations, three dimensional analytic geometry, and an introduction to partial differentiation and multiple integration. Five class hours.

**MAT 1024 Elementary Algebra** 3 cr.  
This course provides the student with a review of basic mathematics and algebraic skills and concepts. Three class hours.

**MAT 1033 Intermediate Algebra** 3 cr.  
Prerequisite: One year of high school algebra or MAT 1024. This course is designed to prepare students wishing to enter MAC 1104 but who have an inadequate or antiquated background in high school algebra. Topics include an introduction to the mathematics of sets; the complex number system; linear, fractional, radical and quadratic equations and inequalities, relations and functions and their graphical representations. Three class hours.

**\*MAT 9002 Pre-Business Arithmetic** 3 cr.  
A study of the operations of arithmetic. Basic skills needed in Business Mathematics are emphasized. Ratio and proportion and construction of graphs are included as topics. Fundamental skills, concepts, and reasoning are stressed. Grades of "S" or "U" are awarded. When an "S" has been



awarded, the course cannot be repeated for credit. Three class hours.

**\*MAT 9003L Mathematics Laboratory** 1-4 cr.

This course is designed to give assistance needed in specific skills. Modules will be individually prescribed according to student needs. Modules include: Module A: basic operations of arithmetic; Module B: fractions and prime numbers; Module D: decimals and metric system; Module E: percent usage. Self-paced learning is offered through the Learning Laboratory. Grades of "S" or "U" are awarded. Each module carries one hour credit and requires one class hour. A module in which an "S" was awarded cannot be repeated for credit.

**\*MAT 9013 Fundamentals of Mathematics** 3 cr.

This course is designed to prepare the individual for MGF 1113. Emphasis on the operations of arithmetic. Fundamental skills, concepts and reasoning are stressed. Basic algebraic skills and concepts, and set theory terminology are included. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

**MGF 1113 College Mathematics I** 3 cr.

Prerequisite: Two years of high school mathematics. This course is designed to meet the general education requirements with an emphasis on concepts. Among the topics included are sets, logic, mathematical systems, sets of numbers, systems of numeration. Three class hours.

**MGF 1114 College Mathematics II** 3 cr.

Prerequisite: MGF 1113. This is an extension of MGF 1113. Among the topics included are: introductory algebra, probability, statistics, geometry. Three class hours.

**MTB 1013 Introduction to Technical Mathematics** 3 cr.

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

**MTB 1321 Technical Mathematics I** 3 cr.

Prerequisite: One year of high school algebra or MTB 1013. A study of practical algebra with topics which include: linear equations, exponents, complex numbers, quadratic equations, and logarithmic functions. Three class hours.

**MTB 1322 Technical Mathematics II** 3 cr.

Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. Three class hours.

**\*MTB 9006 Pre-Tech Mathematics** 3 cr.

This course is designed to prepare the individual for MTB 1013. Units include: prime numbers, integers, basic algebraic skills and concepts, measurement systems, and basic geometry. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. Three class hours.

**QMB 1001 Business Mathematics** 3 cr.  
See Business

**STA 2014 Elementary Statistics** 3 cr.

Prerequisite: MAT 1024 or above. This course includes the study of descriptive statistics covering measures of central tendency and dispersion, frequency distributions, probability, normal distributions, sampling, confidence intervals for means, hypothesis testing, and Student's "t" distribution. Three class hours.

## Military Science

**MIS 1010C Introduction to Military Science** 3 cr.

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

**MIS 1400C Fundamentals of Leadership** 3 cr.

An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the Modern Volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication is stressed. Students are



given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. Three class hours.

**MIS 1410C Seminar in Leadership and Management** 3 cr.

A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army; the role of the United States in world affairs in the 1970's. Three class hours.

## Music

**MUL 1111 Music Appreciation** 3 cr.

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

**MUN 1316 College Chorus** 1 cr.

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

**MUN 1710 Stage Band** 1 cr.

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 four times).

**MUT 1121 Music Theory I** 4 cr.

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. Five class hours.

**MUT 1122 Music Theory II** 4 cr.

Prerequisite: MUT 1121. Continuation of the basic course with emphasis on further development of musical skills. Application of principles at the keyboard. Five class hours.

**MUT 2126 Music Theory III** 4 cr.

Prerequisite: MUT 1122. 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. Five class hours.

**MUT 2127 Music Theory IV** 4 cr.

Prerequisite: MUT 2126. The final sequence of music theory, continued development of harmonic materials, aural and visual analysis; problems in composition involving form and instrumentation. Five class hours.

**MV\_\_\_\_\_ Applied Music** 1 cr.

(Prefix and number will be determined by specialty). Private instruction and studio lab at Freshman level in the principal areas of voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments. Designed for the music major studying a principal instrument. May be continued at the Sophomore level with the consent of the instructor or successful completion of the Freshman level course. Special fee. One-half hour lesson per week.

**MVS 1816A Class Guitar I** 1 cr.

For beginning guitar students; designed to develop basic musical skills and facility in playing the instrument. Open to all students. Student must supply own instrument. Two class hours.

**MVS 1816B Class Guitar II** 1 cr.

Prerequisite: MVS 1816A or consent of instructor. A continuation of MVS 1816A. Student must supply own instrument. Two class hours.

**MVV 1111A Class Voice I** 1 cr.

For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correction diction. Open to all students. Two class hours.

**MVV 1111B Class Voice II** 1 cr.

A continuation of MVV 1111A. Open to all students. Two class hours.



## Nursing

**NUU 1120C Nursing I** 7 cr.  
Prerequisite or corequisite: BSC 1011C and APB 1190C. An introduction to nursing and its relationships with other health disciplines. It includes principles and techniques basic to nursing care for people of all ages. Four class hours and nine lab hours in classroom laboratory or community agencies each week. Lab fee required.

**NUR 1210C Nursing II** 8 cr.  
Prerequisite or corequisite: PSY 1000. Prerequisite: NUU 1120C. An introduction to medical-surgical nursing including the developmental tasks of all age groups, the causes of illness and the promotion of health. The nursing process is used as an approach to nursing care of people of all ages with major health problems of oxygenation, endocrine regulation, digestion and circulation. Four class hours and twelve lab hours in community agencies each week. Lab fee required.

**NUR 1310C Nursing III** 4 cr.  
Prerequisite: NUR 1210C. A study of the basic principles and concepts of mental health nursing with major emphasis on nursing intervention in caring for people with varying degrees of mental illness. Two class hours and six lab hours in community agencies each week. Lab fee required.

**NUR 2133C Nursing IV** 9 cr.  
Prerequisite: NUR 1310C, POS 2041 & Social Science Elective. Prerequisite or corequisite: DEP 2102, ENC 1013 or ENC 1103. A study of the nursing care of the child-bearing family, the infant from conception to one year of age and children from infancy through adolescence with major health problems. Four class hours and fifteen lab hours in community agencies each week. Lab fee required.

**NUR 2220C Nursing V** 9 cr.  
Prerequisite: NUR 2133C. Prerequisite or corequisite: ENC 1026 or 1136. The nursing process is used as an approach to nursing care of people of all ages with major health problems of locomotion, sensory deprivation, special senses and the genito-urinary system. The processes of aging and the psycho-social and economic impacts on the individual, the family and the community are explored. Opportunities are provided for practice as team members, team leaders and in intensive care nursing areas. Four class hours and fifteen lab hours in community agencies each week. Lab fee required.

**NUU 2420 Nursing VI** 2 cr.  
Prerequisite: NUR 2133C. Corequisite: NUR 2220C. A course designed to assist the graduating student in the transition to the role of the registered nurse. The legal, ethical and professional responsibilities of the R.N., nursing organizations and principles of team nursing are stressed. Two class hours each week.

## Ornamental Horticulture

**ORH 0101 Ornamental Horticulture Principles I** 2 cr.  
An overview of the horticulture industry with particular emphasis in the ornamental segment of the industry. An introduction to plant parts, their functions, growth requirements, classifications, identification, propagation, and nutrition of plants. Four class hours.

**ORH 0102 Ornamental Horticulture Principles II** 2 cr.  
The proper use and maintenance of tools and equipment utilized in the horticulture industry. Engine tune-up, lubrication, adjustments, sharpening of cutting edges, storage, general maintenance and safety are emphasized. Four class hours.

**ORH 0103 Ornamental Horticulture Principles III** 2 cr.  
An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures. Fertilizer materials, and formulas and their relation to plants and soil are included. Four class hours.

**ORH 0104 Ornamental Horticulture Principles IV** 2 cr.  
The methods of plant propagation including sexual and asexual reproduction. Seeding, transplanting, seedling care, and production of ornamentals, flowers, citrus, and landscape trees are included. Four class hours.

**ORH 0105 Ornamental Horticulture Principles V** 2 cr.  
Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees. Application and safety precautions of horticultural chemicals are included. Four class hours.

**ORH 0106 Ornamental Horticulture Principles VI** 2 cr.  
An introduction to establishing and caring for lawns and other turf grasses. Selection of grasses, methods of establishing and maintaining are included. Four class hours.



**ORH 0107 Ornamental Horticulture Principles VII** 2 cr.  
An introduction to home and commercial landscaping. The basic principles of landscape design and development of a landscape plan are included. Four class hours.

**ORH 0108 Ornamental Horticulture Principles VIII** 2 cr.  
An introduction to the ornamental nursery business. Constructing, maintaining and operating greenhouses and shadehouses are included. Merchandizing plants and supplies and customer service are emphasized. Four class hours.

**ORH 0111 Ornamental Horticulture Practices I** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with plant growth, identification, propagation, and nutrition. Eight class hours.

**ORH 0112 Ornamental Horticulture Practices II** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with horticulture tools and equipment. Eight class hours.

**ORH 0113 Ornamental Horticulture Practices III** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with plant growing media and fertilizers. Eight class hours.

**ORH 0114 Ornamental Horticulture Practices IV** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with the propagation and production of ornamental plants, citrus, flowers, and landscape trees. Eight class hours.

**ORH 0115 Ornamental Horticulture Practices V** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with prevention and control of diseases, insects, and other pests of ornamental plants and landscape trees. The proper use and safety of equipment and materials are stressed. Eight class hours.

**ORH 0116 Ornamental Horticulture Practices VI** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with establishing and maintaining lawns and turf grasses. Site preparation, seeding, sodding, sprigging, manicuring, fertilizing and controlling diseases and pests are emphasized. Eight class hours.

**ORH 0117 Ornamental Horticulture Practices VII** 2 cr.  
Pre or corequisite: ORH 0107. The practical application or field exercises associated with landscaping. Analyzing problems, determining needs, developing a landscape structure, grading, draining, irrigating, selecting plants, and maintaining the developed landscape are emphasized. Eight class hours.

**ORH 0118 Ornamental Horticulture Practices VIII** 2 cr.  
Pre or corequisite: ORH 0108. The practical application or field exercises associated with the ornamental nursery business. Greenhouse and shadehouse construction with maintenance, customer service area layout, grades and standards and other aspects of merchandizing are stressed. Eight class hours.

## Paramedics

**EMT 1101C Fundamentals of Emergency Medical Care** 4 cr.  
Prerequisite or corequisite: Red Cross Standard First Aid Certification. 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. Successful completion of the American Heart Association Basic Life Support Certification must be accomplished by the completion of the course. There will be observational experiences on a mobile emergency care unit or local hospital emergency room. This course meets requirements of the Department of Transportation Basic Training Course /Paramedic. Successful completion of this course qualifies the student to take the Florida Certification Examination for Paramedic. Three class hours and three lab hours.

**EMT 1188C Paramedics I** 8 cr.  
Prerequisites: EMT 1101C, HSC 2530. Advanced theory will be presented in conjunction with the Department of Transportation Advanced Training Course /Paramedic, Modules 1-10. Specific areas of study will include modular content relating to the Paramedic, human systems and patient assessment, shock and fluid therapy, respiratory and cardiovascular system, general pharmacology, central nervous system, soft-tissue injuries, musculoskeletal system and medical



emergencies. This course must be taken in conjunction with EMT 1803L. Eight class hours.

**EMT 1288C Paramedics II** 4 cr.  
Prerequisites: EMT 1101C, HSC 2530, EMT 1188C and EMT 1803L. Advanced theory will be presented in conjunction with the Department of Transportation Advanced Training Course/Paramedic, Modules 11 through 15 and the American Heart Association Advanced Cardiac Life Support Certification Course. The specific areas of study will include modular content relating to obstetrical/gyn emergencies, pediatrics and neonatal transport, emergency care/emotionally disturbed, extrication/rescue technique, telemetry and communication and advanced cardiac life support certification. Certification in advanced cardiac life support must be accomplished by the completion of the course. Four class hours.

**EMT 1803L Paramedics Laboratory I** 3 cr.  
Prerequisites: EMT 1101C, HSC 2530. 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 Department of Transportation Advanced Training Course/Paramedic, Modules 1 through 10, will be presented in seminars throughout the course. This course must be taken in sequence with EMT 1188C. Nine lab hours.

**EMT 1826L Paramedics Laboratory II** 6 cr.  
Prerequisites: EMT 1101C, HSC 2530, EMT 1188C, EMT 1803L. Extended clinical experiences will be provided in a hospital emergency room, coronary care unit, intensive care unit, delivery suite, I.V. team. The course must be taken in sequence with EMT 1288C. Eighteen lab hours.

**EMT 1946 Paramedics Internship** 6 cr.  
Prerequisites: EMT 1101C, HSC 2530, EMT 1188C, EMT 1803L, EMT 1288C, EMT 1826L, American Heart Association Advanced Cardiac Life Support Certification. An internship totaling 288 hours in the field, which will include active rescue service experience with a functioning mobile emergency care unit and the local hospital emergency rooms, will be planned to meet

each student's individual needs. The specified procedures to be both supervised and approved by the medical director must be accomplished by the completion of this course. Eighteen lab hours.

## Philosophy

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

## Physical Education

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

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

**PEL 1211L Softball** 1 cr.  
Instruction in the history, rules and skills of softball. Emphasis will be placed on the slow pitch game. Opportunity to participate in intra-class league play will be presented. Two class hours.

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

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

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

**PEL 2321L Volleyball** 1 cr.  
Instruction in volleyball history, rules, and skills. Treatment of offensive and defensive patterns will be stressed. League play



will be provided on an intra-class basis. Two class hours.

**PEL 2342L Advanced Tennis** 1 cr.  
Prerequisite: PEL 1341L or consent of instructor. An advanced course in tennis with emphasis on mastery of actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

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

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

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

## Physical Science

**PSC 1341 Introduction to the Physical Universe I** 3 cr.  
A non-laboratory course intended for non-science majors. Introduces the student to some of the important and interesting concepts of physics, chemistry, and astronomy. It is strongly recommended that the student have a working knowledge of simple algebra. PSC 1341 and PSC 1311 do not have to be taken in sequence. Three lecture hours.

**PSC 1311 Introduction to the Physical Universe II** 3 cr.  
A non-laboratory course intended for non-science majors. Introduces the student to some of the important and interesting concepts of chemistry, earth science, and astronomy. PSC 1311 and PSC 1341 do not have to be taken in sequence. Three lecture hours.

**PSC 1512 Energy Systems and Natural Resources** 3 cr.  
A study of our energy fuels and other natural resources, their use, economics and supply. The methods of resource recovery

and processing, along with their associated environmental effects will be included. Field trips. Three class hours.

## Physics

**PHY 1023C General Physics I** 4 cr.  
Prerequisite or corequisite: MAC 1114. 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 1024C General Physics II** 4 cr.  
Prerequisite: PHY 1023C. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. Three class hours and three lab hours.

## Plumbing and Pipefitting

**BCT 0501 Plumbing Principles I** 2 cr.  
An introduction to the equipment and tools used in the plumbing industry. The safety and use of the tools and equipment used by the majority of plumbers and pipefitters. Four class hours.

**BCT 0502 Plumbing Principles II** 2 cr.  
Emphasizes principles involved in computing the costs for plumbing supplies and completing a Plumbing Contract form. Securing a permit for installation of plumbing systems, determining local requirements for plumbing system construction, planning or scheduling work assignments, and assigning crews to tasks are included. Four class hours.

**BCT 0503 Plumbing Principles III** 2 cr.  
Emphasizes taking inventory of plumbing fixtures and supplies, evaluating work schedules of work load requirements and evaluating a task performed for compliance with work standards. Sizing a water supply system is included. Four class hours.

**BCT 0504 Plumbing Principles IV** 2 cr.  
The principles involved in maintaining plumbing systems. Removing and clearing of obstructions from lines and drains, repairing of water closets, showers, water faucets, replacing pressure control switches on water tanks. Installing a pre-fabricated air chamber in a water supply line is included. Four class hours.

**BCT 0505 Plumbing Principles V** 2 cr.  
The principles involved in blueprint reading and building specifications. The in-



specting of a plumbing system for compliance with codes and specifications is included. Four class hours.

**BCT 0506 Plumbing Principles VI 2 cr.**  
The principles involved in installing vents, hangers, and supports. Blueprint reading, specifications, and building codes are integrated in the curricula. Four class hours.

**BCT 0507 Plumbing Principles VII 2 cr.**  
The principles involved in installing drains, traps and cleanouts. Blueprint reading, plumbing specifications and local building codes are integrated into the curricula. Four class hours.

**BCT 0508 Plumbing Principles VIII 2 cr.**  
The principles involved in installing hot water/steam systems and plumbing fixtures. Blueprint reading, specifications, and local building codes are integrated into the curricula. The many plumbing products and fixtures and their manufacturers are included. Four class hours.

**BCT 0511 Plumbing Practices I 2 cr.**  
Pre or corequisite: BCT 0501. The practical application of the equipment and tools used in plumbing and pipefitting with a heavy emphasis on proper use and safety. Eight class hours.

**BCT 0512 Plumbing Practices II 2 cr.**  
Pre or corequisite: BCT 0502. To become proficient in the use of the pipe-vise, chain vise, hand pipe, threaders, cutters and reaming tools, tube cutters or reamers, and flaring tool and block. Practical experience in plumbing jobs utilizing these tools are included. Eight class hours.

**BCT 0513 Plumbing Practices III 2 cr.**  
Pre or corequisite BCT 0503. Practical experiences in the joining of the various types of pipe used in the plumbing and pipefitting industry. Brazing and welding of pipe are included. Eight class hours.

**BCT 0514 Plumbing Practices IV 2 cr.**  
Pre or corequisite: BCT 0504. Practical experiences in the maintenance of plumbing systems. Those maintenance jobs which are frequently performed by plumbers are performed. Cleaning and adjusting gas burners, checking steam pressure gauges for malfunctions, cleaning a steam pressure regulator valve and cleaning deposits from a fire tube boiler are included. Eight class hours.

**BCT 0515 Plumbing Practices V 2 cr.**  
Pre or corequisite: BCT 0505. The practical

application of building water distribution lines. The use of blueprints, specifications, and codes is integrated into the experiences. Eight class hours.

**BCT 0516 Plumbing Practices VI 2 cr.**  
Pre or corequisite: BCT 0506. The practical application of installing soil or waste back vents, vent terminals (roof-flashing), pipe sleeve or thimble through a wall, ceiling, or floor. Securing with hangers horizontal and vertical lines to various construction material surfaces. Eight class hours.

**BCT 0517 Plumbing Practices VII 2 cr.**  
Pre or corequisite: BCT 0507. The practical application of installing septic tanks, backfilling a graded drain line, making a water test on a building drain, roughing-in of waste lines and vents, and installing of various types of drains, traps and cleanouts. Eight class hours.

**BCT 0518 Plumbing Practices VIII 2 cr.**  
Pre or corequisite: BCT 0508. The practical application involved in installing hot water/steam systems and plumbing fixtures. Eight class hours.

## Political Science

**INR 2002 World Perspectives: An Introduction to International Relations 3 cr.**  
Prerequisite: POS 2041 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.

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

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

## Psychology

**DEP 2002 Child Psychology 3 cr.**  
This course is a study of the evolving child from birth to adolescence. Included in the



course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. Three class hours.

**DEP 2302 Adolescent Psychology 3 cr.**  
This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial and educational growth of the adolescent. Three class hours.

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

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

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

**PSY 1000 Introduction to Psychology 3 cr.**  
An introduction to the field of psychology wherein the student becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concept, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. Three class hours.

**SOP 1602 Human Relations 3 cr.**  
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.

**SOP 2711 Futuristics-Learning to Live With the Future 3 cr.**  
Futuristics or the study of possible alternative futures will be fundamental to personal growth and to the development of world consciousness in the next two decades. This course is designed to prepare the individual for living with 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 worldwide problems such as pollution, population explosion, knowledge expansion, and the interdependence of the various nations of the world. Students will learn how to create alternative futures by using creative thinking techniques and imagination. Methods of forecasting such as the Delphi and Scenarios will be studied, analyzed and used in forecasting possible futures. Three class hours.

## Real Estate

**REE 1000 Principles and Practices of Real Estate 4 cr.**  
A study of the legal and economic aspects of real estate. This involves ownership of real property, the real estate market, titles, deeds, mortgages, liens, and taxation. It will familiarize the students with the law and its provisions under which the registrant will operate. Satisfactory completion of this course permits the student to sit for the Salesman's License Examination of the Florida Real Estate Commission. (Exam fee required). Four class hours.

**REE 1100 Real Estate Appraisal**  
There 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.

**REE 1300 Real Estate Investment 3 cr.**  
This course is an exploration of investment opportunities available today, and the impact of taxation and financing upon



the goals and objectives of the investor. Three class hours.

**REE 2041 Real Estate Principles and Practices II** 3 cr.

Prerequisite: 6 months registration as active salesman. Designed to help prepare the real estate salesperson for the brokers examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required). Three class hours.

**REE 2091 Current Issues in Real Estate I** 3 cr.

Prerequisite: REE 1000 or active license. Research, writing, and discussion in selected areas which the prospective licensee will encounter in the real estate profession. Three class hours.

**REE 2092 Current Issues in Real Estate II** 3 cr.

Prerequisite: REE 1000 or active license. Continued discussion of selected service areas in the real estate field. Three class hours.

**REE 2200 Real Estate Finance** 3 cr.

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

**REE 2270 Mortgage Broker in Mortgage Lending** 3 cr.

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

## Religion

**REL 1300 World Religions** 3 cr.

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

**REL 2210 Old Testament** 3 cr.

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

**REL 2243 New Testament** 3 cr.

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

## Small Gas Engines

**AER 0371 Small Gas Engines Theory I** 2 cr.

An orientation to the basic tools for small gas engine repair. Shop safety, tool storage and check-out procedures, and correct tool use will be emphasized. Included will be a review of the metric system. Four class hours.

**AER 0381 Small Gas Engines Shop I** 2 cr.

The practical application of the basic tools for small gas engine repair with emphasis on shop safety, tool selection, tool storage and check-out, and proper use. Eight class hours.

**AER 0372 Small Gas Engines Theory II** 2 cr.

An introduction into the principles of operation of internal combustion engines. Emphasis will be on four cycle engines, ignition theory, carburetor theory and trouble-shooting. Four class hours.

**AER 0382 Small Gas Engines Shop II** 2 cr.

The practical application of four cycle theory, ignition theory, and carburetor theory. Heavy emphasis will be placed on four cycle engine trouble-shooting. Eight class hours.

**AER 0373 Small Gas Engines Theory III** 2 cr.

An introduction into the principles of operation of two cycle internal combustion engines. Emphasis will be on tune-up and trouble-shooting procedures. Four class hours.

**AER 0383 Small Gas Engines Shop III** 2 cr.

The practical application of two-cycle engine theory in repair of two-cycle engines. Emphasis will be on tune-up and trouble-shooting procedures with equipment found in industry. Eight class hours.

**AER 0374 Small Gas Engines Theory IV** 2 cr.

To provide experience in disassembly, inspection, repair procedures, assembly, finishing and testing. Includes tap and die use, broken stud removal, basic oxy-acetylene torch use, cylinder honing, valve



facing, seat facing and general overhaul procedures. Four class hours.

**AER 0384 Small Gas Engines**  
**Shop IV** 2 cr.

An introduction to overhaul procedures used on two and four cycle gas engines. Includes a study of why and how to use equipment in honing, lapping, fitting, replacing, reconditioning and general overhaul procedures. Eight class hours.

**AER 0411 Small Gas Engines**  
**Theory V** 2 cr.

Fundamentals of outboard engine construction, ignition, carburetion, cooling systems, lower units, and accessories. Trouble-shooting and repair procedures are also covered. Four class hours.

**AER 0431 Small Gas Engines**  
**Shop V** 2 cr.

To provide experience in outboard engine repair including trouble-shooting, disassembly inspection, repair procedures, assembly and testing. The student will trouble-shoot, disassemble, and reassemble shop owned units and run engines in test tank. Eight class hours.

**AER 0377 Small Gas Engines**  
**Theory VI** 2 cr.

To gain knowledge of the two-stroke engine as applied to chain-saw repair. Includes ignition, carburetion, lubrication, accessories, and construction of engine necessary for operation. Four class hours.

**AER 0387 Small Gas Engines**  
**Shop VI** 2 cr.

To provide experience in disassembly, inspection, repair, assembly and operation of the basic components of the chain-saw. Includes ignition, carburetion, chain repair and overhaul practices. Eight class hours.

**AER 0601 Small Gas Engines**  
**Theory VII** 2 cr.

Covers basic motorcycle engine construction, assembly, disassembly to include ignition, carburetion, transmission, wheel repair, wiring and trouble-shooting. Four class hours.

**AER 0611 Small Gas Engines**  
**Shop VII** 2 cr.

To provide experience in motorcycle repair including ignition, carburetion, transmission, wheel repair, wiring and trouble-shooting. Eight class hours.

**AER 0271 Small Gas Engines**  
**Theory VIII** 2 cr.

Fundamentals of small gas engine shop operation. Includes using a parts inven-

tory, organizing and planning, selling small engines, supervising other employees, and customer relations. Four class hours.

**AER 0275 Small Gas Engines**  
**Shop VIII** 2 cr.

Fundamentals and practical experience in small gas engine shop operation. Includes using a parts inventory, organizing and planning, selling small engines, supervising other employees and customer relations. Eight class hours.

## Sociology

**MAF 2001 Marriage and The Family** 3 cr.

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

**SOC 1243 Death in America** 3 cr.

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

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

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

**SOC 2020 Social Problems** 3 cr.

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

**SOC 2110 Introduction to Crime and Delinquency** 3 cr.

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



**SOC 2700 Women in American Society** 3 cr.

An overview of women's changing roles in American Society, 17th Century to the present. Emphasis will be placed on individual women and their contributions. Current problems will be examined. Three class hours.

**SOC 2940 Applied Sociology** 3 cr.

Prerequisite: SOC 2110 or SOC 2000 or SOC 2020 or SOW 1020. Minimum of 15 hours work at Pasco-Hernando Community College. GPA 3.0 and consent of instructor. A limited number of students are placed with community agencies to serve as closely supervised volunteer workers. Academic credit is given for satisfactory completion of 96 hours of seminar and field work. Weekly meetings with the instructor and a final summary paper on the field experience are required. Six class and field hours.

**SOW 1020 Introduction to Social Welfare** 3 cr.

This course is designed to give the student an overview of the social welfare system in the United States. It serves as a foundation course for those interested in the profession of social work and provides background for the interested citizen. Three class hours.

**Spanish****SPN 1100 Beginning Spanish** 3 cr.

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

**SPN 1200 Intermediate Spanish** 3 cr.

Prerequisite: SPN 1100. A thorough review of the principles of grammar. Composition and conversation planned to develop a basic active vocabulary and facility in understanding written and spoken Spanish. Three class hours.

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

An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyreading both news and feature stories. Emphasis on grammar and usage as student need demands. Three class hours.

**ORI 1000 Introduction to Oral Interpretation** 3 cr.

The focus of this course is on the selection, interpretation, and preparation of literature for oral presentation. The student will read aloud from prose and poetry, including selections from dialogue. Three class hours.

**RTV 1000 Introduction to Broadcasting** 3 cr.

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

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

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

**TPA 1290L Drama** 3 cr.

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

**Welding****MTR 0051 Welding Principles I** 2 cr.

An introduction to the auxiliary equipment and tools used in the welding industry. The safety and use of hacksaws, power drilling equipment, power hacksaws, iron-working machines, wire brushes, and power grinders. Four class hours.

**MTR 0052 Welding Principles II** 2 cr.

Emphasizes principles in those types of welding which require the use of oxygen-acetylene gases. Welding of mild steel, brazing, silver soldering, and torch cutting. A beginning course in welding principles for oxy-acetylene. Four class hours.

**MTR 0053 Welding Principles III** 2 cr.

Identification of metals and their uses and working with blueprints. Reading and interpreting detail sketches from blueprints, drawing sketches, researching technical publications for welding standards, selecting metals for fabrication from blueprint specifications. Four class hours.

**MTR 0054 Welding Principles IV** 2 cr.

Emphasizes principles in those types of



welding which require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. Four class hours.

**MTR 0055 Welding Principles V 2 cr.**  
Emphasizes principles in those types of welding which require the use of SMAW in welding carbon steel, plug or slot welding and welding of pipe joints. An advanced course in welding principles for SMAW. Four class hours.

**MTR 0056 Welding Principles VI 2 cr.**  
Emphasizes principles of finishing metal surfaces, testing metals and inspecting welds. The principles of SMAW in fabrication of tubing systems, welding heat and corrosion resistant stainless steels, welding cast iron, hard surfacing and cutting. Four class hours.

**MTR 0057 Welding Principles VII 2 cr.**  
Emphasizes the principles involved in the operating of Metallic and Tungsten Inert Gas Welding Equipment (TIG, MIG). Four class hours.

**MTR 0058 Welding Principles VIII 2 cr.**  
An introductory course to supervision in the welding industry. Planning and scheduling work assignments, assigning work to others, improving work methods, interviewing job applicants, in-service for employees, preparing annual shop budgets, receiving and recording new shipments of supplies, estimating costs of repairs and fabrication and preparing estimates of labor and material costs and preparing job estimate sheets are emphasized. Four class hours.

**MTR 0061 Welding Practices I 2 cr.**  
Pre or corequisite: MTR 0051. The practical application of the auxiliary equipment and tools used in welding with a heavy emphasis on proper use and safety of tools and equipment.

**MTR 0062 Welding Practices II 2 cr.**  
Pre or corequisite: MTR 0052. To become proficient in setting up oxy-acetylene equipment, lighting the torch, carrying a puddle and making good beads in the application of welding ferrous and non-ferrous metals. A beginning course in welding practices for oxy-acetylene. Eight class hours.

**MTR 0063 Welding Practices III 2 cr.**  
Pre or corequisite: MTR 0052, MTR 0062, and MTR 0053. An advanced course in welding practices for oxy-acetylene. Gas

welding, brazing, silver brazing, lead soldering, hand forging, shaping metals, removing distortion, and cutting. Eight class hours.

**MTR 0064 Welding Practices IV 2 cr.**  
Pre or corequisite: MTR 0054. To become proficient in removing or replacing SMAW equipment accessories. Use of the chipping hammer in chipping slag, clamping metal work to prevent distortion and tack-welding, setting up and tack-welding in the various positions are emphasized. A beginning course in welding practices for SMAW. Eight class hours.

**MTR 0065 Welding Practices V 2 cr.**  
Pre or corequisite: MTR 0054, 0064, and MTR 0055. To become proficient in the use of SMAW in welding carbon steel, plug or slot welding and pipe joint welding. The use of work orders, sketches and blueprints are incorporated into the practical application. Eight class hours.

**MTR 0066 Welding Practices VI 2 cr.**  
Pre or corequisite: MTR 0054, MTR 0064, MTR 0055, MTR 0065, and MTR 0056. To become proficient in finishing metal surfaces, testing metals and inspecting welds. The use of SMAW in fabricating of tubing systems, welding heat and corrosion resistant stainless steel, welding cast iron, hard surfacing and cutting. Eight class hours.

**MTR 0067 Welding Practices VII 2 cr.**  
Pre or corequisite: MTR 0057. To become proficient in disassembling and cleaning the TIG and MIG torch assembly and cleaning metals with solvents. The use of TIG and MIG in welding the various metals and alloys. Eight class hours.

**MTR 0068 Welding Practices VIII 2 cr.**  
Pre or corequisite: MTR 0062, MTR 0063, MTR 0064, MTR 0065, MTR 0066, and MTR 0067. To become proficient in the fabrication of metal products. The use of welding equipment in performing structural or equipment welding and cutting operations. Blueprint reading, work orders and sketches are integrated into the welding performances. Eight class hours.





## 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 in any one of three categories: Avocational, Citizenship, or Vocational.

Avocational Community Service 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 is completely supported by the fees collected.

Citizenship courses are indicated by the prefix CSC. These courses are designed to contribute to the identification and solution of community problems.

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.





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