

PHCC

Pasco Hernando Community College

1981-82 CATALOG

PASCO-HERNANDO COMMUNITY COLLEGE

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



DISTRICT OFFICE

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

NORTH CAMPUS

3125 U.S. 98 North
Brooksville 33512
904/796-8726

EAST CAMPUS

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

WEST CAMPUS

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

ACCREDITATION

Southern Association of Colleges and Schools

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

PASCO-HERNANDO COMMUNITY COLLEGE

Bulletin 6Hx19-8

1981-82

Volume IX

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Pasco-Hernando Community College
2401 State Highway 41 North
Dade City, FL 33525

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

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

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PASCO-HERNANDO COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

Lorenzo E. Coffie, Chairman
Gerald W. Springstead, Vice Chairman

Roy F. Corrigan
Murray R. Grubbs
Lois R. Linville
Leland P. McKeown

James H. Sasser, Jr.
Alice R. Stayden
Robert L. Williams

Ander P. Gibbs, Board Attorney

ADMINISTRATION

Milton O. Jones	President
Hugh J. Turner, Jr.	Vice President
Robert S. Austin, Jr.	Director of Business Affairs
Omar H. Ergle, Jr.	Director of Vocational/Technical Programs
Marjorie A. Sugg	Director of Academic Programs
Harlow E. Kendig, Jr.	Director of Administrative Services
Robert W. Westrick	Provost, West Campus
William B. Proctor	Provost, North Campus
Jerry W. Kandzer, Jr.	Provost, East Campus
Wellington E. Estey	Dean, West Campus
Sylvia M. Thomasson	Dean, North Campus
Robert W. Judson, Jr.	Dean, East Campus

RESOLUTION

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



Front (L-R)—Roy F. Corrigan, Mrs. Alice R. Slayden,
Mrs. Lois R. Linville, Murray R. Grubbs.

Back (L-R)—Milton O. Jones, Gerald W. Springstead , Lorenzo E. Coffie , Leland
P. McKeown, James H. Sasser, Jr., Ander P. Gibbs.

Missing—Robert L. Williams

**THE DISTRICT
BOARD
OF
TRUSTEES**

FOUNDATION BOARD OF DIRECTORS



Front (L-R)—Thomas Deen, Wayne Cobb, Charles McKenzie.

Back (L-R)—Donald Ellotte, James Kimbrough, Milton O. Jones, Roy F. Corrigan



Dr. Milton O. Jones, President

PASCO-HERNANDO COMMUNITY COLLEGE

Calendar for 1981-82

SESSION I

June 1
Applications Due for Financial Aid, Session I

August 3
Registration Begins for Sessions I and IA

August 25
Instructional Staff Reports for Session I

August 27
Classes Begin - Sessions I and IA

September 2
Last Day for Drop/Add and Refunds for Session 1A

September 7
Labor Day; College Closed

September 11
Last Day for Drop/Add and Refunds for Session I

October 9
Applications Due for Financial Aid, Session II

November 2
Mid-Term Grades Due to Campus Dean

November 6
Last Day for Graduation Applications, Session I

November 26-27
Thanksgiving; College Closed

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

December 7
Registration Begins for Sessions II and IIA

December 21
Last Day of Classes - Sessions I and IB

December 22
Last Duty Day for Instructional Staff, Session I; Grades Due to Campus Dean by Noon

December 24-25
Christmas; College Closed

December 28-30
Campus Administration Offices Open for Student Registration, Session II

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

SESSION II

January 7
Instructional Staff Reports for Session II

January 8
Classes Begin-Sessions II and IIA

January 13
Last Day for Drop/Add and Refunds, Session IIA

January 15
Last Day for Drop/Add and Refunds, Session II; and for Graduation Applications, Session II

February 12
Applications Due for Financial Aid, Session III

March 15
Mid-Term Grades Due to Campus Dean

April 9
Good Friday; College Closed

April 12
Last Day to Withdraw with Grade of "W", Session II

April 15
Registration Begins for Sessions III and IIIA

April 30
Last Day of Classes-Sessions II and IIB

April 30
Last Duty Day for Instructional Staff, Session II; Grades Due to Campus Dean by 4:30 P.M.

May 9
Graduation

SESSION III

May 10
Instructional Staff Reports for Session III; Classes Begin - Sessions III and IIIA

May 13
Last Day for Drop/Add and Refunds, Session IIIA

May 14
Last Day for Drop/Add and Refunds, Session III

June 10
Last Day to Withdraw with Grade of "W", Session IIIA

June 14
Registration Begins for Session IIIB

June 18
Last Day of Classes - Session IIIA;
Grades Due to Campus Dean by 4:30 P.M.

June 18
Last Duty Day for Instructional Staff, Session IIIA

June 28
Instructional Staff Reports for Session IIIB;
Classes Begin- Session IIIB

July 2
Last Day for Drop/Add and Refunds for Session IIIB

July 5
Independence Day; College Closed

July 30
Last Day to Withdraw with Grade of "W" , Session III

August 9
Last Day of Classes - Sessions III and IIIB; Grades Due to
Campus Dean by 10:00 P.M.

August 9
Last Duty Day for Instructional Staff, Sessions III and IIIB



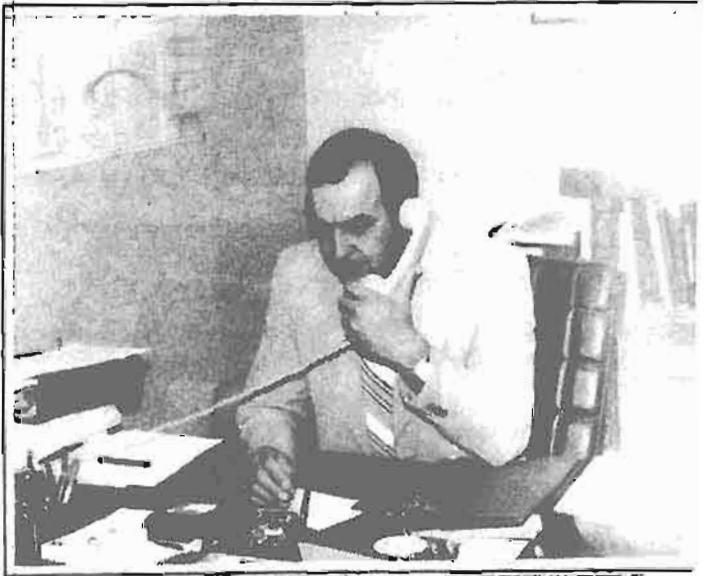
Dr. Hugh J. Turner, Jr., Vice President



Dr. Robert W. Westrick, West Campus Provost



Dr. William B. Proctor, North Campus Provost



Dr. Jerry W. Kandzer, Jr., East Campus Provost

Pasco-Hernando Community College

History

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

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

The first phase of construction of the East Campus was begun in 1973 and upon completion, was dedicated by Governor Reubin O'D. Askew in August 1975. An Occupational Laboratory Building and physical education facilities have since become operational.

In 1973 a 140-acre site was chosen near New Port Richey for the West Campus. Initial construction began in July 1975 and was finished one year later. Other completions have included buildings for Learning Resources, a Teaching Auditorium, an Occupational Laboratory, increased classroom space, and physical education facilities.

One hundred acres north of Brooksville were selected in 1974 for the North Campus location. First phase construction was completed in the Summer of 1977. Similar to expansion of the East Campus, an Occupational Laboratory Building and physical education facilities have been added.

Accreditation by the Southern Association of Colleges and Schools was granted in 1974 and was reaffirmed in December of 1979 for a ten-year period.

Statement of Philosophy

Pasco-Hernando Community College is a comprehensive community college established to provide for the educational needs and interests of youth and adults. Accordingly, the

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

Objectives

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 their academic and career goals.
- G. A cultural focal point for the community.

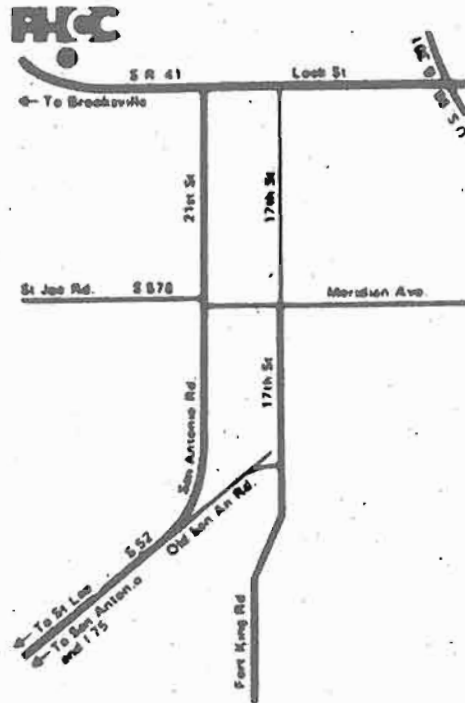
College Catalog

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 remaining 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 either for a 30-hour graduation check or for graduation. A student may remain under the provisions of an earlier catalog for no more than three years.

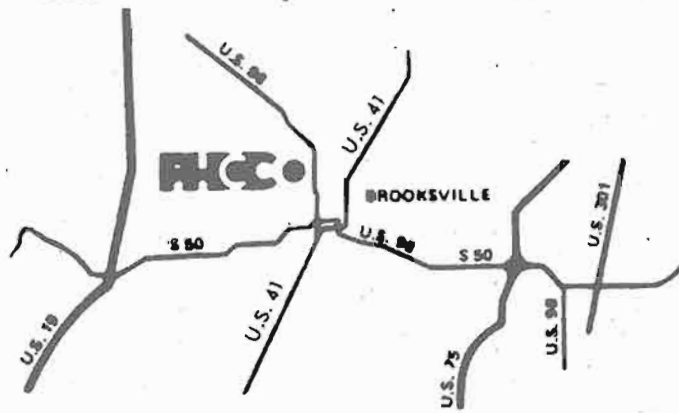


President's Council, East Campus Boardroom

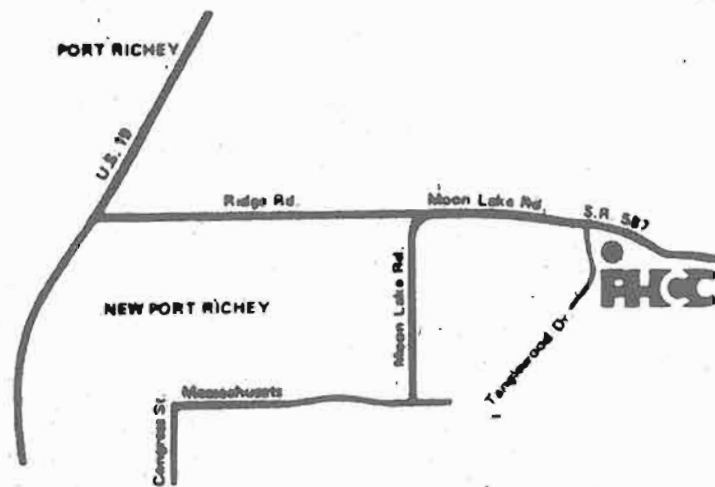
East Campus – Dade City



North Campus – Brooksville



West Campus – New Port Richey



ADMISSIONS

Admission to the College

There are several ways prospective students can be eligible for admission to Pasco-Hernando Community College. Applicants should understand that admission to the college does not imply admission to any particular program or course. All candidates must complete the official application form and pay the application fee.

U.S. Citizens

Applicants 19 years of age or older, except those referred to under "Delayed Admission," may be admitted to the college upon submitting the application form and without providing any supporting documents.

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

- An official high school transcript
- GED Scores
- A Credit Bank Form approved by the high school principal or his designate (required before registration each semester)
- An Early Admission Form approved by the high school principal or his designate (required before the first registration).

Admission will be considered as tentative until the required transcript, or GED scores, is submitted. The applicable document must be received by the end of the first term of enrollment.

Non U.S. Citizens

International students may be admitted to the college by providing these items:

- Application form
- Proof of proficiency in the English language as outlined under "Foreign Students." A copy of this information is also available from the Records Office
- Proof of financial ability to meet expenses as a full-time student
- Complete academic records in the language of the country, accompanied by an English translation

Delayed Admission

1. Transfer students who are on academic probation from another college may not enter P-HCC until after an interview with a counselor, who will make a determination on admission.
2. Transfer students who are on suspension, or who have been dismissed for academic reasons from another college, may not enter P-HCC during the semester immediately following that in which the dismissal or suspension was applied.
3. In accordance with Florida Statutes, a student who has previously been expelled from a Florida community college or university for unlawful possession, sale, or use of narcotic drugs will not be admitted to P-HCC for a period of one year from the date of that expulsion. A student who has been found guilty of campus disruption will not be admitted to P-HCC for a period of two years from the date of such finding.

High School Graduates

Graduates of secondary schools accredited by the State of Florida or a regional accrediting agency will be accepted in good standing.

Graduates from non-accredited secondary schools will be accepted on academic probation if under the age of 19.

GED

Students who have successfully completed the General Education Development Test will be admitted in good standing.

Students with Certificates of Attendance

Students who have received Certificates of Attendance from a Florida high school may be admitted provided they have a counselor interview prior to the 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.

Transfer Students

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

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

Transient Students

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

Dual Enrollment Students

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

Credit Bank Students

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

Early Admission Students

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

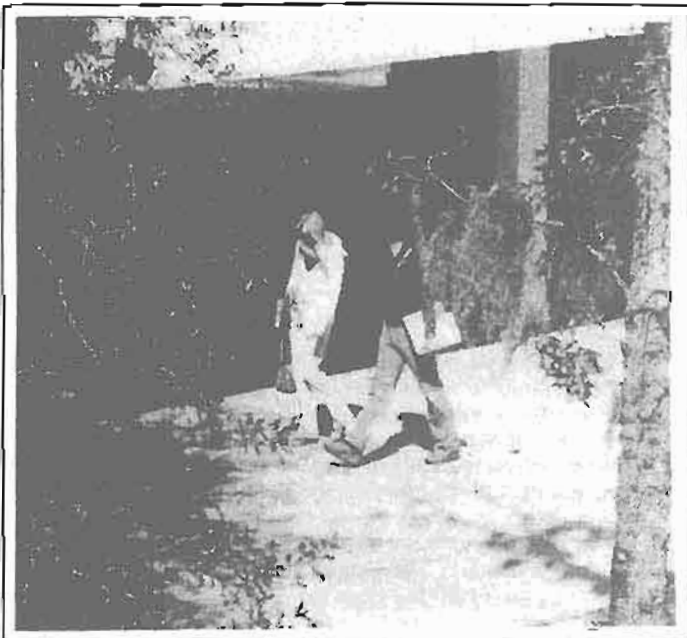
Admission to Programs and Courses

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

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

1. Associate in Arts Degree
2. Associate in Science Degree in (specific program).
3. Associate in Science Certificate in (specific program).
4. Vocational Certificate in (specific program).
5. Undecided as to program.
6. Other Personal Objectives (such as Personal Enrichment, Transient, Dual Enrollment, Teacher Certification).

A student declaring a goal as Undecided or Other Personal Objectives need not supply required documents, but must do so upon changing to a Degree Program, associated Certificate Program, or Vocational Certificate Program.



Required Documents

Supporting documents are required to enter the following programs:

1. Associate in Arts: High school transcript confirming graduation or GED scores indicating satisfactory completion, and an official transcript sent to the Records Office by each college or university attended.
2. Associate in Science: An official transcript from each college or university attended sent directly to the Records Office. Students who have applied or who expect to apply for financial aid must also have a high school transcript, GED scores, or other documentation of ability to benefit from training sent directly to the Records Office.
3. Certificate and Vocational Certificate Programs: Students who have applied or who expect to apply for financial aid must also have a high school transcript, GED scores, official transcripts from each college or university attended, or other documentation of ability to benefit from training sent directly to the Records Office.

Students enrolling for Occupational Courses may be required, in certain instances, to certify that the courses are related to employment. Those not completing this certification will be charged a Special Fee.

All transcripts and GED scores should be mailed directly from the granting institution or agency to:

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

It is the responsibility of the applicant to assure that all credentials are supplied to the Records Office.



Student Center, East Campus

Admission to Specialized Health Programs

Admission to the Nursing and Paramedics Programs is restricted to students selected by the Admissions Committee for Special Programs. All minimum requirements must be fulfilled prior to the established deadlines for the respective program in order to be considered for admission to that program. 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. Completed college application, including required fee.
2. Completed Nursing Program application.
3. Official high school transcript indicating graduation, or GED 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.)
4. Official college transcript from every college attended, other than P-HCC.
5. Cumulative college grade-point average of 2.0 as of January 1st of the year in which application is submitted.
6. A grade of "C" or better must have been earned in each required science course, if attempted.
7. Three letters of recommendation on specified form.
8. Successful achievement on pre-entrance testing (See Nursing Admissions Packet).
9. All materials in Items, 1, 2, 3, and 4 must be received and Items 5, 6, 7, and 8 must be satisfied by March 1st.
10. Residents of the State of Florida, as defined by the State Board Rule (See Page 17), will have preference over out-of-state residents. Out-of-state residents will be considered in the event there are vacancies.

Special provisions have been made for the acceptance of a limited number of LPN (Licensed Practical Nurse) applicants in Session II of each year. In addition to fulfilling all basic entrance requirements for the Nursing Program by October 1st, these applicants must:

1. Be currently licensed in Florida as an LPN.
2. Be currently enrolled in APB 1203C and ENC 1101 or ENC 1001, if not previously completed. (A grade of "C" or better must have been achieved in APB 1203C).
3. Achieve a mid-term progress report of "C" or better in APB 1203C and a grade of "C" or better at the end of Session I, if currently enrolled in this course.
4. Achieve 70% or better on the Challenge Examination written by the Nursing faculty. (See Special Additional Fees Page 16).

5. Achieve satisfactory rating by Nursing faculty on performance of selected experiences in the campus laboratory and/or hospital on the first attempt. Applicants must provide a live model for practice for some designated evaluations.
6. Successfully complete each step in the required sequence within established deadlines before the next step is attempted.
7. Be interviewed by the Admissions Committee for Special Programs, as scheduled.

Paramedics Program

Minimum requirements for consideration of an applicant are:

1. Completed college application.
2. Completed application for the Paramedics Program.
3. High school graduation or the equivalent; transcripts to be provided.
4. Current Florida Division of Health EMT Certificate of Registration.
5. Three letters of recommendation on specified form.
6. All application materials must be received by the date contained in the Application packet.

Minimum Qualifications for Linkage Program Applicants

Of the several Linkage Programs, four are currently available on a limited enrollment basis to applicants from Pasco-Hernando Community College:

Dental Hygiene at St. Petersburg Junior College
Physical Therapist Assistant at St. Petersburg Junior College
Nuclear Medicine at Hillsborough Community College
Radiology at St. Petersburg Junior College

Each of these programs admits one class in the first session of each year, is limited to Florida residents, and allocates a specific number of spaces to the college. 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.



Nursing Lab, West Campus

Minimum Qualifications for the Cosmetology Program

State Board of Cosmetology requirements for this Program call for a minimum age of sixteen (16), high school graduation if under eighteen (18), and completion of tenth grade if over eighteen (18) years of age.

Registration with the State Board of Cosmetology is required at the time of entry into the Program.

Students who are nineteen (19) years of age or older, whether or not they have graduated from high school or have satisfactorily completed the GED Test, are eligible to enter the Program provided they have met the requirements of the State Board of Cosmetology.

Foreign Students

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. Prior to acceptance an international student must:

- Apply to the college and provide the material specified in Item 3 below.
- Provide proof of financial ability to meet needs as a student.
- Provide proof of proficiency in the English language as specified in Item 4 below.
- Secure a F-1 student visa.

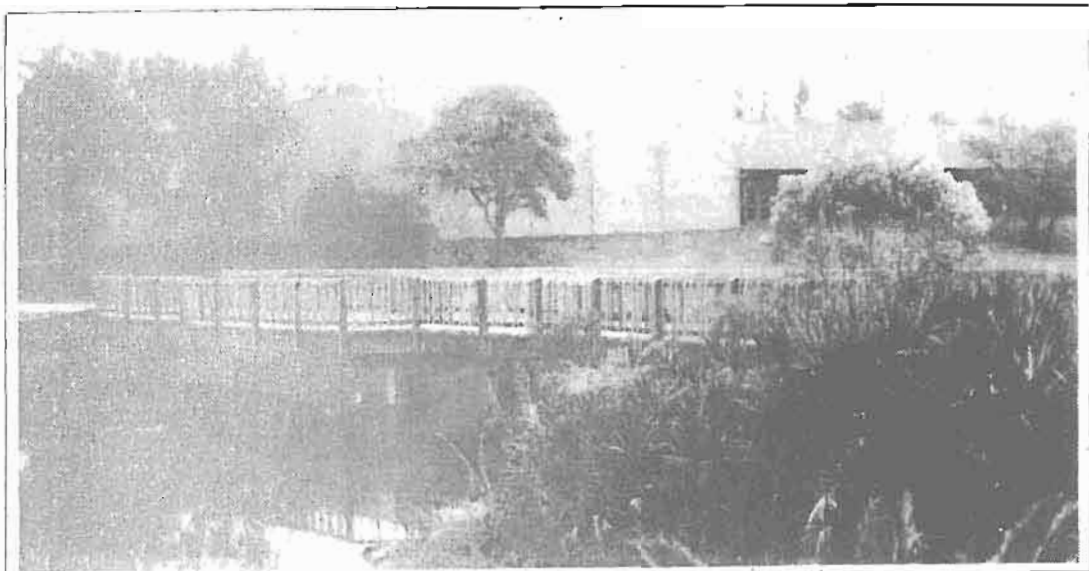
1. Pasco-Hernando Community College does not provide, supervise, or recommend student housing. In addition, the college operates three campuses with one-half hour to one hour driving time between each. Students should decide where they wish to live relative to any one campus and be aware that not all programs or courses are offered on each campus. Public transit is not available and the college does not offer inter-campus transportation. Therefore, foreign students should arrive several weeks in advance of enrollment to arrange for their own housing and transportation.

2. The college does not provide monies to students. Foreign students must make their own arrangements and have available sufficient funds to cover all expenses.
3. The student must submit a complete academic record. All documents should be submitted in the language of the country, accompanied by English translation preferably certified by the United States Consulate. The college does not accept transfer credits from foreign institutions except those from countries where English is an official language.
4. Applicants must submit evidence that they are proficient enough in oral and written English to do satisfactory work. Evidence of this may be one or more of the following: Citizenship in a country where English is an official language; graduation from a United States high school; completion of all English courses required for graduation from a U.S. high school; U.S. GED completion; achievement of the 50 percentile or better on the English section of CLEP, a score of 550 or above on the Test of English as a Foreign Language (TOEFL); satisfactory completion of at least one college-level English course or at least two other courses at an accredited United States college; or satisfactory completion of a minimum of three courses conducted in English at a foreign college or university.
5. International students meeting the minimum admission standards given above will receive an I-20 Form from the Coordinator of Admissions/Student Records. The I-20 Form and the F-1 student visa will allow the student to enter the country for the purpose of full-time study at this college.
6. Students must meet the standards of progress applicable to all students, and must enroll as a full-time (12 semester hours) student in order to continue under the regulations of the Immigration and Naturalization Service.

Application Procedure

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

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

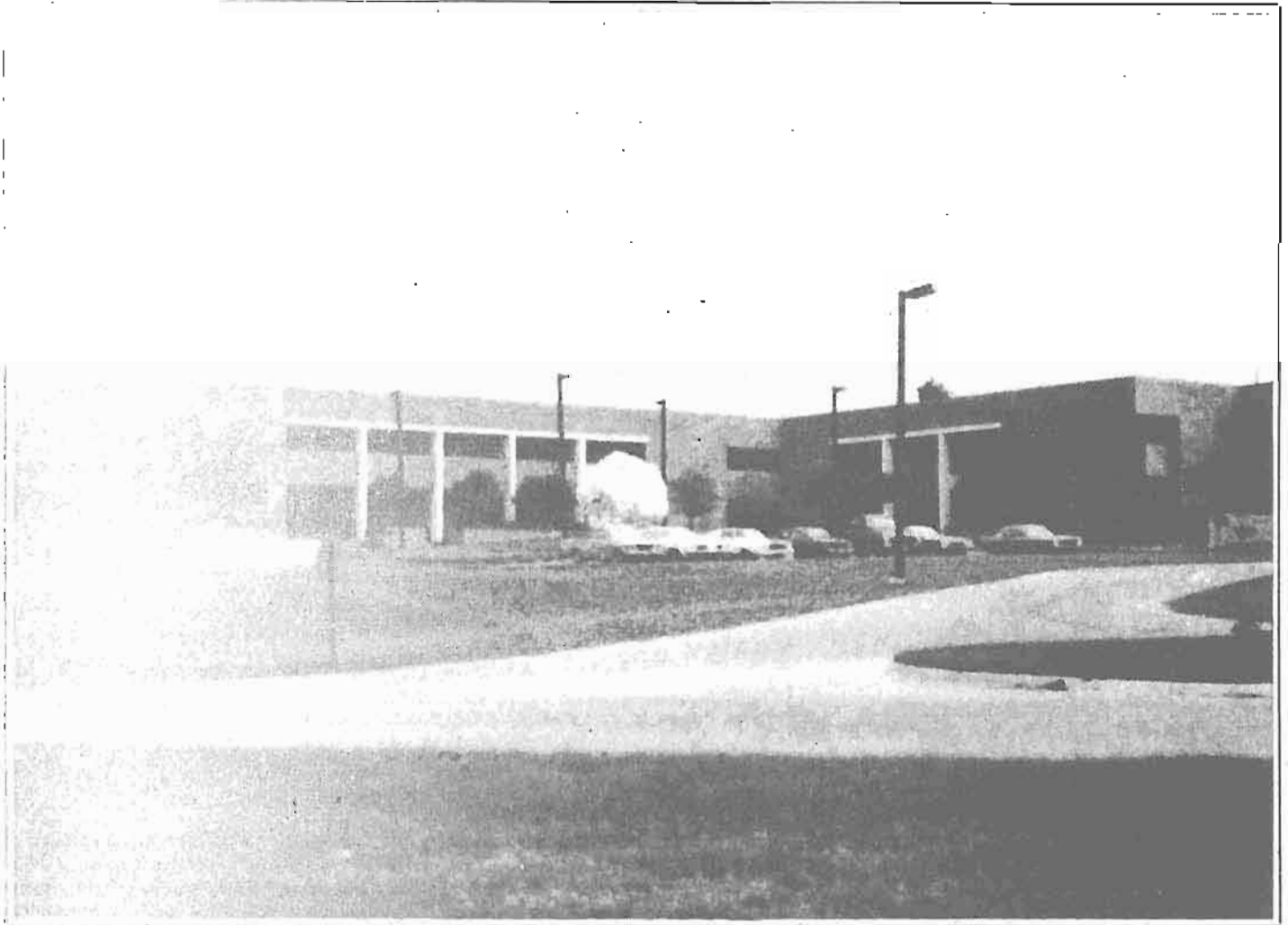


Send or mail the application with a \$10 fee to the address given above or present it in person at the P-HCC counseling office. Florida residents who are required to pay a course fee must complete a residence affidavit which may be executed at any P-HCC campus office.

Once the application fee has been submitted and the student is accepted to the college before registration is considered final, it is emphasized that the administrative expenses incidental to registration for courses, and is refundable.

C. Test scores are not required for admission, but all students entering P-HCC for the first time are encouraged to submit scores on an appropriate nationally standardized test such as SAT or ACT as an aid to counseling. However, a placement test to be used for counseling purposes only is administered by the college upon admission. (See Section on Placement Testing, Page 25).

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



North Campus, Main Building

FEES AND EXPENSES

Course Fees

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

Florida Resident.....	\$16 per credit hour
Non-Florida Resident.....	\$30 per credit hour
Vocational Certificate Program.....	\$7 per vocational certificate hour
Continuing Education	
Non-Credit Vocational.....	\$7 per course
Avocational.....	Fee varies with length of the course

Contact Hours

Fee	Contact Hours	Fee	Contact Hours	Fee	Contact Hours
\$5	0-4	\$11	13-16	\$17	25-28
\$7	5-8	\$13	17-20	\$19	29-32
\$9	9-12	\$15	21-24	\$20	33 and Above

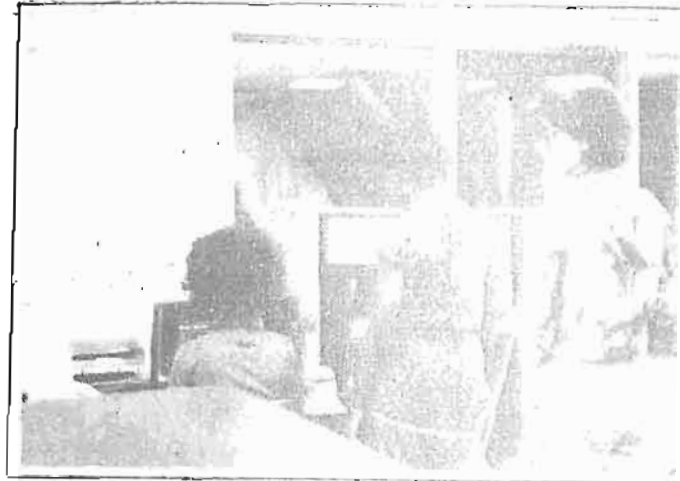
Special Additional Fees

A special additional fee, which is dependent on the Direct Instructional Cost of the course, will be charged those students who are unable to complete the required Occupational Certification. (See Section on Admission to Programs and Courses, Page 12).

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

Application.....	\$10		
Credit-by-Examination			
Credit Courses.....	\$30 per examination		
Vocational Certificate, Principles/Practices Combination.....	\$15 per examination		
COS 1131, Cosmetology I			
Written Examination.....	\$30 per examination		
Laboratory Examination.....	\$150 per examination		
AER 1771, Diesel Mechanics I			
Written Examination.....	\$30 per examination		
Laboratory Examination.....	\$30 per examination		
LPN Challenge Examination (each of two parts).....	\$30		
NLN Pre-Nursing Examination.....	\$12		
Direct Instructional Cost Fee			
Occupational Courses.....	\$17.72 per credit hour		
Continuing Education Vocational Courses.....	\$26.58 per course		
Graduation.....	\$15		
Laboratory (Course Below).....	\$5		
COS 1133			
Laboratory (Courses Below).....	\$10		
APB 1203C	COS 1131	EMT 1803L	NUR 1311C
APB 1204C	COS 1132	EMT 1826L	NUR 2130C
ART 1300C	BOT 1010C	EMT 1946	NUR 2220C
ART 1301C	CHM 1015C	FSS 1202	PHY 1023C
ART 1600C	CHM 1046C	FSS 2221	PHY 1024C
ART 1601C	CHM 1047C	MCB 2013C	ZOO 2010C
BSC 1010C	CHM 2210C	NUR 1021C	
BSC 1011C	CHM 2211C	NUR 1200C	

Laboratory (Courses Below).....	\$20	
MTR 0062	MTR 0065	MTR 0068
MTR 0063	MTR 0066	
MTR 0064	MTR 0067	
Laboratory (Courses Below).....	\$30	
ACT 1402	ACT 1871	ACT 1872
Nursing, Paramedics, Cosmetology, and Human Services Programs - Individual Professional Liability Insurance.....	\$8.50 per year	
Physical Education Courses.....	\$5	
PEL 1341L	PEL 2342L	PEL 1442L
PEL 1342L	PEL 1441L	
Physical Education Courses.....	\$15	
PEL 1121L	PEL 2122L	
Basic Recruit, Police Standards Program		
Registration.....	\$5	
Certified Transfers.....	\$25	
Laboratory Fee.....	\$70	
Florida Real Estate Examination.....	\$6	
Returned Check.....	\$5	
Transcripts (After the first).....	\$2	



Registration, East Campus

Refunds

Credit Courses

A 100% refund of fees, not including the application fee, may be granted if withdrawal occurs before the end of the drop/add period for a session as specified in the College Calendar. There will be no refund after the end of the drop/add period except in event of a student's death, or when a scheduled course is cancelled by the college.

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

A claim for refund due to death will be accepted and signed by a person legally authorized to act for the deceased.

Continuing Education Courses

A full refund will be made to a student who withdraws from any continuing education class prior to the second class meeting so long as the second class meeting does not exceed twenty-five (25) percent of the instruction hours in the course. No refund will be made for conferences, institutes, workshops, seminars, or special training programs after the published starting date.

Residency for Tuition Purposes

State Board of Education Rule 6A-14.52 gives the following definition of a bona fide Florida resident for public community college purposes:

"A Florida student is a person who has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. . . In determining residency, the community college may require evidence. . . Florida student classification shall 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. 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 contribute according to their means, taking into account their income, assets, family size, and other relevant information. A standard formula developed by the Department of Education and approved by Congress is used to determine the expected family contribution.

Demonstrated need is determined by subtracting the expected family contribution from the cost of attendance at Pasco-Hernando Community College. Students are eligible for an amount of financial aid equal to their demonstrated need.



Financial aid is usually awarded as a "package" of grants, scholarships, loans and work-funds which attempts to meet the student's total demonstrated need. However, since aid funds are limited, students are encouraged to seek assistance from sources external to the college in the form of scholarships, loans and part-time employment. Students seeking financial aid should apply as early as possible in the year. Application forms are available at each campus and a counselor should be consulted to help the student complete the application and locate additional sources of aid.

To receive financial aid, a student must be enrolled in an eligible degree, certificate, or vocational certificate program as at least a half-time student, must maintain satisfactory academic progress, must not be in default or overpayment on previous aid received and must submit documentation of ability to benefit from training.

Financial aid awards may be reduced or canceled for students who do not regularly attend the classes for which they enroll.

Application

In order to be considered for financial aid, it is necessary to complete several application forms. When completing these forms, the applicant should obtain financial information directly from the family tax return(s), VA award letter, Social Security Office, and other family income records. Since all information submitted on the application is subject to verification, estimated data should not be used. In order to avoid delays in processing, all forms should be completed accurately and legibly.

All applicants for financial aid at P-HCC are required to complete an **Institutional Application for Financial Aid** and return it to the campus Financial Aid Office.

If an applicant has attended another college or vocational school, a **Financial Aid Transcript (FAT)** must be obtained from that institution before the applicant may receive financial aid.

In order to apply for Basic (Pell) Grants, any one of the following forms may be used:

A **Basic Grant Application Form** may be used if the applicant only wishes to receive Basic Grant.

A **CSS Financial Aid Form (FAF)** or **ACT Family Financial Statement (FFS)** should be completed by all applicants wishing to be considered for receiving the Florida Student Assistance Grant, Supplemental Grant, and Work Study. These forms may also be used to apply for Basic Grant.

Financial Aid Programs Available

Funds for various financial aid programs are made available by federal, state, private, and institutional sources. A brief description of these programs is given below. Further information on these and other sources of aid may be obtained by contacting a campus counselor or the sponsoring organization.

Basic Grants (Pell Grants)

BEQG entitles qualified students to receive between \$200 and \$1,750 per academic year. All aid applicants are expected to apply for this grant. Six to eight weeks should be allowed from date of application for receipt of a Student Eligibility Report (SER).

Supplemental Educational Opportunity Grant (SEOG)

SEOG awards range from \$200 to \$2,000 per academic year. They are awarded based on demonstrated financial need. To

apply, the applicant must complete the application form by the Deadline - June 1st.

Nursing Scholarship Program

The Nursing Scholarship Program provides assistance to students accepted into the Nursing Degree program. Eligibility is based on exceptional financial need. Awards range from \$2,000 per year. Applicants must apply by the deadline.

Bureau of Indian Affairs (BIA)

BIA provides benefits for people who are Native American Indian, Eskimo, or Aleutian. Aid is available to those served by the Bureau of Educational Programs. Financial need is a requirement.

Florida Student Assistance Grant (FSAG)

FSAG awards are usually \$450 per semester. They are available to eligible Florida residents who demonstrate financial need and who wish to attend public colleges. To apply, the applicant must submit a FAF or FFS to the Financial Aid Office.

Fee Waivers (FW)

The District Board of Trustees may grant fee waivers to students demonstrating extreme financial need. Waivers cover the in-state portion of the tuition and fees for up to 12 semester hours. These waivers are available for the summer session only.

Fees may be waived under certain circumstances for Continuing Education courses, except evening classes. Waivers may be waived for courses taken by full-time students who are parents and dependent children.

60+ Fee Waivers

All application, tuition, and graduation fees are waived for 60 years of age or older who are residents of Florida. Waivers may be waived on a space-available basis for students who are already enrolled are not filled as of the close of the application period. These provisions may be limited should it appear that the total number of full-time equivalent students for the year may be exceeded.

College Work-Study Program (CWSP)

CWSP provides part-time employment opportunities for students with demonstrated need and allows them to pay for part of their educational expenses. Priority Deadline - June 1st.

Student Assistant Work Program (SAWP)

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

Florida Vocational Work Study (VWS)

The state vocational work study program provides jobs for students under 21 years of age enrolled in vocational education programs and who demonstrate financial need.

Off-Campus Employment

Students who wish to obtain a part-time job off campus should check with the Career Laboratory or their campus local employers post openings for students with financial need.

Florida Guaranteed Student Loans (FGSL)

The FGSL program enables students to borrow directly from a bank, credit union, savings and loan association, or other participating lender willing to make the loan. The annual interest rate is 9% and repayment begins six (6) months after the student graduates or leaves school. Applications may be obtained at P-HCC or participating lending institutions.

Revolving Loans (RL)

The 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

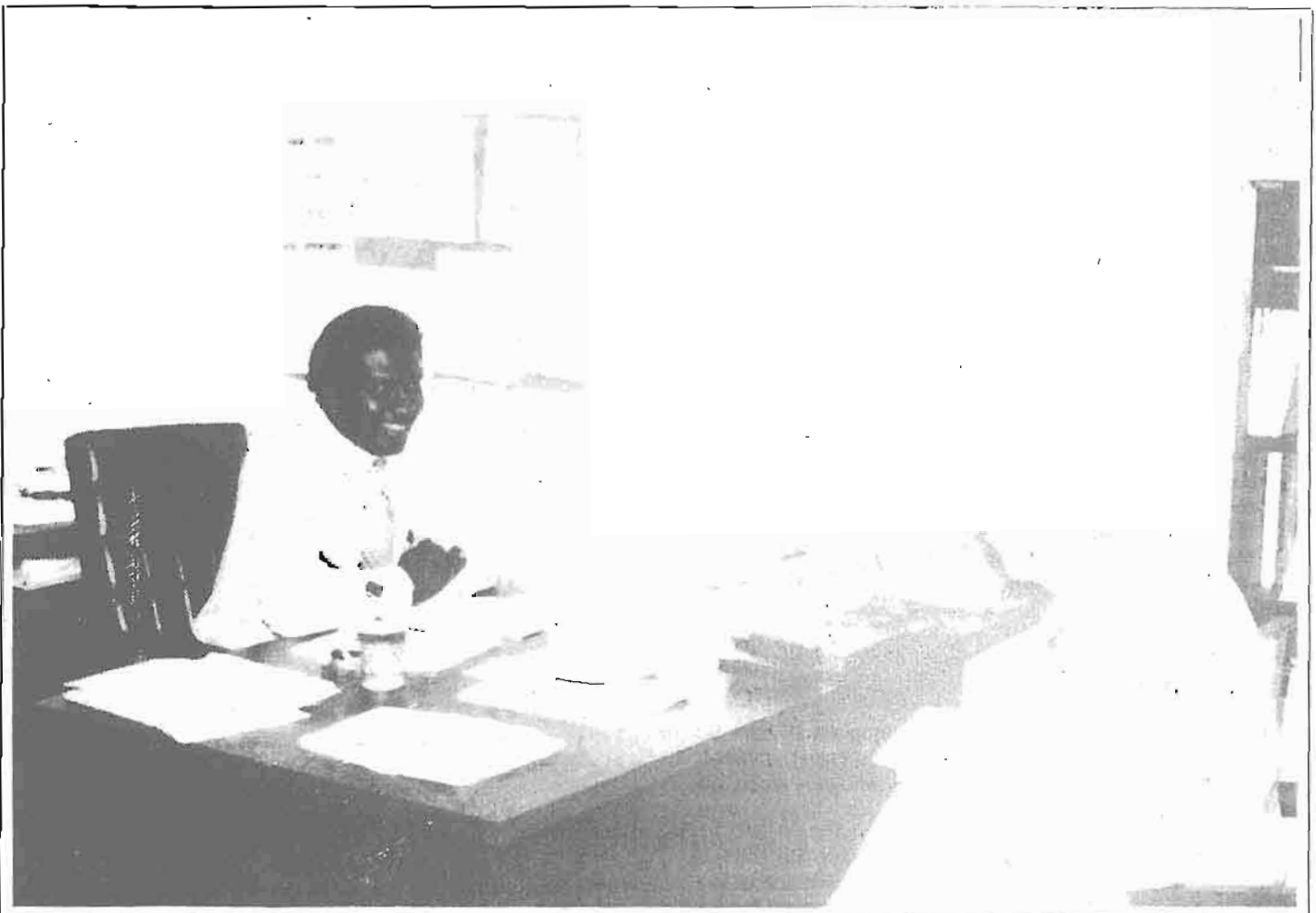
Scholarships are available from various sources including the Pasco-Hernando Community College Foundation and local, state, national and commercial organizations.

Athletic Grants-In-Aid

Thirty (30) Athletic Grants-In-Aid have been authorized for each campus. Equal opportunities are provided women and men. Awards are based on athletic and academic interest and on aptitude for the particular sport supported by the college. Each Grant-In-Aid will be for one academic year. Recipients are required to be full-time students for the fall and spring sessions and to achieve an overall 2.0 grade-point average for the year. Awards may be extended for one additional academic year under the preceding conditions.

Academic Grants-In-Aid

A one-year Academic Grant-In-Aid may be awarded each student in a public high school within the college district who stands within the upper ten (10) percent of his/her graduating class. Seniors may apply for this Grant at any time during their final high school semester, but awards will be withheld until formal notification of final standing is received from the respective high school principal. Recipients will be required to be full-time students and for the fall and spring sessions, to achieve a minimum 2.0 grade-point average for the year. Awards may be extended for one additional academic year under the preceding conditions.



Dean Judson counsels student

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

Standards of Academic Progress

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

Credit Hours Completed	Degree Programs	Vocational Certificate Programs
1-15	1.50	1.50
16-30	1.60	1.75
31-45	1.75	2.00
46-59	1.90	2.00
60 or more	2.00	2.00

2. The academic status of a transfer student will be evaluated at the time of admission and will be based upon the transcript record from the previous institution(s).
3. In the event of probation, a student will be required to see a counselor. After counseling the student and consulting appropriate faculty members, the counselor may require of the student:
 - a. additional counseling sessions
 - b. reduced course load
 - c. limitation on the type of courses or programs to be taken
4. 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.

Additional Requirements for Financial Aid Recipients

5. Financial aid students are required to complete at least 50 percent of the hours for which they are enrolled each semester. Students failing to meet this requirement will be placed on probation.
6. A financial aid student who has transferred into the college and who has been placed on probation at the time of admission will be required to conform to the Standards of Progress by the end of his/her first term of enrollment at P-HCC, based upon courses taken at P-HCC.

7. A financial aid student not removed from probation after the next term enrolled will be considered to be making unsatisfactory progress. A financial aid student determined to be making unsatisfactory progress will not be eligible to participate in federal, state, or institutionally funded aid programs until such time as the student is no longer on probationary status.

8. The student may make written appeal of the probationary status to the campus Coordinator of Counseling. Documentation (such as a doctor's statement) will be required, if appropriate. The campus financial aid committee will review the appeal and, if accepted, allow the student to continue to receive financial assistance for an additional term.

Veterans Progress and Probation

The Veterans Administration requires the college to measure progress of students receiving veterans benefits. Accordingly, the veteran student's Grade Point Average (GPA) will be evaluated according to the probation requirements for all students.

For the Police Standards Program, a GPA of 1.50 must be achieved by the end of 120 hours of instruction, 1.75 by the end of 240 hours, and 2.00 by the end of the program.

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



Attendance will be kept for each class meeting and will be reported to the Veterans Administration as may be required. Students enrolled in Vocational Certificate Programs who accumulate more than three (3) unexcused absences within a calendar month or more than five (5) unexcused absences per session, will be reported to the VA for termination of benefits.

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

Students whose benefits have been terminated will not be considered for deferred payment or recertification until they have been counseled by the Veterans Administration.

Any unusual extenuating circumstances concerning probation, unsatisfactory progress, or eligibility for deferred payment may be reported by the veteran in writing to the campus Provost. Such written appeals will be referred, by the Provost, to a campus committee which will include at least one student veteran. This committee will determine the appropriate report to the Veterans Administration or to the college officials.

Classification of Students

Students will be classified according to the following criteria:

Regular

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

A degree-seeking student is further classified as:

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

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

Unclassified

The unclassified designation applies to a student who has enrolled, but is undecided as to program, as a dual enrollment, or transient student, or one who has enrolled for purposes of teacher recertification or personal enrichment. This student is not classified as either freshman or sophomore.

Full-Time

A student enrolled for 12 or more semester hours in Sessions I, 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.

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

Attendance At More Than One Campus

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

Regional Linkage System

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

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



West Campus

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

Avionics—Manatee Junior College
Dental Hygiene—St. Petersburg Junior College
Flight Attendant—Manatee Junior College
Horticulture—Polk Community College
Media Technology—Polk Community College
Nuclear Medicine—Hillsborough Community College
Physical Therapist Assistant—St. Petersburg Junior College
Quality Control Technology—Manatee Junior College
Radiology Technology—St. Petersburg Junior College

Additional information on Linkage Programs may be obtained by contacting a Pasco-Hernando Community College counselor. See also "Minimum Qualifications for Linkage Program Applicants," Page 13.

CLEP

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

Additional semester hours of credit may be awarded for CLEP Subject Examinations if submitted scores are at or above the percentile specified in Rules of the State Board of Education. Evaluation of CLEP credit is made after the application is paid and the student is admitted to the college. CLEP credit will appear on the student's permanent record as earned credit without indication of grade. Credits earned through CLEP do not satisfy the residency requirement.

Credit-by-Examination

Credit may be earned in designated courses by making a satisfactory score on tests prepared by P-HCC instructors. A nonrefundable charge will be made for each examination. Credit-by-examination cannot be granted in any course for which credit has already been awarded. Credit earned through tests prepared by P-HCC will appear on the student's permanent record using the grade designation of "S" or "U". A student



Students at work in the LRC

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 credit-by-examination do not satisfy the residency requirement.

Advanced Placement

College credit may be granted to a student who presents a score of 5, 4, or 3 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board. These examinations must be taken prior to enrolling in the college except for credit bank students.

Credit may be used to satisfy graduation, general education, and unspecified elective requirements, but will not be computed in the grade-point average. This type of credit is transferable among Florida institutions of higher education who participate in the Advanced Placement Program.

Certificate Program Completions

A student desiring to obtain a certificate for completing a degree-associated or vocational certificate program should apply for a records review no later than the date shown in the college calendar for graduation application. Upon receiving an indication from the Coordinator of Admissions/Student Records that all required work has been or is being completed, the student must make a formal application for the certificate. A certificate for a degree-associated program will be awarded at a meeting of the Board of Trustees. A certificate for a vocational program will be awarded by the Provost of the campus.

Directed Individual Study

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



- A. Meeting with the instructor at least once a week for a course lasting a full session or a proportionate time for courses of shorter duration.
- B. Instructor's option of more frequent meetings for those students needing additional work.
- C. An option for the student to complete the course earlier than the prescribed length upon mutual agreement between student and instructor.
- D. Standards and content, in the opinion of the instructor and the Campus Dean, to be comparable to a regularly scheduled class in the subject.

Teacher Certification and Recency of Credit

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

Military Service Credit

Pasco-Hernando Community College does not grant credit for military service, military service schools, or military extension courses completed in service.

Class Attendance

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

Maximum Student Load

The maximum student load for Session I or Session II is 18 semester hours and 14 semester hours for Session III. 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	Withdraw
D	1	GP	Poor	*S	Satisfactory
F	0	GP	Failure	*U	Unsatisfactory
N	No Credit			X	Audit
NC	Non Credit Course			*Used only in certain areas.	

Grade-Point Average

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

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

Example

	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Point
*ENC 9000	3	U	0	0	0
*MAT 9003L	1	S	0	1	0
ENC 1002	3	A	3	3	12
PSY 1000	3	B	3	3	9
MUN 1310	1	B	1	1	3
BSC 1011C	4	D	4	4	4
PSC 1341	3	F	3	0	0
POS 2112	3	X	0	0	0
QMB 1001	3	W	0	0	0
STD 1100	3	I	0	0	0
			<u>14</u>	<u>12</u>	<u>28</u>

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

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

Audit

Some programs and courses are eligible for audit on a space-available basis. Audit students participate in class activities, but are not required to prepare papers or take examinations. Regular class attendance is expected and a non-credit grade of "X" is issued. A student may change a credit registration to an audit up to and including the last day to withdraw each semester, but may not initially enroll as audit and then change to credit status after the drop/add date. Audit fees are the same as those for credit.

Practicums

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

Incomplete Grades

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

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

"S" and "U" Grades

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

Grade Dissemination

A progress report will normally be distributed by the instructor 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.

Graduation Check

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

Graduation Application

Application for graduation should be made at registration for the session in which the student plans to complete the requirements for a degree program and must be submitted no later than the date given in the college calendar. Application for graduation will include a nonrefundable graduation fee. This fee will be used to pay for the diploma and cover the use of a cap and gown.

Graduation Ceremony

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

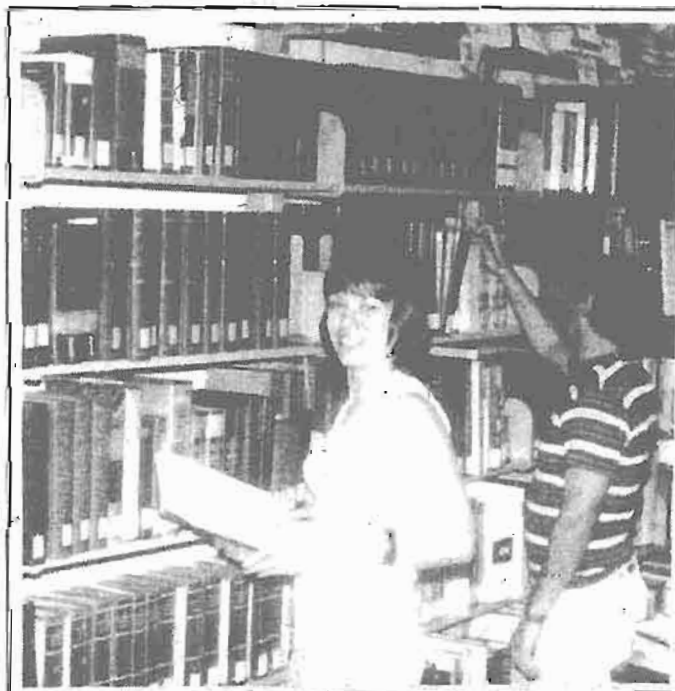
Learning Resource Center Services

A Learning Resources Center is available on each campus providing books, periodicals, newspapers, microfilm and audio visual equipment and materials to support the curriculum and leisure needs of students and faculty. A combined card catalog permits access to materials held on any of the three campuses. The Learning Resource staff assists students and faculty using materials and securing inter-campus and inter-library loans. To provide the best service for each campus, the operating schedules of the LRC's are slightly different.

Learning Laboratory

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

Individualized materials in the Laboratory include English reading, mathematics, spelling, career development, and college survival skills. Self-instructional materials, programmed texts, and peer-tutorial assistance for students are available.



Learning Resource Center

STUDENT AFFAIRS

Counseling

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

Program Selection and Placement

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

Test scores are not required for enrollment. However, certain test scores such as ACT, SAT, or GED, together with previous grades, experiences, recommendations, outside activities, and time away from formal education may be used for counseling in program selection and class placement.

Placement Testing

A new degree-seeking student must complete the College Basic Testing Program and have a counselor interview before the first registration. Other students must complete the Testing Program within the first twelve hours. Counselors may use other tests and inventories to help students determine their abilities, needs, values, interests, or aptitudes. These testing services are available to any student or prospective student in the community at no cost to the individual.

Identification Cards

Each student is issued an identification card as part of the registration invoice. This card may be required for schedule changes, library use and other college functions. Loss should be reported to a counselor immediately.

Consequences of Unmet Financial Obligations

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

Job Placement

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

Veterans Benefits

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

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

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

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

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

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

Withdrawal Policy

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

Emergencies

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

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

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

Student Conduct

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

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

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

Termination from Nursing Program

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

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

Termination from Paramedics Program

A student may be dismissed from the Paramedics Program for any of the following reasons. In all cases Board Rule 6Hx19-

1. Any action outlined in Board Rule 6Hx19-6.15, and as repeated under the section on "Student Conduct".
2. Refusing to follow an order from any physician, hospital staff member or college instructor.
3. Endangering a patient's life by:
 - a. leaving the patient unguarded in time of a crisis.
 - b. delaying care that is within the student's realm of ability and/or knowledge.
 - c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge.
4. Being found in any restricted or unauthorized areas.
5. As the result of due process proceedings based upon a request in writing from the hospital or participating agency that the student be withdrawn from said agency.
6. Aggressive, rude behavior to any college staff members, hospital staff members, Medical Director, physician, patient, or student.
7. A failing grade awarded by the Medical Director due to the student's attitudinal performance, and based upon stated professional reasons or practices.

Disciplinary Procedures

Alleged violations of student regulations or other student misconduct shall be referred to the Campus Provost. Reprimands or unrecorded disciplinary probation may be administered by the Provost. Disciplinary probation will be recorded on the student's permanent record when approved by the Vice President upon the recommendation of the Provost. In situations where the penalty could be disciplinary suspension (not 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 his or her right to appear at the hearing, to face the accuser and to present any applicable evidence on his/her own behalf. After 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 such 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.
4. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may be questioned and appropriate correction may be sought.

Privacy of Student Records

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

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

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

policy on this subject may be found in the Offices of the Counseling Staff and Provost of each Campus, and in the Office of the President.

Student Use Of College Facilities

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

Student Government Association

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

Student Activities

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

Phi Theta Kappa

Phi Theta Kappa is an honorary fraternity first organized during the Summer of 1978 at the North Campus of Pasco-Hernando Community College. The purposes of Phi Theta Kappa are: 1) the promotion of scholarship, 2) the development of leadership and service, and 3) the cultivation of fellowship among students of community colleges throughout the United States.

To be eligible for membership, a student must have completed at least twelve semester hours of college credit with a grade-point average of not less than 3.0.

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

Phi Beta Lambda

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

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

DECA

Distributive Education Clubs of America (DECA) offer opportunities for students to participate in activities to help build successful careers in Marketing, Merchandising, Sales, and Management. Competition is held on a state level with the winners competing at a yearly National Career Development Conference.

Student Publications

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

Bookstore Services

Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest to students. Books needed for courses at each campus will be available for purchase at that location. Refunds for unmarked textbooks are made only during the regular fee refund period. (See Refunds, Page 16). Sales slips are required for all refunds.

Athletics

The Athletic Program at P-HCC provides opportunities for competition in selected sports between campuses and with other institutions on an informal basis. Equal opportunities are provided to women and men. Participants are required to purchase personal accident insurance. A limited number of Athletic Grants-In-Aid are available. Prospective students, as well as current students, who are interested in these activities should contact the Campus Athletic Office.



Buildings are accessible for handicapped



ACADEMIC PROGRAMS

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

The college offers the Associate in Arts Degree, the Associate in Science Degree in a number of occupational fields, Certificates in various occupational areas, and Vocational Certificates. The latter is designed for job entry or to increase the competency of the employed worker and not as part of a degree or an associated certificate. **STUDENTS ARE CAUTIONED THAT ALL COURSES IN A PROGRAM ARE NOT NECESSARILY OFFERED ON ALL CAMPUSES.**

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

Acceleration of Program

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

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

Early Admission: A high school senior may be admitted prior to graduation from high school with the permission of the principal or designate. P-HCC credit may be transferred to the high school upon completion of high school requirements.

College Level Examination Program: Up to 30 hours of credit may be awarded upon satisfactorily completing the College Level General Examinations at the 50th percentile or above. These credits are awarded on the basis of knowledge gained prior to college or university study in the subject area. Additional semester hours of credit may be awarded for CLEP Subject Examinations if scores are at or above the percentile specified in Rules of the State Board of Education.

Advanced Placement: College credit may be granted to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board. These examinations must be taken prior to enrolling in the college.



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

Transient Enrollment: A P-HCC student may be enrolled at another institution as a transient student by securing permission 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 designated for Carpentry and Vocational Certificates and those designated as Developmental 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.

Program Deletions

The following programs offered during the 1980-81 and earlier academic years have been deleted from the curriculum:

Associate in Science Degree in Environmental Pollution Control Technology

Certificate Program - Stock and Inventory Clerk

In addition, title changes and major revisions have been made in these programs:

Associate in Science Degree in Business - Court Clerk

TO

Associate in Science Degree in Business - Court Personnel

Associate in Science Degree in Food Service

TO

Associate in Science Degree in Culinary Arts & Hospitality Management

Vocational Certificate in Carpentry

TO

Certificate in Carpentry

A student who has selected one of these programs based on a previous catalog should see a counselor to arrange any needed course substitutions. Waiver of new requirements may be granted where necessary.

Continuing Education Program

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

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

Avocational Courses (CSA)

These courses are designed for the enjoyment of the participant and to enhance and develop leisure time interests and activities. The costs of CSA Courses each year shall be completely supported by the total fees collected.

Citizenship Courses (CSC)

These courses are designed to contribute to the identification and solution of community problems. Fees shall not be charged for CSC Courses.

Vocational Courses (CSV)

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

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

Transfer Program

The Associate in Arts (AA) Degree Program is the preparatory program for advanced studies at other colleges and universities. 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.

Developmental Studies Program

Pasco-Hernando Community College offers Developmental Courses at the 9000-level for students in need of review work in basic skills in preparation for college-level academic courses. Classroom instruction and individually prescribed study for adults and recent high school graduates are available in the Learning Laboratories.

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

Credits earned in Developmental Courses do not apply to the Associate in Arts or Associate in Science Degrees or Certificates. An exception, MAT 9013 may be applied to the Teacher Aide Certificate Program.

Paramedics Program

Students in the Certificate or Degree program may be granted five hours of credit for the completion of a credit or non-credit course equivalent to EMT 1101C, together with a Florida State Certification as an Emergency Medical Technician.

In order to be awarded the credit the student must:

1. Inform the Coordinator of Admissions/Student Records that credit is being sought.
2. Supply proof of satisfactory completion of the course, and
3. Supply proof of Florida State Certification.

Police Standards Program (Basic Recruit)

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

Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Credit is applicable to those who have already qualified for credit under the provisions of a previous catalog. Under this provision, 1 hour each will be awarded for CCJ 2220, Criminal Law, and CJT 1100, Criminal Investigation.

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

1. Complete the application form and pay the required fee.
2. Inform the Coordinator of Admissions/Student Records that credit is being sought, and
3. Supply to the Records Office a copy of the Certificate awarded at the completion of the Basic Recruit Program.

ROTC Program

The P-HCC curriculum, currently contains 3 ROTC courses each of which is conducted on the St. Leo College Campus in Dade City. Scope and prerequisites, if any, are explained in respective course descriptions. ROTC offerings are not eligible for credit-by-examination.



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 "Courses" except those at the 9000-level, those listed as Physical Education, Cosmetology, Carpentry, Diesel Mechanics, or those designated for Vocational Certificates. Fifteen hours of credit, other than credit-by-examination, must be earned in residence at Pasco-tenando 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
FRESHMAN			
ENC 1101-1102 (ENC 1001 plus ENC 1002 may be substituted for ENC 1101)	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	3	
	Electives	3	3
		<u>15</u>	<u>15</u>
SOPHOMORE			
Any course with a prefix of HUM	Humanities	3	3
Any course with a prefix of APB, BOT, BSC, ICB, OCE, ZOO, CHM, SC, PHY, EVS, GLY	Science	3	
OS 2041	American Federal Government	3	
	Social Science (from Freshman list)		3
	Electives	6	9
		<u>15</u>	<u>15</u>

It is strongly recommended that ENC 1101 (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 1101 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 technic 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 CREDIT
ENC 1001-1002*	Communication Skills I & II, OR	6
ENC 1101-1102*	English Composition I & II, OR	
ENC 1101-1002*	English Composition I & Communications Skills II	
POS 2041	American Federal Government	3
Any course with a prefix of AMH, ANT, DEP 2002, DEP 2302, DEP 2401, ECO, EDE 1036, EDE 1037, EDE 2038, EUH, EXP 1600, INR, IDS 1190, GEA, MAF, POS, SOC, SOP 2711, STD 1100, SOW	Social Science	3
GEB 2090**	Personnel Relationships in Business	3
		15

* Any one of the three options will be accepted as meeting the core requirement in Communications.

** GEB 2090 is required for all Associate in Science Programs except Paramedics and Nursing. The Paramedics Program requires GEB 2090 or PSY 1000. The Nursing Program requires PSY 1000. The Human Services Program requires both GEB 2090 and PSY 1000.

It is strongly recommended that the first of any required English and mathematics courses be taken within the first 15 hours of course work. If the need for 9000-level 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 Agri-Business Technology

Associate In Science In Building Construction Technology

Associate In Science In Building Construction — Air Conditioning, Refrigeration and Heating Mechanics

Associate In Science In Business with specializations in:

- Accounting
- Banking
- Court Personnel
- Data Processing
- General Business
- Marketing/Distributive Education
- Office Administration
- Real Estate
- Secretarial Science
- Secretarial Science/Legal Secretary Option

Associate In Science In Cosmetology

Associate In Science In Criminal Justice — Law Enforcement

Associate In Science Culinary Arts and Hospitality Management

Associate In Science In Diesel Mechanics Technology

Associate In Science In Electronics Technology — Digital Systems

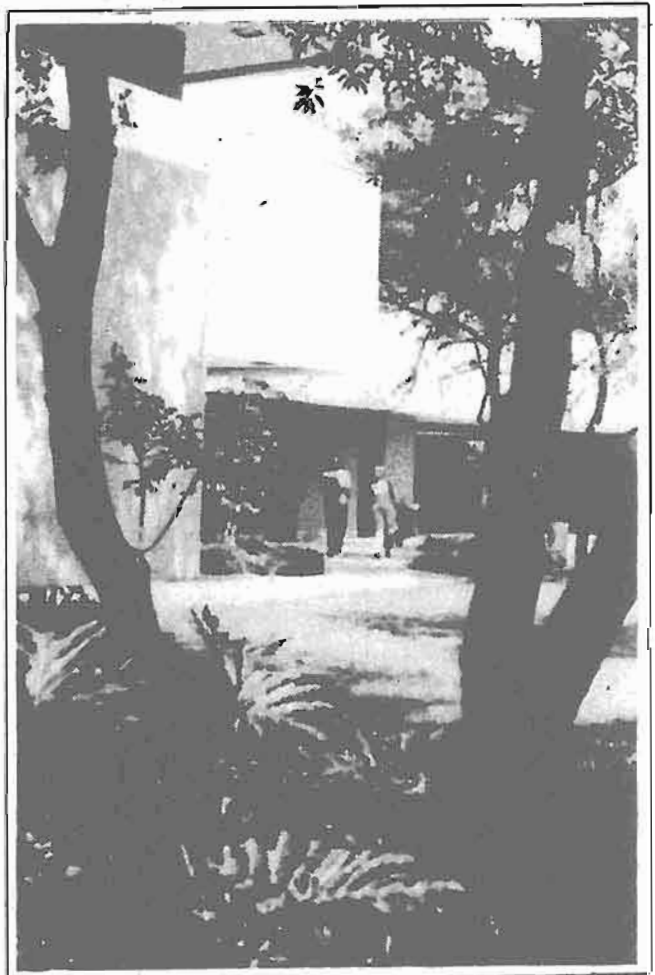
Associate In Science In Electronics Technology — General Systems

Associate In Science In Electronics Technology — Medical Systems

Associate In Science In Human Services

Associate In Science In Nursing

Associate In Science In Paramedics



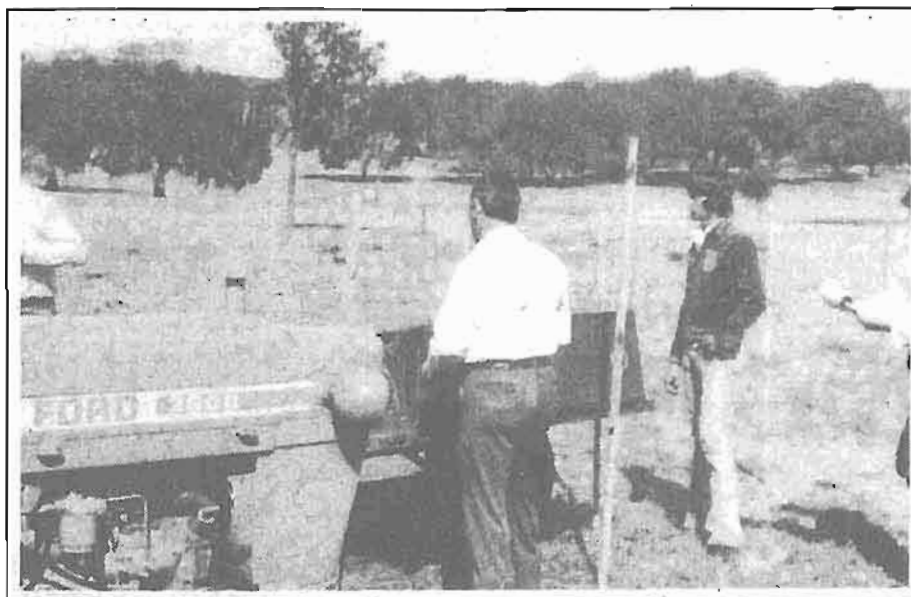
ASSOCIATE IN SCIENCE IN AGRI-BUSINESS TECHNOLOGY

This program is designed to prepare the student for employment in the business field of agriculture under such job titles as C Producer, Citrus Caretaker, Grove Supervisor, Grove Manager, Ranch Supervisor, Feedlot Operator, Cattle Buyer, Nurseryper Nursery Plant Salesperson/Buyer, Landscaper, Greenhouse Operator, Landscape Maintainer, and Groundskeeper. The student specialize in Citrus Production, Beef Cattle Production, or Ornamental Horticulture. Students wishing to transfer any credits from program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
GEB 1011	Introduction to Business	3	
POS 2041	American Federal Government	3	
(See Page 32)	Communications	3	3
QMB 1001	Business Mathematics		3
AGG 1301	Agri-Business Technology	3	
AGG 2941	Agriculture Employment Practicum I	3	
AGG 2942	Agriculture Employment Practicum II		3
Electives	(From Agri-Business Electives)		6
		15	15
SOPHOMORE			
GEB 2090	Personnel Relationships in Business	3	
BUL 2111	Business Law I, OR		
ACC 2001	Principles of Accounting		3
MAR 2101	Salesmanship, OR		
MAR 1011	Principles of Marketing	3	
MAN 2000	Principles of Management		3
AGG 2943	Agriculture Employment Practicum III	3	
AGG 2944	Agriculture Employment Practicum IV		3
Electives	(From Agri-Business Electives)	3	6
Elective	(Social Science — See Page 32)	3	
		15	15

Agri-Business Electives:

SOS 2102	Soil Science and Fertilizers	ORH 2002	Ornamental Horticulture II
AGR 2222	Forage, Cover and Grain Crops	ORH 2840	Landscape Design and Maintenance
ANS 2240	Beef Cattle Production	FRC 2211	Citrus Culture I
ANS 1003	Animal Science	FRC 2220	Citrus Culture II
ANS 1811	Livestock and Meat Selection, Grading and Processing	FRC 1242	Citrus Production Management
		PMA 2201	Pests and Diseases of Citrus and Ornament
ORH 2001	Ornamental Horticulture I	HOS 2054	Florida Plant Nursery Operations



ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION TECHNOLOGY

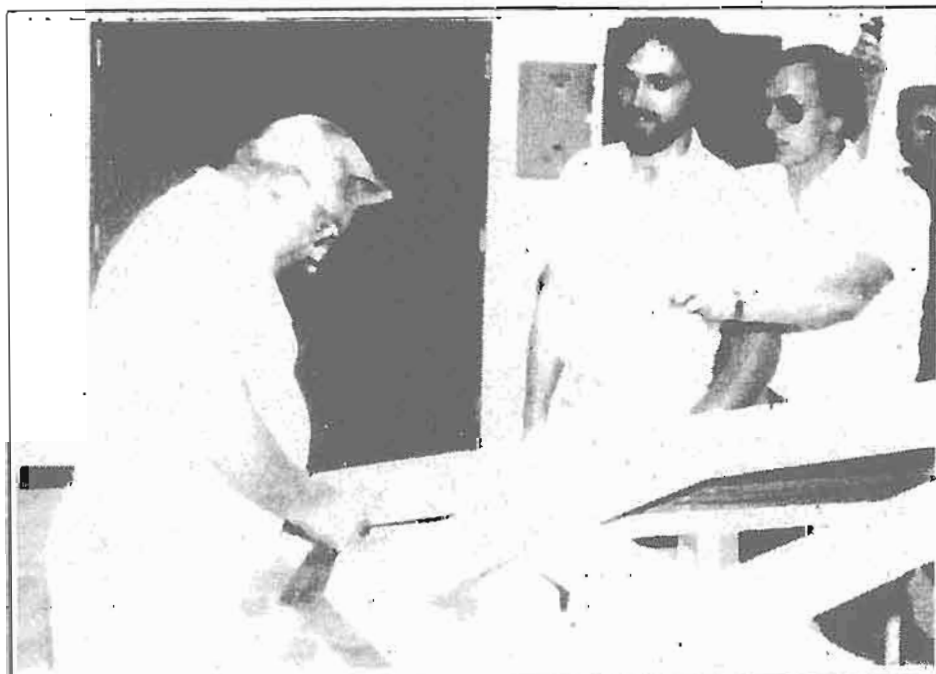
This program is designed to prepare technicians for employment or to upgrade or retrain persons who are or have been employed in the building construction industry. Examples of job titles include: Estimator, Construction Supervisor, Construction Foreman, Building Inspector and Expediter. Students wishing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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
QMB 1001	Business Mathematics	3	
MTB 1013	Introduction to Technical Mathematics		3
BCT 1040	Basic Drafting & Blueprint Reading	3	
BCN 1220	Structures I	3	
GEB 2090	Personnel Relationships in Business		3
*BCT 1941	Building Construction Practicum I	3	
*BCT 1942	Building Construction Practicum II		3
POS 2041	American Federal Government		3
		15	15
SOPHOMORE			
MAN 2300	Personnel Management	3	
BCN 2610	Construction Estimating	3	
BCN 1221	Structures II	3	
BCN 2765	Codes, Contracts, & Specifications	3	
ARC 1120C	Architectural Drawing		3
*BCT 2943	Building Construction Practicum III	3	
BCT 2944	Building Construction Practicum IV		3
HES 1402	Advanced First Aid & Emergency Care		3
Elective	(Social Science — See Page 32)		3
Elective	(Building Construction)		3
		15	15

Suggested Electives:

ETM 2610	Mechanical Systems
BCN 1520	Electrical Systems
BCN 1501	Plumbing Systems
SUR 2001C	Surveying I
SUR 2200C	Surveying II
ETC 2210	Soil Mechanics

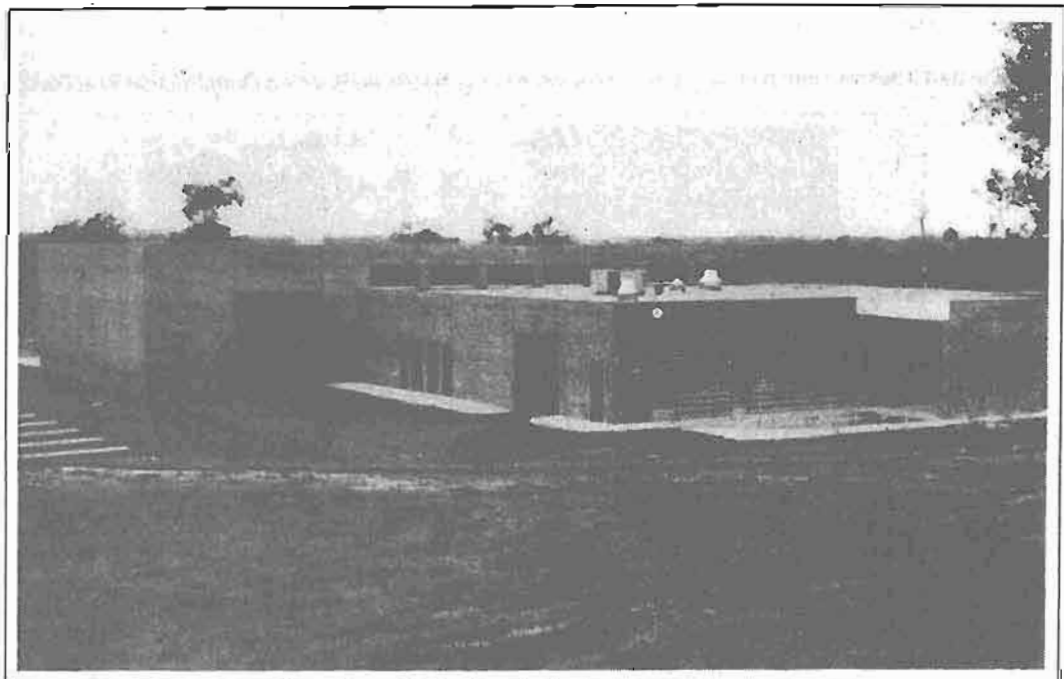
*Two of the above-suggested Electives can be substituted for any two of the first three Building Construction Practicums.



ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION - AIR CONDITIONING, REFRIGERATION AND HEATING MECHANICS

This program is designed to prepare persons for initial employment or to upgrade or retrain persons who are or have been employed, a to serve as pre-apprenticeship and apprenticeship related instruction for persons registered with the Bureau of Apprenticeship, State Florida, as an Air Conditioning, Refrigeration and Heating Mechanic. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
QMB 1001	Business Mathematics	3	
MTB 1013	Introduction to Technical Mathematics		3
BCT 1040	Basic Drafting & Blueprint Reading		3
ACT 1402	Air Conditioning I	8	
ACT 1871	Air Conditioning II		8
		<u>14</u>	<u>17</u>
SOPHOMORE			
MAN 2300	Personnel Management	3	
BCN 2765	Codes, Contracts, & Specifications	3	
BCT 2944	Building Construction Practicum IV		3
HES 1402	Advanced First Aid & Emergency Care		3
POS 2041	American Federal Government		3
GEB 2090	Personnel Relationships in Business		3
ACT 1872	Air Conditioning III	8	
Elective	(Social Science - See Page 32)		3
		<u>14</u>	<u>15</u>



North Campus Occupational Building

ASSOCIATE IN SCIENCE IN BUSINESS - ACCOUNTING

This program is designed to provide the necessary skills for students who plan to seek employment in an accounting position such as Accounting Clerk, Bookkeeper, Junior Accountant, and Accountant. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
GEB 1011	Introduction to Business	3	
ACC 2001-2021	Principles of Accounting I & II	3	3
MAN 2000	Principles of Management		3
GEB 2090	Personnel Relationships In Business	3	
COC 1300	Introduction to Data Processing		3
SES 2321	Office Machines	3	
Elective	(Social Science - See Page 32)		3
		<u>15</u>	<u>15</u>
SOPHOMORE			
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
SES 2335	Business Correspondence	3	
Elective			3
		<u>15</u>	<u>15</u>

Suggested Electives:

MAN 1800	Small Business Management
MAN 2300	Personnel Management
MAR 1011	Principles of Marketing
SES 1100	Beginning Typewriting

ASSOCIATE IN SCIENCE IN BUSINESS - BANKING

This program is designed to provide a fundamental background for students who plan to seek a career in banking for positions such as Assistant Controller, Loan Representative, Management Trainee, Bank Operations Department Head, Administrative Assistant, Senior Bank Clerk. Banking courses listed below are approved by the American Institute of Banking as indicated. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the institution.

COURSE	DESCRIPTION	AMERICAN INSTITUTE OF BANKING COURSE DESIGNATION	SEMESTER HOURS CREDIT	
			Session I	Session II
FRESHMAN				
(See Page 32)	Communications		3	3
BAN 1110	Principles of Banking	AIB 112	3	
GEB 2090	Personnel Relationships in Business		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
			<u>15</u>	<u>15</u>
SOPHOMORE				
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 Government		3	
MAN 2000	Principles of Management		3	
BAN 2720	Bank Management	AIB 220		3
SES 2335	Business Correspondence		3	
Elective	(Social Science - See Page 32)			3
Elective	(Banking)			3
Elective				3
			<u>15</u>	<u>15</u>

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

Suggested Electives:

BAN 2400	Trust Functions and Services	AIB 208
BAN 1220	Loan and Discount	
BAN 2240	Installment Credit	AIB 205
BAN 1250	Real Estate Finance in Banking	AIB 204
BAN 2150	Marketing for Bankers	AIB 202
BAN 2200	Credit Administration	AIB 203
BAN 2303	Savings and Time Deposit Banking	AIB 207
BAN 1210	Analyzing Financial Statements	AIB 103

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 course 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 PERSONNEL

This program is designed to provide the necessary skills for students who plan to seek positions in these courthouse departments: trial, probate, civil, criminal, juvenile, and traffic. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
*SES 1100-1110	Beginning & Intermediate Typewriting	3	3
QMB 1001	Business Mathematics	3	
GEB 1011	Introduction to Business	3	
SES 2441-2442	Legal Procedures I & II	3	3
COC 1300	Introduction to Data Processing		3
GEB 2090	Personnel Relationships in Business		3
		15	15
SOPHOMORE			
SES 2120	Advanced Typewriting, OR		
SES 2131	Legal Typewriting	3	
ACC 2001	Principles of Accounting I	3	
SES 2171	Machine Transcription	3	
SES 2401-2402	Office Procedures I & II	3	3
SES 2335	Business Correspondence		3
SES 2321	Office Machines	3	
POS 2112	State and Local Government		3
POS 2041	American Federal Government		3
Elective	(Business)		3
		15	15

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

Suggested Electives:

SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter
SES 1210-1211	Shorthand I & II
MAN 2000	Principles of Management
BUL 2111-2112	Business Law I & II
FIN 1100	Personal Finance
CRM 1030	Data Equipment & Operations

ASSOCIATE IN SCIENCE IN BUSINESS — DATA PROCESSING

This program is designed to provide the necessary skills for students who plan to seek employment in positions such as Computer Programmer, Systems Analyst, Computer Operator, and other Data Processing occupations. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
GEB 2090	Personnel Relationships in Business		3
*SES 1100	Beginning Typewriting	3	
QMB 1001	Business Mathematics		3
GEB 1011	Introduction to Business	3	
COC 1300	Introduction to Data Processing	3	
CRM 1030	Data Equipment & Operations	3	
COP 1160	RPG Programming		3
Elective	(Business)		3
		15	15
SOPHOMORE			
ACC 2001-2021	Principles of Accounting I & II	3	3
POS 2041	American Federal Government	3	
COP 2120-2121	COBOL Programming I & II	3	3
CIS 2321-2322	Systems Analysis & Design I & II	3	3
CRM 2010	Data Processing Practicum		3
Elective	(Social Science - See Page 32)	3	
Elective			3
		15	15

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

ASSOCIATE IN SCIENCE IN BUSINESS — GENERAL BUSINESS

This program is designed to provide the necessary skills for students who plan to seek employment in clerical or junior executive positions such as Management Trainee, General Office Clerk, Accounting Clerk, Personnel Assistant, Office Manager, Purchasing Agent, and Inventory Clerk. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
*SES 1100	Beginning Typewriting		3
POS 2041	American Federal Government	3	
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
QMB 1001	Business Mathematics		3
Elective	(Social Science - See Page 32)	3	
Electives		<u>15</u>	<u>6</u> <u>15</u>
SOPHOMORE			
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		<u>3</u>	<u>15</u>

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

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 I
- REE 2041 Real Estate Principles and Practices II
- FIN 2000 Principles of Finance
- MAR 2101 Salesmanship
- MAN 1800 Small Business Management
- MAN 2300 Personnel Management

ASSOCIATE IN BUSINESS — MARKETING/DISTRIBUTIVE EDUCATION

This program provides learning opportunities for a student to acquire the necessary skills for a career in this many faceted field. Career areas include Marketing, Merchandising, Retailing, Advertising, Buying and many supportive areas such as Management Communications and Personnel Relationships in Business. Specific job areas include Sales Clerk, Sales Representative/Manager, Expediter, Buyer, Food Marketing and Fast Food Services. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
GEB 1011	Introduction to Business	3	
QMB 1001	Business Mathematics		3
MAR 1011	Principles of Marketing	3	
MAR 2101	Salesmanship		3
(See Page 32)	Communications	3	3
MAR 1941A	Marketing Practicum I	3	
MAR 1941B	Marketing Practicum II		3
ECO 2013	Principles of Economics I	3	
SES 2335	Business Correspondence		3
		<u>15</u>	<u>15</u>
SOPHOMORE			
ACC 2001-2021	Principles of Accounting I and II	3	3
BUL 2111	Business Law I	3	
MAN 2000	Principles of Management		3
GEB 2090	Personnel Relationships in Business	3	
MAR 2941A	Marketing Practicum III	3	
MAR 1511	Principles of Retailing		3
POS 2041	American Federal Government	3	
Elective	(Social Science - See Page 32)		3
Elective			3
		<u>15</u>	<u>15</u>

Suggested Electives:

MAN 1800	Small Business Management
MAN 2300	Personnel Management
BUL 2112	Business Law II
FIN 2000	Principles of Finance
COC 1300	Introduction to Data Processing
MAR 2941B	Marketing Practicum IV

ASSOCIATE IN SCIENCE IN BUSINESS — OFFICE ADMINISTRATION

This program is designed to provide the necessary skills for students who plan to seek an office position such as General Office Clerk, Typist, Receptionist, Transcribing Machine Operator, Administrative Assistant, and Records Supervisor. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
*SES 1100-1110	Beginning & Intermediate Typewriting	3	3
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
QMB 1001	Business Mathematics	3	
COC 1300	Introduction to Data Processing		3
POS 2041	American Federal Government		3
Elective	(From Approved Business Electives)		3
		15	15
SOPHOMORE			
ACC 2001	Principles of Accounting I	3	
SES 2401-2402	Office Procedures I & II	3	3
SES 2120	Advanced Typewriting	3	
SES 2321	Office Machines	3	
SES 2335	Business Correspondence		3
SES 2171	Machine Transcription		3
SES 2151	Word Processing: Text Editor		1
SES 2154	Word Processing: Memory Typewriter		1
Electives	(From Approved Business Electives)	3	3
Elective	(Social Science - See Page 32)		3
		15	17

*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 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
MAN 1800	Small Business Management
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
FIN 1000	Personal Finance
MAN 2000	Principles of Management
MAN 2300	Personnel Management
SES 2131	Legal Typewriting
SES 2441	Legal Procedures I
SES 2442	Legal Procedures II
SES 2443	Legal Procedures III
SES 1210	Shorthand I
SES 1211	Shorthand II
SES 2212	Shorthand III
SES 2213	Shorthand IV



ASSOCIATE IN SCIENCE IN BUSINESS — REAL ESTATE

This program is designed to provide the fundamentals of real estate for students who plan to seek employment in positions such as Real Estate Salesperson and Real Estate Broker. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
POS 2041	American Federal Government	3	
GEB 2090	Personnel Relationships in Business	3	
REE 1000	Real Estate Principles and Practices I	4	
QMB 1001	Business Mathematics	3	
GEB 1011	Introduction to Business		3
REE 1030	Real Estate Salesmanship		3
Electives			6
		16	15
SOPHOMORE			
REE 2091	Current Issues in Real Estate	3	
REE 2441	Florida Real Estate Land Titles		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 2041	Real Estate Principles and Practices II
REE 2270	Mortgage Broker In Mortgage Lending

ASSOCIATE IN SCIENCE IN BUSINESS — SECRETARIAL SCIENCE

This program is designed to provide the necessary skills for students who plan to seek an office position such as Typist, Receptionist, General Office Clerk, Records Supervisor, Secretary, Executive Secretary, and Administrative Assistant. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
*SES 1100-1110	Beginning & Intermediate Typewriting	3	3
*SES 1210-1211	Shorthand I & II	3	3
GEB 2090	Personnel Relationships in Business	3	
QMB 1001	Business Mathematics		3
GEB 1011	Introduction to Business	3	
POS 2041	American Federal Government		3
		15	15
SOPHOMORE			
SES 2171	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 - See Page 32)	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 1800	Small Business Management
MAN 2000	Principles of Management
MAN 2300	Personnel Management
SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter
SES 2441	Legal Procedures I
SES 2442	Legal Procedures II
SES 2443	Legal Procedures III
SES 2131	Legal Typewriting

ASSOCIATE IN SCIENCE IN BUSINESS — SECRETARIAL SCIENCE/LEGAL SECRETARY

This Program is designed to provide the necessary skills for students who plan to seek a career as a Legal Secretary. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
*SES 1100-1110	Beginning & Intermediate Typewriting	3	3
*SES 1210-1211	Shorthand I & II	3	3
GEB 1011	Introduction to Business	3	
GEB 2090	Personnel Relationships in Business	3	
QMB 1001	Business Mathematics		3
POS 2041	American Federal Government		3
		15	15
SOPHOMORE			
ACC 2001	Principles of Accounting I	3	
SES 2401-2402	Office Procedures I & II	3	3
SES 2131	Legal Typewriting	3	
*SES 2212	Shorthand III	3	
SES 2441-2442	Legal Procedures I & II	3	3
SES 2335	Business Correspondence		3
SES 2171	Machine Transcription		3
Elective	(From Approved Business Electives)	3	
Elective	(Social Science - See Page 32)		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:

SES 2321	Office Machines
SES 2213	Shorthand IV
SES 2443	Legal Procedures III
SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter
COC 1300	Introduction to Data Processing

ASSOCIATE IN SCIENCE IN COSMETOLOGY

This program is designed to prepare persons for initial employment in the cosmetology field under such primary job title as Cosmetologist. Supportive instruction is provided in Communication Skills, Personnel Relationships in Business, and Political Science. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
FRESHMAN				
*COS 1131	Cosmetology I	18		
COS 1132	Cosmetology II		17	
(See Page 32)	Communications			3
COS 1133	Cosmetology III			12
		<u>18</u>	<u>17</u>	<u>15</u>
SOPHOMORE				
(See Page 32)	Communications	3		
GEB 2090	Personnel Relationships in Business	3		
POS 2041	American Federal Government	3		
Elective	(Social Science - See Page 32)	3		
		<u>12</u>		

*A student transferring from a formal Cosmetology Training Program acceptable to the Program Director and who has successfully completed a minimum of 450 hours of instruction may sit for a two-part Credit-by-Examination for COS 1131, Cosmetology I. A special fee will be charged for each part (See Page 16, Special Additional Fees). The written test must be successfully completed before the laboratory examination is undertaken.

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE — LAW ENFORCEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
POS 2041	American Federal Government	3	
GEB 2090	Personnel Relationships In Business	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
		15	15
SOPHOMORE			
SOC 2000	Introduction to Sociology	3	
CJT 1110	Introduction to Criminalistics	3	
*CCJ 2220	Criminal Law	3	
DEP 2002	Child Psychology, OR		
DEP 2302	Adolescent Psychology		3
CCJ 2130	Police Community Relations		3
CCJ 2260	Rules of Evidence for Police		3
CCJ 2930	Seminar In Police Problems		3
CCJ 2000	Police Role in Crime		3
Elective	(Social Science - See Page 32)	3	
Elective		3	
		15	15

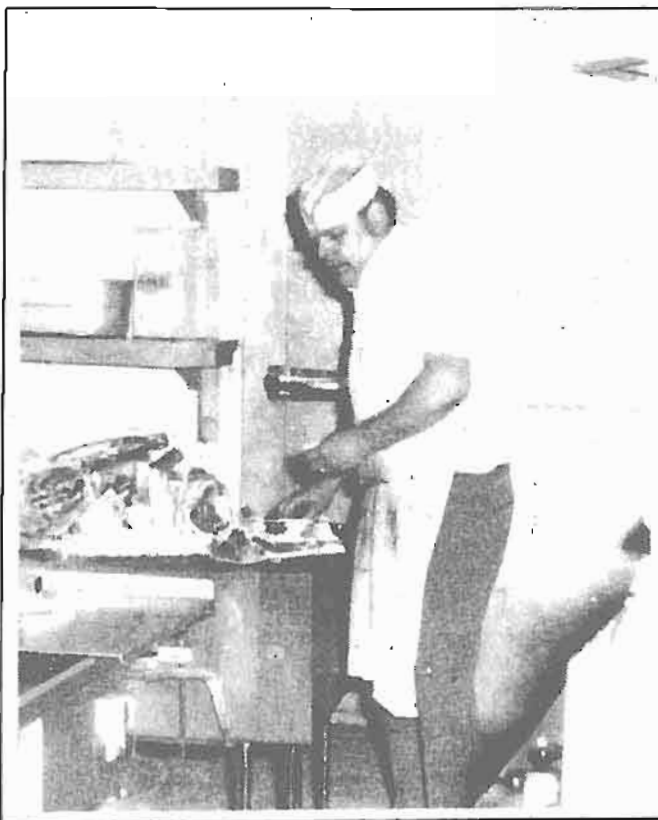
*Pasco-Hernando Community College offers the Basic Recruit, Police Standards Program. This program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum. Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Under this provision, three hours each will be awarded for CCJ 2220, Criminal Law, and CJT 1100, Criminal Investigation. Credit is not applicable to those who have qualified for credit under the provisions of a previous catalog. (See Page 30, for further information.)

ASSOCIATE IN SCIENCE IN CULINARY ARTS AND HOSPITALITY MANAGEMENT

This program is designed for students who are preparing to assume food management, production and services positions within the Culinary Arts and Hospitality Management fields. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
FSS 1004	Introduction to Food Service	3	
HUN 1001	Nutrition	3	
POS 2041	American Federal Government	3	
QMB 1001	Business Mathematics	3	
FSS 1202	Basic Food Preparation		4
FSS 1500	Food Accounting and Cost Control		3
FSS 1401	Food Service Equipment		3
FSS 1940	Culinary Arts and Hospitality Management Practicum I		3
		<u>15</u>	<u>16</u>
SOPHOMORE			
GEB 2090	Personnel Relationships in Business	3	
FSS 2221	Quantity Food Preparation	4	
FOS 2201	Food Service Sanitation & Safety	3	
GEB 1011	Introduction to Business		3
FSS 2120	Food Purchasing and Storage	3	
FSS 2300	Food Service Supervision & Management		3
FSS 2610	Food Merchandising		3
FSS 2370	*Area of Food Service Specialization		3
FSS 1941	Culinary Arts and Hospitality Management Practicum II		3
Elective	(Social Science - See Page 32)	<u>3</u>	
		<u>16</u>	<u>15</u>

*Specialization fields. Restaurant Food Management. Production and Services; Nursing Home Food Management. Production and Services; School Food Service Administration; Hospital Food Service Supervision; and Private Club Food Services Management. Additional American Dietetic Association Certification requirements may be necessary in some of these fields.



ASSOCIATE IN SCIENCE IN DIESEL MECHANICS TECHNOLOGY

This program is designed to prepare the student as a mechanic to work on diesel engines and related components. Supportive instruction is provided in Mathematics, Communication Skills, Personnel Relationships in Business, Political Science, Sales, Accounting, and Management. Examples of job titles include Shop Manager, Sales and Service Representative, and Manufacturer's Technical Representative. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
*AER 1771	Diesel Mechanics I	6	
AER 1772	Diesel Mechanics II	6	
(See Page 32)	Communications	3	3
AER 1773	Diesel Mechanics III		6
AER 1774	Diesel Mechanics IV		6
		<u>15</u>	<u>15</u>
SOPHOMORE			
AER 1775	Diesel Mechanics V	6	
AER 1776	Diesel Mechanics VI	6	
MTB 1321-1322	Technical Mathematics I & II	3	3
POS 2041	American Federal Government		3
MAN 2000	Principles of Management		3
MAR 2101	Salesmanship OR		3
ACC 2001	Accounting I		
GEB 2090	Personnel Relationships in Business	3	
Elective	(Social Science - See Page 32)		3
		<u>18</u>	<u>15</u>

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

ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY — DIGITAL SYSTEMS

This program is designed to prepare the student to work within the digital computer field of the electronics industry. It provides a specialized course of study in minicomputers and microcomputer systems. Study concentrations include computer processors, disc drive technology, video terminals, and line printers. Additional topics involve computer interfaces, machine/assembly language programming, and test instruments for digital systems. Supporting topics will include information on personal interactions with account customers, engineering ethics, and career guidance. Examples of job titles are Customer Service Engineer, Electronics Technician, Engineering Technician, and Quality Control Technician. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
MTB 1321-1322	Technical Mathematics I & II	3	3
GEB 2090	Personnel Relationships in Business	3	
* + ETE 1010C	Electronics I	4	
* ETE 1020C	Electronics II		4
ETD 1620C	Electronic Drawing	4	
POS 2041	American Federal Government		3
Elective	(Social Science - See Page 32)		3
		17	16
SOPHOMORE			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
ETE 2600C	Digital Electronics I	4	
ETE 2681C	Digital Electronics II		4
PHY 1023C	General Physics I	4	
ETE 2680C	Microcomputers		4
ETE 2611C	Digital Techniques		4
ETE 2930	Electronics Seminar		4
		16	16

+ An Electronics pretest in math skills will be administered to each entering student. Those students who do not complete the examination successfully are strongly urged to enroll in ETE 1100, Introduction to Electronics Technology, and MTB 1013, Introduction to Technical Mathematics.

* Credit-by-Examination is available. The examination is composed of two sections: Section I covers written theory; and Section II covers practical laboratory applications. Credit will be awarded upon the successful completion (70%) of each Section.



ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY — GENERAL SYSTEMS

This program is designed to prepare the student to work within the electronics industry. It provides a broad knowledge of electronic circuits and systems to allow the student to become proficient in a variety of areas within the electronics industry. Area concentrations include min/microcomputers, biomedical, and communications systems. This program is recommended for those students who wish to pursue Bachelor of Science Degree in Engineering Technology. Examples of job titles are Biomedical Technician, Customer Service Engineer, Electronics Technician, Engineering Technician, Engineering Technologist, Field Service Representative, and Quality Control Technician. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
MTB 1321-1322	Technical Mathematics I & II	3	3
GEB 2090	Personnel Relationships in Business	3	
*+ETE 1010C	Electronics I	4	
*ETE 1020C	Electronics II		4
ETD 1620C	Electronic Drawing	4	
POS 2041	American Federal Government		3
Elective	(Social Science - See Page 32)		3
		17	16
SOPHOMORE			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
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
		16	16

+ An Electronic pretest in math skills will be administered to each entering student. Those students who do not complete the examination successfully are strongly urged to enroll in ETE 1100, Introduction to Electronics Technology, and MTB 1013, Introduction to Technical Mathematics.

*Credit-by-examination is available. The examination is composed of two sections: Section I covers written theory; and Section II covers practical laboratory applications. Credit will be awarded upon the successful completion (70%) of each section.

ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY — MEDICAL SYSTEMS

This program is designed to prepare the student to work within the biomedical field of the electronics industry. It provides a specialized course of study on electronic machines found in a medical environment. Study concentrations are medical electronic circuits, sub-systems, and system level applications. Other topics of interest include ultra-sonics, telemetry, microcomputers, clinical laboratory instrumentation, and X-rays, as well as the cardiovascular, respiratory, and nervous systems of the body. Patient monitoring, patient safety, TRW measurement techniques, and troubleshooting circuits/systems are also covered. Examples of job titles are Biomedical Technician, Customer Service Engineer, Electronics Technician, and Field Service Representative. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
MTB 1321-1322	Technical Mathematics I & II	3	3
GEB 2090	Personnel Relationships in Business	3	
*+ ETE 1010C	Electronics I	4	
*ETE 1020C	Electronics II		4
ETD 1620C	Electronic Drawing	4	
POS 2041	American Federal Government		3
Elective	(Social Science - See Page 32)		3
		<u>17</u>	<u>16</u>
SOPHOMORE			
ETE 1111C	Electronics III	4	
ETE 2204C	Electronic Instrumentation	4	
ETE 2600C	Digital Electronics I	4	
ETE 2810C	Medical Electronics		4
PHY 1023C	General Physics I	4	
ETE 2680C	Microcomputers		4
ETE 2208C	Medical Instrumentation		4
ETE 2930	Electronics Seminar		4
		<u>16</u>	<u>16</u>

+ An Electronic pretest in math skills will be administered to each entering student. Those students who do not complete the examination successfully are strongly urged to enroll in ETE 1100, Introduction to Electronics Technology, and MTB 1013, Introduction to Technical Mathematics.

*Credit-by-examination is available. The examination is composed of two sections: Section I covers written theory; and Section II covers practical laboratory applications. Credit will be awarded upon the successful completion (70%) of each section.

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
(See Page 32)	Communications	3	3
PSY 1000	Introduction to Psychology	3	
SOC 2000	Introduction to Sociology	3	
HUS 1001	Introduction to Human Services	3	
STD 1100	Individual Discovery	3	
SOW 1020	Introduction to Social Welfare		3
DEP 2002	Child Psychology		3
POS 2041	American Federal Government		3
HUS 2110	Basic Counseling Skills		3
		15	15
SOPHOMORE			
SOC 2020	Social Problems	3	
DEP 2302	Adolescent Psychology	3	
HUS 1303	Treatment and Management Procedures In Human Services	3	
SOC 2940	Applied Sociology	3	
GEY 2000	Introduction to Gerontology	3	
GEB 2090	Personnel Relationships in Business		3
DEP 2401	Psychology of Adulthood		3
HUS 2940	Field Experience in Human Services		3
Electives			6
		15	15

Recommended Electives:

SPC 1600	Introduction to Public Speaking
MAF 2001	Marriage and the Family
SOC 2010	Introduction to Crime and Delinquency
FIN 1100	Personal Finance
CCJ 1500	Introduction to Juvenile Delinquency

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

ASSOCIATE IN SCIENCE IN NURSING

This program is designed to prepare 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 sit for the Florida State Board Examination for licensure as a Registered Nurse. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
FRESHMAN				
APB 1203C	Human Anatomy & Physiology I	4		
APB 1204C	Human Anatomy & Physiology II		4	
(See Page 32)	Communications	3	3	
PSY 1000	Introduction to Psychology			3
NUR 1021C	Nursing I	8		
NUR 1200C	Nursing II		10	
NUR 1311C	Nursing III			5
		<u>15</u>	<u>17</u>	<u>8</u>
SOPHOMORE				
POS 2041	American Federal Government	3		
DEP 2002	Child Psychology	3		
NUR 2130C	Nursing IV	12		
NUR 2220C	Nursing V		12	
NUU 2210	Nursing VI		2	
Elective	(Social Science - See Page 32)		3	
		<u>18</u>	<u>17</u>	
	General Education	26 Semester Hours		
	Nursing Education	49 Semester Hours		
	Total	<u>75 Semester Hours</u>		

Special Graduation Requirements

Completion of 75 semester hours of approved credit. In order to enter and/or continue in the program, a grade of "C" or better must be earned in all required science courses completed. (See Page 20, Academic Average and Repeated Courses.)

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in each Nursing course in order to continue in the Nursing Program. Nursing courses may not be repeated except on the recommendation of the Nursing Faculty.

A minimum of 15 hours of credit in Nursing must be completed in residence at Pasco-Hernando Community College in the 2000-level courses.



ASSOCIATE IN SCIENCE IN PARAMEDICS

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		<i>Session I</i>	<i>Session II</i>
FRESHMAN			
(See Page 32)	Communications	3	3
HSC 2530	Medical Terminology	3	
PSY 1000	Introduction to Psychology, OR		
GEB 2090	Personnel Relationships in Business	3	
*EMT 1101C	Fundamentals of Emergency Medical Care	5	
EMT 1188C	Paramedics I		12
EMT 1803L	Paramedics Laboratory I		3
Elective	(Social Science - See Page 32)	<u>3</u>	<u>18</u>
		17	18
SOPHOMORE			
EMT 1288C	Paramedics II	4	
EMT 1826L	Paramedics Laboratory II	9	
EMT 1946	Paramedics Internship		9
POS 2041	American Federal Government		3
		<u>13</u>	<u>12</u>

*Five hours of credit may be granted for the completion of a credit or non-credit course equivalent to EMT 1101C, together with a Florida State Certification as an Emergency Medical Technician. (See Page 30 for further information).

CERTIFICATE PROGRAMS

The Certificate programs offered at Pasco-Hernando Community College are shown below. Certificates are awarded in these programs upon satisfactory completion of the number of semester hours required for each, a minimum of six hours having been taken at P-HCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

CERTIFICATE PROGRAM

SEMESTER HOURS CREDIT

Beef Production, Citrus Production, Ornamental Horticulture	15
Real Estate	16
Air Conditioning, Refrigeration and Heating Mechanics	24
Building Construction, Business, Clerical, Data Technician, Teacher Aide	30
Culinary Arts and Hospitality Management	31
Diesel Mechanics, Carpentry	36
Paramedics	37
Cosmetology	47



Certificate Program— Air Conditioning, Refrigeration and Heating Mechanics

This program is designed to prepare persons for initial employment in the air-conditioning field under such primary job titles as Duct and Equipment Installers, Air Conditioning Mechanics, and Refrigeration Service and Repair Mechanics. This program requires three sessions for completion. Upon successful completion, the graduate receives a Certificate in Air Conditioning, Refrigeration and Heating Mechanics, and may also transfer into the Associate in Science in Building Construction — Air Conditioning, Refrigeration and Heating Mechanics.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
	<i>Session I</i>	
ACT 1402	Air Conditioning I	8
	<i>Session II</i>	
ACT 1871	Air Conditioning II	8
	<i>Session III</i>	
ACT 1872	Air Conditioning III	8
		<u>24</u>

Certificate Program — Beef Production

This program prepares the student for jobs in the beef cattle industry. Examples of job titles include: Ranch Worker, Ranch Foreman, Feedlot Operator, and Cattle Buyer. Instruction includes principles and practices involved in the production and management of beef cattle. Upon completion of this certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SOS 2102	Soil Science and Fertilizers	3
AGR 2222	Forage, Cover and Grain Crops	3
ANS 2240	Beef Cattle Production	3
ANS 1003	Animal Science	3
ANS 1611	Livestock and Meat Selection. Grading and Processing	3
		<u>15</u>

Certificate Program — Building Construction

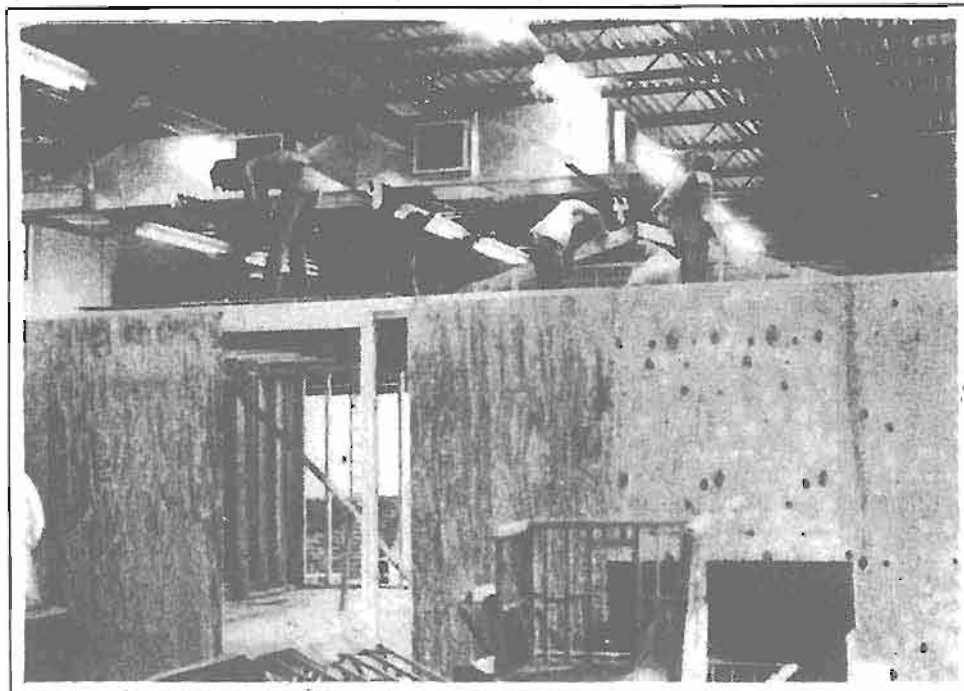
This program requires one year or two sessions for completion. At the conclusion of the first semester, or upon completion of the Certificate Program, the participant may transfer into the two-year Associate in Science In Building Construction Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
MTB 1013 (See Page 32)	Introduction to Technical Mathematics Communications	3 3	
BCN 1220	Structures I	3	
BCT 1040	Basic Drafting and Blueprint Reading		3
GEB 2090	Personnel Relationships in Business		3
BCN 2765	Codes, Contracts & Specifications	3	
HES 1402	Advanced First Aid & Emergency Care		3
BCN 2610	Construction Estimating		3
Elective	(Building Construction)	3	
*Elective	(Building Construction Practicum)		3
		<u>15</u>	<u>15</u>

Approved Electives:

SUR 2001C	Surveying I
ETC 2210	Soil Mechanics
ARC 1120C	Architectural Drawing
BCN 1221	Structures II
BCT 1941	Building Construction Practicum I
BCT 1942	Building Construction Practicum II
BCT 2943	Building Construction Practicum III

*BCT 2944, Building Construction Practicum IV, may not be taken under this Elective.



Certificate Program — Business

This program is designed to provide the necessary skills for students who plan to seek employment in positions such as General Office Clerk, Accounts Payable/Receivable Clerk, Cash Receipts/Disbursements Clerk, Payroll Clerk, Inventory Clerk, and Management Trainee. On completion of this certificate program, an individual may transfer into one of the two-year Associate in Science in Business programs.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
GEB 1011	Introduction to Business	3	
QMB 1001	Business Mathematics	3	
*SES 1100	Beginning Typewriting	3	
SES 2321	Office Machines	3	
GEB 2090	Personnel Relationships in Business	3	
ACC 2001	Principles Accounting I		3
SES 2335	Business Correspondence		3
BUL 2111	Business Law I		3
MAN 2000	Principles of Management		3
Elective	(From Approved Electives)		3
		<u>15</u>	<u>15</u>

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

Approved Electives:

ACC 2021	Principles of Accounting II
BUL 2112	Business Law II
COC 1300	Introduction to Data Processing
ECO 2013-2023	Principles of Economics I & II
ENC 1001-1002	Communications I & II
FIN 1100	Personal Finance
FIN 2000	Principles of Finance
MAN 1800	Small Business Management
MAN 2300	Personnel Management
MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
SES 1210	Shorthand I
SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter
SPC 1600	Introduction to Public Speaking
MKA 1940	Business Practicum — Stock and Inventory

Certificate Program — Carpentry

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as a Carpenter. It is not acceptable for transfer to a degree program. Instruction includes experiences in three different phases of construction carpentry. Emphasis is placed on care and safe use of carpentry tools, equipment and materials. Employability skills are included.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
BCT 1001	Introduction to Carpentry	3
BCT 1111	Tools and Equipment in Carpentry	3
BCT 1113	Plans and Materials in Carpentry	3
BCT 1301	Footings and Foundations in Carpentry	3
<i>Session II</i>		
BCT 1116	Framing in Carpentry	3
BCT 1115	Roofing in Carpentry	3
BCT 1114	Exterior Finishing in Carpentry	3
BCT 1701	Thermal and Sound Insulation in Carpentry	3
<i>Session III</i>		
BCT 1117	Interior Finishing in Carpentry	3
BCT 1118	Cabinetmaking and Installation in Carpentry	3
BCT 1191	Prefabrication and Specialties in Carpentry	3
BCT 1119	Material Estimating in Carpentry	3
		<u>36</u>

Certificate Program — Citrus Production

This program prepares the student for jobs in the citrus industry. Examples of job titles include: Citrus Producer, Citrus Caretaker, Grove Foreman, and Grove Manager. Instruction includes principles and practices involved in the production and management of citrus groves. Upon completion of the certificate program, an individual may transfer into the two-year Associate In Science in Agri-Business Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SOS 2102	Soil Science and Fertilizers	3
FRC 2211	Citrus Culture I	3
FRC 2220	Citrus Culture II	3
FRC 1242	Citrus Production Management	3
PMA 2201	Pests and Diseases of Citrus and Ornamentials	3
		<u>15</u>

Certificate Program — Clerical

This program is designed to provide the necessary skills for students who plan to seek employment in a clerical position such as File Clerk, Clerk Typist, General Office Clerk, Receptionist, and Transcribing Machine Operator. On completion of this certificate program, an individual may transfer into one of the two-year Associate in Science in Business Programs.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
<i>Session I</i>		
*SES 1100	Beginning Typewriting	3
SES 2321	Office Machines I	3
QMB 1001	Business Mathematics	3
Elective	(Social/Behavioral Science)	3
<i>Suggested Social/Behavioral Science Electives:</i>		
GEB 2090	Personnel Relationships in Business	
PSY 1000	Introduction to Psychology	
STD 1100	Individual Discovery	
<i>Session II</i>		
*SES 1110	Intermediate Typewriting	3
SES 2401	Office Procedures I	3
SES 2171	Machine Transcription	3
SES 2335	Business Correspondence	3
<i>Session III</i>		
SES 2120	Advanced Typewriting	3
SES 2402	Office Procedures II	3
		<u>30</u>

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

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 1800	Small Business Management
MAN 2000	Principles of Management
MAN 2300	Personnel Management
SES 2151	Word Processing: Text Editor
SES 2154	Word Processing: Memory Typewriter

Certificate Program — Diesel Mechanics

This program will prepare mechanics to work on diesel engines, found in the fast-growing numbers of passenger vehicles in addition to the construction, farm, marine, stationary, and transportation equipment currently in use. Completers should be able to obtain employment as Diesel Mechanics. The completer may also transfer into the Associate in Science in Diesel Mechanics Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SESSION I		
*AER 1771	Diesel Mechanics I	6
AER 1772	Diesel Mechanics II	6
SESSION II		
AER 1773	Diesel Mechanics III	6
AER 1774	Diesel Mechanics IV	6
SESSION III		
AER 1775	Diesel Mechanics V	6
AER 1776	Diesel Mechanics VI	6
		36

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

Certificate Program — Ornamental Horticulture

This program prepares the student for jobs in the ornamental horticulture industry. Examples of job titles include: Nurseryman, Nursery Plant Salesman/Buyer, Landscaper, Greenhouse Operator, Landscape Maintainer, and Groundskeeper. Recommended for the homeowner engaged in garden and yard care. The course, Florida Plant Nursery Operations, is designed to assist in preparing for the Florida Horticultural Industries Certification Board examinations. Upon completion of the certificate program, an individual may transfer into the two-year Associate in Science in Agri-Business Technology program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SOS 2102	Soil Science and Fertilizers	3
ORH 2001	Ornamental Horticulture I	3
ORH 2002	Ornamental Horticulture	3
ORH 2840	Landscape Design and Maintenance	3
HOS 2054	Florida Plant Nursery Operations, OR	
*PMA 2201	Pests and Diseases of Citrus and Ornamentals	3
		15

*The student who is FHICB certified may elect to take this course in lieu of Florida Plant Nursery Operations.

Certificate Program — Paramedics

This program provides a theoretical basis to understand and to implement life-saving techniques in an emergency situation. Clinical laboratory experience is provided for learning related basic skills, and a supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility. Upon successful completion of the certificate program, the graduate is eligible to sit for the Florida State Paramedic Examination for certification as a Paramedic, and may transfer into the two-year Associate in Science in Paramedics program.

Prerequisite: *EMT 1101C Fundamentals of Emergency Medical Care

Pre or Corequisite: HSC 2530 Medical Terminology

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SESSION I		
EMT 1188C EMT 1803L	Paramedics I Paramedics Laboratory I	12 3
SESSION II		
EMT 1288C EMT 1828L	Paramedics II Paramedics Laboratory II	4 9
SESSION III		
EMT 1946	Paramedics Internship (288 hours in the field)	$\frac{9}{37}$

*Five hours of credit may be granted for the completion of a credit or non-credit course equivalent to EMT 1101C, together with a Florida State Certification as an Emergency Medical Technician. (See Page 30 for further information).

Certificate Program — Real Estate

This program prepares the individual for entrance into the real estate profession. Upon completion of this certificate program, an individual may transfer into the two-year Associate in Science in Real Estate program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
REE 1000	Real Estate Principles & Practices I	4
REE 2091	Current Issues in Real Estate	3
QMB 1001	Business Mathematics	3
REE 1030	Real Estate Salesmanship	3
GEB 1011	Introduction to Business	3
		$\frac{16}{16}$

Certificate Program — Teacher Aide

This program is designed to prepare the student for employment as a teacher aide. Upon completion of the Certificate Program the student may transfer into the Associate in Arts Degree, if he/she holds a high school diploma or GED.

COURSE	SESSION I	SEMESTER HOURS CREDIT
*ENC 1101	English Composition I	3
EEC 1001	Early Childhood Development & Education	3
EDG 1316	Tutoring Management and Techniques	3
EDG 1315	Preparation of Instructional Materials	3
*MGF 1113	College Mathematics I, OR	3
**MAT 9013	Fundamentals of Mathematics	3
		<u>15</u>
 SESSION II 		
DEP 2002	Child Psychology, OR	3
***EEC 2311	Preschool Activities	3
EDG 1317	Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction	3
EDG 1318	Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction	3
*SES 1100	Beginning Typewriting	3
EDG 1942	Teacher Aide Practicum	3
		<u>15</u>

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

Suggested for Associate in Arts Degree

COURSE	SUGGESTED SESSION I	SEMESTER HOURS CREDIT
*ENC 1102	English Composition II	3
SOC 2000	Introduction to Sociology	3
*HUM 2211	Humanities I	3
APB 1120	Introduction to Biology I	3
*Elective	Mathematics: Any course with prefix MAC, MGF, STA	3
		<u>15</u>
 SUGGESTED SESSION II 		
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
		<u>15</u>

*Required course in AA degree.

**Institutional credit. Acceptable for completion of certificate program only. The AA degree requires (6) hours of college level mathematics.

***Suggested for those students preparing to be pre-school teacher aides. If the student later transfers into the AA degree, the student will be required to take an additional social science elective course to fulfill the requirements of that degree.

The certificate will 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 A A Degree will be awarded following successful completion of the 60 hours of required and elective courses. To receive benefits, a veteran desiring to specialize as a Teacher Aide must enroll for the Associate in Arts Degree program.

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. Technical Programs leading to the Associate in Science Degree are aimed at the semi-professional level of an occupation.

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 a 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.

Classroom (lecture) instruction requires outside preparation and credit is awarded on the basis of one credit hour for a fifty-minute class of instruction per week per session or one credit hour for two fifty minute classes per week per 8-week session.

Vocational Certificate laboratories, designed to teach principles under controlled conditions, equate to classroom instruction on a two-for-one basis. Credit is awarded on the basis of one credit hour for two sixty-minute laboratory periods per week per session or one credit hour for four sixty-minute laboratory periods per 8-week session.

The Vocational Certificate programs offered at Pasco-Hernando Community College are shown below:

- Masonry
- Ornamental Horticulture
- Plumbing and Pipefitting
- Small Gas Engines
- Welding



Vocational Certificate — Masonry

DOITAGO.V

This program requires one year of four 8-week sessions for completion (768 Clock Hours). 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. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT*	HOURS PER WEEK
SESSION I			
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	<u>2</u>	<u>8</u>
		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	<u>2</u>	<u>8</u>
		8	24
SESSION II			
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	<u>2</u>	<u>8</u>
		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	<u>2</u>	<u>8</u>
		8	24

Vocational Certificate — Ornamental Horticulture

This program requires one year of four 8-week sessions for completion (768 Clock Hours). The program offers 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 is designed to prepare persons for initial employment in the Ornamental Horticulture industry under such job titles as Nurseryman, Groundskeeper, and Landscape Maintainer. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT*	HOURS PER WEEK
SESSION I			
Mod. I (8 weeks)			
ORH 0101	Ornamental Horticulture Principles I	2	4
ORH 0111	Ornamental Horticulture Practices I	2	8
ORH 0102	Ornamental Horticulture Principles II	2	4
ORH 0112	Ornamental Horticulture Practices II	<u>2</u>	<u>8</u>
		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	<u>2</u>	<u>8</u>
		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	<u>2</u>	<u>8</u>
		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	<u>2</u>	<u>8</u>
		8	24

Vocational Certificate — Plumbing and Pipefitting

This program is designed to enable persons to acquire skills and knowledge necessary for initial employment or to upgrade or retrain persons who are or have been in the work force, and to serve as pre-apprenticeship and apprenticeship related instruction for persons registered with the Bureau of Apprenticeship, State of Florida, under such primary job titles as: Plumber and Pipefitter. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT*	HOURS PER WEEK
<i>SESSION I</i>			
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	<u>2</u>	<u>8</u>
		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	<u>2</u>	<u>8</u>
		8	24
<i>SESSION II</i>			
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	<u>2</u>	<u>8</u>
		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	<u>2</u>	<u>8</u>
		8	24

Vocational Certificate — Small Gas Engines

This program requires one year of four 8-week sessions for completion (768 Clock Hours). The program offers specialized classroom and laboratory experiences concerned with maintaining and repairing a variety of small gas 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 operations, reading technical manuals, and customer relations. This program is designed to prepare persons for initial employment as a Small Gas Engine Mechanic. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	HOURS PER WEEK
SESSION I			
Mod. I (8 weeks)			
AER 0371	Small Gas Engines Principles I	2	4
AER 0381	Small Gas Engines Practices I	2	8
AER 0372	Small Gas Engines Principles II	2	4
AER 0382	Small Gas Engines Practices II	<u>2</u>	<u>8</u>
		8	24
Mod. II (8 weeks)			
AER 0373	Small Gas Engines Principles III	2	4
AER 0383	Small Gas Engines Practices III	2	8
AER 0374	Small Gas Engines Principles IV	2	4
AER 0384	Small Gas Engines Practices IV	<u>2</u>	<u>8</u>
		8	24
SESSION II			
Mod. III (8 weeks)			
AER 0411	Small Gas Engines Principles V	2	4
AER 0431	Small Gas Engines Practices V	2	8
AER 0377	Small Gas Engines Principles VI	2	4
AER 0387	Small Gas Engines Practices VI	<u>2</u>	<u>8</u>
		8	24
Mod. IV (8 weeks)			
AER 0601	Small Gas Engines Principles VII	2	4
AER 0611	Small Gas Engines Practices VII	2	8
AER 0271	Small Gas Engines Principles VII	2	4
AER 0275	Small Gas Engines Practices VII	<u>2</u>	<u>8</u>
		8	24

Vocational Certificate — Welding

This program requires one year of four 8-week sessions for completion (768 Clock Hours). The program offers 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 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 is designed to prepare persons for initial employment as an Apprentice Welder. These credits are not transferable or acceptable in a degree program. A cumulative grade-point average of not less than 2.0 or "C" must be achieved.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT*	HOURS PER WEEK
SESSION I			
Mod. I (8 weeks)			
MTR 0051	Welding Principles I	2	4
MTR 0061	Welding Practices I	2	8
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>
SESSION II			
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>

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 designated for Carpentry and Vocational Certificates, 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; Cosmetology and Diesel Mechanics courses are not creditable toward the AA Degree. For students entering the college in 1979-80 or earlier, no more than six hours of credit in courses at the 9000-level (indicated by *) may be applied toward the AGS Degree and Certificate. THIS OPTION IS NO LONGER AVAILABLE. 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 a prerequisite should consult a P-HCC counselor.

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

Florida's Statewide Course Numbering System

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

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

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

The course numbering system was developed so that equivalent courses would be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken 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 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.

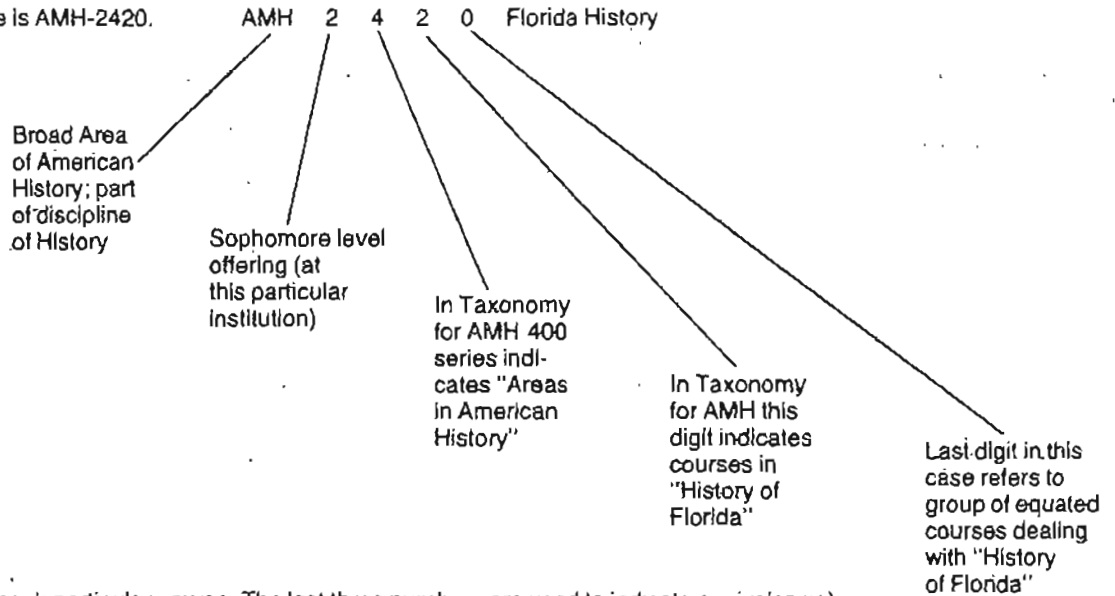
Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system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

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.

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.

A more specific example is AMH-2420.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)
The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

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

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

Although it is true that a student majoring in 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 of 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

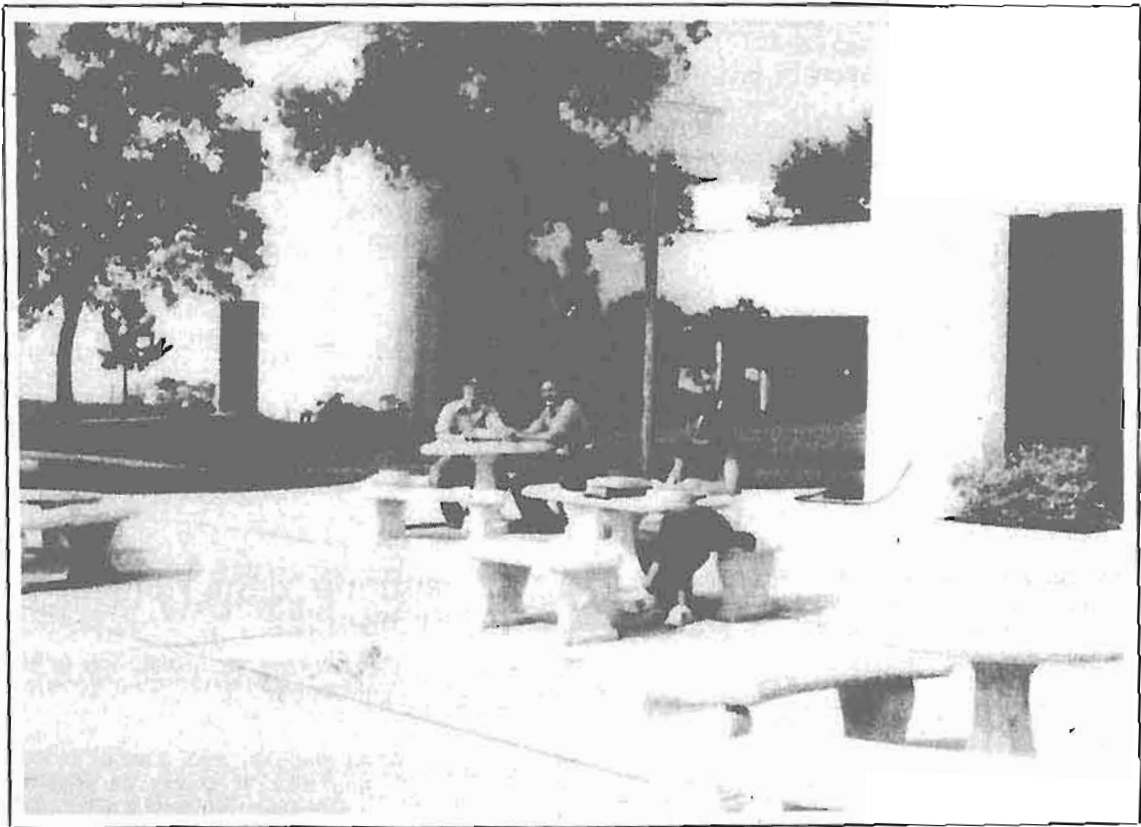
The following are exceptions to the general rule for course equivalencies:

- A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantially equivalent with undergraduate courses) are not automatically transferable.
- B. All numbers which have a second digit of 9 (Ex.: ART-2905) are "place keeper" numbers for each course as directed independent study, thesis hours, etc. Courses with __900 numbers must be evaluated individually and are not automatically transferable.
- C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of

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



COURSES

Agri-Business Technology

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

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

AGG 2942 Agriculture Employment Practicum II 3 cr.
Prerequisites: AGG 2941. A continuation of AGG 2941, Agriculture Employment Practicum I.

AGG 2943 Agriculture Employment Practicum III 3 cr.
Prerequisite: AGG 2942. A continuation of Agriculture Employment Practicum II.

AGG 2944 Agriculture Employment Practicum IV 3 cr.
Prerequisite: AGG 2943. A continuation of Agriculture Employment Practicum III.

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.

ANS 1611 Livestock and Meat Selection, Grading and Processing 3 cr.
A practical course designed primarily for the beef cattle producer and buyer. The relationship between live animal selection and carcass evaluation is stressed. Pork and lamb are covered to a lesser extent than beef. Wholesale and retail cut identification and selection, grading, and processing are covered. Also recommended for the consumer of meat. Three class hours.

ANS 2240 Beef Cattle Production 3 cr.
A practical course designed to assist those who are engaged in the production and management of beef cattle. Breeds, breeding and selection, reproduction and fertility, nutrition, feeding, diseases and insects, marketing, and management are covered. Emphasis is placed on the Florida environment. Three class hours.

FRC 1242 Citrus Production Management 3 cr.
Current issues facing the citrus industry and the producer/manager will be covered. Imports, exports, supply/demand, taxation, zoning, regulations, cooperatives, migrant labor, labor relations, farm credit service, citrus futures, weather, and other major concerns and their effect on citrus production management will be covered. Consultants and specialists may be utilized for specialized topics. Three class hours.

FRC 2211 Citrus Culture I 3 cr.
The origin and growth of the citrus production industry including citrus varieties, nursery practices, grove establishment and care, testing and marketing citrus. Three class hours.

FRC 2220 Citrus Culture II 3 cr.
Prerequisite: FRC 2211. A continuation of FRC 2211. This course studies all citrus growing practices in detail, as recommended through research and demanded by economic trends. A Session II (Spring) or Session III (Summer) offering only. Three class hours.

HOS 2054 Florida Plant Nursery Operations 3 cr.
A course for plant nursery operators and workers. Designed to assist the student in certification examination preparation for the Florida Horticultural Industries Certification Board (FHICB), examinations in Nurseryman's Retail Sales, Landscape Installation, and Landscape Maintenance. Three class hours.

ORH 2001 Ornamental Horticulture I 3 cr.
A practical overview of the ornamental horticulture industry which explores the four major segments of the fast-growing business field: floriculture, nursery production, turf-grass management, and landscaping. Special emphasis is placed on plant production, marketing, and design to develop a solid and productive business background for those who look forward to a career in horticulture. Three class hours.

ORH 2002 Ornamental Horticulture II 3 cr.
A practical course designed to assist those who are not trained botanists, but people who want to know about the landscape plants they see every day. The identification of the more common grasses, flowers, shrubs, and trees along with their cultural requirements and landscape uses are covered. Recommended for nurserymen, nursery sales persons, landscapers, and homeowners. Three class hours.

ORH 2840 Landscape Design and Maintenance 3 cr.
A practical course designed to assist those who are not trained landscape architects but people who want to know about landscape design and maintenance. The principles of landscape design, selection and use of plant materials in the landscape, lawn installation, cost estimates, and landscape maintenance are covered. Emphasis is placed on the Florida environment including mobile homes. Three class hours.

PMA 2201 Pests and Diseases of Citrus and Ornamentals 3 cr.
A practical course for citrus and horticulture students. An in-depth study of insects, pests, and diseases including identification, prevention, control, and safety measures. Students will have an option of specialized activities in citrus or ornamentals. Three class hours.

SOS 2102 Soil Science and Fertilizers 3 cr.
A general course developed for students not having a geological, chemical, or mathematical background. Terminology, soil formations, physical properties, chemical properties, fertilizers, soil classification, and soil conservation are covered. Three class hours.

Air Conditioning

ACT 1402 Air Conditioning I 8 cr.
Specialized classroom and practical experience in the cutting, assembling and installing of ducts, grills, outlets and allied flashing and connectors using various tools required for installation of ducts, grills, and outlets. Emphasis is also placed on safety, and the interpretation of blueprints and layouts. The student, upon satisfactory completion of this course, should be able to install air-conditioning ducts as well as their component parts. This course requires one session for completion. Twelve class hours.

ACT 1871 Air Conditioning II 8 cr.
Specialized classroom and practical experience in diagnosing faults in an air-conditioning system. Emphasis is also placed on a practical understanding of the construction, operation, and basic fundamentals so important in diagnosing those faults and how to correct them. The student, upon satisfactory completion of this course, should be able to service residential air-conditioning systems. This course requires one session for completion. Twelve class hours.

ACT 1872 Air Conditioning III 8 cr.
Prerequisite: ACT 1871 or consent of Program Director. Specialized classroom and practical experience in dismantling and reassembling liquid valve lines and reciprocating compressors. Emphasis is also placed on safety and the use of specialized tools in the calibration of pressure and compound gauges and charging systems through the low pressure side. Experience will also be gained in field testing a compressor, evacuating an entire refrigerant system and sketching the elements of a refrigeration system. The student, upon satisfactory completion of this course, should be able to service and maintain refrigerant systems. This course requires one session for completion. Twelve class hours.

Anthropology

ANT 2410 Introduction to Cultural Anthropology 3 cr.
A study of the nature of culture, personality, and social organization of man. Emphasis is placed on the customs of preliterate people. 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 1110C Ceramics 3 cr.
An introduction to the methods of building with clay. Four class 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. Four class hours.

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

ART 1301C Drawing II 3 cr.
Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. Four class hours.

ART 1600C Photography I 3 cr.
This course is designed to introduce the student to the photographic process. Instruction will include introduction to the camera, development and printing of photographs, and refinement of techniques. Four class hours.

ART 1601C Photography II 3 cr.
Prerequisite: ART 1600C, or consent of instructor. A continuation of ART 1600C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories and darkroom techniques. Four class hours.

ART 2510 Painting I 3 cr.
Prerequisite: ART 1300C or demonstrate proficiency to instructor. Studio problems in painting involving contemporary styles, techniques, and materials of painting. Four class hours.

ART 2520 Painting II 3 cr.
Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. Four class hours.

Banking

BAN 1110 Principles of Banking 3 cr.
This course presents the basic functions and services provided by the banking industry. It provides a broad perspective of bank operations, terminology, and services. The topics include: banking in today's economy, language and documents of banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, and bank loans and investments. Three class hours.

BAN 1210 Analyzing Financial Statements 3 cr.
This course provides the techniques necessary for the evaluation of the financial condition and operating performance of a business. It will include financial statement analysis and accounting, financial statements and business funds flow, tools of financial statement analysis, and the technique of financial statement analysis. Three class hours.

BAN 1220 Loan and Discount 3 cr.
This course provides the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by bonds, stocks and savings accounts, and the concepts of attachment, perfections, priority, default, and foreclosure. Three class hours.

BAN 1250 Real Estate Finance in Banking 3 cr.
This course provides a background in the varied real estate mortgage credit operations of commercial banks. It concentrates on how funds are channeled into the mortgage markets, financing of residential and special purpose property, and administrative tasks common to most mortgage departments. Three class hours.

BAN 2150 Marketing for Bankers 3 cr.
This course presents marketing as a broad concept. It deals with concepts and philosophies of marketing; information, research, and target; the marketing mix (product strategy, distribution strategy, advertising and sales promotion, personal selling, and pricing strategy); and the methods of market planning. Three class hours.

BAN 2200 Credit Administration 3 cr.
This course describes the factors influencing and determining loan policy. It includes methods of credit investigation and analysis, credit techniques, specific credit problems, and secured and unsecured loans. Emphasis is also given to credit department organization and procedures, analysis of financial statements, and methods of dealing with borrowers in financial difficulty. Three class hours.

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

BAN 2303 Savings and Time Deposit Banking 3 cr.
This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It reviews the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed to describe the system of financial flow from income to capital investment. Also covered are interest rates, types of time deposit accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity and marketing). Three class hours.

BAN 2400 Trust Functions and Services 3 cr.
This course provides an overview of the generally accepted principles of the law of estates, trusts, and agencies. It will include the trust functions and services encountered in the daily operations of a trust department. 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 bank management. It includes objectives, planning, structure, control, and the interrelationship of various bank departments. Three class hours.

BAN 2800 Law and Banking 3 cr.
This course is designed not only to present an introduction to basic commercial law, but to relate it more specifically to banking and bank transactions. Topics included are: contracts, agency and partnerships, corporations, real property, personal property, and sales, the Uniform Commercial Code, negotiable instruments and bank collections, and secured financing. Three class hours.

FIN 2230 Money and Banking 3 cr.
This course stresses the practical application of the monetary and banking system. It covers such topics as the structure of the commercial banking system, the nature and functions of money, banks and the money supply, cash assets and liquidity management, bank investments, loans, earnings and capital, the Federal Reserve System, and Treasury Department operations. 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.

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man Anatomy and Physiology I 4 cr.
h school biology and chemistry, or consent of
duction to the structure and function of the
> include: the chemical basis of life, cell
dynamics, cell metabolism, genetics, tissues,
ystem, skeletal system, and the muscular
s hours.

man Anatomy and Physiology II 4 cr.
B 1203C. A continuation of APB 1203C.
iced on the structure and function of the:
tory, cardiovascular, lymphatic, nervous, en-
nd reproductive systems. Five class hours.

Plant Biology 4 cr.
lant kingdom. The lecture/laboratory course is
joint the biology or science major with basic
es as they apply to the various aspects of the
Particular emphasis will be placed on plant
ass hours.

Fundamentals of Biology I 4 cr.
quisite: High school biology or chemistry. An
unifying principles of biology at the molecular
els of organization; to include: introductory
structure and function, cellular energetics, and
odern genetics. Five class hours.

Fundamentals of Biology II 4 cr.
C 1010C. A continuation of BSC 1010C,
organismic and community levels of organiza-
evolution and the origin of life, ecology, the
and the structure and function of plants and
ss hours.

Microbiology 4 cr.
C 1010C. Pre or corequisite: CHM 1015C or
urvey of microbial forms with emphasis on the
morphology, physiology, genetic mechanisms,
upon organisms. Five class hours.

Introduction to Oceanology 3 cr.
o physical, chemical, and biological nature of
nclude: the history and shape of the oceans,
f currents; diversity and ecology of marine life;
tamination. Credit to be earned as a science
ee class hours.

Zoology 4 cr.
imal kingdom with emphasis on taxonomy, life
, organ systems, and phylogenetic relation-
entative of each of the major groups will be
investigated. It is strongly recommended that
Fundamentals of Biology course or its equiva-
pting Zoology. Five class hours.

Construction Technology

Architectural Drawing 3 cr.
T 1040, Basic Drafting and Blueprint Reading.
s of architectural drawing and design including
nd commerical buildings. Four class hours.

Structures I 3 cr.
nd practices of residential building construction
regional construction. Three class hours.

BCN 1221 Structures II

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

BCN 1501 Plumbing Systems

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

BCN 1520 Electrical Systems

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

BCN 2610 Construction Estimating

A basic course dealing with the computerized methods of estimating typical construction projects and calculating materials from take-off to final estimate. Three class hours.

BCN 2765 Codes, Contracts, and Specifications

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

BCT 1040 Basic Drafting and Blueprints

A sequence of related technical information reading and drafting practices with emphasis on printing and dimensioning of drawings. Three class hours.

BCT 1941 Building Construction I

Theory and practice of construction is employed through various organized programs which involve on-the-job training with local contractors, construction firms and specifications. The course is designed to be co-requisite with the Building Construction I course. Admission to the course is by approval of the Construction Program Director.

BCT 1942 Building Construction II

A continuation of Building Construction I with emphasis on framing and building construction. Admission to the course is by approval of the Building Construction Program Director.

BCT 2943 Building Construction III

A continuation of Building Construction II with emphasis on electrical, plumbing, and mechanical systems. Admission to the course is by approval of the Construction Program Director.

BCT 2944 Building Construction IV

A continuation of Building Construction III with emphasis on construction management and supervision. Admission to the course is by approval of the Construction Program Director.

ETC 2210 Soil Mechanics

A study of various soil characteristics including plastic and liquid limit, bearing capacity, and strength. Three class hours.

ETM 2610 Mechanical Systems

An introductory course to the environment of mechanical systems in buildings with emphasis on equipment, operation, and maintenance of air-conditioning systems. 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.

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, payroll; 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 2021. 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.**

See Data Processing.

- COP 1160 RPG Programming** 3 cr.
See Data Processing.
- COP 2216 FORTRAN Programming** 3 cr.
See Data Processing.
- 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.
This course is a survey of the problems and techniques of family financial planning. Major topics include consumer credit, insurance, home ownership, and personal investing. Three class hours.
- 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.
- GEB 2090 Personnel Relationships in Business** 3 cr.
This course provides a study of personnel relationships as individuals and as group members. Emphasis is placed on how to obtain and keep a job. It will include practical application of effective work relationship skills needed in business and industry; to include group dynamics, motivation, interpersonal perception, communications, leadership, management, decision making, problem solving, and employability skills. Designed for students in business and technical fields. Three class hours.
- MAN 1800 Small Business Management** 3 cr.
Designed for students with previous business experience or for those who have completed GEB 1011, Introduction to Business. A study of principles of small business management. This course presents the principles and problems in planning, organizing, and operating a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, recordkeeping, insurance management, cost control and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 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 representatives. 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 1151 Principles of Retailing** 3 cr.
A study of the principles, procedures and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Attention will be given to when and how to buy and to sources of supply. The organization and function of major divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. Three class hours.
- MAR 1941A Marketing Practicum I** 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 approval of the instructor.
- MAR 1941B Marketing Practicum II** 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 III** 3 cr.
Continuation of MAR 1941B.
- MAR 2941B Marketing Practicum IV** 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.
- OMB 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. Four class hours.

SES 1110 Intermediate Typewriting 3 cr.
Prerequisite: SES 1100 or one year of high school typewriting. A continuation of SES 1100. Four class hours.

SES 1210 Shorthand I 3 cr.
Corequisite: SES 1100 or consent of instructor. A beginning course in the principles of Gregg Shorthand, Diamond Jubilee Series with some dictation and transcription practice. Open only to students who have had no previous shorthand or less than one year of high school shorthand. Three class hours.

SES 1211 Shorthand II 3 cr.
Prerequisite: SES 1210, or one year of high school shorthand (Gregg) Corequisite: SES 1100 or consent of instructor. A continuation of Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. 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. Four class hours.

SES 2131 Legal Typewriting 3 cr.
Prerequisites: SES 1100 and SES 1110. This course will provide for the typing of legal papers used in legal offices and legal departments. In addition, legal concepts and terminology and speed-building exercises will be included. Four class hours.

SES 2151 Word Processing: Text Editor 1 cr.
Prerequisites: SES 1100 and SES 1110, or equivalent. This course will include individual instruction on the operation of the Lanier Text Editor. The operations that will be included are: the basic components of the machine, machine commands, diskettes, printer, microprocessor, formatting, construction and editing of text, filing, and special applications. The student will type, correct, and play back various types of business documents. One class hour.

SES 2154 Word Processing: Memory Typewriter 1 cr.
Prerequisite: SES 1100 or SES 1110, or equivalent. This course will include individual instruction on the operation of the IBM Memory Typewriter. The operations that will be included are: memory, error correction, storage, special typewriting features, paragraphing, playback from storage, and format changes. The student will type, correct, and play back various types of business documents. One class hour.

SES 2171 Machine Transcription 3 cr.
Prerequisite: SES 1100. This course provides for the development of proficiency in machine transcription using various types of transcribing machines. It will introduce general grammar rules, vocabulary, listening skills, and provide the usage of documents and forms used in all phases of business. Three 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 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 Legal Procedures I 3 cr.
This course will present legal terminology and a description of our court systems. The course will include substantive law, procedural law, and the preparation of forms for the following areas: civil and appellate rules of procedure, torts, contracts, real property, and Uniform Commercial Code. This course will emphasize the procedures used in a legal office. A knowledge of typewriting (SES 1100 and SES 1110) is recommended. Three class hours.

SES 2422 Legal Procedures II 3 cr.
This course will present legal terminology and provide an understanding of the rules, procedures, and the preparation of forms in the areas of corporations and partnerships, family law, wills, and criminal law. This course will emphasize the procedures used in a legal office. A knowledge of typewriting (SES 1100 and SES 1110) is recommended. Three class hours.

SES 2443 Legal Procedures III 3 cr.
This course will present advanced legal terminology. Emphasis will be placed on legal research, legal systems, and records management. This course will emphasize the procedures used in a legal office. 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 reform: myth or reality. (Equivalent to three class hours).

Carpentry

BCT 1001 Introduction to Carpentry 3 cr.

This is an introductory course which provides an overview of the building construction industry with special emphasis on carpentry as a career. The more prevalent types of construction adapted to the general area will be discussed. Special emphasis will be placed on metric conversion, measurement, and mathematics in carpentry. Four class hours.

BCT 1111 Tools and Equipment in Carpentry 3 cr.

Prerequisite: BCT 1001 or consent of instructor. This course provides an orientation to the basic tools and equipment used in carpentry, with emphasis on proper use and safety. Four class hours.

BCT 1113 Plans and Materials in Carpentry 3 cr.

Prerequisite: BCT 1111 or consent of instructor. This course provides an orientation to blueprint reading, house plans, specifications, codes, foundations, elevations, working drawings, and building permits; with emphasis on identification of building materials and their use. Four class hours.

BCT 1114 Exterior Finishing in Carpentry 3 cr.

Prerequisite: BCT 1701 or consent of instructor. This course covers cutting and installing exterior finish; including box cornices, wall covering and trim, installation of windows, door frames, and doors. Four class hours.

BCT 1115 Roofing in Carpentry 3 cr.

Prerequisite: BCT 1116 or consent of instructor. This course studies types of roof designs and framing; including layout, cutting and installing joists and rafters, trusses, roofing materials, and installation. Four class hours.

BCT 1116 Framing in Carpentry 3 cr.

Prerequisite: BCT 1301 or consent of instructor. This course studies floor framing, including the use of sills, bridging, joists, and studs; and wall framing including sole plates, top plates, studs, headers, and installation of wall sheathing. Four class hours.

BCT 1117 Interior Finishing in Carpentry 3 cr.

Prerequisite: BCT 1114 or consent of instructor. This course studies materials and methods used to cover the framed areas inside the structure such as flooring and stair construction; including lath, furring strips, wallboard, plywood paneling, solid lumber paneling, hardboard and ceiling tile. Four class hours.

BCT 1118 Cabinetmaking and Installation in Carpentry 3 cr.

Prerequisite: BCT 1117 or consent of instructor. This course is designed for carpenters and studies drawings for cabinetwork, construction procedures, master layouts, basic framing, facing, drawers and guides, shelves, doors, counters, and tops; to include installation of factory-built cabinets. Four class hours.

BCT 1119 Material Estimating in Carpentry 3 cr.

Prerequisite: BCT 1191 or consent of instructor. This course studies material estimating, time estimating, and job costing-out. This is the last of the sequenced carpentry courses. Employability skills are included. Four class hours.

BCT 1191 Prefabrication and Specialties in Carpentry 3 cr.

Prerequisite: BCT 1118 or consent of instructor. This course studies the use of factory-built pre-cut, panelized, and sectionalized component parts for houses and mobile homes; including scaffolds, ladders, chimneys, and fireplaces. Four class hours.

BCT 1301 Footings and Foundations in Carpentry 3 cr.

Prerequisite: BCT 1113 or consent of instructor. This course studies site preparation, layout of building lines, excavation, forms for footings and foundation walls. Emphasis is placed on coordination with other trades and a working knowledge of standards and practices in concrete work. Four class hours.

BCT 1701 Thermal and Sound Insulation in Carpentry 3 cr.

Prerequisite: BCT 1115 or consent of instructor. This course covers insulation materials and installation; including thermal insulation, reflective insulation, and vapor barriers. Emphasis is placed on ventilation, windows, exterior doors, and garage doors. Four class hours.

Chemistry

CHM 1015C Introductory Chemistry 4 cr.

This is a one-semester introductory chemistry course intended for students with either no high school chemistry or those who need a refresher course prior to entering the CHM 1046C, CHM 1047C sequence. It includes chemical symbols; matter and energy; measurements and calculations (Metric System); atomic structure; chemical formulas and calculations; chemical reactions and equations; chemical bonding; nomenclature; gases, liquids and solids; solutions; chemical equilibrium; acids and bases; redox reactions; nuclear chemistry; and organic chemistry. Five class hours.

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

Prerequisite: CHM 1015C or one year of high school chemistry. Includes the concepts of periodicity; atomic and molecular orbitals, chemical bonding; properties related to structure; chemical calculations; gas laws; organic covalent properties of solids, liquids and solutions; reactions in solutions. Five class hours.

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

Prerequisite: CHM 1046C. This course extends the study of chemical principles in: thermodynamics; kinetics; chemical equilibrium; electro-chemistry, selected metals; nuclear chemistry; biochemistry; and spectroscopy. Five class 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. Five class 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. Five class hours.

Cosmetology

COS 1131 Cosmetology I 18 cr.

Considers careers in cosmetology, Florida law, basic anatomy, basic physiology, sanitation, and ethics. Basic hair dressing, shampoo, comb out, conditioning the hair, scalp treatments, finger waving, setting, shaping, and selecting hairstyles are covered. Twenty-seven class hours.

COS 1132 Cosmetology II 17 cr.

Prerequisite: COS 1131. A continuation of laboratory experiences learned in COS 1131 and waving the hair, hair coloring, tints and bleaches, cold waving, silking (and pressing) and curling the hair, facial treatments, facials, and make-up. Salon experience with patrons is emphasized. Twenty-eight class hours.

COS 1133 Cosmetology III 12 cr.

Prerequisites: COS 1131 and COS 1132. A continuation of salon experiences with patrons including manicuring the nails and styling wigs and hairpieces. Planning and operating a beauty salon, ethics, relating chemistry to cosmetology, and anatomy and physiology in cosmetology are covered. Twenty-one class hours.

Criminal Justice

CCJ 1100 Introduction to Law Enforcement 3 cr.

Introduction to the philosophical and historical backgrounds of law enforcement. This course covers the organization, purpose and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. It includes career orientation. 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. It emphasizes the application of social theories and 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.

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

CCJ 1420 Police Operations 3 cr.

Principles of organization and administration as applied to operational services. It covers patrol, criminal investigation, intelligence and vice units, juvenile units, and traffic administration. Three class hours.

CCJ 1500 Introduction to Juvenile Delinquency 3 cr.

A general orientation into the study of Juvenile Delinquency. This study emphasizes problems of youthful demand and unlawful behavior; methods used to inhibit, detect, punish, deter and reduce recurrence of such activity. Major topics include Statutory Offenders, Delinquency Causation, Gang Delinquency, Child Abuse and Neglect, the Police Role in Delinquency Prevention and Control, Juvenile Court Philosophy, Juvenile Detention, Aftercare and Treatment. Three class hours.

CCJ 2000 Police Role in Crime 3 cr.

A general orientation into the impact of crime in the American Society. The primary focus is on crime against the person: murder, forcible rape, robbery, aggravated assault, and conventional property crimes including burglary, larceny, and motor vehicle theft. Other topical studies include organized crime, white collar crimes, antisocial (psychopathic) offenders, crime causation, and victimization. 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.

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

CCJ 2260 Rules of Evidence for Police 3 cr.

An overview of rules of evidence and their application to the criminal justice system. Traditional rules of evidence are studied and the degree of proof and admissibility are stressed. The history, development, relevancy, competency and materiality of real, direct, and circumstantial evidence are discussed. Opinion testimony and hearsay rules are covered. 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 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.

Culinary Arts and Hospitality Management

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 will be included. Three class hours.

FSS 1202 Basic Food Preparation 4 cr.

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

FSS 1401 Food Service Equipment 3 cr.

A study is made of all types of quantity food service equipment as well as functional layout and design of quantity food service kitchens and service areas. Field trips to a variety of local establishments are included. 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 1940 Culinary Arts and Hospitality Management Practicum I 3 cr.

Prerequisites: FSS 1004, FSS 1202, and FSS 1401. Students will be assigned to a culinary arts and/or hospitality management setting for practical work experience in his or her field of food service specialization.

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

Prerequisites: FSS 2221, FOS 2201, and FSS 1940. A continuation of FSS 1940.

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 4 cr.

Experience in the preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes and portion control will be included. Six 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 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.

This course is designed to teach the concepts of nutrition. Emphasis will be on the importance of nutrition and its relationship to the food service industry. It is recommended for food service personnel. Three class hours.

Dance

DAA 1160 Introduction to Dance 3 cr.

Exploration of Dance as a performing art through the areas of modern dance techniques and improvisation is covered. Open to all students. Four class hours.

Data Processing

CIS 2321 Systems Analysis & Design I 3 cr.

Prerequisite: COP 1160 or COP 2120. This course will include the fundamental analysis and design of business data processing systems, problem analysis and definition, design of forms, data files and reports, documentation procedures, and computer systems management. Three class hours.

CIS 2322 Systems Analysis & Design II 3 cr.

Prerequisite: CIS 2321. A continuation of CIS 2321. This course will include more emphasis on advanced problems in design of data processing systems. Three class hours.

COC 1300 Introduction to Data Processing 3 cr.

This course will provide the student with an overview of the entire field of data processing. Upon satisfactory completion of this course, the student will have a basic understanding of what a computer system is, hardware components available, the store program concept, data representation and computer arithmetic, and the uses to which electronic data processing is applied. The student will be required to investigate the application of electronic data processing to his/her particular field of interest. Three class hours.

COP 1160 RPG Programming 3 cr.

Prerequisites: COC 1300 or consent of instructor. 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 2120 COBOL Programming I 3 cr.

Prerequisite: COC 1300. COBOL is a widely accepted business-oriented language. Fundamental features of COBOL will be learned in the context of structured programming practice including data storage terminology and concepts, input-data validation, report design, record sequence concepts, and control breaks. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in good form using sequential files. Programs written will be compiled, debugged, and tested using remote entry devices. Three class hours.

COP 2121 COBOL Programming II 3 cr.
Prerequisites: COC 1300 and COP 2120. This course is a continuation of COP 2120. Emphasis will be on the additional features of COBOL including subscripts, indexed data items, table handling, file organizations, sorting, and string processing manipulation. Programs written will be compiled, debugged, and tested using remote entry devices. Three class hours.

COP 2216 FORTRAN Programming 3 cr.
A study of the organization, components, and concepts of FORTRAN computer language and its application as a programming tool in business and industry. Three class hours.

CRM 1030 Data Equipment & Operations 3 cr.
This course will provide instruction on the concepts and facilities of an operating system and data entry utilizing terminals. It will include: data entry, computer operations, console commands, and operating system software. Three class hours.

CRM 2010 Data Processing Practicum 3 cr.
Prerequisites: COP 1160 or COP 2121, and CIS 2321. This course will provide the student with an opportunity to explore and observe various practical application areas in data processing installations. It will include discussion on the comparison of data processing systems and equipment, and supervised, practical work experience in systems design and programming in a business data processing installation. A project is required and will be assigned by the instructor or chosen at the field site. The project will include problem definition, flowcharting, coding and testing, and a detailed documentation of the completed application.

CRM 1942 Data Technician Practicum 3 cr.
Prerequisites: COC 1300 and CRM 1030. This course will provide the student with an opportunity to explore and observe various practical application areas in data processing installations. It will include supervised, practical work experience in data entry and/or computer operations in a business data processing installation and discussion on the comparison of data processing systems and equipment. A project is required and will be assigned by the instructor or chosen at the field site.

Developmental Studies

***ENC 9000 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. This course does not apply toward a degree. Three class hours.

***ENC 9011 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. Modules may be taken prior to or in conjunction with ENC 9000, ENC 1001, ENC 1101, or as needed. Each module carries one hour of credit and requires one class hour. Grades of "S" or "U" are awarded. A module in which an "S" was awarded cannot be repeated for credit. This course does not apply toward a degree.

***MAT 9002 Pre-Business Arithmetic** 3 cr.
This course studies the operations of arithmetic. Basic skills needed in Business Mathematics are emphasized. Ratio and proportion and construction of graphs are included. 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. This course does not apply toward a degree. Three class hours.

***MAT 9003L Mathematics Laboratory** 1-4 cr.
This course is designed to give assistance 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. Each Module carries one hour of credit and requires one class hour. Grades of "S" or "U" are awarded. A module in which an "S" was awarded cannot be repeated for credit. This course does not apply toward a degree.

***MAT 9013 Fundamentals of Mathematics** 3 cr.
This course is designed to prepare the individual for MGF 1113. Emphasis is on the operations of arithmetic. Fundamental skills, concepts and reasoning are stressed. Basic algebraic skills and concepts, and set theory terminology are included. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. 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. This course does not apply toward a degree. Three class hours.

***REA 9000 Reading Laboratory** 1-4 cr.
This course is designed to improve the students reading skills through self-paced study in the Learning Laboratory. Four modules are available and may be prescribed according to diagnosed student need. The four modules are: A. Vocabulary Skills; B. Comprehension Skills; D. Reference Skills; E. Reading Speed Skills. Each module carries one hour of credit, requires one class hour, and is awarded a grade of "S" or "U". A module in which an "S" was awarded cannot be repeated for credit. This course does not apply toward a degree.

STD 9990 Life Skills I 3 cr.
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth and group developmental activities placing emphasis on: Understanding Life Skills; Developing Trust in the Group; Taking a Look at Yourself; Ways We Receive and Share Information; Relating Effectively to Others; Decision Making, Goal Setting, and Taking Action. Grades of "S" or "U" are awarded. When an "S" has been awarded, the course cannot be repeated for credit. This course does not apply toward a degree. Three class hours.

Diesel Mechanics Technology

AER 1771 Diesel Mechanics I 6 cr.
An introduction to diesel mechanics. The occupational outlook and places of employment are explored. The identification and use of basic shop tools, test equipment, service tools, fasteners, diesel fuels, engine lubricants, coolants, bearings, and seals are covered. Shop safety is emphasized. Eight class hours.

AER 1772 Diesel Mechanics II 6 cr.
Pre or corequisite: AER 1771. The engine operating principles including the cylinder head assembly; piston and connecting rod assemblies; camshaft, gear train, and engine timing; frames and cylinder heads; crankshafts and bearings are covered. Eight class hours.

AER 1773 Diesel Mechanics III 6 cr.
Prerequisites: AER 1771, AER 1772. A continuation of the engine operating principles including lubrication systems, cooling systems, air intake and exhaust systems, and starting systems. Eight class hours.

AER 1774 Diesel Mechanics IV 6 cr.
Prerequisites: AER 1771, AER 1772. Pre or Corequisite: AER 1773. A continuation of the engine operating principles including fuel system components, distributor type injection pump, in-line injection pump, unit injector, PT fuel systems, injection nozzles and governors. Eight class hours.

AER 1775 Diesel Mechanics V 6 cr.
Prerequisites: AER 1771, AER 1772, AER 1773, AER 1774. The principles of electricity, storage batteries, starting circuits, ignition circuits, generator charging circuits, and alternator charging circuits are covered. Emphasis is placed on engine operation and maintenance, diagnosis and testing of engines, tune-up and adjustment and engine storage. Eight class hours.

AER 1776 Diesel Mechanics VI 6 cr.
An introduction to arc welding, oxyacetylene fusion welding, and oxyacetylene braze welding. Designed to give the basic skills in welding which are needed by the diesel mechanic. Not designed to prepare persons as welders. Eight class hours.

Drama

THE 2020 Fundamentals of Theatre 3 cr.
This course is an introductory theatre course encompassing theatre history, theatre as a form of art, and script analysis, and also deals with the various and separate aspects which come together to form a theatrical production. The student may be required to attend theatrical productions. 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. Four class hours.

TPP 2110 Beginning Acting 3 cr.
This course focuses primarily on developing the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts and ideas. This will be accomplished by means of physical and vocal exercises, drills, games, and improvisations. Students may be required to attend several live performances. Four class hours.

TPP 2700 Voice Preparation for the Actor 3 cr.
Prerequisite: TPP 2110, or consent of instructor. This course is designed to liberate the natural voice rather than to develop a vocal technique. A clear view of the voice in the general context of human communication will be presented and the students will perform a series of exercises to free, develop and strengthen the voice first as a human instrument and then as the human actor's instrument. An emphasis is placed on the removal of the physical as well as the emotional blocks that inhibit the human instrument. Four class hours.

Education

CHD 1820 Child Development Associate (CDA) Practicum I 3 cr.
This course is a part of the Child Development Associate (CDA) training needed by persons working in Headstart Programs. It includes teaching children safety consciousness by the instructor, developing and providing information on good health habits, establishing conducive learning environments, and promoting good physical development.

CHD 1830 Child Development Associate (CDA) Practicum II 3 cr.
A continuation of CDA Practicum I. It includes providing activities to children that encourage problem solving skills, student questions, creative ideas. Developing a positive concept in the child and recognizing individual strengths as well as helping the child to understand, express and control his/her feelings will be stressed.

CHD 1831 Child Development Associate (CDA) Practicum III 3 cr.
A continuation of CDA Practicum II. Includes helping children to learn how to get along and respect others, developing rules that are realistic and consistent for children to follow, developing positive and productive relationships with parents and encouraging them to participate in activities.

EDE 1036 Bilingual-Bicultural Education I 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-Bicultural Education in Elementary Schools I 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. "S" or "U" grades will be awarded. Three class hours.

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 3 cr.

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

EDG 1315 Preparation of Instructional Materials 3 cr.
See Teacher Aide.

EDG 1316 Tutoring Management and Techniques 3 cr.
See Teacher Aide.

EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction 3 cr.
See Teacher Aide.

EDG 1318 Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction 3 cr.
See Teacher Aide.

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.

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

EDG 2924 Business Education Competency—Based Instruction 3 cr.
This course will provide instruction in how to integrate Level II/III competencies in business education with the Level I competencies. Instruction will include: procedures in how to implement the Level II/III competencies, methods of assigning grades for competency-based instruction, and methods of individualized instruction. 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 is 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. (Does not apply toward a degree).

Electronics

ETD 1620C Electronics Drawing 4 cr.

This course is designed to introduce the student to electronics drafting practices. Topics include electronic symbols, wiring and connection diagrams, block diagrams, schematic diagrams, printed circuit board layouts, and integrated circuit connection diagrams. Emphasis is placed on preparing working drawings. Hand tools and soldering techniques are introduced. Hands-on experience is gained by construction of a printed circuit board. Seven class hours.

ETE 1100 Introduction to Electronics Technology 3 cr.

This course is designed as an entry vehicle into the Electronics Technology Program. A survey of general electrical/electronic principles and systems is provided. Topics include DC and AC electricity, and solid-state devices. System topics include digital, communication, and biomedical systems and sub-systems, basic mathematical concepts as used with electronic applications will be introduced and/or reviewed. Does not substitute for any required course in any Electronics Technology Program. Three class hours.

ETE 1010C Electronics I 4 cr.

Pre or corequisite: MTB 1321 or permission of instructor. This course begins with the basic concepts of electricity. Charge, current flow, potential difference, and resistance are dealt with. Ohms Law, series, parallel circuits, 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. Five class hours.

ETE 1020C Electronics II 4 cr.

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

ETE 1111C Electronics III 4 cr.
Prerequisite: ETE 1020C. 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. Laboratory experiments are used to verify all concepts studied. Five class hours.

ETE 2204C Electronic Instrumentation 4 cr.
Pre or corequisite: ETE 1111C, Electronics III. Basic concepts, theory and operation of varied electronic test instruments are covered in this course. Topics covered include VOM, VTM, oscilloscopes, AF and RF generators, transistor testers, bridges, and various digital test instruments, including digital logic analyzers. Emphasis is placed on setup and operation of instruments in actual measuring situations. Six class hours.

ETE 2208C Medical Instrumentation 4 cr.
Prerequisite: ETE 2810C. This course is designed to introduce the student to medical systems and equipment associated with Biomedical Electronics. Topics include transducers, biotelemetry, mini/microcomputer applications, measurement techniques and equipment of various physiological systems, and X-ray/Radiation instrumentation. Hands-on experience is gained through laboratory experiments. Five class hours.

ETE 2421C Electronic Communications 4 cr.
Prerequisite: ETE 1111C. 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. Five class hours.

ETE 2600C Digital Electronics I 4 cr.
Pre or corequisite: ETE 1111C. This course serves to introduce topics needed to become proficient in Digital Electronics. Number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories are the topics covered in this course. Laboratory experiments are used to verify the concepts studied. Five class hours.

ETE 2611C Digital Techniques 4 cr.
Prerequisite: ETE 2600C. This course provides for the completion of the digital series courses at the system level. Emphasis is placed on minicomputer systems. Topics include disc drive technology, interfacing, video terminals, and other peripheral machines. Troubleshooting systems and an introduction to operating systems software are complementary topics. Hands-on experience with a minicomputer system is included. Five class hours.

ETE 2680C Microcomputers 4 cr.
Prerequisite: ETE 2600C and ETE 1111C. This course introduces the student to microcomputers. Topics covered include architecture of CPU's, micro-programming, types of microcomputers, peripheral devices, basic system design and applications. Laboratory experiments are performed on microcomputer trainers. Five class hours.

ETE 2581C Digital Electronics II 4 cr.
Prerequisite: ETE 2600C. 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. Five class hours.

ETE 2810C Medical Electronics 4 cr.
Prerequisite: ETE 1111C. 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. Five class hours.

ETE 2930 Electronics Seminar 4 cr.
This course is designed as an exiting vehicle from the Electronics Technology Program. A review of basic electronic components, and advanced systems is provided. Exiting competencies are measured for instruments and advanced systems. The systems measured include digital, communications, and biomedical systems. Guidance and preparations are made to assist the student in making the transition from the program to the world of work. Five class hours.

English

AML 2010 American Literature I 3 cr.
Prerequisite: ENC 1101 or consent of instructor. A critical study of selections from American literature: colonial period to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. Three class hours.

AML 2020 American Literature II 3 cr.
Prerequisite: ENC 1101 or consent of instructor. A survey of the major movements and representative authors in American literature: 1865 through the Twentieth century including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. Three class hours.

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

ENC 1001 Communication Skills I 3 cr.
This course, designed primarily for students in occupational programs, teaches listening, speaking, reading, and writing skills. It includes: reading for comprehension, review of functional grammar, usage, punctuation, capitalization, spelling and vocabulary. The writing of clear sentences, unified and well-developed expository paragraphs is emphasized. Conferences provide individual instruction. Three class hours.

ENC 1002 Communication Skills II 3 cr.
Prerequisite: ENC 1001. A continuation of ENC 1001. This course includes the reading of fiction; the writing of short expository and business-related papers; the making of oral reports; and additional work in punctuation, spelling and vocabulary. This course is not intended for transfer and may or may not be accepted for transfer by another college or university. Three class hours.

ENC 1101 English Composition I 3 cr.
This course is designed to develop effective written communication skills for academic and professional use. It includes practice in the selection, restriction, organization, and development of topics, and reinforces the student's facility with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. Three class hours.

ENC 1102 English Composition II 3 cr.
Prerequisite: ENC 1101. A continuation of ENC 1101 II provides further instruction in the planning, organization, and writing of expository papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. Three class hours.

***ENC 9000 Fundamentals of Writing** 3 cr.
See Developmental Studies.

***ENC 9011 Grammar Skills Laboratory** 1-4 cr.
See Developmental Studies.

ENL 2013 British Literature I 3 cr.
Prerequisite: ENC 1101 or consent of instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Jonson, Milton, Pepys, Defoe, Swift, and Goldsmith. Three class hours.

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

JOU 2100 Journalistic Writing and Reporting 3 cr.
An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyreading both news and feature stories. Emphasis on grammar and usage as student need demands. Three class hours.

LIT 2311 Science Fiction 3 cr.
A survey of modern science fiction in America. Students will investigate the philosophies, purposes, and themes of leading authors in the field, and relate the past and present to the future. Authors to be studied include Asimov, Bradbury, Clarke, and Heinlein. Three class hours.

REA 1105 College Reading Techniques 3 cr.
See Reading.

SES 2335 Business Correspondence 3 cr.
See Business.

Environmental Science

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

EVS 1651 Waste Disposal: Solid, Liquid, Radioactive 3 cr.
The methods of waste treatment and disposal along with their associated environmental effects will be viewed. Recycling procedures and alternatives are to be presented with the intent of using wastes as a natural resource in industry. Field trips will be included. Three class hours.

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

French

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

FRE 1101 Elementary French II 3 cr.
Prerequisites: FRE 1100, or consent of instructor. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audio-visual aids. Students read simple short stories and poetry of modern and classic French authors. 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, solids, 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. Two class hours.

**HES 1402 Advanced First Aid and
Emergency Care**

3 cr.

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

HSC 2530 Medical Terminology

3 cr.

See Paramedics.

History

AMH 1574 Roots

3 cr.

This course presents an historic-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 on-going contributions of Black Americans to America. Through this course students will gain increased understanding of the Black American history and Black American lifestyles 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 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 emphasis 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 religion. 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 areas. 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.

Human Services

GEY 2000 Introduction to Gerontology

3 cr.

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

HUS 1001 Introduction to Human Services

3 cr.

This course provides an introductory overview of agency resources, functions, methods, and activities related to human services, theory and methods of intervention with individuals, groups, and the family. Emphasis is placed on the development of individual skills and practice in human services. The student is required to spend 30 hours in a community agency under supervision. Three class hours.

**HUS 1303 Treatment and Management
Procedures in Human Services**

3 cr.

Prerequisite: HUS 1001. This course offers an overview of theory and practical methodology utilized in treatment and diagnosis of persons in need of human services. The implications of various types of tests, rehabilitative programs, and various other psychological, sociological, and biological names of treatment and management will be studied and observed. Three class hours.

HUS 2110 Basic Counseling Skills

3 cr.

Prerequisite: HUS 1001. This course involves developing the skills of observation, recording, reporting, interviewing, and counseling. These skills are presented in the context of general counseling theory. Three class hours.

HUS 2940 Field Experience in Human Services 3 cr.
Prerequisites: HUS 1001, HUS 1303, and HUS 2110. Students work on a volunteer basis as counseling paraprofessionals in a community agency under supervision. They meet regularly with the Field Coordinator. Five class 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. The student is required to spend 30 hours in a community agency in the field under supervision. Three class hours.

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.

STD 1205 College Survival Skills 3 cr.
This course is designed to help the student develop more effective and efficient study skills and attitudes which are needed in order to meet success in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and preparing reports. Three class hours.

Library Science

EDG 1315 Preparation of Instructional Materials 3 cr.
See Education.

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

VIC 1300 Multi-Media 3 cr.
This course provides the student with the knowledge and opportunity to conceive and develop a synchronized sound/slide presentation combining photographic, art, music, and audio skills. Students will be required to purchase consumable materials. Three class hours.

Masonry

These courses do not apply toward a degree.

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 lecture 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 lecture 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 lecture 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 lecture hours.

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

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

BCT 0418 Masonry Principles VIII 2 cr.
A study of concrete construction and troweling and finishing concrete. Four lecture 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 are included and building layout is practiced. Eight laboratory 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 laboratory 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 laboratory 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 laboratory 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 block piers, pilasters, panels, fireplaces and chimneys according to plans and specifications. Eight laboratory 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 laboratory 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 laboratory 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 laboratory hours.

Mathematics

MAC 1104 College Algebra 4 cr.
Prerequisite: Two years of high school algebra or MAT 1033. A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: factoring, exponents and radicals, linear and quadratic equations, inequalities and functions, systems of equations, matrices and determinants. Four 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 2321. 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.

MAE 1816 Informal Geometry 3 cr.
Pre or corequisite: MGF 1114. This course is useful for elementary education majors. The deductive proof methods exhibited in plane geometry will not be used in this course. Topics include: set theory, polygonal curves, polygons, geometrical relations, similarity and proportions, transformations, concepts of measure, analytic geometry. Three 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.
See Developmental Studies.

***MAT 9003L Mathematics Laboratory** 1-4 cr.
See Developmental Studies.

***MAT 9013 Fundamentals of Mathematics** 3 cr.
See Developmental Studies.

MGF 1113 College Mathematics I 3 cr.
Prerequisite: Two years of high school mathematics. This course is designed to meet the general education requirements with an emphasis on concepts. Among the topics included are sets, logic, mathematical systems, sets of numbers, systems of numeration. 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. Does not substitute for any required courses in any Electronics Technology program. 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-Technical Mathematics** 3 cr.
See Developmental Studies.

QMB 1001 Business Mathematics 3 cr.
See Business.

STA 2014 Elementary Statistics 3 cr.
Prerequisite: MAT 1024, or any higher level math course. A study of fundamental statistical methods, the basic statistical distributions, measures of central tendency and dispersion, statistical inference, and sampling techniques. Three class hours.

Military Science

MIS 1010 Introduction to Military Science 3 cr.

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

MIS 1400 Fundamentals of Leadership 3 cr.

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

MIS 1410 Seminar in Leadership and Management 3 cr.

A thorough consideration of the obligations and responsibilities of a commissioned officer, to include management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishment; continued emphasis on the techniques of applying sound leadership to all situations; the Soldier's 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

MUH 1211 Introduction to Music History I 3 cr.

Prerequisites: Consent of instructor or MUS 1001. This course provides a survey of the development of musical styles in western civilization from Antiquity through the Baroque. It is designed for music majors, but is open to all students with a musical background. Three class hours.

MUH 1212 Introduction to Music History II 3 cr.

Prerequisites: Consent of instructor or MUS 1211. This course will study the musical styles in western civilization from the Classical Period through the present. Three class hours.

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 1310 College Chorus 1 cr.

This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. Three class hours. (May 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 20 years. Three class hours. (May be taken for credit up to four times).

MUT 1001 Fundamentals of Music 3 cr.

This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. This course is designed for non-music majors, or for students desiring to prepare themselves for Music Theory I. Three class hours.

MUT 1121 Music Theory I 4 cr.

Prerequisite: MUT 1001, or satisfactory performance on a diagnostic exam. A study of musical concepts with emphasis on the materials from the Common-Practice Period. This course will be organized in linear manner, programming from melody through a four-part texture. Practical application for these concepts will include written projects, and aural and visual analysis. Rhythmic, melodic, and harmonic dictation and sight-singing will also be studied. Five class hours.

MUT 1122 Music Theory II 4 cr.

Prerequisite: MUT 1121, or consent of instructor. A continuation of MUT 1121. Five class hours.

MUT 2126 Music Theory III 4 cr.

Prerequisite: MUT 1122, or consent of instructor. A study of harmonic organization that includes diatonic as well as chromatic structures. Traditional forms such as variation techniques, rondo, sonata allegro, and 18th Century contrapuntal procedures will also be covered. Practical application for these concepts will include written projects, and aural and visual analysis. More advanced rhythmic, melodic, and harmonic dictation and sight-singing will be studied. Five class hours.

MUT 2127 Music Theory IV 4 cr.

Prerequisite: MUT 2126, or consent of instructor. A continuation of MUT 2126. 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. One class hour.

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 correct 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

NUR 1021C Nursing I 8 cr.
Pre or corequisites: APB 1203C, and ENC 1101 or ENC 1001. 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 eight lab hours in community agencies each week. Additional campus lab hours will be necessary. Lab fee required.

NUR 1200C Nursing II 10 cr.
Prerequisite: NUR 1021C. Pre or corequisites: APB 1204C and ENC 1102, or ENC 1002. 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 lecture hours and twelve lab hours in community agencies each week. Lab fee required.

NUR 1311C Nursing III 5 cr.
Prerequisite: NUR 1200C. Pre or corequisite: PSY 1000. 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 lecture hours and six lab hours in community agencies each week. Lab fee required.

NUR 2130C Nursing IV 12 cr.
Prerequisite: NUR 1311C. Pre or corequisites: DEP 2002 and POS 2041. 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 lecture hours and sixteen lab hours in community agencies each week. Lab fee required.

NUR 2220C Nursing V 12 cr.
Prerequisite: NUR 2130C. Pre or corequisite: Social Science Elective. The nursing process is used as an approach to nursing care of people of all ages with major health problems of locomotion, sensory deprivation, special senses and the genitourinary system. The processes of aging and the psycho-social and economic impacts on the individual, the family and the community are explored. Opportunities are provided for practice as team members, team leaders and in intensive care nursing areas. Four lecture hours and sixteen lab hours in community agencies each week. Lab fee required.

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

Ornamental Horticulture

These courses do not apply toward a degree.

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 lecture 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 lecture 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 lecture 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 lecture 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 lecture 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 lecture 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 lecture 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 lecture hours.

ORH 0111 Ornamental Horticulture Practices I 2 cr.
Pre or corequisite: ORH 0101. The practical application of field exercises associated with plant growth, identification, propagation, and nutrition. Eight laboratory hours.

ORH 0112 Ornamental Horticulture Practices II 2 cr.
Pre or corequisite: ORH 0102. The practical application of field exercises associated with horticulture tools and equipment. Eight laboratory hours.

ORH 0113 Ornamental Horticulture Practices III 2 cr.
Pre or corequisite: ORH 0103. The practical application of field exercises associated with plant growing media and fertilizers. Eight laboratory hours.

ORH 0114 Ornamental Horticulture Practices IV 2 cr.
Pre or corequisite: ORH 0104. The practical application of field exercises associated with the propagation and production of ornamental plants, citrus, flowers, and landscape trees. Eight laboratory hours.

ORH 0115 Ornamental Horticulture Practices V 2 cr.
Pre or corequisite: ORH 0105. The practical application of 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 laboratory hours.

ORH 0116 Ornamental Horticulture Practices VI 2 cr.
Pre or corequisite: ORH 0106. 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 laboratory 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 laboratory 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 merchandising are stressed. Eight laboratory hours.

Paramedics

EMT 1101C Fundamentals of Emergency Medical Care 5 cr.
Prerequisite: American 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/EMT. Successful completion of this course qualifies the student to take the Florida Certification Examination for EMT. Seven class hours.

EMT 1188C Paramedics I 12 cr.
Prerequisite: EMT 1101C. Pre or corequisite: 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. Twelve 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 neo-natal 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 conjunction with EMT 1188C. Six class hours.

EMT 1826L Paramedics Laboratory II 9 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 conjunction with EMT 1288C. Eighteen class hours.

EMT 1946 Paramedics Internship 9 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 class hours.

HSC 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.

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

PEL 1342L Intermediate Tennis 1 cr.
Prerequisite: 1341L or consent of instructor. Designed for students who have acquired the basic skills of the game and desire to improve those skills. Emphasis will also be given to developing tennis strategies. Two class hours.

PEL 1421L Handball I 1 cr.
A co-educational course for beginners with instruction in the history, physical and social values, rules of the game, skill techniques, and basic playing strategies. Two class hours.

PEL 1422L Handball II 1 cr.
Prerequisite: PEL 1421L or consent of instructor. An intermediate co-educational course in handball with emphasis on actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

PEL 1441L Racquetball I 1 cr.
A co-educational course for beginners with instruction covering the history, physical and social values, rules of the game, skill techniques, and basic playing strategies. Two class hours.

PEL 1442L Racquetball II 1 cr.
Prerequisite: PEL 1441L or consent of instructor. An intermediate co-educational course in racquetball with emphasis on actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. 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.

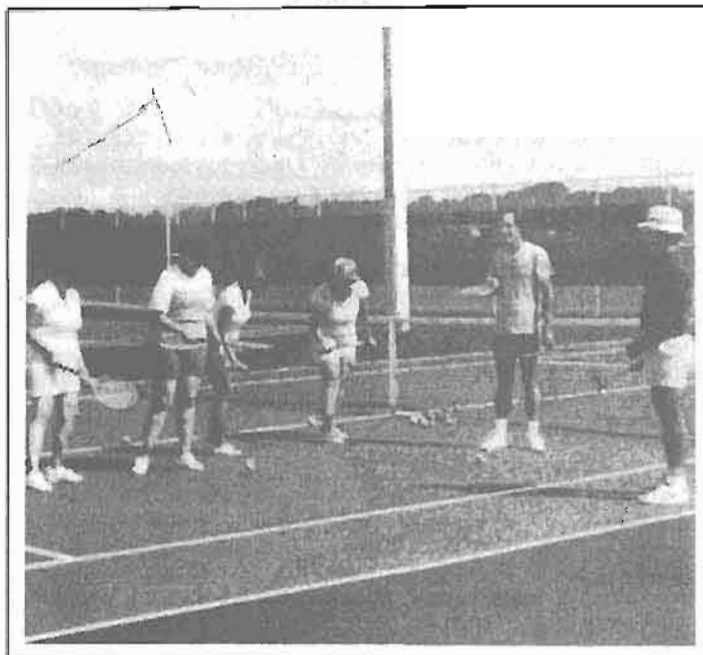
PEL 2342L Advanced Tennis 1 cr.
Prerequisite: PEL 1341L, PEL 1342L, or consent of instructor. An advanced course in tennis with emphasis on mastery of actual game and match situations. A thorough review of all tactics, strokes, and strategies of the sport will be stressed. Two class hours.

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.

PEO 2003C Sports Officiating 1-3 cr.
This course introduces the student to rules of sports and to the techniques of officiating for those activities. Activities covered are baseball, basketball, and softball. Activities will be assigned as modules: Module A: Baseball; Module B: Basketball; Module D: Softball. Each module carries one hour of credit and requires two class hours. Modules will be scheduled in conjunction with seasonal activities.



Physical Science

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

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

PSC 1512 Energy Systems and Natural Resources 3 cr.
A study of our energy fuels and other natural resources, their use, economics and supply. The methods of resource recovery and processing, along with the associated environmental effects will be included. Field trips. Three class hours.

Physics

PHY 1023C General Physics I 4 cr.
Pre or corequisites: MAC 1114 and MTB 1322. Subject matter includes mechanics, heat, and sound. This course is designed for students not majoring in the physical sciences. Five class 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. Five class hours.

Plumbing and Pipefitting

These courses do not apply toward a degree.

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 are included. Four lecture 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 lecture 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 lecture hours.

BCT 0504 Plumbing Principles IV 2 cr.
The principles involved in maintaining plumbing systems. Removing and cleaning of obstructions from lines and drains, repairing of water closets, showers, water faucets, replacing pressure control switches on water tanks, and installing a prefabricated air chamber in a water supply line are included. Four lecture hours.

BCT 0505 Plumbing Principles V 2 cr.
The principles involved in blueprint reading and building specifications. Inspection of a plumbing system for compliance with codes and specifications is included. Four lecture 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 into the curricula. Four lecture 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 lecture 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 lecture 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 laboratory 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 is included. Eight laboratory 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 laboratory 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 laboratory 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 laboratory 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 and securing horizontal and vertical lines to various construction material surfaces with hangers are included. Eight laboratory 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 laboratory 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 laboratory hours.

Political Science

INR 2002 World Perspectives: An Introduction to International Relations 3 cr.
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. 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 the 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, pre-school, 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 crises of life encountered between the ages of 18 and 50. Three class hours.

DEP 2931 Parent and Child Interaction 3 cr.
This course is designed to give the student the background underlying parent-child communication skills. Materials from several disciplines—communication theory, psychology, sociology, and child development—are incorporated. 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/her 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 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 rapid changes of the future. The concept of "Future Shock" will be thoroughly explored. Students will attempt to understand and devise creative approaches to solve some of the world-wide problems such as pollution, population explosion, knowledge expansion, and the interdependence of the various nations of the world. Students will learn how to create alternative futures by using creative thinking techniques and imagination. Methods of forecasting such as the Delphi and Scenarios will be studied, analyzed and used in forecasting possible futures. Three class hours.

Reading

EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction 3 cr.
See Education.

REA 1105 College Reading Techniques 3 cr.
This basic reading course is designed to develop and improve college reading skills, stressing proficiency in comprehension, flexibility of rate, study skills in subject areas, test-taking competence, and vocabulary improvement. Practice with specialized equipment and materials is provided. Recommended for the average student who wishes to improve his/her reading potential. Three class hours.

***REA 9000 Reading Laboratory** 4 cr.
See Developmental Studies.

RED 2310 Current Approaches In Teaching Reading 3 cr.
See Education.

Real Estate

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

REE 1030 Real Estate Salesmanship 3 cr.
Prerequisite: REE 1000. A practical course for the salesman. Topics include personal attitude and appearance, obtaining and servicing listings, advertising and prospects, showing properties, obtaining offers, closing techniques, personal referrals, and opportunities in real estate sales specialization. Three class hours.

REE 1100 Real Estate Appraisal 3 cr.
This is an intensive course to impart a broad understanding of real property appraisal concepts and to teach technical skills employed in their application to residential properties. It is designed to give the experienced real estate person 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 broker's examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required). Three class hours.

REE 2091 Current Issues In Real Estate 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 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.

REE 2441 Florida Real Estate Land Titles 3 cr.
This course covers the history of Florida titles, abstracts and researching, conveyances and encumbrances, title insurance, escrows and closings, land descriptions, and various legal problems affecting land titles today. 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 teaching 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 expression in the Old Testament, studied from a conservative theological viewpoint. The historical setting, authorship, dates, development, and content of the Old Testament documents are covered. Three class hours.

REL 2243 New Testament 3 cr.
A study of the life and teaching of Jesus, and of the beginnings of church life and thought as reflected in the New Testament. Three class hours.

Small Gas Engines

These courses do not apply toward a degree

AER 0371 Small Gas Engines Principles 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 lecture hours

AER 0381 Small Gas Engines Practices 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 laboratory hours.

AER 0372 Small Gas Engines Principles II 2 cr.
An introduction to the principles of operation of internal combustion engines. Emphasis will be on four cycle engines, ignition theory, carburetor theory and trouble-shooting. Four lecture hours.

AER 0382 Small Gas Engines Practices 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 laboratory hours

AER 0373 Small Gas Engines Principles III 2 cr.
An introduction to the principles of operation of two cycle internal combustion engines. Emphasis will be on tune-up and trouble-shooting procedures. Four lecture hours.

AER 0383 Small Gas Engines Practices 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 laboratory hours.

AER 0374 Small Gas Engines Principles 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 lecture hours.

AER 0384 Small Gas Engines Practices 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 laboratory hours

AER 0411 Small Gas Engines Principles 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 lecture hours.

AER 0431 Small Gas Engines Practices 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 laboratory hours.

AER 0377 Small Gas Engines Principles VI 2 cr.
To gain knowledge of the two-stroke engine as applied to chainsaw repair. Includes ignition, carburetion, lubrication, accessories, and construction of engine necessary for operation. Four lecture hours.

AER 0387 Small Gas Engines Practices VI 2 cr.
To provide experience in disassembly, inspection, repair, assembly and operation of the basic components of the chainsaw. Includes ignition, carburetion, chain repair and overhaul practices. Eight laboratory hours.

AER 0601 Small Gas Engines Principles VII 2 cr.
Covers basic motorcycle engine construction, assembly, disassembly to include ignition, carburetion, transmission, wheel repair, wiring and trouble-shooting. Four lecture hours.

AER 0611 Small Gas Engines Practices VII 2 cr.
To provide experience in motorcycle repair including ignition, carburetion, transmission, wheel repair, wiring and trouble-shooting. Eight laboratory hours.

AER 0271 Small Gas Engines Principles VIII 2 cr.
Fundamentals of small gas engine shop operation. Includes using a parts inventory, organizing and planning, selling small engines, supervising other employees, and customer relations. Four lecture hours.

AER 0275 Small Gas Engines Practices 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 laboratory hours.

Sociology

MAF 1002 Families in Transition 3 cr.

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

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 to 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, casual 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 hours.

SOW 1020 Introduction to Social Welfare 3 cr. See Human Services

Spanish

SPN 1100 Beginning Spanish 3 cr.

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

SPN 2240 Spanish Conversation 3 cr.

Prerequisite: SPN 1200, or consent of instructor. A continuation of SPN 1200. This course provides intensive study and drill in Spanish pronunciation, listening comprehension, and development of conversational skills. Three class hours.

Speech

JOU 2100 Journalistic Writing and Reporting 3 cr. See English.

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.

Teacher Aide

EDG 1315 Preparation of Instructional Materials 3 cr.

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

EDG 1316 Tutoring Management and Techniques 3 cr.

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

EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction

3 cr.

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

EDG 1318 Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction

3 cr.

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

EDG 1942 Teacher Aide Practicum

3 cr.

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

Welding

These courses do not apply toward a degree

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 lecture 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 lecture 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 are covered. Four lecture 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 lecture 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 lecture 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 lecture hours.

MTR 0057 Welding Principles VII

2 cr.

Emphasizes the principles involved in the operating of Metallic and Tungsten Inert Gas Welding Equipment (MIG, TIG). Four lecture 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 lecture 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. Eight laboratory hours.

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 laboratory hours.

MTR 0063 Welding Practices III

2 cr.

Pre or corequisites: 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 laboratory 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 laboratory hours.

MTR 0065 Welding Practices V

2 cr.

Pre or corequisites: MTR 0054, MTR 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 laboratory hours.

MTR 0066 Welding Practices VI

2 cr.

Pre or corequisites: 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 laboratory 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 laboratory hours.

MTR 0068 Welding Practices VIII

2 cr.

Pre or corequisites: 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 laboratory hours.

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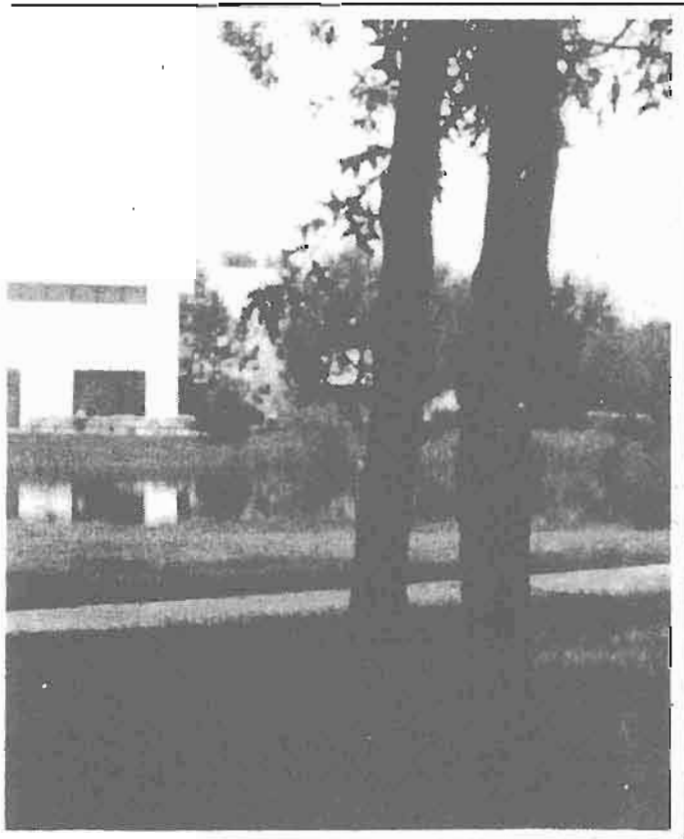
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