

# PASCO-HERNANDO COMMUNITY COLLEGE

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



## DISTRICT OFFICE

2401 County Road 41 North  
Dade City 33525-7599  
904/567-6701

## NORTH CAMPUS

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

## EAST CAMPUS

2401 County Road 41 North  
Dade City 33525-7599  
904/567-6701

## WEST CAMPUS

7025 Moon Lake Road  
New Port Richey 34654-5199  
813/847-2727

## SPRING HILL CENTER

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

## GOWERS CORNER COMMUNITY EDUCATION FACILITY

c/o East Campus  
2401 County Road 41 North  
Dade City 33525-7599  
813/996-5080

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

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

## PASCO-HERNANDO COMMUNITY COLLEGE

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1989-1990

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2401 County Road 41 North  
Dade City, FL 33525-7599

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, marital status, 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

James H. Sasser, Chair  
David D. Sasser, Vice Chair

Mark Browning  
Myra W. Loftin  
L. Brant Blessing

Harold Vinecour  
Marc Bowman  
Gregory G. Gay  
Teresa Guerrero

Ander P. Gibbs, Board Attorney

## ADMINISTRATION

Milton O. Jones .....President  
Robert W. Judson, Jr. ....Vice President of Educational Services  
Robert S. Austin, Jr. ....Vice President of Business Services  
Omar H. Ergle, Jr. ....Provost, North Campus and  
Director Vocational/Technical Programs  
L. Kim Porter .....Provost, West Campus  
Michael G. Rom .....Provost, East Campus  
Sylvia M. Thomasson .....Dean of Student Services  
Sherry C. Thomas-Dertke .....Director of Institutional Research  
Harlow E. Kendig, Jr. ....Director of Management Information Services  
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Glenda Rodgers .....Director of Division of Arts & Letters  
Thomas Floyd .....Director of Division of Science & Mathematics  
William Moses .....Director of Division of Business  
Martha Price .....Director of Division of Health Sciences  
Larry Eason .....Assistant Dean of Instruction, East Campus  
Paul Szuch .....Assistant Dean of Instruction, North Campus  
John R. Griffith .....Director of Development

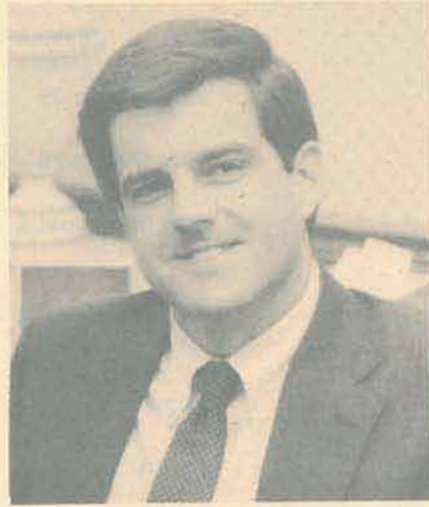
## RESOLUTION

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

# THE DISTRICT BOARD OF TRUSTEES



**James Sasser**



**David Sasser**



**Brant Blessing**



**Marc Bowman**



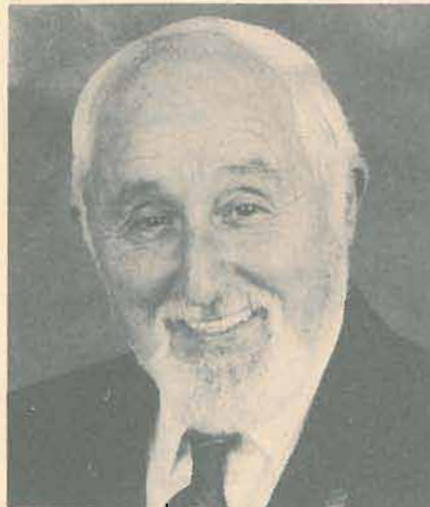
**Mark Browning**



**Gregory Gay**



**Myra Loftin**



**Harold Vinecour**



**Teresa Guerrero**

# PASCO-HERNANDO COMMUNITY COLLEGE

## COLLEGE CALENDAR

### 1989-90

Activity	Session I Fall	Session II Winter
Advisement of Continuing Students .....	July 17-July 25	November 13-November 22
Orientation of New Students .....	July 17-July 25	November 13-November 22
Advisement of All Students .....	July 26-August 8	November 27-December 12
Registration of All Students (By Appointment) .....	August 9-August 22	December 13-December 22 January 2-January 4
Faculty Reports .....	August 17	January 3
Classes Begin .....	August 23	January 5
Late Registration, Drop/Add .....	August 23-September 1	January 5-January 16
CLAST Registration Deadline .....	September 8	February 9
No Classes .....	November 11	
Applications Due for End of Term Graduation .....	September 14	January 19
Last Day - Drop/Add .....	September 1	January 16
Last Day to Use Book Authorizations .....	September 15	January 22
CLAST Review .....	September 23	February 24
First Financial Aid Disbursement .....	September 29	February 12
CLAST Test Administration .....	October 7	March 10
Progress Grades Distributed to Students .....	October 16-October 20	February 26-March 2
Last Day to Withdraw or Change to Audit .....	October 27 (by 4 p.m.)	March 9 (by 4 p.m.)
Second Financial Aid Disbursement .....	November 3	March 23
Last Day of Classes .....	December 18	April 30
Last Day for Faculty, Grades turned in by 4:30 p.m. ....	December 19	May 1
Graduation .....		May 1
Holidays: Labor Day	September 4	
Veterans Day	November 10	
Thanksgiving	November 23-November 25	
Winter Break	December 22-January 1	
Martin Luther King's Birthday		January 15
Spring Break		April 13

# PASCO-HERNANDO COMMUNITY COLLEGE

## COLLEGE CALENDAR

### 1989-90

Activity	Session IIIA Summer	Session III B Summer	Session III
Advisement of Continuing Students .....	April 16-April 20		
Orientation of New Students .....	April 16-April 20	June 4-June 7	
Advisement of All Students .....	April 23-April 27	June 11-June 14	
Registration of All Students (By Appointment) .....	April 30-May 4	June 18-June 21	April 30-May 4
Faculty Reports .....	May 8	June 22	May 4
Classes Begin .....	May 9	June 25	May 9
Late Registration, Drop/Add .....	May 9-May 11	June 25-June 28	May 9-May 11
CLAST Registration Deadline .....	May 4	May 4	
Applications Due for End of Term Graduation .....	May 16	July 2	July 2
Last Day - Drop/Add .....	May 11	June 28	May 11
Last Day to Use Book Authorizations .....	May 18	July 5	May 18
CLAST Review .....	May 19	May 19	
First Financial Aid Disbursement .....	June 14	August 3	June 14
CLAST Test Administration .....	June 2	June 2	
Last Day to Withdraw or Change to Audit .....	June 4	July 23	July 6
Last Day of Classes .....	June 20	August 6	<u>August 6</u>
Last Day for Faculty, Grades Due to Provost by 4:30 P.M. ....	June 21	August 7	August 7
Holidays: Memorial Day	May 28		May 28
Independence Day		July 4	July 4

# FOUNDATION BOARD OF DIRECTORS

## EXECUTIVE COMMITTEE

**Chair** ..... Roy B. Bain  
**Vice Chair** ..... David Class  
**Secretary** ..... Milton O. Jones, Ph.D.  
**Treasurer** ..... Wayne L. Cobb

### Members at Large

Marc W. Bowman	Alric C.T. Pottberg
Wayne R. Coulter	Donald K. Vierling, M.D.
Hugh C. McGeehan	Roland D. Waller
Edward A. McNally	

## Directors

Henry A. Ash	Richard E. McGee, Sr.
Robert A. Barnett	Charles B. McKenzie, Jr.
Lee G. Brown, CPA	Andrew Oravec, Jr.
Stephen D. Carle	Joseph J. Piermatteo
Judy M. Case	Michael A. Prilliman
Lorenzo E. Coffie	Mary E. Snell
Ander P. Gibbs	Gerald W. Springstead, D.D.S.
Dick Jarrett	Randy Swift
Niles H. Kinnunen, D.D.S.	James K. Tabb, Jr.
Charles Luckie, Jr.	Ronald G. Thornton
John W. Mann	William M. Tingley
William E. McGavern	Herman A. Vidal



Dr. Milton O. Jones, President





**Dr. Robert W. Judson, Jr.**  
Vice President



**Robert S. Austin, Jr.**  
Vice President of Business Services



**Dr. Omar H. Ergle, Jr.,** Provost, North Campus and  
Dean of Vocational/Technical Programs



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



**Dr. L. Kim Porter**  
Provost, West Campus



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

# 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. The Charles E. Conger Library, 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 include a Library, 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. The Alfred A. McKethan Library, an Occupational Laboratory Building and physical education facilities have been added. In addition, a small center was located in the growing Spring Hill area in 1979.

In February of 1985 a Community Education Facility was opened at Gowers Corner. This facility is used to house the Pasco-Hernando Community College Police Academy and trains law enforcement officers for all law enforcement agencies throughout Pasco County.

## Accreditation

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

## 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 our world, and for the development of the individual to become a more responsible citizen in our ever-changing society.

## Objectives

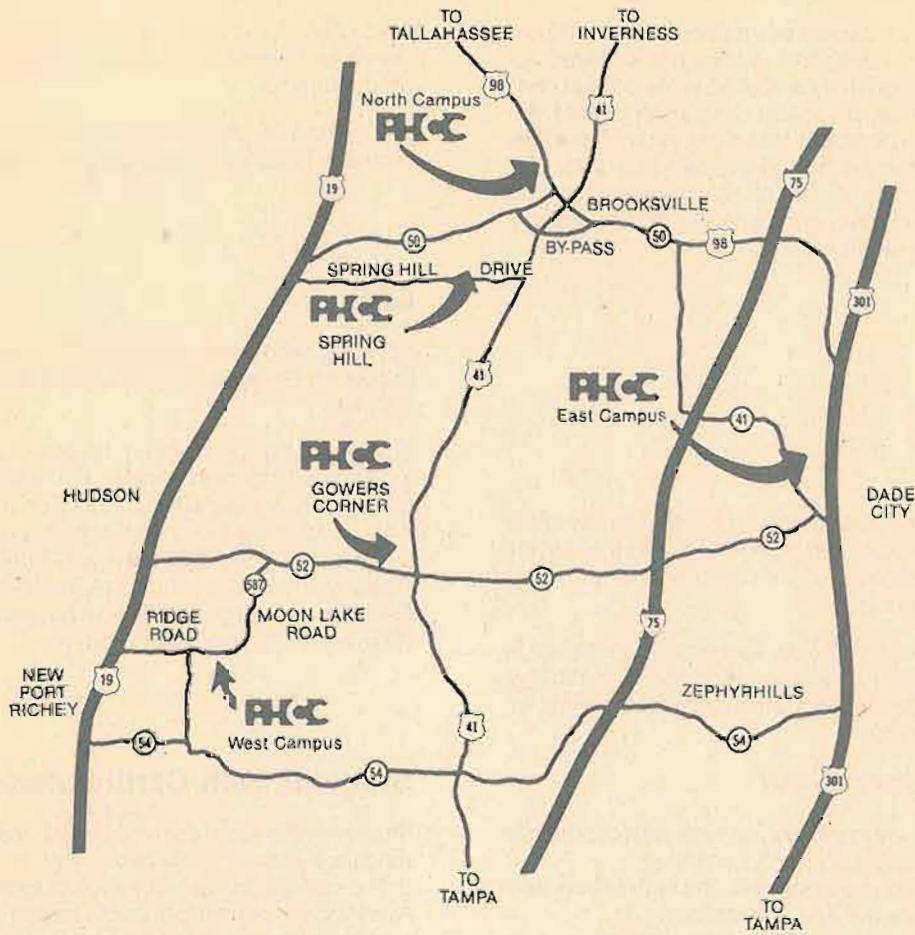
Pasco-Hernando Community College shall provide:

- A. The first two years of postsecondary instruction which lead to the baccalaureate degree;
- B. Comprehensive vocational education programs which prepare students for employment in business, industry, and service occupations;
- C. Adult vocational and continuing education;
- D. Community instructional opportunities for cultural enrichment and personal development.

## 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.** For graduation purposes, a student has the option of remaining under the catalog provision in effect at the time of initial enrollment at the college or any subsequent catalog, provided that the catalog is no more than three (3) academic years old in the term that the student meets all graduation requirements.





### North Campus

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

### West Campus

7025 Moon Lake Road  
 New Port Richey, Florida 34654-5199  
 (813) 847-2727

### East Campus

2401 County Road 41 N.  
 Dade City, Florida 33525-7599  
 (904) 567-6701

### Spring Hill Center

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

### Gowers Corner Community Education Facility

c/o East Campus  
 2401 County Road 41 North  
 Dade City, Florida 33525-7599  
 (813) 996-5080

# 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. Applicants should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by Rules of the District Board of Trustees. All candidates must complete the official 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 (required before registration each semester)
- An Early Admission Form approved by the high school principal (required before the first registration)
- A Dual Enrollment Form approved by the high school principal (required before registration each semester)

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

### Delayed Admission

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

### 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 (GED) will be admitted in good standing.

Students who are at least 19 years of age and have not graduated from high school, but who satisfy all other requirements, are eligible for admission in good standing to the college. Admission to limited-access programs may, however, be limited by state law, state and federal regulations, or by Rules of the District Board of Trustees of Pasco-Hernando Community College. Students who have not completed their GED will be encouraged to do so.

### Students with Certificates of Completion

Students who have received Certificates of Completion or Attendance from a Florida public high school may be admitted to the college, but are not eligible to enter the Associate in Arts Program or limited-access programs. An official transcript sent from the high school directly to the Records Office must be received prior to admission to the college.

### Transfer Students

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

## Admission to Programs of Acceleration

Pasco-Hernando Community College has established several ways for a high school and/or college student to earn a degree at an accelerated pace. These are:

## Transient Students

A P-HCC student may be enrolled at another institution as a transient student by securing permission from the Assistant Dean of Student Services. This procedure is necessary to assure the acceptance of credit involved.

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

## Dual Enrollment/College

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

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

## Dual Enrollment/High School

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

## Early Admission

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

## Admission to the AA Degree Program

To enter the AA degree program, a high school graduate who has graduated after August 1, 1987, must have four (4) years of secondary school English, three (3) years of secondary school mathematics, three (3) years of secondary school science, and three (3) years of secondary school social studies.

Graduates of public schools in Florida have been required to meet these requirements. Those who have satisfactorily completed the Florida GED test are usually considered to have met these requirements.

Graduates of private or out-of-state high schools may meet the requirements by supplying an official transcript. Those whose transcripts do not indicate compliance may meet the requirements by taking and satisfactorily completing appropriate Level 1000 and 2000 Level courses at P-HCC. Each three-semester-hour 1000 and 2000 Level P-HCC course is equivalent to one year of secondary school study. Upon completion of the admission requirements, the student may enter the AA program provided all other admission criteria have been satisfied.

When the student supplies an official transcript indicating high school graduation, or a letter from a high school official indicating that graduation requirements have been met, the student may enter P-HCC or have credits transferred to another college.

## Credit Bank

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

## Advanced Placement

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board as outlined in District Board of Trustees Rule 6Hx19-3.24. These examinations must be taken prior to enrolling in the college, except for Credit Bank students. (See Page 29.)

## Credit-by-Examination

A student who is competent in a subject approved for Credit-by-Examination may receive credit for it by passing a comprehensive examination administered by the college. (See Page 29.)

A grade of satisfactory ("S") will be awarded for the successful completion of exam scores of "A," "B," or "C." A grade of unsatisfactory ("U") will be awarded for exam scores of "D" or "F."

## College Level Examination Program (CLEP)

Up to 30 hours of credit may be awarded upon satisfactorily completing the CLEP General Examination at the 50th percentile or above. These credits are awarded on the basis of knowledge gained prior to college or university study in the subject area. Additional semester hours of credit may be awarded for CLEP Subject Examinations if scores are at or above the percentile specified in the Rules of the State Board of Education. (See Page 29.)

## Admission to Programs and Courses

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

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

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 or an associated Certificate Program.

## Required Documents

Supporting documents are required to enter the following programs:

1. Associate in Arts: High school diploma or its equivalent, except as provided in FS 240.115 (4); and an official transcript sent to the Records Office by each college or university attended.
2. Associate in Science and Certificate Programs: An official transcript from each college or university attended sent directly to the Records Office. Students 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. Vocational Certificate Programs: An official transcript from each college or university attended sent directly to the Records Office. Students must also have a high school transcript, GED scores, or other documentation of ability to benefit from training sent directly to the Records Office.

All transcripts and GED scores should be mailed directly from the granting institution or agency to the student's home campus.

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

## Admission to Specialized Limited Access Health Programs

Admission to the Nursing Programs and Emergency Medical Services/Paramedics Programs is restricted to students selected by the Admissions Committee for Special Programs. All minimum requirements **must be fulfilled** prior to the following established deadlines for the respective program in order to be considered for that program:

Certificate in Practical Nursing	—	July 15
Associate in Science in Nursing (LPN Track)	—	End of Session II
Associate in Science in Nursing (Generic Track)	—	July 15
Emergency Medical Services/ Paramedics Program	—	August 1
Dental Assisting	—	August 1

Admission to the college does not imply acceptance into any of the above-mentioned Programs. Students are selected to enter in Session I of each year for the Associate Degree Nursing Program (Generic Track), Emergency Medical Services/Paramedics Programs and the Practical Nursing Program. Students are selected to enter in Session III/IIIB of

each year for the Associate Degree Nursing Program (Licensed Practical Nurse Track).

Information about applications can be obtained from any P-HCC campus or from the Allied Health Offices.

## Nursing Programs

### Application and Admission Requirements

1. Receipt of completed college application, including required fee, by the District Records Office, West Campus.
2. Receipt of completed Nursing Program application by the Health Programs Office, West Campus.
3. Receipt of official high school transcript, including graduation, or GED scores or equivalent, by the District Records Office, West Campus. (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.) **It is the responsibility of the applicant to request all transcripts well in advance of the established application deadline dates (see Admission to Specialized Limited Access Health Programs on this page).**
4. Receipt of official college transcript from every college attended, other than P-HCC, by the District Records Office, West Campus. **It is the responsibility of the applicant to request all transcripts well in advance of the established application deadline dates.**
5. Receipt of a copy of current Florida LPN license by Director of Admissions/Records at West Campus (ADN, LPN Track Only).
6. Cumulative grade-point average (GPA) of 2.0 as of the application deadline date.
7. Completion of required nursing prerequisite courses, with a grade of "C" or better, by the application deadline date.
8. Successful achievement on the National League of Nursing Pre-Admission examination with a minimum score of 40th percentile prior to deadline date.
9. Completion of the TABE Basic Skills Test (Certificate in Practical Nursing Program only).
10. All materials in Items 1 through 5 must be received, and Items 6 through 8 must be satisfied, by the application deadline date.

### Selection Procedures

1. Applicants who meet minimum requirements as of deadline dates will be rank ordered, highest to lowest, on a composite score devised by multiplying the GPA on prerequisite courses by the NLN percentile score.
2. Sixty (60) candidates and twenty (20) alternates will be selected for the Associate in Science in Nursing - Generic Track Program; up to twenty-four (24) candidates and five (5) alternates will be selected for the Certificate in Practical Nursing Program.

Admission into the Associate Degree in Nursing Program (Licensed Practical Nurse Track) by Practical Nurses (LPNs) licensed to practice in the state of Florida is on a space-available basis (Limited Access Program). In addition to fulfilling all basic entrance requirements for the Nursing Program by the established application deadline dates, preference in the selection process will be given in the following order:

1. LPNs who graduated from the P-HCC Practical Nursing Pro-

gram. (A minimum cumulative grade-point average (GPA) of 2.0 is required.)

2. LPNs with at least two years' experience in a health care facility within the past five years.

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

### Acceptance Procedures

Applicants will be notified in writing of their selection as candidates or alternates. Student and alternate selection is conditional and is dependent on the following:

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

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

## Paramedics Certificate Program

### Application and Admission Requirements

1. Completed college application including required fee.
2. Completed Paramedic Program Application.
3. Official high school transcript including graduation or GED scores or equivalent and official college transcripts from every college attended other than P-HCC. A partial transcript will be accepted if the applicant is currently

enrolled as a high school senior or attending another institution. A complete official transcript must be submitted prior to enrollment in the program. **It is the responsibility of the applicant to ensure that all transcripts have been received prior to the established deadline dates.**

4. Cumulative college grade-point average (GPA) of 2.0 as of the application deadline.
5. Receipt of a copy of current Florida EMT licensure by Director of Admissions/Records at West Campus.
6. Completion of the TABE.
7. Completion of a qualifying examination with a grade of "C" or better prior to the established deadline date.

### Selection Procedures

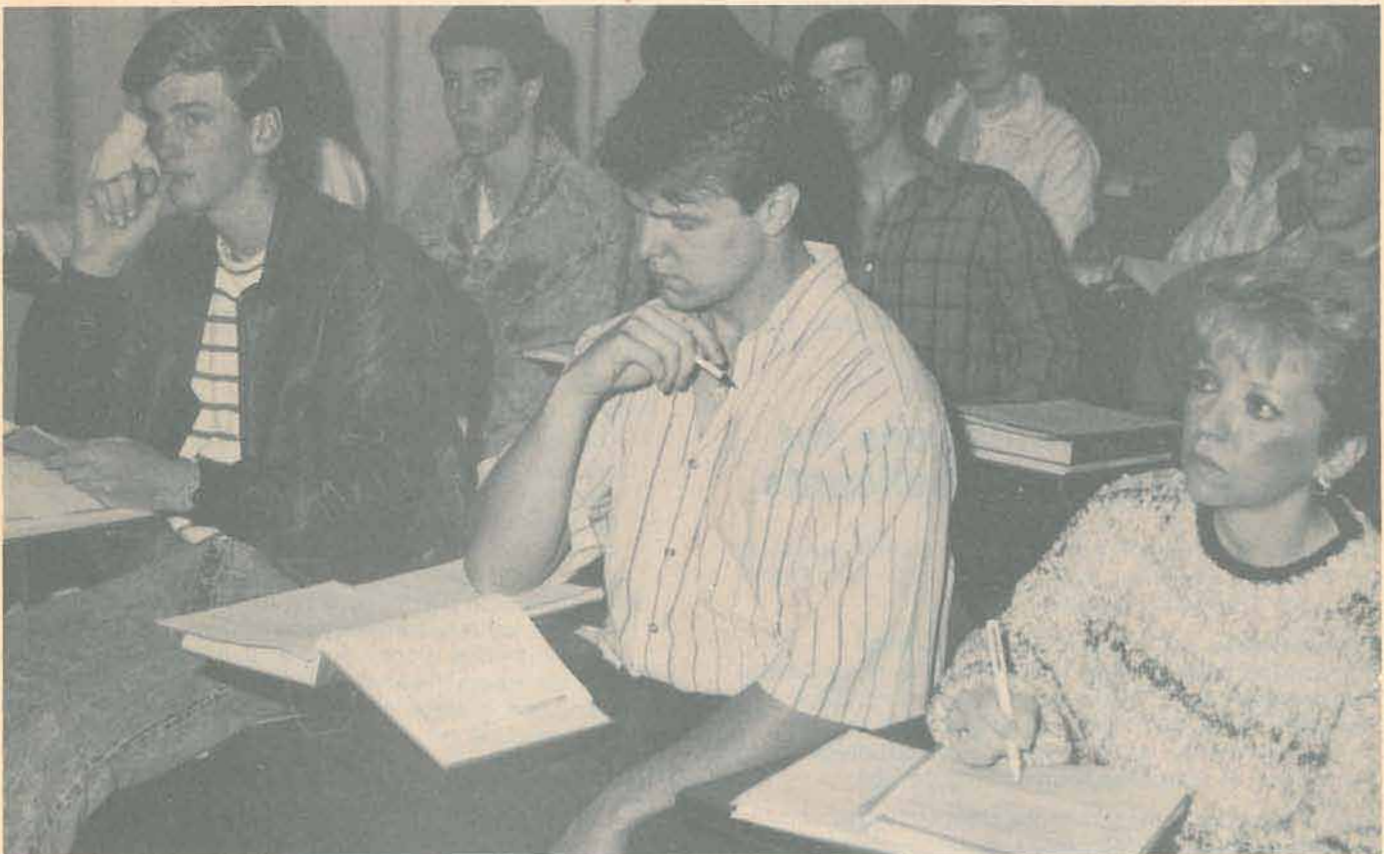
Residents of Pasco and Hernando counties will have preference over out-of-district residents.

1. Applicants that meet minimum requirements as of deadline dates will be rank-ordered, highest to lowest, on the qualifying examination scores.
2. Applicants for first-time entry into a Paramedic Program will be considered first.
3. Applicants for repeat of a Paramedic Program resulting from non-achievement of state licensure will be considered second.
4. Twenty (20) to thirty (30) candidates and five (5) alternates will be selected for the program.

### Acceptance Procedures

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

1. Receipt of the candidate's written statement of acceptance or rejection in the Records Office by date specified in the letter of notification.
2. Certification of good health by submission of results of a physical examination conducted by a physician or a Reg-



istered Nurse Practitioner on the first day of classes.

3. Registration and payment of fees at the time and place specified by the Allied Health Office.

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

## Dental Assisting Program

### Application and Admission Requirements

Admission to the Dental Assisting Program is restricted to students selected by the Admissions Committee for Special Programs. All minimum requirements for admission must be fulfilled prior to the established deadline for the program.

Admission Application Deadline Date: August 1st.

Minimum requirements for consideration of the applicant are:

1. Completed college application, including required fee, to be received by the Records Office, West Campus.
2. Completed Dental Assisting Program Applications to be received by the Health Programs Office, West Campus.
3. Official transcripts from every college attended, other than P-HCC.
4. Completion of the TABE Basic Skills Test with a minimum grade level of 10th grade in Reading and 8th grade in English and Mathematics.
5. Completion of the Manual Dexterity Test with a minimum score of 50%.

### Selection Procedures

1. Residents of Pasco and Hernando Counties will have preference over out of district residents.
2. Twenty (20) candidates and five (5) alternates will be selected for the program.

### Acceptance Procedures

Applicants will be notified in writing of their selection as candidates or alternates. Student and alternate selection is conditional and is dependent on the following:

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

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

## Minimum Qualifications for Linkage Program Applicants

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

Dental Hygiene at St. Petersburg Junior College  
Physical Therapist Assistant at St. Petersburg Junior College  
Nuclear Medicine at Hillsborough Community College  
Radiation Therapy at Hillsborough Community College  
Respiratory Therapy at St. Petersburg Junior College  
Sonography at Hillsborough Community College

Each of these programs admits one class each year, is limited to Florida residents, and allocates a specific number of spaces

to Pasco-Hernando Community College. Applications must be submitted to a counselor on one of the Pasco-Hernando Community College's campuses prior to the application deadline of the program for 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.

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

Also available on a limited enrollment basis to applicants from Pasco-Hernando Community College is the Radiology Program at St. Petersburg Junior College through a consortium agreement. Minimum qualifications for participation in a consortium agreement differ from those of a Linkage Program, and interested P-HCC students must have a counselor interview prior to enrollment.

## Minimum Qualifications for the Cosmetology 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 Cosmetology Program provided they have met the requirements of the State Board of Cosmetology and provide the documentation listed on page 14 under Required Documentation.

## Application Procedure

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

### North Campus

Director of Admissions/Student Records  
Pasco-Hernando Community College  
11415 Ponce de Leon Boulevard  
Brooksville, FL 33573-2098

### East Campus

Director of Admissions/Student Records  
Pasco-Hernando Community College  
2401 County Road 41 North  
Dade City, FL 33525-7599

### West Campus

Director of Admissions/Student Records  
Pasco-Hernando Community College  
7025 Moon Lake Road  
New Port Richey, FL 34654-5199

- A. The applicant should mail the application with a \$10 application fee to one of the addresses above or present it in person at any P-HCC counseling office. Florida residents seeking the reduced course fee must complete a residency affidavit, which may be executed at any P-HCC campus without notary fee.
- B. An application with fee must be submitted and the student must be formally admitted to the college before registration for courses is considered final. It is emphasized that this fee covers the administrative expenses incidental to admission, is unrelated to registration for courses, and is NOT normally refundable.
- C. Test scores are required for admission from all first-time-in-college degree-seeking students.
- D. The student will be notified of tentative acceptance as soon as possible after the application is received.



# FEES AND EXPENSES

All fees are subject to change based on implementation of FS 240.35.

## Course Fees

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

*Florida Resident/College Credit	\$24 per credit hour
*Non-Florida Resident/College Credit	\$48 per credit hour
*Florida Resident/Vocational Credit or Adult Vocational	\$13 per credit hour \$40 per clock hour
*Non-Florida Resident/Vocational Credit or Adult Vocational	\$26 per credit hour \$80 per clock hour
*Florida Resident/College Preparatory Credit	\$24 per credit hour
*Non-Florida Resident/College Preparatory Credit	\$48 per credit hour
*Florida Resident/Vocational Preparatory Credit	\$13 per credit hour
*Non-Florida Resident/Vocational Preparatory Credit	\$26 per credit hour
Late Registration	\$10

## Continuing Education

*Florida Resident/Non-Credit Vocational Supplemental Adult Vocational (Job Preparatory)	\$ .65 per contact hour \$ 40 per contact hour
*Non-Florida Resident/Non-Credit Vocational	\$1.30 per contact hour
Lifelong Learning (CEL)	\$ .25 per contact hour
**Workshops	\$5/\$10/\$15/\$20 per workshop
*Includes a five percent (5%) fee for financial aid, student activity and service fee	
**Based upon cost per workshop	

## Special Additional Fees

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
COS 1131, Cosmetology I	
Written Examination	\$30 per examination
Laboratory Examination	\$150 per examination
Diesel Mechanics, Courses Eligible for Credit-by-Examination	
Written Examination	\$30 per examination
Laboratory Examination	\$30 per examination
NLN Pre-Nursing Examination	\$20
Graduation	\$15
Laboratory (Courses Below)	\$5
BCT 1040    EET 2605C    ETD 1470C	
Laboratory (Courses Below)	\$15
APB 1203C    CAP 2803    CHM 2045C    COS 0133	
APB 1204C    CAP 2808    CHM 2046C    COS 0181	
ART 1300C    CET 2112C    CHM 2210C    COS 0182	
ART 1301C    CET 2121C    CHM 2211C    COS 0183	
ART 2510    CET 2123C    COP 2120    DEA 0700A	
ART 2520    CET 2341C    COP 2121    DEA 0700B	
BOT 1010C    CGS 1000    COP 2170    DEA 0700L	
BSC 1010C    CGS 1061    COP 2200    EET 1015C	
BSC 1011C    CGS 1570    COS 0131    EET 1025C	
CAP 2801    CHM 1025C    COS 0132    EET 2120C	

Laboratory (Courses Below) (Continued)	\$15
EET 2146C    ETD 1315C    NUR 2460C    PHY 1053C	
EET 2215C    ETD 1651C    NUR 2711C    PHY 1054C	
EET 2326C    MCB 2013C    OST 1721    PRN 0601	
EMS 1119C    NUR 1020C    OST 1722    PRN 0630	
EMS 2219C    NUR 1201C    PGY 1101C    PRN 0631	
EMS 2229C    NUR 1520C    PGY 1102C    ZOO 2010C	
EMS 2425    NUR 1710C	

Laboratory (Courses Below)	\$20
MTR 0120    MTR 0129    MTR 0135    PMT 0112	
MTR 0123    MTR 0131    MTR 0139    PMT 0122	
MTR 0128    MTR 0133    PMT 0106	

Nursing, Practical Nursing, Emergency Medical Services/ Paramedics, Cosmetology, Human Services, Dental, and Applied Sociology - Individual Professional Liability Insurance \$12.50 per year

Physical Education Courses PEL 1341 \$5

Basic Recruit, Police Standards Program  
Registration \$ .40 per contact hour  
Laboratory Fee \$156

Florida Real Estate Examination \$7

Returned Check \$5

Fee for Writing Validation (CLEP - See Page 29) \$30



# 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. Refunds after the end of the drop/add period are authorized only in event of a student's death, or when a scheduled course is cancelled by the college, or in the case of administrative error by the college. The fee for late registration shall not be refunded, except in instances where the only course in which the student is enrolled 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.

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

A claim for refund due to death will be in writing 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 third class meeting so long as the third 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.

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.

## Residency for Tuition Purposes

For the purpose of assessing registration fees, the following provisions of Florida Statute 240.1201, amended, effective July 1, 1985, will govern actions by the college:

"Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees in public community colleges and universities.

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

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

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his/her length of residence in the state and, further, shall establish that his/her presence or, if he/she is a dependent child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a more temporary residence or abode incident to enrollment in an institution of higher education.

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

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

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

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

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

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

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

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

(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

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

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his resident tuition status because he/she, or, if he/she is a dependent child,

his/her parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

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

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

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

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

If the applicant qualifies as a bona fide Florida resident, a notarized residency affidavit may need to 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

### What is Financial Aid?

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

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

### When Should A Student Apply?

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

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

- January 1, 1989 — Application period begins.
- April 1, 1989 — Deadline to apply to Florida Student Assistance Grant (FSAG) and most scholarships.
- June 1, 1989 — Priority deadline for financial aid applications. Applications received after June 1 will be considered in order of date received, provided funds are available.
- August 12, 1989 — Registration begins.
- August 24, 1989 — Classes begin.
- May 1, 1990 — Deadline to apply for Pell Grant (formerly Basic Grant).

### What Are The Application Procedures?

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

- 1988 U.S. Income Tax Record.
- W-2 Forms and other records of money earned in 1988.
- Records of non-taxable income such as veterans, social security and welfare benefits.
- Current bank statements.
- Current mortgage information.
- Records of medical and dental bills that were paid in 1988.
- Business and farm records.

The student will need this information to complete the Federal Financial Aid Application Form. When completing the application, do not estimate income information. Verification of the information that is entered on the application may be requested at a later date.

Any of the following forms may be used to apply for financial aid:

- **An Application for Federal Student Aid (AFSA)** may be used, if the student only wishes to apply for Federal Aid Programs.
- **A CSS Financial Aid Form (FAF) or an ACT Family Financial Statement (FFS)** should be completed by all students wishing to be considered for the Florida Student Assistance Grant and institutional programs. By filing one of these forms, the student will also be applying for the Federal Programs.

Upon completion of one of these forms, mail it to the appropriate agency for processing.

In order to apply for financial aid at Pasco-Hernando Community College, students must also complete the following steps:

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

Students must reapply each year. Financial aid awards are not automatically renewed. The following dates apply to the **1990-91** academic year.

- January 1, 1990 — Application period begins.
- April 1, 1990 — Deadline to apply for FSAG and most scholarships.
- June 1, 1990 — Priority deadline for financial aid.

### How Much Will It Cost To Attend P-HCC?

**All fees are subject to change based on implementation of FS 240.35.**

The following are estimated expenses based on enrollment of 14 semester hours per session for 2 semesters (8 months):

	Students living with parents	Students not living with parents
Tuition and Fees	\$ 672.00*	\$ 672.00*
Books and Supplies	320.00	320.00
Personal	1,346.00	1,346.00
Transportation	792.00	792.00
Room & Board	1,500.00	4,190.00
	<u>\$4,630.00</u>	<u>\$7,320.00</u>

\*Non-Florida Residents — add \$672.00 in Out-of-State Fees.

Allowances for Child Care Expenses, Handicap-related expenses (not provided by other agencies) and Additional Adjustments will be considered at the request of the student on a case-by-case basis.

## How Is Need For Financial Aid Determined?

If the FAF or the FFS is used to apply for financial aid and includes the appropriate processing fee, a need analysis will be conducted by the processor and the results will be sent to the college.

A **need analysis** is used to determine the amount that a student can afford to pay toward cost of attendance. It is a systematic way of measuring a family's ability to pay for educational costs and to determine the student's eligibility for financial aid.

In determining how much a student and his/her family can contribute, the need analysis takes into account family income, assets, student income, family size, number in college, and various other factors.

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

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

(Cost of attendance — expected family contribution = financial need — Example: \$4,492 — \$2,200 = \$2,292)

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

Approximately 6 to 8 weeks after sending the application to the processor, the student will receive a Student Aid Report (SAR). The student should take the SAR to the campus financial aid counselor. The counselor will let the student know whether or not he/she qualifies for financial aid and will forward the SAR to the district office for processing.

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

- All required forms and documents have formally been submitted.
- The student has been formally accepted for admission to the college as a regular student.
- The student enrolls in a program leading to a degree or certificate.
- Except as otherwise provided, the student enrolls for at least 6 hours per session.
- The student is not in default on a student loan nor owes a refund on a grant.
- The student makes satisfactory academic progress.
- The student meets the U.S. citizenship requirements and draft registration requirements.

An award letter will be sent to notify the student of financial aid award(s). If the student accepts the award(s), he/she will need to sign and return the award letter by the date indicated. If declining the award(s), the student should indicate such on the letter and return it.

## When Is Financial Aid Received?

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

Once these deductions have been made, the balance of the award(s) will be paid to the student in two equal disbursements (the first approximately 30 days and the second approximately 60 days after the start of the term). Students receiving Institutional or Foundation awards will not receive direct payments.

A student receiving a federal loan may pick up his/her check after he/she has registered and paid fees, and has attended class(es) for the session.

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

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

Students should know how the college determines whether or not satisfactory progress is being made and the consequences of unsatisfactory progress. The college's Standards of Academic Progress are listed on Page 27.

## What If A Student Audits/Drops/Withdraws From Class?

If a student audits/drops/withdraws from class and stopped attending the class(es) prior to the midpoint of the term, award(s) will be recalculated (based on the last day of attendance) to reflect this change in enrollment status. The following formula is used for this purpose:

$$\frac{\text{No. of days attended at full time} \times \text{full time award}}{\frac{1}{2} \times \text{no. of days in term}} + \frac{\text{No. of days attended at } \frac{3}{4} \text{ time} \times \frac{3}{4} \text{ time award}}{\frac{1}{2} \times \text{no. of days in term}} + \frac{\text{No. of days attended at } \frac{1}{2} \text{ time} \times \frac{1}{2} \text{ time award}}{\frac{1}{2} \times \text{no. of days in term}}$$

If the student has received funds in excess of the recalculated award or the actual cost of tuition and fees (whichever is greater), the student will owe a refund of the excess amount. (See also Standards of Academic Progress, Page 27.)

## What Is The College's Refund Policy?

The college's refund policy appears on Page 18. It is the responsibility of the student to review these policies and be aware of the steps to take to receive a refund.

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

Services to the handicapped are provided on a case-by-case basis at each campus. Alterations to campus physical facilities have been implemented on the basis of Section 504 evaluations. These evaluations were made jointly by administrators and handicapped students. Services and alterations are monitored by both campus and district office administrators.

## Where Can A Student Get Help?

Contact the campus financial aid counselor. Information on student assistance may be obtained from personnel and locations listed below:

EAST CAMPUS  
2401 County Road 41 North  
Dade City, FL 33525-7599  
(904) 567-6701

MATT HILLEN, Financial  
Aid Counselor  
DIANE SMITH, Financial  
Aid Clerk

NORTH CAMPUS  
11415 Ponce de Leon Blvd.  
Brooksville, FL 34601-2098  
(904) 796-6726

LISA SIMON, Financial  
Aid Counselor  
BEVERLY AUSBURN,  
Financial Aid Clerk

WEST CAMPUS  
7025 Moon Lake Road  
New Port Richey, FL  
34654-5199  
(813) 847-2727

LEE NOVAK, Financial  
Aid Counselor  
RUTH BOSBEN,  
Financial Aid Clerk

DISTRICT OFFICE  
7025 Moon Lake Road  
New Port Richey, FL  
34654-5199  
(813) 847-2727

WAYNE BODIFORD, Director  
of Financial Aid/Veteran  
Services  
TOM SZMYTKOWSKI,  
Financial Aid Specialist  
CINDRA AUGER, Secretary

Information on financial aid programs is also available through CHOICES.

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

## GRANTS AND SCHOLARSHIPS

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

### PELL GRANT

This is the largest of the Government's student aid programs, and is the starting point for most students seeking financial aid. Awards for the 1988-89 academic year will depend on the level of program funding.

#### How To Apply:

Forms are available from counselors.

1. Complete FAF or FFS or AFSA and mail to processor.
2. Complete Application for Admission and Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts (Transfer Students only).
4. Return Student Aid Report (SAR), which is sent from Pell Grant, to the campus financial aid counselor.
5. Application Period: January 1, 1989 — May 1, 1990.

#### Eligibility:

1. A student is eligible if he/she is admitted to the college as a regular student.
2. Enrolls for a minimum of 6 semester hours per session. Students meeting specific eligibility criteria will be eligible with less than six (6) semester hours.

3. Enrolls in an eligible degree or certificate program.
4. Is a U.S. citizen, national or permanent resident, and has met draft registration requirements.
5. Is making satisfactory academic progress.
6. Is not in default or overpayment on student loans or other aid.
7. Has financial need.

#### Selection of Recipients:

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

#### Determination of Awards:

Awards are based upon the following criteria:

1. The Student's Aid Index on the SAR.
2. The Student's Cost of Attendance.
3. The Student's Enrollment for the session.

#### Criteria For Continued Eligibility:

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

## SUPPLEMENTAL GRANT (SEOG)

An SEOG is not an entitlement, as is Pell Grant. There are no guarantees attached to it. Every year the college receives a set amount of money to use for SEOG's. When the money is gone, there are no more SEOG's for that year. That is why it is important to meet the college's financial aid deadline. Awards range from \$100 to \$4000 per year.

#### How To Apply:

1. Complete FAF, AFSA, or FFS and mail to processor.
2. Complete Application for Admission and Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts (Transfer Students Only).
4. Priority Deadline: June 1st.

#### Eligibility:

Eligibility requirements are the same as those for the Pell Grant.

#### Selection Of Recipients:

Selection is based on greatest financial need. Priority is given to students who apply before June 1st. Applications received after that date will be processed on a first-come/first-serve basis as funds permit.

#### Determination Of Awards:

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

#### Conditions For Continued Eligibility:

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

## FLORIDA ACADEMIC SCHOLARS' FUND

The Florida Academic Scholars' Fund was created by the 1980 Florida Legislature to award scholarships to students who demonstrate outstanding academic achievement and who wish to attend a Florida college.

### **How To Apply:**

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

### **Eligibility:**

A student is eligible if he/she:

1. Is a first-time-in-college student after July 31, 1982.
2. Scored 1200 or above on the Scholastic Aptitude Test or a composite score of 28 or above on the ACT Test and obtained a 3.5 grade-point average in high school academic subjects, or is recognized by the National Merit Scholarship Corporation as a scholar finalist.
3. Enrolls for a minimum of 12 semester hours per term.
4. Has been a resident of Florida for at least 24 consecutive months prior to graduation from high school.

### **Selection of Recipients:**

Awards will be made to qualified applicants, on a first-come/first-serve basis.

### **Determination of Awards:**

The amount of the award equals \$500 per academic year.

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

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

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

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

### **How To Apply:**

1. Complete FSAG section on FFS or FAF.
2. Application period: January 1 to April 1 of each year.

### **Eligibility:**

A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 12 semester hours per semester.
3. Has been a resident of Florida for at least 24 consecutive months.
4. Demonstrates financial need.

### **Selection of Recipients:**

Priority is given to:

1. Renewal students.
2. Students with greatest need.
3. Students who apply before April 1st.

### **Determination Of Awards:**

1. Financial need as determined by an approved need analysis.

2. Amount of award equals average tuition charge for two semesters at college (\$690.00).

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

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

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

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

## **PASCO-HERNANDO COMMUNITY COLLEGE SCHOLARSHIPS**

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

### **How To Apply:**

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

## **WORK STUDY**

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

### **CONDITIONS AND TERMS**

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

## COLLEGE WORK STUDY (CWS)

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

### How To Apply?

Application procedures are the same as those for Supplemental Grant.

### Eligibility:

A student is eligible if he/she:

1. Is admitted to the college as a regular student.
2. Enrolls in an eligible degree or certificate program.
3. Is a U.S. citizen, national or permanent resident, and has met draft registration requirements.
4. Has financial need.
5. Is maintaining satisfactory academic progress.
6. Is not in default or overpayment on previous aid received.
7. Enrolls for a minimum of 6 semester hours per session.

### Selection Of Recipients:

Selection is based upon financial need. Priority is given to students who apply before June 1st.

### Determination Of Awards:

According to financial need as determined by the need analysis report received from the processor.

### Criteria For Continued Eligibility:

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

## STUDENT ASSISTANTS (SAWP)

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

### How To Apply:

Contact the campus financial aid counselor.

### Eligibility:

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

### Selection Of Recipients:

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

### Criteria For Continued Eligibility:

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

## OFF-CAMPUS EMPLOYMENT

Students seeking part-time employment should check with the Career Development Lab or a counselor. Local employers post job openings for students at each campus. Wages vary according to the employer.

## LOANS

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

## STAFFORD-GUARANTEED STUDENT LOANS (GSL)

The Stafford GSL is a low-interest loan made by participating lenders to help pay for a college education. These loans are insured by either the federal government or the state guarantee agency.

### How To Apply:

Forms are available from counselors and participating lender institutions.

1. Complete FAF or FFS or AFSA and mail to processor.
2. Complete Stafford-GSL Application Form.
3. Complete a P-HCC Institutional Application for Aid.
4. Locate and select a participating lender.

### Eligibility:

A student is eligible if he/she:

1. Enrolls for at least 6 semester hours per session.
2. Is a U.S. citizen, national or permanent resident.
3. **Is not in default or overpayment of other aid received.**
4. Is in good academic standing.
5. Meets eligibility requirements of the lender.

### Determination Of Awards:

Students may borrow up to \$2625 per year for their freshman and sophomore years to a maximum of \$17,250. The maximum loan amount, however, cannot exceed the total cost of education less any other aid received, including family contribution.



### Selection Of Recipients:

Recipients are selected by the lending institution.

### Criteria For Continued Eligibility:

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

### Terms Of The Loan

1. Repayments of the loan begin six months after a student withdraws, graduates, or drops to below half-time status.
2. The minimum repayment is \$50 per month.
3. Interest is charged at the rate of 7 to 9 percent, dependent upon the date the student began borrowing. Current rate for new borrowers is 8% for the first four years of repayment. This rate will increase to no more than 10% beginning the fifth year of repayment.
4. Maximum repayment time is ten years from the start of the repayment period.

#### SAMPLE REPAYMENT SCHEDULE @ 9%

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

### AUXILIARY LOAN PROGRAM (ALP)

This program is available to parents of dependent students and independent students. Qualified applicants may borrow from a bank, credit union, savings and loan association or other participating lender. Repayment and interest usually begin 60 days following the date of loan disbursement. Interest rate is currently at a variable rate of 10.45%, but will not exceed 12%.

### How To Apply:

Forms are available from counselors and participating lending institutions.

1. Complete ALP Application Form.
2. Complete P-HCC Student Loan Checklist.
3. Locate and select a participating lender.

### Eligibility:

A student is eligible if he/she:

1. Enrolls for at least six (6) semester hours per session.
2. Is a U.S. citizen, national or permanent resident.
3. Is not in default or overpayment of other aid received.
4. Is in good academic standing.
5. Meets eligibility requirements of the lender.

### Determination Of Awards:

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

### Selection Of Recipients:

Recipients are selected by the lending institution.

### Criteria For Continued Eligibility?

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

### Terms Of The Loan:

1. Payment of the student loan begins when the student withdraws, graduates, or drops to below half-time status. Interest payments start 60 days after the disbursement date, unless deferred by the lender.
2. Parent loans become payable sixty (60) days after the disbursement date unless deferred by the lender.
3. The current interest rate is 10.45% variable and begins to accrue at the time of disbursement.

### REVOLVING LOAN (RL)

The Revolving Loan is a short-term, no-interest loan to cover the cost of tuition and books. An interest penalty will be charged on delinquent loans.

### How To Apply?

Complete P-HCC Revolving Loan Application Packet.

### Eligibility:

A student is eligible if he/she:

1. Is at least 18 years of age or loan is endorsed by someone 18 years of age or older who is not a spouse of the applicant, a college employee, or another P-HCC student.
2. Demonstrates ability to repay either through credit experience or pending eligibility for student financial aid.
3. Is not in overpayment or default of previous aid received.

### Determination Of Awards:

The amount of the loan will be for the actual cost of the student's tuition, fees and required textbooks. Application and penalty fees are not included.

### Selection Of Recipients:

Recipients are selected based upon credit experience, ability to repay and/or pending eligibility to receive financial aid.

### Criteria For Continued Eligibility:

1. Continued satisfaction of eligibility criteria.
2. An interest penalty of 10% per year will be assessed on delinquent loans.





# STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

## Student Rights, You Have The Right To Ask A School:

- What financial assistance is available, including information on all federal, state and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending is, and what policies are on refunds to students who drop out.
- What criteria are used to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- What resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
- What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- How the school determines whether you are making satisfactory progress, and what happens if you are not.
- To make available for review a copy of the documents describing the institution's accreditation, approval, or licensing.

## Student Responsibilities, It Is Your Responsibility To:

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



## P-HCC FOUNDATION

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

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

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

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

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

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

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

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

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

**The Dade City Women's Club Endowment.** This fund provides two scholarships annually to deserving Pasco Comprehensive High School graduates.

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

**The Joseph & Julia Evessa Scholarship Fund.** This fund provides nursing scholarships.

**The First Union National Bank Endowment.** This fund provides one scholarship for a deserving student.

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

**The Barry A. Jaap Scholarship Fund.** In memory of a former student, this fund provides one scholarship annually to a West Pasco student.

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

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

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

**The Ruth and W. P. "Doc" Murphy Memorial Endowment Fund.** This fund, established in memory of Ruth and "Doc" Murphy, provides four to five scholarships annually to deserving Hernando County students.

**The Pasco High Alumni Fund.** This fund provides two scholarships annually to direct descendants of graduates from Pasco High School.

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

**The Rotary Club of Brooksville Endowment.** This fund provides one scholarship annually to a North Campus student.

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

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

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

**The Edith and J. Wesley Richards Endowment Fund.** Established in 1985, this fund provides scholarships for talented and needy graduates of Zephyrhills High School.

**Edrie S. Kennedy Scholarship Fund.** Established in memory of Marjorie Kennedy Wilson, this fund provides scholarships for deserving students enrolled in business or the secretarial sciences.

**The Rotary Club of New Port Richey Endowment Fund.** This fund provides one scholarship annually to a West Pasco student.

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

**The Tampa Electric Company Endowment Fund**

**The Rose Endowment Fund**

**The Lois E. Trotter Endowment Fund**

The Pasco-Hernando Community College Foundation is also the depository for the following special purpose funds:

**The Mary Ellen Grodrian Memorial Endowed Cultural Events Fund**

**The Allied Health Staff and Program Development Fund**

**The General Staff and Program Development Fund**

**The Florence B. Lange Special Purpose Fund**

**The William Carney Staff and Program Development Fund**

**The Library Development Fund**

**The Glen Dill Florida History and Area Environmental Fund**

**The General Endowment Fund**

**The Theresa Henninger Staff and Program Development Fund**

**The Charles E. Conger Endowment Fund**

Many organizations and individuals in the community support these special purpose funds and other funds not mentioned on a continuing basis. Information about the Foundation's programs can be obtained by contacting the College's Development Office in Dade City.

# ACADEMIC POLICIES

## Program Selection

Each regular student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, or one of the Certificate programs offered. Students in the Associate in Arts program or any student who intends to be admitted to upper-division status in a state university in Florida must take the CLAST Test prior to transferring (see Page 32). Counselors and Program Planners are available to help with program selections. Program changes may be made at the end of any session by submitting the prescribed form, but must be approved by a counselor.

## Common Placement Testing

Students who intend to enter degree programs shall be tested prior to the completion of registration with the Multiple Assessment Programs and Services (MAPS) Test which consists of four tests covering Reading, English, Arithmetic Skills, and Elementary Algebra. Minimum cut-off scores have been established by State Board of Education Rule 6A-10.315, and any student falling below these minimum scores will be placed in a variety of College Preparatory English and mathematics courses (except College Algebra, since placement in that course is determined by a fifth test, Intermediate Algebra).

The college will accept SAT, ACT, and ASSET scores, provided that they are no more than three years old, and will place students accordingly. Test modifications and exemptions in State Board of Education Rule 6A-10.3111 (4), FAC, shall apply in the case of students with records of physiological disorders. Students should contact a P-HCC counselor for more information on Placement Testing.

## Academic Averages and Repeated Courses

A student's academic average will include grades on all work attempted, except that only the last grade in a repeated course will be used in computing the grade-point average. The earlier grade will continue to appear as part of the record. When a course is repeated, or when two courses are taken for which credit cannot be granted in both, credit will be allowed only in the most recent course taken, regardless of the grade. A student may not repeat a course for which a grade of "A", "B", or "C" has been earned. Courses, credit-by-exam, and programs of acceleration which use "S" or "U" grades are not counted in computing the grade-point average.

## Academic Probation and Suspension

### Standards of Academic Progress

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

Credit Hours Completed	Required Grade Point Average
1-15	1.50
16-29	1.75
30+	2.00

- The academic status of a transfer student will be evaluated at the time of admission, and will be based upon the transcript record from the previous institution(s).
- A student who has transferred into the college and who has been placed on probation at the time of admission will be required to conform to the Standards of Progress by the end of his/her first term of enrollment at Pasco-Hernando Community College.
- In the event of probation, a student will be required to see a counselor. After counseling the student and consulting appropriate faculty members, the counselor may require of the student:
  - Additional counseling sessions
  - Limitations of course load
  - Limitations of the type of course or program to be taken
- The counselor may recommend to the President through the Provost (East and North Campuses) or the Dean of Student Services (West Campus) that a student making unsatisfactory progress be suspended from registration at the college for a period of one term. A student suspended under this provision may return after one session, but must have a planning session with a counselor before being readmitted.
- Withdrawals, grades of "U" or "F", audits, incompletes, and repetitions are counted for financial aid purposes as hours attempted, but not successfully completed. Financial Aid recipients are required to successfully complete at least 67% of the total hours they attempt toward their educational objective, degree, or certificate at Pasco-Hernando Community College. Students failing to meet this requirement will be placed on probation.
- A student will be terminated from financial aid the semester following that semester in which his or her hours completed (less college preparatory hours completed) is equivalent to the number of hours required to complete the program. If the student has changed his or her program of study, then any hours completed which were applicable to his or her former program(s) of study that cannot be applied to his or her current program of study will also be excluded from his or her hours completed for comparison against hours required.
- If a student has not been removed from probation after the next term enrolled and it has not been determined by the campus financial aid committee that the student should be allowed to continue to receive financial aid for an additional term, then he/she will be considered to be making unsatisfactory progress for financial aid purposes. A student determined to be making unsatisfactory progress for financial aid purposes will not be eligible to participate in federal, state, or institutionally funded aid programs until such time as the student is no longer on probationary status.
- The student may make written appeal of the probationary status to the Provost (East and North Campuses) or the Dean of Student Services (West Campus). Documentation (such as a doctor's statement) will be required, if appropriate. The campus financial aid committee will review the appeal and, if accepted, allow the student to continue to receive financial assistance for an additional term.

## Veterans Progress and Probation

The Veterans Administration 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 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, if 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 a P-HCC VA counselor.

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

## Classification of Students

Students will be classified in accordance with 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 credit hours of college work at the time of registration.

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

### Unclassified

The unclassified designation applies to a student who has en-

rolled 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 credit hours in Sessions I, II, or III (to include IIIB).

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

### Part-Time

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

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

## Attendance At More Than One Campus

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

## Regional Linkage System

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

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



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

- Avionics — Manatee Junior College
  - Dental Hygiene — St. Petersburg Junior College
  - Flight Attendant — Manatee Junior College
  - Horticulture — Polk Community College
  - Media Technology — Polk Community College
  - \* Nuclear Medicine — Hillsborough Community College
  - \* Physical Therapist Assistant — St. Petersburg Junior College
  - Quality Control Technology — Manatee Junior College
  - Radiology Technology — St. Petersburg Junior College
  - \* Radiation Therapy — Hillsborough Community College
  - \* Respiratory Therapy — St. Petersburg Junior College
  - \* Sonography — Hillsborough Community College
  - Veterinary Technology — St. Petersburg Junior College
- \*Quota Based

Also available on a limited enrollment basis to applicants from P-HCC, is the Radiology Program at St. Petersburg Junior College under a consortium agreement. Minimum qualifications for participation in a consortium agreement differ from those of a linkage program, and interested students must have a counseling interview prior to enrollment.

Additional information on Linkage Programs may be obtained by contacting a Pasco-Hernando Community College counselor. See also "Minimum Qualifications for Linkage Program Applicants," Page 16.

## CLEP

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

If a student has earned six (6) semester credits in an area covered by the CLEP General Examinations, he/she shall not be awarded any CLEP credit in that area on the basis of the CLEP General Examination. If a student has earned fewer than six (6) semester credits in courses, he/she shall be awarded only the difference between the number earned and the six (6) semester credits through the CLEP General Examinations.

Additional semester hours of credit may be awarded for CLEP Subject Examinations if submitted scores are at or above the percentile specified in Rules of the State Board of Education. Evaluation of CLEP credit is made after the application fee is paid and the student is admitted to the college. CLEP credit will appear on the student's permanent record as earned credit without indication of grade. Credits earned through CLEP do not satisfy the residency requirement. Students seeking this credit are strongly advised to discuss their academic plans with a counselor before registering.

Under the provisions of Board Rule 6Hx19-3.28, a student who receives credit for ENC 1101 and ENC 1102 and/or HUM 2211

and HUM 2230, under CLEP, will be required to produce documentation of written material totaling 6,000 words per course for which credit was awarded, as a condition for graduation with the AA Degree. A grade of "C" must be obtained on written work associated with each of these courses. The quality of this written work must meet the requirements as stated for the corresponding course.

A student fulfilling the writing requirement for one of these designated English and Humanities courses shall be required to pay a fee of \$30 for each such requirement. The instructor shall establish a prescriptive syllabus for the student covering the topic, content, standards, and schedule for submission of written work and shall certify a grade.

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

## Credit-by-Examination

Credit may be earned in designated courses by making a satisfactory score on tests prepared by P-HCC instructors. A nonrefundable charge will be made for each examination. An examination must be completed within the session for which the student first applied for credit-by-examination. Credit-by-examination cannot be granted in any course for which credit has already been awarded. Credit earned through tests prepared by P-HCC will appear on the student's permanent record using the grade designation of "S" or "U." A student may attempt credit-by-examination in a course no more than one time. Certain courses are **NOT** eligible for credit-by-examination. Credits earned through credit-by-examination do not satisfy the residency requirement.

## Advanced Placement

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

To receive college credit for ENC 1101 and ENC 1102 under the Advanced Placement Program, students must fulfill the same writing requirements as explained under CLEP above or obtain written documentation from the high school teacher of 12,000 written words.

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 which participate in the Advanced Placement Program. However, students should secure approval in advance of transferability, since minimum qualifying scores differ slightly among colleges and universities.

## Certificate Program Completions

A student desiring to obtain a certificate for completing a

degree-associated 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 Director of Admissions/Student Records that all required work has been or is being completed, the student must make a formal application for the certificate. A certificate for an Associate in Science program and a Vocational Credit Program will be awarded at a meeting of the Board of Trustees. A certificate for a non-credit Vocational Certificate Program will be awarded by the Provost of the campus. **Students are reminded that the certificate will not be awarded unless application has been made. A delay in the application process may cause a student to meet additional program requirements of a subsequent catalog.**

## Directed Individual Study

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

- 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 Provost (East and North Campuses) or the appropriate Division Director (West Campus) to be comparable to a regularly scheduled class in the subject.

Courses containing laboratory experiences, with student participation being a particularly important element, are not eligible for Directed Individual Study.

## Teacher Certification And Recency Of Credit

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

## Military Service Credit

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. After application to the college, a student may initiate the request for such credit by providing appropriate documentation as determined by the college. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college. A maximum of 45 credit hours may be counted towards a degree.

## Class Attendance

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

## Maximum Student Load

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



## Grading System

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

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

## Grade-Point Average

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

### Example

	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Point
ENC 1002	3	A	3	3	12
PSY 1012	3	B	3	3	9
MUN 1310	1	B	1	1	3
BSC 1011C	4	D	4	4	4
PSC 1341	3	F	3	0	0
POS 2112	3	X	0	0	0
QMB 1001	3	W	0	0	0
SLS 1211	3	I	0	0	0
			<u>14</u>	<u>11</u>	<u>28</u>

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

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

## Audit

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

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

## Incomplete Grades

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

## "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.

## 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.

## Grade Dissemination

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

## Honors

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

Any student graduating with an overall grade-point average of 3.5 or above in all courses applied toward a degree shall be graduated with honors. The student with the highest academic average in any graduating class shall be designated as the "Honor Graduate with Highest Honors."

A student who completes 12 or more semester hours during an academic term with a grade-point average of 3.5 or higher on the 4.0 scale will be placed on the President's Honor List.

## 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 an eligible catalog (see College Catalog, page 10).

## Graduation Application

Application for graduation with a degree must be made at the time of registration for the session in which the student plans to complete the requirements for a degree program. Certain programs require students to complete the CLAST Test with a passing score prior to graduation. The testing requirement shall be included as an item on all graduation checks, and positive controls shall be established to assure that each applicant for an AA Degree has complied before the Degree is awarded (see CLAST, Page 32). Application for graduation will include a nonrefundable graduation fee. This fee will be used to pay for the diploma and cover and the use of a cap and gown. **Students are reminded that the degree will not be awarded unless application has been made. A delay in the application process may cause a student to meet additional program requirements of a subsequent catalog.**

## 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.

## Additional Degrees

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

## Library Services

A Library is available on each campus, providing books, periodicals, newspapers, microfilm, and audiovisual 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 library staff assists students and faculty in using materials and securing inter-campus and inter-library loans. To provide the best service for each campus, the operating schedules of the libraries 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.

## COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

The State of Florida has developed a test of college level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and Rules of the State Board of Education.

The CLAST is administered toward the end of the sophomore year to community college students who are completing Associate in Arts degree programs and to community college students who are completing Associate in Science degree programs **and** are seeking admission to upper-division programs in state universities in Florida, as well as university students who are completing their sophomore year. Students who do not take the test will not be awarded the Associate in Arts degree, nor will they be admitted to upper-division status in state universities in Florida. The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges.

A passing score on the CLAST is required for the award of the Associate in Arts degree and for admission to upper-division status in state universities in Florida. Students are strongly urged to delay taking the CLAST until the term in which they are graduating or after they have **completed** all required English, Mathematics, and Humanities courses.

To assist students in determining their readiness to take the CLAST, the following criteria will apply:

Students who:

- A. have completed or are enrolled in 60 hours of college-level courses (college preparatory courses and hours of repeat courses do not count.) and



- B. have **completed** the following courses with a grade of "C" or higher
1. English Composition I and II (ENC 1101 and ENC 1102)
  2. Finite Mathematics (MGF 1202)
  3. College Algebra (MAC 1104) or Statistics (STA 2014) or Trigonometry (MAC 1114) or Calculus (MAC 2311-2314)
  4. Humanities I (HUM 2211)
  5. Humanities II (HUM 2230)
  6. Modes of Communication (ENC 2003)

should come to the Counseling Office before the State-mandated registration deadline, listed in the College Calendar on pages 6-7. Students register for the test by completing the forms which are available in the Counseling Office. All students who register for CLAST must be advised by a counselor. The counselor's signature is required on the registration form indicating whether he/she advises the student to take the test in the current term.

CLAST workshops are provided three times per year on each campus at no charge to assist students in preparing for the CLAST. There are also CLAST review materials in each library and for purchase in the campus bookstores.

## Other

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

- a. They are eligible to participate in a State of Florida financial aid program governed by State Board of Education Rule 6A-7.17, FAC.
- b. They are required under provisions of SBE Rule 6A-7.17, FAC, to have CLAST scores to continue their eligibility beyond the academic term in which they register for CLAST.

## College-Level Communication and Computation Skills

State Board Rule 6A-10.31 cites that the communication and computation skills identified below, pursuant to Section 229.053(2)(d), Florida Statutes, are associated with successful performance of students in college programs through the baccalaureate level:

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

**(a) Reading with literal comprehension includes all of the following skills:**

1. Recognizing main ideas in a given passage.
2. Identifying supporting details.
3. Determining meanings of words on the basis of context.

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

1. Recognizing the author's purpose.
2. Identifying the author's overall organizational pattern.

3. Distinguishing between statements of fact and statements of opinion.
4. Detecting bias.
5. Recognizing author's tone.
6. Recognizing explicit and implicit relationships within sentences.
7. Recognizing explicit and implicit relationships between sentences.
8. Recognizing valid arguments.
9. Drawing logical inferences and conclusions.

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

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

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

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

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

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

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

1. Demonstrating effective word choice by all of the following:
  - a. Using words which convey the denotative and connotative meanings required by context.
  - b. Avoiding slang, jargon, cliches, and pretentious expressions.

- c. Avoiding wordiness.
2. Employing conventional sentence structure by all of the following:
  - a. Placing modifiers correctly.
  - b. Coordinating and subordinating sentence elements according to their relative importance.
  - c. Using parallel expressions for parallel ideas.
  - d. Avoiding fragments, comma splices, and fused sentences.
3. Employing effective sentence structure by all of the following:
  - a. Using a variety of sentence patterns.
  - b. Avoiding unnecessary use of passive construction.
4. Observing the conventions of standard American English grammar and usage by all of the following:
  - a. Using standard verb forms.
  - b. Maintaining agreement between subject and verb, pronoun and antecedent.
  - c. Using proper case forms.
  - d. Maintaining a consistent point of view.
5. Using standard practice for spelling, punctuation, and capitalization.
6. Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.

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

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

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

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

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

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

1. Adding, subtracting, multiplying, and dividing rational numbers.
2. Adding, subtracting, multiplying, and dividing rational numbers in decimal form.
3. Calculating percent increase and percent decrease.

**(b) Demonstrating mastery of all of the following geometric and measurement algorithms:**

1. Rounding measurements to the nearest given unit of the measuring device used.



2. Calculating distances, areas, and volumes.

**(c) Demonstrating mastery of all of the following algebraic algorithms:**

1. Adding, subtracting, multiplying, and dividing real numbers.
2. Applying the order-of-operations agreement to computations involving numbers and variables.
3. Using scientific notation in calculations involving very large or very small measurements.
4. Solving linear equations and inequalities.
5. Using given formulas to compute results, when geometric measurements are not involved.
6. Finding particular values of a function.
7. Factoring a quadratic expression.
8. Factoring the roots of a quadratic equation.

**(d) Demonstrating mastery of all of the following statistical algorithms, including some from probability:**

1. Identifying information contained in bar, line, and circle graphs.
2. Determining the mean, median, and mode of a set of numbers.
3. Counting subsets of a given set.

**(e) Demonstrating mastery of logical-reasoning algorithms by deducing facts of set inclusion or set non-inclusion from a diagram.**

**(f) Demonstrating understanding of arithmetic concepts by all of the following skills:**

1. Recognizing the meaning of exponents.
2. Recognizing the role of the base number in determining place value in the base-ten numeration system and in systems that are patterned after it.
3. Identifying equivalent forms of positive rational numbers involving decimals, percents, and fractions.
4. Determining the order relation between magnitudes.
5. Identifying a reasonable estimate of a sum, average, or product of numbers.

**(g) Demonstrating understanding of geometric and measurement concepts by all of the following skills:**

1. Identifying relationships between angle measures.
  2. Classifying simple plane figures by recognizing their properties.
  3. Recognizing similar triangles and their properties.
  4. Identifying appropriate types of measurement for geometric objects.
- (h) Demonstrating understanding of algebraic concepts by all of the following skills:**
1. Recognizing and using properties of operations.
  2. Determining whether a particular number is among the solutions of a given equation or equality.
  3. Recognizing statements and conditions of proportionality and variation.
  4. Identifying regions of the coordinate plane which correspond to specified conditions.
- (i) Demonstrating understanding of statistical concepts, including probability, by all of the following skills:**
1. Recognizing properties and interrelationships among the mean, median, and mode in a variety of distributions.
  2. Choosing the most appropriate procedure for selecting an unbiased sample from a target population.
  3. Identifying the probability of a specified outcome in an experiment.
- (j) Demonstrating understanding of logical-reasoning concepts by all of the following skills:**
1. Identifying simple and compound statements and their negations.
  2. Determining equivalence or non-equivalence of statements.
  3. Drawing logical conclusions from data.
  4. Recognizing that an argument may not be valid even though its conclusion is true.
- (k) Generalizing and selecting applicable generalizations in arithmetic by both of the following skills:**
1. Inferring relations between numbers in general by examining particular number pairs.
  2. Selecting applicable properties for performing arithmetic calculations.
- (l) Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:**
1. Inferring formulas for measuring geometric figures.
  2. Selecting applicable formulas for computing measures of geometric figures.
- (m) Generalizing and selecting applicable generalizations in algebra by both of the following skills:**
1. Inferring relations among variables.
  2. Selecting applicable properties for solving equations and inequities.
- (n) Generalizing and selecting applicable generalization in statistics, including probability, by inferring relations and making accurate predictions from studying particular cases.**
- (o) Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:**
1. Inferring valid reasoning patterns and expressing them with variables.
  2. Selecting applicable rules for transforming statements without affecting their meaning.
- (p) Demonstrating proficiency for solving problems in the area of arithmetic by both of the following skills:**
1. Solving real-world problems which do not require the use of variables and which do not involve percent.
  2. Solving real-world problems which do not require the use of variables and which do require the use of percent.
  3. Solving problems that involve the structure and logic of arithmetic.
- (q) Demonstrating proficiency for solving problems in the area of geometry and measurement by both of the following skills:**
1. Solving real-world problems involving perimeters, areas, volumes of geometric figures.
  2. Solving real-world problems involving the Pythagorean property.
- (r) Demonstrating proficiency for solving problems in the area of algebra by both of the following skills:**
1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
  2. Solving problems that involve the structure and logic of algebra.
- (s) Demonstrating proficiency for solving problems in the area of statistics, including probability for both of the following skills:**
1. Solving real-world problems involving the normal curve.
  2. Solving real-world problems involving probabilities.
- (t) Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.**
- (3) The Articulation Coordinating Committee shall file with the Commissioner and the State Board, on or before November 30 of each odd numbered year, its recommendations for changes, if any, in the above definitions of college-level communication and computation skills.



# STUDENT SERVICES

## 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.

## Identification Cards

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

## Unmet Financial Obligations

Credits will not be 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.

## CHOICES

CHOICES is a computerized system that assists students in locating information on careers, Florida's schools and training programs, financial aid, and current job openings. CHOICES, together with your counselor, can assist you in setting a career goal.



## Veterans Benefits

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

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

The 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 break in receipt of benefits. If the academic session is for less than 60 days, the deferment shall be limited to ten days less than the number of days in the session. Veterans receiving continual benefits are not eligible for deferment.

Tutorial assistance is available for veterans having a deficiency in one or more subjects and will be paid by the 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 or change to audit each term 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 PHCC nor does PHCC 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 special circumstances as prescribed by law:

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

## College Operating Hours/ Campus Security

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



## Hazing

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

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college, hereinafter referred to as a "college organization." Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.
4. Violations of this Rule may subject an individual student to the following penalties:
  - a. Minor violations — disciplinary probation; and
  - b. Major or repeated minor violations — suspension or dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this Rule shall be penalized as follows:
  - a. Minor violations — probation from operating as a college organization; and
  - b. Major or repeated violations — suspension in accordance with District Board of Trustees Rule 6X19-6.32, or rescission of the authority for such organization to operate on college property or operate under the sanction of the college.Organizational violations shall be handled by the Dean of Student Services or center administrator. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.
6. In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.
7. All college organizations are required to include the above Anti-Hazing Rule in the bylaws of such organization.
8. The college shall provide each student with a copy of the college's Anti-Hazing Rule and penalties by publication in the college catalog.

## Termination from the Allied Health Programs

A student may be dismissed from the Nursing Degree Program, the Practical Nursing Certificate Program, the Emergency Medical Services Degree Program, Paramedics Certificate Program, Dental Programs and Human Service 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 6Hx19-6.13, and as repeated above under the section entitled "Student Conduct."
2. Endangering a patient's/client's life by:
  - a. violating standard safety practices in the care of patients.
  - b. delaying care that is within the student's realm of ability and/or knowledge.
  - c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge.
  - d. failing to comply with the requirement for repeat physical examination inclusive of drug screening, at direction of division director and resulting from observed behavioral changes.
3. Repeated unsatisfactory performance in the campus laboratory and/or clinical settings.
4. Being found in any restricted or unauthorized area.
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.
7. Aggressive, rude, or dishonest behavior to any college staff members, hospital staff members, Medical Director, physician, patient, or student.

AND, for Paramedic Program students,

8. A failing grade awarded by the Medical Director due to the student's attitudinal performance, and based upon stated professional reasons or practices.
9. Refusing to follow an order from any physician, hospital staff member, or college instructor.

## Disciplinary Procedures

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

ing, to face the accuser, and to present any applicable evidence on his/her own behalf. After a careful and thorough hearing on the case, the disciplinary board shall make a final determination by majority vote in accordance with one of the following actions:

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

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

## Student Grievances

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

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

2. Should the grievance not be settled at the campus level within ten working days, it shall be referred to the Vice President for Educational Services who shall attempt to resolve the matter within ten working days of receipt. If this effort is unsuccessful, he/she will recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.
3. The student grievant may request assistance from the Equity Officer at any point during the grievance process. The Equity Officer is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, the Equity 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 (see page 37, College Operating Hours) without faculty supervision. Loitering on college property or at teaching locations is not permitted.

## Student Government Association

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

## Student Activities

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

## Phi Theta Kappa

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

To be eligible for membership, a student must have completed at least 12 semester hours of college credit at P-HCC with a grade-point average of 3.25 or higher as specified by the respective Chapters. Only courses taken at P-HCC and numbered 1000 or 2000 will be considered when calculating the GPA.

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

## Phi Beta Lambda

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

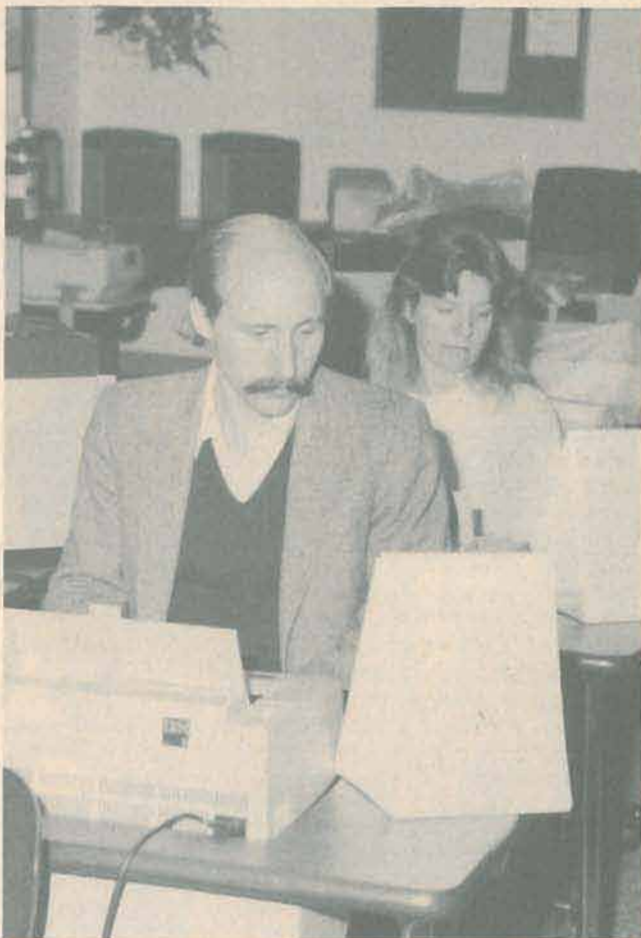
The Pasco-Hernando Community College East Campus has been designated as the Beta Omega Omega Chapter, the North Campus as the Mu Alpha Mu Chapter, and the West Campus as the Gamma Alpha Nu Chapter.

## Delta Epsilon Chi (DECA)

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

## VICA

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



## Student Publications

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

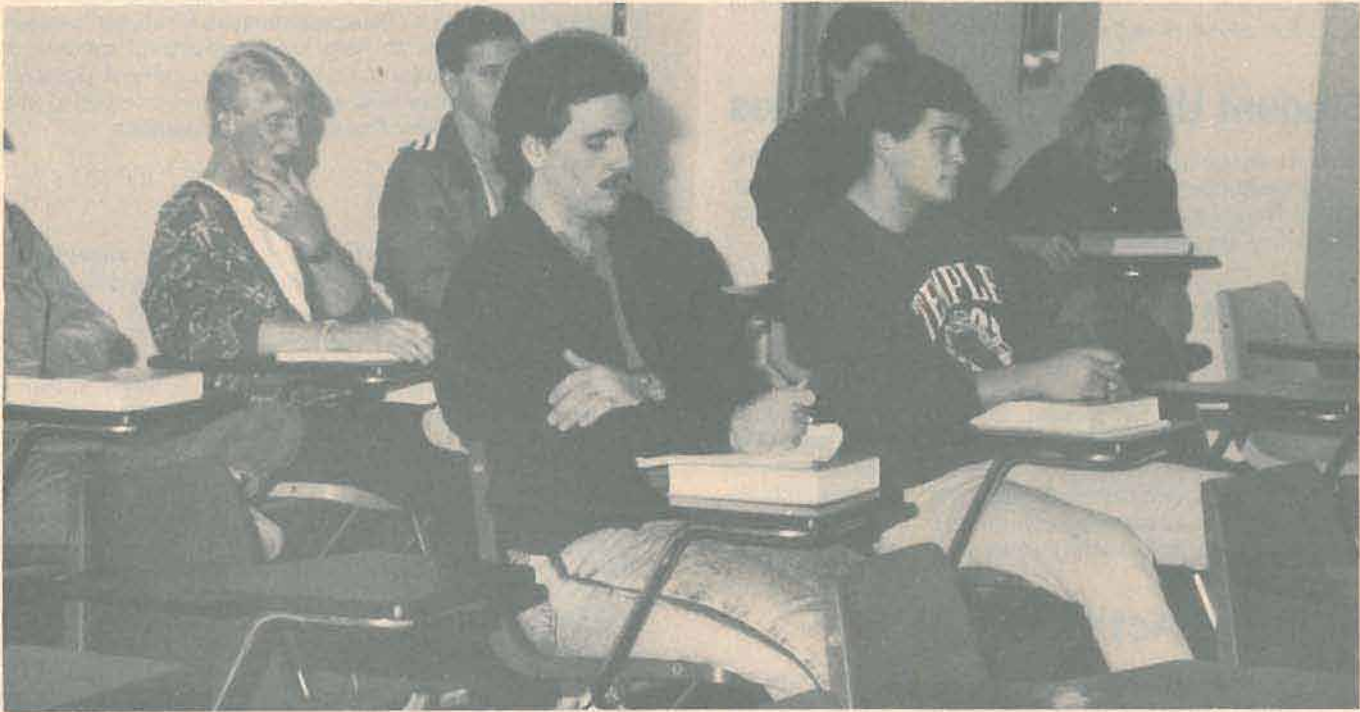
## Bookstore Services

Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest to students. Books needed for courses at each campus will be available for purchase at that location. Refunds for un-

marked textbooks are made only during the regular fee refund period. (See Refunds, Page 18.) Sales slips are required for all refunds.

## Athletics

The Athletic Program at PHCC 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. A limited number of Athletic Scholarships are available. Prospective students, as well as current students, who are interested in these activities should contact the Campus Athletic Office.





# ACADEMIC PROGRAMS

Pasco-Hernando Community College is authorized to award the associate degree for satisfactory completion of a planned program of post-high school studies consisting of not less than 62 semester hours and to award certificates as are appropriate upon completion of other courses and programs. Students must apply for degrees and certificates as scheduled in the college calendar and pay the required fee.

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

A student must earn at least 15 semester hours at P-HCC other than by 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.

## Course Transferability

Courses designated as required under the Associate in Arts Degree Program are fully transferable to a Florida senior public institution in meeting the general education requirements. All other catalog courses listed as 1000- or 2000-level are credited for purposes of graduation from 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 17- to 19-hour core program in the Associate in Science Degree may be transferable to a senior Florida institution. However, the core courses do **not** complete the general education requirements for transfer at the junior level, and they may not prepare a student to take the CLAST examination mandated for Florida public colleges and universities (See Page 32, CLAST Testing). Selection of courses other than those required is the responsibility of the student and should be related to future goals.

## Continuing Education Program

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

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

### Lifelong Learning (CEL)

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

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

### Vocational Courses (CEV)

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

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

## Transfer Program

The Associate in Arts (AA) Degree Program is the preparatory program for advanced studies at other colleges and universities. Students seeking this degree or intending to transfer to the upper division of a state university **must** complete the College Level Academic Skills Testing (CLAST) requirements (See Page 32).

Satisfactory completion of the AA Degree Program, to include the CLAST examination, will allow a student to enter a Florida public university at the junior level. Flexibility is allowed in the AA Degree Program to permit a student to prepare for almost any bachelor's degree program. 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.

## Foreign Language Requirement

Effective August 1, 1987, all undergraduate students who are admitted to a university shall have earned two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level. Students who receive Associate in Arts Degrees prior to September 1, 1987, or who enroll full time in a program of studies leading to an Associate in Arts Degree from a Florida community college prior to August 1, 1989, and maintain continuous full-time enrollment shall be exempt from this requirement.

Any nonexempt student who enters a state university prior to August 1, 1989, and who has not completed two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level shall earn such credits prior to admission to the upper division of a state university.

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 planning a program.

## College Preparatory Courses

Pasco-Hernando Community College offers College Preparatory Courses which are below college level for students in need of review work in skills necessary for college-level academic courses. Individually prescribed study is also available in the Learning Laboratories. See Common Placement Testing, Page 27, and consult a P-HCC counselor for further information. Credits earned in College Preparatory Courses do not apply toward Degrees or Certificates.

## Police Standards Program (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 not applicable to those who have already qualified for credit under the provisions of a previous catalog. Under this provision, three hours each may be awarded for CCJ 2220, Criminal Law, and for CJT 1100, Criminal Investigation.

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

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

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

## Military Science Program (ROTC)

A dual enrollment program with the University of South Florida is offered by Pasco-Hernando Community College (see Course Descriptions, Page 91). Students interested in enrolling in the program are required to make application with the University of South Florida. Normally, students accepted into the program will be assigned to attend classes at St. Leo College. Please consult a counselor for further details.

## National Management Association Program

A maximum of twelve (12) hours of credit may be granted for the successful completion of the National Management Association Program in conjunction with the Institute of Certified Professional Managers. The credit can only be applied toward the designated courses in the Associate in Science in Business Administration & Management and the Associate in Science in Marketing Management.

The credit may be awarded for the following courses as selected by the American Council on Education:

(From the National Management Association)

- Course #1, Introduction to Supervision
- Course #2, Management Principles
- Course #3, Communication Skills
- Course #4, Interpersonal Relations
- Course #5, Developing Employee Performance
- Course #6, Challenge of a New Employee
- Course #7, Counseling
- Course #8, Leadership Development
- Course #9, Business Concepts
- Course #10, Law for the Layman

(From the Institute of Certified Professional Managers)

- Interpersonal Skills for the Manager
- Administrative Skills for the Manager
- Personal Skills for the Manager

After successful completion of all the above courses, a student may be granted three (3) hours of credit each for the following P-HCC courses:

	Credit
GEB 2090, Personnel Relationships in Business	3
MAN 1340, Principles of Supervision	3
Total	6

The remaining six (6) hours of credit may be awarded in lieu of six (6) hours of Approved Business Electives in each of the P-HCC business programs previously identified.

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

1. Complete the college application form and pay the required fee.
2. Inform the Director of Admissions/Student Records that credit is being sought, and
3. Supply to the Records Office a copy of the certificate awarded upon completion of the courses identified above under the National Management Program in conjunction with the Institute of Certified Professional Managers.

# ASSOCIATE IN ARTS

(For admission requirements to the Associate in Arts Degree Program, see Page 13)

The Associate in Arts Degree will be awarded upon completion of a minimum of 62 credit hours and upon passing the state-prescribed College-Level Academic Skills Test (CLAST) (See Page 32). A minimum of 42 credit hours must be earned in General Education requirements as provided in the statewide Articulation Agreement. The remaining 20 hours may consist of any course(s) in the catalog section under "Courses" that are 1000 or 2000 level. Required Communication, Computation, and Humanities courses must each be completed with a grade of "C" or above. Fifteen (15) hours of credit, other than credit-by-examination, must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation.

The following scale scores on the College Level Academic Skills Test must be achieved in order to be awarded the Associate in Arts Degree:

**Effective August 1, 1986 through July 31, 1989:**

Reading — 270; Writing — 270; Computation — 275; and Essay — 4 (unless a score of 3 was earned on a test prior to March, 1984).

**Effective August 1, 1989:**

Reading — 295; Writing — 295; Computation — 295; and Essay — 5.

**ENC 1101, ENC 1102, HUM 2211 and HUM 2230 MUST BE TAKEN IN SEQUENCE. MGF 1202 MUST BE TAKEN WITHIN THE FIRST 30 HOURS OF COURSE WORK.**

## General Education Requirements

### Semester Hours Credit

I. Communications	9
*ENC 1101 English Composition I	
*ENC 1102 English Composition II	
*ENC 2003 Modes of Communication	
II. Mathematics	7 (Minimum)
*MGF 1202 Finite Mathematics	
*MAC 1104 College Algebra	
	(NOTE: STA 2014 or any MAC course above MAC 1104 in this catalog may be substituted for MAC 1104.)
III. Sciences	9 (Minimum)
Biological Science (one course) (APB, BOT, BSC, MCB, ZOO)	
Physical Science (one course) (CHM, PSC, PHY)	
Biological or Physical Science (one course) (any of the above prefixes plus OCE, GLY)	
IV. Social And Behavioral Sciences	9
POS 2041 American Federal Government	
PSY 1012 Introduction to Psychology	
AND	
Any course with the prefix: AMH, ANT, DEP, ECO, EUH, EXP, GEA, IDS, INR, POS, PSY, SYG, SLS 1211	
V. Humanities	6
*HUM 2211 Humanities I	
*HUM 2230 Humanities II	
VI. Physical Fitness (PEL or PEM)	2

\*These courses must be completed with a grade of "C" or higher.

## Electives

The remaining hours may be completed from courses listed in the catalog section under "Courses" that are 1000 or 2000 level.

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

## Foreign Language Requirement

Effective August 1, 1987, all undergraduate students who are admitted to a university shall have earned two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level. Students who receive Associate in Arts Degrees prior to September 1, 1987, or who enroll full time in a program of studies leading to an Associate in Arts Degree from a Florida community college prior to August 1, 1989, and maintain continuous full-time enrollment shall be exempt from this requirement.

Any nonexempt student who enters a state university prior to August 1, 1989, and who has not completed two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level shall earn such credits prior to admission to the upper division of a state university.

## Business Transfer Majors

Associate in Arts graduates expecting to transfer to a Florida public university in the field of Business should be certain to include the following courses in their program:

MAC 1104	College Algebra
MFG 1202	Finite Mathematics
STA 2014	Applied Statistics
CGS 1000	Introduction to Data Processing
ACG 2001	Principles of Accounting I
ACG 2011	Principles of Accounting II
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAC 2311	Calculus and Analytic Geometry I
	(May be required for Accounting transfers)

Students are encouraged to contact the Business Department of the university to which they expect to transfer for specific program requirements.

## Associate in Science Programs

The Associate in Science Programs prepare students for employment in selected fields at the technician level upon completion of a minimum of two years, or four semesters, of preparation. A certificate may be awarded in some programs after one year of prescribed work. Associate in Science Programs are not designed for transfer to a university and component courses may not correspond to those contained in a university program of the same or similar title. Students expecting to transfer are advised to pursue the Associate in Arts Degree, which requires successful completion of the College-Level Academic Skills Test (See Page 32).

## Certificate Programs

The various Certificate Programs prepare students for initial employment in designated occupational fields upon satisfactory completion of prescribed courses of study, a minimum of six hours having been taken at Pasco-Hernando Community College. After completing the specified number of hours, the Certificate Programs may be transferable to an associated Associate in Science Degree. A cumulative grade-point average of 2.0 or "C" must be achieved.

## ASSOCIATE IN SCIENCE

An Associate in Science Degree will be awarded upon completion of a minimum of 62 credit hours earned in a career or technical program. The individual must complete the 17-19 hour core program for the Associate in Science Degree and the remaining hours from an approved program. Courses designated for Vocational Certificates, or below the 1000 or 2000 level, are not applicable to this degree. Fifteen hours of credit 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 prior to graduation.

The core program for the Associate in Science Degree is:

	Semester	Hours	Credit
I. Communications			
*ENC 1101 English Composition I		3	
II. Social or Behavioral Science			
POS 2041 American Federal Government (except for ADN Nursing Program)		3	
III. Mathematics or Natural Science			
Any one of the following courses:		3 or 4	
Mathematics (MAC 1104, MAC 1114, MGF 1202, or STA 2014)			
or			
Biological Science (any course with APB or BSC or OCE prefix)			
or			
Physical Science (any course with PSC or CHM prefix)			

IV.	Humanities Either of the following courses: *English Composition II (ENC 1102) Spanish (any course with SPN prefix)	3
V.	Core Elective Any course which was not used already to satisfy I, II, III or IV above or from among the following list of courses: Art Appreciation (ARH 1001) Drama (THE 2020 or TPP 2110) History (any course with AMH or EUH prefix) Humanities I (HUM 2211) Individual Discovery (SLS 1211) Music Appreciation (MUL 1110) Psychology (any course with PSY or DEP prefix) Reading (REA 1105) Sociology (any course with SOW or SYG prefix)	3 or 4
VI.	Physical Fitness (PEL or PEM)	2
	TOTAL	17 to 19 hours

\*Grade of "C" or above required

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

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

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

**Associate in Science Degree in:**

**Associated Certificate Program in:**

- Building Construction Technology
- Business Administration and Management
- Computer Programming and Analysis
- Criminal Justice Technology
- Electronics Engineering Technology
- Emergency Medical Services Technology
- Fire Science Technology
- Hospitality Management
- Human Services Technology
- Marketing Management
- Nursing, with the:
  - Generic Track
  - Licensed Practical Nurse — Limited Access
- Office Systems Technology
- Word Processing Technology
  
- Business Administration — Vocational Track

- Small Business Management
  
- Paramedic
  
- Small Business Management
  
- Office Systems Specialist
- Office Systems Specialist
  
- Cosmetology
- Dental Assisting
- Electronic Technology
- Heavy Duty Truck & Bus Mechanics
- Landscape Operations
- Licensed Practical Nursing
- Welding

**ALL PROGRAMS AND COURSES ARE NOT AVAILABLE ON ALL CAMPUSES. CONTACT THE CAMPUS COUNSELING OFFICE TO DETERMINE IF THE PROGRAM BEING SOUGHT IS OFFERED ON A PARTICULAR CAMPUS.**

# ASSOCIATE IN SCIENCE IN BUILDING CONSTRUCTION TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
MAC 1104	College Algebra	4	
GEB 2090	Personnel Relationships in Business	3	
BCN 1220	Structures I	3	
GEB 1011	Introduction to Business	3	
ENC 1102	English Composition II		3
MAN 1340	Principles of Supervision		3
BCT 1040	Basic Drafting & Blueprint Reading		3
CGS 1061	Computer Literacy		3
BCN 1221	Structures II		3
	Physical Fitness (PEL or PEM)	1	1
		<u>17</u>	<u>16</u>
<b>SOPHOMORE</b>			
MAN 1800	Small Business Management	3	
ETD 1470C	Architectural Drawing	3	
BCN 2610	Construction Estimating	3	
BUL 2111	Business Law I	3	
POS 2041	American Federal Government	3	
BCN 2765	Codes, Contracts & Specifications		3
SUR 2001C	Surveying I		3
ETD 1315C	CAD/CAM Drawing		4
Elective	Biological Sciences (ABP, BSC & OCE)		4
Elective	(From Approved Electives)		3
		<u>15</u>	<u>17</u>
<i>Approved Electives:</i>			
BCN 1501	Plumbing Systems		
BCN 1520	Electrical Systems		
SUR 2200C	Surveying II		
CGS 1570	Micro Applications		
CGS 1000	Introduction to Data Processing		
MAR 2101	Salesmanship		
MAR 1011	Principles of Marketing		
BUL 2112	Business Law II		

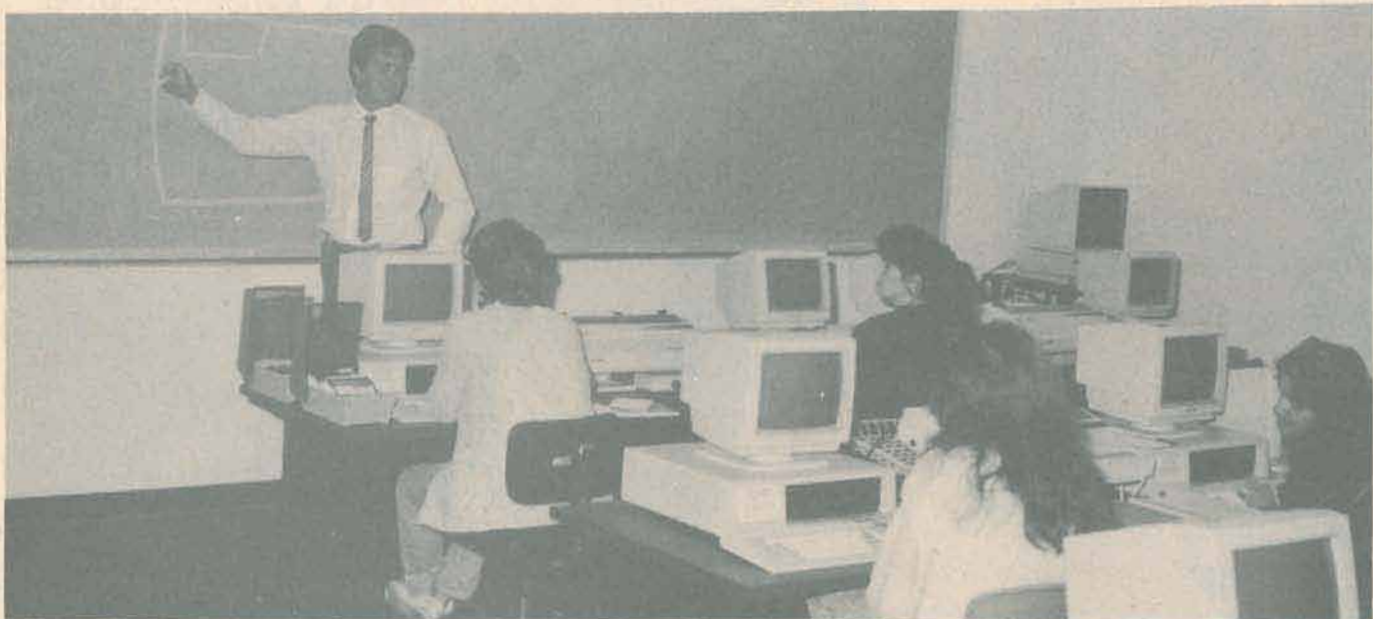
# ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION & MANAGEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
POS 2041	American Federal Government	3	
GEB 1011	Introduction to Business	3	
+ GEB 2090	Personnel Relationships in Business	3	
MAR 1011	Principles of Marketing	3	
Elective	Area IV (See Page 45)		3
*OST 1100	Beginning Typewriting		3
QMB 1001	Business Mathematics		3
Elective	(Suggested Electives, See Page 63)		3
Elective	Area V (See Page 45)		3 (4)
	Physical Fitness (PEL or PEM)	1	1
		<u>16</u>	<u>16 (17)</u>
<b>SOPHOMORE</b>			
ACG 2001	Principles of Accounting I	3	
CGS 1000	Introduction to Data Processing	3	
OST 2321	Office Machines	3	
BUL 2111	Business Law I	3	
Elective	(Suggested Electives, See Page 63)	3	
ACG 2011	Principles of Accounting II		3
ECO 2013	Principles of Economics I		3
OST 2335	Business Communications		3
Elective	Area III (See Page 44)		3 (4)
+ MAN 1340	Principles of Supervision		3
		<u>15</u>	<u>15 (16)</u>

\*Typewriting courses may be waived by satisfactorily completing the next level course. Six hours of electives may come from the following disciplines: Data Processing, Business and Real Estate.

+Twelve (12) hours of credit may be granted for the successful completion of the National Management Association Program. (See Page 42 for further information.)



# CERTIFICATE PROGRAM — SMALL BUSINESS MANAGEMENT

This program is to prepare students from the operation of a small business and to become small business owners and entrepreneurs. It also provides supplemental training for the persons previously or current operating or owning a small business.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
OMB 1001	Business Mathematics	3	
CGS 1000	Introduction to Data Processing	3	
*OST 2335	Business Communications	3	
MAN 1340	Principles of Supervision	3	
GEB 1011	Introduction to Business	3	
ACG 2001	Principles of Accounting I		3
ECO 2013	Principles of Economics I		3
GEB 2090	Personnel Relationships in Business		3
*MAN 1800	Small Business Management		3
BUL 2111	Business Law I		3
		15	15

## SUGGESTED ADDITIONAL COURSES

MAR 1011	Principles of Marketing
MAR 2101	Salesmanship
MAR 2302	Principles of Advertising
*BAN 1210	Analyzing Financial Statements
*ACG 2011	Principles of Accounting II
*BUL 2112	Business Law II
FIN 1100	Personal Finance
*CGS 1570	Microcomputer Applications

\*Prerequisite required.





# ASSOCIATE IN SCIENCE IN HOSPITALITY MANAGEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
FSS 1004	Introduction to Food Service	3	
FSS 1202C	Basic Food Preparation	4	
FSS 1401	Food Service Equipment	3	
FOS 2201	Food Service Sanitation and Safety	3	
ENC 1001	English Composition II		3
FSS 2221C	Quantity Food Preparation		4
MGF 1202	Finite Mathematics		4
FSS 2610	Food Merchandising		3
FSS 1940	Culinary Arts and Hospitality Management Practicum I		3
	Physical Fitness (PEL or PEM)	1	1
		<u>17</u>	<u>18</u>
<b>SOPHOMORE</b>			
GEB 2090	Personnel Relationships in Business	3	
HUN 1001	Nutrition	3	
FSS 2120	Food Purchasing and Storage	3	
FSS 1941	Culinary Arts and Hospitality Management Practicum II	3	
Elective	Biological Sciences (APB, OCE, BSC or ZOO)	3 (4)	
FSS 1500	Food Accounting and Cost Control		3
FSS 2300	Food Service Supervision and Management		3
FSS 1942	Culinary Arts and Hospitality Management Practicum III		4
POS 2041	American Federal Government		3
COC 1024	Introduction to Microcomputers		3
		<u>15 (16)</u>	<u>16</u>



# ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
PSC 1311	Introduction to Physical Universe II	3	
SYG 2000	Introduction to Sociology	3	
CCJ 1100	Introduction to Law Enforcement	3	
CCJ 1410	Police Organization & Administration	3	
ENC 1102	English Composition II		3
*CJT 1100	Criminal Investigation		3
CCJ 1420	Police Operations		3
Electives			6
	Physical Fitness (PEL or PEM)	1	1
		<u>16</u>	<u>16</u>
<b>SOPHOMORE</b>			
GEB 2090	Personnel Relationships In Business	3	
CJT 1110	Introduction to Criminalistics	3	
*CCJ 2220	Criminal Law	3	
POS 2041	American Federal Government	3	
Elective		3	
+ DEP 2002	Child Psychology, OR		3
+ DEP 2302	Adolescent Psychology		3
CCJ 2130	Police Community Relations		3
CCJ 2260	Rules of Evidence for Police		3
CCJ 1000	Crime and Delinquency		3
CCJ 2000	Police Role in Crime		3
		<u>15</u>	<u>15</u>

\*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 42 for further information.)

+PSY 1012 is not a required prerequisite.



# ASSOCIATE IN SCIENCE IN COMPUTER PROGRAMMING & ANALYSIS

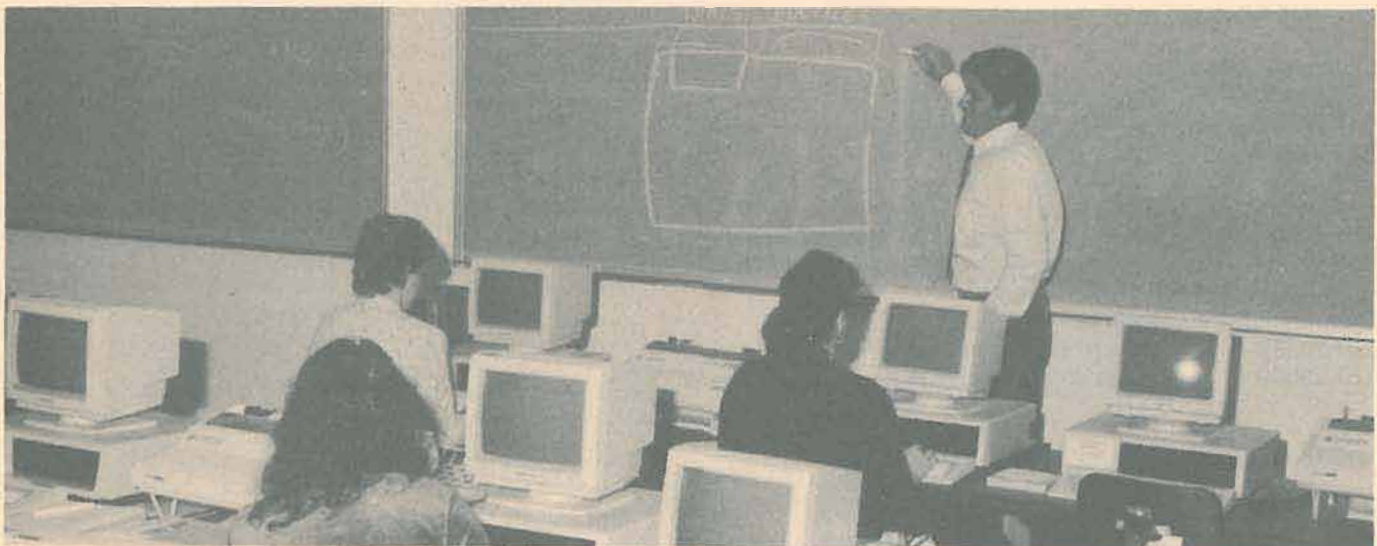
This program is designed to provide the necessary skills for students who plan to seek employment in positions such as Computer Programmer, Systems Analyst, Computer Operator, and other Data Processing occupations. Students who wish to transfer any credits from this program to another institution must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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
*OST 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
CGS 1000	Introduction to Data Processing	3	
COP 1000	Introduction to Programming Logic	3	
GEB 2090	Personnel Relationships in Business		3
Elective	Any Math Course Listed in Area III (See Page 44)		3 (4)
COP 2170	Microcomputers and BASIC Programming		3
CGS 1570	Microcomputer Applications		3
Elective	Area IV (See Page 45)		3
	Physical Fitness (PEL or PEM)	1	1
		<u>16</u>	<u>16 (17)</u>
<b>SOPHOMORE</b>			
ACG 2001	Principles of Accounting I	3	
POS 2041	American Federal Government	3	
COP 2120	COBOL Programming I	4	
CIS 2321	Systems Analysis & Design I	3	
Elective	Area V (See Page 45)	3 (4)	
ACG 2011	Principles of Accounting II		3
COP 2121	COBOL Programming II		4
CAP 2808	Advanced Microcomputing w/dBase III+		3
CIS 2940	Data Processing Practicum		3
Elective	(Suggested Electives)		3
		<u>16 (17)</u>	<u>16</u>

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

*Suggested Electives:*

CGS 1061	Computer Literacy
CAP 2801	Advanced Microcomputing w/Lotus 1-2-3
CAP 2803	Advanced Microcomputer Applications
COP 2200	FORTTRAN Programming



# ASSOCIATE IN SCIENCE IN ELECTRONIC ENGINEERING TECHNOLOGY

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

The program contains a core of courses designed to provide students with essential Electronics, English, Mathematics, and Social Science concepts. In the fourth semester students may explore courses within three "areas of interest": Digital Control Systems, Communications Systems, and Computer Services.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
MAC 1104	College Algebra	4	
EET 1015C	Electronics I	4	
ETD 1651C	Electronics Drawing	2	
GEB 2090	Personnel Relationships in Business	3	
ENC 1102	English Composition II		3
MAC 1114	Trigonometry		3
EET 1025C	Electronics II		4
CET 2112C	Digital Electronics		4
ETD 1315C	CAD/CAM Drawing		4
	Physical Fitness (PEL or PEM)	1	1
		<u>17</u>	<u>19</u>
<b>SOPHOMORE</b>			
EET 2605C	Electronic Fabrication Techniques	5	
EET 2120C	Electronics III	4	
CET 2121C	Microprocessor Programming Principles	4	
PHY 1053C	General Physics I	4	
POS 2041	American Federal Government		3
EET 2215C	Electronic Instrumentation		4
CET 2123C	Digital Systems		4
EET 2146C	Electronics IV		4
Elective	(Approved Electives)		4 (3)
		<u>17</u>	<u>19 (18)</u>

## Approved Electives

### Computer Services

CET 2157C	Software Fault Analysis
CET 2156C	Hardware Fault Analysis
CET 2186C	Peripheral Device Repair

### Digital Control Systems

EST 2124C	Robot and Numerical Control Machines
CET 2341C	Microprocessor Controlling for Machines and Robots

### Communications Systems

EET 2326C	Electronic Communications
EET 2365C	Fiber Optics Technology

# ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES TECHNOLOGY

**Application Deadline: August 1**

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
ENC 1101	English Composition I	3		
*EMS 1119C	Emergency Medical Technology	6		
*EMS 1431	Emergency Medical Technology Clinical	1		
APB 1203C	Human Anatomy & Physiology I	4		
ENC 1102	English Composition II		3	
APB 1204C	Human Anatomy & Physiology II		4	
HSC 2531	Medical Terminology I		3	
POS 2041	American Federal Government		3	
PSY 1012	Introduction to Psychology			3
GEB 2090	Personnel Relationships in Business			3
QMB 1001	Business Mathematics		3	
	Physical Fitness (PEL or PEM)	1	1	
		<u>15</u>	<u>17</u>	<u>6</u>

\*Successful completion of EMS 1119C and EMS 1431 qualifies the student to take the Florida EMT Certification Examination. (See Paramedic Certificate Program, Page 54.)

Students wishing to continue to the Sophomore year must first be approved for admission by the Admissions Committee for Special Programs. (See Paramedic Certificate Program, Page 54.)

	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>SOPHOMORE</b>				
EMS 2219C	Paramedics I	8		
EMS 2435	Paramedics Clinical I	4		
EMS 2229C	Paramedics II		8	
EMS 2436	Paramedics Clinical II		8	
EMS 2425	Paramedics Internship			6
		<u>12</u>	<u>16</u>	<u>6</u>
	General Education	28 Semester Hours		
	EMS Education	44 Semester Hours		
	Total	72 Semester Hours		

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



# CERTIFICATE PROGRAM — PARAMEDIC

**Application Deadline: August 1**

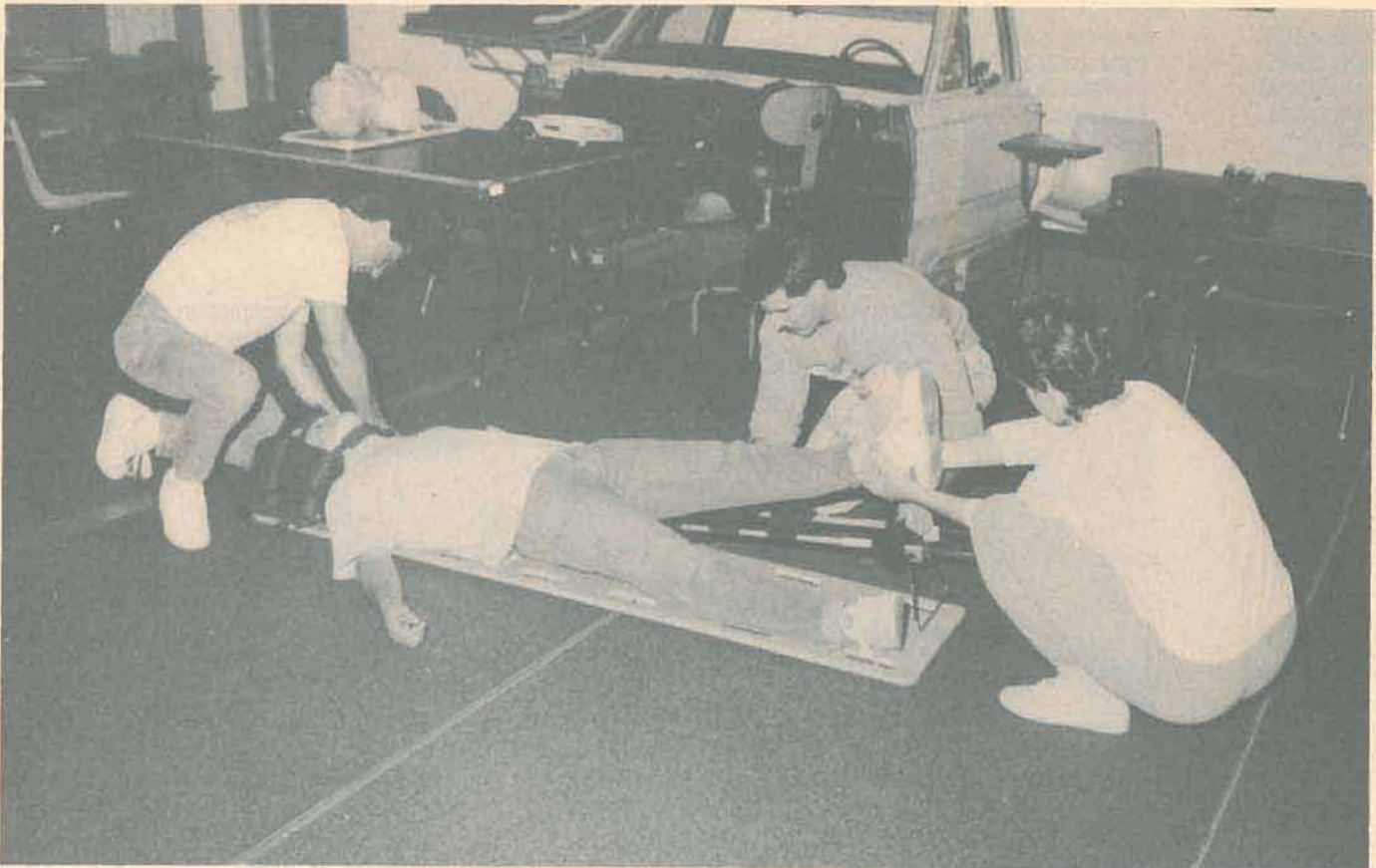
This program provides a theoretical base to understand and implement life-saving techniques in an emergency situation. College laboratory experience is provided for learning skills; and a supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility. Upon successful completion of the Certificate Program and successful completion of a final comprehensive written and skills examination, the graduate is eligible to sit for the State of Florida Paramedic Examination for certification as a Paramedic, which requires a Letter of Certification for one year's performance as a registered or certified EMT (HRS 544, August, 1981); and may transfer into the two-year Associate in Science in Emergency Medical Services Program.

Prerequisite: Admission into the Paramedic Certificate Program  
(See Paramedic Certificate Program, Page 15.)

Pre or Corequisite: HSC 2531 Medical Terminology I

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
<b>FRESHMAN</b>				
EMS 2219C	Paramedics I	8		
EMS 2435	Paramedics Clinical I	4		
EMS 2229C	Paramedics II		8	
EMS 2436	Paramedics Clinical II		8	
EMS 2425	Paramedics Internship			6
		<hr/> 12	<hr/> 16	<hr/> 6

An academic average of "C" or better in each course and a grade of "Satisfactory" in each clinical must be earned in order to continue in the program. Paramedic courses may only be repeated upon recommendation of faculty and if class space is available.



# ASSOCIATE IN SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
GEB 2090	Personnel Relationships in Business	3	
PSY 1012	Introduction to Psychology	3	
FFP 1000	Introduction to Fire Science	3	
FFP 1224	Introduction to Fire Inspection & Prevention	3	
ENC 1102	English Composition II		3
PSC 1311	Introduction to Physical Universe II		3
FFP 1410	Firefighting Tactics and Strategy I		3
FFP 1130	Fire Company Leadership		3
FFP 1150	Methods & Techniques of Fire Service Instruction		3
	Physical Fitness (PEL or PEM)	1	1
		<u>16</u>	<u>16</u>
<b>SOPHOMORE</b>			
POS 2041	American Federal Government	3	
COC 1300	Introduction to Data Processing	3	
FFP 1411	Firefighting Tactics and Strategy II	3	
FFP 1110	Fire Company Management	3	
FFP 2601	Fire Apparatus Practices		3
CHM 1025C	Introduction to Chemistry		4
MAN 2300	Personnel Management		3
FFP 1310	Building Construction and Codes		3
Elective	Area V (See Page 45)		3
Elective			3
		<u>15</u>	<u>16</u>

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

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

# ASSOCIATE IN SCIENCE IN HUMAN SERVICES TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
PSY 1012	Introduction to Psychology	3	
SYG 2000	Introduction to Sociology	3	
HUS 1001	Introduction to Human Services	3	
SLS 1211	Individual Discovery	3	
ENC 1102	English Composition II		3
HUS 1110	Basic Counseling Skills		3
DEP 2002	Child Psychology		3
POS 2041	American Federal Government		3
SYG 2010	Social Problems		3
	Physical Fitness (PEL or PEM)	1	1
		<u>16</u>	<u>16</u>
<b>SOPHOMORE</b>			
HUS 2531	Substance Abuse Counseling	3	
DEP 2302	Adolescent Psychology	3	
*MGF 1202	Finite Mathematics	4	
SYG 2940	Applied Sociology	3	
GEB 2090	Personnel Relationships in Business		3
DEP 2401	Psychology of Adulthood		3
HUS 2940	Field Experience in Human Services		3
HUS 2520	Current Issues in Mental Health		3
Electives		3	3
		<u>16</u>	<u>15</u>

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

Students intending to transfer to a university should consult with a Campus Counselor for further information concerning the transfer options available.

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

\*MAC 1104 or STA 2014 may be substituted for MGF 1202.





# ASSOCIATE IN SCIENCE IN MARKETING MANAGEMENT

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 Management. Specific job areas include Sales Clerk, Sales Representative/Manager, Expediter, Buyer, Food Marketing and Fast Food Services. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
GEB 1011	Introduction to Business	3	
MAR 1011	Principles of Marketing	3	
MAR 1941	Marketing Practicum I	3	
ECO 2013	Principles of Economics I	3	
QMB 1001	Business Mathematics		3
MAR 2101	Salesmanship		3
Elective	Area IV (See Page 45)		3
MAR 1942	Marketing Practicum II		3
Elective	Area III (See Page 44)		3 (4)
	Physical Fitness (PEL or PEM)	<u>1</u>	<u>1</u>
		16	16 (17)
<b>SOPHOMORE</b>			
ACG 2001	Principles of Accounting I	3	
BUL 2111	Business Law I	3	
*GEB 2090	Personnel Relationships in Business	3	
MAR 2941	Marketing Practicum III	3	
POS 2041	American Federal Government	3	
ACG 2011	Principles of Accounting II		3
*MAN 1340	Principles of Supervision		3
MAR 1511	Principles of Retailing		3
MAR 2302	Principles of Advertising		3
Elective	Area V (See Page 45)		3 (4)
		<u>15</u>	<u>15 (16)</u>

\*These (6) hours of credit may be granted for the successful completion of the National Management Association Program. (See Page 42 for further information.)

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

**Application Deadline: July 15**

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

*\*Prerequisites*

**SEMESTER HOURS CREDIT**

PSY 1012	Introduction to Psychology	3
APB 1203C	Human Anatomy & Physiology I	4
ENC 1101	English Composition I	3
		<u>10</u>

**COURSE DESCRIPTION SEMESTER HOURS CREDIT**

**FRESHMAN**

*Session I    Session II    Session III    Session IIIB*

MTB 2370	Applied Mathematics for Allied Health	1			
ENC 1102	English Composition II			3	
APB 1204C	Human Anatomy & Physiology II	4			
DEP 2004	Life-Span Development		3		
NUR 1020C	Fundamentals of Nursing	10			
NUR 1710C	Adult Nursing I		12		
NUR 1520C	Mental Health Nursing			5	or 5
	Physical Fitness (PEL or PEM)	<u>1</u>	<u>1</u>	<u>8</u>	<u>5</u>
		16	16	8	5

**SOPHOMORE**

NUR 2460C	Maternal-Child Nursing	12			
**NUR 2711C	Adult Nursing II		12		
**NUR 2820	Nursing Role & Scope	2			
HSA 1194	Computers in Health Care		1		
		<u>14</u>	<u>13</u>		

General Education	24 Semester Hours
Nursing Education	<u>53 Semester Hours</u>
Total	<u>77 Semester Hours</u>

\*These ten (10) hours of prerequisites **must be completed** before admission to the program and are included in the twenty-two (22) hours of General Education requirements.

\*\*These courses may be taken in Session I of the Sophomore year only with faculty approval.

**Special Program Requirements**

An academic average of "C" or better and a "Satisfactory" grade in the clinical portion must be earned in each Nursing course in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the Nursing Faculty, and if class space is available. (See Page 27, Academic Averages and Repeated Courses.)

Satisfactory completion of the 75 semester hours of approved credit with a grade of "C" or better in required Science and Nursing courses is necessary to graduate.

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

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

## Application Deadline: End of Session II

This program track is designed to allow an entry point into the Associate Degree in Nursing Program for the Licensed Practical Nurse. Entry into this program is limited to 12 students plus the number of spaces available in the Freshman Class during Session III. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.018. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Upon acceptance into this program, students will receive 22 advanced semester hours credit, based on practical nursing education.

### \*Prerequisites

### SEMESTER HOURS CREDIT

PSY 1012	Introduction to Psychology	3
ENC 1101	English Composition I	3
DEP 2004	Life-Span Development	3
APB 1203C	Human Anatomy & Physiology I	4
APB 1204C	Human Anatomy & Physiology II	4
MTB 2370	Applied Mathematics for Allied Health	1
		<hr/> 18

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		+ Session IIIA	Session IIIB	Session I	Session II
<b>FRESHMAN</b>					
ENC 1102	English Composition II		3		
NUR 1201C	Adult Nursing I/LPN Track	5			
	Physical Fitness (PEL or PEM)	$\frac{1}{6}$	$\frac{1}{4}$		
<b>SOPHOMORE</b>					
NUR 1520C	Mental Health Nursing				5
NUR 2412C	Maternal-Child Nursing/LPN				7
NUR 2711C	Adult Nursing II			12	
NUR 2820	Nurse Role & Scope			2	
HSA 1194	Computers in Health Care				1
				<hr/> 14	<hr/> 13

General Education	24 Semester Hours
Nursing Education	53 Semester Hours
Total	77 Semester Hours

\*These eighteen (18) hours of prerequisites **must be completed** before admission to the program and are included in the twenty-four (24) hours of General Education requirements.

+This Program Track begins with Session IIIA.

### Special Program Requirements

An academic average of "C" or better and a "Satisfactory" grade in the clinical portion must be earned in each Nursing course in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the Nursing Faculty. Satisfactory completion of the 77 semester hours of approved credit with a grade of "C" or better in required Science and Nursing courses is necessary for graduation.

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

# ASSOCIATE IN SCIENCE IN OFFICE SYSTEMS TECHNOLOGY

This program is designed to provide the necessary skills for students who plan to seek an office position that requires top-level secretarial skills.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
*OST 1100	Beginning Typewriting	3	
*OST 1211	Speedwriting Shorthand I	3	
GEB 2090	Personnel Relationships in Business	3	
GEB 1011	Introduction to Business	3	
Elective	Area IV (See Page 45)		3
OST 1110	Intermediate Typewriting		3
OST 1212	Speedwriting Shorthand II		3
QMB 1001	Business Mathematics		3
POS 2041	American Federal Government		3
	Physical Fitness (PEL or PEM)	<u>1</u>	<u>1</u>
		16	16

## SOPHOMORE

ACG 2001	Principles of Accounting I	3	
OST 2401	Office Procedures I	3	
Elective	Area III (See Page 44)	3 (4)	
OST 2120	Advanced Typewriting	3	
CGS 1061	Computer Literacy	3	
OST 2741	Word Processing: Text Editor	1	
OST 2601	Machine Transcription		3
OST 2402	Office Procedures II		3
OST 2335	Business Correspondence		3
OST 2321	Office Machines		3
OST 1721	Word Processing Applications I		3
Elective	Area V (See Page 45)		<u>3 (4)</u>
		<u>16 (17)</u>	<u>18 (19)</u>

\*Typewriting and Shorthand courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Approved Business Electives for the program. The aspiring legal secretary should take OST 2131, OST 2441, and OST 2442. The student may choose a course from the Approved Business Electives list to substitute for each elective or waived course in a program. The student may not, however, choose as a substitute a course that is already required in the program.

### Approved Business Electives:

ACG 2011	Principles of Accounting II	OST 2741	Word Processing - Text Editor
BUL 2111	Business Law I	TAX 2000	Federal Income Tax Principles
BUL 2112	Business Law II	MAR 2101	Salesmanship
CGS 1000	Introduction to Data Processing	MAR 2302	Principles of Advertising
CGS 1570	Microcomputer Applications	OST 1722	Word Processing - Applications II
ECO 2013	Principles of Economics I	OST 1743	Word Processing - WordStar
ECO 2023	Principles of Economics II	OST 2441	Legal Procedures I
FIN 1100	Personal Finance	OST 2442	Legal Procedures II
MAN 1340	Principles of Supervision	OST 2443	Legal Procedures III
MAN 1800	Small Business Management		
MAR 1011	Principles of Marketing		
MAR 1511	Principles of Retailing		

# CERTIFICATE PROGRAM — OFFICE SYSTEMS SPECIALIST

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

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>SEMESTER HOURS CREDIT</i>
<i>Session I</i>		
*OST 1100	Beginning Typewriting	3
OST 2321	Office Machines	3
QMB 1001	Business Mathematics	3
GEB 1011	Introduction to Business	3
<i>Session II</i>		
*OST 1110	Intermediate Typewriting	3
OST 2401	Office Procedures I	3
OST 2601	Machine Transcription	3
OST 2335	Business Communications	3
<i>Session III</i>		
OST 2120	Advanced Typewriting	3
OST 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 on Page 60.



# ASSOCIATE IN SCIENCE IN WORD PROCESSING TECHNOLOGY

This program is designed to prepare a person for employment as a Proofreader, Records Manager, Administrative Secretary, or Correspondence Supervisor or to provide supplemental training for a person previously or currently employed in these occupations.

Word Processing Occupations prepare individuals to edit (correct, format, print information) and produce written communications utilizing special-purpose machines.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
<b>FRESHMAN</b>			
ENC 1101	English Composition I	3	
*OST 1100	Beginning Typewriting	3	
GEB 1011	Introduction to Business	3	
Elective	Area III (See Page 44)	3 (4)	
QMB 1001	Business Mathematics	3	
Elective	Area IV (See Page 45)		3
CGS 1061	Computer Literacy		3
OST 2321	Office Machines		3
*OST 1110	Intermediate Typewriting		3
GEB 2090	Personnel Relationships in Business		3
	Physical Fitness (PEL or PEM)	1	1
		<u>16</u> (17)	<u>16</u>
<b>SOPHOMORE</b>			
OST 2120	Advanced Typewriting	3	
OST 2401	Office Procedures I	3	
OST 2601	Machine Transcription	3	
OST 1721	Word Processing — Applications I	3	
OST 2335	Business Communications	3	
OST 2402	Office Procedures II		3
POS 2041	American Federal Government		3
OST 1722	Word Processing — Applications II		3
MAN 1340	Principles of Supervision		3
ACG 2001	Principles of Accounting I		3
Elective	Area V (See Page 45)		3 (4)
		<u>15</u>	<u>18</u> (19)

\*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 on Page 60.



# VOCATIONAL CREDIT PROGRAMS

A Vocational Certificate will be awarded upon completion of any Vocational Credit Program. Vocational Credit Programs are competency-based.

Courses in these Programs are not planned as part of a four-year collegiate program. Vocational Credit Programs are designed to prepare the student for an entry job or to supplement the education and training of the employed worker desiring increased competency in a chosen occupational field. (See Course Descriptions for instructional hours.)

The Vocational Credit Programs and Vocational Certificate Programs offered at Pasco-Hernando Community College are:

Cosmetology	Heavy Duty Truck & Bus Mechanics	Licensed Practical Nursing
Dental Assisting	Landscape Operations	Welding
Electronic Technology		

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

This program provides a career ladder option to the Vocational Credit Certificate (or equivalent) student.

Admission Criteria and Procedures:

The applicant will submit an official transcript or the Vocational Credit Certificate from an accredited postsecondary school or college to the Registrar's Office certifying completion of a one year Vocational Program of Study.

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

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

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

Vocational Credit Certificate		30 Credits
<b>General Core Courses</b>		
(See Pages 44 and 45)	Area I & Area IV	6 Credits
(See Page 44)	Area III	3 Credits
(See Page 45)	Area V	3 Credits
POS 2041	American Federal Government	3 Credits
<b>Business Management Courses</b>		
GEB 2090	Personnel Relationships in Business	3 Credits
QMB 1001	Business Mathematics	3 Credits
OST 2335	Business Correspondence	3 Credits
MAR 1011	Principles of Marketing	3 Credits
CGS 1000	Introduction to Data Processing	3 Credits
		<u>60 Credits</u>

## VOCATIONAL CREDIT PROGRAM – COSMETOLOGY

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

COURSE	DESCRIPTION	VOCATIONAL CREDITS
	<i>Session I</i>	
* + COS 0131	Cosmetology I	13
	<i>Session II</i>	
+ COS 0132	Cosmetology II	13
	<i>Session III</i>	
+ COS 0133	Cosmetology III	13
		39

\*A student transferring from an accredited Cosmetology Training Program who has successfully completed a minimum of 405 hours of instruction may receive credit for COS 0131, Cosmetology I. A student must be enrolled in the Cosmetology Program at P-HCC for at least one full cosmetology session to be eligible to receive a Certificate.

+COS 0183 and COS 0184 (See Course Descriptions, Page 78) may be substituted for COS 0131 or COS 0132 or COS 0133.

## VOCATIONAL CREDIT PROGRAM – DENTAL ASSISTING

**Application Deadline: August 1st**

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

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I*	Session II*	Session III**
DEA 0700A	Dental Assisting I	16		
DEA 0700B	Dental Assisting II		16	
DEA 0700L	Dental Assisting III			8
		16	16	8

Dental Assisting Education 40 vocational credit hours

\*16 Weeks      \*\*8 Weeks

Special Program Requirements: An academic grade of "C" or better in the theory component of the course AND a grade of "Satisfactory/Safe" in the lab/clinical component of each Dental Assisting course is required in order to continue in the program. Courses may be repeated only upon the recommendation of faculty and approval of the Admissions Committee for Special Programs.



## VOCATIONAL CREDIT PROGRAM – ELECTRONIC TECHNOLOGY

This program is designed to prepare students for employment as entry-level electronic technicians. In addition, it will provide supplemental training for persons previously or currently employed as electronic technicians.

Individuals successfully completing this program may take transition courses to receive credit for certain Associate in Electronic Engineering Technology courses.

COURSE	DESCRIPTION	VOCATIONAL HOURS CREDIT		
		Session I	Session II	Session III
EEV 0811	D.C. Circuits	5		
MTB 0327	Math for Electronics	3		
EEV 0821	Laboratory Techniques	5		
		<u>13</u>		
EEV 0812	A.C. Circuits		5	
EEV 0827	Employment Skills & Entrepreneurship		1	
EEV 0818	Instrumentation		2	
EEV 0815	Digital Fundamentals		5	
			<u>13</u>	
EEV 0813	Solid-State Devices			5
EEV 0814	Analog Circuits			5
EEV 0816	Microprocessor Fundamentals			5
				<u>15</u>

### Transition Courses

Electronic Analysis I  
Electronic Analysis II

## VOCATIONAL CREDIT PROGRAM – HEAVY DUTY TRUCK & BUS MECHANICS

The purpose of this program is to prepare students for employment as truck and bus mechanics. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	VOCATIONAL CREDITS
	<i>Session I</i>	
AER 0771	Heavy Duty Bus & Truck Mechanics I	6
AER 0772	Heavy Duty Bus & Truck Mechanics II	6
	<i>Session II</i>	
AER 0773	Heavy Duty Bus & Truck Mechanics III	6
AER 0774	Heavy Duty Bus & Truck Mechanics IV	6
	<i>Session III</i>	
AER 0775	Heavy Duty Bus & Truck Mechanics V	6
		<u>30</u>

# VOCATIONAL CREDIT PROGRAM – LANDSCAPE OPERATIONS

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment in the Ornamental Horticulture industry. Skill job titles include: Nurseryman, Nursery Plant Salesman/Buyer, Landscaper, Greenhouse Operator, Landscape Maintainer, and Groundskeeper. Garden and yard care are also covered. This program is open-entry. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL CREDITS</i>
<i>Session I</i>		
• ORH 0000	Introduction to Ornamental Horticulture	3
• ORH 0510	Identification of Ornamental Plants	3
• AGG 0473	Introduction to Plant Growing Media	3
• ORH 0021	Ornamental Plant Propagation	3
<i>Session II</i>		
• ORH 0251	Nursery Garden Center Operation	2
• ORH 0273	Specialty Nursery Operations	2
• ORH 0260	Greenhouse Operations	2
• ORH 0800	Landscaping and Design	3
<i>Session III</i>		
• ORH 0806	Landscape Installation and Maintenance	3
• PMA 0210	Ornamental Plant Pest Control	3
• ORH 0252	Nursery Design and Operation	2
• ORH 0220	Introduction to Lawns and Lawn Care	3
		32

# VOCATIONAL CREDIT PROGRAM – PRACTICAL NURSING

**Application Deadline: July 15**

This program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies. The program is approved by the Florida State Board of Nursing. Satisfactory completion of the comprehensive courses in Nursing theory and clinical practice in hospital and other health care facilities means graduate eligibility for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008  
a n d 4 6 4 . 1 0 8

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>VOCATIONAL CREDIT HOURS</i>		
		<i>Session I**</i>	<i>Session II***</i>	<i>Session III****</i>
PRN 0601	Practical Nursing I	16		
PRN 0603	Practical Nursing II		16	
PRN 0631	Practical Nursing III			10
		16	16	10

\*\* 16 weeks      \*\*\* 16 weeks      \*\*\*\* 9 weeks (or as scheduled)

### Special Program Requirements

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in each Practical Nursing Course in order to continue in the program.

Completion of College Preparatory courses may be required for students scoring below the state minimums on college entry testing (TABE).

## VOCATIONAL CREDIT PROGRAM IN WELDING

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

COURSE	DESCRIPTION	VOCATIONAL CREDITS
<i>Session I</i>		
MTR 0120	Shielded Metal Arc Welding	3
MTR 0123	Advanced Shielded Metal Arc Welding	3
PMT 0106	Introduction and Oxy-Acetylene Welding	3
PMT 0112	Advanced Specialty Oxy-Acetylene Welding	3
<i>Session II</i>		
MTR 0128	Specialty Shielded Metal Arc Welding	3
MTR 0129	Fabrication of Metal Products Using S.M.A.W.	3
MTR 0131	MIG Welding	2
PMT 0122	S.M.A.W. High Technology Skills	
<i>Session III</i>		
MTR 0133	TIG Welding	2
MTR 0135	Advanced MIG/TIG Welding	2
MTR 0139	Fabrication of Metal Products Using MIG/TIG	2
		29

## VOCATIONAL CERTIFICATE PROGRAMS

### **CJD 0993 Bail Bonding**

The purpose of this program is to prepare students for employment as surety or bonding agents. The program prepares students for certification as bail bonding agents. A certification of completion of the prescribed program must be sent to the Bureau of Licensing, Department of Insurance, Larson Building, Tallahassee, Florida 32301, in order for the students to take the Florida Bail Bondsman examination. 90 clock hours.

### **CJD 0400 Correctional Officer**

The purpose of this program is to prepare students for employment as correctional officers or jailers. The program prepares students for certification as a correctional officer in accordance with Florida Statutes. 450 clock hours.

### **FFP 0005 Firefighting**

The purpose of this program is to prepare students for employment as firefighters. The program prepares students for certification as a firefighter in accordance with Florida Statutes. 270 clock hours.

### **RMI 0090 Insurance Marketing/General Lines Insurance Agent**

The purpose of this program is to prepare students for employment as General Lines Agents in the area of property and casualty insurance. 240 clock hours.

### **CJD 0991 Law Enforcement/Basic Recruit Course**

The basic recruit course is established for the purpose of providing-job related training at the entry level to candidates for full-time or part-time law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. 570 clock hours.

### **HCP 0100 Nursing Assisting/Geriatric and Rehabilitative Aide**

The program is designed to prepare students for employment as nursing assistants/nurse aides in nursing homes. Successful completion of the program prepares the student for certification for employment as a Nursing Assistant in a nursing home in accordance with Florida Statutes. 210 clock hours.

### **HFT 0150 Travel Agency Operations/Travel Agent**

The purpose of this program is to prepare students for employment as travel agents. 180 clock hours.

### **OFT 0010 General Office Clerk**

This program is designed to enable students to acquire skills and knowledge necessary for initial employment as an office clerk. Laboratory activities are an integral part of this program and will include use of typewriters, calculators and dictation/transcription equipment. 360 clock hours.

# COURSE DESCRIPTIONS

Required core courses in the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to a senior Florida public institution. All other catalog courses, except those below the 1000 or 2000 levels, are credited for purposes of graduation from 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.

College-preparatory courses are not creditable as part of the basic 62-hour requirement for Degrees. Vocational Certificate courses are not creditable toward the AA Degree.

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

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

## Florida's Statewide Course Numbering System

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

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

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

The course numbering system was developed so that equivalent courses would be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG-000 at a community college, he/she cannot be required to repeat SYG-000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using no-equivalent courses for satisfying certain requirements.

## General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG-000.

## First Digit

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

## Titles

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

## Lab Indicators

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

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

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

Examples: Marine Biology

OCB\_\_013 (lecture only)

OCB\_\_013L (lab only)

Marine Biology with Lab

OCB\_\_013C (lecture and lab combined)

Therefore,

OCB\_\_013C is equivalent to

OCB\_\_013 plus OCB\_\_013L.

## Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC\_\_132,\_\_133,\_\_134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substan-

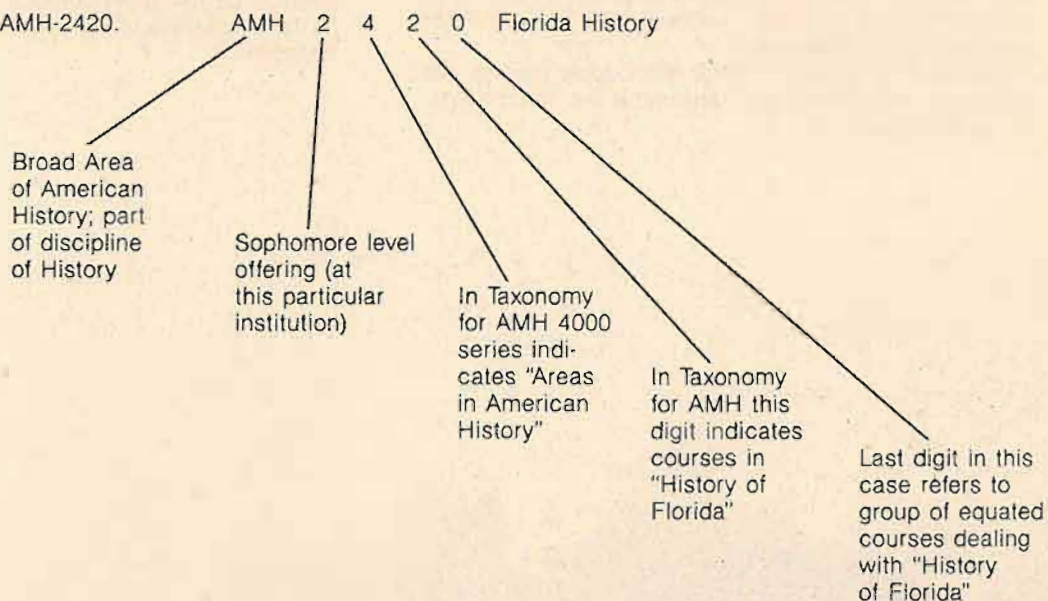
tively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

## Explanation of Prefixes and Numbers

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

Generally, each of the major classifications in a discipline is

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

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

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

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

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

## Exceptions to the Rule for Equivalencies

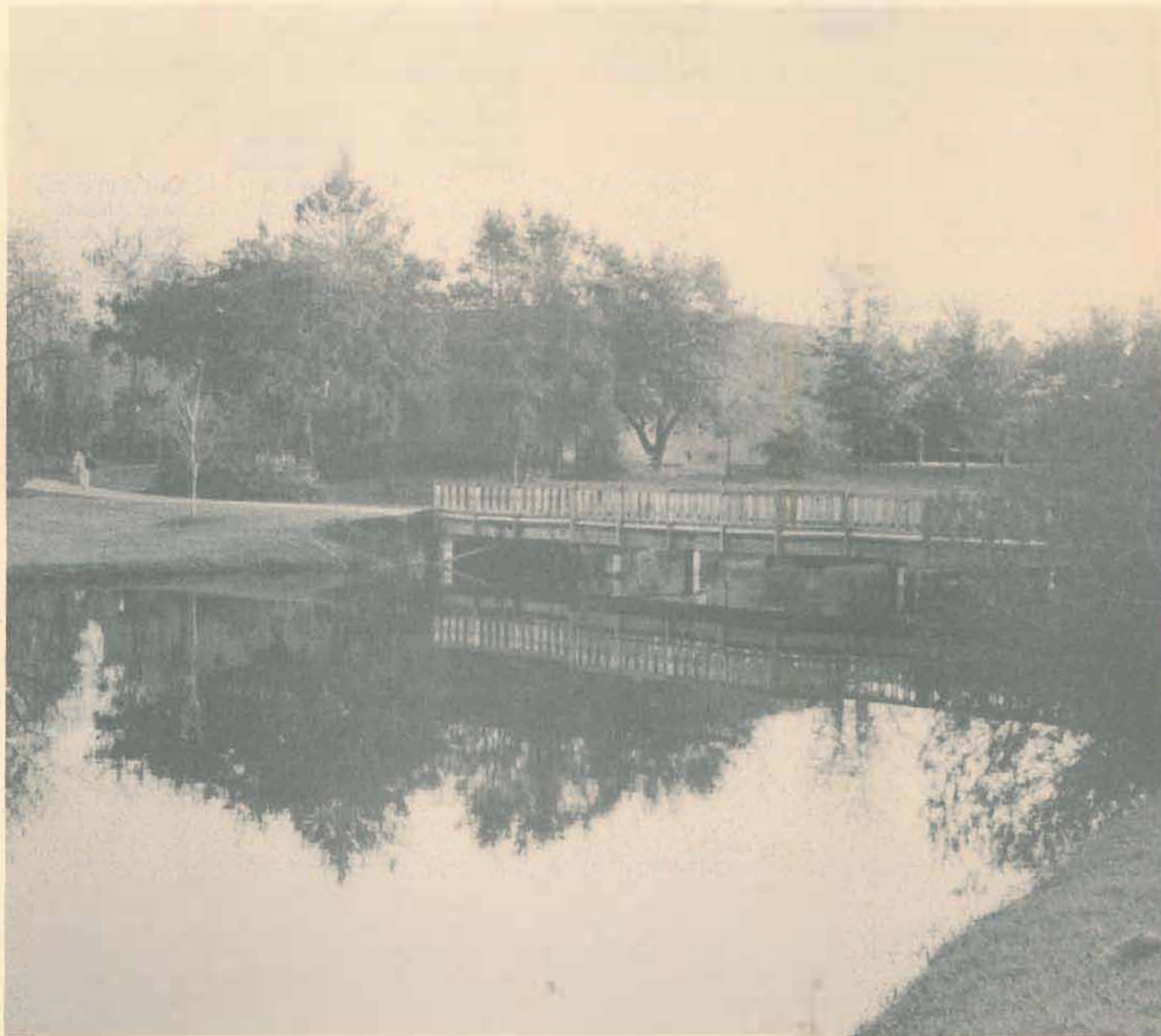
The following are exceptions to the general rule for course equivalencies:

- 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 faculty task force to be equivalent and which is published in the statewide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."



**APB 1204C Human Anatomy and Physiology II****4 cr.**

Prerequisite: APB 1203C. A continuation of APB 1203C. Emphasis is placed on the structure and function of the digestive, respiratory, cardiovascular, lymphatic, nervous, endocrine, urinary, and reproductive systems. 48 lecture hours and 32 laboratory hours.

**BOT 1010C Botany****4 cr.**

A survey of the plant kingdom. This lecture/laboratory course is designed to acquaint the biology or science major with basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. 48 lecture hours and 32 laboratory hours.

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

Suggested prerequisite: High school biology or chemistry. An introduction to the unifying principles of biology at the molecular and cellular levels of organization; to include: introductory biochemistry, cell structure and function, cellular energetics, and Mendelian and modern genetics. 48 lecture hours and 32 laboratory hours.

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

Prerequisite: BSC 1010C. A continuation of BSC 1010C, emphasizing the organismic and community levels of organization, to include: evolution and the origin of life, ecology, the diversity of life, and the structure and function of plants and animals. 48 lecture hours and 32 laboratory hours.

**MCB 2013C Microbiology****4 cr.**

Prerequisite: BSC 1010C. Pre or corequisite: CHM 1025C or CHM 1045C. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology, genetic mechanisms, and their effects upon organisms. 48 lecture hours and 32 laboratory hours.

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

An introduction to physical, chemical, and biological nature of the sea. Topics include: the history and shape of the oceans, waves, tides, and currents; diversity and ecology of marine life; and oceanic contamination. Credit to be earned as a science elective only. 48 class hours.

**ZOO 2010C Zoology****4 cr.**

A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. It is strongly recommended that students take a Fundamentals of Biology course or its equivalent before attempting Zoology. 48 lecture hours and 32 laboratory hours.

**Building Construction Technology****BCN 1220 Structures I****3 cr.**

The principles and practices of residential building construction with emphasis on regional construction. 48 class hours.

**BCN 1221 Structures II****3 cr.**

Prerequisite: BCN 1220. The principles and practices of commercial and industrial building construction using structural timber, steel, and concrete. 48 class hours.

**BCN 1501 Plumbing Systems****3 cr.**

The study of the residential and commercial plumbing practices based on the current Southern Plumbing Code. 48 class hours.

**BCN 1520 Electrical Systems****3 cr.**

A study of residential and commercial electrical practices based on the current National Electrical Code. 48 class hours.

**BCN 2610 Construction Estimating****3 cr.**

Prerequisites: BCN 1220 and MAT 9013 or APPROPRIATE MAPS SCORE. A course that teaches the computations of costs associated with typical construction projects to include — labor and materials — from take-off to final estimates. 48 class hours.

**BCN 2765 Codes, Contracts, and Specifications****3 cr.**

Prerequisites: BCN 1220, BCN 2610, BCT 1040, and ETD 1470C, or consent of instructor. A review of the various statutes, codes, contracts, and specifications which are related to the building industry. 48 class hours.

**BCT 1040 Basic Drafting and Blueprint Reading****3 cr.**

Prerequisite: BCN 1220 or consent of instructor. A sequence of related technical information and blueprint reading and drafting practices with emphasis on methods of printing and dimensioning of drawings. Lab fee required. 32 lecture hours and 32 laboratory hours.

**BCT 1941 Building Construction Practicum I****3 cr.**

Pre or corequisite: BCN 1220. Theory and practice of construction ideas and concepts as employed through various organized procedures which will involve training with concrete and masonry, and special job-related assignments. The course is designed to be coordinated with the other courses that the Building Construction Technology students will be taking.

**BCT 1942 Building Construction Practicum II****3 cr.**

Prerequisite: BCT 1941. A continuation of Building Construction Practicum I, with emphasis on framing and building.

**BCT 2941 Building Construction Practicum III****3 cr.**

Prerequisite: BCT 1942. A continuation of Building Construction Practicum II, with emphasis on electrical, plumbing, and air-conditioning.

**BCT 2942 Building Construction Practicum IV****3 cr.**

Prerequisite: BCT 2941. A continuation of Building Construction Practicum III, with emphasis on construction management and supervisory techniques.

**ETD 1470C Architectural Drawing****3 cr.**

Prerequisite: BCT 1040. The fundamentals of architectural drawing and design including both residential and commercial buildings. Lab fee required. 32 lecture hours and 32 laboratory hours.

**ETM 2610 Mechanical Systems****3 cr.**

An introductory course to the environmental control of houses and buildings with emphasis on equipment design, performance, and maintenance of air-conditioning, heating, and steam systems. 48 class hours.

**SUR 2001C Surveying I****3 cr.**

An introduction to the basic methods of site surveying, use of instruments, and note recording. Site plan development for use in building construction projects is emphasized. 48 class hours.

# 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. 48 class hours.

**AGR 2222 Forage, Cover, and Grain Crops** 3 cr.  
Scientific and practical considerations in the production of hay, cover, and grain crops, and their importance to livestock. 48 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. 48 class hours.

**FRC 2220 Citrus Culture II** 3 cr.  
Prerequisite: FRC 2211 or consent of instructor. 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. 48 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. 48 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. 48 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. 48 class hours.

## Anthropology

**ANT 2410 Introduction to Cultural Anthropology** 3 cr.  
A study of the nature of culture, personality, and social organization of man. Emphasis is placed on the customs of pre-literate people. 48 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. 48 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. 48 class hours.

**ART 1300C Drawing I** 3 cr.  
Introduction to the basic discipline of drawing through the use of still life, landscape, and the figure. 32 lecture hours and 32 laboratory hours.

**ART 1301C Drawing II** 3 cr.  
Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. 32 lecture hours and 32 laboratory 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. 32 lecture hours and 32 laboratory hours.

**ART 2520 Painting II** 3 cr.  
Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. 32 lecture hours and 32 laboratory hours.

**PGY 1101C Photography I** 3 cr.  
A course designed to give the student an introduction to the camera, its mechanics and use with initial instruction to be given on the photographic process, lighting scenes, exposure, development, and printing of photographs. 32 lecture hours, 32 laboratory hours.

**PGY 1102C Photography II** 3 cr.  
Prerequisite: PGY 1101C, or consent of instructor. A continuation of PGY 1101C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories and darkroom techniques. 32 lecture hours and 32 laboratory hours.

**Banking** (See Business-Financial Institutions)

## Biological Science

**APB 1120 Introduction to Biology I** 3 cr.  
A non-laboratory course for students not planning to major in Biology. It introduces the student to biological chemistry, cellular respiration, photosynthesis, cell biology, and genetics. APB 1120 and APB 1150 do not have to be taken in sequence. 48 class hours.

**APB 1150 Introduction to Biology II** 3 cr.  
A non-laboratory course for students not planning to major in Biology. It introduces the student to basic human anatomy and physiology, ecology, and evolution. APB 1150 and APB 1120 do not have to be taken in sequence. 48 class hours.

**APB 1203C Human Anatomy and Physiology I** 4 cr.  
Prerequisite: High school biology and chemistry. An introduction to the structure and function of the human body, to include: the chemical basis of life, cell organization and dynamics, cell metabolism, genetics, tissue, integumentary system, skeletal system, and the muscular system. 48 lecture hours and 32 laboratory hours.



**SUR 2200C Surveying II** 3 cr.  
Prerequisite: SUR 2001C. An introduction to road surveying with an emphasis on cross sections, vertical and horizontal curves. 48 class hours.

## Business

**ACG 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 procedures and techniques; inventories, valuation and depreciation methods; payroll; the form and content of the balance sheet and the income statement. 48 class hours.

**ACG 2011 Principles of Accounting II** 3 cr.  
An introduction to the formation, liquidation, and dissolution of partnerships and corporations; job order costing and standard costing; financial statement analysis as an aid to management decisions; and accounting for stocks and bonds. 48 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. 48 class hours.

**BUL 2112 Business Law II** 3 cr.  
Prerequisite: BUL 2111. Business law with emphasis on commercial paper, creditors' rights and secured transactions, agency and employment, partnerships, corporations and real property. 48 class hours.

**ECO 2013 Principles of Economics I** 3 cr.  
An introductory course in economic principles and analysis. Areas covered include: economic features of society; utility and consumption; production and business organization; national income accounting, national income theory—the twin problems of recession and inflation; money credit and the banking system; public finance; the principles and problems of full employment without inflation; macroeconomics. 48 class hours.

**ECO 2023 Principles of Economics II** 3 cr.  
A course dealing with markets and prices; supply and demand, competition and market structures; distribution of income among factors of production; economic growth and development; other economic systems; microeconomics. 48 class hours.

**FIN 1100 Personal Finance** 3 cr.  
This course is a survey of the problems and techniques of family financial planning. Major topics include career and income, budgets, consumer credit, insurance, home ownership, and personal investments. 48 class hours.

**GEB 1011 Introduction to Business** 3 cr.  
Fundamentals of business environment, organization, and operation with emphasis on perspectives on business, management, marketing, finance, and quantitative tools. 48 class hours.

**GEB 2090 Personnel Relationships in Business** 3 cr.  
This course provides a study of personnel relationships as individuals and as group members. It will include practical application of effective work relationship skills needed in business and industry; to include group dynamics, motivation, interpersonal perception, oral and written communications, leadership, management, decision making, problem solving, and employability skills. Designed for students in business and technical fields. 48 class hours.

**HFT 0150 Travel Agency Operations/Travel Agent** Certificate  
The purpose of this program is to prepare students for employment as travel agents. 180 hours of instruction.

**MAN 1340 Principles of Supervision** 3 cr.  
A study of the basic concepts and major functions of modern supervision. Students receive introductory instruction in concepts and practices which define supervision, the role of the supervisor within the organization, personnel management, and relationships with special groups of employees. 48 class hours.

**MAN 1800 Small Business Management** 3 cr.  
Designed for students with previous business experience or for those who have completed GEB 1011, Introduction to Business. A study of principles of small business management. This course presents the principles and problems in planning, organizing, and operating a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, record-keeping, insurance management, cost control and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 48 class hours.

**MAR 1011 Principles of Marketing** 3 cr.  
The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinants of demand which make up the marketing environment — the economic, physiological, sociological, and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process, are introduced. 48 class hours.

**MKA 1041 Principles of Retailing** 3 cr.  
A study of the principles, procedures and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Attention will be given to when and how to buy and to sources of supply. The organization and function of major divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. 48 class hours.

**MKA 1302 Marketing Practicum I** 3 cr.  
Prerequisite: Admission to course is by approval of the instructor. Theory of major coursework is employed through the use of various plans, which will involve on-the-job training with local businesses and special job-related assignments. This course is designed to be utilized by Marketing/Distributive Education students.

**MKA 1312 Marketing Practicum II** 3 cr.  
Continuation of MAR 1302.

**MKA 2021 Salesmanship 3 cr.**

A study of principles underlying all selling activities. This course presents principles and problems in personal selling related to prospecting, pre-approach, approach, demonstration, meeting objections, and closing the sale. 48 class hours.

**MKA 2322 Marketing Practicum III 3 cr.**

Continuation of MKA 1312.

**MKA 2332 Marketing Practicum IV 3 cr.**

Continuation of MKA 2322.

**MKA 2511 Principles of Advertising 3 cr.**

This course presents a study of advertising principles and practical application of advertising in the media. Areas covered include the history of advertising, designing and developing advertisements, media selection, sales promotional strategies and social aspects. 48 class hours.

**OFT 0010 General Office Clerk 3 cr.**

This program is designed to enable students to acquire skills and knowledge necessary for initial employment as an office clerk. Laboratory activities are an integral part of this program and include the use of typewriters, calculators, and dictation/transcription equipment. 360 hour of instruction.

**OST 1100 Beginning Typewriting 3 cr.**

A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. 48 class hours.

**OST 1110 Intermediate Typewriting 3 cr.**

Prerequisite: OST 1100 or consent of instructor. A study of the touch system of typewriting and a continuation of basic production skill-building and applications. 48 class hours.

**OST 1211 Speedwriting Shorthand I 3 cr.**

Prerequisite: OST 1100 or consent of instructor. A beginning course in the principles of Speedwriting shorthand, with dictation and transcription practice. Designed for students who have had no previous shorthand or less than one year of high school shorthand. 48 class hours.

**OST 1212 Speedwriting Shorthand II 3 cr.**

Corequisite: OST 1100 or consent of instructor. Prerequisite: OST 1211 (or one year of shorthand). A continuation of Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and format are stressed. 48 class hours.

**OST 1721 Word Processing — Applications I 3 cr.**

Prerequisite: OST 1110 or consent of instructor. This course develops the skills necessary to use word processing software. Upon successful completion of this course, the student will qualify for an entry-level position in a word processing center or in an office using word processing software. Lab fee required (see page 17). 48 class hours.

**OST 1722 Word Processing — Applications II 3 cr.**

Prerequisite: OST 1721. This course is a continuation of Word Processing — Applications I. The business application problems assigned will be more complex than those assigned in the prerequisite course. Included will be special problems in multiple-page projects, sophisticated formatting, records processing and practical applications. IBM or compatible equipment will be used. Lab fee required (see page 17). 48 class hours.

**OST 1743 Word Processing — WordStar 1 cr.**

Prerequisite: OST 1100 or consent of instructor. This course will provide instruction on the operation of the microcomputer using WordStar. The operations that will be included are: basic components of the computer, computer commands, disks, printer, formatting, constructing and editing the text, filing, and special applications. The student will type, correct, and play back various types of business documents. 16 class hours.

**OST 2120 Advanced Typewriting 3 cr.**

Prerequisite: OST 1110 or consent of instructor. A study of the touch system of typewriting and advancement of production skill-building and applications. 48 class hours.

**OST 2131 Legal Typewriting 3 cr.**

Prerequisites: OST 1110 or consent of instructor. This course will provide for the typing of legal papers used in legal offices and legal departments. In addition, legal concepts and terminology and speedbuilding exercises will be included. 48 class hours.

**OST 2321 Office Machines 3 cr.**

This course is designed to train students in the use of modern office machines (such as electronic calculators). Skills developed are those of a beginning worker. 48 class hours.

**OST 2335 Business Communications 3 cr.**

Prerequisite: OST 1100 or consent of instructor. This course offers instruction and practice in the production of effective oral and written communication. Emphasis is placed on writing clear, forceful, and effective business letters. 48 class hours.

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

Prerequisite: OST 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. 48 class hours.

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

Prerequisite: OST 1100 or consent of instructor. This course provides for instruction and practice in office duties including filing, writing travel itineraries, fulfilling responsibilities for meetings, handling financial services, investment and insurance records, payroll records and the legal facets of secretarial work. 48 class hours.

**OST 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 (OST 1100 and OST 1110) is recommended. 48 class hours.

**OST 2442 Legal Procedures II 3 cr.**

This course will present legal terminology and provide an understanding of the rules, procedures, and the preparation of forms in the areas of corporations and partnerships, family law, wills, and criminal law. This course will emphasize the procedures used in a legal office. A knowledge of typewriting (OST 1100 and OST 1110) is recommended. 48 class hours.

**OST 2443 Legal Procedures III 3 cr.**

This course will present advanced legal terminology. Emphasis will be placed on legal research, legal systems, and records

management. This course will emphasize the procedures used in a legal office. 48 class hours.

**OST 2601 Machine Transcription 3 cr.**

Prerequisite: OST 1100 or consent of instructor. 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. 48 class hours.

**OST 2741 Word Processing – Text Editor 1 cr.**

Prerequisite: OST 1100 or consent of instructor. This course will include individual instruction on the operation of a dedicated word processor. 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. 16 class hours.

**QMB 1001 Business Mathematics 3 cr.**

This course develops computational skills necessary for successful business management. In addition to a review of basic functions, topics include payroll and taxes, inventory, depreciation, simple and compound interest, the metric system, and statistics. Emphasis is on developing computational ability. 48 class hours.

**RMI 0090 Insurance Marketing/General Lines Insurance Agent Certificate**

The purpose of this program is to prepare students for employment as General Lines Agents in the area of property and casualty insurance. 240 hours of instruction.

**TAX 2000 Federal Income Tax Principles 3 cr.**

This course is designed to familiarize students with the federal income tax structure and to provide training in the application of tax principles to specific tax problems. 48 class hours.

## **Business - Financial Institutions**

(Formerly Banking)

**BAN 1004 Principles of Banking 3 cr.**

This course presents the basic functions and services provided by the banking industry. It provides a broad perspective of bank operations, terminology, and services. The topics include: banking in today's economy, language and documents of banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, and bank loans and investments. 48 class hours.

**BAN 1014 Loan and Discount 3 cr.**

This course provides the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing accompanying notes secured by bonds, stock and savings accounts; and the concepts of attachment, perfections, priority, default and foreclosure. 48 class hours.

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

Prerequisites: GEB 1011 and ACG 2001. This course provides the techniques necessary for the evaluation of the financial condition and operating performance of a business. It will include accounting, business funds flow, the preparation of financial statements, and the technique of financial statement analysis. 48 class hours.

**BAN 1252 Real Estate Finance in Banking 3 cr.**

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It concentrates on how funds are channeled into the mortgage markets, financing of residential and special purpose property, and administrative tasks common to most mortgage departments. 48 class hours.

**BAN 2206 Credit Administration 3 cr.**

This course describes the factors influencing and determining loan policy. It includes methods of credit investigation and analysis, credit techniques, specific credit problems, and secured and unsecured loans. Emphasis is also given to credit department organization and procedures, analysis of financial statements, and methods of dealing with borrowers in financial difficulty. 48 class hours.

**BAN 2240 Installment Credit 3 cr.**

This course emphasizes installment lending techniques in commercial banks. It includes credit evaluation, open-end credit, marketing bank services, collection procedures, legal aspects of credit, financial statement analysis, insurance, and rate structure and yield analysis. 48 class hours.

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

This course provides an overview of the generally accepted principles of the law of estates, trusts, and agencies. It will include the trust functions and services encountered in the daily operations of a trust department. 48 class hours.

**BAN 2411 Savings and Time Deposit Banking 3 cr.**

Presentation of the historical development of savings institutions and a review of the basic economic structure, function and process of savings. Also covered are different types of savings, interest rates, types of time deposit accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity and marketing). 48 class hours.

**BAN 2501 Money and Banking 3 cr.**

This course stresses the practical application of the monetary and banking system. It covers such topics as the structure of the commercial banking system, the nature and functions of money, banks and the money supply, cash assets and liquidity management, bank investments, loans, earnings and capital, the Federal Reserve System, and Treasury Department operations. 48 class hours.

**BAN 2511 Marketing for Bankers 3 cr.**

This course presents marketing as a broad concept. It deals with concepts and philosophies of marketing, information, research, and targeting markets; the marketing mix (product strategy, distribution strategy, advertising and sales promotion, personal selling, and pricing strategy); and the methods of market planning. 48 class hours.

**BAN 2742 Bank Management 3 cr.**

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It includes objectives, planning, structure, control, and the interrelationships of various bank departments. 48 class hours.

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

This course presents an introduction to basic commercial law and relates it more specifically to banking and bank transactions. Topics included are: contracts, agency and partnerships,

corporations, real property, personal property and sales, the Uniform Commercial Code, negotiable instruments and bank collections, and secured financing. 48 class hours.

**SVL 1111 Teller Operations 2 cr.**

This course will provide new or experienced tellers with a conceptual understanding of the financial services business, the tasks performed daily and the steps which must be taken to perform those tasks successfully. New service capabilities have noticeably expanded the teller's role and responsibilities. This course addresses important changes that the financial services business has undergone in recent years — and how these changes affect tellers.

**SVL 1121 Managing Deposit Accounts and Services 2 cr.**

This course will cover a wide variety of services offered by financial institutions and the impact of federal regulation on managing deposit accounts and services. The student will learn how to better explain an institution's policies to customers and assist them in taking advantage of available services.

**SVL 1221 Residential Mortgage Lending 2 cr.**

This course will cover mortgage lending principles that are essential in making and maintaining sound residential mortgage loans. The course will introduce the student to the procedures involved in originating and processing residential mortgage loans. Nondiscrimination requirements, property appraisal techniques and risk evaluation will be examined. The course also explores the different types of residential mortgage loans that federally chartered institutions can make, including standard mortgage loans, alternative mortgage loans and government-insured/government-guaranteed mortgage loans. The role of the secondary mortgage market will also be discussed.

**SVL 1231 Commercial Lending for Savings Institutions 2 cr.**

This course provides important terms, concepts and techniques that are needed in order to successfully perform the complex tasks involved in commercial lending. The student will learn how an institution can use commercial lending to reduce vulnerability to economic fluctuations. The institution's concerns — marketing, loan commitments and loan administration — are examined to provide the student with a valuable perspective on this potentially profitable lending activity.

**SVL 1411 Techniques for Customer Counseling 2 cr.**

This course will examine the principles of customer needs, the financial services that can satisfy those needs and the relationship of the financial institution and the customer. The aspects of customer contact, drawing on sociology, psychology, economics and other disciplines, will be investigated. The student will examine practical, job-related techniques and guidelines for meeting special challenges of his/her job.

**SVL 1601 Effective Business Writing 2 cr.**

This course will cover specific skills needed to write effectively in a financial profession. The student will learn to use writing skills to save time and improve relationships with customers.

**SVL 1603 Communication Skills for Business: Talking and Listening 2 cr.**

This course will help the student to improve interpersonal communication skills. Practical techniques which can be used to listen more effectively, persuade others, solve problems and manage conflicts with customers and co-workers will be

covered. The student will learn how to maintain poise under pressure and respond to others in a positive, effective manner.

**SVL 1761 Branch Management 2 cr.**

This course blends managerial theory with practical, up-to-date applications. The student will learn how to tackle the expanded responsibilities of a branch manager today, including marketing and financial management.

## Chemistry

**CHM 1025C 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 1045C, CHM 1046C sequence. It includes chemical symbols; matter and energy; measurements and calculations (Metric System); atomic structure; chemical formulas and calculations; chemical reactions and equations; chemical bonding; nomenclature; gases, liquids and solids; solutions; chemical equilibrium; acids and bases; redox reactions; nuclear chemistry; and organic chemistry. 48 lecture hours and 32 laboratory hours.

**CHM 2045C General Chemistry and Qualitative Analysis I 4 cr.**

Prerequisite: CHM 1025C or one year of high school chemistry. This course involves the study of the concepts of metric measurement, periodicity, chemical calculations, gas laws, thermochemistry, atomic structure, chemical bonding, molecular geometry, properties of solutions, states of matter, atmospheric gases, and hydrogen compounds. 48 lecture hours and 32 laboratory hours.

**CHM 2046C General Chemistry and Qualitative Analysis II 4 cr.**

Prerequisite: CHM 2045C. This course extends the study of chemical principles in kinetics, chemical equilibrium, acid-base concepts and equilibrium, solubility, thermodynamics, electrochemistry, nuclear chemistry, metal groups, organic chemistry, and biochemistry. 48 lecture hours and 32 laboratory hours.

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

Prerequisite: CHM 2046C. A study of carbon compounds with emphasis on alkanes-cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereochemistry, alkynes, and conjugated unsaturated systems. 48 lecture hours and 32 laboratory hours.

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

A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. 48 lecture hours and 32 laboratory hours.

## College Preparatory (Formerly Developmental Studies)

**ENC 0010 Fundamentals of Writing 3 cr.**

This college preparatory course is designed to improve the student's ability to write sentences and paragraphs. Gram-

mar 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. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

**ENC 0080 Basic Grammar 3 cr.**

This college preparatory course is designed to build and review grammar skills. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Laboratory work will be prescribed by the instructor. The spelling portion of this course will be offered based on identified student need. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

**MAT 0002 Basic Arithmetic 3 cr.**

This college preparatory course is designed to build and review basic skills in arithmetic. Emphasis is placed on basic operations, fractions and prime numbers, decimals, and metric system, and percent usage. Laboratory work will be prescribed by the instructor. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

**MAT 0003 Fundamentals of Mathematics 3 cr.**

This college preparatory course emphasizes the operations of arithmetic for MAT 0024 and MGF 1202. Fundamental skills, concepts and reasoning are stressed. Basic algebraic skills and concepts, and set theory terminology are included. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

**MAT 0024 Elementary Algebra 3 cr.**

This college preparatory course provides the student with a review of basic mathematics and algebraic skills and concepts. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

**REA 0001 Basic Reading 3 cr.**

This college preparatory course is designed to improve a student's literal comprehension skills. The student will work in the areas of vocabulary, literal comprehension, basic reference skills, and be exposed to flexible reading skills. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

**REA 0002 Fundamentals of Reading 3 cr.**

Prerequisite: REA 0001 or a reading level above 9th grade. This college preparatory course is designed to improve the student's critical reading skills. The course will help refine the student's literal comprehension skills and, in addition, develop critical reading skills that are needed in college course work. This course must be completed with a 10.5 grade level on a final reading test and with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

## Computer Programming and Analysis

**CAP 2801 Advanced Microcomputing with LOTUS 1-2-3 3 cr.**

Prerequisite: CGS 1570 or consent of instructor. This course provides the student with a detailed knowledge of LOTUS 1-2-3. Students will learn advanced programming techniques using macros, integration of interrelated spreadsheets, and advanced graphics techniques. Emphasis will be placed on the student's completion of class projects in areas such as real

estate, accounting, and finance utilizing the various features of spreadsheet programming. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

**CAP 2803 Advanced Microcomputer Applications 3 cr.**

Prerequisite: Consent of instructor. This course provides instruction in using advanced microcomputer software packages. Course content will vary according to current needs of students and industry. Topics may include integrated software packages, spreadsheets, databases, utilities, and graphics software. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

**CAP 2808 Advanced Microcomputing with dBase III Plus 3 cr.**

Prerequisite: CGS 1570 or consent of instructor. This course provides the student with a detailed knowledge of dBase III Plus. Students will learn advanced programming techniques, graphics techniques, and database interaction with other software packages. Emphasis will be on the student's completion of class projects utilizing the various features of database programming. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

**CIS 2321 Systems Analysis & Design 3 cr.**

Prerequisites: COP 2170 or COP 2120, and CGS 1570. This course will include the fundamental analysis and design of business data processing systems, problem analysis and definition, design of forms, data files and reports, documentation procedures, and computer systems management. 48 class hours.

**COP 1000 Introduction to Programming Logic 3 cr.**

The purpose of this course is to provide the student with an opportunity to solve problems with the help of a computer. Although BASIC, FORTRAN, PASCAL and other languages will be introduced, emphasis will be on the construction of language-free algorithms as a logic foundation for more advanced programming in the field of data processing or in personal/small business computers. 48 class hours.

**CGS 1000 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 the course, the student will have a basic understanding of what a computer system is, hardware components available, the stored program concept, data representation, and computer arithmetic and uses to which electronic data processing is applied. 48 class hours.

**CGS 1061 Computer Literacy 3 cr.**

An introductory course in microcomputers. No previous knowledge in programming is required. This course covers the selection and use of computer hardware, selection and use of commercially available software, and the application of software for small business or home projects. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

**CGS 1570 Microcomputer Applications 3 cr.**

Prerequisite: CGS 1000 or consent of instructor. This course gives the student practical knowledge of spreadsheet and database applications using MS-DOS, LOTUS 1-2-3 and dBase III Plus. Students will acquire an appreciation for the capabilities of microcomputers utilizing modern technology and state-of-the-art software. Models will be created and results will be analyzed, with emphasis on the student effec-

tively applying computer skills to business applications. Lab fee required (See Page 17). 48 lecture hours.

**COP 2120 COBOL Programming I** 4 cr.  
Prerequisites: CGS 1000, with a grade of "C" or better; and COP 1000, with a grade of "C" or better; or consent of instructor. A study of the organization and concepts of the COBOL programming language using structured techniques, and its application as a programming tool in business and industry. Emphasis will be on the basics, to include processing sequence concepts, control breaks, and table processing. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in good form using sequential files. Students will compile, debug, and test programs they have written using data entry devices. Lab fee required (See Page 17). 48 lecture hours and 32 laboratory hours.

**COP 2121 COBOL Programming II** 4 cr.  
Prerequisite: COP 2120, with a grade of "C" or better. This course is a continuation of COP 2120, and is intended to orient the student to the type of programming that will be expected of an applications programmer in business and industry. Emphasis will be on the more advanced features of COBOL, to include input data validation, sorting, and random file processing. Students will compile, debug, and test programs they have written using data entry devices. Lab fee required (See Page 17). 48 lecture hours and 32 laboratory hours.

**COP 2170 Microcomputers and BASIC Programming** 3 cr.  
Prerequisites: CGS 1000 and COP 1000 or consent of instructor. This course is designed to give students a problem-oriented approach to the BASIC programming language for input/output, arithmetic, control structures, functions, arrays, sorting, subprograms, menus, file handling and string manipulation. Students will be responsible for compiling, debugging, and testing the programs they have written. 32 lecture hours and 32 laboratory hours.

**COP 2200 FORTRAN Programming** 3 cr.  
This course is designed to give students a problem-oriented approach to the FORTRAN programming language for input/output, arithmetic, control structures, functions, arrays, sorting, subprograms, and string manipulation. Students will be responsible for compiling, debugging, and testing the programs they have written. Lab fee required (see page 17). 48 class hours.

**CIS 1940 Data Technician Practicum** 3 cr.  
Prerequisite: CGS 1000. Pre or corequisite: CGS 1570. This course will provide the student with an opportunity to explore various practical application areas in data processing installations or in a data processing laboratory environment. Practical work experience in data entry and/or computer operations will be included. 117 participation hours.

**CIS 2940 Data Processing Practicum** 3 cr.  
Prerequisites: CIS 2321, COP 2120 or COP 2170. This course will provide the student with an opportunity to explore various practical application areas in data processing installations or in a data processing laboratory environment. A project will be required that will be assigned by the instructor, or approved by the instructor if the student is at a job site. The project will include problem definition, flow charting, program coding and testing with detailed documentation of the completed project. 117 participation hours.

## Cosmetology

**COS 0131 Cosmetology I** 13 Vocational cr.  
This course is designed to cover the essential concepts and

skills of Cosmetology. Classroom instruction and laboratory experiences will cover, but not be limited to: careers; ethics; bacteriology/sanitation; hair shampooing; scalp treatments; hair shaping; hair styling; permanent waving and coloring; and Florida Cosmetology law and rules. Lab fee required. 405 hours of instruction.

**COS 0132 Cosmetology II** 13 Vocational cr.  
Prerequisite: COS 0131, or consent of instructor. A continuation of the concepts and skills learned in COS 0131. This course will also provide an in-depth study of hair coloring; bleaching and special effects; permanent waving; chemical hair restructuring and relaxing; silking; facials and make-up; and nail disorders and diseases. Lab fee required. 405 hours of instruction.

**COS 0133 Cosmetology III** 13 Vocational cr.  
Prerequisites: COS 0131, 0132, or consent of instructor. A continuation of the salon experiences previously learned. This course will also provide for acquisition of knowledge of Cosmetology and its related chemistry; beauty salon management skills; and how to analyze and prepare wigs and hair pieces. There will be a review of shampooing, manicuring, pedicuring, nail extensions, and facial specialties. There will be a review of State Board requirements in preparation for the Florida Cosmetology License Examination. Lab fee required. 405 hours of instruction.

**COS 0181 Cosmetology Review** 1 Vocational cr.  
Prerequisite: Consent of instructor. This course is designed for the student who needs additional hours as required by the State Board of Cosmetology or for the student who needs additional preparation for the State Board examination. It is recommended for the licensed cosmetologist who desires to update knowledge and skills. 30 instructional hours. (May be taken for credit up to five times.)

**COS 0182 Cosmetology Review — Shampoo Specialist** 3 Vocational cr.  
This course will provide instruction on the safety and sanitary measures relative to shampooing; the physical and chemical actions of shampooing; the different kinds of shampoos and their effects; conditioning the client's scalp and hair; irregularities of the scalp and hair; and Florida Cosmetology law and rules. Lab fee required. 90 hours of instruction.

**COS 0183 Cosmetology Review — Manicuring/Pedicuring/Nail Extensions Specialist** 4 Vocational cr.  
This course will provide instruction on safety and sanitary measures relative to manicuring and pedicuring; nail structures; nail irregularities and diseases; artificial and sculptured nails and extensions; manicuring and pedicuring; massage of the hands and feet; and Florida Cosmetology law and rules. Lab fee required. 120 hours of instruction.

**COS 0184 Cosmetology Review — Facial Specialist** 9 Vocational cr.  
This course will provide instruction on the safety and sanitary measures relative to facials; a study of the skin and its structure, functions, and abnormalities; the basic massage movements in performing a facial; how to select appropriate cosmetics, and the techniques used in applying make-up; how to apply false eyelashes; how to tint lashes and brows; and Florida Cosmetology law and rules. Lab fee required. 270 hours of instruction.

## Criminal Justice

**CCJ 1000 Crime and Delinquency** 3 cr.  
This course presents a general review of the juvenile delin-

quency problem, to include: current theories of crime and delinquency, causation factors, and treatment. 48 class hours.

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

Introduction to the philosophical and historical backgrounds of law enforcement. This course covers the organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. It includes career orientation. 48 class hours.

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

This course covers the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. 48 class hours.

**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. 48 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. 48 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. 48 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. 48 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. 48 class hours.

**CJD 0400 Correctional Officer** Certificate

The purpose of this program is to prepare students for employment as correctional officers or jailers. The program prepares students for certification as a correctional officer in accordance with Florida Statutes. 450 hours of instruction.

**CJD 0991 Law Enforcement/Basic Recruit Course** Certificate

The basic recruit course is established for the purpose of providing job-related training at the entry level to candidates for full-time or part-time law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement,

Criminal Justice Standards and Training Commission in accordance with Florida Statutes. 570 hours of instruction.

**CJD 0993 Bail Bonding** Certificate

The purpose of this program is to prepare students for employment as surety or bonding agents. The program prepares students for certification as bail bonding agents. A certification of completion of the prescribed program must be sent to the Bureau of Licensing, Department of Insurance, Larson Building, Tallahassee, Florida 32301 in order for the student to take the Florida Bail Bondsman examination. 90 hours of instruction.

**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. 48 class hours.

**CJT 1110 Introduction to Criminalistics** 3 cr.

General course in the scientific aspects of criminal investigation with the 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. 48 class hours.

## Dental Assisting

**DEA 0700A Dental Assisting I** 16 Vocational Cr.

Prerequisite: Admission to the Certificate Program — Dental Assisting. This course introduces general and specific content for the Dental Assisting student. General studies include communication, psychology, and child management. Biomedical science content includes human anatomy and physiology, microbiology, nutrition, and client counseling. Dental science content includes dental materials; specific oral, head and neck anatomy; oral pathophysiology; and pharmacology. Simulated clinical experiences are provided. Laboratory fee and Professional Liability fee required. Additional campus laboratory hours may be required. 480 hours of instruction.

**DEA 0700B Dental Assisting II** 16 Vocational Cr.

Prerequisite: DEA 0700A. This course provides expanded concepts and supervised practice for the Dental Assisting student. Content includes clinical specialties, office management, legal and ethical considerations, professional organizations, chairside assisting, radiography, office emergencies, and preventive dentistry. Simulated clinical experiences are provided. Laboratory fee required. Additional campus lab hours may be required. 480 hours of instruction.

**DEA 0700L Dental Assisting Clinical** 8 Vocational Cr.

Prerequisite: DEA 0700B. This course provides the student with clinical experiences in dentists' offices and clinics under the supervision of faculty and dentists. Experiences are inclusive of chairside assisting, dental office assistant responsibility, radiography, client instruction, and campus seminars. Student achievement in this course is graded as Satisfactory/Safe or Unsatisfactory/Unsafe. 240 hours of instruction.

## Drama and Theater

Students are advised that course selections in the area of performing arts are not automatically transferable;

they will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

**ORI 1001 Oral Interpretation 3 cr.**

This course in oral interpretation has a three-part focus: (1) the application of vocal techniques in oral interpretation of various modes of literature, (2) the analysis of literary texts such as poetry, prose, and the drama for the purposes of performance, and (3) the design and presentation of an oral interpretation program based on literary texts analyzed. 48 class hours.

**THE 2000 Survey of Drama I 3 cr.**

Prerequisite: ENC 1101 or consent of instructor. Survey I traces the historical development of Western dramatic literature from the period of the ancient Greeks up to, and including, the plays of William Shakespeare. The historical approach of the course emphasizes the origins of Western drama in the religious festivals of ancient Greece, the influence of Christianity on the development of English drama in the Middle Ages, and the culmination of Renaissance drama in the literary and theatrical achievement of William Shakespeare. Students read examples of: ancient Greek tragedy and comedy; Roman comedy; medieval miracle, mystery, and morality plays; pre-Shakespearean Renaissance drama; and the plays of William Shakespeare (a history play, a comedy, a tragedy, and a tragic-comedy). Students also study the physical aspects of Eastern theatre during each phase with focus on the staging of plays in the amphitheaters of ancient Greece, in and outside of churches in the Middle Ages, in pre-Shakespearean Renaissance structures, and in the Globe and Blackfriars theatres used by Shakespeare. 48 class hours.

**THE 2010 Survey of Drama II 3 cr.**

Prerequisite: ENC 1101 or consent of instructor. Survey II traces the historical development of Western dramatic literature from the 17th century up to, and including, the Contemporary period. The historical approach of Survey I is continued, but emphasis is given to the breadth and diversity of Western drama since Shakespeare. Students read examples of: 17th century French classical tragedy and French comedy; English Restoration comedy (17th century); 18th century British comedy of manners; German verse drama of the late 18th and early 19th centuries; social issue plays of the early Modern period; the Irish National Theatre plays of the early 20th century; the 20th century Theatre of the Absurd; and 20th century American plays. The course recognizes the contributions of Continental as well as British writers to the development of Western dramatic literature; the plays recommended for reading also reflect the importance of the Community Theatre Movement in the United States and the creation of significant American drama by women and minority playwrights. 48 class hours.

**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; it 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. 48 class hours.

**TPA 2925A Play Production I 3 cr.**

Prerequisite: TPP 1111 or consent of instructor. This course is designed to give the students the experience of working on a production from the pre-production planning stage through to the final performance and strike (the dismantling of sets and clean-up after the production). Students will be involved in all aspects of production in both the performance

and technical areas as well as in the areas of box office and house management. In addition to working on an actual production, students will be required to attend class lectures and turn in written assignments. Students may also be asked to attend productions of plays off campus. 32 lecture hours and 32 laboratory hours.

**TPA 2925B Play Production II 3 cr.**

Prerequisite: TPA 2925A. This course is a continuation of TPA 2925A Play Production I. 32 lecture hours and 32 laboratory hours.

**TPP 1110 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 performances off campus. 32 lecture hours and 32 laboratory hours.

**TPP 1111 Intermediate Acting 3 cr.**

Prerequisite: TPP 1110 or consent of instructor. This course is a continuation of TPP 1110 Beginning Acting with a special emphasis on the various processes of developing characterization. The course will stress techniques of textual and script analysis as it is related to characterization and performance. Students will be required to read plays as well as work on monologues and scene study. Students may be required to attend several performances off campus. 32 lecture hours and 32 laboratory hours.

**TPP 2700 Voice Preparation for the Actor 3 cr.**

Prerequisite: TPP 1110, or consent of the instructor. This course is designed to liberate the natural voice rather than to develop a vocal technique. A clear view of the voice in the general context of human communication will be presented and the students will perform a series of exercises to free, develop, and strengthen the voice first as a human instrument, and then as the human actor's instrument. An emphasis is placed on the removal of the physical as well as the emotional blocks that inhibit the human instrument. 32 lecture hours and 32 laboratory hours.

## Education

**CHD 1820 Child Development Associate (CDA) Practicum I 3 cr.**

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

**CHD 1830 Child Development Associate (CDA) Practicum II 3 cr.**

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

**CHD 1831 Child Development Associate (CDA) Practicum III 3 cr.**

A continuation of CDA Practicum II. Includes helping children to learn how to get along and respect others, developing rules



that are realistic and consistent for children to follow, developing positive and productive relationships with parents, and encouraging them to participate in activities.

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

A general introductory course in education intended to assist the student in understanding the American educational system in terms of its development and present organization. The student is introduced to the problems of the profession, and the field of education is surveyed in general. Directed observations are required. Recommended for those considering teaching as a career. 48 class hours.

**EDG 1310 Classroom Management 3 cr.**

The study of classroom management principles and applications including individual behavior management and group dynamics techniques. 48 class hours.

**EDG 1315 Preparation of Instructional Materials 3 cr.**

This course provides knowledge, techniques, and skills for preparing instructional materials for use in elementary and secondary schools. Topics included are: printing and handwriting, lettering and printing tools, laminating and transparency techniques, audio recording and duplication, slide production, and basic operation of audiovisual and reproduction equipment. 48 class hours.

**EDG 1316 Tutoring Management and Techniques 3 cr.**

This course is designed to provide teacher aides with knowledge and skills necessary to facilitate learning when tutoring students of various ages. Topics include: the role of the teacher aide, principles of working with children, basic principles of learning, various approaches and techniques of facilitating learning. While designed for teacher aides, this course is open to all interested students. 48 class hours.

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

This course is designed to provide teacher aides with skills for effectively implementing tutoring activities for reading students in the elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class hours.

**EDG 1318 Current Approaches and Tutoring Techniques for Reinforcing Mathematics Instruction 3 cr.**

This course is designed to provide teacher aides with skills for implementing tutoring activities for mathematics students in the elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class hours.

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

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

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

This course is a study of the mental, emotional, social, and physical needs and growth patterns of children from birth to age six. By emphasizing the mental health aspects of teaching, this course helps students to understand the dynamics of behavior in the preschool child. The importance of teacher-pupil and teacher-parent relationships is stressed. Included

is an examination of materials and equipment that are appropriate for use in the preschool program and are also essential for achieving the experiences and the attitudes that characterize an enriched school program. Observations of children in school situations are required. 48 class hours.

**EEC 2311 Preschool and Early Childhood Activities 3 cr.**

This course is directed toward planning activities for the preschool child in early childhood education. Emphasis is placed on the selection and use of appropriate equipment and materials for developing readiness in the subject areas. The importance of play, art, drama, music, and scientific discoveries is stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. 48 class hours.

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

A course designed to investigate and evaluate methods of teaching reading at the elementary level. 48 class hours.

**\*SLS 9331 Orientation to the World of Education and Work 3 cr.**

See Interdisciplinary.

## Electronic Engineering

**CET 2112C Digital Electronics 4 cr.**

Prerequisite: EET 1015C. This course serves to introduce topics needed to become proficient in Digital Electronics. Number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories are the topics covered in this course. Laboratory experiments are used to verify the concepts studied. 48 lecture hours and 32 laboratory hours.

**CET 2121C Microprocessor Programming Principles 4 cr.**

Prerequisite: CET 2112C. Corequisite: EET 2120C. This course introduces the student to microprocessor fundamentals and microprocessor programming techniques. Several microprocessor types will be studied. Lab work includes writing, debugging, and running microprocessor programs. 48 lecture hours and 32 laboratory hours.

**CET 2123C Digital Systems 4 cr.**

Prerequisites: EET 2120C, PHY 1053C, and CET 2121C. This course examines microprocessor-based computer systems. Subjects include input-output fundamentals and programming, data conversions, using higher level languages (BASIC) as a system controller and troubleshooting aid, peripheral systems (printers, terminals, etc.), system simulation, and system troubleshooting. Laboratory work involves programming in assembler and higher level languages, peripheral equipment investigation, system simulation, and system troubleshooting. 48 lecture hours and 32 laboratory hours.

**CET 2156C Hardware Fault Analysis 4 cr.**

Prerequisites: EET 2120C, CET 2121C. Corequisite: CET 2157C. This course presents topics which cover typical board layouts and hardware location of functional elements, to include: fault analysis using interchangeable boards; use of extender boards in fault location; the function of control lines and associated faults; control of PIA's and UART's and related faults; and input/output faults between the mpu/cpu and peripherals. 16 lecture hours and 96 laboratory hours.

**CET 2157C Software Fault Analysis 4 cr.**

Prerequisites: EET 2120C, CET 2121C. Corequisite: CET 2156C. This course presents topics which cover elementary programming for field service control of systems, to include: diagnostic software programs for fault location; loop programs for logic analyzer studies; and debugging programs at machine language levels. 16 lecture hours and 96 laboratory hours.

**CET 2186C Peripheral Device Repair 3 cr.**

Prerequisite: Permission of the instructor. This course is designed to teach students the functions performed by peripherals, troubleshooting techniques and repair techniques. Students are also taught how to use calibration equipment, to configure new systems, and to cable and adjust equipment when required. The peripherals to be discussed in this course include disk drives, printers, modems, and monitors. 32 lecture hours and 32 laboratory hours.

**CET 2341C Microprocessor Controllers for Machines and Robots 4 cr.**

Prerequisites: EET 2120C, PHY 1053C, and CET 2121C. This course teaches microprocessor control of physical systems, typically open loop and closed loop control of systems. Topics include numerical control and stepper drives in open loop systems, open and closed loop robotic systems. Functional elements include transducers, D/A and A/D converters, look-up tables, real time counters, interface circuits, and hand-shake circuits. 32 lecture hours and 64 laboratory hours.

**EET 1015C Electronics I 4 cr.**

Pre or corequisite: MAC 1104 or permission of the instructor. This course begins with the basic concepts of electricity. Charge, current flow, potential difference, and resistance are dealt with; Ohm's Law, series, parallel circuits, Kirchoff's Law, Thevenin's, Norton's, and the Superposition Theorem are covered. Laboratory experiments are used to verify all concepts covered. The use of DC measuring instruments is covered. Alternating current and the 60 Hz power line are introduced. 48 lecture hours and 32 laboratory hours.

**EET 1025C Electronics II 4 cr.**

Pre or corequisite: MAC 1114 or permission of instructor. Prerequisite: EET 1015C. 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. 48 lecture hours and 32 laboratory hours.

**EET 1083 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. 48 class hours.

**EET 1148C Electronic Analysis I 4 cr.**

Prerequisite: EEV 0812. This course is designed to provide a background in D.C. network analysis, A.C. network analysis, and coupled circuit analysis. This course introduces the student to simplification and analysis procedures of multisource

D.C. and A.C. circuits using various analysis techniques and network theorems. 48 lecture hours, 32 laboratory hours.

**EET 1149C Electronic Analysis II 4 cr.**

Prerequisite: EET 1148C. This course provides the student with concepts and experiences in design and analysis of discrete solid-state circuits. 48 lecture hours and 32 laboratory hours.

**EET 2120C Electronics III 4 cr.**

Prerequisites: EET 1025C and ENC 1102. This course is a study of subsystems for linear/analog electronics. The subsystem classifications are amplifiers, signal controlled switches, and special functions. Topics of study involve discrete and integrated circuit types, circuit examples include amplifiers, comparators, pnpn switches, oscillators, voltage regulators, signal shaping and timing functions. Laboratory experimentation verifies all concepts presented. 48 lecture hours and 32 laboratory hours.

**EET 2146C Electronics IV 4 cr.**

Prerequisite: EET 2120C. This course introduces the student to the use of linear integrated circuits in design, analysis, and troubleshooting of analog circuits, functional elements, subsystems, and systems. 32 lecture hours, 64 laboratory hours.

**EET 2215C Electronic Instrumentation 4 cr.**

Pre or corequisite: EET 2120C. 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. 32 lecture hours and 64 laboratory hours.

**EET 2326C Electronic Communications 4 cr.**

Prerequisites: EET 2120C and PHY 1053C. This course presents the communications process as a system. Topics are viewed as transmitters, receivers, and media of transfer. Specific items include the study of AM and FM radio, microwave, and laser technology principles. Laboratory work involves the verification of principles using commercial hardware. 48 lecture hours and 32 laboratory hours.

**EET 2365C Fiber Optics Technology 4 cr.**

Prerequisite: EET 2120C or permission of instructor. This course discusses the principles of fiber-optic transmission of signals, the types of transmitters, and the types of receivers. Within the course, fiber-optic performance and cost factors are compared to traditional transmission modes. 48 lecture hours and 32 laboratory hours.

**EET 2605C Electronics Fabrication Techniques 4 cr.**

Prerequisites: ETD 1651, or permission of instructor. This course is designed to introduce the student to electronic manufacturing techniques. Topics include breadboards, printed circuit boards, and enclosure design/fabrication. Intensive hands-on experience is provided in the laboratory. Laboratory work includes the use of high speed drill press, metal brake, shear, and notching equipment. Laboratory project is required. 32 lecture hours and 64 laboratory hours.

**EEV 0811 D.C. Circuits 5 cr.**

Prerequisite: MTB 0327. This course is designed to provide the student with the theoretical concepts and practical applications as related to direct current (D.C.) circuits. 150 hours of instruction.

**EEV 0812 A.C. Circuits** 5 cr.

Prerequisite: EEV 0811. This course is designed to develop the principles of A.C. circuits in a manner that can be readily measured in the laboratory. The principles are used to construct circuit subsystems such as resonant circuits, low pass filters, high pass filters, bandpass and notch filters, attenuators, differentiators and integrators. 150 hours of instruction.

**EEV 0813 Solid State Devices** 5 cr.

Prerequisite: EEV 0812. This course is designed to introduce the student to diode circuitry, transistor circuitry, various test instruments, and to analyze and troubleshoot industrial diode and transistor circuits. 150 hours of instruction.

**EEV 0814 Analog Circuits** 5 cr.

Prerequisite: EEV 0813. This course introduces the student to analog circuits, power supply circuits, and various test instruments. The course also affords the student an opportunity to analyze and troubleshoot integrated and power supply circuits. 150 hours of instruction.

**EEV 0815 Digital Fundamentals** 5 cr.

Prerequisite: EEV 0812. This course is designed to provide the student with the theoretical concepts and practical applications of digital circuits. Topics presented in this course are number systems, basic logic gates, flip-flops, registers and counters, memory circuits, and arithmetic logic units. 150 hours of instruction.

**EEV 0816 Microprocessor Fundamentals** 5 cr.

Prerequisite: EEV 0815. This course provides the student with the concepts necessary to develop the architecture of a computer using digital subsystems, microprocessor instruction sets, and microprocessor programming techniques. In the course, assembly language programming is developed to study the function of the computer during the performance of normal tasks. Diagnostic techniques are introduced to analyze the computer in the failure mode. 150 hours of instruction.

**EEV 0818 Instrumentation** 2 cr.

Instrumentation is designed to provide the student with the theories of operation to a wide range of test equipment, to their proper use, and to the proper interpretation of the instruments' indications. This information will be presented in theory and applied in the laboratory. 60 hours of instruction.

**EEV 0821 Laboratory Techniques** 5 cr.

This course acquaints the student with Occupational Safety & Health Administration (OSHA) standards, with the proper procedures for making electrical connections, with the identification and use of hand and power tools, soldering and desoldering techniques, and with the format for making oral and written laboratory reports. 150 hours of instruction.

**EEV 0829 Employment Skills and Entrepreneurship** 1 cr.

This course provides students with employment and entrepreneurship skills. The employment skills presented include how to get a job, how to keep a job, and how to make job changes appropriately. The entrepreneurship concepts include the identification of needed business skills. 30 hours of instruction.

**ENC 2210 Technical Writing** 3 cr.

See English

**EST 2124C Robot and Numerical Control Mechanics** 4 cr.

Prerequisite: PHY 1053C. This course presents topics in the mechanics of robots and numerically controlled machines. The resolution and accuracy of open loop and closed loop positioning are covered. Degrees of freedom for machine dexterity is covered. Homing and reference points are determined for numerical controls. Tooling and locators are discussed for production robots. Position, velocity, and acceleration/deceleration characteristics are analyzed. 32 lecture hours and 64 laboratory hours.

**EST 2424C Medical Electronics** 4 cr.

Prerequisites: EET 2120C and PHY 1053C. This course is designed to acquaint the electronics student with the type of electronic circuits used in medical electronics equipment. Topics covered include differential and operational amplifier circuits, filters, level detectors, ECG equipment. Hands-on experience is gained through laboratory experiments. 48 lecture hours and 32 laboratory hours.

**ETD 1315C CAD/CAM Drawing** 4 cr.

Prerequisite: Permission of instructor. This course will present an introduction to computer-aided manufacturing (CAM) with emphasis on computer-aided design (CAD) of parts. It covers parts design, tooling overlays, assembly overlays, and parts lists. The student will use a CAD system to design a part, make a tooling overlay, and set up tooling data for a numerically controlled machine. 16 lecture hours and 96 laboratory hours.

**ETD 1651C Electronics Drawing** 2 cr.

This course is designed to provide the student with an introduction to and practical applications of basic drafting techniques, schematic and pictorial symbols, conversions, between pictorial diagrams and schematic diagrams, printed circuit boards artwork and layout techniques, logic symbol, and diagram layout techniques. 8 lecture hours and 48 laboratory hours.

**MTB 0327 Mathematics for Electronics** 3 cr.

Prerequisite: Appropriate TABE score (minimum 10th-grade level in Math). This course is designed to provide students with algebraic and trigonometric concepts required for the electronics courses taught in the Vocational Certificate in Electronics program. Concepts taught in this course include: sign numbers, ratio and proportions, exponents, factoring, graphing, algebraic functions, and basic mathematics skills. 60 hours of instruction.

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

Prerequisites: MTB 1322 or MAC 1114, and ENC 2210. This course teaches principles as applied to various physical energy forms. Particular emphasis is placed upon mechanics, heat, light, and sound energy systems. Energy transducers are introduced as forms of input to microcomputer control systems, medical electronics, and communication systems. Laboratory work is used to verify principles presented. 48 lecture hours and 32 laboratory hours.

**Emergency Medical Services****EMS 1119C Emergency Medical Technology** 6 cr.

This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated

clinical laboratory setting. Successful achievement of the American Heart Association Basic Life Support Certification must be accomplished by the end of the course or prior to clinical experiences for students concurrently enrolled in EMS 1431. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee required. 64 lecture hours and 64 laboratory hours.

**EMS 1431 Emergency Medical Technology Clinical** 1 cr.

Pre or corequisite: EMS 1119C. This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Prior to participating in the clinical experiences, students who are concurrently enrolled in EMS 1119C and EMS 1431 must be Basic Life Support Certified, must meet the age requirements of local EMS agencies, and must submit to a physical examination as required by state law. Student performance in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." Professional Liability Insurance fee required (See Page 17). 32 clinical hours.

**EMS 2219C Paramedics I** 8 cr.

Prerequisite: Admission to the Paramedics Certificate Program. Pre or corequisite: HSC 2531. Corequisite: EMS 2435. This course presents advanced theory and simulated clinical laboratory experience in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. Lab fee and Professional Liability Insurance fee required (see page 17). Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." 96 lecture hours and 64 simulated clinical laboratory hours.

**EMS 2229C Paramedics II** 8 cr.

Prerequisites: HSC 2531, EMS 2219C, and EMS 2435. Corequisite: EMS 2436. This course continues advanced theory and simulated clinical laboratory experiences in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. The American Heart Association Advanced Cardiac Life Support Certification Course is presented. Successful achievement of ACLS Provider certification at the conclusion of the weekend training activity is required. Lab fee required (see page 17). 80 lecture hours and 96 simulated clinical laboratory hours.

**EMS 2425 Paramedics Internship** 6 cr.

Prerequisites: EMS 2229C, EMS 2436, and American Heart Association Advanced Cardiac Life Support Certification. The Internship provides for supervised practice on intensive care rescue vehicles, during which a minimum of 15 ALS contacts and specific skills must be satisfied. Paramedic preceptors, faculty and the Medical Director participate in the supervision of the student. Classroom experiences are provided for review of knowledge and skills. A final comprehensive written and skills examination must be successfully completed at the end of the course. Additional internship hours may be required to satisfy minimum ALS contacts and skills requirements. Student performance in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." Laboratory fee required. 32 lecture hours. 144 clinical internship hours.

**EMS 2435 Paramedics Clinical I** 4 cr.

Prerequisite or corequisite: HSC 2531. Corequisite: EMS 2219C. Supervised clinical experiences are provided in hospital critical care units, electrocardiography, respiratory therapy and emergency departments, and with intravenous therapy teams and the medical directory. Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." This course must be taken in conjunction with EMS 2219C. 128 clinical hours.

**EMS 2436 Paramedics Clinical II** 8 cr.

Prerequisites: EMS 2435 and HSC 2531. Corequisite: EMS 2229C. Supervised clinical experiences are broadened and extended to include Advanced Life Support Rescue Units. Hospital experiences are extended to include the operating room and labor and delivery rooms, and the morgue. Pediatric experiences are provided. Supervised experiences are provided with the medical director in the emergency room. Student achievement in this course is graded as "Satisfactory/Safe" or "Unsatisfactory/Unsafe." This course must be taken in conjunction with EMS 2229C. 256 clinical hours.

**HSC 2531 Medical Terminology I** 3 cr.

This course is directed toward the learning of medical terminology needs for medical personnel, medical secretaries, technicians, or any other persons interested in related medical fields. The learning of the medical language will be organized according to the body systems and will include the fundamental understanding of the anatomy, physiology, and disease process of each system to include basic word structure, analysis of a medical paper, terms pertaining to the body, suffixes and prefixes, digestive system, urinary system, nervous system, cardiovascular system, respiratory system, and the musculoskeletal system. 48 class hours.

**HSC 2532 Medical Terminology II** 3 cr.

Prerequisite: HSC 2531. This course is a continuation of HSC 2531, to include male and female reproductive systems, blood and lymphatic systems, skin, sense organs, the endocrine system, cancer medicine, radiology and nuclear medicine, pharmacology, and psychiatry. 48 class hours.

## English

**AML 2010 American Literature I** 3 cr.

Prerequisite: ENC 1101 or consent of instructor. A critical study of selections from American literature: colonial period to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. 48 class hours.

**AML 2022 American Literature II** 3 cr.

Prerequisite: ENC 1101 or consent of instructor. A survey of the major movements and representative authors in American literature: 1865 through the Twentieth Century including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. 48 class hours.

**CRW 2000 Creative Writing** 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. 48 class hours.

**\*ENC 0010 Fundamentals of Writing** 3 cr.

See College Preparatory Courses.

**\*ENC 0080 Basic Grammar** 3 cr.

See College Preparatory Courses.

**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. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA degree, a grade of "C" must be attained. 48 class hours.

**ENC 1102 English Composition II** 3 cr.  
Prerequisite: ENC 1101 (Completed with a grade of "C" or higher). This course provides further instruction in the planning, organization, and writing of expository papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA degree, a grade of "C" must be attained. 48 class hours.

**ENC 2003 Modes of Communication** 3 cr.  
Prerequisite: ENC 1101 (Completed with a grade of "C" or higher). This course prepares the student to participate more effectively in a democratic society through the development of reading, speaking, and listening skills. If used to meet the requirements of the AA degree, a grade of "C" must be attained. 48 class hours.

**ENC 2210 Technical Writing** 3 cr.  
Prerequisite: ENC 1101. Offered for students desiring experience in writing formal reports with an emphasis on industrial communications. Required for majors in electronics. Assignments can be given related to the individual interests of the students. 48 class hours.

**ENL 2013 British Literature I** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Jonson, Milton, Pepys, Defoe, Swift, and Goldsmith. 48 class hours.

**ENL 2023 British Literature II** 3 cr.  
Prerequisite: ENC 1101 or consent of instructor. A continuation of the study of British Literature, covering the Nineteenth and Twentieth centuries in the context of the history and society of the times. 48 class hours.

**JOU 2100 Journalistic Writing and Reporting** 3 cr.  
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. 48 class hours.

**OST 2335 Business Communications** 3 cr.  
See Business.

**\*REA 0001 Basic Reading** 3 cr.  
See College Preparatory Courses.

**\*REA 0002 Fundamentals of Reading** 3 cr.  
See College Preparatory Courses.

**REA 1105 College Reading Techniques** 3 cr.  
See Reading.

## Environmental Science

**GLY 2850 Geology and Environment of Florida** 3 cr.  
A course designed to investigate the geologic history and development of rocks, structures, physiography, and mineral resources of Florida. 48 class hours.

## Fire Science Technology

**FFP 0005 Firefighting** Certificate  
The purpose of this program is to prepare students for employment as firefighters. The program prepares students for certification as a firefighter in accordance with Florida Statutes. 270 hours of instruction.

**FFP 1000 Introduction to Fire Science** 3 cr.  
This course will cover various aspects of the fire service and related fields. The history and philosophy of fire service will be covered along with the organization, purpose and functions of fire departments, and other agencies involved in firefighting and fire prevention. This course will also survey professional fire protection career opportunities. 48 class hours.

**FFP 1110 Fire Company Management** 3 cr.  
This course will cover the concepts of fire company management as they pertain to the fire service. Emphasis will be placed on development of the fire officer in maintaining discipline and morale, supervising a fire company and good public relations, including reports, training, company fire inspections, and pre-fire planning. 48 class hours.

**FFP 1130 Fire Company Leadership** 3 cr.  
This course will cover the basic concepts of fire company leadership as they pertain to the fire service. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. 48 class hours.

**FFP 1150 Methods and Techniques of Fire Service Instruction** 3 cr.  
This course will cover the modern methods and techniques of instruction for fire service. Various methods of teaching will be discussed and demonstrated with emphasis placed on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. 48 class hours.

**FFP 1224 Introduction to Fire Inspection and Prevention** 3 cr.  
This course will cover the various aspects of prevention and inspection as they relate to the fire service and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours.

**FFP 1240 Fire Detection and Investigation** 3 cr.  
This course will cover the principles of determining the point of origin and the cause of fire as well as the methods of recognizing fires of suspicious origin. The origin of known fire causes will be studied to enable the fire investigator to complete a more thorough investigation. The topics of preliminary investigations and preservations of evidence will also be covered. 48 class hours.

**FFP 1292 Fire Inspection — Health & Rehabilitative Services Inspection (HRS)** 3 cr.  
Prerequisites: FFP 1224, FFP 1625, FFP 1310, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulation and HRS regulations, as they apply to Health & Rehabilitative Services Offices, Buildings and Programs. This course will, upon successful completion, qualify the student to take the State Certification Exam for HRS inspection. 48 class hours.

**FFP 1293 Fire Inspection — Department of Education Inspection (DOE)** 3 cr.  
Prerequisites: FFP 1224, FFP 1625, FFP 1310, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulations and DOE regulations as they apply to Department of Education Offices and Buildings. This course will, upon successful completion, qualify the student to take the State Certification Exam for DOE Inspection. 48 class hours.

**FFP 1310 Building Construction and Codes** 3 cr.  
This course will cover the various types of building construction and renovation practices along with their relationship to fire and firefighting. The different building codes used in the United States will be examined, and emphasis will be placed on methods of evaluating the potential dangers to the firefighting forces, due to the type of construction or methods of renovation. 48 class hours.

**FFP 1326 Blueprint Reading & Plans Examination** 3 cr.  
Prerequisite: FFP 1310. This course will cover the various aspects of blueprint reading and plans examination by dealing with standard signs and symbols used on prints. The history of print development will be discussed along with the different styles used by architects and engineers. Special attention will be paid to those sections of the plans dealing with fire prevention and protection. 48 class hours.

**FFP 1410 Firefighting Tactics and Strategy I** 3 cr.  
This course will cover the basic concepts involved in firefighting, including fire behavior, firefighting fundamentals, principles of extinguishment, along with the utilization of proper size-up, and beneficial use of firefighters and firefighting equipment. Pre-planning and its benefits will also be discussed. 48 class hours.

**FFP 1411 Firefighting Tactics and Strategy II** 3 cr.  
Prerequisite: FFP 1410. This course will cover advanced tactics and strategy to be used at a major or unusually difficult fire scene. The principles to be utilized on the fire ground for maximum manpower, and equipment use will be studied along with fire ground administration for all types of fire and emergency situations. Emphasis will be placed on developing skills required to be used during crisis situations. 48 class hours.

**FFP 1625 Private Fire Protection Systems** 3 cr.  
This course will cover the various privately owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler systems, standpipe systems, special agent fixed extinguishing systems, along with fire detection and alarm systems. 48 class hours.

**FFP 2601 Fire Apparatus Practices** 3 cr.  
This course is designed as a Pump Operator's class. It will cover driving techniques, construction and maintenance of fire apparatus, operation of pumping engines, fire ground hydraulics, and vehicle safety. 32 lecture hours and 32 laboratory hours.

## French

**FRE 1120 Beginning French I** 4 cr.  
The purposes of this course are to introduce students to the four skills (listening, speaking, reading, and writing) of the target language, and to encourage students to appreciate the cultural contributions of the countries where the language is spoken. 48 lecture hours and 32 laboratory hours.

**FRE 1121 Beginning French II** 4 cr.  
Prerequisite: FRE 1120 or consent of instructor. The purpose of this course is to reinforce the basic skills previously acquired by students. This course develops increased listening, speaking, reading, and writing skills as well as grammar knowledge and cultural awareness. 48 lecture hours and 32 laboratory hours.

**FRE 2200 Intermediate French I** 4 cr.  
Prerequisites: FRE 1121, two years of high school French, or their equivalent. This course will provide an advanced level of communication skills for students who have successfully completed FRE 1121 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 48 lecture hours and 32 laboratory hours.

**FRE 2201 Intermediate French II** 4 cr.  
Prerequisite: FRE 2200. A further development of communication skills with continued emphasis on oral communication through speaking and listening exercises. Reading in contemporary French prose, including authors from André Gide to Alain Robbe-Grillet will be included. 48 lecture hours and 32 laboratory hours.

## Geography

**GEA 2000 World Regional Geography** 3 cr.  
A regional study of the relationship between man and his natural environment with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. 48 class hours.

**GEA 2200 Geography of North America** 3 cr.  
A regional study of the physical and natural environment of North America with particular emphasis on human activities from an ecological perspective. 48 class hours.

## Health

**HCP 0100 Nursing Assistant/Geriatric and Rehabilitative Aide** Certificate  
The program is designed to prepare students for employment as nursing assistants/nurse aides in nursing homes. Successful completion of the program prepares the student for certification for employment as a Nursing Assistant in a nursing home in accordance with Florida Statutes. 210 hours of instruction.

**HSC 1100 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. 48 class hours.

**HSC 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. 8 lecture hours and 24 laboratory hours.

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

Designed to meet the needs of individuals or groups who are in a position to provide first aid emergency care frequently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. 32 lecture hours and 32 laboratory hours.

**HSC 2531 Medical Terminology I** 3 cr.

See Emergency Medical Services.

**HSC 2532 Medical Terminology II** 3 cr.

See Emergency Medical Services.

**Heavy Duty Truck and Bus Mechanics**

**AER 0771 Heavy Duty Truck and Bus Mechanics I** 6 Vocational Cr.

An introduction to diesel mechanics. The occupational outlook and places of employment are explored. The identification and use of basic shop tools (including welding), test equipment, service tools, fasteners, diesel fuels, engine lubricants, coolants, bearings, and seals are covered. Shop safety is emphasized. 180 hours of instruction.

**AER 0772 Heavy Duty Truck and Bus Mechanics II** 6 Vocational Cr.

Pre or corequisite: AER 0771. The engine operating principles including the cylinder head assembly; piston and connecting assemblies; camshaft, gear train, and engine timing; frames and cylinder heads; crankshafts and bearings are covered. 180 hours of instruction.

**AER 0773 Heavy Duty Truck and Bus Mechanics III** 6 Vocational Cr.

Prerequisites: AER 0771 and AER 0772. A continuation of the engine operating principles including lubrication systems, cooling systems, air intake and exhaust systems, and starting systems. 180 hours of instruction.

**AER 0774 Heavy Duty Truck and Bus Mechanics IV** 6 Vocational Cr.

Prerequisites: AER 0771 and AER 0772. Pre or corequisite: AER 0773. 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. 180 hours of instruction.

**AER 0775 Heavy Duty Truck and Bus Mechanics V** 7 Vocational Cr.

Prerequisites: AER 0771, AER 0772, AER 0773, and AER 0774. 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. 210 hours of instruction.

**AER 0780 Heavy Duty Truck and Bus Review** 3 Vocational Cr.

Prerequisite: Consent of instructor. This course offers a general review in diesel mechanics. It is intended for the advanced student needing accelerated instruction. The instructor, in conference with the student, will determine what competencies will be reviewed during the course. The course may be taken for credit up to four times. 90 hours of instruction.

**History**

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

United States history to 1865 emphasizing the European background, Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery, and the War Between the States. 48 class hours.

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

A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economic and world affairs since World War II. 48 class hours.

**AMH 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. 48 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. 48 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. 48 class hours.

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

The evolution of modern western civilization since the commercial revolution of the Sixteenth Century. This course covers the period of colonization, the industrial revolution, and the emergence of modern national states extending to the present. The emphases are upon social, economic, and cultural developments. 48 class hours.

**Hospitality Management**

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

A study of the agents which cause foodborne illness and how foods become contaminated with them. 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 employee. 48 class hours.

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

A general course intended to familiarize the student with all aspects of the food service industry. Basic functions and principles common to all types of food service are explored. Field trips and guest lectures representative of local food service establishments will be included. 48 class hours.

**FSS 1202C Basic Food Preparation 4 cr.**

A lecture, demonstration, and laboratory course in principles of food preparation. All general categories are included with standards of quality preparation and service being emphasized. 32 lecture hours and 64 laboratory hours.

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

A study is made of all types of quantity food service equipment as well as functional layout and design of quantity food service kitchens and service areas. Field trips to a variety of local establishments are included. 48 class hours.

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

Prerequisite: MAT 9013 or appropriate MAPS score. The study of the policies, procedures and computations involved in the food service industry and the methods used for controlling food, beverage, labor, and other costs. 48 class hours.

**FSS 1940 Culinary Arts and Hospitality Management Practicum I 3 cr.**

Prerequisites: FSS 1004, FSS 1202C, FSS 1401, and FOS 2201; completed physical examination and student accident insurance coverage as required by Practicum Facility. The student must be at least 19 years of age before enrolling in this course. The course involves practical work experiences, related to the Culinary Arts and Hospitality Management curriculum. Physical examination and insurance costs are the student's responsibility and are not included in the fee structure of the college.

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

Prerequisites: FSS 1940 and FSS 2610. A continuation of FSS 1940.

**FSS 1942 Culinary Arts and Hospitality Management Practicum III 4 cr.**

Prerequisites: FSS 1941, FSS 1500, FSS 2120, and FSS 2300. A continuation of FSS 1941.

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

A study of purchasing principles, procedures, and policies in quantity food service operations; includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. 48 class hours.

**FSS 2221C Quantity Food Preparation 4 cr.**

Prerequisite: FSS 1202C and FSS 1401. A course consisting of lecture, demonstration, and experience in the principles of preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes, and portion control are included. 32 lecture hours and 64 laboratory hours.

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

A study of the principles of management, particularly as they apply to the food service industry. Students will explore the role of the supervisor or manager in organizing and directing the work of employees and the responsibility for planning and coordinating their activities. Students will find it helpful if they have completed GEB 2090 and ENC 1002 or ENC 1102 prior to taking this course. 48 class hours.

**FSS 2610 Food Merchandising 3 cr.**

A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations, and effective atmosphere. 48 class hours.

**HUN 1001 Nutrition 3 cr.**

This course presents the concepts of nutrition, including the six major classes of nutrients, their digestion, and utilization by the body. Investigation of controversies in nutrition and guidelines for planning nutritionally adequate meals are included. 48 class hours.

**Humanities****HUM 2211 Humanities I 3 cr.**

Prerequisite: ENC 1102 (Completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual and aesthetic activities of the early Western Civilization: Ancient Greece and Rome, the formative period of the Judaeo-Christian Tradition and the European Middle Ages. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion and drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA degree, a grade of "C" must be attained. 48 class hours.

**HUM 2230 Humanities II 3 cr.**

Prerequisite: HUM 2211 (Completed with a grade of "C" or higher). A study of the culture of Western Man from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 class hours.

**Human Services****GEY 2000 Introduction to Gerontology 3 cr.**

This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: physical and psychological aspects of aging, health and mental health issues, institutionalization, retirement, finances, recreation and leisure, death, dying, bereavement, and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 48 class hours.

**HUS 1001 Introduction to Human Services 3 cr.**

This course provides an overview of agency resources, functions, methods, and activities related to human services, theory and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and practices in human services. Extensive use will be made of guest speakers who represent community agencies and field trips to such agencies. 48 class hours.

**HUS 1110 Basic Counseling Skills 3 cr.**

Prerequisite: HUS 1001 or PSY 1012. This course involves developing the skills of observation, recording, reporting, interviewing, and counseling. These skills are presented in the context of general counseling theory. 48 class hours.



**HUS 2520 Current Issues in Mental Health 3 cr.**  
Prerequisite: HUS 1110 or consent of instructor. This course offers an overview of major mental health disorders with emphasis on their attendant behaviors. The course emphasizes appropriate interaction between the health worker and the client as well as effects of mental disorders on the family and community. Issues involving deinstitutionalization and case management are included. 48 class hours.

**HUS 2531 Substance Abuse Counseling 3 cr.**  
Prerequisite: HUS 1110 or consent of instructor. This course is designed to prepare the human service worker to function in a variety of settings in which substance use/abuse is an issue. Content emphasized includes causes of abuse, nature of dependency, pharmacology, and effects of abuse on the individual, family and community. Techniques of detection, intervention are presented and practiced in the classroom. Treatment modalities are discussed. 48 class hours.

**HUS 2940 Field Experience in Human Services 3 cr.**  
Prerequisites: HUS 1001, HUS 2303, and HUS 1110. This is a Practicum course which requires a minimum of 117 hours. Students will be under supervision as counseling paraprofessionals in community agencies in the field. Regular meetings are held with the Field Coordinator. A special fee is required (See Page 17).

**SOW 1020 Introduction to Social Welfare 3 cr.**  
This course is designed to give the student an overview of the social welfare system in the United States. It serves as a foundation course for those interested in the profession of social work and provides background for the interested citizen. Students are required to spend 30 hours under supervision in a community agency in the field. 48 class hours.

## Interdisciplinary

**IDS 1190 Ascent of Man 3 cr.**  
This course focuses on the historical development of scientific achievements, and the impact of these on man's progress throughout the ages. Relates to the advancement of human ideas in relationship to the natural forces of the universe and the continuing emergence of civilization. (Equivalent to 48 class hours.)

**\*SLS 0331 Orientation to the World of Education and Work 3 cr.**  
A view of the role of education and work in the community and the expectations placed upon individuals and families by the mores, laws, and traditions of society. 48 class hours. (Does not apply toward a degree.)

**SLS 1211 Individual Discovery 3 cr.**  
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth, and group developmental activities placing emphasis on the defining of individual goals and interests. 48 class hours.

**SLS 1501 College Survival Skills 3 cr.**  
This course is designed to help the student develop more effective and efficient study skills and attitudes which are needed in order to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and preparing reports. 48 class hours.

## Landscape Operations

**AGG 0473 Introduction to Plant Growing Media 3 Vocational cr.**  
An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures in container production. Fertilizer materials and formulas and their relation to plants and soil are included. 90 hours of instruction.

**ORH 0000 Introduction to Ornamental Horticulture 3 Vocational cr.**  
An overview of the horticulture industry with particular emphasis in the ornamental segment of the industry. An introduction to plant parts, their functions, and growth requirements. 90 hours of instruction.

**ORH 0021 Ornamental Plant Propagation 3 Vocational cr.**  
The methods of plant propagation, including sexual and asexual reproduction, are emphasized. Seeding, transplanting, seedling care, and production of ornamentals, flowers, citrus, and landscape trees are included. 90 hours of instruction.

**ORH 0220 Introduction to Lawns and Lawn Care 3 Vocational cr.**  
An introduction to establishing and caring for lawns and other turf grasses. Selection of grasses, methods of establishing and maintaining are included. 90 hours of instruction.

**ORH 0251 Nursery Garden Center Operation 2 Vocational cr.**  
An introduction to the ornamental nursery business. Nursery location, layout and design, and stock inventory and control are emphasized. 60 hours of instruction.

**ORH 0252 Nursery Design and Operation 2 Vocational cr.**  
Prerequisite: Consent of instructor. Constructing, maintaining and operating greenhouses and shadehouses are included. Merchandising plants and supplies and customer service are emphasized. 60 hours of instruction.

**ORH 0260 Greenhouse Operations 2 Vocational cr.**  
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. 60 hours of instruction.

**ORH 0273 Specialty Nursery Operations 2 Vocational cr.**  
An introduction to specialty plants including foliage, flowering plants, and pruning plant styles is covered. An in-depth study of various plants and their production is emphasized. 60 hours of instruction.

**ORH 0510 Identification of Ornamental Plants 3 Vocational cr.**  
An introduction to plant classification, selection, and identification. Identification of the common landscape plants of Florida is emphasized. 90 hours of instruction.

**ORH 0800 Landscaping and Design 3 Vocational cr.**  
An introduction to home and commercial landscaping. The basic principles of landscape design and development of a landscape plan are included. 90 hours of instruction.

**ORH 0806 Landscape Installation and Maintenance** 3 Vocational cr.

Prerequisite: Consent of instructor. A continuation of ORH 1800. Advanced landscape plans are included. 90 hours of instruction.

**PMA 0210 Ornamental Plant Pest Control** 3 Vocational cr.

Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals are emphasized. 90 hours of instruction.

## Library Science

**EDG 1315 Preparation of Instructional Materials** 3 cr.

See Education.

**LIS 1001 Introduction to the Use of Books and Libraries** 3 cr.

A basic course designed to enable the student to effectively utilize the library for study and research. Emphasis is on skill development and research methods. 48 class hours.

**LIS 1702 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 and filmstrip projectors, overhead and opaque projectors, tape recorders, record players, cameras, and duplicating equipment. 48 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. 48 class hours.

## Mathematics

**MAC 1104 College Algebra** 4 cr.

Prerequisites: Two years of high school algebra or MAT 1033 (completed with a grade of "C" or higher.) 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. If used to meet the requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

**MAC 1114 Trigonometry** 3 cr.

Prerequisite: MAC 1104 (completed with a grade of "C" or higher), 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 48 class hours.

**MAC 2311 Calculus and Analytic Geometry I** 4 cr.

Prerequisites: MAC 1104 (completed with a grade of "C" or higher) and MAC 1114 (completed with a grade of "C" or higher). This course emphasizes the line, inequalities, limits and continuity, derivatives, and the differential. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

**MAC 2312 Calculus and Analytic Geometry II** 4 cr.

Prerequisite: MAC 2311 (Completed with a grade of "C" or higher). Topics include: the definite integral, applications, differentiation and integration of the logarithmic, exponential, trigonometric and hyperbolic functions, and techniques of integration. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

**MAC 2313 Calculus and Analytic Geometry III** 4 cr.

Prerequisite: MAC 2312 (Completed with a grade of "C" or higher). Topics include: applications of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, Taylor's Formula, infinite series. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

**\*MAT 0002 Basic Arithmetic** 2 cr.

See College Preparatory Courses.

**\*MAT 0003 Fundamentals of Mathematics** 2 cr.

See College Preparatory Courses.

**\*MAT 0024 Elementary Algebra** 3 cr.

See College Preparatory Courses.

**MAT 1033 Intermediate Algebra** 4 cr.

Prerequisite: One year of high school algebra or MAT 9024. 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. 64 class hours.

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

Prerequisite: Two years of high school mathematics. This course is designed to meet the general education requirements with an emphasis on concepts. Among the topics included are sets, logic, mathematical systems, sets of numbers, and systems of numeration. 48 class hours.

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

Prerequisite: MGF 1113. This is an extension of MGF 1113. Among the topics included are: introductory algebra, probability, statistics, and geometry. 48 class hours.

**MGF 1202 Finite Mathematics** 4 cr.

Prerequisite: Two years of high school algebra or MAT 1033 (Completed with a grade of "C" or higher). Topics include set theory, logic, mathematical systems, systems of numeration, probability, statistics, geometry, and computer mathematics. 64 class hours.

**MTB 0327 Mathematics for Electronics** 3 cr.

See Electronics Engineering Courses.

**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. 48 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. 48 class hours.

**MTB 1322 Technical Mathematics II** 3 cr.  
Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. 48 class hours.

**MTB 2370 Applied Mathematics for Allied Health** 1 cr.  
This course was designed to familiarize students with systems of measurement and their interrelationships. Topics discussed in this course include metric units of measurement, apothecary units of measurement, household units of measurement, and medication measurements. 16 class hours.

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

**STA 2014 Applied Statistics** 4 cr.  
Prerequisite: MGF 1202 (Completed with a grade of "C" or higher), two years of high school algebra or MAT 1033 (Completed with a grade of "C" or higher). A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, Student's "t" distribution. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

## Military Science

**MIS 1010 Introduction to Military Science** 3 cr.  
This course covers the history and organization of the Reserve Officers' Training Corps and its mission in support of U.S. national defense policies. Strong emphasis is placed on the relation of the U.S. defense establishment to the Federal Government, and extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. 48 class hours.

**MIS 1110 War and Peace** 3 cr.  
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 48 class hours.

**MIS 1400 Fundamentals of Leadership** 3 cr.  
An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the Modern Volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication is stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. 48 class hours.

**MIS 1405 Requirements of Military Leadership** 3 cr.  
Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands which are placed on commissioned officers in

the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp. 48 class hours.

**MIS 1410 Seminar in Leadership and Management** 3 cr.  
A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army; the role of the United States in world affairs in the 1980's. 48 class hours.

## Music

Students are advised that course selections in the area of performing arts are not automatically transferable; students will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

**Applied Music I — Preparatory** 1 cr.  
Prerequisite: Consent of instructor. Private instruction in voice, piano, guitar, organ, woodwind, string, brass and percussion instruments, designed to cultivate in the student the ability to perform representative solo repertoire. Preparatory students are students who seek to learn performance skills for personal enrichment as well as those students whose performance level on entrance is below freshman music major level. Placement will be determined by audition prior to enrollment. Credit for this course will not count toward principal instrument requirements for those students who will be transferring to a four-year college. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. One one-half-hour private lesson per week. Attendance to and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 1011A	Trumpet	MVS 1013A	Cello
MVB 1012A	Horn	MVS 1014A	String Bass
MVB 1013A	Trombone	MVS 1015A	Harp
MVB 1014A	Baritone Horn	MVS 1016A	Guitar
MVB 1015A	Tuba	MVW 1011A	Voice
MVK 1011A	Piano	MVW 1011A	Flute
MVK 1013A	Organ	MVW 1012A	Oboe
MVP 1011A	Percussion	MVW 1013A	Clarinet
MVS 1011A	Violin	MVW 1014A	Bassoon
MVS 1012A	Viola	MVW 1015A	Saxophone

**Applied Music II — Preparatory** 1 cr.  
Prerequisite: Consent of instructor. A continuation of Applied Music I — Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. One one-half hour private lesson per week. Attendance to and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 1011B	Trumpet	MVS 1013B	Cello
MVB 1012B	Horn	MVS 1014B	String Bass
MVB 1013B	Trombone	MVS 1015B	Harp
MVB 1014B	Baritone Horn	MVS 1016B	Guitar
MVB 1015B	Tuba	MVW 1011B	Voice
MVK 1011B	Piano	MVW 1011B	Flute
MVK 1013B	Organ	MVW 1012B	Oboe
MVP 1011B	Percussion	MVW 1013B	Clarinet
MVS 1011B	Violin	MVW 1014B	Bassoon
MVS 1012B	Viola	MVW 1015B	Saxophone

**Applied Music III — Preparatory** 1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music II — Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. One one-half-hour private lesson per week. All levels may be repeated for credit. Attendance to and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 2021A Trumpet	MVS 2023A Cello
MVB 2022A Horn	MVS 2024A String Bass
MVB 2023A Trombone	MVS 2025A Harp
MVB 2024A Baritone Horn	MVS 2026A Guitar
MVB 2025A Tuba	MVV 2021A Voice
MVK 2021A Piano	MVW 2021A Flute
MVK 2023A Organ	MVW 2022A Oboe
MVP 2021A Percussion	MVW 2023A Clarinet
MVS 2021A Violin	MVW 2024A Bassoon
MVS 2022A Viola	MVW 2025A Saxophone

**Applied Music IV — Preparatory** 1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music III — Preparatory. Voice and piano students must enroll for repertoire study in the same semester as Applied Music. Special fee \$90. One one-half-hour private lesson per week. All levels may be repeated for credit. Attendance to and/or performance in a recital each semester may be required. 8 laboratory hours.

MVB 2021B Trumpet	MVS 2023B Cello
MVB 2022B Horn	MVS 2024B String Bass
MVB 2023B Trombone	MVS 2025B Harp
MVB 2024B Baritone Horn	MVS 2026B Guitar
MVB 2025B Tuba	MVV 2021B Voice
MVK 2021B Piano	MVW 2021B Flute
MVK 2023B Organ	MVW 2022B Oboe
MVP 2021B Percussion	MVW 2023B Clarinet
MVS 2021B Violin	MVW 2024B Bassoon
MVS 2022B Viola	MVW 2025B Saxophone

**Applied Music I — Principal** 1 cr.

Prerequisite: Consent of instructor. Private instruction in voice, piano, guitar, organ, woodwind, string, brass and percussion instruments, designed to cultivate in the student the ability to perform representative solo repertoire. This course is designed for those students whose performance level upon entrance is at or above the freshman music major level. This will be determined by audition prior to enrollment. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. One one-half-hour lesson per week. Attendance to and/or performance in a recital each semester may be required. 8 Laboratory hours.

MVB 1311A Trumpet	MVS 1313A Cello
MVB 1312A Horn	MVS 1314A String Bass
MVB 1313A Trombone	MVS 1315A Harp
MVB 1314A Baritone Horn	MVS 1316A Guitar
MVB 1315A Tuba	MVV 1311A Voice
MVK 1311A Piano	MVW 1311A Flute
MVK 1313A Organ	MVW 1312A Oboe
MVP 1311A Percussion	MVW 1313A Clarinet
MVS 1311 A Violin	MVW 1314A Bassoon
MVS 1312A Viola	MVW 1315A Saxophone

**Applied Music II — Principal** 1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music I — Principal. Voice and piano students must enroll for Repertoire in the same semester as Applied Music. Special fee \$90. One one-half-hour lesson per week. Attendance to and/or performance in a recital each semester may be required. 8 Laboratory hours.

MVB 1311B Trumpet	MVS 1313B Cello
MVB 1312B Horn	MVS 1214B String Bass
MVB 1313B Trombone	MVS 1215B Harp
MVB 1314B Baritone Horn	MVS 1216B Guitar
MVB 1315B Tuba	MVV 1211B Voice
MVK 1311B Piano	MVW 1211B Flute
MVK 1313B Organ	MVW 1212B Oboe
MVP 1311B Percussion	MVW 1213B Clarinet
MVP 1311B Violin	MVW 1214B Bassoon
MVS 1212B Viola	MVW 1215B Saxophone

**Applied Music III — Principal** 1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music II — Principal. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. One one-half-hour lesson per week. Attendance to and/or performance in a recital each semester may be required. 8 Laboratory hours.

MVB 2321A Trumpet	MVS 2323A Cello
MVB 2322A Horn	MVS 2224A String Bass
MVB 2323A Trombone	MVS 2225A Harp
MVB 2324A Baritone Horn	MVS 2226A Guitar
MVB 2325A Tuba	MVV 2221A Voice
MVK 2321A Piano	MVW 2221A Flute
MVK 2323A Organ	MVW 2222A Oboe
MVP 2321A Percussion	MVW 2223A Clarinet
MVS 2321A Violin	MVW 2224A Bassoon
MVS 2322A Viola	MVW 2225A Saxophone

**Applied Music IV — Principal** 1 cr.

Prerequisite: Consent of instructor. A continuation of Applied Music III — Principal. Voice and piano students must enroll for Repertoire Study in the same semester as Applied Music. Special fee \$90. One one-half-hour lesson per week. Attendance to and/or performance in a recital each semester may be required. 8 Laboratory hours.

MVB 2321B Trumpet	MVS 2321B Cello
MVB 2322B Horn	MVS 2224B String Bass
MVB 2323B Trombone	MVS 2225B Harp
MVB 2324B Baritone Horn	MVS 2226B Guitar
MVB 2325B Tuba	MVV 2221B Voice
MVK 2321B Piano	MVW 2221B Flute
MVK 2323B Organ	MVW 2222B Oboe
MVP 2321B Percussion	MVW 2223B Clarinet
MVS 2321B Violin	MVW 2224B Bassoon
MVS 2322B Viola	MVW 2225B Saxophone

**MUL 1110 Music Appreciation** 3 cr.

A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world's great music. This course is open to all students. 48 class hours.

**MUN 1120 Concert Band** 1 cr.

Prerequisite: Consent of instructor. A course designed to give the student a musical experience performing the standard concert band literature. 32 laboratory hours.

**MUN 1310 College Chorus** 1 cr.

This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. 32 laboratory hours. (May be taken for credit up to four times.)

**MUN 1450 Piano Ensemble** 1 cr.

Prerequisite: Consent of instructor. This course is designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and

duo-piano works from the standard repertoire as well as piano accompaniments for vocal and instrumental solos. Audition required. 32 laboratory hours.

**MUN 1710 Jazz-Rock Ensemble** 1 cr.  
Prerequisite: Consent of instructor. A course designed to give the student a musical experience performing the most popular music of the past forty years. 32 laboratory hours.

**MUT 1001 Fundamentals of Music** 3 cr.  
This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. 48 class hours.

**MUT 1121 Music Theory I** 4 cr.  
Prerequisite: MUT 1001. The purpose of Music Theory I is to provide the fundamentals of music including chord construction and progression, elements of form analysis and harmony, rhythmic and melodic ear training, dictation, sight singing, and simple composition. 48 lecture hours and 32 laboratory hours.

**MUT 1122 Music Theory II** 4 cr.  
Prerequisite: MUT 1121. The purpose of Music Theory II is to provide a continuation of Music Theory I with emphasis on further development of musical skills. 48 lecture hours and 32 laboratory hours.

**MUT 2126 Music Theory III** 4 cr.  
Prerequisite: MUT 1122. The purpose of Music Theory III is to provide emphasis on advanced harmony and chord structure, examination and analysis of form and varying styles from the past to the contemporary, advanced problems in composition for various media, and a continued development of aural skills. 48 lecture hours and 32 laboratory hours.

**MUT 2127 Music Theory IV** 4 cr.  
Prerequisite: MUT 2126. The purpose of Music Theory IV is to provide the final sequence of Music Theory with emphasis on continued development of harmonic materials, aural and visual analysis and problems in composition involving form and instrumentation. 48 lecture hours and 32 laboratory hours.

**MVK 1111A Class Piano I** 1 cr.  
This class is for beginning piano students meeting in groups of six or more. Open to all students. Emphasis is placed on music reading and elementary techniques. Special fee \$20.00 32 laboratory hours.

**MVK 1111B Class Piano II** 1 cr.  
Prerequisite: MVK 1111A. This class is a continuation of MVK 1111A. Special fee \$20.00. 32 laboratory hours.

**MVV 1111A Class Voice I** 1 cr.  
For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correct diction. Open to all students. 32 laboratory hours.

**MVV 1111B Class Voice II** 1 cr.  
A continuation of MVV 1111A. Open to all students. 32 laboratory hours.

## Nursing

**HSA 1194 Introduction to Microcomputers in Health Care** 1 cr.  
This course is designed for the student majoring in nursing or allied health. It includes the study of basic computer ter-

minology and a study of the uses of computers in health care agencies. The student will have hands-on experience in using the microcomputers with such applications as word processing and Medical Office Manager (MOM).

**NUR 1020C Fundamentals of Nursing** 10 cr.  
Prerequisites: ENC 1101, PSY 1012, and APB 1203C (must be satisfactorily completed prior to being considered for admission to the Nursing Program). Pre or corequisite: APB 1204C and MTB 1320. This course introduces concepts and skills basic to nursing care for adult clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation. Lab fee and Professional Liability fee required (see page 17). 64 lecture hours and 192 clinical and laboratory hours. Additional campus laboratory hours may be required.

**NUR 1201C Adult Nursing I/LPN** 5 cr.  
Prerequisites: PSY 1012, ENC 1101, APB 1203C, APB 1204C and DEP 2004, and admission to the Nursing Program, ADN/LPN Track. This course is offered for students entering the Nursing Program at the ADN/LPN Track. The nursing process is introduced and used as an approach to nursing care in assisting sick adults and their families meet their basic needs. Emphasis is placed on the more frequently occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and Professional Liability fee required (see page 17). 32 lecture hours and 128 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 1520C Mental Health Nursing** 5 cr.  
Prerequisite: NUR 1710C or NUR 1201C. This course emphasizes use of the nursing process as an approach to nursing care of clients and their families with varying degrees of mental health and illness. Clinical experiences are offered in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. This course is offered in the summer session. Lab fee required (see page 17). 32 lecture hours and 128 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 1710C Adult Nursing I** 12 cr.  
Prerequisites: NUR 1020C, APB 1204C and MTB 2370. Pre or corequisite: DEP 2004. This course emphasizes use of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more frequently occurring health needs of clients in various settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Lab fee required (see page 17). 64 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 2412C Maternal-Child Nursing/LPN** 7 cr.  
Prerequisites: NUR 1520C and DEP 2004. This course is offered for students enrolled in the ADN/LPN Track. This course emphasizes use of the nursing process as an approach in assisting the child/child-bearing family to meet their basic needs. Clinical experiences are offered in a variety of settings. The roles of the nurse as provider of care, communicator,

teacher, manager, and member of the profession provide the framework for clinical application and evaluation. 48 lecture hours and 128 clinical hours and laboratory hours. Additional campus laboratory hours may be required. Lab fee and Professional Liability fee required (see page 17).

**NUR 2460C Maternal-Child Nursing 12 cr.**

Prerequisite: NUR 1520C and DEP 2004. This course is required in the RN/Generic Track only. This course emphasizes use of the nursing process as an approach in assisting the child/childbearing family to meet their basic needs. Clinical experiences are offered in a variety of settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required. Lab fee and Professional Liability fee required (see page 17).

**NUR 2711C Adult Nursing II 12 cr.**

Prerequisite: NUR 2460C for the RN/Generic student or NUR 1201C for the RN/LPN Track student. This course continues to emphasize use of the nursing process as an approach to providing nursing care. It provides for a broader application of the nursing process in the clinical setting in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more complex, less frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required (see page 17). 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required.

**NUR 2820 Nursing Role & Scope 2 cr.**

Prerequisite: NUR 1520C for the RN/Generic student or NUR 1501C for the RN/LPN Track student. This course is offered during the final year of the nursing curriculum and is designed to assist the graduating student in the transition to the role of the Registered Nurse. Patient care management concepts and the legal, ethical, and professional responsibilities of the Registered Nurse are stressed. Clinical application of theoretical content is accomplished in the clinical nursing courses taken in the final year of the nursing curriculum. 32 lecture hours.

## Paramedics

See Emergency Medical Services

## Philosophy

**PHI 1100 Logic 3 cr.**

The application of reason to develop logical skills and understanding. The study of deductive methods used to distinguish correct from incorrect reasoning. 48 class hours.

## Physical Education

**PEL 1211 Softball 1 cr.**

Instruction in the history, rules, and skills of softball. Emphasis will be placed on intercampus competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

**PEL 1216 Baseball 1 cr.**

Prerequisite: Consent of instructor. This course will offer instruction in history, rules, and skills of baseball. Emphasis will be placed on intercampus competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

**PEL 1321 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. 8 lecture hours, 24 laboratory hours.

**PEL 1341 Beginning Tennis 1 cr.**

This is a co-educational course for beginners, primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational tennis. 8 lecture hours and 24 laboratory hours.

**PEL 1342 Intermediate Tennis 1 cr.**

Prerequisite: PEL 1341 or consent of instructor. A continuation of tennis skill practice. Stress on strategy. Singles or doubles tourney play. 8 lecture hours, 24 laboratory hours.

**PEL 1441 Racquetball 1 cr.**

This course is designed to teach the fundamentals of racquetball and to develop skills necessary for successful singles and doubles play. 8 lecture hours, 24 laboratory hours.

**PEL 1621 Basketball 1 cr.**

Instruction in basketball skills, history, and rules. Emphasis will be placed on offensive and defensive skills. Team strategy will be developed in the offensive and defensive areas. Emphasis will be placed on intercampus competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

**PEM 1101 Personal Fitness 2 cr.**

Each student will learn to assess personal or individual fitness level, lung capacity, percentage of body fat, flexibility, strength, and dietary habits upon entry into the course. From the baseline data, individual fitness and diet plans will be developed and post tests will be introduced to evaluate the success of the fitness program. 16 lecture hours, 32 laboratory hours.

**PEM 1131 Weight Training 1 cr.**

Instruction in the principles of weight training. The primary emphasis is skeletal muscular strength increases. General fitness improvement is also involved. 8 lecture hours, 24 laboratory hours.

**PEM 1171 Aerobic Dance 1 cr.**

A fitness activity that combines principles of dance, calisthenics and aerobics. This program is based on the principle of continuous movement. 8 lecture hours, 24 laboratory hours.

## Physical Science

**PSC 1341 Introduction to the Physical Universe I 3 cr.**

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

**PSC 1311 Introduction to the Physical Universe II 3 cr.**

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

## Physics

**PHY 1053C General Physics I 4 cr.**

Pre or corequisite: MAC 1114 or MTB 1322. Subject matter

includes mechanics, heat, and sound. This course is designed for students not majoring in the physical sciences. 48 lecture hours and 32 laboratory hours.

**PHY 1054C General Physics II** 4 cr.  
Prerequisite: PHY 1053C. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. 48 lecture hours and 32 laboratory hours.

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

## Political Science

**INR 2002 World Perspectives: An Introduction to International Relations** 3 cr.  
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. 48 class hours.

**POS 2041 American Federal Government** 3 cr.  
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and study of the U.S. Constitution. 48 class hours.

**POS 2112 State and Local Government** 3 cr.  
Study of state, county, and municipal government with emphasis on the newer tendencies in local government. 48 class hours.

## Practical Nursing

**PRN 0601 Practical Nursing I** 16 Vocational cr.  
This course introduces man as a biopsychosocial being with basic health needs and introduces concepts and skills fundamental to the nursing care of people throughout the life span. The nursing process is introduced and used as an approach to providing nursing care. Basic units covered are individual, family and community health; body structure and function; pharmacology, calculation of medications and solutions; and medical-surgical nursing. First aid and CPR certification are required. Clinical experiences are provided in local health agencies. Laboratory fee and Professional Liability Insurance fee required (see page 17). 480 hours of instruction.

**PRN 0630 Practical Nursing II** 16 Vocational cr.  
This course expands body structure and function concepts and introduces basic and advanced concepts and skills in the nursing care of people of all ages, including administration of medications. Pediatric nursing is introduced. Medical-surgical nursing is expanded. Simulated and actual clinical experiences are provided in campus, hospital, and community agency settings. Laboratory fee required (see page 17). 480 hours of instruction.

**PRN 0631 Practical Nursing III** 10 Vocational cr.  
This course expands on knowledge and skills provided in Practical Nursing I and II. Maternity nursing is introduced emphasizing care of the uncomplicated obstetrical patient and the neonate. Concepts specific to Vocational Relations are provided. Simulated and actual clinical experiences are provided on campus and in hospital and community agencies. Lab fee required (see page 17). 300 hours of instruction.

## Psychology

**DEP 2002 Child Psychology** 3 cr.  
Prerequisite: PSY 1012, or consent of instructor. This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. 48 class hours.

**DEP 2004 Life-Span Development** 3 cr.  
Prerequisite: PSY 1012. This course is designed to acquaint the student with the theories and perspectives of the human organism's growth from birth to death. The biological, cognitive, language, social, emotional, and personality foundation and development for all age spans will also be studied. 48 class hours.

**DEP 2302 Adolescent Psychology** 3 cr.  
Prerequisite: PSY 1012, or consent of instructor. This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial, and educational growth of the adolescent. 48 class hours.

**DEP 2401 Psychology of Adulthood** 3 cr.  
This course focuses on the predictable crises of life encountered between the ages of 18 and 50. 48 class hours.

**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. 48 class hours.

**EXP 1600 Creative Thinking and Imagination** 3 cr.  
Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the vital importance of creative effort and stimulating the student's ability to utilize the creative approach to his/her life and work. 48 class hours.

**PSY 1012 Introduction to Psychology** 3 cr.  
An introduction to the field of psychology 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 concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. 48 class hours.

## Reading

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

**\*REA 0001 Basic Reading** 3 cr.  
See College Preparatory Courses.

**\*REA 0002 Fundamentals of Reading** 3 cr.  
See College Preparatory Courses.

**REA 1105 College Reading Techniques** 3 cr.  
A college-level reading course designed to develop and improve college reading skills, stressing proficiency in comprehension, flexibility of rate, and vocabulary improvement. Practice with specialized equipment and/or materials is provided. 48 class hours.

**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 and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. It will familiarize the student with law and its provisions under which the registrant will operate. Satisfactory completion of this course permits the student to sit for the Florida Real Estate Commission Exam for the Salesman's License. (Exam fee required, see page 17.) 64 class hours.

**REE 2041 Real Estate Principles and Practices II** 4 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.) Seventy-two hours of instruction is required.

## Sociology

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

**SYG 1361 Death in America** 3 cr.  
This course probes mortality, its psychological and social consequences and the problems it poses for modern Americans. Combining history and recent research findings, the series illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood, and the impact of the threat of world holocaust. 48 class hours.

**SYG 1420 Families in Transition** 3 cr.  
This course explores the history of the family in America. It includes recent past events and movements that have affected family life, the functioning of the family through various life stages with variations in ethnic, racial, and social class subgroups in American society, and the prospects for the family in the future. 48 class hours.

**SYG 2000 Introduction to Sociology** 3 cr.  
The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. 48 class hours.

**SYG 2010 Social Problems** 3 cr.  
American society is viewed as a social system whose ideology and values produce conditions defined by its members as

social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. 48 class hours.

**SYG 2221 Women in American Society** 3 cr.  
An overview of women's changing roles in American Society, 17th Century to the present. Emphasis will be placed on individual women and their contributions. Current problems will be examined. 48 class hours.

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

**SYG 2940 Applied Sociology** 3 cr.  
Prerequisites: SYG 2320 or SYG 2000 or SYG 2010, or SOW 1020; a minimum of 15 hours' work at Pasco-Hernando Community College; and by consent of instructor. This is a Practicum course which requires a minimum of 117 participation hours. A limited number of students will be under supervision at community agencies. Students meet regularly with the instructor. A special fee is required (See Page 17).

## Spanish

**SPN 1120 Beginning Spanish I** 4 cr.  
This course will introduce beginning students in Spanish to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, and sensitize students to the cultural contributions of the countries where Spanish is spoken. 48 lecture hours, 32 lab hours.

**SPN 1121 Beginning Spanish II** 4 cr.  
Prerequisite: SPN 1120 Beginning Spanish I. The previous Beginning Spanish 3-credit-hour course does not meet the prerequisite for this course. This course will reinforce, expand, and review the basic skills previously acquired, develop increased listening, speaking, reading, and writing skills, extend knowledge of grammar, and awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 48 lecture hours, 32 lab hours.

**SPN 2220 Intermediate Spanish I** 4 cr.  
Prerequisite: SPN 1121. The content should include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 48 lecture hours and 32 laboratory hours.

**SPN 2221 Intermediate Spanish II** 4 cr.  
Prerequisite: SPN 2220. The content should include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 48 lecture hours and 32 laboratory hours.

## Speech

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



**SPC 1600 Introduction to Public Speaking** 3 cr.

This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and video taped. 48 class hours.

## **Welding**

**PMT 0106 Introduction and Oxy-Acetylene Welding** 3 Vocational cr.

An introductory course in welding using equipment and tools. Safety and proper use of equipment, along with identification of metals, are stressed. This course also includes the use of oxy-acetylene gases in welding and torch cutting. 90 hours of instruction.

**PMT 0112 Advanced Specialty Oxy-Acetylene Welding** 3 Vocational cr.

Prerequisite: PMT 0106 or consent of instructor. A continuation of oxy-acetylene welding specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. 90 hours of instruction.

**PMT 0121 Shielded Metal Arc Welding** 3 Vocational cr.

Emphasizes principles in those types of welding which require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. 90 hours of instruction.

**PMT 0122 S.M.A.W. High Technology Skills** 3 Vocational cr.

Prerequisite: PMT 0158. This course includes shielded metal arc welding of open butt joints welded in the flat angular, vertical, and horizontal overhead positions. The art of pipe welding is stressed. 90 hours of instruction.

**PMT 0123 Advanced Shielded Metal Arc Welding** 3 Vocational cr.

Prerequisite: PMT 0121 or consent of instructor. A continuation of PMT 0121. An advanced course in welding principles of SMAW. 90 hours of instruction.

**PMT 0131 TIG Welding** 2 Vocational cr.

An introduction to Tungsten Inert Gas Welding (TIG). It emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. 60 hours of instruction.

**PMT 0134 MIG Welding** 2 Vocational cr.

An introduction to Metallic Inert Gas Welding (MIG). Emphasizes the principles involved in the operating of MIG equipment. A beginning course in welding principles of MIG. 60 hours of instruction.

**PMT 0138 Advanced MIG/TIG Welding** 2 Vocational cr.

Prerequisites: PMT 0134, PMT 0131, or consent of instructor. A continuation of PMT 0134 and PMT 0131. An advanced course in welding principles of MIG/TIG Welding. Blueprint reading for MIG/TIG Welding is included. 60 hours of instruction.

**PMT 0158 Specialty Shielded Metal Arc Welding** 3 Vocational cr.

Prerequisite: PMT 0123 or consent of instructor. Welding carbon steel, plug or slot welding; welding of pipe joints, stainless steel, cast iron, hard surfacing, cutting; and blueprint reading are included. 90 hours of instruction.

**PMT 0164 Fabrication of Metal Products Using SMAW** 3 Vocational cr.

Prerequisite: PMT 0158 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. 90 hours of instruction.

**PMT 0175 Fabrication of Metal Products Using MIG/TIG Welding** 2 Vocational cr.

Prerequisite: PMT 0138 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. 60 hours of instruction.

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