

Pasco-Hernando Community College

1997-98 CATALOG/STUDENT HANDBOOK



Shirley Iona Davis

West Campus

Shirley Iona Davis
OB 34 & 35

Face Your Future

INFORMATION FOR NEW APPLICANTS

Your interest in Pasco-Hernando Community College is appreciated!
Our staff are here to assist in your educational and career planning.

COLLEGE & TECHNICAL CREDIT STUDENTS

STEP 1 – APPLICATION FOR ADMISSION

Students must submit the application with a \$20.00 non-refundable fee to their nearest PHCC campus.

STEP 2 – NEW STUDENT ORIENTATION

All new degree/certificate-seeking students at PHCC must schedule an orientation time and an advisement appointment by contacting the Office of Student Services in person or by phone at the numbers listed below. At orientation, students will learn about PHCC programs and policies and will have an opportunity to take their Florida College Entry Level Placement Test, if needed.

STEP 3 – TESTING

Students who wish to enroll in degree programs and/or college-level English and math courses must submit placement test scores no more than two (2) years old on any of the following exams: ACT, ASSET, CPT, FCELP, MAPS, or SAT. Students who wish to enroll in most of the technical certificate programs should submit the appropriate TABE scores. Students who need to take, or have any questions about, these exams, should contact the Student Services office on their nearest campus. The Florida College Entry Level Placement Test (FCELP) will be given in conjunction with orientation sessions.

STEP 4 – ADVISEMENT & REGISTRATION

At the advisement appointment, the advisor will review a student's test scores (if applicable) and provide program and course information. Students should check the PHCC Catalog for appropriate registration dates. Separate checks are required for course fees and books; VISA/MasterCard are accepted at the New Port Richey, Dade City and Brooksville campuses.

SUBMISSIONS OF TRANSCRIPTS

All degree-seeking students, associated certificate-seeking students, and limited access technical certificate applicants must submit an official high school transcript confirming graduation/official GED scores from the Florida Department of Education (DOE) or appropriate out-of-state agency *and* official transcripts from each college or university attended in order to finalize admission to PHCC. Transcripts should be sent to the Records Office at the student's home campus. Official transcripts *must* arrive in a sealed envelope from each issuing agency or institution.

FINANCIAL AID/VETERANS BENEFITS

Any application for financial aid should be completed well in advance. Applicants for Title IV Federal Financial Aid (e.g., Pell Grant) must submit one of the following documents to their campus Records Office: official high school transcripts confirming graduation or GED scores indicating successful completion for an equivalency diploma. Students in eligible technical credit programs must submit passing TABE scores. Contact one of the PHCC Financial Aid Offices or Veteran's Administration advisors with any questions.

CAMPUS	PHONE NUMBER	STUDENT SERVICES	FINANCIAL AID	ADMISSIO, S
Brooksville (North)	352/796-6726	Ext. 2010	Ext. 2220	Ext. 2011
Dade City (East)	352/567-6701	Ext. 1010	Ext. 1012	Ext. 1011
New Port Richey (West)	813/847-2727	Ext. 3010	Ext. 3012	Ext. 3011

PASCO-HERNANDO COMMUNITY COLLEGE

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



DISTRICT OFFICE

36727 Blanton Road
Dade City 33523-7599
352/567-6701

EAST CAMPUS

36727 Blanton Road
Dade City 33523-7599
352/567-6701

NORTH CAMPUS

11415 Ponce de Leon Boulevard
(U.S. 98 North)
Brooksville 34601-8698
352/796-6726

WEST CAMPUS

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

GOWERS CORNER CENTER

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

LAND O' LAKES OFFICE

21609 Village Lakes Shopping Center
Land O' Lakes 34639
813/949-0660

SPRING HILL CENTER

11245 Spring Hill Drive
Spring Hill 34609
352/688-8798

Pasco-Hernando Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia, telephone number (404) 679-4501, to award the Associate Degree.

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

PASCO-HERNANDO COMMUNITY COLLEGE

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1997-1998

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36727 Blanton Road
Dade City, FL 33523-7599

The information in this publication can be made available in alternative formats to persons with disabilities. Requests for information in an alternative format should be made to the Assistant Dean of Student Services (East and North campuses) or to the Disabilities Services Specialist (West Campus), by calling or writing to the campus. Please include your name, address, and telephone or TDD number with your request.

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

*The college reserves the right to make changes in rules, calendar, fees, and offerings as circumstances may require.
Accurate through April 1997.*

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PASCO-HERNANDO COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

Rose Fernandez, Chair
Nancy Wilkes, Vice Chair

Mark Browning
Mitchell Davis
Hugh McGeehan
Carole Pearson

Robert Stuckland
Arlen Tillis
James Yant

COLLEGE PRESIDENT



Dr. Robert W. Judson, Jr.

ADMINISTRATION

Robert W. Judson, Jr.	President	Gayle W. Brooks	Dean of Career & Technical Programs and Director of Division of Business & Technical Programs
Paul J. Szuch	Vice President of Instructional Services and Provost, West Campus	Hank G. Dunn	Dean of Student Services
Sherry C. Thomas-Denke	Vice President of Educational Support Services	Catherine M. Baumbach	Executive Director of the Foundation
Kenneth R. Burdzinski	Vice President of Business Services	Christy L. Whitfield	College Attorney
Michael G. Rom	Provost, East Campus and High School Articulation	Harlow E. Kendig, Jr.	Director of Management Information Services
Burton H. Harres, Jr.	Provost, North Campus and Legislative Liaison	Thomas D. Floyd	Associate Dean of Educational Services, West Campus
		J. Lee Ellzey	Director, Workforce Activities

RESOLUTION

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

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

THE DISTRICT BOARD OF TRUSTEES



Ms. Rose Fernandez
Chair



Ms. Nancy Wilkes
Vice Chair



Mr. Mark Browning



Mr. Mitchell Davis



Mr. Hugh McGeehan



Ms. Carole Pearson



Mr. Robert Strickland



Mr. Arlen Tillis



Mr. James Yant

PASCO-HERNANDO COMMUNITY COLLEGE

1997-98 COLLEGE CALENDAR

Activity	Term I Fall	Term IA Fall (8 weeks)	Term IB Fall (8 weeks)
Orientation of New Students (by appointment)	O N G O I N G		
Registration of Non-Credit Students	July 1-3	July 1-3	July 1-3
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 40 or More Credit Hours and Non-credit Students	July 7-8	July 7-8	July 7-8
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 24 or More Credit Hours and Non-credit Students	July 9-10	July 9-10	July 9-10
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 12 or More Credit Hours and Non-credit Students	July 14-15	July 14-15	July 14-15
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 1 or More Credit Hours and Non-credit Students	July 16-17	July 16-17	July 16-17
Open Registration – Registration of All Enrolled, New, Returning Credit and Non-credit Students (Weekdays)	July 21-August 20	July 21-August 20	July 21-October 16
Faculty Reports	August 18		
Classes Begin	August 21	August 21	October 17
Late Registration, Drop/Add	August 21-28	August 21-28	October 17-22
Last Day – Drop/Add (by 7:00 p.m.)	August 28	August 28	October 22
Last Day to Use Book Authorizations	August 29		
CLAST Registration Deadline	September 5		
Applications Due for End of Term Graduation	September 19		
CLAST Review	September 20		
CLAST Test Administration	October 4		
Financial Aid Grant Disbursement (tentative mailing date) (Loan checks are mailed by the College as funds are received from the lender)	October 10		
Last Day to Withdraw or Change to Audit (by 7:00 p.m.)	November 3	September 26	December 3
Last Day of Classes	December 17	October 16	December 17
Last Day for Faculty (grades turned in by noon)	December 18	October 17	December 18

No Classes:	Labor Day	September 1	September 1	
	Staff Day	October 29		October 29
	Veterans Day	November 11		November 11
	Thanksgiving	November 27-29		November 27-29
College Closed:	Labor Day	September 1	September 1	
	Veterans Day	November 11		November 11
	Thanksgiving	November 27-29		November 27-29
	Winter Break	Dec. 22-Jan. 1		Dec. 22-Jan. 1

JULY 1997							AUGUST 1997							SEPTEMBER 1997							OCTOBER 1997							NOVEMBER 1997																				
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
		1	2	3	4	5	6					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																							
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																														
20	21	22	23	24	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31																											
27	28	29	30	31			24	25	26	27	28	29	30	26	27	28	29	30																														

PASCO-HERNANDO COMMUNITY COLLEGE

1997-98 COLLEGE CALENDAR

Activity	Term II Winter	Term IIIA Winter (8 weeks)	Term IIIB Winter (8 weeks)
Orientation of New Students (by appointment)	ONGOING		
Registration of Non-Credit Students	October 29-31	October 29-31	October 29-31
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 40 or More Credit Hours and Non-credit Students	November 3-4	November 3-4	November 3-4
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 24 or More Credit Hours and Non-credit Students	November 5-6	November 5-6	November 5-6
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 12 or More Credit Hours and Non-credit Students	November 7 & 10	November 7 & 10	November 7 & 10
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 1 or More Credit Hours and Non-credit Students	November 12-13	November 12-13	November 12-13
Open Registration - Registration of All Enrolled, New, Returning Credit and Non-credit Students (Weekdays except during Winter Break)	Nov. 14-January 2	Nov. 14-January 2	Nov. 14-March 10
Faculty Reports	January 2		
Classes Begin	January 6	January 6	March 11
Late Registration, Drop/Add	January 6-13	January 6-13	March 11-16
Last Day - Drop/Add (by 7:00 p.m.)	January 13	January 13	March 16
Last Day to Use Book Authorizations	January 14		
CLAST Registration Deadline	January 23		
Applications Due for End of Term Graduation	January 16		
CLAST Review	February 7		
CLAST Test Administration	February 21		
Financial Aid Grant Disbursement (tentative mailing date) (Loan checks are mailed by the College as funds are received from the lender)	February 20		
Last Day to Withdraw or Change to Audit (by 7:00 p.m.)	March 24	February 12	April 16
Last Day of Classes	May 5	March 10	May 5
Last Day for Faculty (grades turned in by noon)	May 6	March 11	May 6
Graduation	May 6		
Nursing Pinning Ceremony	May 7		

No Classes:	Martin Luther King	January 19	January 19	
	Spring Break	March 2-7		March 2-7
College Closed:	Martin Luther King	January 19	January 19	
	Spring Break	March 2-7		March 2-7

DECEMBER 1997	JANUARY 1998	FEBRUARY 1998	MARCH 1998	APRIL 1998
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25
28 29 30 31	25 26 27 28 29 30 31		29 30 31	26 27 28 29 30

PASCO-HERNANDO COMMUNITY COLLEGE

1997-98 COLLEGE CALENDAR

Activity	Term IIIA Summer (6 weeks)	Term III Summer (12 weeks)	Term IV Summer (6 weeks)
Orientation of New Students (by appointment)	O N G O I N G		
Registration of Non-Credit Students	April 1-3	April 1-3	April 1-3
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 40 or More Credit Hours and Non-credit Students	April 6-7	April 6-7	April 6-7
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 24 or More Credit Hours and Non-credit Students	April 8-9	April 8-9	April 8-9
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 12 or More Credit Hours and Non-credit Students	April 10 & 13	April 10 & 13	April 10 & 13
Advance Advisement/Registration for Currently Enrolled Degree- or Certificate-seeking Students with 1 or More Credit Hours and Non-credit Students	April 14-15	April 14-15	April 14-15
Open Registration - Registration of All Enrolled, New, Returning Credit and Non-credit Students (Weekdays)	April 16-May 8	April 16-May 8	April 16-June 25
CLAST Registration Deadline	May 8	May 8	May 8
Faculty Reports	May 8	May 8	June 25
Classes Begin	May 11	May 11	June 26
Late Registration, Drop/Add	May 11-13	May 11-13	June 26-July 1
Last Day - Drop/Add (by 4:30 p.m.)	May 13	May 13	July 1
Applications Due for End of Term Graduation	May 15	July 2	July 2
Last Day to Use Book Authorizations	May 15	May 15	June 23
CLAST Review	May 30	May 30	May 30
Last Day to Withdraw or Change to Audit (by 7:00 p.m.)	June 9	July 14	July 27
CLAST Test Administration	June 6	June 6	June 6
Financial Aid Grant Disbursement (tentative mailing date) (Loan checks are mailed by the College as funds are received from the lender)	June 17	June 17	August 1
Last Day of Classes	June 22	August 7	August 7
Last Day for Faculty (grades turned in by noon)	June 23	August 10	August 10

No Classes:	Memorial Day	May 25	May 25	
	Independence Day		July 3	July 3
	Term III Break		June 23-25	
College Closed:	Memorial Day	May 25	May 25	
	Independence Day		July 3	July 3

MAY 1998							JUNE 1998							JULY 1998							AUGUST 1998							SEPTEMBER 1998											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	8	9	10	11	12	13	14	2	3	4	5	6	7	8	8	9	10	11	12	13	14					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26					
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30										
31																			30	31																			

WHOM TO SEE ABOUT WHAT

PHCC is glad you are considering our college for your educational goals. Our goal is to ensure that students have all the information they need to make quality decisions about their enrollment with us. Listed below are individuals who will be able to assist you with questions or concerns.

ADMINISTRATION - COLLEGE-WIDE

Dr. Paul Szuch Ext. 3001
 Vice President of Instructional Services;
 Provost, West Campus
 New Port Richey

Dr. Sherry Thomas-Dertke Ext. 1935
 Vice President of Educational Support
 Services; Student Ombudsman
 District Office

Dr. Mike Rom Ext. 1001
 Provost, East Campus and High School
 Articulation;
 Dade City

Dr. Burt Harres Ext. 2001
 Provost, North Campus and Legislative
 Liaison
 Brooksville

Ms. Gayle Brooks Ext. 3264
 Dean of Career and Technical Programs
 New Port Richey

Dr. Hank Dunn Ext. 3210
 Dean of Student Services
 New Port Richey

ACADEMIC AREAS

Dr. Michael Adams Ext. 3220
 Associate Dean of Health, Mathematics
 and Science
 New Port Richey

(Biological Science, Chemistry, Dental Assisting, Dental
 Hygiene, EMS Paramedic, Environmental Science, Human
 Services, Mathematics, Nursing (RN/PN), Physical
 Education, Physical Science, Physics)

Ms. Gayle Brooks Ext. 3264
 Director, Division of Business
 New Port Richey

(Banking, Building Construction, Business Administration
 & Management, Computer Programming/Applications,
 Criminal Justice, Fire Science, Hospitality Management,
 Legal Assisting, Office Systems Technology, Real Estate,
 and all Technical Credit Certificates)

Dr. Marjion Fullock Ext. 3325
 Associate Dean of Arts, Letters and
 Social Sciences/Performing Arts
 Center/Learning Labs
 New Port Richey

(Drama/Theater, Music, Government, Geography, History,
 English, Foreign Languages, Education, Anthropology,
 Humanities, Philosophy, Psychology, Sociology, Reading,
 Speech)

Mr. Andre LaMonde Ext. 3500
 Director of Law Enforcement Programs
 Gower's Corner

Ms. Bonnie Finsley-Satterfield Ext. 2500
 Director Spring Hill Center

EQUITY OFFICER

Mr. Imani Asukle Ext. 1235
 Equity Officer/Minority Recruiter
 Dade City

STUDENT SERVICES

Ms. Michelle Balon Ext. 3010
 Assistant Dean of Student Services
 New Port Richey

Mr. David Capps Ext. 2010
 Assistant Dean of Student Services
 Brooksville

Ms. Stephanie Stockstill Ext. 1010
 Assistant Dean of Student Services
 Dade City

Mr. Michael Mallzia Ext. 3011
 Director of Admissions and Student Records
 New Port Richey

Mr. Bob Bade Ext. 3356
 Coordinator of Student Activities
 New Port Richey

Mr. Bobby Bowman Ext. 3342
 Athletic Director
 New Port Richey

Ms. Nicoie Bilodeau-McKay Ext. 3261
 Disabilities' Services Specialist
 New Port Richey

FINANCIAL ASSISTANCE AREAS

Ms. Charlotte D. Johns Ext. 3012
 Director of Financial Aid/Veteran Services
 New Port Richey

Mr. David Hamilton Ext. 3480
 Career Assessment Center (JEP)
 New Port Richey

	Financial Aid Service	Veterans' Services
Brooksville	Ext. 2220	Ext. 2009
Dade City	Ext. 1012	Ext. 1229
New Port Richey	Ext. 3012	Ext. 3289

PHCC FOUNDATION BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

Chair	Hugh C. McGeehan
Vice Chair	Niles H. Kinnunen, Jr., D.D.S.
Secretary	Robert W. Judson, Jr., Ed.D.
Treasurer	Hon. Wayne L. Cobb

Members-at-Large

Robert A. Barnett	Mary Abigail Misener
Marc W. Bowman	Donald K. Vierling, M.D.
David Class	Phillip W. Wood
Wayne R. Coulter	

Directors

Sam G. Bala, M.D.	J. Daniel Miller
L. Brant Blessing	John W. Nelson
Stephen D. Carle	Andrew Oravec, Jr.
Judy M. Case	Joseph J. Pinnatino
Lorenzo Coffie	H. M. Shirley, Jr.
Merl D. Faupel	Mary E. Snel
Robert Fortig	Munson Soliman
Joel H. Goldberg, D.M.D.	James K. Tabb, Jr.
J. Warren Hensch, D.M.D.	Ronald G. Thornton
Charles Luckie, Jr.	

PHCC ACTIVITIES BOOSTERS COMMITTEE

Officers

Chair	Phillip W. Wood
Secretary	Robert W. Judson, Jr., Ed.D.

Directors

L. Brant Blessing	David Schneider
Robert R. Huse, Jr., D.V.M.	Tom Taldie-Piccock
Ronald J. May	Gary Taylor
Steven Misibello, M.D.	Richard D. Walter
Donald R. Peyton	James C. Yant
Emil Pratesi	

PASCO-HERNANDO COMMUNITY COLLEGE FOUNDATION, INC.

The Pasco-Hernando Community College Foundation, Inc. was established in 1975 to seek private support to enhance the college's academic programs. It is governed by a 30-member Board from Pasco and Hernando counties.

The Foundation has grown quickly, with endowed assets of upwards of \$8 million, and become a leading community college foundation.

The Foundation supports scholarships, health programs, the three campus libraries, faculty and staff development, and academic equipment for the college. For the cultural and social enrichment of the community, the Foundation also sponsors a Performing Arts Center program and the Suncoast Sampler each year. The Foundation's Activities Boosters Committee focuses on student activities, including athletics.

The Foundation has a flourishing endowed scholarship program. Today, over 100 named, endowed funds provide 175 scholarships each year to Pasco and Hernando county students.

This includes the offer of scholarship support to the top 10% of graduating seniors from the district's public high schools.

The Foundation has also addressed critical shortages of trained health care professionals in the local community. It established partnerships with local hospitals to create nursing sponsorships and committed significant financial resources to expand the Associate Degree Nursing Program. It also orchestrated the effort, with the West Pasco Dental Association, to raise a quarter of a million dollars to create a Dental Hygiene Program which in 1996 was ranked number two in the nation.

The Foundation underwrites sabbaticals and supports faculty development through endowed faculty chairs. To date, the Withlacoochee River Electric Cooperative, the *St. Petersburg Times*, and NationsBank have funded endowed faculty chairs.

For more information, contact the Executive Director of the Foundation.

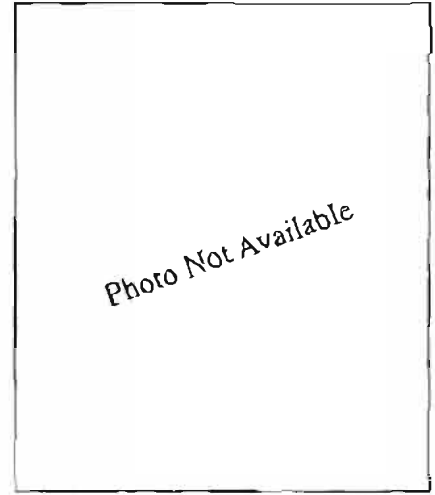
College Administrators



Dr. Paul J. Szuch
Vice President of Instructional Services
and Provost, West Campus



Dr. Sherry C. Thomas-Dertke
Vice President of Educational
Support Services



Mr. Kenneth R. Burdzinski
Vice President of Business Services



Dr. Michael G. Rom
Provost, East Campus and
High School Articulation



Dr. Burton H. Harres, Jr.
Provost, North Campus and
Legislative Liaison



Ms. Gayle W. Brooks
Dean of Career & Technical Programs
and Director of Division of
Business & Technical Programs



Dr. Hank G. Dunn
Dean of Student Services



Ms. Catherine M. Baumbach
Executive Director of the Foundation



Dr. Christy L. Whitfield
College Attorney

Pasco-Hernando Community College

HISTORY

Pasco-Hernando Community College (PHCC) was established in 1967 by the State Legislature. In the fall of 1971, following surveys and studies by the school boards of Pasco and Hernando counties, a 100-acre tract of land northwest of Dade City was approved for the East Campus.

The District Board of Trustees, composed of five members from Pasco County and four members from Hernando County, was commissioned in January 1972. Shortly thereafter, Dr. Milton O. Jones was chosen as the first President, and classes began in August 1972. Dr. Jones served as PHCC's President until June 30, 1994. Dr. Robert W. Judson, Jr., became the College's second President on July 1, 1994.

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

In 1973 a 140-acre site was chosen near New Port Richey for the West Campus. Initial construction began in July 1975 and was finished one year later. Subsequent campus additions include the Alric C. T. Pottberg Library, the Teaching Auditorium, increased classroom space, and the Physical Fitness Center. The new Milton O. Jones Hall, a new Student Services Center, was completed in 1996. A Health Programs Building was completed in 1997.

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

There is one center and one office located in Pasco County. In February of 1985, a center was opened at Gowers Corner. This facility is primarily for the PHCC public service programs. In August of 1991, the College opened an office in Land O' Lakes to serve the citizens in this area of the district.

ACCREDITATION STATUS

PHCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia, telephone number (404) 679-4501, to award the associate degree.

COLLEGE MISSION STATEMENT

Statement of Philosophy

Pasco-Hernando Community College (PHCC) serves the educational needs and interests of our community. As a comprehensive community college, PHCC provides opportunities for academic and cultural growth, for building and expanding skills, and for individuals to develop personality and as citizens of our community and our world.

Objectives

PHCC shall:

- Provide the first two years of postsecondary instruction which lead to the baccalaureate degree;
- Provide comprehensive career/technical education programs which prepare students for employment in business, industry, and service occupations;
- Provide adult career/technical and continuing education;
- Provide student development services to ensure success;
- Promote economic development, and
- Provide community instructional opportunities for cultural enrichment and personal development.

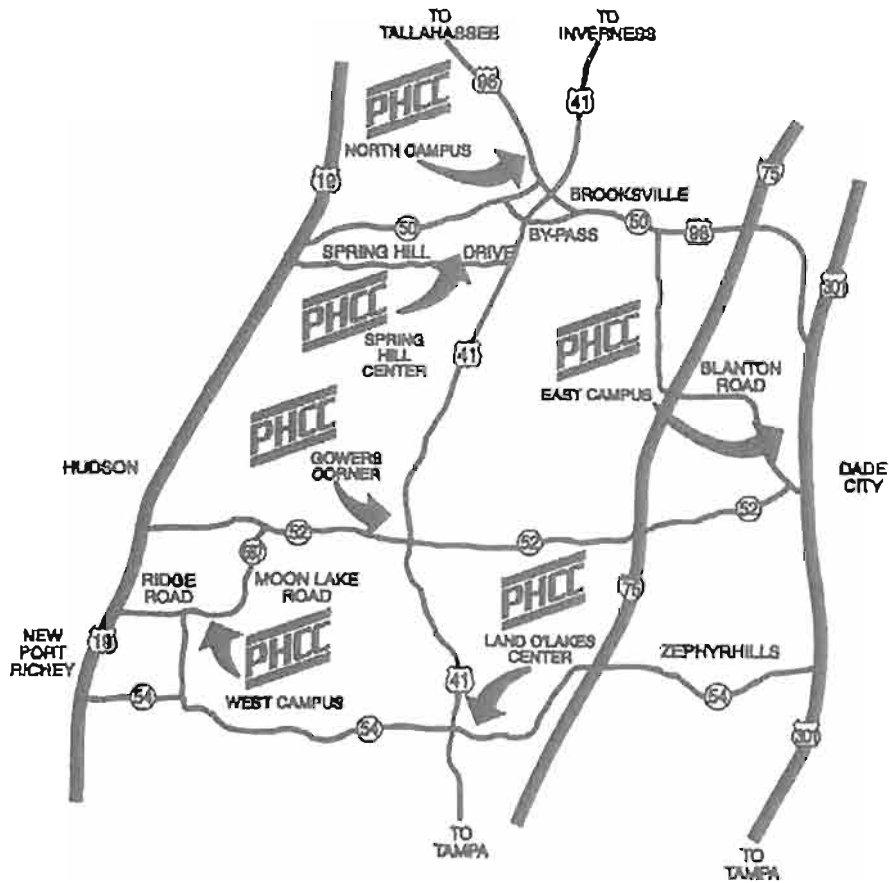
College Catalog/Student Handbook

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

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



DISTRICT MAP



East Campus and District Office
 36727 Blanton Road
 Dade City, FL 33523-7599
 (352) 567-6701
 (352) 567-7740 fax

North Campus
 11415 Ponce de Leon Blvd.
 (U.S. 98 North)
 Brooksville, FL 34601-8698
 (352) 796-6726
 (352) 796-7491 fax

West Campus
 10230 Ridge Road
 New Port Richey, FL 34654-5199
 (813) 847-2727
 (813) 816-3300 fax

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

Spring Hill Center
 11245 Spring Hill Drive
 Spring Hill, FL 34609
 (352) 688-8798

Land O' Lakes Office
 21609 Village Lakes Shopping Center
 Land O' Lakes, FL 34639
 (813) 949-0660

ADMISSION PROCESS

Applying to PHCC

The first step in becoming a PHCC student is to apply to the college. A request for information form is supplied in the back of this catalog or can be obtained from your high school guidance counselor; a PHCC Application for Admission can be obtained from the Admissions Office on any PHCC campus. All applicants for credit courses (except those applying for admission as high school dual enrollment or credit bank students—see "Admission to the College for High School Students") should submit this form and the non-refundable \$20 application fee to any one of the addresses listed below. Florida residents who seek to qualify for in-state course fees must complete the residency affidavit that is part of the application form.

All application materials (see requirements in "Admission to Programs") may be submitted in person or mailed to one of these addresses:

For East Campus, Dade City
Office of Admissions & Student Records
Pasco-Hernando Community College
36727 Blanton Road
Dade City, FL 33523-7599
Phone: (352) 567-6701, ext. 1011

For North Campus, Brooksville
Office of Admissions & Student Records
Pasco-Hernando Community College
11415 Ponce de Leon Boulevard
Brooksville, FL 34601-8698
Phone: (352) 796-6726, ext. 2011

For West Campus, New Port Richey
Office of Admissions & Student Records
Pasco-Hernando Community College
10230 Ridge Road
New Port Richey, FL 34654-5199
Phone: (813) 847-2727, ext. 3011

We encourage anyone who has a question about the application process to contact the Admissions Office in person, by phone, or through the mail. Because students must be admitted prior to registration for courses, we urge applicants to apply as early as possible. All applicants will receive written notification of their admission status after the application and fee are received.

Admission to Programs of Study

As part of the application process, each student is asked to declare an educational goal. Students can apply for admission to a program of study or can indicate their intent to be non-degree seeking on their PHCC Application for Admission form, or they can complete a Change of Program Declaration through our Student Services Office of Advisement and Registration. (Applicants to Limited Access programs must complete additional steps—see "Admissions to Limited Access Programs.") PHCC offers the following programs, which have differing requirements for admission: the Associate in Arts Degree program, Associate in Science Degree program, Associated Certificate programs, and Technical Certificate programs.

It is the responsibility of the applicant to ensure that the documents required to finalize admission have been received by the Records Office at his/her home campus (the campus the student has designated to maintain his/her records) during the student's first term of enrollment. Home study graduates will be required to submit documents in the same manner as any other high school graduate. No subsequent registration will be allowed until all documents have been received. All transcripts and test scores should be sent directly from the issuing institutions; official GED scores

(test taken in English) must come from the Florida Department of Education in Tallahassee or the appropriate out-of-state testing agency. Documents submitted in anything other than a sealed envelope from the issuing institution will not be accepted. Request forms for documents from other institutions can be obtained in any Records Office.

Admission to the Associate in Arts (AA) or Associate in Science (AS) Degree Programs

To be admitted to the AA or AS degree programs, students must ensure that the following documents have been received by the Records Office on their home campus:

1. a PHCC Application for Admission form indicating the intent to pursue an AA/AS degree program or, if no program is indicated on the PHCC Application, a Change of Program Declaration form signed by the appropriate advisement staff; and
2. an official high school transcript indicating graduation and receipt of a Standard High School diploma or an official Report of GED Scores indicating receipt of a high school equivalency diploma; and
3. an official transcript from each college or university attended.

Students graduating from home study programs should consult the Director of Admissions and Student Records regarding requirements for admission to degree programs. Students who have received special diplomas are not eligible for admission to degree programs.

There are additional requirements for admission into the AA program:

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

Students who have received a Standard Diploma from a Florida public high school or who have received a GED high school equivalency diploma are considered to have met this requirement.

Graduates of private Florida high schools whose transcripts do not indicate compliance may meet the requirements by successfully completing the appropriate college credit courses; each three-semester college credit course is considered to be equivalent to one year of secondary school study.

Graduates of out-of-state high schools may meet the requirements in the same way as graduates of private Florida high schools or by the achievement of at least the minimum level on all sections of an approved placement test as required in FS 240.117.

Admission to Associated Certificate Programs

PHCC offers the following college credit certificate programs which are associated with AS degree programs: Business Data Processing, Emergency Medical Technician, Office Systems Specialist, Paramedic (a limited access health program), and Small Business Management. Admission to an associated certificate program does not require admission to a degree program, however, students enrolled in these programs may later opt to apply to a degree program since many of the required courses are the same.

To be admitted to an Associated Certificate program, students

must ensure that the following documents have been received by the Records Office on their home campus:

1. a PHCC Application for Admission form indicating the intent to pursue an Associated Certificate program or, if no program is indicated on the PHCC Application, a Change of Program Declaration form signed by the appropriate advisement staff; and
2. an official high school transcript indicating graduation and receipt of a Standard High School diploma or an official report of GED Scores indicating receipt of a high school equivalency diploma; and
3. an official transcript from each college or university attended.

Applicants to the Certificate in Paramedic program must meet the additional requirements noted in the section "Admission to Specialized Limited Access Health Programs." Students who have received special diplomas are not eligible for admission to Associated Certificate programs.

Admission to Technical Credit Certificate Programs

Technical Credit Certificate programs are designed to prepare the student for an entry-level job or to supplement education and training in a chosen occupational field. Students must indicate their intent to enter the specified certificate program on their PHCC Application for Admission form or on a Change of Program Declaration form signed by the appropriate advisement staff and submitted to the Records Office on their home campus. PHCC offers these Technical Credit Certificate programs:

Applied Welding
Child Care Supervision
Coder Specialist
Correctional Officer
Cosmetology
Dental Assisting
Fire Fighting
Health Unit Coordinator
Landscape Operations
Law Enforcement/Auxiliary Officer
Law Enforcement/Basic Recruit
Medical Record Transcribing
Medical Secretarial/Examining Room Assistant
Patient Care Assistant/Home Health Aide
Practical Nursing

Dental Assisting and Practical Nursing are limited access health programs; admission requirements for these programs are listed in the section "Admission to Specialized Limited Access Health Programs." Fire Fighting and Law Enforcement are also limited access programs; contact these program offices directly for further admission information. Students who have received special diplomas are not eligible for admission to limited access certificate programs.

Admission to the College as a Non-Degree Seeking Student

Applicants who do not wish to follow a program of study, or those students who are at least 19 years of age but do not meet the requirements for entry into degree or specific certificate programs, may be admitted to the College as non-degree seeking students upon submission of the PHCC application form and fee. If needed, PHCC encourages these students to obtain a GED high school equivalency diploma.

U.S. citizens or permanent residents who are 19 years of age or older and have not previously attended college are eligible for admission as non-degree seeking students upon submission of the PHCC application form and fee. U.S. citizens or permanent resi-

dents who are under the age of 19 must also submit an official high school transcript indicating graduation or official GED scores indicating receipt of a high school equivalency diploma.

Non-degree seeking students are permitted to earn 15 credit hours, at which time they must declare an approved program of study if they wish to enroll further at PHCC. Additional admission requirements may then need to be satisfied. (See "Admission to Programs of Study.") Students who are enrolling for purposes of teacher recertification, students over 60 years of age, and students who have earned a baccalaureate degree are exempt from this requirement.

Dual Enrollment/College (or University)

A PHCC student may be enrolled at another institution concurrent with his/her PHCC enrollment by securing written permission in advance from the Associate Dean/Dean (West Campus) or Provost (East or North Campus), and the Vice President of Instructional Services. This procedure is necessary to assure the acceptance of credit involved.

Students who are enrolled at another postsecondary institution may be admitted as non-degree seeking only upon submission of the PHCC application form and fee together with an approved transient student form or written permission from the registrar at that institution. Permission is required prior to each PHCC registration.

Admission to the College for Dually Enrolled/Early Admission High School Students

High school students have the opportunity to earn college credit at PHCC by applying for admission as either dual enrollment or credit bank students. Students from Pasco or Hernando County public schools, plus students from non-public schools (including home schools that have certified that their curriculum meets State of Florida standards) may become eligible for dual enrollment if their school has a formal articulation agreement with PHCC. High school dual enrollment means that the student is enrolled in high school and at the same time enrolls for college or specific technical credit courses, taught by PHCC, which also can be counted toward high school graduation. Eligible students must first gain admission to PHCC by submitting a completed Application for Admission: Dual Enrollment High School Student form. Additionally, before courses begin each semester, dually enrolled students must also submit a Dual Enrollment permission form signed by the high school principal.

Early Admission

Public, and certain non-public, high school students, not currently taking classes in high school, may enroll at PHCC upon submission of a completed Dual Enrollment Application form and with the permission of the appropriate high school administrator. This permission must be obtained by completion of an "Early Admission Form," signed by the high school principal, with each PHCC registration. Credit earned applies toward high school graduation as well as toward college credit.

Credit Bank

Upon submission of a completed Credit Bank application form and fee, high school students may be admitted to the credit bank program. This program allows students to remain in high school and receive college credit with permission from the principal. This permission must be obtained by completion of a "Credit Bank Form" with each PHCC registration. Credit will be held in escrow until the student supplies an official transcript indicating high

school graduation. The student may gain admission to PHCC after high school graduation by submitting a renewal Application for Admission, or may elect to have the credits transferred to another college. This method of acceleration extends to students younger than 19 years of age who are actively seeking GED status, with the appropriate approval from the school administrator.

Admission of Transfer Students

Upon submission of the PHCC Application for Admission form and fee, applicants transferring from other colleges or universities will be accepted to the College in accordance with all Standards of Academic Progress. Applicants who are on academic probation from another college may not enter a degree program at PHCC until they have had an interview with an advisor. Applicants who are on academic suspension or who have been dismissed for academic reasons from another institution may not enter a degree program at PHCC without permission of the Vice President of Instructional Services.

In accordance with Florida statute, 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 PHCC 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 PHCC for a period of two years from the date of such finding.

Transfer students enrolled in associate degree or associated certificate programs will receive an evaluation of transfer credit once all admission requirements to the program (including submission of official high school transcripts, GED scores, and collegiate transcripts) have been met. PHCC will accept transfer credit from institutions accredited as degree-granting by a postsecondary regional accrediting commission at the time that coursework was completed. The College will accept transfer credit from other institutions if the award of credit from such institutions is recommended as generally acceptable by the American Association of Collegiate Registrars and Admissions Officers as evidenced in the publication "Transfer Credit Practices of Designated Educational Institutions." In either case, an award will be made provided that the credit earned is in an area and on a level normally included within the first two years of college and a grade of "D" or higher has been achieved. For credit to be awarded for coursework beyond this level, a written petition must be made to the Director of Admissions and Student Records, who will forward the request to the appropriate academic area for review.

Additionally, the College may accept transfer credit at the vocational/technical level only from a State of Florida designated vocational/technical center. For credit to be awarded, a written petition must be made to the Director of Admissions and Student Records.

Transcripts from international institutions will be reviewed for potential award of credit only if official transcripts in languages other than English are accompanied by a certified English translation. Applicants for transfer credit from international institutions must also supply at their own expense a written evaluation of their transcripts from an external agency as recommended by PHCC.

Transfer credit for work accomplished in a non-collegiate setting may also be granted upon individual review only for the programs listed and under the provisions expressed in the PHCC Catalog and Student Handbook.

International Student Admission

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. International applicants seeking an F-1 visa must be admitted to a degree program before an Immigration I-20 form will be released.

In order to be admitted to a degree program, an international ap-

plicant must submit official transcripts which indicate grades for the final four years of secondary school and certify secondary school completion (or the equivalent). In lieu of this requirement, applicants may submit official U.S. General Education Development (GED) test scores indicating that the test was taken in English and that a high school equivalency diploma was awarded. Additionally, official transcripts must also be submitted from all postsecondary institutions attended. Documents must be originals or certified copies and must be accompanied by a certified English translation if the document is written in a language other than English.

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

1. Citizenship in a country in which English is the native language; or
2. Graduation from a U.S. high school/successful completion of a U.S. GED test (see above); or
3. Achievement of a score of 550 or above on the Test of English as a Foreign Language (TOEFL).

The College does not provide transportation or monies to international students, so applicants must have available sufficient funds to cover any expenses which may be incurred. Certification of available funds to cover all expenses must be received by the District Records Office before an I-20 form will be released.

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

Those international students holding a valid visa type other than "F" who wish to enroll for a limited number of courses must secure the approval of the Director of Admissions and Student Records prior to enrollment.

Admission to Specialized Limited Access Health Programs

Admission to the Nursing, Paramedic, and Dental Hygiene programs is restricted to students selected by the Admissions Committee for Special Programs.

All minimum requirements must be fulfilled, including receipt of documents by the District Records Office, West Campus, by the following established program deadlines for an applicant to be considered for that program:

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

The Physical Therapist Assistant program is a joint program with St. Petersburg Junior College. Students who meet all the application and admission requirements may submit an "Application to Limited Enrollment Health Programs, SPJC/PHCC" (with the \$10 fee) at any time May 19, 1997 or thereafter, to St. Petersburg Junior College. Applicants will be admitted on a first-qualified, first-admitted basis. Eligible applicants will be placed on a waiting list for the next available class.

Admission to the college does not imply acceptance into any of the preceding programs. Most programs begin in Term I of each year. The ADN/LPN Track starts in Term IV, the Practical Nursing Program on the West Campus starts in Term II, and Paramedic starts in Term II. The Physical Therapist Assistant Program begins in Term II of each year.

Information about applications can be obtained from the Admissions Office on any PHCC campus or from the Health Programs Office on the West Campus. Admission packets are available on all campuses beginning each October.

Nursing Programs

Application and Admission Requirements

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

1. Receipt of the documents listed below by the District Records Office, West Campus:
 - a. Completed PHCC application form and fee;
 - b. Completed Nursing Program application. (Applicants who wish to apply to more than one program must submit a separate form for each program.)
 - c. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
 - d. Official transcript from each college and university attended other than PHCC (for ADN Program); and
 - e. Report of scores from the National League of Nursing (NLN) Pre-Entry Examination indicating a minimum composite score at the 50th percentile as follows:
Generic and ADN Paramedic Tracks: Pre-Admission RN Exam
ADN/LPN Track: Mobility Profile I
Practical Nursing: Pre-Admission PN Exam

Additional documents are required for the following programs:

ADN/LPN Track: a copy of current Florida LPN license;

ADN/Paramedic Track: a copy of current Florida Paramedic license;

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

2. All applicants to ADN Program tracks must have completed each prerequisite course with a grade of "C" or higher and have a cumulative all-college grade point average of 2.0 or above.

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

Selection Procedure

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Graduates of the PHCC Practical Nursing and Paramedic programs will have preference over other applicants (ADN/LPN and ADN/Paramedic Tracks).

ADN Program Tracks

1. Applicants who meet minimum requirements as of the deadline dates will be rank ordered, highest to lowest, on a product score devised by multiplying the GPA in the prerequisite courses by the NLN composite percentile score.
2. Up to 72 candidates may be selected for admission to the ADN/Generic Track. As many as 30 other applicants who meet minimum requirements by the deadline date may be selected as alternates with admission on a space-available basis.

3. Up to 24 candidates may be selected for admission to the ADN/LPN Track. Additional candidates will be selected on a space-available basis.

4. Up to 24 candidates may be selected for admission to the ADN/Paramedic Track. Additional candidates who meet minimum requirements by the deadline date will be selected on a space-available basis.

Certificate in Practical Nursing

1. Applicants who meet minimum requirements as of the deadline date will be rank ordered, highest to lowest, on a product score devised by multiplying the sum of the TABE sub-test scores by the NLN composite percentile score.
2. Up to 72 candidates may be selected for admission.
3. As many as 30 applicants who meet minimum requirements by the deadline date may be selected as alternates with admission on a space-available basis.

Certificate in Paramedics

Application and Admission Requirements

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

1. Receipt of the documents listed below by the District Records Office, West Campus:
 - a. Completed PHCC application form and fee;
 - b. Completed Paramedic Program application;
 - c. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or the appropriate out-of-state agency indicating the award of a high school equivalency diploma;
 - d. Official transcript from each college and university attended other than PHCC;
 - e. Copy of current Florida EMT license;
 - f. Report of scores on the Test of Adult Basic Education (TABE, Level A) with minimum grade levels of 11th grade in Language and Reading and 9th grade in Mathematics; and
 - g. Report of score of 70% or above on the 1998 Paramedic Pre-Admission Examination administered at PHCC, West Campus.
2. Completion of prerequisite course(s) with a grade of "C" or higher and a cumulative all-college grade-point average of 2.0 or above.

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

Selection Procedure

Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, on a product score devised by multiplying the sum of the TABE sub-test scores by the pre-admission examination score. Preference to applicants will be given in sequence, as follows:

1. Those employed as EMTs in Pasco and Hernando counties;
2. Residents of Pasco and Hernando counties;
3. Those employed by other EMS/fire services;
4. Degree-seeking students who have completed all requirements for the A.S. Degree in Emergency Medical Services, except completion of the Paramedic Certificate Program.
5. Up to 30 candidates may be selected for admission to the program.
6. All other applicants who meet the minimum requirements may be selected as alternates with admission on a space-available basis.

Certificate in Dental Assisting

Application and Admission Requirements

Minimum requirements which must be met for consideration of an applicant are as follows:

Receipt of the documents listed below by the District Records Office, West Campus:

1. Completed PHCC application form and fee;
2. Completed Dental Assisting Program application;
3. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or the appropriate out-of-state agency indicating the award of a high school equivalency diploma; and
4. Report of scores on the Test of Adult Basic Education (TABE, Level A) with a minimum grade level of 10th grade in Reading, Language and Mathematics.

Selection Procedure

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

Applicants who meet minimum requirements will be admitted on a first-qualified, first-admitted basis for the next available class.

Associate in Science in Dental Hygiene

Application and Admission Requirements

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

1. Receipt of the documents listed below by the District Records Office, West Campus:
 - a. Completed PHCC application form and fee;
 - b. Completed Dental Hygiene Program application;
 - c. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or the appropriate out-of-state agency indicating the award of a high school equivalency diploma;

(A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.); and
 - d. Official transcripts from each college or university attended other than PHCC.
2. Applicants must have completed an approved manual dexterity test with a minimum score of 50%.
3. Applicants must have completed each prerequisite course with a grade of "C" or higher and have a cumulative all-college grade point average of 2.0 or above.

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

Selection Procedure

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

1. Applicants who meet minimum requirements by the deadline date will be rank ordered, highest to lowest, based on the GPA of their prerequisite courses.
2. Up to 12 candidates may be selected for admission to the program.
3. All other applicants who meet the minimum requirements by

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

Pasco-Hernando Community College and St. Petersburg Junior College Physical Therapist Assistant Joint Program

Physical Therapist Assistant

David Erickson, Program Director, Tel. 813/341-3611
St. Petersburg Junior College

The physical therapist assistant is a skilled technical health care worker who carries out patient treatment programs under the direction of the physical therapist. The assistant works to relieve pain and/or increase function in patients via therapeutic application of heat, cold, light, water, electricity, sound, massage, exercise, gait and functional activity. Physical therapist assistants work in a variety of settings including hospitals, rehabilitation agencies, schools, outpatient clinics and nursing homes.

Persons interested in pursuing this program should be comfortable working with people of all age groups in close one-to-one relationships. They should enjoy physical activity and be patient and empathetic when working with others.

Upon completion of the program, the student is awarded an Associate in Science in Physical Therapist Assistant degree. A state licensing examination is given by the Florida Board of Physical Therapy Practice.

Accreditation

The St. Petersburg Junior College Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, Virginia 22314, 1-800-999-2762.

Minimum Admission Requirements

1. Admission to St. Petersburg Junior College (SPJC) and Pasco-Hernando Community College.
2. Submission of an SPJC "Application to Limited Enrollment Health Programs" (with \$10 fee) and all required documents.
3. All transcripts from high schools (or GED) and college(s) currently or previously attended must be received. Students who have completed an A.A. or B.A. degree are not required to submit high school transcripts.
4. Completion of the placement test and remedial work if required.
5. A minimum 3.0 GPA on a 4.00 scale in a minimum of 12 credit hours in Physical Therapist Assistant general education and support courses (see 7 below).

OR

 A 3.50 GPA on a 4.00 scale in high school college preparatory courses (see 7 below).
6. Completion of a minimum of 8 hours of observation, volunteer service, or work experience in a Physical Therapy Department (Physical Therapy experience/observation must be verified by a signed statement from a Physical Therapist or Physical Therapist Assistant).
7. Completion of one of the following:
 - a. A high school biology course and one other science course with grades of "B" or higher.

OR
 - b. A high school course in anatomy and physiology with a grade of "B" or higher.

OR
 - c. BSC 1085 Human Anatomy and Physiology I and Lab with

grades of "C" or higher,
OR

d. A college biology course and one other college science course with grades of "C" or higher.

Admission Procedures

Applicants who meet the application and admission requirements may submit an application at any time. Applicants will be admitted on a first-qualified, first-admitted basis. Eligible applicants will be placed on a waiting list for the next available class. Applicants who fail to enroll and/or attend the term for which admission is granted must reapply for a future date.

At the time of application, minimum requirements must be completed. Students must continue to meet the admission requirements at the point of matriculation (enrollment).

Additional Requirements

1. Students admitted to the Physical Therapist Assistant program must carry health or accident insurance. A certificate of coverage must be submitted to the program director prior to the beginning of classes on an annual basis.
2. Students admitted to this program must have a physical examination by a licensed physician and an oral examination by a dentist that verifies satisfactory health status. Immunizations, tests, and health verification must be included.
3. Program requirements are subject to change; therefore, students should check with a counselor, advisor, or program director in the future for possible changes.
4. Students transferring from another Physical Therapist Assistant or other health-related program must be in good standing in such program.

Special Progress Requirements

1. Prior to the beginning of Session III of the freshman year, students in this program must have successfully completed the requirements for a basic rescuer C.P.R. Certificate and a basic First Aid Certificate.
2. In order to enroll in any course within the major with prerequisites, a grade of "C" or higher must have been earned in all prerequisite PHT courses. All special application and admission requirements for health-related programs (6Hx23-4.53, SPJC, DBOI) apply to the Physical Therapist Assistant program.

Special Graduation Requirements

1. A grade of "C" or higher in all courses within the major in this program.
2. Students must satisfactorily complete an end-of-program competency assessment examination.
3. Student must achieve a cumulative 2.0 GPA for all course work.
4. Student must complete the last year of course work within the major at SPJC/PHCC.

Estimate Additional Fees

Freshman Year

Uniforms and Shoes	\$120.00
Liability Insurance	12.50

Sophomore Year

Graduation Fee	\$ 15.00
Liability Insurance	12.50

Acceptance Procedures for Specialized Limited Access Health Programs

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

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

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

Admission to Linkage Programs

Linkage programs allow a limited number of PHCC students to enroll in specialized programs at other public community colleges in the Tampa Bay area. Currently, 17 different quota based linkage programs are available. These programs and their home institutions include:

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

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

Polk Community College (PCC)
 Multimedia Technology

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

*These programs have limited enrollments.

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

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

RESIDENCY FOR TUITION PURPOSES

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

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

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

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

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his/her length of residence in the state and, further, shall establish that his/her presence or, if he/she is a dependent child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, in accordance with the provisions of Section 240.1201(2)(b), Florida Statutes.

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

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

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

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

(4) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes,

the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

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

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

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

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

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

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

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

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

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

(b) Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.

(c) United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college

work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

- (d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and state institutions of higher education, as defined in Florida Statute 228.041, and their spouses and dependent children.
- (e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
- (f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
- (g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- (h) McKnight Doctoral Fellows and Finalists who are United States citizens.
- (i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a Board of Regents-approved graduate-level education program which leads to a Florida teaching certificate.

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

Application for changing Florida resident status must be made to the Records Office on any campus. If application, including all supporting materials, is made after the last day of drop/add registration in a full term, it will not become effective until the following term. A new affidavit must be filed with any renewal application.

TECH PREP SCHOOL-TO-WORK CONSORTIUM

PHCC, the District School Board of Pasco County, and the School Board of Hernando County are consortium partners in Tech Prep, a national movement to prepare students for careers in emerging technologies. High school students enrolled in Tech Prep programs of study in Agribusiness, Business, Allied Health and Nursing, or Industrial Technology can benefit from the partnership through dual enrollment, credit bank, and articulation agreements between the College and the school district. Generally, Tech Prep students at PHCC will have completed a high school program of study leading to an Associate in Arts degree with an Agriculture emphasis or one of the following Associate in Science degrees: Building Construction Technology, Business Administration and Management, Computer Programming and Applications, Dental Hygiene, Emergency Medical Services, Hospitality Management, Human Services, Nursing, or Office Systems Technology.

PHCC Tech Prep students may be eligible for the annually renewable Florida Vocational Gold Seal Scholarship or scholarships awarded by the consortium's Business and Industry Advisory Council. Tech Prep students may enter employment immediately after graduation or complete the General Education requirements for the Associate in Arts Degree and transfer to a university. For more information on opportunities at PHCC, see the Dean of Career and Technical Programs or a PHCC academic advisor.

REFUND POLICIES

College and Technical Credit Courses

A 100% refund of fees, not including the application fee, will be granted for a course a student drops before the end of the drop/add period for a session as specified in the College Calendar. Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows:

1. Death of a student, or the death of an immediate family member of student (spouse or children), as documented by the student or his/her estate, which prohibits the student's ability to complete current semester classes;
2. Illness, sickness, or accident of the student of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete current semester classes;
3. Mandatory military service, such as necessitated by a declared national emergency, or authorized military call to action, which would preclude the student from being able to complete the current semester classes;
4. Course/class cancellation by the College;
5. Cases of administrative or College error;
6. Other circumstances as may be approved by the President or a designee.

Exceptions to the 100% refund provision are subject to Federal regulation for prorated refunds. The fee for late registration shall not be refunded, except in instances in which the only course(s) in which the student is enrolled is(are) canceled by the College.

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

Continuing Education/Non-Credit Courses

A full refund will be given to a student who drops from any Non-Credit class prior to the starting time of the first class meeting. No refund will be provided for conferences, institutes, workshops, seminars, or special training programs after the published starting date.

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

Textbook Refunds

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

FEES AND EXPENSES

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

Course Fees

Fees for Advance Registration are due on the "Last Day to Pay Advance Registration Fees" each semester. Fees for Regular Registration are payable upon registration. Fees may be paid by cash, check, Visa or MasterCard.

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

College Credit* and College Preparatory Credit

**Florida Resident	\$42.20 per credit hour
**Non-Florida Resident	\$157.30 per credit hour

Technical Credit***

****Florida Resident	\$18.52 per credit hour
****Non-Florida Resident	\$73.09 per credit hour

* Includes advanced, professional, and post-secondary vocational (PSV) contact.

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

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

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

Continuing Education Fees

Non-Credit Technical Supplemental

****Florida Resident	\$1.15 per contact hour
****Non-Florida Resident	\$4.55 per contact hour

Lifelong Learning (CEL) varies per course

Workshops varies per workshop

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

Special Additional Fees

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

Application \$20

CLAST for Visitors from Private Institutions or Teachers . \$25

Credit-by-Examination

Credit Courses \$30 per examination

Diploma/Certificate \$10

Diploma/Certificate and Cap & Gown \$30

Late Registration \$30

NLN Pre-Admission Nursing Examinations \$25

NLN Mobility Profile Examination \$50

College Prep Testing (Courses Below) \$5

ENC 0010 MAT 0024

Laboratory (Courses Below) \$5

BCT 1040 COS 0920 ETD 1530C HEV 0137

Laboratory (Courses Below) \$10

COS 0070 COS 0644 HEV 0116 OTA 0611

COS 0301 COS 0700 HSC 0230

COS 0400 COS 0870 OST 1743

COS 0590 CSP 0006 OTA 0101

Laboratory (Courses Below) \$15

COP 1332 COP 2120 MRE 0203 OST 1811

COP 2333 COP 2121 MTS 0231 OST 2311

CGS 0002 COP 2220 MTS 0232 OST 2601

CGS 1000 ETD 1380C OST 1100 OTA 0101

CGS 1100 PSS 1202C OST 1110 OTA 0609

CGS 2101 HCP 0300 OST 1711 OTA 0611

CGS 2103 HCP 0500 OST 1722

Laboratory (Courses Below) \$20

ART 1300C NUR 1001C PGY 1401C PMT 0138

ART 1301C NUR 1020C PGY 1410C PMT 0158

ART 2510 NUR 1520C PMT 0106 PMT 0164

ART 2520 NUR 1710C PMT 0112 PMT 0175

CSP 0920 NUR 1991C PMT 0121 PRN 0100C

CSP 0921 NUR 2412C PMT 0122 PRN 0110C

MEA 0200 NUR 2460C PMT 0131

MVK 1111A NUR 2994C PMT 0134

MVK 1111B NUR 2996C PMT 0135

Laboratory (Courses Below) \$25

BOT 1010C CHEM 2210C DEH 1800L FFP 0069

BSC 1010L CHEM 2211C DEH 2702L FFP 0602

BSC 1011L DEA 0026C DEH 2802L FFP 0640

BSC 1085L DEA 0100C DEH 2804L MCB 2010L

BSC 1086L DEA 0200C DEH 2806L PHY 1053L

CHM 1025L DEA 0800C DES 1020L PHY 1054L

CHM 2045L DEA 0801C DES 1100C THE 2925A

CHM 2046L DEH 1001L DES 1200C THE 2925B

Laboratory (Courses Below) \$40

EMS 1119C EMS 2274C EMS 2275C EMS 2458

Testing \$48

NUR 2711C, NUR 2720C, NUR 2995C \$48

PRN 0100C \$50

All Applied Music Courses \$90

Music Ensemble Courses \$20

MUN 1450

Physical Education Courses \$5

PEL 1341 PEL 1346 PEM 1171

PEL 1342 PEL 1441 PEM 1172

Physical Education Courses \$50

PEL 1111 PEL 1121 PEL 1122

Law Enforcement Courses \$50

CJD 0254 CJD 0304 CJD 0713

Law Enforcement Courses \$160

CJD 0705

Child Care Supervision, Cosmetology, Dental Assisting, Dental

Hygiene, Emergency Medical Services/Paramedic, Emergency

Medical Technician, Health Unit Coordinator, Human Services,

Medical Secretarial/Examining Room Assistant, Nursing, Patient

Care Assistant/Home Health Aide, Practical Nursing - Individual

Professional Liability Insurance \$12.50 per year

Fire Fighting Bunker Gear Rental \$75

Florida Real Estate Examination \$7

Returned Check \$15

Overseas Study in the Humanities Travel Expenses

Writing Validation (CLEP) \$30

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 PHCC 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.

Where Can A Student Get Help?

Students may also wish to contact any Financial Aid Office to obtain a copy of the latest "Guide to PHCC Financial Aid," a free PHCC publication which explains programs and procedures in greater detail for students applying for and receiving financial 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, 1997 – Application period begins
- April 1, 1997 – Initial deadline to apply for Florida Student Assistance Grant (FSAG) and most scholarships
- May 1, 1997 – Priority deadline for financial aid applications. Applications received after May 1 will be considered in order of date received, provided funds are available.
- July 1, 1997 – Advance Registration begins
- August 21, 1997 – Classes begin
- November 3, 1997 – Deadline to apply for Stafford Loan for Fall Term.
- March 2, 1998 – Deadline to apply for Stafford Loan for Spring Term.
- May 1, 1998 – Final deadline to apply for Federal Pell Grant for 1997-98 school year.

NOTE: A STUDENT MUST SUBMIT THE FIRST STUDENT AID REPORT (SAR) WITH THE CALCULATED EXPECTED FAMILY CONTRIBUTION (EFC) BY JUNE 1, 1998 OR THE STUDENT'S LAST DAY OF ATTENDANCE, WHICHEVER COMES FIRST.

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:

- 1996 U.S. Income Tax Record
- W-2 Forms and other records of money earned in 1996
- Records of non-taxable income such as veterans, social security, and welfare benefits
- Current bank statements
- Current mortgage information
- Business and farm records

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

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

The College Title IV Code number is 010652.

In order to apply for financial aid at PHCC, 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.
- If you have questions about the financial aid application process, please call the campus nearest your home.

Students must reapply each year. Financial aid awards are not renewed automatically. The following dates apply to the 1998-99 academic year:

- January 1, 1998 – Application period begins
- April 1, 1998 – Initial deadline to apply for FSAG and most scholarships
- May 1, 1998 – Priority deadline for financial aid

How Much Will It Cost To Attend PHCC?

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

The following figures are estimated expenses based on the average costs of most credit programs for 2 semesters (9 months) using 1996-97 data:

	Students living with parents	Students not living with parents
Tuition and Fees	\$1,167.00*	\$1,167.00*
Books and Supplies	600.00	600.00
Personal/Misc.	1,571.00**	1,571.00**
Transportation	1,175.00	1,175.00
Room & Board	<u>1,719.00</u>	<u>4,806.00</u>
	<u>\$6,232.00</u>	<u>\$9,319.00</u>

*Non-Florida Residents – add \$3,189.00 in Out-of-State Fees.

**Includes allowances for Federal Family Education Loan Fees.

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

How Is Need For Financial Aid Determined?

A student's financial need is determined according to statutory formulas from the federal government. It is a systematic way of measuring a family's ability to pay for educational costs and determining how much a student and his/her family can contribute. The formula takes into account family income, some 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 (EFC) is the amount that a student can reasonably be expected to pay toward the cost of education. It measures the ability, not the willingness, of the family to finance the student's education.

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

Cost of Attendance

The cost of attendance usually includes direct or indirect expenses as permitted by federal regulations such as:

- Average tuition and fee charges for a full-time student based on the educational objective (A.A./A.S. or approved Technical Certificate).
- Average books and supply expenses.
- Average room and board allowance (living expenses) based on whether or not the student lives with parent(s).
- Reasonable miscellaneous expenses such as transportation and personal expenses related to education.

To determine need as in the example above:

Example: \$9,319 minus \$2,000(EFC) = \$7,319(need)

How Does A Student Know Whether He/She Qualifies?

Approximately 4–6 weeks after sending the Free Application for Federal Student Aid (FAFSA) to the processor, the student will receive a Student Aid Report (SAR). The student should submit the SAR to the campus Financial Aid Office, even if the SAR says he/she is not eligible to receive a Federal Pell Grant, since the College may be able to offer the student other aid based on the information contained on the SAR. If any of the information is incorrect, the student should contact the Financial Aid Office for instructions about correcting the information.

If the student qualifies for financial aid, an award letter or notification that tells the student the types and amounts of aid they have been awarded is given to the student provided that:

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

A student receiving a Federal Student Loan(s) must participate in or receive **Loan Entrance Counseling** before receiving a Federal Stafford Loan. Students must participate in or receive **Loan Exit Counseling** prior to graduation or due to a change in enrollment (i.e., less than half time).

How Will I Receive My Financial Aid?

Students will be awarded financial aid for two terms (i.e., fall and winter of each year) unless otherwise noted. Therefore, students will receive half of their awards to be disbursed (distributed to students) as soon after each term's drop/add date as possible. Specific dates for disbursement (the date funds are released to students) of grants and scholarships are listed in the College Calendar section of this publication.

When Is Financial Aid Received?

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

Once these deductions have been made by the Business Office, the balance of the grant award(s) will be paid to the student as soon as possible after drop/add. Students receiving PHCC Institutional or Foundation scholarships will not receive direct payments.

A student receiving a federal loan will be mailed his/her check



after he/she has registered, paid fees, and has attended class(es) for the session. Delays in distributing checks may occur due to the large number being processed. However, PHCC personnel will process the checks as rapidly as possible. A student in the first year of his/her program of study cannot receive the initial disbursement of his/her first loan until 30 days after the first day of classes in the term to which the initial disbursement applies (a federally-mandated delay).

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

Entrance And Exit Interviews

Students must participate in loan entrance and exit counseling sessions before receiving a Federal Stafford loan. Checks can not be disbursed to first-time borrowers who have not completed the initial 30 days of their program.

What Are The College's Standards of Academic Progress?

Students should understand how the college determines whether satisfactory academic progress is being made and the consequences of unsatisfactory progress. See Standards of Academic Progress.

What If A Student Reduces His/Her Course Load?

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

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

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

A late applicant who submits the necessary documents, e.g., the Student Aid Report for the Federal Pell Grant, after the first class day of the semester will be processed based on the enrollment status at the time these documents are received by the College.

What Is The College's Refund Policy?

It is the responsibility of the student to review the college's refund policies and be aware of the steps necessary to receive a refund (See Refund Policy).

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

GRANTS AND SCHOLARSHIPS

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

FEDERAL PELL GRANT

This is the largest of the government's student aid programs and is the starting point for most students seeking financial aid. Awards for the 1997-98 academic year will depend on the level of program funding.

How To Apply:

Forms are available in each campus Financial Aid Office. Students should:

1. Complete the Free Application for Federal Student Aid and mail to the processor.
2. Complete the PHCC Institutional Application for Financial Aid.
3. Request Financial Aid Transcripts from all previous colleges, whether financial aid was received there or not.
4. Return the Student Aid Report (SAR), which is sent from the federal processor, to the campus Financial Aid Office.
5. Application Period: January 1, 1997 - May 1998.

NOTE: Priority deadline date is May 1, 1997.

Eligibility:

1. A student is eligible if he/she 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. Is making satisfactory academic progress.
5. Is neither in default nor overpayment on student loans or other aid.
6. Has financial need based on the federal need analysis.

Selection of Recipients:

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

Determination of Awards:

Awards are based upon the following criteria:

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

Criteria For Continued Eligibility:

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) Program is a campus-based program because it is administered directly by the Financial Aid Office at the College. Unlike the Federal Pell Grant Program, which provides funds to every eligible student, the College receives a certain amount of funds for the program each year. Priority is given to early applicants with exceptional financial need, with the lowest expected Family Contributions (EFCs), and to students who receive Federal Pell Grants. There is no guarantee every eligible student will be able to receive the grant since fund availability is limited.

Students Must:

1. Complete the Free Application for Federal Student Aid and mail to processor.
2. Complete an institutional application.
3. Request Financial Aid transcripts from all colleges previously attended, whether any aid at those schools was received.
4. Meet the priority deadline: May 1, 1997.

Eligibility:

Requirements are the same as those for the Federal Pell Grant program. Limited funds are available for awards to students and are based on allocations from the federal government each year.

Selection of Recipients:

Selection is based on expected family contribution (EFC) and Federal Pell eligibility. Priority is given on a first-come, first-served basis to students who apply using the FAFSA before May 1 of each year. Applications received after that date will be awarded 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.

Students Must:

1. Meet eligibility criteria of institution and federal requirements.
2. Reapply each year.



FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

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

How To Apply:

1. Complete the State Information section of the Free Application for Federal Student Aid.
2. Insure that college name and code number are correct.
3. Apply during the application period: January 1 to about April 1 of each year. (The state establishes the deadline each year).

Eligibility:

A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 12 semester hours per semester in an

- eligible degree program.
- Has been a resident of Florida for at least 12 consecutive months.
 - Demonstrates financial need as defined by the state.

Selection of Recipients:

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

Determination of Awards:

- Financial need is determined by an approved need analysis.
- Award amounts are approximately equal to the average full-time tuition for two semesters at PHCC.

Students Must:

- Meet eligibility criteria of institution and federal requirements.
- Reapply each year.

BUREAU OF INDIAN AFFAIRS (BIA)

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



FEDERAL WORK STUDY (FWS)

Part-time employment may be awarded to a student with financial need 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.

How To Apply? Application procedures are the same as those for Supplemental Grant.

Eligibility:

A student is eligible if he/she:

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

Selection Of Recipients:

Selection is based upon financial need as determined by the federal government. Priority is given to continuing students who had FWS awards in the previous year/term and to students with the greatest financial need as determined by the federal need analysis system.

Determination Of Awards:

Financial need is determined by the federal government according to financial need as determined by the need analysis report received from the processor. In general, the awards do not exceed 20 work hours per week in a given semester. Most awards are for 15 hours per week.

Conditions And Terms

- If a student is awarded work-study, he/she should contact the Financial Aid Office on his/her home campus for job information.
- The student will be paid bi-weekly at the federal minimum wage rate.
- The student and the supervisor will establish a schedule which is satisfactory to both parties.
- The student is expected to work scheduled hours.
- To reduce the work load, the student must notify the supervisor and the campus financial aid advisor.
- A student may not work more than 15 hours per week without prior approval from the financial aid director.
- A student must maintain a satisfactory standard of job performance.
- A student must maintain satisfactory academic progress.
- A student must remain enrolled during the session for which he/she receives a work study award.

Students Must:

- Meet the eligibility criteria of the institution.
- Reapply each year.

STUDENT ASSISTANT WORK PROGRAM (SAWP)

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

How To Apply:

Information is available in the Financial Aid Office on each campus.

Eligibility:

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

Selection Of Recipients:

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

Students Must:

- Meet the eligibility criteria of the institution.
- Reapply each year.

DEFERMENT OF FEES

Eligible students may request a deferment of registration fees (excluding application and late registration fees) and deferment of

necessary books, if they have received a preliminary determination from the College indicating that they are eligible for state and/or federal grant aid. Deferments will be granted for up to 60 days from the first day of classes, but not beyond 10 days before the end of the term to which the fees apply.

Deferments are only available to students whose financial aid is delayed due to circumstances beyond their control. Deferments can not be granted because a student applied late for financial assistance.

Students must be enrolled at least half-time (6 credit hours for Term I and II). The DEADLINE for obtaining a deferment is the last business day prior to the beginning of regular registration for the fall and spring terms. Deferments are not automatic; students must reapply each year to the Financial Aid Office to determine their eligibility.

FEDERAL FAMILY EDUCATION LOANS

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

FEDERAL STAFFORD LOANS

The Federal Subsidized and Unsubsidized Stafford Loans are low-interest loans made by participating lenders to help pay for a college education.

Independent students who apply for the maximum Federal Subsidized Stafford Loan may be eligible for an additional \$4,000 loan per grade level at PHCC, under the Federal Unsubsidized Stafford Loan Program. The interest rate is the same as the subsidized loan; however, interest will accrue while the student is in school, with repayment of the principal and interest beginning six months after the student ceases to be at least a half-time student.

How To Apply:

Forms are available at each campus financial aid office.

1. Complete the Frcs Application for Federal Student Aid and mail to the federal processor.
2. Complete a PHCC Institutional Application for Aid.
3. Complete a Loan Request Statement (LRS) and Loan Entrance Interview.
4. PHCC participates in Electronic Funds Transfer (EFT) with several lenders (banks). Student Loan funds are received from each lender on an ongoing basis, once the loans have been guaranteed. While this may expedite the loan process, students should not "rely" on these funds until the monies are actually received at the College.

NOTE: Deadline to apply for Fall Term, Oct. 31, 1997. Deadline to apply for Winter Term, Feb. 27, 1998.

Eligibility:

A student is eligible if he/she:

1. Enrolls for at least 6 semester hours per session.
2. Enrolls in an eligible degree or certificate program of study.
3. Is a U.S. citizen, national or permanent resident.
4. Is neither in default nor overpayment of other aid received.
5. Must have a minimum of 2.0 GPA and completion ratio of 67% and not exceeded 150% of the credit hours in his/her program of study.
6. Meets eligibility requirements of the lender.
7. Has a high school diploma or a GED.
8. Has financial need as determined by the federal need analysis system.

As authorized by section 682.603(c)34C.F.R., the College reserves the right to deny or reduce a requested loan by a student.

Determination Of Awards:

Type of Student	Subsidized Loan	Unsubsidized Loan
<u>Independent Students</u>		
0-30 successfully completed credits/hours	\$2625*	\$4000*
31 or more successfully completed credits/hours	3500*	4000*
<u>Dependent Students</u>		
0-30 successfully completed credits/hours	\$2625*	-0*
31 or more successfully completed credits/hours	3500*	-0*

*federal parameters

Aggregate lending limits have been established as follows:

	Subsidized Loan	Unsubsidized Loan	Total
<u>Independent Student:</u>	\$6125	\$8000	\$14,125
<u>Dependent Student:</u>	6125	-0-	6,125

Additional borrowing may be granted, based on an appeal to the Director of Financial Aid, which supports an extenuating personal or educational situation wherein additional borrowing is justified.

Selection Of Recipients:

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

Students Must:

1. Meet eligibility criteria for PHCC and federal requirements.
2. Reapply each year.

Terms Of The Loan

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

SAMPLE REPAYMENT SCHEDULE @ 9%

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

FEDERAL PLUS LOANS

The term "PLUS" refers to the Federal Parent Loans for Undergraduate Students. These loans are available for parents of dependent students.

How To Apply:

Forms are available from advisors and participating lending institutions.

1. Parents are not required to complete the need analysis application, but they are encouraged to do so.
2. Complete PHCC Institutional Application for Financial Aid.
3. Complete the appropriate loan application and submit it to the Financial Aid Office.

Eligibility:

A student's parent is eligible if the student:

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

Determination Of Awards:

A dependent student's parents may borrow an amount not to exceed the total cost of education less other aid received, including the Federal Stafford Loan.

Selection Of Recipients:

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

Students Must:

1. Meet eligibility criteria for PHCC and federal requirements.
2. Reapply each year.

Terms Of The Loan:

1. Repayment of the parent loan begins 60 days after the disbursement date.
2. The current interest rate is variable, not to exceed 10%, and begins to accrue at the time of disbursement.

SCHOLARSHIPS

Scholarships are institutional and private gift money. Scholarships and grants are available annually for many students who require additional assistance above that received from federal and state sources or for those who do not qualify for need-based financial aid. Scholarship information can be found under numerous headings in libraries, usually in the reference section.

OTHER SCHOLARSHIPS

Private scholarships are forms of financial assistance provided by businesses, clubs, organizations, agencies, private donors, and others. Funds are usually limited and applications are typically accepted in the spring for the following academic year. More information is available in the Student Services Office on each campus.

PHCC SCHOLARSHIPS

The College awards scholarships to students who have demonstrated scholastic achievement or athletic ability in different areas. Awards are made to Pasco and Hernando county public high school students finishing in the top 10% of their graduating class each year who plan to attend PHCC. PHCC offers other forms of financial assistance in the areas of special artistic achievement, academic endeavors, athletic ability and/or participation in College-related activities. The College also offers scholarships based on determined financial need, on a limited basis. For more information, contact the Financial Aid or Student Services Offices on any campus.

VETERAN'S BENEFITS

All degree programs and many certificate programs at the college are approved for education and training under the various U.S.

Department of Veterans' Affairs (VA) programs. Even though these programs are approved it is the responsibility of the veteran student (any student eligible for VA benefits) to apply for benefits. See the Campus Veterans' Advisor for assistance with your initial application and any changes in your program.

The VA pays most entitlements directly to the student. In turn, the student must pay for tuition, fees, books and supplies. Some veterans may be eligible to receive a deferment for the payment of tuition. No deferment is available for other fees, books and supplies. The deferment starts with the first day of classes and is good for 60 days (in some cases it may be extended for 30 more days). The veteran student would be eligible if he/she is applying for the first time or if there is a break in receipt of benefits of more than one month. 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 continued benefits, those who have their benefits suspended and veterans whose training is being paid by VA Vocational Rehabilitation are NOT eligible for deferments.

Tutorial assistance is available for veterans who have a deficiency in one or more subjects and can be paid for by the VA. The Campus Veterans' Advisor is the student's link to VA. He/she can furnish additional information on VA programs and procedures. Veteran students should consult with the Campus Veterans' Advisor prior to selecting, dropping/adding, withdrawing, or auditing any class. All of these actions affect benefits.

FINANCIAL AID APPEALS/ GRIEVANCE PROCESS

Financial Aid Appeals Procedures

Students who are denied financial aid due to unsatisfactory academic progress or an inadequate completion rate may submit a written appeal to the Financial Aid Office on their campus. Documentation, such as a physician's statement, may be attached to provide evidence of mitigating circumstances beyond the control of the student which kept the student from maintaining satisfactory progress. The Financial Aid Committee will review the appeal and determine whether the student will be allowed to receive financial aid for an additional term. Appeals relating to unsatisfactory academic progress will be processed according to the procedures outlined in Board Rule 6Hx19-6.09. Appeals relating to the 150% Time Frame limitations will be processed according to the general authority of Federal Regulation limitation 34 C.F.R. Part 688.16(e)(ii)(B).

Appeals To The State Of Florida

In the event an appeal involves financial aid offered by the State of Florida, the student will be advised of the appeal procedures and the appropriate department at the Office of Student Financial Aid (OSFA) to contact. The appeal to the State of Florida is an additional requirement, not in lieu of, the institutional appeals requirements.

Financial Aid Grievance Process

Students who are denied financial aid due to insufficient academic progress may file a written appeal to the campus Financial Aid Committee. Documentation, such as a physician's statement, may be required. The campus Financial Aid Committee will review the appeal and determine whether the student will be allowed to receive financial aid for an additional term. Appeals relating to insufficient academic progress are processed according to the procedures contained in Board Rule 6Hx19-6.09. The procedures for the financial aid grievance process, other than those that pertain to insufficient academic progress, are listed below.

1. Students should first attempt to resolve a financial aid grievance locally through discussion with a campus Financial Aid advisor

- If the grievance can not be settled at the campus-level, the student may appeal, in writing, to the Director of Financial Aid.
2. The student will be required to submit a written statement regarding the nature of the appeal to the Director of Financial Aid. The Director of Financial Aid shall respond to the appeal within 10 working days of its receipt in the Financial Aid Office.
 3. In the event the student is dissatisfied with the decision of the Director of Financial Aid, the student may submit a written request for a review to the Dean of Student Services.
 4. Upon the receipt of the request for review by the Dean of Student Services he/she shall review the matter as soon as possible, and shall receive testimony and/or evidence from the student, witness, and/or any other sources of relevant information.
 5. The Dean of Student Services shall carefully and thoroughly consider all of the relevant information and testimony available to him/her and then shall issue findings on the matter. The findings shall be placed in written form and shall be forwarded to the student and to the President. The President, or his/her designee, shall take final action on the matter based upon the findings of the Dean of Student Services.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Students – You Have The Right To Ask A School:

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

Students – You Have A Responsibility To:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receiving financial aid. Intentional misreporting of information on application forms for federal financial



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

Advising (Including Computer-Assisted Advising)

Advisors are available to assist students and prospective students with academic, vocational, or personal matters on a walk-in or appointment basis. These services are available on campus each weekday, and evenings by appointment and at other district locations upon arrangement. Students with disabilities may also schedule an appointment with the Disabilities' Services Specialist.

The Computer Assisted Advising Program (CAAP) is a program that matches a student's academic history against a specific major program for a specified catalog year to determine which requirements have been met and which are still unmet. Students may request that they receive a copy of the CAAP to better track progress toward their degree or certificate. CAAP is available through an advisor on each campus for the degrees and certificates offered by PHCC. As this catalog was going to press, the State of Florida was in the process of implementing a similar system for all degrees and majors within the Florida postsecondary education system. Students are encouraged to see their advisor before registration begins each term to obtain the maximum benefit of their advising opportunities.

Orientation

All students who are seeking either a degree or a vocational certificate and who register to take courses at PHCC for the first time should schedule an appointment in the Student Services Office for orientation and placement testing. Appointments are available during both day and evening hours. Advising appointments are made following these activities. Early advisement and registration help ensure the best selection of courses.

Registration Process

Before a student can register for credit courses, he/she must be admitted to the College. Additionally, students who are pursuing a degree or certificate must have declared a major either on their application form or through a program declaration form so that they may register for the appropriate courses for their specified program of study. These forms are available in the Student Services Office.

After submitting a PHCC application, students should schedule an orientation appointment and any necessary testing. Test scores are required for admission in all degree programs and for all students wishing to enroll in Mathematics, English, or Reading courses or courses requiring these skills as prerequisites. New students should also make an appointment to meet with an advisor in the Student Services Office to plan the courses they will take. Students are encouraged to be advised as early as possible, adhering to the dates published in the College Calendar. Early advisement and registration lead to the best selection of courses, and the most preferable time schedule. Those students, except first-time students, who can select classes appropriate for their program of study at the College and do not have advisor questions may self-advice and participate in express registration. Students may register and pay for courses at the East (Dade City), West (New Port Richey), or North (Brooksville) campuses. Payment of course fees may be deferred until the published purge deadline for each semester. This deadline can be found in the Schedule of Classes.

The beginning and ending dates for registration are published in the College Calendar. Registration priority is given to currently enrolled degree- or certificate-seeking students, based on the number of credit hours earned. Students who register for television courses should check their course syllabus for the deadline dates or drop/add and audit/withdrawal dates.

Services for Students with Disabilities

Pasco-Hernando Community College, in compliance with Title II of the Americans with Disabilities Act (ADA), makes every reasonable effort to accommodate persons with disabilities. If a student requires any special services or accommodation because of a disability, he/she should contact the Assistant Dean of Student Services at the chosen campus or the Disabilities' Services Specialist, Ms. Nicole Bilodeau-McKay. Pasco-Hernando Community College is an equal access college and does not discriminate against persons with disabilities. *The College requires documentation of a student's disability before providing accommodations for such disability.*

Students with documented disabilities may make written requests for waivers or course substitutions to established graduation requirements to the Disabilities' Services Specialist. Disabilities can include, but are not limited to, such conditions as hearing impairments, visual impairments, physical impairments, speech impairments, specific learning disabilities, and other health impairments. All waivers and course substitution requests will then be forwarded to the Vice President of Instructional Services.

Unmet Financial Obligations

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

Job Placement

State, county and local employment opportunities are posted in each campus' Student Activity Center.

Career Center

PHCC advisors can provide career counseling and information at each campus. Various career assessment tests are available by appointment. The Jobs in Education Partnership (JEP), available on each campus site, also provides options for evaluation of career opportunities. In addition, each campus library contains career information materials in the reference section.

Emergencies

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

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

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

Health Information

PHCC does not provide health services but does provide information for students who may want to obtain health insurance. Furthermore, the college assumes no responsibility for medical treatment of its students. College personnel shall provide assistance to

students in obtaining emergency medical attention from independent medical providers. As required by Florida Statute, some health information, including that pertaining to acquired immune deficiency syndrome (AIDS), can be obtained from the Assistant Dean of Student Services on each campus.



Sexual Misconduct

PHCC is committed to the prevention of acts of sexual assault involving the college community, including students, employees, volunteers, and visitors while at college campuses and centers. Acts of sexual assault on college property or carried out by members of the college community shall not be condoned or tolerated as outlined in Board Rule 6Hx19-1.33, "Sexual Assault Prevention and Response Measures." Any student or employee found in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from the college. Every victim of a sexual assault will be treated with care and compassion and will be encouraged to seek medical treatment and counseling. Every victim will be encouraged to cooperate also with local law enforcement authorities in the apprehension and prosecution of the perpetrators of these serious offenses. A Student Services employee at each campus has been appointed to serve as a Victim's Advocate to provide assistance. The Victim's Advocate shall assist with the coordination of the services to be provided to the victim. In all cases, the College shall treat all of the information received from the victim as strictly confidential. However, the information may be made available as required by law or rule.

The appropriate local law enforcement authority shall be immediately notified of the allegations made in every report of a sexual assault that meets any one or more of the following criteria items:

1. Any sexual assault that is alleged to have occurred on college-owned or -controlled property, or immediately adjacent to such property, including any assault that originated with an abduction from such property.
2. Any sexual assault that is alleged to have occurred at or during a college-sponsored activity and which involves any student, employee, volunteer, or visitor of the college as alleged victim or perpetrator.
3. Any sexual assault that is alleged to involve an employee or volunteer of the college as the perpetrator.
4. Any sexual assault that is alleged to have, or appears to have, a connection to the college operations, activities, facilities, employees, students, volunteers, or visitors such that the incident may pose a continuing danger to the college community.
5. Any sexual assault in which the alleged or apparent victim has specifically requested that a college official notify the local law enforcement agency.

Harassment

In conformance with State Board Rule Chapter 6A-19 and PHCC Board Rule 6Hx19-2.56, "Educational and Work Environment," harassment within the educational and work environment in any form will not be condoned or tolerated by the college, whether directed toward employers, employees, or students. Harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career. A complaint of alleged harassment should be lodged with the Provost or a Vice President.

Crime Statistics

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

Federal Security Report

In accordance with the Federal Student Right-to-Know and Campus Security Act (Public Law 101-542, as amended), PHCC has prepared this report addressing the security policies of the college. Any questions about these policies should be directed to the Assistant Dean of Student Services at each college location.

I. Reporting Policies

Students are encouraged to report any emergency or any known or suspected criminal activity occurring on campus or in connection with any college function to the office of the Provost or the Center Director. In the event that the Provost or Center Director is not immediately available, a report may be made to any college official or employee. It is the policy of the college to report all known or suspected criminal activity occurring on campus or in connection with any college function to local law enforcement authorities for investigation and prosecution as appropriate.

II. Access to Campus Facilities

The campuses and centers of PHCC are open to the public during the hours of 6:30 A.M. until 11:30 P.M., Monday through Friday, and at other times upon special notice. The public is invited to the college to pursue educational opportunities and to attend college functions and activities. The pursuit of educational opportunities may include attending classes, registering for classes, visiting with instructors or advisors, obtaining information about college programs, or simply becoming familiar with the college facilities and its amenities.

During the hours of 11:30 P.M. and 6:30 A.M., and on weekends when the college is officially closed, any person found on college property without authorization shall be considered a trespasser and may be reported to local law enforcement authorities. Loitering and soliciting on college property are strictly prohibited and any person found loitering or soliciting will be asked to leave, or upon refusal will be reported to local law enforcement authorities.

III. Campus Law Enforcement

PHCC does not maintain a campus police department or college law enforcement authority. The college facilities fall within the jurisdiction of local law enforcement officials and any criminal activity occurring at a college facility is referred to local police for investigation and prosecution as appropriate.

IV. Crime Awareness and Prevention Programs

All new students at PHCC are strongly encouraged to attend student orientation programs presented at each campus at the start of each session. As part of these orientation programs, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive in-

struction about how and where to report suspected criminal activity.

In addition to the orientation programs described above, PHCC schedules two programs each year for students and employees which address various aspects of crime awareness and prevention, personal safety, and information pertaining to drug and alcohol use. These programs vary in length and content; however, crime awareness and prevention topics are always included.

V. Off-Campus Criminal Activity

PHCC does not maintain student housing facilities, either on or off campus. Students are responsible for making their own housing arrangements. In the event that a crime occurs or is suspected at the private housing facility of the student, the student is encouraged to notify local law enforcement authorities immediately and directly. If the student requires the services of the college victim advocate, such services will be made available. However, the college has no direct responsibility or jurisdiction over the private housing facilities of its students.

VI. Policy Concerning Alcohol and Illegal Drugs

PHCC complies with and embraces the policies contained in the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses). Use or possession of alcohol or illegal drugs while on college premises or while engaged in college-sponsored activities off campus is prohibited.

No student shall report to classes or college-sponsored activities while intoxicated, impaired, or under the influence of illegal drugs or alcohol. The college will impose disciplinary sanctions on students for violation of these policies, which may include suspension or expulsion from the college. The college may also report alleged violations to local law enforcement authorities for investigation and prosecution as appropriate.

The college provides drug and alcohol abuse educational programs in conformity with Section 1213 of the Higher Education Act of 1965, as amended. These programs are presented two times each year and students and employees of the college are encouraged to attend. These programs vary in length and content, however, prevention of alcohol and drug abuse is always a general theme.

VII. Criminal Activity Occurrence Statistics

PHCC has experienced very little criminal activity on its campuses and at its centers since its inception in 1972. The following statistics reflect this nearly crime-free environment for the calendar years 1993, 1994 and 1995.

Three-Year Criminal History
1993, 1994, 1995

Crime	East Campus (including GC and LaL)	West Campus	North Campus (including SB)
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	7	0
Motor Vehicle Theft	0	0	1
Liquor Law	0	6	0
Drug Law	0	0	0
Weapon Law	0	0	0
TOTALS	3	7	1

Drug-Free College Program

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

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

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

Student Conduct

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

The following actions are prohibited at or on any campus or at any college-sponsored or college-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. Disciplinary action may also be imposed for special circumstances as prescribed by State or Federal law. Incidents may be reported to the appropriate law enforcement agency.

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

Academic Dishonesty: Cheating and Plagiarism

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

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

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

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test;
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials;
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

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

Hazing

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

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college, hereafter referred to as "college organization." Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual. Hazing shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any

activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.
4. Violations of this rule may subject an individual student to the following penalties:
 - a. Minor violations disciplinary probation; and
 - b. Major or repeated minor violations suspension or dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this rule shall be penalized as follows:
 - a. Minor violations probation from operating as a college organization; and
 - b. Major or repeated violations suspension in accordance with District Board of Trustees Rule 6Hx19-6.32, or rescission of the authority for such organization to operate on college property or operate under the sanction of the college. Organizational violations shall be handled by the Dean of Student Services or center administrator. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.
6. In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.
7. All college organizations are required to include the above anti-hazing rule in the bylaws of such organization.

College Operating Hours/Campus Security

The official operating hours of the college are from 6:30 a.m. to 11:30 p.m. The college is officially closed from 11:30 p.m. to 6:30 a.m. Any person not duly authorized, licensed, or invited by an official of the college to be on the premises or within any structure between 11:30 p.m. and 6:30 a.m. will be committing the offense of trespass, and local law enforcement officials will be notified. Each campus Student Services office is open weekdays, Monday through Thursday, 8 a.m. to 7:30 p.m. and on Fridays from 8 a.m. to 4:30 p.m.

Termination from the Health Programs

A student may be dismissed from the Nursing Degree Programs, the Practical Nursing Certificate Program, the Emergency Medical Services Degree Program, Emergency Medical Technician Certificate Program, Paramedics Certificate Program, Dental Programs, Medical Secretarial, Coder Specialist, Medical Record Transcribing, Health Unit Coordinator, Patient Care Assistant, Examining Room Assistant/Home Health Aide, and Human Services Program for any of the following reasons. In all cases Board Rule 6Hx19-6.17, "Student Disciplinary Procedures," will be followed.

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

1. Any action outlined in Board Rule 6Hx19-6.13, and as repeated

above under the section entitled "Student Conduct."

2. Endangering a patient/victim'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 requirements for repeat physical examination, inclusive of drug screening, at the direction of the division director and resulting from observed behavioral changes.
 3. Being found in any restricted or unauthorized area.
 4. Violation of confidential information related to patients/clients.
 5. As the result of due process proceedings based upon a request in writing from the hospital or participating agency that the student be withdrawn from said agency.
 6. Aggressive or dishonest behavior to any college staff member, hospital staff member, Medical Director, physician, patient, or student, defined as follows:
 - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
 - b. Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.
- AND, for Paramedic Program students, Emergency Medical Technician and EMS students,
7. Refusing to follow an order from any physician, hospital staff member, or college instructor.

Disciplinary Procedures

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

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

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

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

Student Grievances

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

Each official, upon receipt of a grievance, shall investigate the circumstances, to include interviews with the individuals involved where necessary, and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility, as indicated above.
2. Should the grievance not be settled at the campus level within ten working days, it shall be referred to the Vice President who shall attempt to resolve the matter within ten working days of receipt. If this effort is unsuccessful, he/she will recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.
3. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may be questioned, and appropriate correction may be sought.
4. The student grievant may request assistance from the Equity Officer/Minority Recruiter at any point during the grievance process. The Equity Officer/Minority Recruiter is not to represent the grievant, but is only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, the Equity Officer/Minority Recruiter shall monitor progress of the case to its conclusion.

Student Ombudsman

The Vice President of Educational Support Services serves as the student ombudsman or student advocate for certain specific issues. These areas are limited to unresolved disputes concerning:

- a. transfer or course substitution credit awarded.
- b. meeting of graduation requirements
- c. access to courses, i.e., College-wide availability of courses needed for graduation

This office is NOT involved with entry into limited access programs such as Nursing and Dental Hygiene *except as related to the three areas listed above*. This office is the appropriate contact after a student has attempted to resolve the problem with the appropriate PHCC personnel and does not feel that proper procedures were followed. Students should contact this office by completing a Student Ombudsman Form (SCN-24). These forms are available in the Student Services/Records Office on any campus.

Privacy of Student Records/ Directory Information

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



regarding the release of student information.

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

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

Student Use of College Facilities

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

Student Government Association (SGA)

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

Student Activities

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

College Brain Bowl/Math Team

Brain Bowl is a game of general knowledge and quick recall. It is often called "the varsity sport of the mind" and is often compared

to the TV game show *Jeopardy*®. Students compete as a team against other community colleges. Students who have an interest exclusively in mathematics can compete on the PHCC Math Team.

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.

Drama Club

The Drama Club produces plays and other artistic performances on campus. Students who participate in the Drama Club will gain experience working on productions from the preproduction planning stage to the final performance and strike.

Human Services Club

The Human Services Club provides a medium for cooperation and communication among area Human Services/Mental Health Professionals, faculty, and students. It also serves student members in their career development and career placement.

National Student Nurse Association (NSNA)

National Student Nurse Association (NSNA) is a national organization for students enrolled in state-approved programs leading to licensure as a registered nurse. Members learn to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interest and concerns, and to aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.

PHCC CARES

PHCC CARES was created in 1995 to meet the increasing interests of students to serve the community in which they live. PHCC CARES is a community service program providing volunteer opportunities for students, faculty and staff. PHCC CARES works with a variety of social service agencies to offer projects ranging from two to six hours in length.

People Accepting Challenges Together (PACT)

People Accepting Challenges Together (PACT) was created

specifically to serve as a support network for persons with disabilities. Any student may join the club, and those interested in working with disabled persons after graduation are especially encouraged to participate. The students in PACT meet regularly, advocate collectively for the needs of disabled students, sponsor the Disabilities Awareness Day each spring, assist with the Special Olympics, and engage in other social and community-based activities.



Phi Beta Lambda (PBL)

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

The PHCC 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.

Phi Theta Kappa

Phi Theta Kappa is an honorary society first organized during the summer of 1978 at the North Campus of PHCC. 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 world.

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

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

Students Against Driving Drunk

Students Against Driving Drunk (SADD) is an organization with a mission to help eliminate drunk drivers, promote responsible behavior by college students, and reduce the number of alcohol-related deaths and injuries.

Vocational Industrial Clubs of America (VICA)

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

UHURU Club

UHURU, the Swahili word meaning "freedom," is an organization that was established to develop an awareness of and solutions

to the problems of the educational, economic, and cultural dilemmas experienced by minority people. The members of this club assist with planning the Martin Luther King, Jr. Celebration, held each January, and Black History Month, observed each February.

Other Student Clubs/Organizations

Chess Club
 Computer Club
 Dental Hygienist Organization
 Fellowship of Christian Athletes
 Fellowship of Christian Students
 Gospel Choir
 Horticulture Club
 Legal Eagles
 Veterans Club
 Writers' Club

Student Ambassadors Program

Student Ambassadors serve as marketing representatives for PHCC. They represent the college throughout the community and serve as role models for other college students. They assist Student Services during registration periods, visit local high schools to help recruit new students to PHCC, give campus tours, and assist with fund-raising events, graduation ceremonies, and other special activities conducted by the college.

Student Publications

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

Bookstore Services

Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest to students. Books needed for courses at each campus will be available for purchase at that location. *Refunds for unmarked textbooks are made only during the regular fee refund period. Sales slips are required for all refunds.* Each College Bookstore is open from 8:00 a.m. to 7:30 p.m., Monday through Thursday; and Friday until 4:30 p.m. Students wishing to pay tuition, fines and/or other obligations may do so at each Bookstore until 7:30 p.m.

Athletics and Recreation

PHCC has a successful intercollegiate athletic program. PHCC is a member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA). The PHCC Conquistadors compete in the FCCAA Suncoast Conference in five sports: women's volleyball, softball, and tennis, and men's basketball and baseball. Equal opportunities are provided to women and men. PHCC has added women's intercollegiate tennis and will begin competition in the spring of 1998. A limited number of athletic scholarships are available for those selected for intercollegiate sports. Prospective students, as well as current students, who are interested in intercollegiate opportunities should contact the Athletic Director at the West Campus.

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

Program Selection

Each degree- or certificate-seeking student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, or one of the Certificate programs offered. Students in the Associate in Arts (AA) program or any student who intends to be admitted to upper-division status in a state university in Florida must pass the College Level Academic Skills Test (CLAST) or receive an approved CLAST alternative prior to transferring. Advisors are available to help with program selections. Program changes may be made by submitting a Program Declaration change to your advisor for approval.

Common Placement Testing

Associate Degree-Seeking Students

Students who intend to enter degree programs shall be tested prior to the completion of registration with the Florida College Entry Level Placement Test (FCELP), which consists of tests covering Reading, English, and Mathematics including Elementary Algebra. Minimum cut-off scores have been established by State Board of Education Rule 6A-10.0315, and any student falling below these minimum scores will be placed in a proper level of College Preparatory English, Mathematics, and Reading courses. Current PHCC policy allows one retake per section of the placement test.

The College will accept MAPS, FCELP, CPT, SAT, ACT, and ASSET scores, provided that it is no more than two years old, and will place students accordingly. Test modifications may be made available to students who qualify under the guidelines of the Americans with Disabilities Act (ADA) of 1974. Students should contact a PHCC advisor in the Student Services Office for more information on placement testing.

Technical Credit Certificate Students

To comply with FAC 6A-10.040, the Test of Adult Basic Education (TABE) will be used by the College to assess basic skill levels for students entering technical credit certificate programs. Students who are enrolled in a postsecondary adult vocational program of four hundred fifty (450) clock hours or more shall complete a basic skills examination within the first six (6) weeks after admission into the program. The College will accept previous TABE scores provided that the scores are no more than two years old and students have taken the prescribed level (A, D, or M) for the program they are pursuing. Test score results submitted from an agency other than PHCC should be mailed directly from that agency to the Records office at the student's home campus. Students who fall below the minimum basic skill levels will be offered remediation in the Learning Laboratory. After remediation, the students will be given another opportunity to achieve the required TABE score. Students who do not reach the required TABE level by the end of the term following completion of the program (excluding summer) will not be issued a certificate. For additional information, students should contact an advisor.

Withdrawal/Forgiveness Rule

The State Board of Education approved the Withdrawal/Forgiveness Rule effective August 13, 1996.

Withdrawal

1. A student may withdraw without academic penalty from any course by the midpoint in the semester. Withdrawals must be completed by the date published in the current college calendar.

2. A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will NOT be permitted to withdraw and WILL receive a grade for that course.

Forgiveness

1. A student may only repeat courses in which a grade of D or F was earned.
2. A student may only have two (2) repeat attempts per course.
3. A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through a written academic appeal to the Vice President of Instructional Services based upon documentation of major extenuating circumstances. All grades from the third and subsequent attempts WILL be calculated in the grade-point average.
4. A student's grade-point average (GPA) calculation may include grades on all work attempted and total hours attempted when transferring to other institutions.

Standards of Academic Progress

1. All students will be evaluated for academic progress at the end of each term. In determining academic progress, college credit, vocational credit, and preparatory credit will be combined. "Attempted" means all credit hours for which a student is enrolled after the drop/add date for course enrollment. Transfer courses and courses taken for audit will be used to determine academic progress.
2. All students* will be required to complete at least one half of their total hours attempted. The following scale will be used to determine academic progress:

Attempted Hours	Completion Requirement	Minimum GPA
1-18	50% of total hours attempted	1.50
19-32	50% of total hours attempted	1.75
33+	50% of total hours attempted	2.00

*Students receiving Federal Financial Aid must complete 67% of their total hours attempted.

Good Standing: A student is in good academic standing when the requirements listed above are met.

Academic Warning: A student will be placed on academic warning at the end of the first term in which the standards outlined above have not been met.

Academic Probation: A student will be placed on academic probation at the end of a term if, after being placed on academic warning, the standards outlined above have not been met.

Academic Suspension: A student will be placed on academic suspension at the end of a term if, after being placed on academic probation, the standards outlined above have not been met.

3. **Suspension Waiver:** A student may appeal an academic suspension by filing a formal appeal to the Academic Appeals Committee. If the appeal is approved, the student will be allowed to re-enroll in a status of Suspension Waiver. The Appeals Committee will establish re-enrollment conditions and will monitor the progress of any student in a status of Suspension Waiver. If the appeal is denied, the student may appeal the committee's decision in writing to the Dean of Instruction.
4. **Academic Dismissal:** If, after being placed in a status of Suspension Waiver, a student does not meet the re-enrollment conditions established by the Academic Appeals Committee, the student may be dismissed from the college for one major term.

(fall or spring). A student is eligible to reapply for admission after the dismissal period by filing a formal appeal to the Dean of Instruction. If approved, the student will be allowed to re-enroll in the status of Suspension Waiver (see above).

Students who are currently enrolled and are on suspension will not be permitted to register using federal funds until their Standards of Academic Progress have been evaluated. Once evaluated, students placed on suspension will no longer be eligible to participate in federal, state, or institutionally-funded aid programs unless approved on appeal by the campus Financial Aid Appeals Committee or until such time that they are in good academic standing. Eligibility for state and institutionally-funded aid programs will be determined by those programs' specific criteria.

Veterans Progress

The U.S. Department of Veterans' Affairs (VA) regulations require the College to measure progress of students receiving VA benefits. Accordingly, the veteran student's (any student receiving VA benefits) Standard of Academic Progress (SAP) will be evaluated with all other students. In addition, veterans enrolled in programs of less than 45 semester hours will be required to have a minimum GPA of 2.0 after completion of one half of the required semester hours in their program. Veterans are also expected to progress at a rate that will permit graduation within the approved length of the program based upon the training time paid by the VA. Failure to comply with these provisions may result in the suspension of educational benefits.

Veteran students failing to maintain the minimum SAP requirements will be placed on Academic Warning. These veterans must see their Campus Veterans' Advisor and be counseled early in the semester following this determination. At that time, the veteran will be informed that if he/she does not achieve the minimum SAP requirements the student will be reported to the VA for suspension of VA benefits. If the veteran student is on Academic Probation or Suspension Waiver, his/her VA benefits will be suspended. While benefits are suspended, no certification will be processed with the VA until the end of the Term, and then only if the student meets SAP requirements for that Term. Until returning to Good Standing (see Standards of Academic Progress), the veteran student will continue to be certified at the end of each subsequent term during which he/she met the SAP requirements. If minimum standards are not met in any term or if a veteran student is placed on Academic Suspension or Dismissal, no certification will be sent to the VA. Students whose benefits have been suspended will not be considered for deferred payment.

In all approved certificate programs, attendance will be kept for each class meeting. The attendance will be reported to the VA as required. Students enrolled in certificate programs who accumulate more than three unexcused absences within a calendar month or more than five unexcused absences per term will be reported to the VA for suspension of benefits.

The student should report any unusual or extenuating circumstances concerning the suspension of VA benefits in writing to the VA. The VA always retains the right to make the final determination on any VA benefits the student may receive. See the Campus Veterans Advisor for assistance with any VA educational problems.

Classification of Students

Students will be classified in accordance with the following criteria:

Degree- or Certificate-Seeking

A student enrolled in credit courses who has provided the District Records Office with all the required admission credentials and has

been accepted into his or her declared program.

A degree-seeking student is further classified as:

Freshman – A student regularly enrolled in college credit courses who has completed 0–23 credit hours of college work at the time of registration.

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

Unclassified

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

Full-Time

A student enrolled for 12 or more credit hours in Terms I, II, or III/IV.

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 federal or state financial aid, a minimum of 12 credit hours per term is considered full time.

Part-Time

A student enrolled for fewer than 12 credit hours in Terms I, II, or III/IV.

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

Attendance At More Than One Campus/Home Campus

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



Regional Linkage System

The Linkage System is a cooperative agreement among the five community colleges in the Tampa Bay area – Hillsborough Community College (HCC), St. Petersburg Junior College (SPJC), Pasco-Hernando Community College (PHCC), Manatee Community College (MCC), and Polk Community College (PCC). The system offers students the opportunity to enter certain programs on a quota-based system. Students applying for admission to a Linkage Program will be required to conform to all program requirements and to institutional policies and procedures of the linkage college.

Additional information on Linkage Programs may be obtained by contacting a PHCC advisor. See also "Admission to Linkage Programs," for a list of these programs.

External Credit

PHCC offers the following external credit mechanisms that allow students to earn credit in nontraditional ways: Advanced Placement (AP); Armed Services Educational Credit; Certified Professional Secretary Credit; College Level Examination Program (CLEP); Credit By Examination; Fire Science Credit; International Baccalaureate Credit; Law Enforcement Credit and Nursing Credit.

Advanced Placement (AP)

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement (AP) 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 or Dual Enrollment High School students.

Armed Services Educational Experiences

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education (ACE) in their *Guide to the Evaluation of Educational Experiences in the Armed Services*. Students may initiate the request for such credit once they have met all admission requirements to an applicable program of study. In order for an evaluation to take place, students must provide appropriate documentation as determined by the college. Credit will be awarded only for courses which can be used to meet specific program requirements and which are offered at PHCC. Recommendations in the ACE guide are advisory in nature and are not binding upon the college.

Certified Professional Secretary

PHCC recognizes the achievement of the secretary awarded the Certified Professional Secretary (CPS) designation by granting college credits for this certification. Credit will be awarded for the following courses:

MNA 1300	Personnel Relationships in Business
ACG 2021	Principles of Financial Accounting
OST 2401	Office Technology
OST 2335	Business Communications
OST 1100	College Keyboarding I
OST 1110	College Keyboarding II
QMB 1001	Business Mathematics
CGS 1100	Microcomputer Applications for Business and Economics I
OST 1321	Electronic Office Machines

Students must still fulfill the 25% of the program residency re-

quirement and present official verification of the CPS certification to an advisor. The advisor will complete the course substitution form and attach a copy of the CPS certificate. The form will be forwarded to the Dean of Career/Technical Programs. The credit will appear on the student's permanent record as earned credit only, without any indication of grades.

College Level Examination Program (CLEP)

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

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

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

Under the provisions of Board Rule 6Hx19-3.28, a student who receives credit for ENC 1101 (English Composition I) and ENC 1102 (English Composition II) and/or HUM 2211 (Humanities I) and HUM 2230 (Humanities II) under CLEP will be required to produce documentation of written material totaling 6,000 words per course for which credit was awarded, as a condition for graduation with the AA Degree. The student must obtain a grade of "C" or higher on written work associated with each of these courses. The quality of this written work must meet the requirements as stated above for the corresponding course.

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

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

Credit-by-Examination

Students may earn credit in designated courses by making a satisfactory score on tests prepared by PHCC instructors. A non-refundable 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-ex-

amination cannot be granted in any course for which a grade has already been awarded. Credit earned through tests prepared by PHCC will appear on the student's permanent record. 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.

Fire Science Credit

Three hours of credit for FFP 1000, Introduction to Fire Science, may be awarded for the successful completion of a Florida Fire Fighting Minimum Standards Course taken from an accredited institution. To be awarded credit, a student must be declared and enrolled in PHCC's AS degree program in Fire Science Technology and must furnish an official transcript indicating successful completion of the course to the Records Office. Credit is granted upon recommendation from the Director, Fire Science Program and the Dean of Career/Technical Programs.

International Baccalaureate (IB) Credit

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

Law Enforcement Credit

Upon recommendation of the Director of Law Enforcement Programs and the Dean of Career/Technical Programs, a maximum of six hours of credit may be awarded based on successful completion of a PHCC Law Enforcement/Basic Recruit or Correctional Officer program. To be awarded credit, students must be both declared and enrolled in the PHCC A.S. degree program in Criminal Justice Technology. Students who have completed the Basic Recruit or Correctional Officer program at another institution may also be eligible for credit if they have passed the appropriate Florida Officer Certification examination. Under this provision, eligible students who have completed the Law Enforcement/Basic Recruit program will be awarded three hours credit for both CCJ 2220, Criminal Law, and CJT 1100, Criminal Investigation. Eligible students who have completed the Correctional Officer program will be awarded three hours credit for both CCJ 2220, Criminal Law, and CCJ 1300, Introduction to Corrections. An additional three credit hours may be granted for CCJ 2940, Field Studies for eligible students currently employed as law enforcement or correctional officers. All credit awards will take place only upon submission of a Petition for the Award of Law Enforcement Credit and the appropriate documentation to the Director of Law Enforcement Programs.

Nursing Credit

Based on prior health services education, nursing credit will be awarded for students admitted and enrolled in PHCC's Associate in Science degree program in Nursing, Licensed Practical Nurse (RN) and Paramedic (RN) Tracks. Please review the program descriptions for further details.

Television Courses

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

Students enrolled in television courses are required to meet with the PHCC instructor who coordinates the course at least five times during the term (first meeting, mid-term review, mid-term exam, final review, and final exam) at the West Campus, New Port Richey.

Students should inform bookstore personnel when they have registered for a "TV" course, since different texts and other materials are often used. Veterans Services students should check with their advisors before enrolling in television courses. For information about TV courses, contact either the Assistant Dean of Student Services for the student's "home" campus or the Associate Dean of Health, Science, and Mathematics, located on the West Campus, who coordinates the TV courses.

Directed Individual Study

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

- 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 Associate Dean/Dean (West Campus) to be comparable to a regularly scheduled class in the subject.

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

Teacher Certification and Recency of Credit

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

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, the student may be administratively withdrawn with a grade of "W," subject to course withdrawal dates.

Class attendance is restricted to those students registered for the course and to guests invited by the instructor. Persons not properly registered for a course will not be permitted to attend class. Students shall not bring any children to class. Children shall not be left unattended on campus.

Observance of Religious Holidays

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

Grading System

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

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

*Used only in non-credit courses after May 1994.

Grade-Point Average (GPA)

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

Example	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Points
ENC 1101	3	A	3	3	12
PSY 1012	3	B	3	3	9
MUN 1310	1	B	1	1	3
BOT 1010C	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
			14	11	28

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

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

Maximum Student Load

The maximum student load for Term I or Term II is 18 semester hours and 14 semester hours for Term III/IV. Any student who desires to take more hours must obtain the permission of an advisor. The permission form will be forwarded to the Records Office for placement in the student's folder.

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. Technical credit courses are not available for audit except with permission of the appropriate dean.

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

Practicums

Practicums are required in several Career/Technical Programs and are elective in several others. Practicums may consist of on-the-job training, special projects, research, or a combination of these activities. The instructor will develop specific requirements and

the method(s) of evaluation to best fit the academic and work needs of the student. Each practicum will consist of a minimum of 96 hours in a planned learning situation, together with at least three scheduled conferences with the instructor. Unless the course description specifies otherwise, a letter grade of "A," "B," "C," "D," "F," "I," or "W" will be assigned.

Incomplete Grades

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

"P," "F," "S," and "U" Grades

If a letter grade is assigned by an instructor in a course for which credit is awarded on the basis of "P" or "F," any letter grade from "A" through "C" will be officially changed to a "P" by the Records Office. Other grades will be recorded as "F." After May 1994, "S" and "U" grades are assigned only in non-credit courses.

Grade Dissemination

Final grades are mailed immediately after the end of the session to those students who do not have a financial obligation to the college or outstanding college obligations (i.e., outstanding loans or unreturned library books).

President's Honors List

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

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

Honors Courses

In furthering its commitment to educational excellence, PHCC introduced honors courses in 1993-94. The emphasis on honors is geared toward high-achieving students who can benefit from a more challenging academic experience. Enrollment in honors sections is limited to afford faculty and students alike a more concentrated intellectual learning environment. These courses include Introduction to Asian Arts and Letters-Honors (IDS 1290H) and English Composition II-Honors (ENC 1122H).

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

1. Students who have a minimum of a 3.5 GPA, after the completion of at least 12 hours of 1000 or higher level courses, will be eligible to register for an honors course. Within these 12 hours, the student will be required to have completed English Composition I (ENC 1101) with an "A."
2. Students who wish to petition for a waiver of any of the above requirements due to academic background or experience must contact the Associate Dean of Arts, Letters, and Social Sciences (West Campus) and present the following:
 - a. Documentation of qualifying academic background, such as previous honors-level work.
 - b. Documentation or evidence of travel or other "special" experience that could be used in lieu of the regular requirements.
3. Prior to registering for an honors course, all prospective students must meet with the honors instructor or the Associate Dean of Arts, Letters, and Social Sciences to discuss the course.

Specific course information, eligibility requirements, and registration details will be available through Student Services staff and the Associate Dean of Arts, Letters, and Social Sciences.

Computer Assisted Advising Check

Degree- and certificate-seeking students are strongly encouraged to apply to their advisor or to the Records Office for a Computer Assisted Advising Check to help monitor their progress toward meeting program requirements. To request this report, students should submit a completed "Request for a Computer Assisted Advising Check" form indicating their program of study and the catalog year they wish to use to meet requirements. The report they will receive will summarize their program requirements, will detail the courses they have taken which satisfy requirements, and

will indicate the courses they will need to complete to meet any remaining requirements. There is no charge for a Computer Assisted Advising Check.

Graduation Application

Application for graduation with a degree must be made no later than the date shown in the College Calendar for the term in which the student plans to complete the requirements for a degree program. Students who do not meet graduation requirements during the academic year for which they applied are required to resubmit, without fee, the application for graduation for any succeeding academic year in which they plan to graduate. The AA Degree requires students to pass the CLAST or an approved CLAST alternative 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). There is no fee to apply for a degree. However, separate nonrefundable fees will be charged for students who wish to purchase a diploma and/or cap and gown. Although PHCC will endeavor to certify program completion even if a graduation application has not been filed, any delay in the application process will affect the determined program completion date.

Certificate Application

A student who desires to complete a degree-associated certificate program or a technical credit certificate program must submit an Application to Complete a Degree/Certificate Program no later than the date shown in the College Calendar in order to participate in the graduation ceremony. Students who do not meet completion requirements for the award of a certificate during the academic year for which they applied are required to resubmit, without fee, the application for completion of a certificate form for any succeeding academic year in which they plan to complete the certificate. There is no fee to apply for a certificate. However, separate nonrefundable fees will be charged for students who wish to purchase a certificate and/or cap and gown. Although PHCC will endeavor to certify program completion even if a graduation application has not been filed, any delay in the application process will affect the determined program completion date.

Graduation Ceremony

A graduation ceremony is held each year at the end of Term II. All students who have completed requirements for degrees or certificates during the academic year and those who expect to complete requirements during the summer session are encouraged to participate in the graduation ceremony. There is a \$10 diploma/certificate fee and a \$20 cap and gown fee.

Additional Degrees/Certificates

Normally, a student will be awarded only one degree or certificate. To be eligible for a second degree, a student must fulfill all the requirements of the additional degree, make application for the second degree, and pay an additional diploma fee. To be eligible for a second certificate, a student must fulfill all of the requirements of the additional certificate, make application for the award of the second certificate, and pay an additional certificate fee.

Library Services

A library containing 19,000 square feet is located on each campus. The combined holdings of all three libraries are approximately 53,000 volumes. In addition to books, each library has a collection of periodicals, newspapers, microfiche, computer data bases, and audiovisual materials. The Library Information Network for Community Colleges (LINCC) on-line public access catalog allows students and faculty to locate material at any community college

or public university in the state.

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

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

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



Learning Laboratory

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

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

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

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST) REQUIREMENT

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

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

The minimum passing scores in effect at various times are shown in the "CLAST Passing Scores" section (see index). Students' passing scores are those in effect on the date they took the test for the first time.

A passing score on the CLAST or satisfaction of an approved CLAST alternative is required for the award of the Associate in Arts degree and for admission to upper-division status in state universities in Florida. Students cannot take CLAST until they have completed 24 hours of college-level courses (1000 and higher). Students are encouraged to wait to take the CLAST until after they have completed any necessary college preparatory courses.

Students should register in the Student Services Office before the State-mandated registration deadline, listed in the College Calendar. All students who register for CLAST must be advised by a counselor/advisor.

Modification of the test, e.g., large print, audio tapes, readers, and CLAST waivers, are available for students with documented disabilities. Call the Disabilities' Services Specialist at extension 3236 for information.

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

Other Students Who May Register

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

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

Computer Adaptive Test for CLAST (CAT-CLAST)

The Computer Adaptive Test for CLAST (CAT-CLAST) is an alternative version of the CLAST that is administered and scored by computer. It is offered as a service (for which there is a \$30 or \$40 fee) to those examinees who need to **RETAKE** a subtest (**NOT ESSAY**) and do not wish to wait for the next statewide CLAST administration. However, a student cannot have taken a subtest (or subtests) within the last 30 days. *First-time examinees cannot take the CAT-CLAST.* Some institutions offering the CAT-CLAST are: Broward Community College (Fl. Lauderdale), Central Florida Community College (Ocala), Tallahassee Community College, Miami-Dade Community College (Miami), Santa Fe Community College (Gainesville), Valencia Community College (Orlando), and the University of South Florida (Tampa).

The requirements are: a student cannot have taken a subtest (or subtests) within the last 30 days, a completed Certification Form from the student's home institution, a Registration Form, photo identification, and the fee. Information about the CAT-CLAST can be obtained from the Institutional Research Office at the District Office in Dade City. PHCC students should call their nearest campus and ask for extension 1908. The office is open from 8:00 a.m. to 4:30 p.m.

Communication and Computation Skills Tested on the CLAST

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

- (h) Speaking involves transmitting the message, using oral delivery skills suitable to the audience and the occasion by all of the following skills:
1. Employing vocal variety in rate, pitch, and intensity.
 2. Articulating clearly.
 3. Employing the level of American English appropriate to the designated audience.
 4. Demonstrating nonverbal behavior which supports the verbal message with eye contact and appropriate posture, gestures, facial expressions, and body movements.
- (2) The following skills, by designated category, are defined as college-level computation skills:
- (a) Demonstrating mastery of all of the following arithmetic algorithms:
1. Adding, subtracting, multiplying, and dividing rational numbers.
 2. Adding, subtracting, multiplying, and dividing rational numbers in decimal form.
 3. Calculating percent increase and percent decrease.
 4. Solving the sentence—a percent of b is c —where values for two of the variables are given.
- (b) Demonstrating mastery of all of the following geometric and measurement algorithms:
1. Rounding measurements to the nearest given unit of the measuring device used.
 2. Calculating 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.
 5. Solving linear inequalities.
 6. Using given formulas to compute results, when geometric measurements are not involved.
 7. Finding particular values of a function.
 8. Factoring a quadratic expression.
 9. Finding the roots of a quadratic equation.
 10. Solving a system of two linear equations in two unknowns.
- (d) Demonstrating mastery of all of the following statistical algorithms, including some from probability:
1. Identifying information contained in bar, line, and circle graphs.
 2. Determining the mean, median, and mode of a set of numbers.
 3. Using the fundamental counting principle.
- (e) Demonstrating mastery of logical-reasoning algorithms by deducing facts of set inclusion or set non-inclusion from a diagram.
- (f) Demonstrating understanding of arithmetic concepts by all of the following skills:
1. Recognizing the meaning of exponents.
 2. Recognizing the role of the base number in determining place value in the base-ten numeration system.
 3. Identifying equivalent forms of positive rational numbers involving decimals, percents, and fractions.
 4. Determining the order relation between real numbers.
 5. Identifying a reasonable estimate of a sum, average, or product of numbers.
- (g) Demonstrating understanding of geometric and measurement concepts by all of the following skills:
1. Identifying relationships between angle measures
 2. Classifying simple plane figures by recognizing their properties.
 3. Recognizing similar triangles and their properties.
 4. Identifying appropriate units of measurement for geometric objects
- (h) Demonstrating understanding of algebraic concepts by all of the following skills:
1. Using properties of operations correctly.
 2. Determining whether a particular number is among the solutions of a given equation or equality.
 3. Recognizing statements and conditions of proportionality and variation.
 4. Identifying regions of the coordinate plane which correspond to specified conditions and vice versa.
- (i) Demonstrating understanding of statistical concepts, including probability, by all of the following skills:
1. Recognizing properties and interrelationships among the mean, median, and mode in a variety of distributions.
 2. Choosing the most appropriate procedure for selecting an unbiased sample from a target population.
 3. Identifying the probability of a specified outcome in an experiment.
- (j) Demonstrating understanding of logical-reasoning concepts by all of the following skills:
1. Identifying statements equivalent to the negations of simple and compound statements.
 2. Determining equivalence or non-equivalence of statements.
 3. Drawing logical conclusions from data.
 4. Recognizing that an argument may not be valid even though its conclusion is true.
- (k) Inferring relations between numbers in general by examining particular number pairs.
- (l) Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:
1. Inferring formulas for measuring geometric figures.
 2. Selecting applicable formulas for computing measures of geometric figures.
- (m) Generalizing and selecting applicable generalizations in algebra by using applicable properties to select equivalent equations and inequalities.
- (n) Generalizing and selecting applicable generalizations in statistics, including probability, by inferring relations and making accurate predictions from studying



- statistical data.
- (o) **Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:**
1. Recognizing valid reasoning patterns as illustrated by valid arguments in everyday language.
 2. Selecting applicable rules for transforming statements without affecting their meaning.
- (p) **Demonstrating proficiency for solving problems in the area of arithmetic by the following skills:**
1. Solving real-world problems which do not require the use of variables and which do not require the use of percent.
 2. Solving real-world problems which do not require the use of variables and which do require the use of percent.
 3. Solving problems that involve the structure and logic of arithmetic.
- (q) **Demonstrating proficiency for solving problems in the area of geometry and measurement by both of the following skills:**
1. Solving real-world problems involving perimeters, areas, or volumes of geometric figures.
 2. Solving real-world problems involving the Pythagorean property.
- (r) **Demonstrating proficiency for solving problems in the area of algebra by both of the following skills:**
1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
 2. Solving problems that involve the structure and logic of algebra.
- (s) **Demonstrating proficiency for solving problems in the area of statistics, including probability for both of the following skills:**
1. Interpreting real-world data involving frequency and cumulative frequency tables.
 2. Solving real-world problems involving probabilities.
- (t) **Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.**

An Alternative to CLAST

As of January 1, 1996, students declared into the Associate in Arts (AA) Degree who fulfill the following alternative to the College Level Academic Skills Test (CLAST) are exempt from the testing requirements of CLAST, which is a prerequisite for the awarding of the AA Degree. However, in order to apply for this exemption, students must complete form ICL-8 available in the Student Services/Records Office on any campus. The completed form must be returned to the Student Services/Records Office on any campus.

Scores on Certain Placement Tests and Grades in Certain College Courses

Students who pass *all* of the communication sections of one of the State-approved common placement tests *and* have earned a grade-point average (GPA) of 2.5 or above in the English courses listed below may be exempt from one or more sections of the CLAST, as specified below. The State-approved common placement tests are: ACT, Enhanced ACT, SAT, SAT I, MAPS, New MAPS, CPT, ASSET, New ASSET, and FCELP. Courses transferred to PHCC from other public Florida community colleges and from the State University System will be allowed if they have the same common course number. Courses transferred in from other locations may be used if course transfer credit as evaluated by the

PHCC Records Office is deemed equivalent to these courses.

As an example, passing the communications portion of the FCELP means achieving the following minimum scores on each of these sections:

Reading Comprehension	83
Sentence Skills	83

To exempt the reading, English language, and essay sections of the CLAST, the student must have earned a 2.5 GPA in two courses for a minimum of six semester hours of credit from:

ENC 1101, English Composition I, and
ENC 1102, English Composition II or other equivalent college-level English courses (including ENC 1122H—English II Honors)

Likewise, students who have passed the computation section of one of the State-approved common placements tests listed above and have earned a GPA of 2.5 or above in the mathematics courses listed below may be exempt from the computation section of the CLAST, as described below. Courses transferred to PHCC from other public Florida community colleges and from the State University System will be allowed if they have the same common course number. Courses transferred in from other locations may be used if course transfer credit as evaluated by the PHCC Records Office is deemed equivalent to these courses.

As an example, passing the computation portion of the MAPS means achieving a minimum score of 209 in the Elementary Algebra section.

To be exempt from the computation section of the CLAST, the student must have earned a 2.5 GPA in two courses for a minimum of six semester hours of credit from one of the options that follow:

Option 1:

- MAC 1102 College Algebra or any other MAC course with the last three digits being higher than 102
- MGF 1202 Finite Mathematics or any other MGF course with the last three digits being higher than 102
- STA 2014 Applied Statistics or any other STA course

Option 2:

- MGF 1113 Topics in College Mathematics I
- MGF 1114 Topics in College Mathematics II
- MGF 1118 CLAST Review in Mathematics

Option 3:

- MGF 1113 Topics in College Mathematics I
- MAC 1102 College Algebra or any other MAC course with the last three digits being higher than 1102

Note: Courses cannot be mixed between and/or among options.

Students with AP, CLEP or IB Credit

Students who have passed the appropriate sections of a State-approved common placement test and who have received Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB) credit for ALL courses required for exemption as listed above may be exempted as specified. Students awarded AP, CLEP or IB credit for some, but not all, of the courses required for exemption will need to achieve a grade-point average of 2.5 or higher in the remaining required courses in order to be eligible for an exemption.

Note: All GPA calculations are figured on a 4-point scale; e.g., an "A" equals 4 points, a "B" equals 3 points, a "C" equals 2 points, a "D" equals 1 point, and an "F" equals 0 points.

Students who do not initially earn a passing score on a State-approved common placement test may submit a subsequent score, if it is earned 30 or more days after the previous score.

ACADEMIC PROGRAMS

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

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

A student must earn at least 25% of the hours in his/her program at PHCC other than by CLEP, Advanced Placement, and Credit-by-Examination in order to obtain a degree or a certificate. The additional hours may be earned by regular class attendance or by any of the methods described under Programs of Acceleration.

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 PHCC, but may not be accepted by the institution to which a student transfers. A counselor/advisor will assist in providing information on courses normally accepted for transfer at a particular university or four-year college.

Courses identified as part of the General Education core program in an Associate in Science Degree may be transferable to a senior Florida institution. However, the core courses do not complete the general education requirements for transfer at the junior level, and they may not prepare a student to take the CLAST examination. Selection of courses other than those required is the responsibility of the student and should be related to his/her goals.

CONTINUING EDUCATION PROGRAM

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

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

Lifelong Learning Courses

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

Fees shall be charged for lifelong learning courses in accordance with the fee structure established by the District Board of Trustees.

Supplemental Courses

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

Guidelines of the State Board of Community Colleges will be

used in appropriately identifying these courses.

TRANSFER PROGRAM

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

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

College catalogs and counseling manuals from all state universities identifying required prerequisites and catalogs from other senior colleges are available in the Student Services Office at any PHCC campus. Advisors are available, by appointment, to assist the student in planning a program.

GORDON RULE

State Board of Education Rule 6A-10.030, hereafter referred to as the Gordon Rule, applies to students entering college for the first time after Term II of the 1982-83 academic year. The rule stipulates the requirements of student performance in both the communications and mathematics areas. Satisfactory completion of this rule requires that a student earn a grade of "C" or higher in each applicable course.

Within the communications area, the student is required to write a total of 24,000 words in English and Humanities. Within the mathematics area, completion of specific mathematical courses is required. The intent of the Gordon Rule is met at PHCC in the communications area by the following distribution of writing requirements:

- | | |
|--|-------------|
| 1. English Composition I (ENC 1101) | 6,000 words |
| 2. English Composition II (ENC 1102) | 6,000 words |
| 3. English Composition II-Honors (ENC 1122H) | 6,000 words |
| 4. Humanities I (HUM 2211) | 6,000 words |
| 5. Humanities II (HUM 2230) | 6,000 words |

FOREIGN LANGUAGE REQUIREMENT

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



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

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

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

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

COLLEGE PREPARATORY COURSES

PHCC offers College Preparatory Courses which are below college level for students in need of remedial work in skills necessary

for college-level academic courses. Individually prescribed study is also available in the Learning Laboratories. See "Common Placement Testing," and consult a PHCC advisor for further information. Credits earned in College Preparatory Courses do not apply toward degrees or certificates.

POLICE STANDARDS PROGRAM (LAW ENFORCEMENT/BASIC RECRUIT)

PHCC offers the Basic Recruit, Police Standards Program. This technical credit program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum.

Six hours of credit may be granted for the successful completion of a PHCC Law Enforcement/Basic Recruit Program. Under this provision, three hours each will be awarded for CCJ 2220, Criminal Law, and for CJT 1100, Criminal Investigation.

In order to be awarded the credit, a student must

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

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

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

A dual enrollment program with the University of South Florida (USF) is offered by PHCC. Students interested in enrolling in the program are required to make application with USF. Please consult a PHCC advisor for details.

ASSOCIATE IN ARTS DEGREE PROGRAM

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

The Associate in Arts (AA) Degree will be awarded upon completion of 60 credit hours and upon passing the state-prescribed College-Level Academic Skills Test (see CLAST) or demonstrating satisfaction of an approved CLAST alternative. Thirty-six credit hours must be earned in General Education requirements as provided in the statewide Articulation Agreement. The remaining 24 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. At least 15 hours of credit, other than Credit-By-Examination, CLEP, or Advanced Placement, must be earned in residence at PHCC. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved by graduation. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved in courses taken at PHCC.

OBJECTIVES OF THE AA DEGREE

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

OBJECTIVES

1. To enhance the ability of students to communicate ideas and meaning in writing with competency in form and substance
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101).
All AA graduates will have completed successfully the English language skills and the essay portions of the College Level Academic Skills Test (CLAST) or an approved CLAST alternative.
2. To develop in students the skills necessary to prepare research papers
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) English Composition II (ENC 1102 or ENC 1122H). These skills are reinforced in Humanities I (HUM 2211) and Humanities II (HUM 2230).
3. To strengthen speaking and listening skills in students
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Introduction to Public Speaking (SPC 2600).
4. To ensure that all students are provided with a broad spectrum of mathematical skills
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Finite Mathematics (MGF 1202), and
All AA graduates will have completed successfully the mathematics skills portion of the CLAST or an approved CLAST alternative.
5. To develop in students mathematical competency, accuracy, and understanding consistent with university requirements/recommendations
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) at least three hours of mathematics at the level of college-level algebra (MAC 1102 or MAC 1104) or above and successfully completed the mathematics skills portion of the CLAST or an approved CLAST alternative.
6. To nurture in students an understanding of the structure, function, and basic components of the biological and physical worlds
MEASUREMENT
All AA graduates will have completed successfully at least three science courses – one biological science course from a prescribed list, one physical science course from a prescribed list, and a third science course either from these prescribed lists or any course with a GLY or OCE prefix.
7. To foster in students an understanding of individual and/or group behavior.
MEASUREMENT
All AA graduates will be encouraged to complete successfully Introduction to Psychology (PSY 1012), or Introduction to Sociology (SYG 2000), or Introduction to Cultural Anthropology (ANT 2410).
8. To develop in students an appreciation of the arts and humanities, including the critical awareness of cultures and cultural diversity
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Humanities I (HUM 2211) and Humanities II (HUM 2230).
9. To develop in students knowledge and understanding of the structure and function of government
MEASUREMENT
All AA graduates will be encouraged to complete successfully American Federal Government (POS 2041).
10. To prepare students for successful academic performance upon transfer to the upper-division institutions in the State University System (SUS)
MEASUREMENT
The mean grade-point average (GPA) of PHCC graduates who transfer to the SUS will be at least equal to the mean GPA of other transfer students in the SUS.

11. To develop computer literacy skills in students

MEASUREMENT

All AA students will have completed introductory computer skills within their general education communication course, ENC 1101

12. To provide students with a varied educational experience

MEASUREMENT

All AA graduates will have completed successfully up to 24 elective credits in addition to the 36 credits in the general education core program.

Additional Assistance

Students are provided assistance to enhance the probability of successful performance at the college level. For example, entering students are administered the Florida College Entry-level Placement Test (FCELP/T) so that they can be advised and placed in the proper communication and computation courses.

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

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

Effective August 1, 1988 through July 31, 1989:

Reading - 220; Writing - 270; Computation - 275; and Essay - 4.

Effective August 1, 1989 through September 30, 1991:

Reading - 225; Writing - 285; Computation - 285; and Essay - 4.

Effective October 1, 1991 through September 30, 1992:

Reading - 225; Writing - 295; Computation - 290; and Essay - 5.

Effective October 1, 1992:

Reading - 225; Writing - 295; Computation - 290; Essay - 6.



GENERAL EDUCATION REQUIREMENTS FOR THE AA PROGRAM

Semester Hours Credit
9

<p>I. Communications *ENC 1101 English Composition I (includes 6,000-word writing requirement) *ENC 1102 English Composition II (includes 6,000-word writing requirement) OR *ENC 1122H English Composition II – Honors (includes 6,000-word writing requirement) *SPC 2600 Introduction to Public Speaking</p>	9
<p>II. Mathematics *MGF 1202 Finite Mathematics (required) *Any MAC course (MAC 1102 or higher) or STA 2014 (NOTE: Successful completion of both MAC 1102 and MAC 1104 does NOT satisfy the mathematics requirement for the AA Degree. Students who have passed the mathematics portion of the CLAST or who satisfy these requirements through CLAST alternatives may substitute any course with an <u>MAC</u> or <u>STA</u> prefix for MGF 1202.)</p>	6
<p>III. Natural Sciences Biological Science (one course – BOT, BSC [except BSC 1030], MCB) Physical Science (one course – CHM, PHY, PSC) Biological or Physical Science (one course – any of the above Science prefixes plus BSC 1030, GLY, or OCE) (NOTE: It is recommended that either Introduction to the Physical Sciences [PSC 1341] or a Survey of the Physical Sciences [PSC 1311] be taken as a FIRST science course for ALL students not planning to major in the sciences. These courses serve as the foundation for all other science courses.)</p>	9
<p>IV. Social and Behavioral Sciences Any course with the prefix: AMH, ANT, DEP, ECO, HLTH, GEA, INR, PHI, POS, PSY, SYG</p>	6
<p>V. Humanities *HUM 2211 Humanities I (includes 6,000-word writing requirement) *HUM 2230 Humanities II (includes 6,000-word writing requirement)</p>	6
	Total 36

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

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.

Electives

Sixty (60) hours of college-level work is required in the AA program. Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the catalog/handbook.

The student is urged to select electives relevant to his/her proposed major. If the major is undecided, advisors are prepared to provide assistance in the selection process. Common course prerequisites for students transferring to the State University System of Florida have been established for all degree programs. Students should consult an advisor to determine the required prerequisites for transfer to a specific degree program within the State University System.

Students who are not computer literate are encouraged to choose an elective in which they will acquire this skill.

Note: All students who receive an AA Degree must pass all sections of the CLAST or satisfy an approved CLAST alternative.

THE STUDENT WHO DOES NOT MEET THE FOREIGN LANGUAGE REQUIREMENT SET BY THE STATE UNIVERSITY SYSTEM OF FLORIDA (SEE "FOREIGN LANGUAGE REQUIREMENT") IS URGED TO TAKE THESE COURSES. SEE AN ADVISOR FOR DETAILS.

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

The Associate in Science (AS) Programs prepare students for employment in selected fields upon completion of a minimum of two years, or four semesters, of preparation. A certificate may be awarded in some programs after one year of prescribed work. These programs are intended to prepare the student for employment after graduation—not for university transfer. Students who wish to transfer should pursue the Associate in Arts (AA) Degree.

Listing of AS and Certificate Programs

PHCC is authorized to award the Associate in Science Degree and certificates in career/technical fields upon satisfactory completion of the established standard number of credit hours required for each specific AS program as approved by the State Board of Community Colleges. The individual must complete the 15-hour core program for the AS Degree and the remaining hours from an approved program. Only courses designated at the 1000 and 2000 levels are applicable to this degree. At least 25% of the credits toward the degree must be earned in a classroom experience at PHCC. A cumulative grade-point average (GPA) of not less than 2.0 or "C" must be achieved by graduation. However, in all certificate programs except Small Business Management, Business Data Processing, Paramedic, Emergency Medical Technician, and Office Systems Specialist (which are college credit programs), only those courses that are part of the specific program are to be included in computing the program GPA. After completing the specified number of hours in an AS Degree Associated Certificate or a Technical Credit Program, a student may transfer to an associated Associate in Science Degree. Students who wish to transfer credits from any AS Program to another institution must accept the responsibility for securing approval in advance from that institution.

PHCC is authorized to award Certificates in occupational fields upon completion of prescribed courses of study. A minimum of 25% of the program, other than credit-by-examination, must be earned in residence at PHCC. A cumulative GPA of 2.0 or "C" must be achieved in coursework in the program; however, in all certificate programs except Business Data Processing, Small Business Management, Emergency Medical Technician, Paramedic, and Office Systems Specialist (which are Postsecondary Vocational [PSV] Programs), only those courses that are part of the specific program are to be included in computing the program GPA. After completing the specified number of hours in an AS Degree Associated Certificate, a student may transfer to an associated Associate in Science Degree.

The Associate in Science Degrees and Associated Certificate Programs offered at PHCC are as follows:

Associate in Science Degree in:

Building Construction Technology

Business Administration and Management

Computer Programming and Applications

Criminal Justice Technology

Dental Hygiene

Emergency Medical Services

Fire Science Technology

Hospitality Management

Human Services

Legal Assisting (Paralegal)

Marketing Management

Nursing, with the:

Generic Track

Licensed Practical Nurse Track

Paramedic Track

Office Systems Technology Office Systems Specialist

Business Administration – Technical Track

Physical Therapist Assistant (This is a joint program offered by St. Petersburg Junior College and PHCC.)

Associated Certificate Program in:

Small Business Management

Business Data Processing

Paramedic

Emergency Medical Technician

ACADEMIC PROGRAMS

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

SPECIAL NOTICE: RADIOGRAPHY PROGRAM

PHCC expects its first radiography class to start Term I, 1998. Upon successful completion, the graduate will receive an Associate in Science Degree in Radiography and will be eligible to apply to take the State of Florida examination for the General Radiographer and the national examination given by the American Registry of Radiologic Technologists (A.R.R.T.).

The radiographer is a skilled member of the health care team. The primary responsibility of the radiographer is to provide the patient care and technical expertise necessary to create an x-ray image on film to be read by the physician. Most radiographers are employed in hospitals and diagnostic clinics.

Application and Admission Requirements

Admission requirements for this program had not been finalized at the time of this catalog printing. Radiography will be a limited access program and residents of Pasco and Hernando counties will have preference in admissions.

All applicants must have a cumulative all-college grade-point average of 2.0 or above. Applicants must demonstrate college-level reading, writing and mathematics skills by obtaining a satisfactory score on the college placement examination or by completing the appropriate college-preparatory courses with grades of "C" or higher. The following courses must be completed with a minimum grade of "C" before matriculation to the program.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BSC 1085	Human Anatomy and Physiology I	3
BSC 1085L	Human Anatomy and Physiology I Lab	1
BSC 1086	Human Anatomy and Physiology II	3
BSC 1086L	Human Anatomy and Physiology II Lab	1

The following additional courses will likely be part of the two-year Associate in Science degree. Applicants may take them in advance of admission; however, it is not required that they do so.

ENC 1101	English Composition I	3
PSY 1012	Introduction to Psychology	3
PHI 1600	Applied Ethics	3
HSC 1101	Perspectives of Health and Wellness OR	3
HSC 1100	Personal and Community Health	(3)

Total Hours: 20



ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

An Associate in Science (AS) Degree will be awarded upon completion of the hours specified in the program. The individual must complete 15 hours in General Education courses with the remaining courses listed in the program. Courses designated for Technical Certificates, except where specific articulation agreements exist, or those below the 1000 or 2000 level, are not applicable to this degree. At least 25% of the hours in a student's program, other than by Credit-By-Examination, CLEP, or Advanced Placement, must be earned in residence at PHCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved prior to graduation.

The General Education requirement for the Associate in Science Degree is:

	Semester Hours	Credit
I. Communications *ENC 1101 English Composition I	3	
II. Social Sciences Courses with the following prefixes will meet this requirement: POS, PSY, or SYG	3	
III. Mathematics or Natural Sciences Any one of the following courses: Mathematics (MAC 1102, MAC 1114, MGF 1202, STA 2014, or any higher level mathematics course) OR Biological Science (any course with BSC or OCE prefix) OR Physical Science (any three-hour course with CHM or PHY or PSC prefix)	3	
IV. Humanities** Any of the following courses: Applied Ethics (PHI 1600) Art Appreciation (ARH 1000) *English Composition II (ENC 1102) *English Composition II-Honors (ENC 1122H) Drama (THE 2010, THE 2011, THE 2020, TPP 1110)	3	
V. Core Elective Any course not used to satisfy Areas I, II, III or IV above OR any course from the following list: Geography (any course with a GEA prefix) History (any course with AMH or EUH prefix) Humanities I (HUM 2211) (prerequisite: ENC 1102) Introduction to Asian Arts and Letters-Honors (IDS 2290) Introduction to Cultural Anthropology (ANT 2410) Psychology (any course with PSY or DEP prefix) Reading (REA 1105) Sociology (any course with SYG prefix)	3	
Total Hours:	15	

*Grade of "C" or above required.

**Students may meet the Area IV requirement by taking a foreign language.

Each program will also include computer competencies, 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 II, 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.

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, site supervisor, building inspector, and expeditor. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
MAC 1102	Essential College Algebra	3	
MNA 1300	Personnel Relationships in Business	3	
BCN 1220	Structures I	3	
Elective	Area IV*	3	
ENC 1102	English Composition II		3
OST 2335	Business Communications		3
BCT 1040	Basic Drafting & Blueprint Reading		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
BCN 1221	Structures II		3
BUL 2241	Business Law I		3
		15	18
SOPHOMORE			
MAN 1800	Small Business Management	3	
ETD 1530C	Architectural Drawing	3	
BCN 2610	Construction Estimating	3	
ACG 2021	Principles of Financial Accounting	3	
Elective	Area II*	3	
BCN 2765	Codes, Contracts & Specifications		3
SUR 2001C	Surveying I		3
ETD 1380C	Introduction to CAD		3
Elective	Area V*		3
BCN 2721	Construction Planning		3
SLS 2420	Career Enhancement		1
		15	16
		<i>Total Hours:</i>	64

*See Associate in Science General Education Requirements

Students may complete clusters of courses and receive Awards of Achievement. The clusters have been identified as being in a related field. A student who completes a cluster must send a completed Form SCN-21 and a copy of a transcript to the Dean of Career/Technical Programs. The transcript must list the courses required in the requested cluster. The Award of Achievement will be mailed to the student.

Following are Awards of Achievement that have been identified for the Building Construction Technology program:

Award of Achievement in Construction Drafting Concepts

- BCN 1220 Structures I
- BCN 1221 Structures II
- BCN 2767 Codes, Contracts & Specifications
- BCT 1040 Basic Drafting & Blueprint Reading
- ETD 1530C Architectural Drawing

Award of Achievement in Basic Construction Concepts

- BCN 1220 Structures I
- BCT 1040 Basic Drafting & Blueprint Reading
- BCN 2610 Construction Estimating
- BCN 2765 Codes, Contracts & Specifications

Award of Achievement in Construction Trades Concepts

- BCN 1501 Plumbing Systems
- BCN 1520 Electrical Systems
- ETM 2610 Mechanical Systems
- BCN 2765 Codes, Contracts & Specifications

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION & MANAGEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
GEB 1011	Introduction to Business	3	
OST 1321	Electronic Office Machines	3	
MAR 1011	Principles of Marketing	3	
Elective	Area IV*		3
*OST 1100	College Keyboarding I		3
QMB 1001	Business Mathematics		3
Elective	(Suggested Electives, see below)		3
Elective	Area V*		3
GBB 2350	Business in an International Environment		3
		<u>15</u>	<u>18</u>
SOPHOMORE			
ACG 2021	Principles of Financial Accounting	3	
Elective	Area II*	3	
Elective	(Suggested Electives, see below)	3	
BUL 2241	Business Law I	3	
MNA 1300	Personnel Relationships in Business	3	
ACG 2071	Principles of Managerial Accounting		3
ECO 2013	Principles of Economics I		3
OST 2335	Business Communications		3
Elective	Area III*		3
MNA 1345	Principles of Supervision		3
SLS 2420	Career Enhancement		1
		<u>15</u>	<u>16</u>
		<i>Total Hours:</i>	<i>64</i>

*See Associate in Science General Education Requirements

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

Suggested Electives:

BAN 1004	Principles of Banking	MKA 1021	Salesmanship
BAN 2501	Money and Banking	MKA 2041	Principles of Retailing
BUL 2242	Business Law II	MKA 2511	Principles of Advertising
CGS 2101	Microcomputer Applications for Business and Economics II	OST 1711	Word Processing Applications I
ECO 2023	Principles of Economics II	OST 1811	Desktop Publishing
MAN 1800	Small Business Management	OST 2311	Lotus for the Office
		STA 2014	Applied Statistics

CERTIFICATE PROGRAM – SMALL BUSINESS MANAGEMENT

This 30-credit-hour program is designed to prepare students for the operation of a small business and to become small business owners and entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a small business. Upon successful completion of this certificate program, a student may transfer into the Associate in Science (AS) in Business Administration and Management or the AS in Marketing Management programs.

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
QMB 1001	Business Mathematics	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
MAN 1800	Small Business Management	3	
MNA 1345	Principles of Supervision	3	
GEB 1011	Introduction to Business	3	
ACG 2021	Principles of Financial Accounting		3
ECO 2013	Principles of Economics I		3
MNA 1300	Personnel Relationships in Business		3
*OST 2335	Business Communications		3
BUL 2241	Business Law I		3
		15	15
	<i>Total Hours:</i>		30

Suggested Additional Courses:

- *ACG 2071 Principles of Managerial Accounting
- *BUL 2242 Business Law II
- *CGS 2101 Microcomputer Applications for Business & Economics II
- MAR 1011 Principles of Marketing
- MKA 1021 Salesmanship
- MKA 2511 Principles of Advertising

*Prerequisite required.



ASSOCIATE IN SCIENCE IN COMPUTER PROGRAMMING & APPLICATIONS

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
CGS 1000	Computer Concepts	3	
COP 1000	Introduction to Computer Programming	3	
ENC 1101	English Composition I	3	
*OST 1100	College Keyboarding I	3	
Elective	Area III - Math ¹	3	
ACG 2021	Principles of Financial Accounting		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
COP 1332	Visual Basic Programming		3
MNA 1300	Personnel Relationships in Business		3
OST 2335	Business Communications		3
Elective	Area IV - Humanities ¹		3
		15	18
SOPHOMORE			
ACG 2071	Principles of Managerial Accounting	3	
CGS 2101	Microcomputer Applications for Business & Economics II	3	
COP 2333	Advanced Database Programming	3	
COP 2120	COBOL Programming I	3	
Elective	Area V - Core Elective ¹	3	
CGS 2103	Microcomputer Applications for Business and Economics III		3
COP 2121	COBOL Programming II		3
COP 2220	"C" Language Programming		3
Elective	Area II - Social Sciences ¹		3
Elective	(Suggested Electives - see below. NOTE: Other courses may be taken as electives)		3
		15	15
		Total Hours:	63

¹See Associate in Science General Education Requirements

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

Suggested Electives:

ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAC 2233	Applied Calculus
STA 2014	Applied Statistics

NOTE: Effective fall 1993, three hours of credit will be granted toward an Associate in Science degree in Computer Programming and Applications for the successful completion with a "C" average or better (80/80-100) Business Applications I and Business Applications II at the Marchman Vocational Technical Center. Credit will be awarded for:

CGS 1000 Computer Concepts

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

CERTIFICATE PROGRAM - BUSINESS DATA PROCESSING

This certificate program is designed to prepare the students for employment as computer programmer trainees and software application technicians. The program prepares students to use methods and procedures to automate business applications, to utilize business software applications, and to incorporate the review of system and programming specifications to yield solutions to business applications' problems.

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
ENC 1101	English Composition I	3	
*OST 1100	College Keyboarding I	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
CGS 1000	Computer Concepts	3	
COP 1000	Introduction to Computer Programming	3	
MNA 1300	Personnel Relationships in Business		3
Elective	Area III - Math ¹		3
COP 1332	Visual Basic Programming		3
CGS 2101	Microcomputer Applications for Business & Economics II		3
	OR		
CGS 2103	Microcomputer Applications for Business & Economics III		3
Elective	Area IV - Humanities ¹		3
		15	15
		<i>Total Hours:</i> 30	

¹See Associate in Science General Education Requirements





COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
SOPHOMORE			
ENC 1102	English Composition II	3	
DEH 2702	Community Dental Health	3	
DEH 2810	Dental Hygiene IV	2	
DEH 2804L	Dental Hygiene IV Clinical	4.5	
**DES 2050	Pharmacology	2	
Elective	Elective	3	
CGS 1100	Microcomputer Applications for Business & Economics I		3
DEH 2702L	Community Dental Health Clinical		1.5
DEH 2830	Dental Hygiene V		2
DEH 2806L	Dental Hygiene V Clinical		5.5
SYG 2000	Introduction to Sociology		3
		17.5	15

General Education	37 Semester Hours
Dental Hygiene Education	<u>51</u> Semester Hours
Total Hours	88 Semester Hours

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

Special Program Requirements

An academic average of "C" or higher and/or a grade of "Pass" must be earned in each dental science and dental health course in order to continue in the program. Satisfactory completion of 88 semester hours of approved credit with a grade of "C" or better in required general science, dental science, and dental hygiene courses is necessary for graduation. Dental Hygiene courses may be repeated only with the recommendation of faculty and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available.

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

Four and one half hours of credit may be granted for successful completion of the Dental Assisting Program offered at PHCC. Under this provision, after completing 15 hours of credit at PHCC, 1.5 hours will be awarded for DES 1100, Dental Materials and 3 hours for DES 1200C, Dental Radiography. Students choosing this option who receive financial aid are strongly encouraged to check with their counselor regarding the potential impact of these credit awards.

ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES

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
FRESHMAN				
ENC 1101	English Composition I	3		
EMS 1119C	Emergency Medical Technology	6.5		
EMS 1431	Emergency Medical Technology Clinical	1.5		
BSC 1085	Human Anatomy & Physiology I	3		
BSC 1085L	Human Anatomy & Physiology I Laboratory	1		
TPP 1110	Beginning Acing		3	
BSC 1086	Human Anatomy & Physiology II		3	
BSC 1086L	Human Anatomy & Physiology II Laboratory		1	
HSC 2531	Medical Terminology		3	
POS 2041	American Federal Government		3	
MTB 2370	Applied Mathematics for Allied Health Elective	2	3	
PSY 1012	Introduction to Psychology			3
MNA 1300	Personnel Relationships in Business			3
HSC 1101	Perspectives of Health and Wellness			3
		<u>17</u>	<u>17</u>	<u>9</u>

Students who wish to continue in the Sophomore year must first be approved for admission by the Admissions Committee for Special Programs. (See Paramedic Certificate Program, next page, for further information.)

	DESCRIPTION	Session I			Session II			Session III		
SOPHOMORE										
*EMS 2274C	Paramedics I	10								
*EMS 2444	Paramedics Clinical I	1.5								
*EMS 2275C	Paramedics II			7						
*EMS 2465	Paramedics Clinical II			3.5						
*EMS 2458	Paramedics Internship								8	
		<u>11.5</u>		<u>10.5</u>					<u>8</u>	
	General Education	26 Semester Hours								
	EMS Education	47 Semester Hours								
	Total Hours	73 Semester Hours								

Upon successful completion of the Sophomore year (Certificate Paramedic Program) and successful completion of a final comprehensive written and practical skills examination, the graduate is eligible to apply to take the State of Florida Paramedic certification exam or the National Registry exam.

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

*Courses include computer competencies

CERTIFICATE PROGRAM – EMERGENCY MEDICAL TECHNICIAN

This eight-credit-hour program prepares students for employment as emergency medical technicians to function at the basic pre-hospital level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMTs in accordance with Chapter 10D-66 of the Florida Administrative Code. The program is approved by the Department of Health and Rehabilitative Services, Office of Emergency Medical Services, and the curriculum adheres to the U.S. Department of Transportation Emergency Medical Technician-Basic National Standard Curriculum. This is the initial level for a career in emergency medical services and the prerequisite for paramedic training and certification.

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
EMS 1119C	Emergency Medical Technology			6.5
+EMS 1431	Emergency Medical Technology Clinical			1.5
		<i>Total Hours:</i>		
				8

+CPR certification is a prerequisite of this course. Students must take the American Heart Association BLS for Healthcare Providers or the American Red Cross Professional Rescuer-CPR Course. Students must submit proof of current CPR certification by the drop/add date for the term in which enrolled or they will be dropped from the course.

An academic average of "C" or higher in EMS 1119C and a grade of "Pass" in EMS 1431 must be earned in order to receive a Certificate of Completion. The student is then eligible to apply to take the Florida EMT Certification exam.

CERTIFICATE PROGRAM – PARAMEDIC

Application Deadline: June 1 – A limited access program. Admission requirements are explained in an application packet available from the Admissions Office.

This 30-credit-hour program provides 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 program and successful completion of a final comprehensive written and skills examination, the graduate is eligible to apply to take the State of Florida Paramedic certification exam or the National Registry exam. A two-year Associate in Science Degree in Emergency Medical Services is also available.

Prerequisites: Admission into the Paramedic Certificate Program, completion of HSC 2531 Medical Terminology with a grade of "C" or higher, and a current CPR card (AHA or Red Cross) valid until October of the admitting year.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session I	Session II	Session III
*EMS 2274C	Paramedics I			10
*EMS 2444	Paramedics Clinical I			1.5
*EMS 2275C	Paramedics II			7
*EMS 2465	Paramedics Clinical II			3.5
*EMS 2458	Paramedics Internship			8
		<hr/>	<hr/>	<hr/>
		11.5	10.5	8
		<i>Total Hours:</i>		
				30

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

*These courses include computer competencies.

ASSOCIATE IN SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
FFP 1326	Blueprint Reading & Plans Examination	3	
PSY 1012	Introduction to Psychology	3	
FFP 1000	Introduction to Fire Science	3	
FFP 1200	Introduction to Fire Inspection & Prevention	3	
ENC 1102	English Composition II		3
MAC 1102	Essentials of College Algebra		3
FFP 1410	Fire Fighting Tactics and Strategy I		3
FFP 1130	Fire Company Leadership		3
FFP 1150	Methods & Techniques of Fire Science Instruction		3
		15	15
SOPHOMORE			
Elective	Area II ¹	3	
MNA 1300	Personnel Relationships in Business	3	
FFP 1420	Fire Fighting Tactics and Strategy II	3	
FFP 1110	Fire Company Management	3	
CGS 1100	Microcomputer Applications for Business and Economics I	3	
FFP 2600	Fire Apparatus Practices		3
FFP 2500	Hazardous Materials		3
FFP 1300	Building Construction and Codes		3
Elective	Area V ¹		3
Elective	Any elective		3
		15	15
Total Hours:			60

¹See Associate in Science General Education Requirements.

PHCC offers the Technical Credit Certificate in Fire Fighting. This program fulfills the requirements set forth by the Department of Insurance, Division of State Fire Marshal Rule 4A-37. Three hours of credit for FFP 1000 Introduction to Fire Science may be awarded for the successful completion of a Florida Fire Fighting Minimum Standards Course from an accredited institution. To be awarded credit, a student must:

1. Complete the PHCC Application Form, with the appropriate fee.
2. Supply the PHCC Records Office a copy of the Florida Fire Fighting Minimum Standards Course/Program Certificate and a transcript that demonstrates successful completion.

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

ASSOCIATE IN SCIENCE IN HOSPITALITY MANAGEMENT

This program prepares students to function at the management level in the hospitality management field. With work experience in the field, a position as cafeteria manager, chef, private club manager, restaurant manager, school food manager, or related title might be obtained.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
FSS 1004	Introduction to Food Service	3	
FSS 1202C	Basic Food Preparation	4	
FSS 1401	Food Service Equipment	3	
MGF 1202	Finite Mathematics	3	
Elective	Area II*	3	
ENC 1102	English Composition II		3
FSS 1221C	Quantity Food Preparation		4
HUN 1001	Nutrition		3
FSS 1610	Food Merchandising		3
FSS 1940	Hospitality Management Practicum I		3
		19	16
SOPHOMORE			
MNA 1300	Personnel Relationships in Business	3	
FOS 2201	Food Service Sanitation and Safety	3	
FSS 2120	Food Purchasing and Storage	3	
FSS 2941	Hospitality Management Practicum II	3	
Elective	Biological Sciences (BSC, OCE, or ZOO)	3	
FSS 2500	Food Accounting and Cost Control		3
FSS 2300	Food Service Supervision and Management		3
FSS 2942	Hospitality Management Practicum III		4
SLS 2420	Career Enhancement		1
CGS 1100	Microcomputer Applications for Business and Economics I		3
		15	14
	Total Hours:		64

*See Associate in Science General Education Requirements

NOTE: Since fall 1994, six hours of credit toward an Associate in Science degree in Hospitality Management will be granted for the successful completion with a "C" average or higher (8763200) Essentials of Commercial Foods Program at the Marchman Vocational Technical Center. Credit will be awarded for:

FSS 1004	Introduction to Food Service
FSS 1202C	Basic Food Preparation

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

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

The purpose of this program is to prepare a human services specialist 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
FRESHMAN			
*HUS 1001	Introduction to Human Services	3	
ENC 1101	English Composition I	3	
PSY 1012	Introduction to Psychology	3	
SYG 2000	Introduction to Sociology	3	
SLS 1211	Individual Discovery	3	
ENC 1102	English Composition II		3
HUS 1110	Basic Counseling Skills		3
DEP 2002	Child Psychology (or DEP 2004 Life Span Development)		3
POS 2041	American Federal Government		3
CLP 2140	Abnormal Psychology		3
		<hr/>	<hr/>
		15	15
SOPHOMORE			
HUS 2525	Issues in Mental Health	3	
DEP 2302	Adolescent Psychology (or DEP 2004 Life Span Development)	3	
BSC 1092	Human Biology	3	
HUS 2940	Human Services Practicum I	4	
SYG 2010	Social Problems	3	
HUS 2531	Substance Abuse Counseling		3
DEP 2401	Adult Psychology (or DEP 2004 Life Span Development)		3
HUS 2941	Human Services Practicum II		4
Mathematics	Any Math course 1000 level or higher (including QMB 1001), except MGF 1118 or MTB 2370		3
HS Elective	GEY 2000 Introduction to Gerontology or HUS 2403 The Disabled Experience		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
		<hr/>	<hr/>
		16	19
<i>Total Hours:</i>			65

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

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

*Students pursuing the AS Degree in Human Services should complete this course during their first semester of attendance.



ACADEMIC PROGRAMS

ASSOCIATE IN SCIENCE IN LEGAL ASSISTING

The purpose of this program is to prepare students for employment as paralegal assistants in law offices, government agencies, corporations, financial institutions, and title insurance companies. This program is also designed to provide supplemental training for persons already employed as paralegal assistants. 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
FRESHMAN			
ENC 1101	English Composition I	3	
Elective	Area III ¹	3	
OST 1711	Word Processing Applications I	3	
PLA 1003	Introduction to Legal Assisting and Legal Ethics	3	
PLA 1204	Civil Procedure	3	
PLA 1763	Law Office Management		2
Elective	Area IV ¹		3
Elective	Area V ¹		3
PLA 1303	Criminal Law for Legal Assistants		3
PLA 1263	Evidence and Trial Practice		3
QMB 1001	Business Mathematics		3
		15	17
SOPHOMORE			
PLA 2803	Domestic Relations	3	
BUL 2241	Business Law I	3	
PLA 2273	Torts	3	
POS 2041	American Federal Government	3	
PLA 2104	Legal Research and Writing I	3	
BUL 2242	Business Law II		3
PLA 2540	Real Property Law		3
PLA 2603	Wills, Estates and Trusts		3
PLA 2114	Legal Research and Writing II		3
PLA 2445	Commercial Transactions		2
PLA 2465	Debtor, Creditor, and Bankruptcy		3
		15	17
		Total Hours:	64

¹See Associate in Science General Education Requirements

Suggested Additional Courses:

CGS 1100	Microcomputer Applications for Business & Economics I
OST 1100	College Keyboarding I
OST 2401	Office Technology
PLA 2949	Cooperative Legal Practicum

Students pursuing the AS degree in Legal Assisting should complete *PLA 1003 Introduction to Legal Assisting and Legal Ethics* during their first semester of attendance. *PLA 1204 Civil Procedure* is a prerequisite to *PLA 1263 Evidence and Trial Practice*.

Please see course descriptions for other prerequisites and corequisites.



ASSOCIATE IN SCIENCE IN MARKETING MANAGEMENT

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
GEB 1011	Introduction to Business	3	
MAR 1011	Principles of Marketing	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
OST 1100	College Keyboarding I	3	
MNA 1345	Principles of Supervision	3	
QMB 1001	Business Mathematics		3
MKA 1021	Salesmanship		3
Elective	Area IV ¹		3
MKA 1302	Marketing Practicum I		3
Elective	Area III ¹		3
		<u>18</u>	<u>15</u>
SOPHOMORE			
ACG 2021	Principles of Financial Accounting	3	
BUL 2241	Business Law I	3	
MNA 1300	Personnel Relationships in Business	3	
MKA 1312	Marketing Practicum II	3	
Elective	Area II ¹	3	
MKA 2322	Marketing Practicum III		3
ECO 2013	Principles of Economics I		3
MKA 2041	Principles of Retailing		3
MKA 2511	Principles of Advertising		3
Elective	Area V ¹		3
SLS 2420	Career Enhancement		1
		<u>15</u>	<u>16</u>
	<i>Total Hours:</i>		64

¹See Associate in Science General Education Requirements

Suggested Additional Courses:

ACG 2071	Principles of Managerial Accounting
BUL 2242	Business Law II
CGS 2101	Microcomputer Applications for Business & Economics II
ECO 2023	Principles of Economics II
OST 1811	Desktop Publishing
OST 2335	Business Communications

NOTE: Effective fall 1995, three hours of credit toward an Associate in Science degree in Marketing Management will be granted for the successful completion with a "C" average or higher in 880600 Academy of Fashion Marketing or 8812100 Academy of Entrepreneurship taken at Marchman Vocational Center.

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

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

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

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

*Prerequisites

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		Session I	Session II	Session III	Session IIIB
FRESHMAN					
MTB 2370	Applied Mathematics for Allied Health	1			
ENC 1102	English Composition II				3
BSC 1086	Human Anatomy & Physiology II	3			
BSC 1086L	Human Anatomy & Physiology II Laboratory	1			
DEP 2004	Life-Span Development		3		
NUR 1020C	Fundamentals of Nursing	10			
NUR 1710C	Adult Nursing I/Generic Track		10		
NUR 1520C	Mental Health Nursing			5	
**Elective	Elective			(4)	or (4)
		<u>15</u>	<u>13</u>	<u>5 (9)</u>	<u>3 (7)</u>
SOPHOMORE					
NUR 2460C	Maternal-Child Nursing	10			
NUR 2711C	Adult Nursing II/Generic Track		10		
NUR 2820	Nursing Role & Scope	2			
		<u>12</u>	<u>10</u>		
	General Education	25 Semester Hours			
	Nursing Education	47 Semester Hours			
	Total Hours	72 Semester Hours			

*These 10 hours of prerequisites must be completed before admission to the program and are included in the 25 hours of General Education requirements.

Special Program Requirements

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

Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary to graduate.

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

**Computer literacy is REQUIRED for students enrolled in this program. Students who lack computer skills are required to complete a computer course.

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

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

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

Upon acceptance and enrollment into this program, students will receive 20 advanced semester hours credit, based on practical nursing education.

*Prerequisites

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
PSY 1012	Introduction to Psychology	3
ENC 1101	English Composition I	3
DUP 2034	Life-Span Development	3
BSC 1085	Human Anatomy & Physiology I	3
BSC 1085L	Human Anatomy & Physiology I Laboratory	1
BSC 1086	Human Anatomy & Physiology II	3
BSC 1086L	Human Anatomy & Physiology II Laboratory	1
MTB 2370	Applied Mathematics for Allied Health	1
		<u>18</u>

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		Session IIIA	Session I	Session II
FRESHMAN				
ENC 1102	English Composition II	3		
NUR 1001C	Adult Nursing I/LPN Track	4		
		<u>7</u>		
SOPHOMORE				
NUR 1520C	Mental Health Nursing		5	
NUR 2412C	Maternal-Child Nursing/LPN Track		6	
NUR 2820	Nursing Role & Scope		2	
NUR 2720C	Adult Nursing II/LPN Track			10
**Elective	Elective			4
			<u>13</u>	<u>14</u>
	General Education	25 Semester Hours		
	Nursing Education	47 Semester Hours		
	Total Hours	<u>72 Semester Hours</u>		

*These 18 hours of prerequisites must be completed before admission to the program and are included in the 25 hours of General Education requirements.

*This Program Track begins with Session IIIA.

Special Program Requirements

An academic average of "C" or higher and a grade of "Pass" in the clinical portion must be earned in each nursing course in order to continue in the Nursing Program. Nursing courses may be repeated only on the recommendation of the nursing faculty and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if space is available. Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary for graduation.

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

**Computer literacy is REQUIRED for students enrolled in this program. Students who lack computer skills are required to complete a computer course.

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

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

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

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

*Prerequisites

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT			
		Session I	Session II	Session III	Session IV
	FRESHMAN				
MTB 2370	Applied Mathematics for Allied Health	1			
ENC 1102	English Composition II				3
BSC 1086	Human Anatomy & Physiology II	3			
BSC 1086L	Human Anatomy & Physiology II Laboratory	1			
DEP 2004	Life-Span Development		3		
NUR 1020C	Fundamentals of Nursing	10			
NUR 1991C	Adult Nursing I/Paramedic Track		4		
NUR 2994C	Maternal-Child Nursing/Paramedic Track		6		
**Elective	Elective			4	
NUR 1520C	Mental Health Nursing			<u>5</u>	
		15	13	9	3
	SOPHOMORE				
NUR 2995C	Adult Nursing II/Paramedic Track	6			
NUR 2996C	Adult Nursing III/Paramedic Track	4			
NUR 2820	Nursing Role & Scope	<u>2</u>			
		12			
	General Education	25 Semester Hours			
	Nursing Education	47 Semester Hours			
	Total Hours	72 Semester Hours			

*These 10 hours of prerequisites must be completed before admission to the program and are included in the 25 hours of General Education requirements.

Special Program Requirements

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

Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary to graduate.

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

**Computer literacy is REQUIRED for students enrolled in this program. Students who lack computer skills are required to complete a computer course.

ASSOCIATE IN SCIENCE IN OFFICE SYSTEMS TECHNOLOGY

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

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT	
		Session I	Session II
FRESHMAN			
ENC 1101	English Composition I	3	
*OST 1100	College Keyboarding I	3	
OST 1271	Speedwriting	3	
QMB 1001	Business Mathematics	3	
GEB 1011	Introduction to Business	3	
OST 1321	Electronic Office Machines	3	
Elective	Area IV ¹		3
CGS 1100	Microcomputer Applications for Business & Economics I		3
OST 1110	College Keyboarding II		3
Elective	(See Suggested Electives in Word-Information Processing Option below)		3
OST 1711	Word Processing Applications I		3
		<u>18</u>	<u>15</u>
SOPHOMORE			
ACG 2021	Principles of Financial Accounting	3	
OST 2401	Office Technology	3	
OST 2311	Lotus for the Office	3	
OST 2335	Business Communications	3	
Elective	Area V ¹	3	
OST 1811	Desktop Publishing		3
OST 2601	Electronic Machine Transcription		3
MNA 1300	Personnel Relationships in Business		3
Elective	Area II ¹		3
Elective	Area III ¹		3
		<u>15</u>	<u>15</u>
		<i>Total Hours:</i>	63

¹See Associate in Science General Education Requirements

*OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with elective hours from the Suggested Office Systems Electives listed at the bottom of the page.

WORD-INFORMATION PROCESSING OPTION

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

Suggested Office Systems Electives:

ACG 2071	Principles of Managerial Accounting	MAN 1800	Small Business Management
BUL 2241	Business Law I	MAR 1011	Principles of Marketing
BUL 2242	Business Law II	MKA 1021	Salesmanship
CGS 1000	Computer Concepts	MKA 2041	Principles of Retailing
CGS 2101	Microcomputer Applications for Business & Economics II	MKA 2511	Principles of Advertising
ECO 2013	Principles of Economics I	MNA 1345	Principles of Supervision
ECO 2023	Principles of Economics II	OST 1722	Word Processing - Applications II

CERTIFICATE PROGRAM – OFFICE SYSTEMS SPECIALIST

This 30-credit-hour program is designed to provide the necessary skills for students who plan to seek employment in a clerical position such as file clerk, clerk typist, general office clerk, receptionist, or transcribing machine operator. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Systems Technology Program.

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

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
	<i>Session I</i>		
*OST 1100	College Keyboarding I	3	
OST 2311	Lotus for the Office	3	
QMB 1001	Business Mathematics	3	
CGS 1100	Microcomputer Applications for Business & Economics I	3	
	<i>Session II</i>		
OST 1110	College Keyboarding II	3	
OST 2401	Office Technology	3	
OST 1811	Desktop Publishing	3	
OST 2335	Business Communications	3	
	<i>Session III</i>		
OST 2601	Electronic Machine Transcription	3	
MNA 1300	Personnel Relationships in Business	3	
		<u>3</u>	
	<i>Total Hours:</i>	30	

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

WORD-INFORMATION PROCESSING OPTION

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



ASSOCIATE IN SCIENCE IN PHYSICAL THERAPIST ASSISTANT

This 74-credit-hour program is a joint program between Pasco-Hernando Community College and St. Petersburg Junior College. It is designed to prepare students for careers as physical therapist assistants. A state licensing examination is given by the Florida Board of Physical Therapy Practice.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT						
		Pre-Entry	First Year			Second Year		
			I	II	III	I	II	
I. GENERAL EDUCATION COURSES								
ENC 1151-1152	Communications I, II or		3	3				
ENC 1101-1102	^a Composition I, II		(3)	(3)				
Elective	^b Humanities/Fine Arts						3	
Mathematics	Any college-level course with an MAC, MAT, MGF, or STA prefix					3		
PSY 1012	General Psychology				3			
PHD 1603	^c Applied Ethics				2			
Computer	^c Computer Competency Requirement							
II. SUPPORT COURSES								
BSC 1085-1086	^b Human Anatomy & Physiology I, II	3		3				
BSC 1085L-1086L	^c Human Anatomy & Physiology I, II Lab	1		1				
DEP 2004	Developmental Psychology of the Life Span						3	
HSC 1149C	General Pharmacology for Health Professionals			1				
<i>The following courses must be taken in sequence:</i>								
III. Courses within the Major								
PHT 1120	Functional Anatomy & Kinesiology		3					
PHT 1120L	Functional Anatomy & Kinesiology Laboratory		2					
PHT 1250	Introduction to Basic Patient Care		3					
PHT 1250L	Basic Patient Care Lab		3					
PHT 1251	Physical Therapy Principles & Procedures			3				
PHT 1251L	Physical Therapy Principles & Procedures Lab			3				
HSC 1531	^f Medical Terminology			2				
PHT 1801L	Physical Therapy Clinical Practice I				4			
PHT 2220	Therapeutic Exercise in Physical Therapy					2		
PHT 2220L	Therapeutic Exercise in Physical Therapy Lab					1		
PHT 2252	Orthopedic Disabilities & Treatment					3		
PHT 2252L	Orthopedic Disabilities & Treatment Lab					1		
PHT 2253	Neurological Disabilities & Treatment						3	
PHT 2810L-2820L	Physical therapy Clinical Practice II, III					4	6	
PHT 2931	Trends in Physical Therapy						2	
		4	14	16	9	17	14	
		<i>Total Hours:</i>				74		

^a Students taking ENC 1101-1102 must also take one of the following Speech courses: SPC 1015, SPC 1025, SPC 1062, or SPC 1413 (SPC 2600 must be taken at PHCC).

^b See the list of appropriate course options under General Education Requirements for the A.S. Degree in the SPJC College Catalog or the PHCC College Catalog.

^c See the list of computer competency course options under General Educational Requirements for the A.S. Degree in the SPJC College Catalog (ENC 1101 taken at PHCC will satisfy this requirement).

^d Completion of BSC 1085, 1085L, 1086, and 1086L satisfy the Personal Wellness requirement.

^e PHT 1600 Applied Ethics taken at PHCC will satisfy this requirement.

^f HSC 2531 Medical Terminology taken at PHCC will satisfy this requirement.

TECHNICAL CREDIT PROGRAMS

The Technical Credit Certificate will be awarded upon satisfactory completion of a planned technical credit certificate program of post-secondary studies in a specialized area. A minimum of 25% of the program, 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. Many Technical Certificate Programs are open-entry.

Courses in these programs are not considered as college credit and will not transfer to a university. Technical Credit Programs are designed to prepare the student for an entry-level job. (See Listing of Technical Courses for instructional hours.)

NOTE: STUDENTS WHO COMPLETE A TECHNICAL CREDIT CERTIFICATE PROGRAM MUST HAVE ACHIEVED THE STATE DESIGNATED SCORE ON THE APPROPRIATE LEVEL OF THE TEST FOR ADULT BASIC EDUCATION (TABE) BEFORE A CERTIFICATE CAN BE ISSUED.

The Technical Credit Certificate Programs offered at PHCC are:

<ul style="list-style-type: none"> Child Care Supervision Coder Specialist Cosmetology Correctional Officer Dental Assisting Fire Fighting Health Unit Coordinator Landscape and Turf Operations 	<ul style="list-style-type: none"> Law Enforcement/Auxiliary Officer Law Enforcement/Basic Recruit Medical Record Transcribing Medical Secretarial/Examining Room Assistant Patient Care Assistant/Home Health Aide Practical Nursing Applied Welding
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TECHNICAL CERTIFICATE PROGRAM – CHILD CARE SUPERVISION

The purpose of this 29-technical-credit-hour program is to prepare students for initial employment as child care supervisors, child care attendants, child care aides, child care workers, family day care home operators, clinic day care center workers, or to provide supplemental training for persons previously or currently employed in these occupations. This program is recognized by the State of Florida as an equivalent to the Child Development Associate (CDA) credential.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS</i>	<i>CREDIT</i>
GEB 0212	Writing and Speaking for Business	2	
HEV 0111	Child Growth and Development	2.5	
* HEV 0183	Child Growth and Development Practicum	3	
HEV 0116	Teaching Young Children	2.5	
* HEV 0187	Teaching Young Children Practicum	3	
SLS 0301	Professional Career Development	2	
HEV 0137	Creating a Positive Classroom	2	
* HEV 0182	Creating a Positive Classroom Practicum	3	
HEV 0104	Child Care Center Operation	2	
* HEV 0162	Child Care Center Operation Practicum	3	
*+HEV 0173	Child Care Supervision Clinical	4	
Total: 29 technical credits			

Special Program Requirements:

An academic average of "C" or higher in the program and a grade of "Satisfactory/Pass" (P) in the practicums and clinical must be earned in order to receive a Child Care Supervision technical certificate.

+CPR certification and First Aid are prerequisites of this course. Students need to take either the American Heart Association Course Pediatric BLS "D" or the American Red Cross Infant/Toddler - CPR course. Also, students need to take an American Red Cross Child Care First Aid or National Safety Council Child First Aid course.

TECHNICAL CERTIFICATE PROGRAM – CODER SPECIALIST

This 19-technical-credit-hour program is designed to prepare students for employment as coders, medical record coders, coding technicians, coding clerks, or coder specialists. The program includes instruction in medical terminology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, and employability skills.

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
GEB 0212	Writing and Speaking for Business	2	
OTA 0101	Keyboarding I	2	
HSC 0531	Medical Language I	1	
GEB 0212	Writing and Speaking for Business	2	
COJ 0002	Introduction to Microcomputer Applications	2	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
+ MRE 0203	Coding for Medical Records	6	
MRE 0430	Fundamentals of Disease Process	1	
SLS 0301	Professional Career Development	2	
MRE 0440	Pharmacology for Health Care Professionals	1	

Total: 19 technical credits

Special Program Requirements:

An academic average of "C" or higher must be earned in the program in order to receive a Coder Specialist technical certificate.

+An approved 4-hour AIDS Seminar and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.



ACADEMIC PROGRAMS

TECHNICAL CERTIFICATE PROGRAM - CORRECTIONAL OFFICER

The purpose of this 18.5-technical-credit-hour program is to prepare student for entry-level employment as correctional officers. The program is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.

Prerequisites

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

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
CJD 0710	Criminal Justice Legal I	1.5	
CJD 0711	Criminal Justice Legal II	1.5	
CJD 0712	Criminal Justice Communications	1.5	
CJD 0704	Criminal Justice Defensive Tactics	2.5	
CJD 0705	Criminal Justice Weapons	2	
CJD 0254	Criminal Justice Medical First Responder	1.5	
CJD 0741	Criminal Justice Emergency Preparedness	1	
CJD 0713	Criminal Justice Interpersonal Skills I	2	
CJD 0715	Criminal Justice Physical Fitness/Wellness	1	
CJD 0750	Criminal Justice Interpersonal Skills II	2	
CJD 0752	Correctional Operations	2	

Total: 18.5 technical credits

Special Program Requirements:

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

Concurrent Certification:

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

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
CJD 0730	Law Enforcement Legal III	1	
CJD 0731	Law Enforcement Patrol	1.5	
CJD 0732	Law Enforcement Traffic	1.5	
CJD 0723	Law Enforcement Vehicle Operations	2	
CJD 0734	Law Enforcement Investigations	2	

Total: 26.5 technical credits

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

Periodically, a combined academy may be offered. Students completing the combined academy will be able to take the certification exams for Corrections and for Law Enforcement.

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

TECHNICAL CERTIFICATE PROGRAM – COSMETOLOGY

This specialized 40-technical-credit-hour program is designed to prepare persons for initial employment in the field of cosmetology. Upon satisfactory completion of this program, a graduate receives a certificate in Cosmetology and is eligible to sit for the Florida Board of Cosmetology Licensure Examination. 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. Professional liability insurance fee is required. The period of coverage is from August through July.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Technical Hours	Credit
*COS 0590	Laboratory Practices, Hair, and Scalp Care	5	
*COS 0301	Hair Shaping	5	
*COS 0400	Hairstyling	5	
COS 0644	Permanent Waving/Restructuring	5	
COS 0700	Hair Coloring	5	
CSP 0006	Nail Care	5	
COS 0870	Skin Care/Entrepreneurship	5	
COS 0070	Employability Skills/State Board and Florida Cosmetology Law	5	

Total: 40 technical credits

*A student transferring from an accredited Cosmetology Training Program who has successfully completed a minimum of 450 hours of instruction may receive credit for these three courses: COS 0590, Laboratory Practices, Hair, and Scalp Care; COS 0301, Hair Shaping; and COS 0400, Hairstyling. A student must complete at least 10 technical credits at PHCC to be eligible to receive a certificate.

Special Program Requirements:

A student must earn an average of "C" or higher in each program course in order to receive a Cosmetology Technical Certificate. Remedial education may be required for students who score below the state-required minimums on the Test of Adult Basic Education (TABE).

TECHNICAL CERTIFICATE PROGRAM – DENTAL ASSISTING

A limited access program with documents required for admission listed in the application materials.

This 20-technical-credit-hour program is designed to prepare students for employment as dental assistants and dental auxiliaries. The program meets the standards of the Florida Board of Dentistry. Graduates of the program are eligible for employment as dental assistants with expanded functions and radiography skills. Professional liability fee is required.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT	
		Session I	Session II
DEA 0000	Introduction to Dental Assisting	.5	
DEA 0300	Preventive Dentistry for the Dental Assistant	.5	
DEA 0800C	Dental Assisting Clinical Procedures I	2	
DEA 0021	Dental Anatomy	1	
DEA 0200C	Dental Radiography/Dental Assisting	2	
DEA 0400	Anatomy and Physiology/Dental Assisting	1	
DEA 0209	Dental Office Management/Dental Assisting	.5	
DEA 0801C	Dental Assisting Clinical Procedures II	1.5	
DEA 0026C	Expanded Functions/Dental Assisting	1	
+DEA 0931	Dental Office Emergencies	.5	
DEA 0100C	Dental Materials	1.5	
DEA 0850L	Clinical Externship I/Dental Assisting	4	
DEA 0851L	Clinical Externship II/Dental Assisting		4
		16	4

Total: 20 technical credits

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

Special Program Requirements:

A grade of "C" or higher and a grade of "P" or "Pass" in the clinical portion, if applicable, must be earned in each course in order to continue in the program. Courses may be repeated only on the recommendation of the dental faculty and the Chair of the Admissions Committee for Special Programs, approval of the Vice President of Instructional Services, and if class space is available.

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

ACADEMIC PROGRAMS

TECHNICAL CERTIFICATE PROGRAM – FIRE FIGHTING

The purpose of this program is to prepare students for employment as fire fighters. The 13-vocational-credit-hour-program prepares students for certification as a fire fighter in accordance with Florida Statutes.

Prerequisites

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

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
FFP 0077	First Responder and Fire Terminology	2	
FFP 0602	Fire Behavior Tools and Equipment	2	
FFP 0640	Fire Hose and Fire Streams	2	
FFP 0065	Fire Physical Fitness, Ventilation, and Salvage	2	
FFP 0069	Fire Rescue and Controlled Burns	2	
FFP 0932	Fire Fighting Review Course	1	
FFP 0067	Hazardous Materials and Fire Review	2	

Total: 13 technical credits

Special Program Requirements:

A student must earn an academic average of "C" or higher in each fire fighting course in the program to be eligible to receive a certificate. To be eligible for the state exam, a student must complete all requirements set forth by the college and the B.F.S.T. Students must attend a minimum of 360 hours of the 390-hour program. Some class experiences, however, have a mandatory attendance requirement. Uniforms must be worn by fire fighting students. The Fire Fighting program termination policy will be strictly enforced. Roll call will be held at each class meeting, and attendance is considered an essential requirement of fire fighting students. All college policies will be enforced.

TECHNICAL CERTIFICATE PROGRAM – HEALTH UNIT COORDINATOR

This 20-technical-credit-hour program is designed to prepare students for employment as health unit coordinators. Some of the topics included in the program are: interpreting medical terminology; performing clerical duties; reading, interpreting, and coordinating physicians' orders; legal and ethical responsibilities; and performing supervised clinical duties. Professional liability insurance fee is required.

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
GEB 0212	Writing and Speaking for Business	2	
HSC 0531	Medical Language I	1	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
OTA 0101	Keyboarding I	2	
CGS 0002	Introduction to Microcomputer Applications	2	
MRE 0430	Fundamentals of Disease	1	
MRE 0440	Pharmacology for Health Care Professionals	1	
SLS 0301	Professional Career Development	2	
WCL 0241	Health Unit Management	2	
CVT 0507	Basic Arrhythmias	1	
+*WCL 0200	Health Unit Coordinator Clinical	4	

Total: 20 technical credits

Special Program Requirements:

A grade of "Pass" in WCL 0200 and an academic average of "C" or higher must be earned in the program in order to receive a Health Unit Coordinator technical certificate.

*A completed Physical Examination Report (SAR-40-A) is a prerequisite for this course.

+An approved 4-hour AIDS seminar and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CERTIFICATE PROGRAM – LANDSCAPE OPERATIONS

This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial and supervisory employment in the ornamental horticulture/landscape operations industry. Skill job titles include: nursery worker, nursery plant salesperson/buyer, landscaper, greenhouse operator, landscape maintainer, groundskeeper, and supervisor in each area. Garden and yard care are also covered. A cumulative grade-point average (GPA) of not less than 2.0 or "C" must be achieved. Only those courses that are part of the program are included in computing the program GPA. Employability skills are included. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS</i>	<i>CREDIT</i>
ORH 0000	Introduction to Ornamental Horticulture	3	
ORH 0510	Identification of Ornamental Plants I	3	
ORH 0023	Introduction to Plant Growing Media	3	
ORH 0021	Ornamental Plant Propagation	3	
ORH 0251	Nursery/Garden Center Design & Operation	3	
ORH 0511	Identification of Ornamental Plants II	3	
ORH 0260	Greenhouse Operations	2	
ORH 0800	Landscaping and Design	3	
ORH 0806	Landscape Installation and Maintenance	3	
IPM 0631	Ornamental Plant Pest Control	3	
ORH 0220	Introduction to Lawns and Lawn Care	3	

Total: 32 technical credits

TECHNICAL CERTIFICATE PROGRAM – LAW ENFORCEMENT AUXILIARY OFFICER

This program is designed to prepare candidates for employment/appointment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer.

Prerequisites

Candidates must be sponsored by a local law enforcement agency.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS</i>	<i>CREDIT</i>
CJD 0102	Criminal Law for Auxiliary Law Enforcement Officers	1	
CJD 0101	Patrol and Investigative Procedures for Auxiliary Law Enforcement Officers	1	
CJD 0104	Defensive Tactics for Auxiliary Officers	1	
CJD 0705	Criminal Justice Weapons	2	
CJD 0103	Auxiliary Law Enforcement Medical First Responder	1	

Total: 6 technical credits

Special Program Requirements:

Criminal Justice Standards and Training Commission regulations must be met. The attendance policy required by the Commission is 90%. However, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by academy cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. A list of required supplies will be given at orientation. An academic average of "C" or higher is required for all academic tests administered during each course. The grade of "pass" is required in all courses requiring the demonstration of proficiency. The cadet will be dropped from the course if these requirements are not met. Upon completion of the program, the auxiliary cadet may apply to a law enforcement agency for appointment as an auxiliary officer.

TECHNICAL CERTIFICATE PROGRAM - LAW ENFORCEMENT/ BASIC RECRUIT

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

Prerequisites

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

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT
CJD 0710	Criminal Justice Legal I	1.5
CJD 0711	Criminal Justice Legal II	1.5
CJD 0712	Criminal Justice Communications	1.5
CJD 0704	Criminal Justice Defensive Tactics	2.5
CJD 0705	Criminal Justice Weapons	2
CJD 0715	Criminal Justice Physical Fitness/Wellness	1
CJD 0254	Criminal Justice Medical First Responder	1.5
CJD 0730	Law Enforcement Legal III	1
CJD 0731	Law Enforcement Patrol	1.5
CJD 0713	Criminal Justice Interpersonal Skills I	2
CJD 0732	Law Enforcement Traffic	1.5
CJD 0723	Law Enforcement Vehicle Operation	2

Total: 21.5 technical credits

Special Program Requirements:

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

Concurrent Certification:

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

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT
CJD 0750	Criminal Justice Interpersonal Skills II	2
CJD 0741	Criminal Justice Emergency Preparedness	1
CJD 0752	Correctional Operations	2
CJD 0780	Legal Summary for Law Enforcement	1

Total: 27.5 technical credits

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

Periodically, a combined academy may be offered. Students completing the combined academy will be able to take the certification exams for Corrections and for Law Enforcement.

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

TECHNICAL CERTIFICATE PROGRAM – MEDICAL RECORD TRANSCRIBING

This program is designed to prepare students for employment as medical record transcriptionists in hospitals, for private physicians, and as independent contractors. The program includes instruction in advanced keyboarding skills, medical terminology, health care delivery systems, basics of medical records services, legal and ethical responsibilities, and employability and professional skills.

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
OTA 0101	Keyboarding I	2	
GEB 0212	Writing and Speaking for Business	2	
HSC 0531	Medical Language I	1	
CGS 0002	Introduction to Microcomputer Applications	2	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
HSC 0532	Medical Language II	1	
MTS 0231	Medical Record Transcribing I	2	
OTA 0611	Keyboarding II	2	
SLS 0301	Professional Career Development	2	
+MTS 0232	Medical Record Transcribing II	4	
MRE 0430	Fundamentals of Disease Process	1	
MRE 0440	Pharmacology for Health Care Professionals	1	

Total: 21 technical credits

Special Program Requirements:

An academic average of "C" or higher must be earned in the program in order to receive a Medical Record Transcribing technical certificate.

+An approved 4-hour AIDS seminar and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CERTIFICATE PROGRAM – MEDICAL SECRETARIAL/ EXAMINING ROOM ASSISTANT

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

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
GEB 0212	Writing and Speaking for Business	2	
HSC 0531	Medical Language I	1	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
CGS 0002	Introduction to Microcomputer Applications	2	
OTA 0101	Keyboarding I	2	
OTA 0609	Medical Office Procedures	3	
MTS 0231	Medical Record Transcribing I	2	
MEA 0200	Examining Room Procedures	3	
SLS 0301	Professional Career Development	2	
+OTA 0627	Medical Secretarial Clinical	3	
MRE 0430	Fundamentals of Disease	1	
MRE 0242	Pharmacology for Health Professionals	1	

Total: 24 technical credits

Special Program Requirements:

A grade of "Pass" in OFT 0627 and an academic average of "C" or higher must be earned in the program in order to receive a Medical Secretarial/Examining Room Assistant technical certificate.

+A completed Physical Examination Report (SAR-40-A), an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CERTIFICATE PROGRAM – PATIENT CARE ASSISTANT/HOME HEALTH AIDE

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

COURSE	DESCRIPTION	TECHNICAL HOURS	CREDIT
OTA 0101	Keyboarding I	2	
GEB 0212	Writing and Speaking for Business	2	
HSC 0531	Medical Language I	1	
HCP 0500	Personal Patient Care I	2	
HSC 0532	Medical Language II	1	
HSC 0641	Legal & Ethical Aspects in Health Care	1	
HCP 0300	Personal Patient Care II	2	
SLS 0301	Professional Career Development	2	
+*HCP 0940	Patient Care Assistant Clinical	3	

Total: 16 technical credits

Special Program Requirements

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

*A completed Physical Examination Report (SAR-40-A) is a prerequisite for this course

+An approved 4-hour AHA seminar and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CERTIFICATE PROGRAM – PRACTICAL NURSING

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

This 40-technical-credit-hour program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies as practical nurses, and is approved by the Florida State Board of Nursing. Upon satisfactory completion of the prescribed course work, a graduate is eligible to sit for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108. A graduate is also eligible to apply for admission to the Associate Degree in Nursing Program at the ADN-LPN entry point.

COURSE	DESCRIPTION	TECHNICAL HOURS CREDIT		
		Session I*	Session II*	Session IIIA**
PRN 0001C	Fundamentals of Practical Nursing	5		
PRN 0020	Body Structure and Function	1		
PRN 0030C	Pharmacology/PN	1		
+PRN 0200C	Medical-Surgical Nursing I	<u>9</u>		
		16		
PRN 0201C	Medical-Surgical Nursing II		12.5	
PRN 0202C	Medical-Surgical Nursing III		<u>4.5</u>	
			17	
PRN 0100C	Obstetrical Nursing			3.5
PRN 0110C	Pediatric Nursing			<u>3.5</u>
				7

Total: 40 technical credits

Based on entry date, courses may be in a different sequence in the last two terms.

*16-week session **6-week session

Computer literacy is required for students enrolled in this program. Students lacking computer skills must take a computer course. Computer-assisted instructional materials may be used in this program.

Special Program Requirements

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

+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

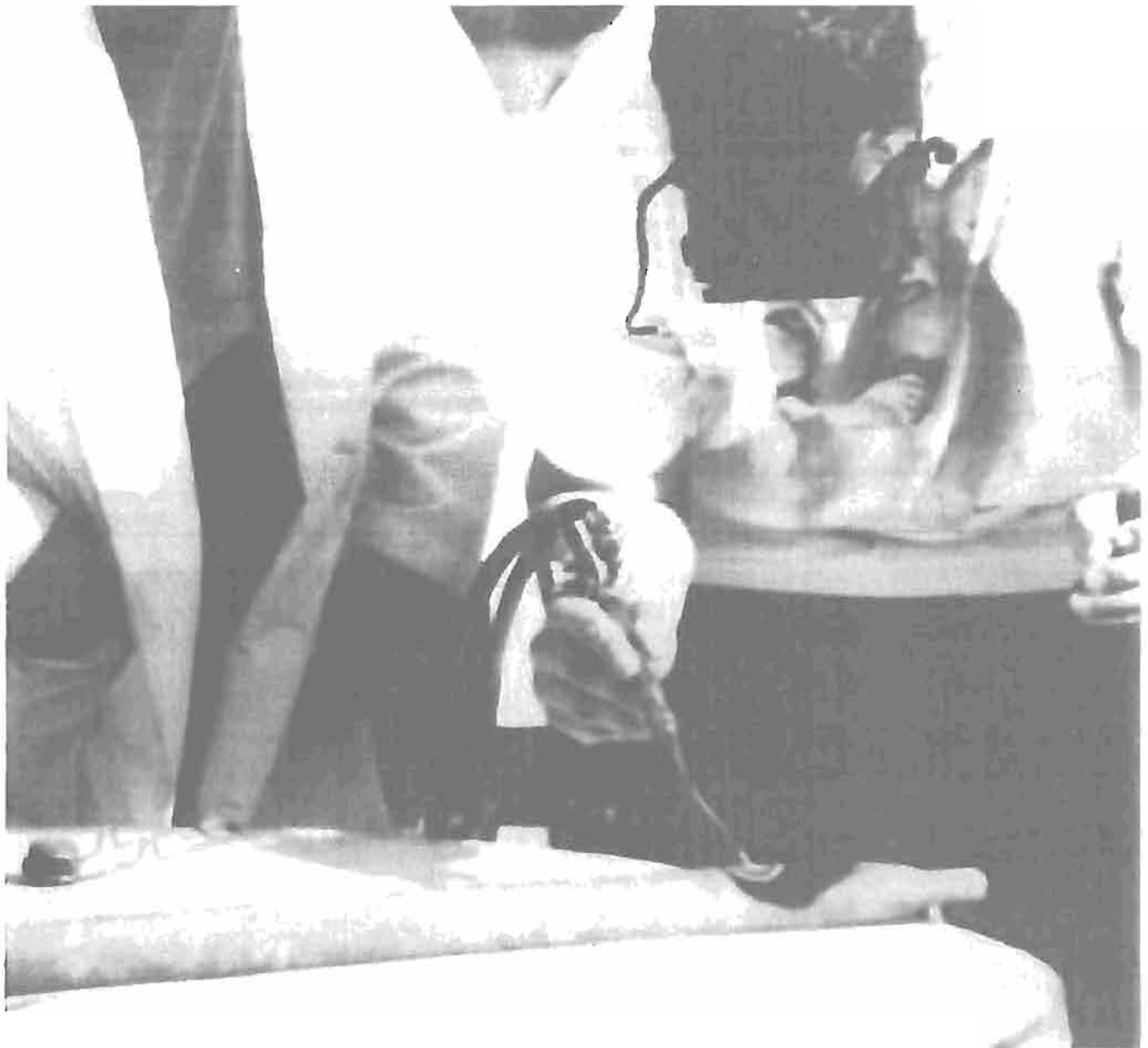
Completion of college preparatory courses may be required for students scoring below the state minimums on the Test of Adult Basic Education (TABE).

TECHNICAL CERTIFICATE PROGRAM – APPLIED WELDING

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

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS</i>	<i>CREDIT</i>
PMT 0121	Shielded Metal Arc Welding	3	
PMT 0135	Advanced Shielded Metal Arc Welding	3	
PMT 0106	Introduction and Oxy-Acetylene Welding	3	
PMT 0112	Advanced Specialty Oxy-Acetylene Welding	3	
PMT 0158	Specialty Shielded Metal Arc Welding	3	
PMT 0164	Fabrication of Metal Products Using S.M.A.W.	3	
PMT 0131	TIG Welding	3	
PMT 0122	S.M.A.W. High Technology Skills	3	
PMT 0134	MIG Welding	2	
PMT 0138	Advanced MIG/TIG Welding	2	
PMT 0175	Fabrication of Metal Products Using MIG/TIG Welding	2	

Total: 30 technical credits



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 PHCC, but may not be accepted by the institution to which a student transfers. An advisor will assist in providing information about courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

College-preparatory courses are **NOT** creditable as part of the basic 60-hour requirement for degrees. Vocational Certificate courses are **NOT** creditable toward the AA Degree.

Students may register for any course for which they have the necessary prerequisites (see below). A student who feels that he or she has sufficient training or experience to warrant an exception to a prerequisite should consult a PHCC advisor.

Students should not expect that all courses will be offered at each campus or in any given session. To determine when and where courses are to be offered, see a PHCC advisor.

Prerequisite and Corequisite Courses

A prerequisite is a requirement and/or course that **MUST** be completed **SUCCESSFULLY** before a student can enroll in another particular course. A corequisite is a particular course in which a student enrolls in conjunction with, i.e., in the same term as, another closely related course. Any prerequisite(s) and/or corequisite(s) for a course are noted in the "Listing of Courses" sections.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of the faculty discipline committees appointed for that purpose by the Florida

Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No laboratory component in this course



General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below).

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

Exceptions to the General Rule for Equivalency

The following are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- A. Courses in the _900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theatre, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and technical preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Associate Dean of Educational Services on the West Campus or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.



LISTING OF COLLEGE CREDIT & COLLEGE PREPARATORY COURSES

Animal Science

ASG 1002 Introduction to Animal Science 3 cr.
Students in this course will study the principles of animal science. Topics include the reproduction, raising, and production of farm animals. Primary emphasis is on beef and milk cattle, sheep, horses, and swine. Other animals are discussed. Students will learn the various breeds in each category of farm animal discussed as well as feed issues, diseases, and slaughtering processes. 48 class hours

Anthropology

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

ANT 2511 Introduction to Physical Anthropology 3 cr.
The study of humans as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of humans, principles of biological evolution, and human genetics are topics of emphasis. 48 class hours

Art

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. Lab fee required. 32 lecture hours and 32 laboratory hours

ART 1301C Drawing II 3 cr.
Prerequisite: ART 1300C. A continuation of ART 1300C. Lab fee required. 32 lecture hours and 32 laboratory hours

ART 2510 Painting I 3 cr.
Prerequisite: ART 1300C. Studio problems in painting involving contemporary styles, techniques, and materials of painting. Lab fee required. 32 lecture hours and 32 laboratory hours

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

PGY 1401C Photography I 3 cr.
A course designed to give the student an introduction to the camera, its mechanics, and use. Initial instruction is given on the photographic process, lighting scenes, exposure, development, and printing of photographs. Lab fee required. 32 lecture hours and 32 laboratory hours

PGY 1410C Photography II 3 cr.
Prerequisite: PGY 1401C or consent of instructor. A continuation of PGY 1401C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories, and darkroom techniques. Lab fee required. 32 lecture hours and 32 laboratory hours

Banking

BAN 1004 Principles of Banking 3 cr.
This course presents the basic functions and services provided by the banking industry. It provides a broad perspective of bank operations, terminology, and services. The topics include: banking in today's economy, language and documents of banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, and bank loans and investments. 48 class hours

BAN 1014 Loan and Discount 3 cr.
This course provides the essential facts about promissory notes, including calculating interest and discounting commercial paper; 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 2021. This course provides the techniques necessary for the evaluation of the financial condition and operating performance of a business. It includes accounting, business funds flow, the preparation of financial statements, and the technique of financial statement analysis. 48 class hours

BAN 1252 Real Estate Finance in Banking 3 cr.
This course provides a background in the varied real estate mortgage credit operations of commercial banks. It concentrates on the ways funds are channeled into the mortgage markets, financing of residential and special purpose property, and administrative tasks common to most mortgage departments. 48 class hours

BAN 2206 Credit Administration 3 cr.
This course describes the factors influencing and determining loan policy. It includes methods of credit investigation and analysis, credit techniques, specific credit problems, and secured and unsecured loans. Emphasis is also given to credit department organization and procedures, analysis of financial statements, and methods of dealing with borrowers in financial difficulty. 48 class hours

BAN 2240 Installment Credit 3 cr.
This course emphasizes installment lending techniques in commercial banks. It includes credit evaluation, open-end credit, marketing bank services, collection procedures, legal aspects of credit, financial statement analysis, insurance, and rate structure and yield analysis. 48 class hours

BAN 2400 Trust Functions and Services 3 cr.
This course provides an overview of the generally accepted principles of the law of estates, trusts, and agencies. It includes the trust functions and services encountered in the daily operations of a trust department. 48 class hours

BAN 2501 Money and Banking 3 cr.
This course stresses the practical application of the monetary and banking 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 2742 Bank Management 3 cr.
This course presents new trends that have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It includes objectives, planning, structure, control, and the interrelationships of various bank departments. 48 class hours

BAN 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

Biological Science

BOT 1010C Botany 4 cr.
A survey of the plant kingdom. This lecture/laboratory course is designed to acquaint the biology or science major with basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. Lab fee required. 48 lecture hours and 32 laboratory hours

BSC 1005 Introduction to Biology 3 cr.
Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test scores. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, diversity of life, evolution and ecology. 48 class hours

BSC 1010 Biology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: BSC 1005. Corequisite: BSC 1010L. An introduction to the biology of plants and animals. Topics include chemical foundations, cell biology, genetics and evolution. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 lecture hours

BSC 1010L Biology I Laboratory 1 cr.
Prerequisite: One year of high school biology and one year of high school chemistry. Corequisite: BSC 1010. A laboratory investigation into the biology of plants and animals. Topics include scientific instruments, chemical foundations, cell biology, photosynthesis and genetics. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1011 Biology II 3 cr.
Prerequisites: BSC 1010 and BSC 1010L (both completed with a grade of "C" or higher). Corequisite: BSC 1011L. Topics include prokaryotes, plants, fungi, the evolution of animal diversity, animal form and function and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 lecture hours

BSC 1011L Biology II Laboratory 1 cr.
Prerequisites: BSC 1010 and BSC 1010L (both completed with a grade of "C" or higher). Corequisite: BSC 1011. A continuation of BSC 1010L. Topics include plant biology, animal diversity, vertebrate anatomy and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1030 Introduction to Environmental Science 3 cr.
Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test scores. Recommended prerequisite: PSC 1311 or PSC 1341. The student is introduced to the process of maintaining patterns of interrelationships of plants and animals with their environments and biological communities, enabling students to make intelligent environmental decisions. The topics include ecosystems, communities, and populations; soils; pesticides; energy sources; local and current topics; air and water pollution; and land use planning. One required field trip. 48 class hours

BSC 1085 Human Anatomy and Physiology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (both completed with a grade of "C" or higher) or appropriate placement test scores. Recommended prerequisite: High school biology and chemistry, or BSC 1092. Corequisite: BSC 1085L. An introduction to the study of the human body, to include: biological and chemical foundations; cellular structure and dynamics; tissues; and the integumentary, skeletal, muscular, and nervous systems. 48 class hours

BSC 1085L Human Anatomy and Physiology I Laboratory 1 cr.
Corequisite: BSC 1085. This course provides laboratory support for the concepts taught in BSC 1085. Laboratory fee required. 32 laboratory hours

BSC 1086 Human Anatomy and Physiology II 3 cr.
Prerequisites: BSC 1085 and 1085L (both completed with a grade of "C" or higher). Corequisite: BSC 1086L. A continuation of BSC 1085. Emphasis is on the structure and function of the special senses and the digestive, respiratory, cardiovascular, lymphatic, endocrine, reproductive, and urinary systems. 48 class hours

BSC 1086L Human Anatomy and Physiology II Laboratory 1 cr.
Prerequisites: BSC 1085 and BSC 1085L (both completed with a grade of "C" or higher). Corequisite: BSC 1086. This course provides laboratory support for the concepts taught in BSC 1086. Lab fee required. 32 laboratory hours

BSC 1092 Human Biology 3 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate test score. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, metabolism, genetics, and body systems. 48 class hours

MCB 2010 Microbiology 3 cr.
Prerequisite: BSC 1010 and BSC 1010L, or BSC 1085 and BSC 1085L (both completed with grades of "C" or higher). Corequisite: MCB 2010L. A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their relationships to other organisms. 48 lecture hours

MCB 2010L Microbiology Laboratory 1 cr.
Prerequisite: BSC 1010 and BSC 1010L, or BSC 1085 and BSC 1085L. Corequisite: MCB 2010. A laboratory investigation into the biology of microbial organisms. Topics include microbial morphology, physiology and genetics. Lab fee required. 32 laboratory hours

OCE 2001 Introduction to Oceanography 3 cr.
Prerequisites: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test scores. Recommended prerequisite: PSC 1311 or PSC 1341. An introduction to the physical, chemical, and biological nature of the oceans. Topics include: the history and shape of the oceans; the physical and chemical properties of sea water; waves, tides, and ocean currents; and the biology and ecology of marine life. Credit can be earned as a science elective only. 48 class hours

Building Construction Technology

BCN 1220 Structures I 3 cr.
This course covers 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. This course covers 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.
This course includes the study of the residential and commercial plumbing practices based on the current Standard Plumbing Code. 48 class hours

BCN 1520 Electrical Systems 3 cr.
This course is 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 0012 or appropriate test score. This course teaches the computations of costs associated with typical construction projects to include labor, fees, and materials from take-off to final estimates. 48 class hours

BCN 2721 Construction Planning 3 cr.
Prerequisites: BCN 1220, BCT 1040, BCN 2610, and BCN 2765, or consent of instructor. This course is designed so that the student will be able to practice organizing and scheduling a building project. Time durations, scheduling, sequence of operations, project control, budgeting, and cash flow issues will be discussed. This is considered an advanced course. 48 class hours

BCN 2765 Codes, Contracts, and Specifications 3 cr.
Prerequisites: BUL 2241 and BCN 1220, or consent of instructor. This course includes a review of the various statutes, codes, contracts, and specifications that are related to the building industry. 48 class hours

BCT 1040 Basic Drafting and Blueprint Reading 3 cr.
Prerequisite: BCN 1220 or consent of instructor. This course includes 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. 48 class hours

ETD 1530C Architectural Drawing 3 cr.
Prerequisite: BCT 1040. The fundamentals of architectural drawing and design including both residential and commercial buildings are covered in this course. Lab fee required. 48 class hours

ETM 2610 Mechanical Systems 3 cr.
This course places emphasis on equipment design, performance, and maintenance of air-conditioning and heating systems. The course introduces the comfort control of houses and buildings. 48 class hours

SUR 2001C Surveying I 3 cr.
Prerequisite: MAC 1102 or higher. Students are expected to have a good working knowledge of mathematics, including some geometry. This course is 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

Business Administration and Management

ACG 2021 Principles of Financial Accounting 3 cr.
This course is an introduction to accounting concepts and principles followed in preparation of external reports. Emphasis will be placed on the principles and procedures applicable to the accounting cycle, asset valuation, income determination, liability measurement, and owner's equity. 48 class hours

ACG 2071 Principles of Managerial Accounting 3 cr.
Prerequisite: ACG 2021. This course provides an emphasis on managerial accounting concepts and systems. Topics include planning and control, decentralized operations, analyses for decision-making, financial analysis for management, and modern uses of accounting to nonprofit organizations. 48 class hours

BUL 2241 Business Law I 3 cr.
Business law considers the nature and source of laws, law courts, and courtroom procedures. Legal principles regarding crimes and torts with emphasis on contracts, personal property, and bailments and sales, along with relevant portions of the Uniform Commercial Code are discussed. 48 class hours

BUL 2242 Business Law II 3 cr.
Prerequisite: BUL 2241. Business law with emphasis on commercial paper, creditors' rights and secured transactions, agency and employment, partnerships, corporations, and real property. 48 class hours

ECO 2013 Principles of Economics I 3 cr.
An introductory course in macroeconomic principles and analysis. Areas covered include: economic features of society; 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; and the principles and problems of full employment without inflation. 48 class hours

ECO 2023 Principles of Economics II 3 cr.
This is a course in microeconomics that deals with markets and prices; supply and demand, competition, and market structures; distribution of income among factors of production; economic growth and development; and other economic systems. 48 class hours

GBB 1011 Introduction to Business 3 cr.
This is a survey course that covers the functional areas of business. Emphasis is placed on perspectives of business, management, marketing, finance, and quantitative tools. 48 class hours

GBB 2350 Business in an International Environment 3 cr.
This course explores the globalization of world business. Emphasis will be placed on gaining insight as to how business is conducted in different world markets and the form of competition as we progress to an international economy. Special care will be taken to give students the tools to analyze rapid change in the world business scene. The need to adapt to opportunities in business and to manage threats to plans and techniques will be covered. 48 class hours

MAN 1800 Small Business Management 3 cr.
A study of the principles of small business management. This course presents the principles and problems in planning, organizing, operating, and controlling a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, recordkeeping, insurance management, cost control, and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 48 class hours

MNA 1300 Personnel Relationships in Business 3 cr.
This course provides a study of personnel relationships as individuals and as group members. It will include practical application of effective work relationship skills needed in business and industry, to include: group dynamics; motivation; interpersonal perception; oral and written communications; leadership; management; decision making; problem solving; and employability skills. Designed for students in business and technical fields. 48 class hours

MNA 1345 Principles of Supervision 3 cr.
This course is a study of the basic concepts and major functions of modern supervision. Students receive introductory instruction in concepts and practices that define supervision, the role of the supervisor within the organization, personnel management, and relationships with special groups of employees. 48 class hours

QMB 1001 Business Mathematics 3 cr.
This course develops computational skills necessary for successful business management. In addition to a review of basic functions, topics include payroll and taxes, inventory, depreciation, simple and compound interest, and statistics. Emphasis is on developing computational ability. 48 class hours

Business – Marketing Management

MAR 1011 Principles of Marketing 3 cr.

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

MKA 1021 Salesmanship 3 cr.

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

MKA 1302 Marketing Practicum I 3 cr.

Prerequisite: MAR 1011 or consent of instructor. Marketing theory is applied through the development of individual practicum plans, which involve on-the-job training and special job-related assignments, with local businesses. Employability skills, including writing a resume and letter of application, are taught. This course is designed for students pursuing the AS Degree in Marketing Management.

MKA 1312 Marketing Practicum II 3 cr.

Continuation of MAR 1302.

MKA 2041 Principles of Retailing 3 cr.

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

MKA 2322 Marketing Practicum III 3 cr.

Continuation of MKA 1312.

MKA 2332 Marketing Practicum IV 3 cr.

Continuation of MKA 2322.

MKA 2511 Principles of Advertising 3 cr.

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

Business – Office Systems Technology

OST 1100 College Keyboarding I 3 cr.

This course is designed for students with little or no keyboarding experience. This course will include the correct techniques and basic skills in keyboarding, mastery of the computer keyboard, operation and care of the equipment, and the preparation of business letters, reports, and tabulated problems. Lab fee required. 48 class hours

OST 1110 College Keyboarding II 3 cr.

Prerequisite: OST 1100 or consent of instructor. This course is a continuation of OST 1100. Students will use WordPerfect software for advanced practice in business document production and skill-building applications. Lab fee required. 48 class hours

OST 1271 Speedwriting 3 cr.

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

OST 1321 Electronic Office Machines 3 cr.

This course is designed to train students to use various office equipment. Emphasis is placed on the 10 key touch system, records management, and additional business applications. 48 class hours

OST 1711 Word Processing Applications I 3 cr.

Prerequisite: OST 1100 or consent of instructor. This course develops the skills necessary to use WordPerfect software. Students will create, edit, format, and print various business documents. Lab fee required. 48 class hours

OST 1722 Word Processing Applications II 3 cr.

Prerequisite: OST 1711. This course is a continuation of OST 1711. 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. Lab fee required. 48 class hours

OST 1743 Electronic Writing 1 cr.

This course develops the skills necessary to use the microcomputer keyboard and word processing software to facilitate the writing of term papers, essays, reports, etc. Students will learn the correct keyboarding techniques and the appropriate formatting of reports. Lab fee required. 16 class hours

OST 1811 Desktop Publishing 3 cr.

Prerequisite: OST 1110 or consent of instructor. This course introduces the student to the desktop publishing features of WordPerfect software. Emphasis in the course will be on publications that office support personnel would produce such as flyers, newsletters, bulletins, in-house brochures, and covers for reports. A student enrolling in this course should have a working knowledge of the advanced applications of WordPerfect. Lab fee required. 48 class hours

OST 2311 Lotus for the Office 3 cr.

Prerequisite: OST 1100 or consent of instructor. This course is designed to teach the commands and functions of Lotus 1-2-3 used in a business office. Topics will be based on business situations covering spreadsheet applications, database functions, and graphics. This is a beginning Lotus course. Lab fee required. 48 class hours

OST 2335 Business Communications 3 cr.

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

OST 2401 Office Technology 3 cr.

Prerequisite: OST 1100 or consent of instructor. This course provides for the development of professional secretarial skills. Emphasis will be placed on decision-making. Instruction will include telephone techniques, public relations, team-building, good business grooming, and employability skills. Students will use WordPerfect software for document production. 48 class hours

OST 2601 Electronic Machine Transcription 3 cr.

Prerequisite or corequisite: OST 1110 or OST 1711 or consent of instructor. This course provides for the development of proficiency in machine transcription using transcribing machines. The course will also emphasize general grammar rules, vocabulary, and listening skills. Electronic equipment, including microcomputers, may be used for transcription. Lab fee required. 48 class hours

SLS 2420 Career Enhancement 1 cr.

This course explores the various facets of career development. Key factors of job selection, job search, and the interview will be considered. Personal traits related to job success and advancement are studied. Considerations for planning a career path are addressed. 16 class hours

Chemistry

CHM 1025 Introductory Chemistry 3 cr.

Prerequisite: REA 0002 and MAT 1033 (completed with grades of "C" or higher) or appropriate placement test scores. **Corequisite:** CHM 1025L. An introduction to fundamental concepts in chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical equations and calculations, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. This course is intended for students with no high school chemistry background or those who need a refresher course prior to entering CHM 2045. 48 lecture hours

CHM 1025L Introductory Chemistry Laboratory 1 cr.

Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate score on the math placement test. **Corequisite:** CHM 1025. A laboratory investigation into fundamental concepts of chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical reactions, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. Lab fee required. 32 laboratory hours

CHM 2045 General Chemistry and Qualitative Analysis I 3 cr.

Prerequisite: CHM 1025 and CHM 1025L or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. **Corequisite:** CHM 2045L. An introduction to fundamental concepts in chemistry. Topics include measurement, nomenclature, atomic theory, chemical equations and calculations, periodicity, gases, thermochemistry and chemical bonding. 48 lecture hours

CHM 2045L General Chemistry and Qualitative Analysis I Laboratory 1 cr.

Prerequisite: CHM 1025 or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate score on the math placement test. **Corequisite:** CHM 2045. A laboratory investigation into concepts, periodicity, thermochemistry, chemical bonding and gases. Lab fee required. 32 laboratory hours

CHM 2046 General Chemistry and Qualitative Analysis II 3 cr.

Prerequisite: CHM 2045 and CHM 2045L (both completed with a grade of "C" or higher). **Corequisite:** CHM 2046L. This course continues with fundamental concepts of chemistry begun in CHM 2045. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base concepts, solubility, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. 48 lecture hours

CHM 2046L General Chemistry and Qualitative Analysis II Laboratory 1 cr.

Prerequisite: CHM 2045 and CHM 2045L (both completed with a grade of "C" or higher). **Corequisite:** CHM 2046. A continuation of concepts in the general chemistry laboratory. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base chemistry, solubility, thermodynamics, electrochemistry and selected topics in organic chemistry. Lab fee required. 32 laboratory hours

CHM 2210C Organic Chemistry I 5 cr.

Prerequisite: CHM 2046 and CHM 2046L (both completed with a grade of "C" or higher). 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, stereo-chemistry, alkynes, and conjugated unsaturated systems. Lab fee required. 48 lecture hours and 64 laboratory hours

CHM 2211C Organic Chemistry II 5 cr.

Prerequisite: CHM 2210C. A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with elec-

trophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. Lab fee required. 48 lecture hours and 64 laboratory hours

College Preparatory

ENC 0010 Fundamentals of Writing 4 cr.

Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve the student's ability to write sentences and paragraphs. Grammar skills will be reviewed briefly, but emphasis is placed on writing exercises. A student entering this class is expected to have a knowledge of sentence structure, grammar, and punctuation. This course and the exit test must be completed with a grade of "C" (70%) or higher. This credit does not apply toward a degree. Testing fee. 64 class hours

ENC 0080 Basic Grammar 4 cr.

Prerequisite: Appropriate placement test score. This college preparatory course provides a review of grammar skills. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Laboratory work and spelling practice will be prescribed by the instructor. Upon successful completion of this course with the grade of "C" (70%) or higher, four (4) compensatory credits will be earned. This credit does not apply toward a degree. 64 class hours

MAT 0012 Prealgebra 4 cr.

This college preparatory course is designed to build basic skills in mathematics to prepare students for elementary algebra. Topics include basic operations, fractions, decimals, ratios/proportions, percent usage, integers, rational numbers and an introduction to variable expressions and equations. Laboratory work will be prescribed by the instructor. This course must be completed with a grade of "C" or higher. This course does not apply toward a degree. 64 class hours

MAT 0024 Elementary Algebra 4 cr.

Prerequisite: Appropriate placement test score. This college preparatory course provides an introduction to algebraic expressions, first degree equations and inequalities, rational expressions, exponents, polynomials, factoring and radical expressions. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. Testing fee. 64 class hours

REA 0001 Basic Reading 4 cr.

Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve a student's reading skills in the four areas of vocabulary, flexibility, comprehension, and study skills. This course must be completed with a grade of "C" or higher and a reading grade level of 10.0. This credit does not apply toward a degree. 64 class hours

REA 0002 Fundamentals of Reading 4 cr.

Prerequisite: Appropriate placement test score. 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. 64 class hours

Computer Programming and Applications

CGS 1000 Computer Concepts 3 cr.

This course will provide the student with an overview of the field of data processing. Upon satisfactory completion of the course, the student will have a basic understanding of systems and their applications. Lab fee required. 48 class hours

CGS 1100 Microcomputer Applications for Business & Economics I 3 cr.

This is an introductory personal computer applications course. No previous experience with a computer is assumed. This course will cover all essential aspects of the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics, and the Internet. Lab fee required. 48 class hours

CGS 2101 Microcomputer Applications for Business & Economics II 3 cr.

Prerequisite: CGS 1100. This is an intermediate personal computer applications course. This course will cover more complex aspects of the Windows environment, electronic spreadsheets, database activities, as well as DOS and contemporary issues. Lab fee required. 48 class hours

CGS 2103 Microcomputer Applications for Business & Economics III 3 cr.

Prerequisite: CGS 1100. This is an intermediate personal computer applications course. This course will cover more complex aspects of the Windows environment, word processing, presentation graphics, Hypertext on the Internet and contemporary issues. Lab fee required. 48 class hours

COP 1000 Introduction to Computer Programming 3 cr.

The purpose of this course is to provide the student with an opportunity to solve problems with the help of a computer. This course is an introduction to software design using structured programming concepts. Emphasis will be placed on the construction of language-free algorithms as a logic foundation for future study of programming languages. 48 class hours

COP 1332 Visual Basic Programming 3 cr.

Prerequisite: CGS 1000 and COP 1000 or consent of instructor. The student will learn to plan and create interactive applications using Visual Basic, the object-oriented/event-driven language for the Windows environment. Topics will include structure, file and array handling, creating executable files, and the use of multiple forms. Lab fee required. 48 class hours

COP 2333 Advanced Database Programming 3 cr.

Prerequisite: COP 1332. This course will cover the more advanced aspects of creating interactive applications using Visual Basic. The focus will be on accessing different database formats using the open database connectivity (ODBC) standard, and an SQL. Lab fee required. 48 class hours

COP 2120 COBOL Programming I 3 cr.

Prerequisites: CGS 1000 and COP 1000, 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. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in structured form. Using microcomputers, students will compile, debug, and test programs they have written. Lab fee required. 48 class hours

COP 2121 COBOL Programming II 3 cr.

Prerequisite: COP 2120. 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. Using microcomputers, students will compile, debug, and test programs they have written. Lab fee required. 48 class hours

COP 2220 "C" Language Programming 3 cr.

Prerequisites: COP 1332 or COP 2120. The student will learn to design, document, prepare, enter, compile, debug, and execute C programs of moderate sophistication. Major topics will include: program development, structured programming; data types, data structures; and input/output. Lab fee required. 48 class hours

Criminal Justice

CCJ 1000 Crime and Delinquency 3 cr.

This course presents a general review of the juvenile delinquency problem, to include current theories of crime and delinquency, causal 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 1300 Introduction to Corrections 3 cr.

This course will focus on the theory and practice of correctional institutions and their functions, the prison as a total institution, characteristics of various types of corrections methods, analysis of the prison community, adjustment to prison life, impact of institutionalization, corrections in the community, and historical development. In addition, several site visits are planned to correctional institutions. 48 class hours

CCJ 1400 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 1401 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 2012 Police Role in Crime 3 cr.

A general orientation into the primary theories and types of crime in American society. The focus is on crimes against the person and conventional property crimes. Other topics include organized crime, white collar crime, and antisocial (psychopathic) offenders. The role of the police officer is emphasized in all aspects of the legal system. 48 class hours

CCJ 2122 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 examines selected criminal offenses. 48 class hours

CCJ 2250 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

CCJ 2940 Field Studies 3 cr.

This course will provide an opportunity for the student to observe the criminal justice system in operation. Student placements are within agencies whose activities comprise the professional construction of criminal justice. Assignments and number of hours in each agency will be agreed upon by the student, the agency, and the instructor/coordinator. Students will be expected to keep a daily log of activities. 48 class hours

CJD 2009 Criminal Justice Career Enhancement**1 cr.**

This course will address basic human relations as applied to the job search process and to successful and professional job performance in the law enforcement field. Topics will include preparing and updating a resume, responding to oral board interviews, setting career goals, stress management, and government practices and hiring procedures. 16 class hours

CJT 1100 Criminal Investigation**3 cr.**

This course provides an introduction to criminal investigation procedures. It includes the topics of 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.**

This is a 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 are discussed to the extent necessary to familiarize the student with the capabilities and limitations of advanced police science laboratory. 48 class hours

CJT 1800 Introduction to the Principles of Security**3 cr.**

This course will focus on the history and philosophy of the security industry and on a discussion of current issues with relationship in legal aspects and management. The student's attention and research will be directed toward the professional ethics of security along with the managerial aspects and technological advancements of the industry. 48 class hours

CJT 2814 Security of Cultural Institutions**3 cr.**

This course will focus on and provide an overview of the security phenomenon as it applies to management of security in special institutions, such as theme parks, museums and performing art centers. Security awareness and the daily function of management and their role in security has become a necessity in every industry. The student's attention and research will be directed toward managerial policy of security in the cultural setting. When possible, students will tour certain cultural facilities. 48 class hours

Dental Hygiene**DEH 1001 Dental Hygiene I****4 cr.**

Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001L, DES 1020, DES 1020L, and DES 1200C. This is a pre-clinical course designed to provide the foundation for the clinical practice of dental hygiene. The role of the dental hygienist, professional relationships, and communication skills are emphasized. The student is provided with the concept of principles of asepsis, sterilization techniques, obtaining medical/dental histories, and pathology of plaque and stain. 64 lecture hours

DEH 1001L Dental Hygiene I Clinical**2.5 cr.**

Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DEH 1001. Instruction and supervised practice of instrumentation skills, oral examination, and other clinical procedures performed on student partners and manikins will be emphasized. Student achievement in this course is graded as "Pass/Fail." Laboratory fee and professional liability insurance fee are required. Purchase of a clinic instrument kit is required. 120 campus laboratory hours. Additional laboratory hours may be required.

DEH 1800 Dental Hygiene II**2 cr.**

Prerequisites: DEH 1001 and DEH 1001L. Corequisites: DEH 1800L, DES 1100C, and DES 1030. This course is a continuation of DEH 1001. Topics include dental office emergencies, plaque control, polishing techniques, treatment planning, recall, and desensitization of root surfaces. 32 lecture hours

DEH 1800L Dental Hygiene II Clinical**2.5 cr.**

Prerequisites: DEH 1001 and DEH 1001L. Corequisite: DEH 1800. In this second clinical course, students begin patient care in the dental clinic. Emphasis is placed on patient assessment, instrumentation, radiography, polishing clinical crowns, fluoride application, and root desensitization. Student achievement in this course is graded as "Pass/Fail." Laboratory fee is required. 120 clinical hours. Additional campus/laboratory hours may be required.

DEH 2005 Dental Hygiene III**1 cr.**

Prerequisites: DEH 1800 and DEH 1800L. Corequisites: DEH 2602, DEH 2802L, and DES 2044. This course introduces the use of topical anesthetics, pit and fissure sealants, and rubber dam placement. Nutritional needs in surgical and non-surgical conditions and patient counseling techniques are included. The effects of smoking and eating disorders on oral health are also included. 16 lecture hours

DEH 2602 Periodontics**2 cr.**

Prerequisite: DEH 1800, DEH 1800L, and DES 2044. Corequisites: DEH 2005 and DEH 2802L. This course presents the principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Particular emphasis is given to the pathological conditions of the mouth, teeth, and their supporting structures, and the relationship to systemic disturbances. Content related to implantology is included. 32 lecture hours

DEH 2702 Community Dental Health**3 cr.**

Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2810 and DEH 2804L. This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be responsible for assessing, planning, implementing, and evaluating procedures in a community oral health program. 48 lecture hours

DEH 2702L Community Dental Health Clinical**1.5 cr.**

Prerequisite: DEH 2702. Corequisites: DEH 2830 and DEH 2806L. This clinical provides the student with the opportunity to apply the principles of public and community dental health. Program implementation and evaluation will be included. Lab fee required. 72 clinical hours

DEH 2802L Dental Hygiene III Clinical**3.5 cr.**

Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DEH 2005. This course will provide ongoing clinical experience in total patient care. In addition to those in previous clinical courses, the following techniques will be introduced and incorporated into clinical practice: local anesthetics, pit and fissure sealants, periodontal dressings, recognition and treatment of acute gingival conditions, and techniques in dietary counseling for the prevention of oral diseases. Proficiency in skills already acquired will be emphasized. Student achievement in this course is graded as "Pass/Fail." Lab fee required. 168 clinical hours

DEH 2804L Dental Hygiene IV Clinical**4.5 cr.**

Prerequisites: DEH 2005, DEH 2802L, and DES 2050. Corequisites: DEH 2702 and DEH 2810. This course provides an ongoing and expanded clinical experience including proficiency in oral prophylaxis, radiographic techniques, expanded functions, root planing, dietary analysis, and pharmacologic agents. The care of patients with special dental needs is addressed. Students participate in patient care at off-campus clinical sites. Lab fee and professional liability insurance fee required. 216 clinical and laboratory hours

DEH 2806L Dental Hygiene V Clinical**5.5 cr.**

Prerequisites: DEH 2810 and DEH 2804L. Corequisite: DEH 2830. This course will enable the student to incorporate all the techniques and treatment modalities previously learned. Emphasis will be placed on quality improvement, speed, and professional decision-making in rendering dental hygiene services. Lab fee required. 264 clinical and laboratory hours

DEH 2810 Dental Hygiene IV 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2702 and DEH 2804L. This course expands concepts from previous dental hygiene courses in the development, assessment, and evaluation of patient care. In addition, emphasis will be placed on the identification, care, and management of patients with special needs; concepts of pain and pain control; administration techniques and precautions in the use of local anesthesia; and ultrasonic instrumentation. Continuation of medical emergency management and procedures is also incorporated in discussions. 32 lecture hours

DEH 2830 Dental Hygiene V 2 cr.
Prerequisites: DEH 2810 and DEH 2804L. Corequisites: DEH 2806L and DEH 2702L. This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state and dental practice acts, and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. Emphasis will be placed on the student's ethical and legal roles as a dental hygienist and on the business aspects of the profession. In addition, preparation for the National Dental Hygiene Board Examination and test-taking skills will be covered. 32 lecture hours

DES 1020 Oral, Head, and Neck Anatomy 4 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DES 1020L, DES 1100C, DEH 1800, and DEH 1800L. This course is the study of gross anatomy, structure, and morphology of the hard and soft tissues of the oral cavity and includes the study of the skeletal, muscular, circulatory, nervous, and glandular systems of the head and neck. Special emphasis is placed on the hard and soft structures associated with the oral cavity. Tooth morphology is included. 64 lecture hours

DES 1020L Oral, Head, and Neck Anatomy Laboratory .5 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DES 1020. This course provides an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental hygiene. Lab fee required. 24 laboratory hours

DES 1030 Oral Histology and Embryology 2 cr.
Prerequisites: DES 1020, DES 1020L, DEH 1001, and DEH 1001L. Corequisites: DEH 1800 and DEH 1800L. This course provides a study of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures. 32 lecture hours

DES 1100C Dental Materials 1.5 cr.
Prerequisites: DEH 1001, DEH 1001L, DES 1020, DES 1020L, and DES 1200C. Corequisites: DEH 1800, DEH 1800L, and DES 1030. This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Laboratory fee required. 16 lecture hours and 24 laboratory hours

DES 1200C Dental Radiography 3 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001 and DEH 1001L. This course provides the fundamental knowledge of the nature, physical behavior, biological effects, methods of control, safety precautions, and the techniques for exposing, processing, and mounting radiographs. Laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable radiographs is provided. Lab fee required. 32 lecture hours and 48 laboratory hours

DES 2044 General and Oral Pathology 2 cr.
Prerequisites: DEH 1800, DEH 1800L, and DES 1030. Corequisites: DEH 2602, DEH 2005, and DEH 2802L. This course presents the principles of general pathology in relationship to the diseases of the

teeth, soft tissues, and supporting structures of the oral cavity. Particular emphasis is given to the pathological conditions of the mouth, teeth, and their supporting structures, and the relationship to systemic disturbances. Content specific to implantology is included. 32 lecture hours

DES 2050 Pharmacology 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2810 and DEH 2804L. This course introduces the use of drugs and anesthesia in dentistry. Drug classes, actions, interactions, side effects, and contraindications are discussed. The use of topical and local anesthesia is addressed. A unit on medical mathematics is also included. Age-specific pharmacologic needs are discussed. Legal aspects are addressed also. 32 lecture hours

Drama and Theatre

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 1000 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 2010 Survey of Drama I 3 cr.
Prerequisite: ENC 1101. This course is an historical survey of Western Drama from the Golden Age of Greece to the High Renaissance in England. Students read well-known plays of each period. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. 48 class hours

THE 2011 Survey of Drama II 3 cr.
Prerequisite: ENC 1101. This course is an historical survey of Western Drama from the High Renaissance in England to the Modern Period in America. Students read well-known plays of each period, including popular contemporary pieces. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. 48 class hours

THE 2020 Fundamentals of Theatre 3 cr.
This course is an introductory theatre course that encompasses theatre history, theatre as a form of art, and script analysis. It also deals with the various and separate aspects that come together to form a theatrical production. The student may be required to attend theatrical productions. 48 class hours

THE 2925A Play Production I 3 cr.
Prerequisite: TPP 1111. 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. Lab fee required. 32 lecture hours and 32 laboratory hours

THE 2925B Play Production II 3 cr.
Prerequisite: THE 2925A. This course is a continuation of THE 2925A Play Production I. Lab fee required. 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 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

EDF 1005 Introduction to Education with Field Experience 3 cr.
Prerequisite: REA 0002 or appropriate placement score. This course is a survey of the historical, sociological, and philosophical foundations of education and an orientation to professional education which includes the Code of Ethics of the teaching profession. Field experience: 15 hours of observations are required in a classroom setting. 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 audio-visual and reproduction equipment. 48 class hours

EDG 1316 Tutoring Management and Techniques 3 cr.
This course is designed to provide teacher aides with knowledge and skills necessary to facilitate learning when tutoring students of various ages. Topics include: the role of the teacher aide, principles of working with children, basic principles of learning, and various approaches and techniques of facilitating learning. While designed for teacher aides, this course is open to all interested students. 48 class hours

EDG 1317 Current Approaches and Tutoring Techniques for Reinforcing Reading Instruction 3 cr.
This course is designed to provide teacher aides with skills for effectively implementing tutoring activities for reading students in elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class hours

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

This course is designed to provide teacher aides with skills for implementing tutoring activities for mathematics students in elementary and secondary schools. While designed for teacher aides, this course is open to all interested students. 48 class hours

EDG 2701 Teaching Diverse Populations with Field Experience 3 cr.

Prerequisite: REA 0002 or appropriate placement test score. An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. The course focuses on providing prospective teachers with knowledge about students in American schools who are from different ethnic, racial, cultural, and/or linguistic backgrounds or who represent other categories of diversity and the elimination of barriers to cultural understanding. Field experience: 15 hours of observation required in appropriately diverse settings. 48 class hours

EEC 1700 Early Childhood Development and Education 3 cr.

This course is a study of the mental, emotional, social, and physical needs and growth patterns of children from birth to age six. By emphasizing the mental health aspects of teaching, this course helps students to understand the dynamics of behavior in the preschool child. The importance of teacher-pupil and teacher-parent relationships is stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and are essential for achieving the experiences and attitudes that characterize an enriched school program. Observations of children in school situations are required. 48 class hours

EEC 2311 Preschool and Early Childhood Activities 3 cr.

This course is directed toward planning activities for the preschool child in early childhood education. Emphasis is placed on the selection and use of appropriate equipment and materials for developing readiness in the subject areas. The importance of play, art, drama, music, and scientific discoveries is stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. 48 class hours

ENE 2040 Introduction to Educational Technology 3 cr.

Prerequisites: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score and ENC 1101 (completed with a grade of "C" or higher). The purpose of this course is to introduce the student to appropriate applications of technology to the educational setting. Topics include hardware, productivity tools, graphics applications, presentation, and multimedia software and electronic communication. 48 class hours

RED 2310 Current Approaches in Teaching Reading 3 cr.

A course designed to investigate and evaluate methods of teaching reading at the elementary level. 48 class hours

Electronic Engineering Technology

ETI 1380C Introduction to Computer-Aided Design (CAD) 3 cr.

Students who take this course should have prior knowledge of drafting principles. The students will use computer aided design (CAD) software to perform various assignments throughout the semester. Lab fee required. 48 class hours

Emergency Medical Services

EMS 1119C Emergency Medical Technology 6.5 cr.
Corequisite: EMS 1431. This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated clinical laboratory setting. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee required. 72 lecture hours and 96 laboratory hours

EMS 1431 Emergency Medical Technology Clinical 1.5 cr.

Prerequisite: CPR certification. 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 must be Basic Life Support Certified, must meet the age requirements of local EMS agencies, and must submit the health record as required by the program. Student performance in this course is graded as "Pass/Fail." Professional liability insurance fee required. 72 clinical hours to include a minimum of 24 hours of experiences in the hospital emergency room and 5 emergency vehicle responses resulting in emergency transport.

EMS 2274C Paramedics I 10 cr.

Prerequisite: Admission to the Paramedics Certificate Program and HSC 2531. Corequisite: EMS 2444. This course presents advanced theory and simulated clinical laboratory experience in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. This course includes computer competencies. The American Heart Association Advanced Cardiac Life Support training component is presented. Successful completion of the training activity is required. Lab fee and professional liability insurance fee required. 128 lecture hours and 96 simulated clinical laboratory hours. Additional laboratory hours may be required

EMS 2275C Paramedics II 7 cr.

Prerequisites: EMS 2274C and EMS 2444. Corequisite: EMS 2465. This course continues advanced theory and simulated clinical laboratory experiences in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. This course includes computer competencies. The National Association of EMT Pre-hospital Trauma Life Support (PHTLS) Certification Course is presented. Lab fee required. 88 lecture hours and 72 simulated clinical laboratory hours. Additional laboratory hours may be required

EMS 2444 Paramedics Clinical I 1.5 cr.

Prerequisite or corequisite: HSC 2531. Corequisite: EMS 2274C. Supervised clinical experiences are provided in hospital critical care units, electrocardiography, respiratory therapy and emergency departments, and with intravenous therapy teams and the medical director. Student achievement in this course is graded as "Pass/Fail." This course includes computer competencies and must be taken in conjunction with EMS 2274C. 72 clinical hours

EMS 2458 Paramedics Internship 6 cr.

Prerequisites: EMS 2275C, EMS 2465, and American Heart Association Advanced Cardiac Life Support Certification. The internship provides for supervised practice on intensive care rescue vehicles, during which a minimum of 20 ALS contacts and specific skills must be satisfied. Paramedic preceptors, faculty, and the Medical Director participate in the supervision of the student. This course includes computer competencies. 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 "Pass/Fail." Laboratory fee required. 40 lecture hours, 216 clinical internship hours, and 48 laboratory hours

EMS 2465 Paramedics Clinical II 3.5 cr.

Prerequisites: EMS 2444 and HSC 2531. Corequisite: EMS 2275C. Supervised clinical experiences are broadened and extended to include Advanced Life Support Rescue Units. Hospital experiences are extended to include the operating room and labor and delivery rooms, and the morgue. Pediatric experiences are provided. Supervised experiences are provided with the medical director in the emergency room. Student achievement in this course is graded as "Pass/Fail." This course includes computer competencies and must be taken in conjunction with EMS 2275C. 168 clinical hours

HSC 2531 Medical Terminology 3 cr.

This course is directed toward the learning of medical language including word structures, prefixes, and suffixes. The learning of the medical language is organized according to body systems, providing an overview of the anatomy, physiology, and disease processes of those systems to facilitate student understanding of specific terminology. Body systems addressed are the urinary, nervous, digestive, cardiovascular, respiratory, musculoskeletal, and reproductive. 48 class hours

English

AML 2010 American Literature I 3 cr.

Prerequisite: ENC 1101 completed with a grade of "C" or higher or consent of instructor. American Literature I provides a survey of culturally significant literary texts from the colonial period to the late 19th century. By reading selections from an updated and expanded canon, including works by women and minorities, students gain awareness of the multicultural origins and development of American literature. 48 class hours

AML 2020 American Literature II 3 cr.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher). A survey of the major movements and representative authors in American literature: 1865 through the Twentieth Century, including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. 48 class hours

CRW 2000 Creative Writing I 3 cr.

Students have the opportunity to experiment with various forms of writing, such as the short story, poetry, essays, and magazine articles. Discussion of the student's work and analysis of contemporary fiction are included. 48 class hours

CRW 2002 Creative Writing II 3 cr.

Prerequisite: CRW 2000. Students will focus on the genre(s) of their choice (short story, poetry, novel). Student writings will be critiqued by the instructor and by fellow students. Marketing techniques will be emphasized. 48 class hours

***ENC 0010 Fundamentals of Writing** 4 cr.

See College Preparatory Courses.

***ENC 0080 Basic Grammar** 4 cr.

See College Preparatory Courses.

ENC 1101 English Composition I 3 cr.

Prerequisite: Appropriate placement test score or ENC 0010 (completed with a grade of "C" or higher). 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. Students will be required to use a computer to compose essays in this class. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" or higher must be attained. 48 class hours

ENC 1102 English Composition II 3 cr.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

Students will become familiar with the principles and practices of research and will demonstrate proficiency in following prescribed methods of library research and MLA documentation in the research paper. The student will also gain through literature an appreciation of the interrelationships of culture and art. Through exposure to at least two of the four genres (novel, poetry, drama, short story), students will be able to articulate their critiques and analyses of the literature. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" or higher must be attained. 48 class hours

ENC 1122H English Composition II (Honors Course) 3 cr.

Prerequisite: Permission for admission to honors courses and ENC 1101 with an "A." This course provides an intensive course of study in composition and literary criticism for academically-gifted students. It emphasizes extensive library research and the expanded use of primary resources in the preparation of formal written assignments. Supplementary readings and individual faculty conferences are required. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree or an AS Degree, a grade of "C" or higher must be attained. Credit cannot be earned for both ENC 1102 and ENC 1122H. 48 class hours

ENC 1151 Technical Writing 3 cr.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher). This course prepares students to write effectively for careers in the technological community. Students will write memoranda, resumes, proposals, feasibility, and progress reports. The course is directly applicable to the student in business administration, health, hospitality, law enforcement, and many other business and technical fields. Assignments are related to the individual interests of the student. 48 class hours.

ENL 2012 British Literature I 3 cr.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher). An introduction to the main literary traditions from Beowulf through the Renaissance and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Johnson, Milton, Pepys, Defoe, Swift, and Goldsmith. 48 class hours

ENL 2022 British Literature II 3 cr.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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 1100 Journalistic Writing and Reporting 3 cr.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher). An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyediting both news and feature stories. 48 class hours

OST 2335 Business Communications 3 cr.

See Business-Office Systems Technology Courses

***REA 0001 Basic Reading** 4 cr.

See College Preparatory Courses.

***REA 0002 Fundamentals of Reading** 4 cr.

See College Preparatory Courses.

REA 1105 College Reading Techniques 3 cr.

See Reading Courses.

Environmental Science

BSC 1030 Introduction to Environmental Science 3 cr.

See Biological Science Courses.

GLY 2151 Geology and Environment of Florida 3 cr.

A course designed to investigate the geologic history and development of rocks, structures, physiography, and mineral resources of Florida. 48 class hours

Fire Science Technology

FFP 1000 Introduction to Fire Science 3 cr.

This course will cover various aspects of fire science and related fields. The history and philosophy of fire science will be discussed along with the organization, purpose, and functions of fire departments and other agencies involved in fire fighting and fire prevention. This course will also survey professional fire protection career opportunities. 48 class hours

FFP 1110 Fire Company Management 3 cr.

This course will cover the concepts of fire company management as they pertain to fire science. Emphasis will be placed on development of the fire officer in maintaining discipline and morale; supervising a fire company; and good public relations, including reports, warning, 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 it pertains to fire science. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. 48 class hours

FFP 1150 Methods and Techniques of Fire Science Instruction 3 cr.

This course will cover the modern methods and techniques of instruction for fire science. Various methods of teaching will be discussed and demonstrated with emphasis placed on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. 48 class hours

FFP 1200 Introduction to Fire Inspection and Prevention 3 cr.

This course will cover the various aspects of prevention and inspection as they relate to fire science and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours

FFP 1240 Fire Detection and Investigation 3 cr.

This course will cover the principles of determining the point of origin and the cause of fire as well as the methods of recognizing fires of suspicious origin. The origin of known fire causes will be studied to enable the fire investigator to complete a more thorough investigation. The topics of preliminary investigations and the preservation of evidence will also be discussed. 48 class hours

FFP 1300 Building Construction and Codes 3 cr.

This course will cover the various types of building construction and renovation practices, along with their relationship to fire and fire fighting. The different building codes used in the United States will be examined. Emphasis will be placed on methods of evaluating the potential dangers to the fire fighting forces as a result of the type of construction or methods of renovation. 48 class hours

FFP 1326 Blueprint Reading & Plans-Examination 3 cr.

Prerequisite: FFP 1300. This course will cover the various aspects of blueprint reading and plans examination by dealing with standard signs and symbols used on prints. The history of print development will be discussed, along with the different styles used by architects and engineers. Special attention will be paid to those sections of the plans that deal with fire prevention and protection. 48 class hours

FFP 1410 Fire Fighting Tactics and Strategy I 3 cr.
This course will teach the basic concepts involved in fire fighting. The topics will include: fire behavior, fire fighting fundamentals, and principles of extinguishment, along with the utilization of proper size-up and the beneficial use of fire fighters and fire fighting equipment. Pre-planning and its benefits will also be discussed. 48 class hours

FFP 1420 Fire Fighting Tactics and Strategy II 3 cr.
Prerequisite: FFP 1410. This course will cover advanced tactics and strategy to be used at a major or unusually difficult fire scene. The principles to be utilized on the fire ground for maximum manpower and equipment use will be studied, along with fire ground administration for all types of fire and emergency situations. Emphasis will be placed on developing skills required during crisis situations. 48 class hours

FFP 1620 Private Fire Protection Systems 3 cr.
This course will explore the various privately-owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler systems, standpipe systems, and special agents fixed extinguishing systems, along with fire detection and alarm systems. 48 class hours

FFP 2500 Hazardous Materials I 3 cr.
This course will cover the characteristics, transportation, and storage hazards of flammable and combustible solids, liquids, and gases. Emphasis will be placed on the Department of Transportation and National Fire Protection Association Systems for marking, control, and extinguishment of hazardous materials during thermal destruction. Additionally, the course will explore the National Chemical Registry Point and Information Center System. 48 class hours

FFP 2501 Hazardous Materials II 3 cr.
Prerequisite: FFP 2500 or permission of instructor. This course is an in-depth look at the materials considered to be hazardous while in transportation and storage. Emphasis will be placed on the chemical make-up of such materials as well as the possible reaction of such materials with other substances. 48 class hours

FFP 2600 Fire Apparatus Practices 3 cr.
This course is designed as a Pump Operator's class. It will cover driving techniques, construction and maintenance of fire apparatus, operation of pumping engines, fire ground hydraulics, and vehicle safety. 32 lecture hours and 32 laboratory hours

French

FRE 1120 Beginning French I 4 cr.
The purposes of this course are to introduce students to the four skills (listening, speaking, reading, and writing) of the target language and to encourage students to appreciate the cultural contributions of the countries in which the language is spoken. 64 class hours

FRE 1121 Beginning French II 4 cr.
Prerequisite: FRE 1120 or consent of instructor. The purpose of this course is to reinforce the basic skills previously acquired. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 64 class hours

FRE 2200 Intermediate French I 4 cr.
Prerequisites: FRE 1121, two years of high school French, or the equivalent. This course will provide an advanced level of communication skills for students who have successfully completed FRE 1121 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 64 class 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 Andre Gide to Alain Robbe-Grillet, will be included. 64 class hours

Geography

GEA 2000 World Regional Geography 3 cr.
A regional study of the relationship between humans and their natural environment, with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. 48 class hours

GEA 2200 Geography of North America 3 cr.
A regional study of the physical and natural environments of North America, with particular emphasis on human activities from an ecological perspective. 48 class hours

German

GER 1120 Beginning German I 4 cr.
This course will introduce beginning students in German to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, develop skills using basic vocabulary, and sensitize students to the cultural contributions of the countries in which German is spoken. 64 class hours

GER 1121 Beginning German II 4 cr.
Prerequisite: GER 1120 or consent of instructor. This course will reinforce, expand, and review the basic German skills previously acquired; develop increased listening, speaking, reading, and writing skills; extend knowledge of grammar; and increase cultural awareness. Content will include more advanced language structures and idiomatic expressions, with a particular emphasis on vocabulary and conversational skills. 64 class hours

GER 2200 Intermediate German I 4 cr.
Prerequisite: GER 1121, two years of high school German, or the equivalent. The content should include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 64 class hours

GER 2201 Intermediate German II 4 cr.
Prerequisite: GER 2200. This course will reinforce, expand, and review the intermediate German skills previously acquired. The content should include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 64 class hours

Health

HSC 1100 Personal and Community Health 3 cr.
See Physical Education Courses.

HSC 1101 Perspectives of Health and Wellness 3 cr.
See Physical Education Courses.

HSC 2531 Medical Terminology 3 cr.
See Emergency Medical Services Courses.

HUN 1001 Nutrition 3 cr.
See Hospitality Management Courses.

History

AMH 2010 History of the United States I 3 cr.
The study of United States history to 1865 emphasizing the European background, the Revolution, the Articles of the Confederation, the Constitution, the problems of the new republic, sectionalism, Manifest Destiny, slavery, and the Civil War. 48 class hours

AMH 2020 History of the United States II 3 cr.
The study of United States history from 1865 to the present. This study includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economic and world affairs since World War II. 48 class hours

AMH 2070 History of Florida 3 cr.
This course begins with the influence of geography on early Native American cultures of the region. The economic, social, and political background of Florida is developed chronologically, from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. 48 class hours



AMH 2091 Black American History 3 cr.
A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background, slavery, reconstruction, and Twentieth Century developments to the present. 48 class hours

EUH 1000 Western Civilization I 3 cr.
The origins and development of western civilization, beginning with the classical civilizations of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the Sixteenth Century. The emphases are upon the social, economic, and cultural trends of each period. 48 class hours

EUH 1001 Western Civilization II 3 cr.
The evolution of modern western civilization since the commercial revolution of the Sixteenth Century. This course covers the period of colonization, the Industrial Revolution, and the emergence of modern national states extending to the present. The emphases are upon the social, economic, and cultural developments. 48 class hours

Honors

ENC 1122H English Composition II (Honors) 3 cr.
See English Courses.

IDS 2290H Introduction to Asian Arts & Letters (Honors) 3 cr.
See Interdisciplinary Courses.

Horticulture

ORH 1010 Introduction to Horticulture 3 cr.
Students in this course will study the principles of horticulture. Topics include plants, flower, and tree identification and propagation. Students will also study procedures for producing healthy lawns and indoor plants. This course is intended for students who are planning to continue their education in the agriculture field or for any other students who are interested in learning more about plants and lawns. 48 class hours

Hospitality Management

FOS 2201 Food Service Sanitation and Safety 3 cr.
A study of the agents that cause foodborne illness and the ways foods become contaminated with them. The principles of sanitary food handling and the necessity of maintaining safe and sanitary facilities for the well being of the consumer and the employee are emphasized. 48 class hours

FSS 1004 Introduction to Food Service 3 cr.
A general course intended to familiarize the student with all aspects of the food service industry. Basic functions and principles common to all types of food service are explored. Field trips and guest lectures representative of local food service establishments will be included. 48 class hours

FSS 1202C Basic Food Preparation 4 cr.
A lecture, demonstration, and laboratory course in principles of food preparation. All general categories are included, with emphasis on standards of quality preparation and service. Lab fee required. 32 lecture hours and 64 laboratory hours

FSS 1221C Quantity Food Preparation 4 cr.
Prerequisite: FSS 1202C and FSS 1401. A course consisting of lecture, demonstration, and experience in the principles of preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes, and portion control are included. 32 lecture hours and 64 laboratory hours

FSS 1401 Food Service Equipment 3 cr.
A study is made of all types of quantity food service equipment as well as functional layout and design of quantity food service kitchens and service areas. Field trips to a variety of local establishments are included. 48 class hours

FSS 1610 Food Merchandising 3 cr.
A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations, and effective atmosphere. 48 class hours

FSS 1940 Hospitality Management Practicum I 3 cr.
Prerequisites or corequisites: FSS 1004, FSS 1202C, FSS 1221C, and FSS 1401, completed physical examination and student accident insurance coverage as required by Practicum Facility. The student must be at least 19 years of age before enrolling in this course. The course involves practical work experiences, related to the Hospitality Management curriculum. Physical examination and insurance costs are the student's responsibility and are not included in the fee structure of the college.

FSS 2120 Food Purchasing and Storage 3 cr.
A study of purchasing principles, procedures, and policies in quantity food service operations; includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. 48 class hours

FSS 2300 Food Service Supervision and Management 3 cr.
A study of the principles of management, particularly as they apply to the food service industry. Students will explore the role of the supervisor or manager in organizing and directing the work of employees and the responsibility for planning and coordinating their

activities. Students will find it helpful if they have completed MNA 1300 and ENC 1102 prior to taking this course. 48 class hours

FSS 2500 Food Accounting and Cost Control 3 cr.
The study of the policies, procedures, and computations involved in the food service industry and the methods used for controlling food, beverage, labor, and other costs. 48 class hours

FSS 2941 Hospitality Management Practicum II 3 cr.
Prerequisites: FSS 1940 and FSS 1610. A continuation of FSS 1940

FSS 2942 Hospitality Management Practicum III 4 cr.
Prerequisites or corequisites: FSS 2120, FSS 2300, FSS 2500, and FSS 2941. A continuation of FSS 2941.

HUN 1001 Nutrition 3 cr.
This course presents the concepts of nutrition, including the six major classes of nutrients, their digestion, and utilization by the body. Investigation of controversies in nutrition and guidelines for planning nutritionally adequate meals are included. 48 class hours

Human Services

GEY 2008 Introduction to Gerontology 3 cr.
This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: physical and psychological aspects of aging; health and mental health issues; institutionalization; retirement; finances; recreation and leisure; death, dying, and bereavement; and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 48 class hours

HUS 1001 Introduction to Human Services 3 cr.
This course provides an overview of agency resources, functions, methods, and activities related to human services, theory, and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and practices in human services. Extensive use will be made of guest speakers who represent community agencies. 48 class hours

HUS 1110 Basic Counseling Skills 3 cr.
Prerequisite: HUS 1001, PSY 1012 or consent of instructor. This course involves developing skills in oral communication, active listening, and counseling. These skills are presented in the context of the human relations counseling model and other general theories of counseling. 48 class hours

HUS 2403 The Disabled Experience 3 cr.
This course traces the history of the disabled experience in the United States through implementation of the Americans with Disabilities Act (ADA) of 1992. The nature of various disabling conditions to include developmental disorder, mental disorders, sensory disabilities, motor disabilities, and chronic, temporary, and progressive conditions are explored. The course emphasizes the obstacles faced by disabled persons and the steps that must be taken to increase opportunities for participation in all aspects of society. 48 class hours

HUS 2525 Issues in Mental Health 3 cr.
Prerequisite: HUS 1110 or PSY 1012 or consent of instructor. This course offers an overview of major mental 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 PSY 1012 or consent of instructor. This course is designed to prepare the human service worker to function in a variety of settings in which substance use/abuse is an issue. Content emphasized includes causes of abuse, nature of dependency, pharmacology, and effects of abuse on the individual, family, and community. Techniques of detection and intervention are presented and practiced in the classroom. Treatment modalities are discussed. 48 class hours

HUS 2940 Human Services Practicum I 4 cr.
Prerequisites: HUS 1001 and HUS 1110 or consent of instructor. This is a practicum course which requires a minimum of 128 hours. Students will be under supervision as human service workers in community agencies in the field. Regular meetings are held with the instructor. Student performance in this course is graded as "Pass/Fail." Professional liability insurance fee is required.

HUS 2941 Human Services Practicum II 4 cr.
Prerequisites: HUS 2940 or consent of instructor. This course is a continuation of HUS 2940. This is a practicum course which requires a minimum of 128 hours. Students will be under the supervision of human services workers in community agencies. Regular meetings are held with the instructor. Student performance in this course is graded as "Pass/Fail." Professional liability insurance fee is required.

Humanities

HUM 2211 Humanities I 3 cr.
Prerequisite: ENC 1102 (completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual, and aesthetic activities of the early Western Civilization: Ancient Greece and Rome, the formative period of the Judeo-Christian Tradition, and the European Middle Ages. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

HUM 2230 Humanities II 3 cr.
Prerequisite: HUM 2211 (completed with a grade of "C" or higher). A study of Western Culture from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

HUM 2700 Overseas Study in the Humanities 3 cr.
This course offers students a study/travel program centered around the countries and cities of the tour. The course will provide lectures and discussions in the humanities area before, during, and after the tour, and field experiences in the humanities area during the tour. The student will gain an understanding and appreciation of the ideas and ideals that shaped the cultural heritage of Western Civilization through on-site study of great works of art, architecture, music, drama, religion, and philosophy. This credit applies toward electives for the AA Degree. This course does not satisfy the humanities requirement for a degree. Special fee: registration fees plus cost of trip. 48 hours of formal instruction

Interdisciplinary

IDS 2290H Introduction to Asian Arts and Letters (Honors Course) 3 cr.
Prerequisite: Permission for admission to honors courses and ENC 1101 with an "A." An introduction to the aesthetic, intellectual, cultural, and literary traditions of three great Asian civilizations—China, India, and Japan. This course will examine Oriental ideas and ideals of human nature, the universe, social and spiritual reality, and individual existence as reflected in thought systems such as Buddhism and Taoism. Western images of contemporary Asian culture repre-

sented in popular American and British literature will augment a critical analysis of trans-also selections from the literature of each civilization. 48 class hours

SLS 1211 Individual Discovery 3 cr.
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences that deal with personal growth and group developmental activities that place emphasis on the defining of individual goals and interests. 48 class hours

SLS 1261 Leadership Development Studies 3 cr.
This course has as its focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory, assists students in developing personal philosophies of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own abilities and styles of leadership. It provides the opportunity to develop essential leadership skills through study and observation of the application of those skills. 48 class hours

SLS 1501 College Survival Skills 3 cr.
This course is designed to help the student develop more effective and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and report preparation. 48 class hours

SLS 2420 Career Enhancement 1 cr.
See Business-Office Systems Technology

Legal Assisting

PLA 1003 Introduction to Legal Assisting and Legal Ethics 3 cr.
An overview of the training, functions, and career opportunities for legal assistants. This course examines the roles of the lawyer and legal assistant in modern society, the ethical standards applicable to the law profession, and surveys the various fields of law that will be covered by the student in the program. 48 class hours

PLA 1204 Civil Procedure 3 cr.
A study of the structure of state and federal civil judicial systems, including the rules of procedure and practices applied to civil cases. This course includes an examination and drafting of basic civil litigation documents. 48 class hours



PLA 1263 Evidence and Trial Practice 3 cr.
Prerequisite: PLA 1204 or consent of instructor. A study of the law and rules of admissibility of evidence. The course includes interviewing and investigative techniques, preparing and organizing courtroom materials, compiling documentary and demonstrative evidence, and effective courtroom assistance. 48 class hours

PLA 1303 Criminal Law for Legal Assistants 3 cr.
An intensive study of the law of crimes, the elements of various crimes, and defenses to criminal prosecution. This course includes basic criminal court practice and procedure in state and federal courts, and basic prosecution and defensive strategies. 48 class hours

PLA 1763 Law Office Management 2 cr.
A study of the fundamental concepts of law office management, including client record-keeping and retrieval systems, timekeeping, billing and accounting practices, personnel management and business relationships, and law office equipment, technology and supervision. 32 class hours

PLA 2104 Legal Research and Writing I 3 cr.
An intensive study of the fundamentals of legal research and the sources and materials used in legal research. This course introduces the student to legal writing and the format for memoranda of law. 48 class hours

PLA 2114 Legal Research and Writing II 3 cr.
Prerequisite: PLA 2104 or consent of instructor. An advanced study of legal research and writing techniques, including proper citation form and the presentation of logically sound and convincing legal argument. The student will prepare various types of legal memoranda and an appellate brief. 48 class hours

PLA 2273 Torts 3 cr.
An intensive study of the law of intentional torts, negligence, and strict liability, including the elements of each and their related defenses. Principles of insurance will also be covered. The student will apply tort concepts to hypothetical factual scenarios. 48 class hours

PLA 2445 Commercial Transactions 2 cr.
Corequisite: PLA 2540 or consent of instructor. A practical skills course where students review and prepare transactional documents associated with real estate and business transactions, and prepare basic tax returns. 32 class hours

PLA 2465 Debtor, Creditor, and Bankruptcy 3 cr.
A study of debtor and creditor rights and remedies, and the law and procedure of federal bankruptcy. The student will examine and prepare basic bankruptcy forms. 48 class hours

PLA 2540 Real Property Law 3 cr.
Corequisite: PLA 2445 or consent of instructor. A study of the law of real property, including types of ownership, future interests, concurrent estates, and liens and encumbrances. The course includes an examination of real property transaction documents including leases, deeds, mortgages, and transfer and closing documents. 48 class hours

PLA 2603 Wills, Estates, and Trusts 3 cr.
A survey of common forms of wills and trusts, and a study of the law applicable to wills, trusts, and the probate of estates. This course includes examination of and drafting of basic wills and probate documents. 48 class hours

PLA 2803 Domestic Relations 3 cr.
A study of the law of dissolution of marriage, separation, custody, legitimacy, paternity, adoption, change of name, and guardianship. The student will examine and draft basic documents related to the topics covered. 48 class hours

PLA 2949 Cooperative Legal Practicum 3 cr.
A coordinated practicum course which reinforces the educational and professional growth of the student through parallel involvement in

classroom studies and field experience. The student and instructor will determine the objectives for the course assignment. The student will be evaluated by the instructor and the field supervisor according to those objectives, and performance will be graded as "Pass/Fail." This course will include a minimum of 96 hours of field experience together with at least three conferences with the instructor.

Mathematics

MAC 1102 Essentials of College Algebra 3 cr.

Prerequisite: Appropriate placement score or MAT 1033 (completed with a grade of "C" or higher). An introduction to college algebra. Topics include: polynomials, rational expressions, radicals, exponents, linear and quadratic equations and inequalities, functions, systems of equations and exponential and logarithmic functions. This course does not meet the prerequisites for either calculus course (MAC 2233 or MAC 2311). If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. Students cannot use both MAC 1102 and MAC 1104 to satisfy AA Degree mathematics requirements. 48 class hours.

MAC 1104 College Algebra for Calculus 4 cr.

Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or required score on placement test. A study of the techniques of algebra. Topics include solutions of equations, systems of equations, inequalities and systems of inequalities; polynomial and rational functions; exponential and logarithmic functions; graphing techniques; matrices and determinants; conic sections. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. Students cannot use both MAC 1102 and MAC 1104 to satisfy AA Degree mathematics requirements. 64 class hours.

MAC 1114 Trigonometry 3 cr.

Prerequisite: MAC 1102 or MAC 1104 (completed with a grade of "C" or higher). This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours.

MAC 2233 Applied Calculus 4 cr.

Prerequisite: MAC 1104 (completed with a grade of "C" or higher). This course provides application of calculus to business, economics and the social sciences. Topics include: limits, rate of change, differentiation and integration of algebraic, logarithmic and exponential functions with particular emphasis on applications. MAC 2233 is not designed for those students who plan to major in mathematics, engineering or the natural sciences. Credit is not given for both MAC 2233 and MAC 2311. If used to meet the requirements of an AA Degree, a grade of "C" or higher must be obtained. 64 class hours.

MAC 2311 Calculus and Analytic Geometry I 4 cr.

Prerequisite: MAC 1104 and MAC 1114 (both completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: limits and continuity; rules of differentiation; derivatives of polynomial, trigonometric, logarithmic, exponential, hyperbolic, inverse trigonometric and inverse hyperbolic functions; L'Hopital's rule; applications of derivatives; and integration. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours.

MAC 2312 Calculus and Analytic Geometry II 4 cr.

Prerequisite: MAC 2311 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: applications of integration; techniques of integration such as integration by parts, trigonometric substitutions, partial fractions and rationalizing substitutions; improper integrals; Taylor's Formula; sequences and series; conics; and polar coordinates. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours.

MAC 2313 Calculus and Analytic Geometry III 4 cr.

Prerequisite: MAC 2312 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: planar curves, vectors and motion; vector geometry, dot products and cross products; curves in space; quadric surfaces; cylindrical and spherical coordinates; partial derivatives; tangent planes; multiple integrals; line integrals; and Green's Theorem. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours.

*MAT 0012 Prealgebra 4 cr.

See College Preparatory Courses.

*MAT 0024 Elementary Algebra 4 cr.

See College Preparatory Courses.

MAT 1033 Intermediate Algebra 4 cr.

Prerequisite: Satisfactory placement score or MAT 0024 (completed with a grade of "C" or higher). This course is designed to prepare students for entry into MAC 1102 or MAC 1104. Topics include sets, linear and quadratic equations and inequalities, polynomials, rational expressions and equations, graphing first-degree equations and inequalities, exponents and radical expressions. 64 class hours.

MGF 1113 College Mathematics I 3 cr.

Prerequisite: Two years of high school mathematics. This course has an emphasis on general concepts. Among the topics included are: sets, logic, mathematical systems, sets of numbers, and systems of numeration. 48 class hours.

MGF 1114 College Mathematics II 3 cr.

Prerequisite: MGF 1113. This is an extension of MGF 1113. Among the topics included are: introductory algebra, probability, statistics, and geometry. 48 class hours.

MGF 1202 Finite Mathematics 3 cr.

Prerequisite: Appropriate placement score or MAT 1033 (completed with a grade of "C" or higher). Topics include set theory, logic, mathematical systems, systems of numeration, probability, statistics, and geometry. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours.

MTB 2370 Applied Mathematics for Allied Health 1 cr.

Prerequisite: Appropriate placement test score or MAT 0012 (completed with a grade of "C" or higher). This course introduces fundamental mathematics of drug therapy. Topics include: systems of drug measure, reading medication labels and syringe calibrations, calculating drug dosages, pediatric medication administration and IV drug therapy. 16 class hours.

QMB 1001 Business Mathematics 3 cr.

See Business Administration and Management Courses.

STA 2014 Applied Statistics 3 cr.

Prerequisite: MGF 1202 (completed with a grade of "C" or higher), satisfactory placement score, or MAT 1033 (completed with a grade of "C" or higher). A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, and Student's "t" distribution. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours.

Military Science

MIS 1010 Introduction to Military Science 3 cr.

This course covers the history and organization of the Reserve Officers' Training Corps (ROTC) and its mission in support of U.S. national defense policies. Strong emphasis is placed on the relation of the U.S. defense establishment to the federal government, and extensive discussion of contemporary military/political issues is con-

dicted. The course also focuses on an understanding of individual and group motivation and behavior; human relations, and the role of the leader in influencing subordinates. 48 class hours



MIS 1110 War and Peace 3 cr.
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 48 class hours

MIS 1400 Fundamentals of Leadership 3 cr.
An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the modern volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication are stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. 48 class hours

MIS 1405 Requirements of Military Leadership 3 cr.
Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp. 48 class hours

MIS 1410 Seminar in Leadership and Management 3 cr.
A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army; and the present role of the United States in world affairs. 48 class hours

Music

Students are advised that course selections in the area of performing arts are not automatically transferable; students will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

Students must supply their own musical instruments. However, pianos are supplied for instruction only and are NOT available for practice.

MUL 1110 Music Appreciation 3 cr.
A general survey of music and its composers, with extensive listening in order to develop an intelligent understanding and appreciation of the world's great music. This course is open to all students. 48 class hours

MUN 1310 College Chorus 1 cr.
This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. 32 laboratory hours

MUN 1340 Chamber Singers 1 cr.
This course is for experienced singers with some musical training. Students will be expected to study and perform assigned literature from the 14th century to the present with an emphasis on 16th and 17th century chamber works. An audition is required. This course may be repeated for credit up to four times with consent of instructor (MUN 1340A, MUN 1340B, MUN 1340D, and MUN 1340E). 32 laboratory hours

MUN 1450 Piano Ensemble 1 cr.
Prerequisite: Consent of instructor. This course is designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and duo-piano works from the standard repertoire as well as piano accompaniments for vocal and instrumental solos. Audition required. Special fee required. 32 laboratory hours

MUT 1001 Fundamentals of Music 3 cr.
This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. 48 class hours

MUT 1121 Music Theory I 4 cr.
Prerequisite: MUT 1001. The purpose of Music Theory I is to provide the fundamentals of music, including chord construction and progression, elements of form analysis and harmony, rhythmic and melodic ear training, dictation, sight singing, and simple composition. 48 lecture hours and 32 laboratory hours

MUT 1122 Music Theory II 4 cr.
Prerequisite: MUT 1121. The purpose of Music Theory II is to provide a continuation of Music Theory I with emphasis on further development of musical skills. 48 lecture hours and 32 laboratory hours

MUT 2126 Music Theory III 4 cr.
Prerequisite: MUT 1122. The purpose of Music Theory III is to provide emphasis on advanced harmony and chord structure, examination and analysis of form and styles from the past to the contemporary, advanced problems in composition for various media, and a continued development of aural skills. 48 lecture hours and 32 laboratory hours

MUT 2127 Music Theory IV 4 cr.
Prerequisite: MUT 2126. The purpose of Music Theory IV is to provide the final sequence of Music Theory with emphasis on continued development of harmonic materials, aural and visual analysis, and problems in composition involving form and instrumentation. 48 lecture hours and 32 laboratory hours

NOTE: Applied Music courses are designed for those students who plan to major in music and may NOT be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

Applied Music I – Preparatory**1 cr.**

Prerequisite: Audition and consent of instructor prior to enrollment.
Corequisite: Voice students must enroll in Voice Repertoire Class in the same semester as Applied Music (Voice Repertoire Class MVV 1510A). 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 raise their performance level to freshman music major level or desire a secondary instrument while studying as an intended music major on another instrument. Non-music major students may be permitted to study only if space is available and if they have previous music background. Credit for this course will not count toward principal instrument requirements for those students who will be transferring to a four-year college/university. Special fee \$90.00. Students receive one half-hour private lesson per week. Attendance and/or performance in recital each semester may be required. 8 laboratory hours

MVB 1011A	Trumpet	MVS 1013A	Cello
MVB 1012A	Horn	MVS 1014A	String Bass
MVB 1013A	Trombone	MVS 1015A	Harp
MVB 1014A	Baritone Horn	MVS 1016A	Guitar
MVB 1015A	Tuba	MVV 1011A	Voice
MVK 1011A	Piano	MVW 1011A	Flute
MVK 1013A	Organ	MVW 1012A	Oboe
MVP 1011A	Percussion	MVW 1013A	Clarinet
MVS 1011A	Violin	MVW 1014A	Bassoon
MVS 1012A	Viola	MVW 1015A	Saxophone

Applied Music II – Preparatory**1 cr.**

Prerequisite: Audition and consent of instructor prior to enrollment.
Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510B). A continuation of Applied Music I Preparatory. Special fee \$90.00. Students receive one half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to the transferability of music credits. 8 laboratory hours

MVB 1011B	Trumpet	MVS 1013B	Cello
MVB 1012B	Horn	MVS 1014B	String Bass
MVB 1013B	Trombone	MVS 1015B	Harp
MVB 1014B	Baritone Horn	MVS 1016B	Guitar
MVB 1015B	Tuba	MVV 1011B	Voice
MVK 1011B	Piano	MVW 1011B	Flute
MVK 1013B	Organ	MVW 1012B	Oboe
MVP 1011B	Percussion	MVW 1013B	Clarinet
MVS 1011B	Violin	MVW 1014B	Bassoon
MVS 1012B	Viola	MVW 1015B	Saxophone

Applied Music III – Preparatory**1 cr.**

Prerequisite: Audition and consent of instructor prior to enrollment.
Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510D). A continuation of Applied Music II - Preparatory. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to transferability of music credits. 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: Audition and consent of instructor prior to enrollment.
Corequisite: Voice students must enroll in repertoire study in the

same semester as Applied Music (Voice Repertoire Class MVV 1510E). A continuation of Applied Music III - Preparatory. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to transferability of music credits. 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: Audition and consent of instructor prior to enrollment on each level. **Corequisite:** Voice students must enroll in Vocal Repertoire Class (MVV 2520A) in the same semester as Applied Music. 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. Special fee \$90. One half-hour private lesson per week. Attendance at and/or performance in recital each semester may be required. 8 laboratory hours

NOTE: Applied Music courses are designed for those students who plan to major in music and may **NOT** be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

MVB 1311A	Trumpet	MVS 1313A	Cello
MVB 1312A	Horn	MVS 1314A	String Bass
MVB 1313A	Trombone	MVS 1315A	Harp
MVB 1314A	Baritone Horn	MVS 1316A	Guitar
MVB 1315A	Tuba	MVV 1311A	Voice
MVK 1311A	Piano	MVW 1311A	Flute
MVK 1313A	Organ	MVW 1312A	Oboe
MVP 1311A	Percussion	MVW 1313A	Clarinet
MVS 1311A	Violin	MVW 1314A	Bassoon
MVS 1312A	Viola	MVW 1315A	Saxophone

Applied Music II – Principal**1 cr.**

Prerequisite: Audition and consent of instructor prior to enrollment.
Corequisite: Voice students must enroll in Vocal Repertoire Class MVV 2520B) in the same semester as Applied Music. A continuation of Applied Music I - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding transferability of music credits. 8 laboratory hours

MVB 1311B	Trumpet	MVS 1313B	Cello
MVB 1312B	Horn	MVS 1314B	String Bass
MVB 1313B	Trombone	MVS 1315B	Harp
MVB 1314B	Baritone Horn	MVS 1316B	Guitar
MVB 1315B	Tuba	MVV 1311B	Voice
MVK 1311B	Piano	MVW 1311B	Flute
MVK 1313B	Organ	MVW 1312B	Oboe
MVP 1311B	Percussion	MVW 1313B	Clarinet
MVS 1311B	Violin	MVW 1314B	Bassoon
MVS 1312B	Viola	MVW 1315B	Saxophone

Applied Music III – Principal**1 cr.**

Prerequisite: Audition and consent of instructor prior to enrollment.
Corequisite: Voice students must enroll in Vocal Repertoire Class

(MVV 2520D) in the same semester as Applied Music. A continuation of Applied Music II - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding the transferability of music credits. 8 laboratory hours

MVB 2321A	Trumpet	MVS 2323A	Cello
MVB 2322A	Horn	MVS 2324A	String Bass
MVB 2323A	Trombone	MVS 2325A	Harp
MVB 2324A	Baritone Horn	MVS 2326A	Guitar
MVB 2325A	Tuba	MVV 2321A	Voice
MVK 2321A	Piano	MVW 2321A	Flute
MVK 2323A	Organ	MVW 2322A	Oboe
MVP 2321A	Percussion	MVW 2323A	Clarinet
MVS 2321A	Violin	MVW 2324A	Bassoon
MVS 2322A	Viola	MVW 2325A	Saxophone

Applied Music IV - Principal 1 cr.

Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class MVV 2520E) in the same semester as Applied Music. A continuation of Applied Music III - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding the transferability of music credits. 8 laboratory hours

MVB 2321B	Trumpet	MVS 2323B	Cello
MVB 2322B	Horn	MVS 2324B	String Bass
MVB 2323B	Trombone	MVS 2325B	Harp
MVB 2324B	Baritone Horn	MVS 2326B	Guitar
MVB 2325B	Tuba	MVV 2321B	Voice
MVK 2321B	Piano	MVW 2321B	Flute
MVK 2323B	Organ	MVW 2322B	Oboe
MVP 2321B	Percussion	MVW 2323B	Clarinet
MVS 2321B	Violin	MVW 2324B	Bassoon
MVS 2322B	Viola	MVW 2325B	Saxophone

MVK 1111A Class Piano I 1 cr.

This class is for beginning piano students meeting in groups of six or more. Open to all students. Emphasis is placed on music reading and elementary techniques. Special fee \$20.00. 32 laboratory hours

MVK 1111B Class Piano II 1 cr.

Prerequisite: MKV 1111A. This class is a continuation of MKV 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

MVV 1510A Vocal Repertoire Class 1 cr.

Corequisite: MVV 1011A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 1510B Vocal Repertoire Class 1 cr.

Corequisite: MVV 1011B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 1510D Vocal Repertoire Class 1 cr.

Corequisite: MVV 2021A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo

repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 1510E Vocal Repertoire Class 1 cr.

Corequisite: MVV 2021B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 2570A Vocal Repertoire Class 1 cr.

Corequisite: MVV 1311A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 2520B Vocal Repertoire Class 1 cr.

Corequisite: MVV 1311B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 2520D Vocal Repertoire Class 1 cr.

Corequisite: MVV 2321A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 2520E Vocal Repertoire Class 1 cr.

Corequisite: MVV 2321B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

Nursing

NUR 1001C Adult Nursing I/LPN Track 4 cr.

Prerequisites: PSY 1012, ENC 1101, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, DEP 2004, and admission to the Nursing Program, ADN/LPN Track. This course is offered for students entering the ADN/LPN Track of the Nursing Program and facilitates student growth through validation and expansion of knowledge and skills achieved in previous nursing and general education courses. The nursing process is introduced and used as an approach to nursing care. Emphasis is placed on assisting ill adult clients with more commonly occurring health problems in meeting basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the registered nurse as a provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation in acute care settings. Additional campus laboratory hours may be required. Lab fee and professional liability fee required. 32 hours of classroom instruction and 96 hours of clinical and laboratory instruction

NUR 1020C Fundamentals of Nursing 10 cr.

Prerequisites: ENC 1101, PSY 1012, BSC 1085, and BSC 1085L (must be completed satisfactorily prior to being considered for admission to the Nursing Program). Pre or corequisites: BSC 1086, BSC 1086L, and MTB 2370. This course introduces concepts and skills basic to nursing care for clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 96 lecture hours and 192

clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 1520C Mental Health Nursing 5 cr.
Prerequisite: NUR 1710C, NUR 1001C, or NUR 1991C. 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. 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. 48 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1710C Adult Nursing I/Generic Track 10 cr.
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and MTB 2370. Pre or corequisite: DEP 2004. This course emphasizes use of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly 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. 80 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1991C Adult Nursing I/Paramedic Track 4 cr.
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and MTB 2370. Pre or corequisite: DEP 2004. This course is offered for students enrolled in the ADN/Paramedic Track. This course introduces the application of the nursing process to nursing care in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 48 lecture hours and 48 clinical and laboratory hours. Additional laboratory hours may be required.

**NUR 2412C Maternal-Child Nursing/
LPN Track** 6 cr.
Prerequisites: NUR 1001C, NUR 1520C, and DEP 2004. This course is offered for students enrolled in the ADN/LPN Track of the Nursing Program and focuses on continuing the LPN-to-RN transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children and families in meeting their basic needs in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 48 lecture hours and 144 clinical and laboratory hours. Additional campus laboratory hours may be required.

**NUR 2460C Maternal-Child Nursing/
Generic Track** 10 cr.
Prerequisites: NUR 1520C and DEP 2004. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children and families in meeting their basic needs in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 80 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 2711C Adult Nursing II/Generic Track 10 cr.
Prerequisite: NUR 1520C. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or more commonly 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 and professional liability insurance fee required. 80 hours of classroom

instruction and 256 hours of clinical and laboratory instruction. Additional campus laboratory hours may be required.

NUR 2720C Adult Nursing II/LPN Track 10 cr.
Prerequisites: NUR 1520C and NUR 2412C. Pre or corequisite: NUR 2820. This course is offered for students enrolled in the ADN/LPN Track of the Nursing Program and focuses on continuing the LPN-to-RN transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or less commonly 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 and professional liability insurance fee required. 80 hours of classroom instruction and 256 hours of clinical and laboratory instruction. Additional campus laboratory hours may be required.

NUR 2820 Nursing Role & Scope 2 cr.
Prerequisite: NUR 1520C. This course is offered during the final year of the nursing curriculum and is designed to assist the graduating student in the transition to the role of the Registered Nurse. Patient care management concepts and the legal, ethical, and professional responsibilities of the Registered Nurse are stressed. Clinical application of theoretical content is accomplished in the clinical nursing courses taken in the final year of the nursing curriculum. 32 lecture hours



**NUR 2994C Maternal-Child Nursing/
Paramedic Track** 6 cr.
Prerequisite: NUR 1991C. Pre or corequisite: DEP 2004. This course is offered for students enrolled in the ADN/Paramedic Track. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children, and families in meeting their basic needs in a variety of settings. Emphasis is on non-emergency care. 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. 48 lecture hours and 144 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 2995C Adult Nursing II/Paramedic Track 6 cr.
Prerequisite: NUR 1520C. Pre or corequisite: NUR 2820. This course utilizes the application of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on both commonly and less commonly 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 and professional liability insurance fee required. 64 lecture hours and 96 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 2996C Adult Nursing III/ Paramedic Track

4 cr.

Prerequisite: NUR 2995C. Pre or corequisite: NUR 2820. This course is a continuation of NUR 2995C. The course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic health needs. Emphasis is placed on the more complex and/or more commonly 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. 16 lecture hours and 144 clinical and laboratory hours. Additional campus laboratory hours may be required.

Paralegal

See Legal Assisting Courses.

Paramedics

See Emergency Medical Services Courses.

Philosophy

PHI 1600 Applied Ethics

3 cr.

Prerequisite: ENC 1101. This course is designed to provide an introductory background to ethics and an in-depth study of the critical skills necessary to an intelligent analysis of contemporary issues. Emphasis will be placed on the systematic generation of options in order to determine choices for resolving dilemmas. 48 class hours

Physical Education

HSC 1100 Personal and Community Health

3 cr.

This course is a study of health problems that are of major importance to society. Topics include stress management, emotional health, physical fitness, nutrition, intimacy and sexuality, communicable disease, cardiovascular disease, cancer, substance abuse, injury prevention, consequences of aging and other current topics in public health. 48 class hours

HSC 1101 Perspectives of Health and Wellness

3 cr.

This course incorporates theory and practical applications in the area of health and wellness. Emphasis is placed upon self assessment of the health-related components of fitness, nutrition, stress management, substance abuse, principles and benefits of exercise, prevention of disease and other current topics related to health, physical fitness and wellness. Physical activity may be a required component of this course. 48 class hours

PEL 1311 Beginning Bowling

1 cr.

The course is designed to introduce the student to the sport of bowling. Fundamental skills, history, rules, scoring, and etiquette will be stressed. Lab fee required. 8 lecture hours and 24 laboratory hours

PEL 1121 Beginning Golf

1 cr.

This course is an introduction to the history, rules, and social and physical values of golf. The basic fundamentals pertaining to grip, stance, posture, and swing are stressed. Primary emphasis is to provide the student with the proper knowledge and skills necessary to enjoy recreational golf. Lab fee required. 8 lecture hours and 24 laboratory hours

PEL 1122 Intermediate Golf

1 cr.

Prerequisite: PEL 1121 or consent of instructor. This course is a continuation of PEL 1121. It is designed to enhance the student's understanding and application of golf strategies; the proper grip, stance, and swing; and golf etiquette and rules. Lab fee required. 8 lecture hours and 24 lab hours.

PEL 1321 Volleyball I

This course emphasizes fundamental skills, techniques, and defensive strategy, and understanding volleyball as a court sport. 8 lecture hours and 24 laboratory hours

PEL 1322 Volleyball II

Prerequisite: PEL 1321 or consent of instructor. This course emphasizes more advanced skills, techniques, and strategy of volleyball. 8 lecture hours and 24 laboratory hours

PEL 1341 Beginning Tennis

1 cr.

This is a course for beginners, designed primarily to provide the student with the knowledge and skills necessary to enjoy recreational tennis. Lab fee required. 8 lecture hours and 24 laboratory hours

PEL 1342 Intermediate Tennis

1 cr.

Prerequisite: PEL 1341 or consent of instructor. A continuation of tennis skill practice, with an emphasis on strategy. Singles or doubles tourney play. Lab fee required. 8 lecture hours and 24 laboratory hours

PEL 1441 Racquetball

1 cr.

This course is designed to teach the fundamentals of racquetball and to develop skills necessary for successful singles and doubles play. Lab fee required. 8 lecture hours and 24 laboratory hours

PEL 1621 Basketball I

1 cr.

Instruction in basketball skills, history, and rules. Emphasis will be placed on developing individual skills. 8 lecture hours and 24 laboratory hours

PEL 1622 Basketball II

1 cr.

Prerequisite: PEL 1621 or permission of instructor. This course is a continuation of PEL 1621 with added emphasis on techniques and methods and understanding play. Team strategy that accentuates both offense and defense will be developed. 8 lecture hours and 24 laboratory hours

PEM 1131 Weight Training I

1 cr.

Instruction in the principles of weight training. The primary emphasis is skeletal muscular strength increases. General fitness improvement is also involved. 8 lecture hours and 24 laboratory hours

PEM 1132 Weight Training II

1 cr.

Prerequisite: PEM 1131. A continuation of PEM 1131. Emphasis is placed on muscular strength development, nutrition, and diet. 8 lecture and 24 laboratory hours

PEM 1171 Aerobic/Step Training I

1 cr.

A fitness activity course that combines step training, strengthening, and cardiovascular conditioning. This activity is based on the principle of aerobic activity. Lab fee required. 8 lecture hours and 24 laboratory hours

PEM 1172 Aerobic/Step Training II

1 cr.

Prerequisite: PEM 1171, step training experience, or consent of instructor. A combination of creative power/step training and cardiovascular movements for the improvement of cardiorespiratory endurance. Lab fee required. 8 lecture hours and 24 laboratory hours

Physical Science

PSC 1311 Survey of the Physical Sciences

3 cr.

Prerequisite: REA 0002 (completed with a grade of "C" or higher). A non-laboratory course intended for non-science majors. It provides an introduction to the atomic nucleus and nuclear power; the periodic table, chemical bonding, and basic organic chemistry; meteorology and earth science; and astronomy. It is recommended that students complete this course prior to enrolling in BSC 1005, BSC 1030, or OCE 2001. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe II course.) 48 class hours

FSC 1341 Introduction to the Physical Sciences 3 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test scores. A non-laboratory course intended for non-science majors. The course provides an introduction to physics and chemistry. A working knowledge of simple algebra is assumed. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe I course.) 48 class hours

Physics

PHY 1053 General Physics I 3 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test scores. Pre or corequisite: MAC 1114. Corequisite: PHY 1053L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Topics include mechanics, heat and sound. 48 lecture hours

PHY 1053L General Physics I Laboratory 1 cr.
Pre or corequisite: MAC 1114. Corequisite: PHY 1053. A laboratory investigation into fundamental concepts of physics. Topics include mechanics, heat and sound. Lab fee required. 32 laboratory hours

PHY 1054 General Physics II 3 cr.
Prerequisite: MAC 1114, PHY 1053 and PHY 1053L (all completed with grades of "C" or higher). Corequisite: PHY 1054L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Subject matter includes electricity, magnetism, light, and selected topics in modern physics. 48 lecture hours

PHY 1054L General Physics II Laboratory 1 cr.
Pre or corequisite: MAC 1114, PHY 1053 and PHY 1053L (all completed with grades of "C" or higher). Corequisite: PHY 1054. A laboratory investigation into fundamental concepts of physics. Topics include electricity, magnetism, optics and modern physics. Lab fee required. 32 laboratory hours

Political Science

INR 2002 World Perspectives: An Introduction to International Relations 3 cr.
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. 48 class hours

POS 2041 American Federal Government 3 cr.
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and a study of the U.S. Constitution. 48 class hours

POS 2112 State and Local Government 3 cr.
A study of state, county, and municipal government with emphasis on the newer trends in local government. 48 class hours

Psychology

CLP 2140 Abnormal Psychology 3 cr.
Prerequisite: PSY 1012. An examination of the major categories of mental disorders. Diagnostic criteria, treatment methods, and legislation applicable to the emotionally disturbed are studied. Local agencies which provide services to the mentally disordered are reviewed. 48 class hours

DEP 2002 Child Psychology 3 cr.
Prerequisite: PSY 1012. 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. 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.
Prerequisite: PSY 1012. This course focuses on the predictable crises of life encountered between the ages of 18 and 50. 48 class hours

EXP 1600 Creative Thinking and Imagination 3 cr.
Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the importance of creative effort and stimulating the student's ability to utilize the creative approach to his/her life and work. 48 class hours

PSY 1012 Introduction to Psychology 3 cr.
An introduction to the field of psychology in which the student becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. 48 class hours

Reading

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

***REA 0001 Basic Reading** 4 cr.
See College Preparatory Courses.

***REA 0002 Fundamentals of Reading** 4 cr.
See College Preparatory Courses.

REA 1105 College Reading Techniques 3 cr.
A college-level reading course designed to develop and improve college reading skills. There is emphasis placed on proficiency in comprehension, flexibility of rate, and vocabulary improvement. Practice with specialized equipment and/or materials is provided. 48 class hours

REA 1725 Essential Reading Skills (CLAST Review) 1 cr.
This course is designed to prepare students for the College Level Academic Skills Test (CLAST). Classroom activities, assignments, and tests will enable students to measure their reading rates in words per minute (WPM), increase the rates significantly, master the literal and critical comprehension skills necessary to pass the CLAST Reading Comprehension section, and reduce test anxiety by practicing with simulated CLAST reading materials. 16 class hours

RED 2310 Current Approaches in Teaching Reading 3 cr.
See Education Courses.

Real Estate

REE 1040 Real Estate Principles and Practices I 4 cr.

A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, files, deeds, mortgages, liens, taxation, and property management. It will familiarize the student with law and its provisions under which the registrars will operate. Satisfactory completion of this course permits the student to sit for the Florida Real Estate Commission Exams for the Salesman's License. (Exam fee required.) 64 class hours

REE 2041 Real Estate Principles and Practices II 4 cr.

Prerequisite: 6 months registration as active salesperson. Designed to help prepare the real estate salesperson for the broker's examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required.) 72 instructional hours required

REE 2100 Residential Appraisal 4 cr.

Prerequisite: Must have a current real estate salesperson's license. This course provides the student with a broad understanding of real property appraisal concepts and the technical skills employed in applying these concepts to residential property. Credit may be earned toward fulfillment of professional designation requirements of the Society of Real Estate Appraisers. This course may also be used for fulfillment of recertification credits of the Society of Real Estate Appraisers. 64 class hours

REE 2500 Property Management 3 cr.

Prerequisite: Must have a current real estate salesperson's license. The course acquaints students with efficient property management types, organization, methods, functions, and services. The scope includes property management from single family to income production and income producing properties of various sizes and types. 48 class hours

Sociology

SYG 1361 Death in America 3 cr.

This course probes mortality, its psychological and social consequences, and the problems it poses for modern Americans. Combining history and recent research findings, the course illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood, and the impact of the threat of world holocaust. 48 class hours

SYG 1420 Families in Transition 3 cr.

This course explores the history of the family in America. It includes recent past events and movements that have affected family life; the functioning of the family through various life stages with variations in ethnic, racial, and social class subgroups in American society; and the prospects for the family in the future. 48 class hours

SYG 2000 Introduction to Sociology 3 cr.

The study of human behavior as a product of group 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.

This course will examine the changing status and roles of women in American society since the turn of the century. Traditional and con-

temporary sources of gender identity and roles will be explored. 48 class hours

SYG 2430 Marriage and The Family 4 cr.

A sociological analysis of preparation for marriage and adjustment, family life. Topics such as dating, mate selection, interpersonal relationships, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. 48 class hours

Spanish

SPN 1120 Beginning Spanish I 4 cr.

This course will introduce beginning students in Spanish to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, and sensitize students to the cultural contributions of the countries in which Spanish is spoken. 64 class hours

SPN 1121 Beginning Spanish II 4 cr.

Prerequisite: SPN 1120 or consent of instructor. This course will reinforce, expand, and review the basic skills previously acquired; develop increased listening, speaking, reading, and writing skills; and extend knowledge of grammar and the awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 64 class hours



SPN 2200 Intermediate Spanish I 4 cr.

Prerequisite: SPN 1121, two years of high school Spanish, or the equivalent. The content will include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 64 class hours

SPN 2201 Intermediate Spanish II 4 cr.

Prerequisite: SPN 2200. The content will include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 64 class hours

Speech

JOU 2100 Journalistic Writing and Reporting 3 cr.

See English Courses

SPC 2600 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. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

LISTING OF TECHNICAL CREDIT COURSES

BUSINESS — TECHNICAL COURSES

CGS 0002 Introduction to Microcomputer Applications 2 tech. cr.

Prerequisite: OTA 0101 or consent of instructor. This course introduces the student to basic computer and word processing concepts including file management, system back-up, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: text creation and editing, macros, mailing labels, enhancements, spreadsheets, and data base. Lab fee required. 60 hours of instruction

GER 0212 Writing and Speaking for Business 2 tech. cr.
This course is designed to teach oral and written communication skills as applied to business settings. Topics include: listening skills; verbal and nonverbal messages; presentation skills; proper punctuation, grammar and spelling; and using reference materials. 60 hours of instruction

OTA 0101 Keyboarding I 2 tech. cr.
This course is designed to teach basic keyboarding/typewriting skills on the computer using wordprocessing software applications. It includes instruction of the alphabetic and numeric keys. Proper technique will be emphasized. Lab fee required. 60 hours of instruction

OTA 0611 Keyboarding II 2 tech. cr.
Prerequisite: OTA 0101 or consent of instructor. This course is a continuation of the touch system of typewriting and of basic and production skill building with an emphasis on professionalism. This course emphasizes typing speed and accuracy in typing using computer-based software applications. Lab fee required. 60 hours of instruction

SLS 0301 Professional Career Development 2 tech. cr.
This course will address basic human relations as applied to the job search process and to successful and professional job performance. Topics will include self-esteem, developing a professional image, career goals, business etiquette, interviewing procedures, stress management, and conflict resolution. 60 hours of instruction

CHILD CARE SUPERVISION

HEV 0104 Child Care Center Operation 2 tech. cr.
Pre- or corequisite: HEV 0111. This course will explore operational principles in child care settings. Topics will include curriculum format and implementation, learning styles, preparation of classroom activities, appropriate role models, time management, networking skills, and decision making. Included in this course is the Child Development Associate (CDA) content area of strategies to manage an effective program operation and maintaining a commitment to professionalism. 60 hours of instruction

HEV 0111 Child Growth and Development 2.5 tech. cr.
This course will introduce the student to child care services occupations, career options in the industry, the Florida state rules (FHS 10M-12.0313), and legislation which govern child care. In addition, the course is directed toward providing a safe learning environment; promoting good health and nutrition; identifying the physical, social, emotional, and intellectual characteristics of a child from birth through age twelve years; detection of and intervention into child abuse and neglect; and understanding how nutrition, environment, heredity, and disorders may influence the development of a child. Included in this course is the Child Development Associate (CDA) content area of planning a safe, healthy learning environment and principles of child growth and development. 75 hours of instruction

HEV 0116 Teaching Young Children 2.5 tech. cr.
Pre- or corequisite: HEV 0111. This course will provide opportunities to use a variety of individual and group activities to promote physical, social, emotional, and intellectual development of children. These activities are designed to encourage curiosity, exploration, and problem-solving skills appropriate to the developmental level and learning style of the child. Included in this course is the Child Development Associate (CDA) content area of steps to advance children's physical and intellectual development, positive ways to support children's social and emotional development, and observing and recording children's behavior. Lab fee required. 75 hours of instruction

HEV 0137 Creating a Positive Classroom 2 tech. cr.
Pre- or corequisite: HEV 0111. This course presents techniques in providing a positive and supportive classroom environment in which children learn and demonstrate acceptable and appropriate behaviors as individuals and in groups. Students will have the opportunity to practice in role-playing settings. Emphasis is on cooperative relationships with each child, family, and staff member. Included in this course is the Child Development Associate (CDA) content area of strategies to establish productive relationships with families. Lab fee required. 60 hours of instruction

HEV 0162 Child Care Center Operation Practicum 3 tech. cr.
Pre- or corequisite: HEV 0104. The student will be assigned to a child care facility where decision making and organizational skills, maintenance of records and reports, planning and implementing program activities, and a positive and professional attitude will be demonstrated. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

HEV 0173 Child Care Supervision Clinical 4 tech. cr.
Prerequisite: Successful completion of all other courses in the program or consent of instructor. This course provides the child care supervision student clinical experiences in a child day care center. A student who is employed in a child care center can use that center as the course site. Completion of a case study including participation in a parent/teacher conference will be required. This course will apply toward the Child Development Associate (CDA) content area of observing and recording children's behavior and the requirement for direct work with children. Students must earn a grade of "Pass" (P) in the clinical to receive a certificate. Professional liability insurance fee required. 120 hours of clinical instruction

HEV 0182 Creating a Positive Classroom Practicum 3 tech. cr.
Pre- or corequisite: HEV 0137. The student will be assigned to a child care facility where techniques in providing a positive and supportive classroom environment will be demonstrated. Emphasis is on cooperative relationships with each child, family, and staff member. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

HEV 0183 Child Growth and Development Practicum 3 tech. cr.
Pre- or corequisite: HEV 0111. The student will be assigned to a child care facility where the opportunity to develop skills and techniques in planning a safe, healthy, and positive learning environment for children will be provided. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded

as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

HEV 0187 Teaching Young Children

Practicum

3 tech. cr.

Pre- or corequisite: HEV 0116. The student will be assigned to a child care facility where group activities to promote physical, social, emotional, and intellectual development of children and techniques in observing and recording children's behavior will be practiced. This course will apply toward the Child Development Associate (CDA) requirement for direct work with children. A student who is employed in a child care center can use that center as the course site. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 90 hours of clinical instruction

CODER SPECIALIST

Note: Courses with an "HSC" prefix can be found under the "Health - Technical" heading in this catalog section.

MRE 0203 Coding for Medical Records

6 tech. cr.

Prerequisite: HSC 0532, a valid CPR card, and an approved 4-hour AIDS seminar. This course includes the history of medical record coding and coding principles, using the Physicians' Current Procedure Terminology (CPT) and the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) statistical classification systems as used in physicians' offices, hospitals, and other medical facilities. Emphasis will be on the application of coding skills and will include visits to local coding offices. Lab fee required. 180 hours of instruction

COSMETOLOGY

COS 0070 Employability Skills/State Board and Florida Cosmetology Law

5 tech. cr.

Prerequisite: CSP 0006 or consent of instructor. This course is designed to provide the student with instruction in professional development (employability skills), and also with an overview of the process required by the State Board of Cosmetology for licensure. This instruction includes the study of cosmetology law, rules, and regulations. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0301 Hair Shaping

5 tech. cr.

Prerequisite: COS 0590 or consent of instructor. This course is designed to provide instruction in hairshaping and in the selection of proper hair cutting implements and proper style selection. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0400 Hairstyling

5 tech. cr.

Prerequisite: COS 0301 or consent of instructor. This course is designed to provide instruction in hairstyling, preparation and principles of design, and fitting of wigs and hair pieces. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0590 Laboratory Practices, Hair, and Scalp Care

5 tech. cr.

This course is designed to provide instruction in safety and sanitation rules/procedures applicable to the classroom and laboratory environment. A component is included about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency (AIDS). The course provides instruction in hair shampooing and scalp treatment. Lab experiences are included in this course. Lab fee and professional liability insurance fee required. 150 hours of instruction

COS 0644 Permanent Waving/Restructuring

5 tech. cr.

Prerequisite: COS 0400 or consent of instructor. This course is designed to provide instruction in permanent waving and chemical hair restructuring (relaxing). Instruction in analyzing the hair, selection of appropriate solutions, and implements is provided. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0700 Hair Coloring

5 tech. cr.

Prerequisite: COS 0644 or consent of instructor. This course is designed to provide the student with instruction in hair tinting and bleaching. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0870 Skin Care/Entrepreneurship

5 tech. cr.

Prerequisite: CSP 0006 or consent of instructor. This course is designed to provide the student with instruction in performing facials and applying makeup. This course also includes instruction in salon management and entrepreneurship, budgeting, site selection, design layout, equipment selection, and sales development. Lab experiences are included in this course. Lab fee required. 150 hours of instruction



COS 0920 Cosmetology Review

1 tech. cr.

Prerequisite: Consent of instructor. This course is designed for the student who needs additional hours as required by the State Board of Cosmetology or for the student who needs additional preparation for the State Board examination. It is recommended for the licensed cosmetologist who desires to update knowledge and skills. (May be taken for credit up to five times.) Lab fee required. 30 hours of instruction

CSP 0006 Nail Care

5 tech. cr.

Prerequisite: COS 0700 or consent of instructor. This course is designed to provide the student with instruction in performing manicures, pedicures, artificial nails, and nail wraps. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

CSP 0920 Cosmetology Review - Manicuring, Pedicuring/Nail Extension Specialist

8 tech. cr.

Pre or corequisite: NCH 0001. 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; manipulation of the hands and feet; and Florida Cosmetology law and rules. Lab fee and professional liability insurance fee required. 240 hours of instruction

CSP 0921 Cosmetology Review - Facial Specialist

9 tech. cr.

This course will provide instruction on the safety and disinfecting 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 and professional liability insurance fee required. 270 hours of instruction

DENTAL ASSISTING

DEA 0000 Introduction to Dental Assisting .5 tech. cr.
Prerequisite: Admission to the Dental Assisting Program. **Corequisites:** DEA 0300, DEA 0200C, and DEA 0400. This course is designed to introduce the dental assisting student to the role and function of the dental assistant as a member of the dental health team. Concepts basic to the dental health care worker are covered and include history and development of dentistry, legal and ethical responsibilities, communication, and interpersonal relationships. 15 hours classroom instruction

DEA 0021 Dental Anatomy 1 tech. cr.
Prerequisites: DEA 0400 and DEA 0000. **Corequisites:** DEA 0300, DEA 0200C, and DEA 0800C. This course is a study of the anatomy and structures in the oral cavity. Topics include primary and permanent dentition, nomenclature, and tooth morphology. 30 hours classroom instruction.

DEA 0026C Expanded Functions/Dental Assisting 1 tech. cr.
Prerequisite: DEA 0800C. **Corequisites:** DEA 0100C, DEA 0209, and DEA 0931. This course is designed to provide the dental assisting student with knowledge and clinical skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Student achievement in this course is graded as "Pass/Fail." Lab fee required. 5 hours classroom instruction, 10 hours laboratory instruction and 15 clinical hours

DEA 0100C Dental Materials/Dental Assisting 1.5 tech. cr.
Prerequisites: DEA 0021C, DEA 0200C, and DEA 0800C. **Corequisites:** DEA 0931, DEA 0801C, DEA 0209C, and DEA 0026C. This course provides knowledge of composition, properties, reactions, clinical significance, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Additional laboratory hours may be required. Laboratory fee required. 15 hours classroom instruction and 30 hours laboratory instruction

DEA 0200C Dental Radiography/Dental Assisting 2 tech. cr.
Prerequisites: Admission to the Dental Assisting Program. **Corequisites:** DEA 0021C, DEA 0400, and DEA 0000. This course covers the history of x-rays, production and uses of x-rays, and background and theory for safe and effective use of radiation in dentistry. Included are the physical behavior and biological effects of radiation. The laboratory component of this course provides the opportunity for the student to develop proficiency in exposing diagnostically acceptable x-rays. Laboratory sessions provide experience in the use of x-ray machines, various exposure techniques, processing, mounting, and evaluating radiographs. Additional laboratory hours may be required. Laboratory fee required. 15 hours classroom instruction and 45 hours laboratory instruction

DEA 0209C Dental Office Management/Dental Assisting .5 tech. cr.
Prerequisite: DEA 0800C. **Corequisites:** DEA 0801C, DEA 0026C, DEA 0931, and DEA 0100C. This course includes elements of efficient office management, scheduling, personnel interactions, recall systems, filing, insurance forms and procedures, resume and letter writing, and interviewing and employment opportunities. 15 hours classroom instruction

DEA 0300 Preventive Dentistry for the Dental Assistant .5 tech. cr.
Prerequisite: Admission to the Dental Assisting Program. **Corequisites:** DEA 0000, DEA 0200C, and DEA 0400. This course is designed to introduce the dental assisting student to the theories and mechanisms of preventive dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included. 15 hours classroom instruction

DEA 0400 Anatomy and Physiology/Dental Assisting 1 tech. cr.
Prerequisite: Admission to the Dental Assisting Program. **Corequisites:** DEA 0021, DEA 0200C, and DEA 0000. This course introduces the dental assisting student to the basic concepts of human anatomy (structure) and physiology (function) on both the gross and cellular level. This course is divided into body systems and emphasizes the relationships of body systems. 30 hours classroom instruction

DEA 0800C Dental Assisting Clinical Procedures I 2 tech. cr.
Prerequisite: DEA 0000. **Corequisites:** DEA 0200C, and DEA 0021. This lecture/lab course introduces the dental assistant to clinical skills and procedures, patient assessment, patient education, instrumentation, and aseptic techniques. Additional laboratory hours may be required. Laboratory fee required. 15 hours classroom instruction, 35 hours laboratory instruction, and 10 clinical hours

DEA 0801C Dental Assisting Clinical Procedures II 1.5 tech. cr.
Prerequisite: DEA 0800C. **Corequisites:** DEA 0100C, DEA 0931, DEA 0026C, and DEA 0209C. This lecture/lab course is designed to provide the dental assisting student with additional skills in general dentistry and introduce the student to his or her role in dental specialties. Additional laboratory hours may be required. Laboratory fee and professional liability insurance fee required. 10 hours classroom instruction, 25 hours laboratory instruction, and 10 clinical hours

DEA 0850L Clinical Externship I/Dental Assisting 4 tech. cr.
Prerequisite: DEA 0801C. This course provides the student with clinical experiences in dental offices and clinics under the supervision of faculty and dentists. Experiences include chairside assisting, dental office assistant responsibility, radiography, client instruction, and campus seminars. Student achievement in this course is graded as "Pass/Fail." 120 clinical hours

DEA 0851L Clinical Externship II/Dental Assisting 4 tech. cr.
Prerequisite: DEA 0850L. This course is a continuation of DEA 0850L. Experiences in dental offices will provide an opportunity to improve communication skills and to increase manual dexterity, speed and efficiency. The full range of office assisting duties is experienced. Student achievement is graded as "Pass/Fail." 120 clinical hours

DEA 0931 Dental Office Emergencies .5 tech. cr.
Prerequisites: American Heart Association CPR Certification Course C and DEA 0800C. **Corequisites:** DEA 0100C, DEA 0026C, DEA 0801C, and DEA 0209C. This course prepares the dental assistant to recognize and manage medical emergencies in the dental office. 15 hours classroom instruction

FIRE FIGHTING

FFP 0065 Fire Physical Fitness, Ventilation & Salvage 2 tech. cr.
Prerequisite: FFP 0040. This course is the fourth course in a series of six in the Fire Fighting Program. This course will include physical fitness exercises, ventilation, and salvage. 60 hours of instruction

FFP 0067 Hazardous Material and Fire Review 2 tech. cr.
Prerequisite: FFP 0065. This course is designed to present to the student the most up-to-date information and requirements on handling hazardous materials. Topics discussed will include transportation, regulatory labeling, code requirements, investigation, and identification of hazardous materials. 60 hours of instruction

FFP 0069 Fire Rescue and Controlled Burn 2 tech. cr.
Prerequisite: FFP 0065. This is the fifth in a series of six courses in the Fire Fighting Program. This course will include fire, vehicle, ladder, and rope rescue; fundamentals of extinguishment; forcible entry; controlled burning; hazardous materials; and overhaul. Lab fee required. 60 hours of instruction.

FFP 0077 First Responder and Fire Terminology 2 tech. cr.
Prerequisite: Complete all program entrance requirements. This is the first in a series of six courses in the Fire Fighting Program. This course will include First Responder Training and information about fire orientation duties and responsibilities, private fire protection systems, and fire prevention. 60 hours of instruction.

FFP 0081 Volunteer Fire Fighting 2 tech. cr.
 The purpose of this course is to prepare students for non-paid employment as volunteer fire fighters. This course meets the requirements of the State Bureau of Fire Standards and Training. 60 hours of instruction.

FFP 0602 Fire Behavior, Tools and Equipment 2 tech. cr.
Prerequisite: FFP 0077. This course is the second in a series of six in the Fire Fighting Program. This course will include the following topics: fire behavior; portable extinguishers; protective breathing equipment; apparatus and equipment; tools and equipment; ropes, knots, and ladders. Lab fee required. 60 hours of instruction.

FFP 0640 Fire Hose and Fire Streams 2 tech. cr.
Prerequisite: FFP 0602. This course is the third in a series of six courses in the Fire Fighting Program. This course will include such topics as the sizes, types, and amounts of hose carried on a pumper truck; cleaning and storage of fire hoses; advancing hose into a structure; hose rolls; hose carries; standpipe connections; special stream nozzles; pressure loss; water application; water distribution systems; and hydrant and tanker usability. Lab fee required. 60 hours of instruction.

FFP 0932 Fire Fighting Review 1 tech. cr.
Prerequisite: FFP 0069. This is final course in a six-course series in the Fire Fighting Program. It will include a review of the major topics required by the Florida Fire Fighting Standards, as listed in the previous five courses. The course will also address human relations and employability skills. A discussion of sexually transmitted diseases will be included. 30 hours of instruction.

HEALTH UNIT COORDINATOR

CVT 0507 Basic Arrhythmias 1 tech. cr.
Prerequisite: HSC 0531 or licensed nurse or consent of instructor. This course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias. Basic anatomy and physiology of the cardiovascular system, including autonomic innervation, the conduction system, and depolarization of the cardiac cell will be discussed. 30 hours of instruction.

WCL 0200 Health Unit Coordinator Clinical 4 tech. cr.
Prerequisite: Successful completion of all other courses required in the program or consent of the instructor and a completed Physical Examination Report (SAR-40-A), a valid CPR card and an approved 4-hour AIDS seminar. This course provides the health unit coordinator student clinical experiences in a hospital health unit. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance required. 120 hours of clinical instruction.

WCL 0241 Health Unit Management 2 tech. cr.
Prerequisite: HSC 0531. This course introduces the student to the work practices and clerical duties required in a hospital health unit. Patient admission, transfer, and discharge procedures; coordinating medications for administration by other hospital personnel; maintaining patients records; and organizational skills will be emphasized. 60 hours of instruction.

HEALTH - TECHNICAL

HSC 0531 Medical Language I 1 tech. cr.
 This course is directed toward the learning of medical terminology needs for medical personnel or others interested in related medical fields. The learning of the medical language is organized according to body systems and includes the fundamental understanding of the anatomy, physiology, and disease process of each system to include basic word structure, terms pertaining to the body, and suffixes and prefixes. The following body systems are discussed: cardiovascular, respiratory, digestive, nervous, and musculoskeletal. 30 hours of instruction.

HSC 0532 Medical Language II 1 tech. cr.
Prerequisite: HSC 0531. This course is a continuation of HSC 0531 and includes genitourinary systems, blood and lymphatic systems, integumentary, sense organs, endocrine system, radiology, nuclear medicine, and pharmacology. 30 hours of instruction.

HSC 0641 Legal & Ethical Aspects in Health Care 1 tech. cr.
 This course introduces students to health care delivery systems; the recognition of safety, security and emergency measures; roles and responsibilities; and patient rights within the system. The student will also evaluate ethical issues as they relate to the health care field. 30 hours of instruction.

MRE 0430 Fundamentals of Disease Process 1 tech. cr.
Prerequisite: HSC 0532. This course emphasizes general principles, classifications, causes, and treatments of disease processes. The course will be presented as a system approach to the study of disease. 30 hours of instruction.

MRE 0440 Pharmacology for Health Professionals 1 tech. cr.
Prerequisite: HSC 0532. This course is designed for students who will not be administering medications, but need general knowledge of classifications, common usages, and dosages of medications commonly prescribed for patients. This is an introductory course including principles of pharmacology, drug action, and therapy. Correct spelling and format are emphasized. 30 hours of instruction.

LANDSCAPE OPERATIONS

IPM 0631 Ornamental Plant Pest Control 3 tech. cr.
 Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals and natural controls are emphasized. 90 hours of instruction.

ORH 0000 Introduction to Ornamental Horticulture 3 tech. cr.
 An overview of the horticulture industry with particular emphasis in the ornamental segment. An introduction to plant parts, their functions, and growth requirements is included. 90 hours of instruction.

ORH 0021 Ornamental Plant Propagation 3 tech. 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 0023 Introduction to Plant Growing Media 3 tech. cr.
 An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures in container production. Fertilizer materials and formulas and their relation to plants and soil are included. 90 hours of instruction.

ORH 0220 Introduction to Lawns and Lawn Care 3 tech. cr.
An introduction to establishing and caring for lawns and other turf grasses. Selection, establishment methods, and maintenance of grasses are included. 90 hours of instruction

ORH 0251 Nursery/Garden Center Design and Operation 3 tech. cr.
An introduction to the ornamental nursery business. Topics covered include location, layout and design, inventory and control, and merchandizing and customer service. The role of the center as a hub for landscaping installations and maintenance is emphasized. 90 hours of instruction

ORH 0260 Greenhouse Operations 2 tech. cr.
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. 60 hours of instruction

ORH 0510 Identification of Ornamental Plants I 3 tech. cr.
An introduction to plant classification, selection, and identification. Identification of the interior landscape plants of Florida is emphasized. 90 hours of instruction

ORH 0511 Identification of Ornamental Plants II 3 tech. cr.
A continuation of ORH 0510. Additional plants will be classified and identified. 90 hours of instruction

ORH 0800 Landscaping and Design 3 tech. cr.
An introduction to home and commercial landscaping. The basic principles of landscape designs will be introduced. 90 hours of instruction

ORH 0806 Landscape Installation and Maintenance 3 tech. cr.
Prerequisite: Consent of instructor. A continuation of ORH 0800. Concepts of installation and maintenance as they relate to landscape design will be introduced. 90 hours of instruction

LAW ENFORCEMENT

NOTE: Courses for Law Enforcement Auxiliary Officer, Law Enforcement Basic Recruit, and Correctional Officer are listed under this heading.

CJD 0101 Patrol and Investigative Procedures for Auxiliary Law Enforcement Officers 1 tech. cr.
This course will examine the attitude of the community and law enforcement personnel as they relate to one another. The auxiliary officer's responsibility in patrolling and protecting the community will be covered. Techniques for effective patrol and investigation will be emphasized. Legal techniques for working with juveniles and juvenile offenders will be addressed. 30 hours of instruction

CJD 0102 Criminal Law for Auxiliary Law Enforcement Officers 1 tech. cr.
Prerequisite: Admission to program. This course provides an introductory overview of the criminal justice system. The basic components of law are studied with specific focus on auxiliary officer application and civil and criminal liability. An overview of constitutional law will be presented. Emphasis will be given to evidence procedures, arrest law, search and seizure, and elements of various crimes. Courtroom demeanor and testimony will be covered. 30 hours of instruction

CJD 0103 Auxiliary Law Enforcement Medical First Responder 1 tech. cr.
The Department of Transportation's (DOT) first responder techniques needed in emergency medical situations are taught. The major types of

communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are taught. 30 hours of instruction

CJD 0104 Defensive Tactics for Auxiliary Officers 1 tech. cr.
This course introduces the auxiliary officer to the techniques used for an officer's personal safety and those necessary to subdue, search, and transport resisting individuals. The use of restraining devices, impact weapons, and pressure points is covered. 30 hours of instruction

CJD 0254 Criminal Justice Medical First Responder 1.5 tech. cr.
Corequisite: CJD 0713. The Department of Transportation's first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are discussed. The Local Disaster Preparedness Plan will also be addressed in lecture and simulation. Lab fee required. 45 hours of instruction



CJD 0704 Criminal Justice Defensive Tactics 2.5 tech. cr.
Corequisite: CJD 0715. The techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals are included. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Physical fitness training will include running and calisthenics. Lab fee required. 75 hours of instruction

CJD 0705 Criminal Justice Weapons 2 tech. cr.
Corequisites: CJD 0704 and CJD 0254. Instruction is provided in the use of officer firearms, including handguns and shotguns. Safety procedures and ammunition are covered in lecture format. Instruction regarding the use of chemical agents, with practical exercises, is included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 60 hours of instruction

CJD 0710 Criminal Justice Legal I 1.5 tech. cr.
Prerequisite: Admission to the program. This course provides an introductory overview of the Criminal Justice system. The foundation and basic components of law are studied, with specific focus on officer application. Court procedure and testimony are examined, and civil and criminal liability of officers are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction.

CJD 0711 Criminal Justice Legal II 1.5 tech. cr.
Corequisite: CJD 0710. This course provides an introduction to constitutional law and its application to the public and to law enforcement officers. Law, including evidence procedures, arrest law, search and

scum, and various statutory laws common to police and correctional officers, is studied. Emphasis is given to elements of various crimes. Various civil law applications are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction.

CJD 0712 Criminal Justice Communications 1.5 tech. cr.

Prerequisite: CJD 0711. The report writing process is emphasized and includes: the interview, statement taking, note-taking, and demon- strating through practical exercise. The difference between inter- viewing and interrogation is explored. Interpersonal communication skills are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction.

CJD 0713 Criminal Justice Interpersonal Skills I 2 tech. cr.

Prerequisite: CJD 0712. Community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention tech- niques for various situations, including: suicide, domestic violence, and other crises are studied. Practical exercises are included. Stress recognition and reduction are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be explored. 60 hours of instruction.

CJD 0715 Criminal Justice Physical Fitness & Wellness 1 tech. cr.

Prerequisite: CJD 0713. The level of fitness and well-being of the law enforcement officer will influence job performance and impact on the officer's state of readiness. Health and disability status of officers will be addressed. The importance of nutrition and exercise will be emphasized. A physical fitness assessment will be completed to evaluate individual levels of fitness. Aerobic fitness will be emphasized. 30 hours of instruction.

CJD 0723 Law Enforcement Vehicle Operations 2 tech. cr.

Prerequisite: CJD 0732 and valid Florida driver's license. The compo- nents of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 60 hours of instruction.

CJD 0730 Law Enforcement Legal III 1 tech. cr.

Prerequisites: CJD 0704, CJD 0705, CJD 0710, CJD 0713, CJD 0715, and CJD 0254. Various criminal laws and their elements are studied, with emphasis placed upon those laws specific to police application. Traffic and driver's license laws are included. Legal considerations of officer vehicle operation are also explored. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 30 hours of instruction.

CJD 0731 Law Enforcement Patrol 1.5 tech. cr.

Prerequisite: CJD 0730. This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to different types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occur- rence events, including fire fighting and crowd control, are included. Objectives are addressed as specified by the Criminal Justice Stan- dards and Training Commission. 45 hours of instruction.

CJD 0732 Law Enforcement Traffic 1.5 tech. cr.

Prerequisite: CJD 0731. The course stresses traffic enforcement and control, including DUI offenses and enforcement. Traffic accident in- vestigation, scene management, and reporting procedures are studied also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 45 hours of instruction.

CJD 0734 Law Enforcement Investigations 2 tech.

Prerequisite: CJD 0723. The course addresses the investigation of various crimes, including property crimes, person crimes, narcotic offenses, vice, organized crime, terrorist activity, bombing incidents, death investigations. Techniques are developed from the initial ob- servation methods through the processing of the crime scene and cas- e preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction.

CJD 0741 Criminal Justice Emergency Preparedness 1 tech. cr.

Prerequisite: CJD 0750. Skills needed for riot and disturbance control and firefighting are studied and practiced. Methods of riot prevention, the handling of unusual occurrences, what to do if taken hostage, and emergency procedures are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 30 hours of instruction.

CJD 0750 Criminal Justice Interpersonal Skills II 2 tech. cr.

Prerequisites: CJD 0704, CJD 0705, CJD 0710-0713, CJD 0715, and CJD 0254. The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. Homosexuality, female inmates, deception and manipu- lation by inmates, and institutional criminalities are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hours of instruction.

CJD 0752 Correctional Operations 2 tech. cr.

Prerequisite: CJD 0741. The operation of correctional facilities is stud- ied, including the intake of new inmates, aspects of their daily care, in- stitutional procedures, and techniques utilized by officers to perform daily tasks. Objectives are addressed as specified by the Criminal Jus- tice Standards and Training Commission. 60 hours of instruction.

CJD 0780 Legal Summary for Law Enforcement 1 tech. cr.

Prerequisite: Law Enforcement Basic Academy. This course provides job-related training at the entry level to candidates seeking recertifica- tion for Correctional Officer positions and who have completed the Law Enforcement Basic Academy. The curriculum is prescribed by the FDLE. Criminal Justice Standards & Training Commission in ac- cordance with Florida Statutes. 30 hours of instruction.

CJD 0781 Legal Summary for Corrections 1 tech. cr.

Prerequisite: The student must have completed the Correction Basic Recruit Program. In addition, the student must have demonstrated pro- ficiency in the past 12 months in each of the following high-liability areas: Criminal Justice Weapons, Criminal Justice Defensive Tactics, and Law Enforcement Medical First Responder. Any student who has not must take the entire course. This course provides job-related training at the entry level to candidates seeking certification for law en- forcement positions who have already completed the Corrections Basic Recruit Program. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 30 hours of instruction.

CJD 0796 Legal Summary for Probation and Parole 2 tech. cr.

Prerequisites: The student must have completed the Correctional Probation Academy. In addition, the student must have demonstrated proficiency in the past 12 months in Criminal Justice Defensive Tac- tics and Law Enforcement Medical First Responder. Any student who has not must take the entire course. This course provides job-related training at the entry level to candidates seeking certification for law en- forcement positions who have already completed the Correctional Probation Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Train- ing Commission in accordance with Florida statutes. 60 hours of in- struction.

CJD 0797 Communication and Interpersonal Skills for Probation and Parole 2 tech. cr.
Prerequisites: The student must have completed the Correctional Probation Academy. In addition, the student must have demonstrated proficiency in the past 12 months in Criminal Justice Defensive Tactics and Law Enforcement Medical First Responder. Any student who has not must take the entry course. This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Correctional Probation Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 60 hours of instruction.

CJT 0801 Security/Basic "D" 1.5 tech. cr.
 This course will allow the participants to meet the requirements of the Florida Department of State Division of Licensing to become a Class "D" Security Officer. 45 hours of instruction.

MEDICAL RECORD TRANSCRIBING

MTS 0231 Medical Record Transcribing I 2 tech. cr.
Prerequisites: OTA 0101 or equivalent and HSC 0531. This course is designed to teach medical record transcribing techniques and procedures. Topics to be covered include medical reports, medical correspondence, case histories, physicians' notes, discharge summaries, and specific rules for medical transcription. Lab fee required. 60 hours of instruction.

MTS 0232 Medical Record Transcribing II 4 tech. cr.
Prerequisite: MTS 0231 or consent of instructor and a valid CPR card and an approved 4-hour AIDS seminar. This course is an in-depth study of the types of medical reports and their components. Qualitative and quantitative control standards, pharmacology, and language of various medical specialties, including pharmacology, will be included. Students will progress from intermediate to advanced transcription, and the transition from student to professional is emphasized. The course includes visits to local medical record transcribing settings. Lab fee required. 120 hours of instruction.

MEDICAL SECRETARIAL/EXAMINING ROOM ASSISTANT

MEA 0200 Examining Room Procedures 3 tech. cr.
Prerequisite: HSC 0532. This course is designed to provide the medical secretarial student with instruction in the clinical procedures of a medical office. Emphasis is placed on assisting the physician in patient examination, vital signs, treatment and minor surgery; lab testing; drug administration; and phlebotomy techniques. Lab fee required. 90 hours of instruction.

OTA 0609 Medical Office Procedures 3 tech. cr.
Prerequisites: OTA 0101 and HSC 0531. This course includes instruction in medical office procedures, record keeping, appointment scheduling, telephone skills, and financial record management, patient billing, and insurance claims filing. Lab fee required. 90 hours of instruction.

OTA 0627 Medical Secretarial Clinical 3 tech. cr.
Prerequisite: Successful completion of all other program courses or consent of instructor and a completed Physical Examination Report (SAR-40-A). This course is designed to provide the medical secretarial student with practice in administrative and basic clinical procedures in a medical office. Emphasis is placed on proficiency in filing, telecommunications, insurance reporting and coding, medical accounting procedures, record processing, assisting the physician in patient examination and minor surgery, basic lab testing, and reporting. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. 60 hours of front office and 30 hours of back office clinical instruction.

PATIENT CARE ASSISTANT/ HOME HEALTH AIDE

HCP 0500 Personal Patient Care I 2 tech. cr.
Corequisite: HSC 0531. This course is designed to prepare the patient care assistant student to provide personal patient care, geriatric care, and biological, psychological and social support. Lab fee required. 60 hours of instruction.

HCP 0300 Personal Patient Care II 2 tech. cr.
Prerequisite: HCP 0500. This course is a continuation of HCP 0500 and is designed to prepare the patient care assistant student to provide advanced personal patient care. This care includes home health care services, rehabilitative activities, nutrition principles, and patient care plan. Lab fee required. 60 hours of instruction.

HCP 0940 Patient Care Assistant Clinical 3 tech. cr.
Prerequisites: Successful completion of all other courses required in the program or consent of instructor, a completed Physical Examination Report (SAR-40-A), a valid CPR card, and an approved 4-hour AIDS seminar. This course provides the patient care assistant student clinical experiences in a nursing home and a home health agency. The student must receive a grade of "Satisfactory" in the clinical portion in order to take the Florida Nursing Assistant Certification Examination and to receive a certificate. Student achievement in this course is graded as "Pass" or "Fail." Professional liability insurance fee required. 90 hours of clinical instruction.

PRACTICAL NURSING

PRN 001C Fundamentals of Practical Nursing 5 tech. cr.
Prerequisite: Admission to the Practical Nursing Program. **Corequisite:** PRN 0020. This pre-clinical lecture/laboratory course introduces the student to the role and function of the Licensed Practical Nurse (LPN). The content includes concepts and skills fundamental to the nursing care of people throughout the adult lifespan. The basic units covered include nutrition; individual, family, and community health; medical asepsis; communicable diseases and HIV-AIDS; and basic nursing skills and procedures. Additional laboratory practice may be required. Lab fee required. Purchase of a laboratory skills kit is required. 150 hours of classroom and laboratory instruction.

PRN 0020 Body Structure and Function 1 tech. cr.
Prerequisite: Admission to the Practical Nursing Program. **Corequisite:** PRN 001C. This course is designed to introduce the practical nursing student to basic concepts and principles of human structures (anatomy) and function (physiology). The emphasis is on the integration of all body systems. 30 hours of classroom instruction.

PRN 0030C Pharmacology/Practical Nursing 1 tech. cr.
Prerequisites: PRN 001C and PRN 0020. **Corequisite:** PRN 0200C. This course is designed to introduce the practical nursing student to basic pharmacologic principles and concepts. The content includes medical math, drug classifications, medication administration, and legal and ethical considerations. A campus laboratory component is included. Additional laboratory practice may be required. 30 hours of classroom and laboratory instruction.

PRN 0100C Obstetrical Nursing 3.5 tech. cr.
Prerequisite: PRN 0201C. **Corequisite:** PRN 0200C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of obstetrical clients which includes antepartum, labor and delivery, and postpartum clients; and the care of newborns. Additional laboratory practice may be required. Lab fee required. 45 hours of classroom and laboratory instruction and 60 hours of clinical instruction.

PRN 0110C Pediatric Nursing 3.5 tech. cr.
Prerequisite: PRN 0200C and PRN 0030C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to developmental norms, health maintenance, and the nursing care and management of children of various age groups. Additional campus laboratory hours may be required. Lab fee required. 45 hours of classroom and laboratory instruction and 60 hours of clinical instruction.



PRN 0200C Medical-Surgical Nursing I 9 tech. cr.
Prerequisite: PRN 0001C. **Corequisite:** PRN 0020, PRN 0030C, and current CPR certification. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of the adult medical-surgical client. The use of the nursing process as an approach to providing nursing care is emphasized. Concepts specific to pre- and postoperative care and mental health nursing are included. Additional campus laboratory hours may be required. Professional liability insurance fee required. 30 hours of classroom and laboratory instruction and 240 hours of clinical instruction.

PRN 0201C Medical-Surgical Nursing II 12.5 tech. cr.
Prerequisite: PRN 0200C. **Corequisite:** PRN 0110C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. The use of the nursing process is emphasized. Concepts specific to the care of clients with diseases/disorders of the respiratory, cardiovascular, neurological, gastrointestinal, musculoskeletal, and endocrine systems and vision and hearing disorders are included. The care of clients with malignancies is also included. Additional laboratory practice may be required. 165 hours of classroom and laboratory instruction and 210 hours of clinical instruction.

PRN 0202C Medical-Surgical Nursing III 4.5 tech. cr.
Prerequisite: PRN 0201C. **Corequisite:** PRN 0100C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. Use of the nursing process is emphasized. Concepts specific to the care of clients with diseases/disorders of the reproductive, urinary and integumentary systems, and vocational adjustment are included. Additional laboratory practice may be required. 32 hours of classroom and laboratory instruction and 103 hours of clinical instruction.

APPLIED WELDING

PMT 0106 Introduction and Oxyacetylene Welding 3 tech. cr.

An introductory course in welding using equipment and tools. Safety and proper use of equipment, along with identification of metals, are stressed. This course also includes the use of oxyacetylene gases in welding and torch cutting. Lab fee required. 90 hours of instruction.

PMT 0112 Advanced Specialty Oxyacetylene Welding 3 tech. cr.

Prerequisite: PMT 0106 or consent of instructor. A continuation of oxyacetylene welding, specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. Lab fee required. 90 hours of instruction.

PMT 0121 Shielded Metal Arc Welding 3 tech. cr.

Emphasizes principles in those types of welding that require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. Lab fee required. 90 hours of instruction.

PMT 0122 S.M.A.W. High Technology Skills 3 tech. 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. Lab fee required. 90 hours of instruction.

PMT 0131 TIG Welding 3 tech. cr.

An introduction to Tungsten Inert Gas Welding (TIG). The course emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. Lab fee required. 90 hours of instruction.

PMT 0134 MIG Welding 2 tech. cr.

An introduction to Metallic Inert Gas Welding (MIG). Emphasizes the principles involved in the operating of MIG equipment. A beginning course in welding principles of MIG. Lab fee required. 60 hours of instruction.

PMT 0135 Advanced Shielded Metal Arc Welding 3 tech. cr.

Prerequisite: PMT 0121 or consent of instructor. A continuation of PMT 0121. An advanced course in welding principles of SMAW. Lab fee required. 90 hours of instruction.

PMT 0138 Advanced MIG/TIG Welding 2 tech. 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. Lab fee required. 60 hours of instruction.

PMT 0158 Specialty Shielded Metal Arc Welding 3 tech. cr.

Prerequisite: PMT 0135 or consent of instructor. Welding carbon steel, plug or slot welding, welding of pipe joints, stainless steel, cast iron, hard surfacing, cutting, and blueprint reading are included. Lab fee required. 90 hours of instruction.

PMT 0164 Fabrication of Metal Products Using SMAW 3 tech. cr.

Prerequisite: PMT 0158 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Lab fee required. 90 hours of instruction.

PMT 0175 Fabrication of Metal Products Using MIG/TIG Welding 2 tech. cr.

Prerequisite: PMT 0138 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Lab fee required. 60 hours of instruction.

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