PASCO-HERNANDO COMMUNITY COLLEGE
A community college publicly supported by the people of the State of Florida

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

NORTH CAMPUS
11415 Ponce de Leon Boulevard
(U.S. 98 North)
Brooksville 33573-2098
904/796-6725

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

WEST CAMPUS
7025 Moon Lake Road
New Port Richey 33553-1398
813/847-2727

SPRING HILL CENTER
C/O North Campus
11415 Ponce de Leon Boulevard
(U.S. 98 North)
Brooksville 33573-2098
904/796-4343

GOWERS CORNER COMMUNITY
EDUCATION FACILITY
C/O East Campus
2401 County Road 41 North
Dade City 33525-7599
813/996-5080

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

PASCO-HERNANDO COMMUNITY COLLEGE

Bulletin GHx19-8

Volume XVI
Published By
Pasco-Hernando Community College
2401 County Road 41 North
Dade City, FL 33525-7599

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

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

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

FURTHER RESOLVED, that we visualize a district-wide campus with every corner of the district being served as courses are taken wherever they are needed.
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## PASCO-HERNANDO COMMUNITY COLLEGE
### COLLEGE CALENDAR
#### 1988-89

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FOUNDATION
BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

Chair ........................................ Marc W. Bowman
Vice Chair ................................... Roy B. Bain
Secretary ................................. Milton O. Jones, Ph.D.
Treasurer ................................. Thomas J. Deen, Jr.

Members at Large
Wayne L. Cobb
Wayne R. Coulter
Lois R. Linville
Roland D. Waller

Charles B. McKenzie, Jr.
Arlie C. T. Pottberg
Herman A. Vidal

Sam Y. Allgood, Jr.
Edward J. Cambridge
Stephen D. Carle
David Class
Stephanyanne E. Cooper
Raymond M. Garrity
Ander P. Gibbs
Burnis E. Harnage
L. C. Hawes, Jr.
James L. Huckabay
Nilas H. Kinnunen, D.D.S.
Charlie Luckie, Jr.

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William E. McGovern
Richard E. McGee
Hugh C. McGeehan
Edward A. McNally
James R. Moore
Andrew Oravec, Jr.
Mary E. Snell
Gerald W. Springstead, D.D.S.
James K. Tabb
Ronald G. Thornton
Donald K. Vierling, M.D.
Nancy H. Wilkes

Dr. Milton O. Jones, President
Dr. Robert Judson, Jr.
Vice President

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

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

Michael G. Rom
Provost East Campus

Dr. L. Kim Porter
Provost West Campus

Sylvia M. Thomasson
Dean of Student Services
History

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

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

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

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

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

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

Accreditation

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

Statement of Philosophy

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

Objectives

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

College Catalog

The college catalog is the official document which outlines the requirements and regulations that relate to students. It is the responsibility of each student to be aware of and understand these requirements and regulations. For graduation purposes, a student has the option of remaining under the catalog provision in effect at the time of initial enrollment at the college or any subsequent catalog, provided that the catalog is no more than three (3) academic years old in the term that the student meets all graduation requirements.
North Campus
11415 Ponce de Leon Blvd.
(U.S. 98 North)
Brooksville, Florida 33573-2098
(904) 796-6726

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

Spring Hill Center
c/o North Campus
(904) 683-4343

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

Gowers Corner Community Education Facility
c/o East Campus
2401 County Road 41 North
Dade City 33525-7599
(813) 996-5080
Admission to the College

There are several ways prospective students can be eligible for admission to Pasco-Hernando Community College. Applicants should understand that admission to the college does not imply admission to any particular program or course. Applicants should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by Rules of the District Board of Trustees. All candidates must complete the official application form and pay the application fee.

U.S. Citizens

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

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

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

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

Delayed Admission

1. Transfer students who are on academic probation from another college may not enter PHCCC until they have had an interview with a counselor.

2. Transfer students who are on academic suspension or who have been dismissed for academic reasons from another institution may not enter PHCCC without the permission of the Dean of Student Services.

3. In accordance with Florida Statutes, a student who has previously been expelled from a Florida community college or university for unlawful possession, sale, or use of narcotic drugs will not be admitted to PHCCC 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 PHCCC for a period of two years from the date of such finding.

High School Graduates

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

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

GED

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

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

Students with Certificates of Completion

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

Transfer Students

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

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

Admission to Programs of Acceleration

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

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

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

Dual Enrollment/College

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

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

Dual Enrollment/High School

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

Early Admission

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

Admission to the AA Degree Program

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

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

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

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

Credit Bank

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

Advanced Placement

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

Credit-by-Examination

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

College Level Examination Program (CLEP)

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

Admission to Programs and Courses

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

Upon admission to the college each student is required to declare his or her educational goal and to submit "Required Documents." One of the following goals will be selected:
1. Associate in Arts.
2. Associate in Science Degree in (specific program).
3. Certificate in Science in (specific program).
4. Vocational Certificate in (specific program).
5. General Freshman.
6. Other Personal Objectives (such as Personal Enrichment, Transient, Dual Enrollment, Teacher Certification, Job Upgrading, Career Exploration).

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

Required Documents

Supporting documents are required to enter the following programs:

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

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

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

Admission to Specialized Limited Access Health Programs

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

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

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

Information about applications can be obtained from any PHCC campus or from the Allied Health Offices.

Nursing Programs

Minimum requirements for consideration of an applicant are:

1. Receipt of completed college application, including required fee by the District Records Office, West Campus.
2. Receipt of completed Nursing Program application by the Health Programs Office, West Campus.
3. Receipt of official high school transcript, including graduation, or GED scores or equivalent, by the District Records Office, West Campus. A partial transcript of all completed courses will be accepted if the applicant is currently a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program. It is the responsibility of the applicant to request all transcripts well in advance of the established application deadline dates (see Admission to Specialized Limited Access Health Programs on this page).
4. Receipt of official college transcript from every college attended, other than PHCC, by the District Records Office, West Campus. It is the responsibility of the applicant to request all transcripts well in advance of the established application deadline dates.
5. Receipt of official transcript or Certificate of Completion from the Practical Nursing Program by the District Records Office, West Campus (applicants to ADN/LPN Track only).
6. Cumulative grade-point average (GPA) of 2.0 as of the application deadline date.
7. Completion of required nursing prerequisite courses, with a grade of "C" or better, by the application deadline date.
8. Successful achievement on the National League of Nursing Pre-Admission examination with a minimum score of 40th percentile prior to deadline date.
9. Completion of the TABE Basic Skills Test (Certificate in Practical Nursing Program only).
10. All materials in Items 1 through 5 must be received, and Items 6 through 8 must be satisfied, by the application deadline date.
11. Residents of Pasco and Hernando counties will have preference over out-of-district residents.

Selection Procedures

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

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

1. LPNs who graduated from the PHCC Practical Nursing Pro-
2. Completed Paramedic Program Application
3. Official high school transcript including graduation or GED scores or equivalent and official college transcripts from every college attended other than P-HCC. A partial transcript will be accepted if the applicant is currently enrolled as a high school senior or attending another institution. A complete official transcript must be submitted prior to enrollment in the program. It is the responsibility of the applicant to ensure that all transcripts have been received prior to the established deadline dates.
4. Cumulative college grade-point average (GPA) of 2.0 as of the application deadline.
5. Copy of current Florida EMT licensure.
6. Completion of the TABE Basic Skills Test.
7. Completion of a qualifying examination with a grade of “C” or better prior to the established deadline date.

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

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

1. Receipt of the candidate's written statement of acceptance or rejection in the Records Office by date specified in the letter of notification.
2. Certification of sound health by a physical examination conducted by a physician or a Registered Nurse Practitioner on the first day of classes.
3. Registration and payment of fees at the time and place specified by the Allied Health Office.

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

Minimum Qualifications for Linkage Program Applicants

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

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

Each of these programs admits one class each year, is limited to Florida residents, and allocates a specific number of spaces to Pasco-Hernando Community College. Applications must be submitted to a counselor on one of the Pasco-Hernando Community College's campuses prior to the application deadline of the program for the year admission is desired. Pasco-Hernando Community College will forward applications from qualified students to the sponsoring college for final selection by that institution.

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

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

Minimum Qualifications for the Cosmetology Program

Students who are nineteen (19) years of age or older, whether or not they have graduated from high school or have satisfactorily completed the GED Test, are eligible to enter the Cosmetology Program provided they have met the requirements of the State Board of Cosmetology and provide the documentation listed on page 14 under Required Documentation.

Application Procedure

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

North Campus
Director of Admissions/Student Records
Pasco-Hernando Community College
11415 Ponce de Leon Boulevard
Brooksville, FL 34613-2098

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

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

A. The applicant should mail the application with a $10 application fee to one of the addresses above or present it in person at any PHCC counseling office. Florida residents seeking the reduced course fee must complete a residency affidavit, which may be executed at any PHCC campus without notary fee.

B. An application with fee must be submitted and the student must be formally admitted to the college before registration for courses is considered final. It is emphasized that this fee covers the administrative expenses incidental to admission, is unrelated to registration for courses, and is NOT normally refundable.

C. Test scores are required for admission from all first-time-in-college degree-seeking students.

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

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

### Course Fees

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

- **Florida Resident/College Credit**: $23 per credit hour
- **Non-Florida Resident/College Credit**: $44 per credit hour
- **Florida Resident/Vocational Credit**: $12 per credit hour or Adult Vocational $40 per clock hour
- **Non-Florida Resident/Vocational Credit**: $24 per credit hour or Adult Vocational $80 per clock hour
- **Florida Resident/College Preparatory Credit**: $22 per credit hour
- **Non-Florida Resident/College Preparatory Credit**: $44 per credit hour
- **Florida Resident/Vocational Preparatory Credit**: $12 per credit hour
- **Non-Florida Resident/Vocational Preparatory Credit**: $24 per credit hour

Late Registration: $10

### Continuing Education

- **Florida Resident/Non-Credit Vocational Supplemental**: $3.65 per contact hour or Adult Vocational (Job Preparatory) $4 per contact hour
- **Non-Florida Resident/Non-Credit Vocational**: $1.30 per contact hour
- **Lifelong Learning (CEL)**: $2.25 per contact hour for workshops $5/$10/$15/$20 per workshop.

**Includes a five percent (5%) fee for financial aid, student activity and service fee.

**Based upon cost per workshop.

### Special Additional Fees

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

- Application: $10
- Credit-by-Examination:
  - Credit Courses: $30 per examination
  - COS 1131, Cosmetology I: $30 per examination
  - Written Examination: $30 per examination
  - Laboratory Examination: $150 per examination
  - Diesel Mechanics, Courses Eligible for Credit-by-Examination
  - Written Examination: $30 per examination
  - Laboratory Examination: $30 per examination
- NLN Pre-Nursing Examination: $15
- Graduation: $15
- Laboratory (Courses Below): $5
  - BCT 1040, EET 2605, ETD 1470
- Laboratory (Courses Below): $10
  - APB 1203, C1S 1570, COS 1131, MCB 2103,
  - APB 1204, CHM 1025, COS 1133, OLS 1721
  - ART 1300, CHM 1045, COS 1181, OLS 1722,
  - ART 1301, CHM 1046, COS 1182, PGY 1101
  - BOT 1010, CHM 2210, COS 1183, PGY 1102
  - BSC 1010, CHM 2211, EMS 1199, PHY 1053
  - BSC 1011, COP 2120, EMS 2199, PHY 1054
  - CAP 2801, COP 2121, EMS 2229, PRN 1601
  - CAP 2803, COP 2170, EMS 2425, PRN 1630
  - CAP 2803, COP 2200, FSS 1202, PRN 1631
  - CGS 1061, COS 1131, FSS 2221, ZOO 2010

- Laboratory (Courses Below): $20
  - MTR 1120, MTR 1129, MTR 1135, PMT 1112
  - MTR 1123, MTR 1131, MTR 1139, PMT 1122
  - MTR 1128, MTR 1133, PMT 1106

- Laboratory (Course Below): $25
  - NUR 2406

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

- Physical Education Courses: $5
  - PEL 1341

- Basic Recruit, Police Standards Program Registration: $40 per contact hour
  - Laboratory Fee: $156

- Florida Real Estate Examination: $7

- Returned Check: $5

- Fee for Writing Validation (CLEP – See Page 29): $30
Refunds

Credit Courses

A 100% refund of fees, not including the application fee, may be granted if withdrawal occurs before the end of the drop/add period for a session as specified in the College Calendar. Refunds after the end of the drop/add period are authorized only in event of a student's death, or when a scheduled course is cancelled by the college, or in the case of administrative error by the college. The fee for late registration shall not be refunded, except in instances where the only course in which the student is enrolled is cancelled by the college.

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

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

Continuing Education Courses

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

The application fee will not be refunded except when the only course or courses for which a student is registered are cancelled by the college.

Residency for Tuition Purposes

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

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

(2) (a) To qualify as a resident for tuition purposes:
1. A person or, if that person is a dependent child, his/her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his/her qualification.
2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his/her length of residence in the state and, further, shall establish that his/her presence or, if he/she is a dependent child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, other than for the purpose of maintaining a more temporary residence or absconder incident to enrollment in an institution of higher education.
3. 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 the 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.
4. 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.
5. 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.
6. With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for five consecutive years prior to enrolling or registering at the institution of higher education at which residence status for tuition purposes is sought.
7. In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:
(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when the person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.
(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.
(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month residential requirement of this section.
(7) A person shall not lose his resident status for tuition purposes solely by reason of serving, or if such person is a dependent child, by reason of his parent's or parents' serving, in the Armed Forces outside this state.
(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, uses a resident tuition status because he/she, or, if he/she is a dependent child, his/her parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident
is enrolled, such grace period shall be extended to the end of that semester or academic term.

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

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

(a) Active duty members of the Armed Services of the United States stationed in this state, their spouses and dependent children.
(b) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in Florida Statute 226.041, and their spouses and dependent children.

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

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

FINANCIAL AID AND SCHOLARSHIPS

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

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

When Should A Student Apply?
If a student thinks he/she may attend college this year, then the time to apply is NOW.

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

January 1, 1988 — Application period begins.
April 1, 1988 — Deadline to apply to Florida Student Assistance Grant (FSAG) and most scholarships.
June 1, 1988 — Priority deadline for financial aid applications. Applications received after June 1 will be considered in order of date received, provided funds are available.
August 12, 1988 — Registration begins.
August 24, 1988 — Classes begin.
May 1, 1989 — Deadline to apply for Pell Grant (formerly Basic Grant).

What Are The Application Procedures?
The first thing a student must do is gather the following financial records for him/herself and his/her family:

- W-2 Forms and other records of money earned in 1987.
- Records of non-taxable income such as veterans, social security and welfare benefits.
- Current bank statements.
- Current mortgage information.
- Records of medical and dental bills that were paid in 1987.
- Business and farm records.

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

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

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

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

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

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

Students must reapply each year. Financial aid awards are not automatically renewed. The following dates apply to the 1989-90 academic year:

January 1, 1989 — Application period begins.
April 1, 1989 — Deadline to apply for FSAG and most scholarships.
June 1, 1989 — Priority deadline for financial aid.

How Much Will It Cost To Attend P-HCC?
All fees are subject to change based on implementation of FS 240.35.

The following are estimated expenses based on enrollment of 14 semester hours per session for 2 semesters (8 months):
Students living
with parents
$ 644.00*  
Students not living
with parents
$ 644.00*  
Tuition and Fees
$ 320.00  
Books and Supplies
1,256.00  
Personal
3,840.00
Transportation
792.00
Room & Board
$ 1,500.00  
$4,492.00  
$6,832.00
*Non-Florida Residents — add $644.00 in Out Of State Fees.

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

How Is Need For Financial Aid Determined?

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

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

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

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

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

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

How Does A Student Know If He/She Qualifies?

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

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

- All required forms and documents have formally been submitted.
- The student has been formally accepted for admission to the college as a regular student.
- The student enrolls in a program leading to a degree or certificate.
- Except as otherwise provided, the student enrolls for at least 6 hours per session.
- The student has not received a loan or the student is not in default on a student loan or the student makes satisfactory academic progress.
- The student meets the U.S. citizenship requirements and draft registration requirements.

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

When Is Financial Aid Received?

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

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

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

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

What Are The College's Standards of Academic Progress?

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

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

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

\[
\text{No. of days attended at full time} \times \text{time award} + \frac{\text{1/2 x no. of days in term}}{\text{4 x no. of days in term}} = \frac{\text{time award}}{\text{time awarded}}
\]

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

What Is The College’s Refund Policy?

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

What Are The Facilities and Services Available To Handicapped Students?

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

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

**EAST CAMPUS**
Matt Hillen, Financial Aid Counselor
2401 County Road 41 North
Dade City, FL 33525-7599
(904) 567-6701

**NORTH CAMPUS**
Lois Henton, Financial Aid Counselor
11415 Ponce de Leon Blvd.
Brooksville, FL 33573-2098
(904) 796-6726

**WEST CAMPUS**
Lee Novak, Financial Aid Counselor
7025 Moon Lake Road
New Port Richey, FL 34654-5189
(813) 847-2277

**DISTRICT OFFICE**
Wayne Bodiford, Director of Financial Aid
2401 County Road 41 North
Dade City, FL 33525-7599
(904) 567-6701

Information on financial aid programs is also available through CHOICES.

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

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GRANTS AND SCHOLARSHIPS

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

**PELL GRANT**

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

**How To Apply:**

1. Complete FAF, AFSA, or FFS and mail to processor.
3. Request Financial Aid Transcripts (Transfer Students only).
4. Return Student Aid Report (SAR), which is sent from Pell Grant, to the campus financial aid counselor.

**Eligibility:**

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

**Selection of Recipients:**

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

**Determination of Awards:**

Awards are based upon the following criteria:

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

**Criteria For Continued Eligibility:**

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

**SUPPLEMENTAL GRANT (SEOG)**

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

**How To Apply:**

1. Complete FAF, AFSA, or FFS and mail to processor.
3. Request Financial Aid Transcripts (Transfer Students only).
4. Priority Deadline: June 1st.

**Eligibility:**

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

**Selection Of Recipients:**

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

**Determination Of Awards:**

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

**Conditions For Continued Eligibility:**

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

**FLORIDA ACADEMIC SCHOLARS’ FUND**

The Florida Academic Scholars’ Fund was created by the 1980 Florida Legislature to award scholarships to students who demonstrate outstanding academic achievement and who wish to attend a Florida college.
How To Apply:
1. Complete Florida Academic Scholars' Fund Application and mail to Florida Student Financial Assistance Commission, Tallahassee, Florida.
2. Applications will be accepted beginning February 15th of each year.

Eligibility:
A student is eligible if he/she:
2. Scored 1200 or above on the Scholastic Aptitude Test or a composite score of 28 or above on the ACT test and obtained a 3.5 grade-point average in high school academic subjects, or is recognized by the National Merit Scholarship Corporation as a scholar finalist.
3. Enrolls for a minimum of 12 semester hours per term.
4. Has been a resident of Florida for at least 24 consecutive months prior to graduation from high school.

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

Determination of Awards:
The amount of the award equals $500 per academic year.

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

FLORIDA STUDENT ASSISTANCE
GRANT (FSAG)
FSAG awards are available to eligible Florida residents who demonstrate financial need and who wish to attend a Florida college.

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

Eligibility:
A student is eligible if he/she:
1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 12 semester hours per semester.
3. Has been a resident of Florida for at least 24 consecutive months.
4. Demonstrates financial need.

Selection of Recipients:
Priority is given to:
1. Renewal students.
2. Students with greatest need.
3. Students who apply before April 1st.

Determination Of Awards:
1. Financial need as determined by an approved need analysis.

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

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

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

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

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

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

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

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

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

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

Determination Of Awards:
According to financial need as determined by the need analysis report received from the processor.

Criteria For Continued Eligibility:
1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

STUDENT ASSISTANTS (SAWP)

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

How To Apply:
Contact the campus financial aid counselor.

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

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

Criteria For Continued Eligibility:
1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

OFF-CAMPUS EMPLOYMENT

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

LOANS

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

GUARANTEED STUDENT LOANS (GSL)

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

How To Apply:
Forms are available from counselors and participating lender institutions.
1. Complete FAF or FFS or AFSA and mail to processor.
2. Complete GSL Application Form.
3. Complete a P-HCC Institutional Application for Aid.
4. Locate and select a participating lender.

Eligibility:
A student is eligible if he/she:
1. Enrolls for at least 6 semester hours per session.
2. Is a U.S. citizen, national or permanent resident.
3. Is not in default or overpayment of other aid received.
4. Is in good academic standing.
5. Meets eligibility requirements of the lender.

Determination Of Awards:
Students may borrow up to $2,250 per year for their freshman and sophomore years to a maximum of $17,250. The maximum loan amount, however, cannot exceed the total cost of education less any other aid received, including family contribution.
Selection Of Recipients:
Recipients are selected by the lending institution.

Criteria For Continued Eligibility:
1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

Terms Of The Loan
1. Repayments of the loan begin six months after a student withdraws, graduates, or drops to below half-time status.
2. The minimum repayment is $50 per month.
3. Interest is charged at the rate of 7 to 9 percent, dependent upon the date the student began borrowing. Current rate for new borrowers is 8%.
4. Maximum repayment time is ten years from the start of the repayment period.

SAMPLE REPAYMENT SCHEDULE @ 9%

<table>
<thead>
<tr>
<th>Amount Borrowed For 10 Years</th>
<th>Monthly Payments</th>
<th>Total Loan To Be Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000</td>
<td>$56.88</td>
<td>$6,001.70</td>
</tr>
<tr>
<td>$5,000</td>
<td>$63.34</td>
<td>$7,600.80</td>
</tr>
<tr>
<td>$6,000</td>
<td>$76.01</td>
<td>$9,121.20</td>
</tr>
</tbody>
</table>

AUXILIARY LOAN PROGRAM (ALP)
This program is available to parents of dependent students and independent students. Qualified applicants may borrow from a bank, credit union, savings and loan association or other participating lender. Repayment and interest usually begin 60 days following the date of loan disbursement. Interest rate is currently at a variable rate of 10.27%, but will not exceed 12%.

How To Apply:
Forms are available from counselors and participating lending institutions.
1. Complete ALP Application Form.
2. Complete PHCC Student Loan Checklist.
3. Locate and select a participating lender.

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

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

Selection Of Recipients:
Recipients are selected by the lending institution.

Criteria For Continued Eligibility?
1. Continued satisfaction of eligibility criteria.
2. Reapplication each year.

Terms Of The Loan:
1. Payment of the student loan begins when the student withdraws, graduates, or drops to below half-time status. Interest payments start 60 days after the disbursement date, unless deferred by the lender.
2. Parent loans become payable sixty (60) days after the disbursement date.
3. The current interest rate is 10.27% variable and begins to accrue at the time of disbursement.

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

How To Apply?
Complete PHCC Revolving Loan Application Packet.

Eligibility:
A student is eligible if he/she:
1. Is at least 18 years of age or loan is endorsed by someone 18 years of age or older who is not a spouse of the applicant, a college employee, or another PHCC student.
2. Demonstrates ability to repay either through credit experience or pending eligibility for student financial aid.
3. Is not in overpayment or default of previous aid received.

Determination Of Awards:
The amount of the loan will be for the actual cost of the student’s tuition, fees and required textbooks. Application fees are not included.

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

Criteria For Continued Eligibility:
1. Continued satisfaction of eligibility criteria.
2. An interest penalty of 10% per year will be assessed on delinquent loans.
STUDENT CONSUMER RIGHTS
AND RESPONSIBILITIES

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

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

Student Responsibilities,
It Is Your Responsibility To:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receiving financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a College Work-Study award.
- Know and comply with the deadlines for application or reapplication for aid. (You must reapply each year.)
- Know and comply with your school's refund procedures.
- Request Financial Aid Transcripts from each college previously attended.
- Notify the financial aid office of all financial aid you receive from sources other than the college as soon as you receive it.
- Know the schedule for the disbursement of your award(s), and to pick up aid checks within a reasonable period of time.
- Notify the financial aid office of changes in name, address, or enrollment.
Governed by a thirty-five-member Board of Directors, the Pasco-Hernando Community College Foundation, Incorporated, receives contributions from private citizens and other organizations. These contributions are tax deductible and are invested in the various programs at PHCC. The Foundation is a voluntary organization and has no paid employees. All contributions to the Foundation directly benefit the college and the students attending the college.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

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

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

The Tampa Electric Company Endowment Fund
The Ross Endowment Fund
The Lois E. Trotter Endowment Fund

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

The Mary Ellen Grodin Memorial Endowed Cultural Events Fund
The Allied Health Staff and Program Development Fund
The General Staff and Program Development Fund
The Florence B. Lange Special Purpose Fund
The William Carney Staff and Program Development Fund
The Library Development Fund
The Glen Dill Florida History and Area Environmental Fund
The General Endowment Fund
The Theresa Henninger Staff and Program Development Fund
The Charles E. Conner Endowment Fund

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

Program Selection

Each regular student who enrolls in the college must select a program from the Associate in Arts, Associate in Science, or one of the Certificate programs offered. Students in the Associate in Arts program or any student who intends to be admitted to upper-division status in a state university in Florida must take the CLAST Test prior to transferring (see Page 22). Counselors and Program Planners are available to help with program selections. Program changes may be made at the end of any session by submitting the prescribed form, but must be approved by a counselor.

Common Placement Testing

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

The college will accept SAT, ACT, and ASSET scores, provided that they are not more than three years old, and will place students accordingly. Test modifications and exemptions in State Board of Education Rule 6A-10.3111 (4), FAC, shall apply in the case of students with records of physiological disorders. Students should contact a P-HCC counselor for more information on Placement Testing.

Academic Averages and Repeated Courses

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

Academic Probation and Suspension

Standards of Academic Progress

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

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Required Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-29</td>
<td>1.75</td>
</tr>
<tr>
<td>30+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

2. The academic status of a transfer student will be evaluated at the time of admission, and will be based upon the transcript record from the previous institution(s).

3. A student who has transferred into the college and who has been placed on probation at the time of admission will be required to conform to the Standards of Progress by the end of his/her first term of enrollment at Pasco-Hernando Community College.

4. In the event of probation, a student will be required to see a counselor. After counseling the student and consulting appropriate faculty members, the counselor may require of the student:
   a. Additional counseling sessions
   b. Limitations of course load
   c. Limitations of the type of course or program to be taken

5. The counselor may recommend to the President through the Provost (East and North Campuses) or the Dean of Student Services (West Campus) that a student making unsatisfactory progress be suspended from registration at the college for a period of one term. A student suspended under this provision may return after one session, but must have a planning session with a counselor before being readmitted.

6. Withdrawals, grades of "U" or "F", audits, incomplete, and repetitions are counted for financial aid purposes as hours attempted, but not successfully completed. Financial Aid recipients are required to successfully complete at least 67% of the total hours they attempt toward their educational objective, degree, or certificate at Pasco-Hernando Community College. Students failing to meet this requirement will be placed on probation.

7. A student will be terminated from financial aid the semester following that semester in which his or her hours completed (less college preparatory hours completed) is equivalent to the number of hours required to complete the program. If the student has changed his or her program of study, then any hours completed which were applicable to his or her former program(s) of study that cannot be applied to his or her current program of study will also be excluded from his or her hours completed for comparison against hours required.

8. If a student has not been removed from probation after the next term enrolled and it has not been determined by the campus financial aid committee that the student should be allowed to continue to receive financial aid for an additional term, then he/she will be considered to be making unsatisfactory progress for financial aid purposes. A student determined to be making unsatisfactory progress for financial aid purposes will not be eligible to participate in federal, state, or institutionally funded aid programs until such time as the student is no longer on probationary status.

9. The student may make written appeal of the probationary status to the Provost (East and North Campuses) or the Dean of Student Services (West Campus). Documentation (such as a doctor's statement) will be required, if appropriate. The campus financial aid committee will review the appeal and, if accepted, allow the student to continue to receive financial assistance for an additional term.

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Veterans Progress and Probation

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

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

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

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

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

Students whose benefits have been terminated will not be considered for deferred payment or recertification until they have been counseled by a P-HCC VA counselor.

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

Classification of Students

Students will be classified in accordance with the following criteria:

Regular

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

A degree-seeking student is further classified as:

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

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

Unclassified

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

Full-Time

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

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

Part-Time

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

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

Attendance At More Than One Campus

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

Regional Linkage System

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

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

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

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

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

**CLEP**

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

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

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

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

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

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

**Credit-by-Examination**

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

**Advanced Placement**

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

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

Credit may be used to satisfy graduation, general education, and unspecified elective requirements, but will not be computed in the grade-point average. This type of credit is transferable among Florida institutions of higher education which participate in the Advanced Placement Program. However, students should secure approval in advance of transferability, since minimum qualifying scores differ slightly among colleges and universities.

**Certificate Program Completions**

A student desiring to obtain a certificate for completing a
Directed Individual Study

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

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

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

Teacher Certification And Recency Of Credit

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

Military Service Credit

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

Class Attendance

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

Maximum Student Load

The maximum student load for Session I or Session II is 18 semester hours and 14 semester hours for Session III (to include IIIB). Any student desiring to take more hours must obtain the permission of a counselor. The permission form will be forwarded to the Records Office for placement in the student's folder.
B. have completed the following courses with a grade of "C" or higher:
1. English Composition I and II (ENC 1101 and ENC 1102)
2. Finite Mathematics (MCF 1202)
3. College Algebra (MAC 1104) or Statistics (STA 2014) or Trigonometry (MAC 1114) or Calculus (MAC 2311-2314)
4. Humanities I (HUM 2211)
5. Humanities II (HUM 2230)
6. Modes of Communication (ENC 2033)

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

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

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

a. They are eligible to participate in a State of Florida financial aid program governed by State Board of Education Rule 6A-7.17, FAC.

b. They are required under provisions of SBE Rule 6A-7.17, FAC, to have CLAST scores to continue their eligibility beyond the academic term in which they register for CLAST.

Scores earned by any such examinees outside the target population for CLAST will be reported separately.

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College-Level Communication and Computation Skills

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

1. The following skills, by designated category, are defined as college-level communication skills:
   a. Reading with literal comprehension includes all of the following skills:
      1. Recognizing main ideas in a given passage.
      2. Identifying supporting details.
      3. Determining meanings of words on the basis of context.
   b. Reading with critical comprehension includes all of the following skills:
      1. Recognizing the author's purpose.
      2. Identifying the author's overall organizational pattern.

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

(c) Listening with literal comprehension includes all of the following skills:
1. Recognizing main ideas.
2. Identifying supporting details.
3. Recognizing explicit relationships among ideas.
4. Recalling basic ideas, details, or arguments.

(d) Listening with critical comprehension includes all of the following skills:
1. Perceiving the speaker's purpose.
2. Perceiving the speaker's organization of ideas and information.
3. Discriminating between statements of fact and statements of opinion.
4. Distinguishing between emotional and logical arguments.
5. Detecting bias.
6. Recognizing the speaker's attitude.
7. Synthesizing by drawing logical inferences and conclusions.

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

(f) Transmitting ideas and information in effective written language which conforms to the conventions of standard American English includes all of the following skills:
1. Demonstrating effective word choice by all of the following:
   a. Using words which convey the denotative and connotative meanings required by context.
   b. Avoiding slang, jargon, cliches, and pretentious expressions.

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

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

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

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

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

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

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

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

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

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

2. Calculating distances, areas, and volumes.

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

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

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

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

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

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

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

(g) Demonstrating understanding of geometric and measurement concepts by all of the following skills:
1. Identifying relationships between angle measures.
2. Classifying simple plane figures by recognizing their properties.
3. Recognizing similar triangles and their properties.
4. Identifying appropriate types of measurement for geometric objects.

(h) Demonstrating understanding of algebraic concepts by all of the following skills:
1. Recognizing and using properties of operations.
2. Determining whether a particular number is among the solutions of a given equation or equality.
3. Recognizing statements and conditions of proportionality and variation.
4. Identifying regions of the coordinate plane which correspond to specified conditions.

(i) Demonstrating understanding of statistical concepts, including probability, by all of the following skills:
1. Recognizing properties and interrelationships among the mean, median, and mode in a variety of distributions.
2. Choosing the most appropriate procedure for selecting an unbiased sample from a target population.
3. Identifying the probability of a specified outcome in an experiment.

(j) Demonstrating understanding of logical-reasoning concepts by all of the following skills:
1. Identifying simple and compound statements and their negations.
2. Determining equivalence or non-equivalence of statements.
3. Drawing logical conclusions from data.
4. Recognizing that an argument may not be valid even though its conclusion is true.

(k) Generalizing and selecting applicable generalizations in arithmetic by both of the following skills:
1. Inferring relations between numbers in general by examining particular number pairs.
2. Selecting applicable properties for performing arithmetic calculations.

(l) Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:
1. Inferring formulas for measuring geometric figures.
2. Selecting applicable formulas for computing measures of geometric figures.

(m) Generalizing and selecting applicable generalizations in algebra by both of the following skills:
1. Inferring relations among variables.
2. Selecting applicable properties for solving equations and inequalities.

(n) Generalizing and selecting applicable generalization in statistics, including probability, by inferring relations and making accurate predictions from studying particular cases.

(o) Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:
1. Inferring valid reasoning patterns and expressing them with variables.

2. Selecting applicable rules for transforming statements without affecting their meaning.

(p) Demonstrating proficiency for solving problems in the area of arithmetic by both of the following skills:
1. Solving real-world problems which do not require the use of variables and which do not involve percent.
2. Solving real-world problems which do not require the use of variables and which do require the use of percent.
3. Solving problems that involve the structure and logic of arithmetic.

(q) Demonstrating proficiency for solving problems in the area of geometry and measurement by both of the following skills:
1. Solving real-world problems involving perimeters, areas, volumes of geometric figures.
2. Solving real-world problems involving the Pythagorean property.

(r) Demonstrating proficiency for solving problems in the area of algebra by both of the following skills:
1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
2. Solving problems that involve the structure and logic of algebra.

(s) Demonstrating proficiency for solving problems in the area of statistics, including probability for both of the following skills:
1. Solving real-world problems involving the normal curve.
2. Solving real-world problems involving probabilities.

(t) Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.

(3) The Articulation Coordinating Committee shall file with the Commissioner and the State Board, on or before November 30 of each odd numbered year, its recommendations for changes, if any, in the above definitions of college-level communication and computation skills.
STUDENT AFFAIRS

Counseling

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

Identification Cards

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

Unmet Financial Obligations

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

Job Placement

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

CHOICES

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

Veterans Benefits

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

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

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

Upon their request, veterans may receive a 60-day deferment for the payment of registration fees beginning with the first day of classes in any academic term each time there is a break in receipt of benefits. If the academic session is for less than 60 days, the deferment shall be limited to ten days less than the number of days in the session. Veterans receiving continual benefits are not eligible for deferment.

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

Withdrawal Policy

A student who wishes to withdraw from the college is required to have an exit interview with the counselor at the campus where registered. When possible, a conference with each instructor is also recommended before withdrawal. Improper withdrawal from any course may result in the award of a failing grade. A student administratively withdrawn from a class for excessive absence will be assigned a grade of "W." The last day to withdraw or change to audit each term is shown on the college calendar.

Emergencies

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

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

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

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

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

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any narcotic drug, as defined in Chapter 893 of the Florida Statutes; this includes cannabis sativa (marijuana).
3. Cheating in any form.
4. Stealing.
5. The use of indecent or abusive language.
8. Vandalism or destruction of property.
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. Conscription or solicitation to commit an unlawful act or to violate any college regulations or policies.
19. Repeated violations of college traffic rules while on campus.
20. Trespass on college grounds in violation of college rules.

College Operating Hours/ Campus Security

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

Hazing

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

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

2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.

3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.

4. Violations of this Rule may subject an individual student to the following penalties:
   a. Minor violations — disciplinary probation; and
   b. Major or repeated minor violations — suspension or dismissal.

5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this Rule shall be penalized as follows:
   a. Minor violations — probation from operating as a college organization; and
   b. Major or repeated violations — suspension in accordance with District Board of Trustees Rule 6x19-6.32, or rescission of the authority for such organization to operate on college property or operate under the sanction of the college.

Organizational violations shall be handled by the Dean of Student Services or center administrator. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.

6. In determining whether a hazing violation is “minor” or “major” in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.

7. All college organizations are required to include the above Anti-Hazing Rule in the bylaws of such organization.

8. The college shall provide each student with a copy of the college’s Anti-Hazing Rule and penalties by publication in the college catalog.

Termination from the Nursing Degree Program and Practical Nursing Certificate Program

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

1. Any action outlined in Board Rule 6Hx19-6.13, and as repeated above under the section entitled “Student Conduct.”
2. Endangering a patient's life by:
   a. violating standard safety practices in the care of patients.
   b. delaying care that is within the student's realm of ability and/or knowledge.
   c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge.
3. Repeated unsatisfactory evaluations in the campus laboratory and/or clinical settings.
4. Being found in any restricted or unauthorized areas.
5. Violation of confidential information related to patients/clients.
6. As the result of due process proceedings based upon a request in writing from the hospital or participating agency that the student be withdrawn from said agency.
7. Aggressive, rude behavior to any college staff members, hospital staff members, Medical Director, physician, patient, or student.

Termination from the Emergency Medical Services Degree Program and the Paramedics Certificate Program

A student may be dismissed from the Emergency Medical Services Degree Program and the Paramedics Certificate Program for any of the following reasons. In all cases Board Rule 6Hx19-6.17, Student Disciplinary procedures, will be followed.

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

Disciplinary Procedures

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

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

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

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

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

Student Grievances

1. Students should first attempt to resolve grievances locally and informally through discussion with the following campus officials, in the order listed:
   a. Instructor (for course/grade related matters)
   b. Counselor
   c. Provost (North and East Campuses) or the Dean of Student Services (West Campus)

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

2. Should the grievance not be settled at the campus level within ten working days, it shall be referred to the Vice President for Educational Services who shall attempt to resolve the matter within ten working days of receipt. If this effort is unsuccessful, he/she will recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.

3. The student grievant may request assistance from the Equity Officer at any point during the grievance process. The Equity Officer is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance
is requested, the Equity Officer shall monitor progress of
the case to its conclusion.
4. The basis on which a grade was awarded may not be
challenged under this grievance procedure. The accuracy
of recording the grade may be questioned and appropriate
correction may be sought.

Privacy of Student Records

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

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

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

Student Use of College Facilities

Students are not permitted to remain in any college building
after college hours (see page 37, College Operating Hours)
without faculty supervision. Loitering on college property or
at teaching locations is not permitted.

Student Government
Association

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

Student Activities

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

Phi Theta Kappa

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

To be eligible for membership, a student must have completed
at least 12 semester hours of college credit with a grade-point
average of 3.0 or higher as specified by the respective
Chapter.

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

Phi Beta Lambda

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

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

Delta Epsilon Chi (DECA)

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

VICA

VICA is a national and state organization for students in-
terested in industrial-technical fields. It fosters respect for the
dignity of work, promotes high standards in ethics, craftman-
ship, scholarship, and safety, and offers activities that com-
plement occupational skill development. VICA programs
include local, state, and national contests in which students
demonstrate the occupational and leadership skills they have
learned in the shop and in the classroom.
Student Publications
The Student Government Association of each campus may sponsor a student newsletter as a student activity. The newsletter is a means of distributing information of interest to students and the public. A staff or faculty member on each campus will serve as adviser to the newsletter staff.

Bookstore Services
Bookstore services include the sale of supplies and textbooks for college courses, as well as various other items of interest to students. Books needed for courses at each campus will be available for purchase at that location. Refunds for unmarked textbooks are made only during the regular fee refund period. (See Refunds, Page 18.) Sales slips are required for all refunds.

Athletics
The Athletic Program at PHCC provides opportunities for competition in selected sports between campuses and with other institutions on an informal basis. Equal opportunities are provided to women and men. A limited number of Athletic Scholarships are available. Prospective students, as well as current students, who are interested in these activities should contact the Campus Athletic Office.
ACADEMIC PROGRAMS

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

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

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

Course Transferability

Courses designated as required under the Associate in Arts Degree Program are fully transferable to a Florida senior public institution in meeting the general education requirements. All other catalog courses except those designated as 9000-level and Physical Education are credited for purposes of graduation from Pasco-Hernando Community College, but may not be accepted by the institution to which a student transfers. A counselor will assist in providing information on courses normally accepted for transfer at a particular university or four-year college.

Courses identified as part of the 15- to 17-hour core program in the Associate in Science Degree may be transferable to a senior Florida institution. However, the core courses do not complete the general education requirements for transfer at the junior level, and they may not prepare a student to take the CLAST examination mandated for Florida public colleges and universities (See Page 32, CLAST Testing). Selection of courses other than those required is the responsibility of the student and should be related to future goals.

Continuing Education Program

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

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

Lifelong Learning (CEL)

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

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

Vocational Courses (CEV)

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

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

Transfer Program

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

Satisfactory completion of the AA Degree Program, to include the CLAST examination, will allow a student to enter a Florida public university at the junior level. Flexibility is allowed in the AA Degree Program to permit a student to prepare for almost any bachelor's degree program. The satisfactory completion of the program neither implies nor guarantees that all lower level requirements in a program of the student's choice at a higher level institution have been met. For this reason, any student who expects to transfer to a senior institution is advised to CONTACT THE DEPARTMENT OF THAT INSTITUTION.
Military Science Program (ROTC)

A dual enrollment program with the University of South Florida is offered by Pasco-Hernando Community College (see Course Descriptions, Page 90). Students interested in enrolling in the program are required to make application with the University of South Florida. Normally, students accepted into the program will be assigned to attend classes at St. Leo College. Please consult a counselor for further details.

National Management Association Program

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

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

(From the National Management Association)

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

(From the Institute of Certified Professional Managers)

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 2090, Personnel Relationships in Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1340, Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

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

In order to be awarded the credit, a student must:
1. Complete the college application form and pay the required fee.
2. Inform the Director of Admissions/Student Records that credit is being sought, and
3. Supply to the Records Office a copy of the certificate awarded at the completion of the Basic Recruit Program.

This program is housed in the Community Education Facility at Gower's Corner. This facility offers training programs for all law enforcement agencies throughout Pasco County.
ASSOCIATE IN ARTS

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

The Associate in Arts Degree will be awarded upon completion of a minimum of 60 credit hours and upon passing the state-prescribed College-Level Academic Skills Test (CLAST) (See Page 32). A minimum of 40 credit hours must be earned in General Education requirements as provided in the statewide Articulation Agreement. The remaining 20 hours may consist of any course(s) in the catalog section under “Courses” except those at the 9000 level, those listed as Physical Education, Cosmetology, Diesel, Ornamental Horticulture, and Welding. Required Communication, Computation, and Humanities courses must each be completed with a grade of “C” or above. Fifteen (15) hours of credit, other than credit-by-examination, must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or “C” must be achieved by graduation.

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

**Effective August 1, 1986 through July 31, 1989:**
Reading — 270; Writing — 270; Computation — 275; and Essay — 4 (unless a score of 3 was earned on a test prior to March, 1984).

**Effective August 1, 1989:**
Reading — 295; Writing — 295; Computation — 295; and Essay — 5.

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

General Education Requirements

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

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

Electives

The remaining hours may be completed from courses listed in the catalog section under “Courses,” except for those at the 9000 level, those listed under Physical Education, Cosmetology, Diesel Mechanics, Ornamental Horticulture, and Welding.

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

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

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

Business Transfer Majors

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

MAC 1104 College Algebra
MFG 1202 Finite Mathematics
STA 2014 Applied Statistics
COC 1300 Introduction to Data Processing
ACG 2001 Principles of Accounting I
ACG 2011 Principles of Accounting II
ECO 2013 Principles of Economics I
ECO 2023 Principles of Economics II
MAC 2311 Calculus and Analytic Geometry I
(May be required for Accounting transfers)

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

Associate in Science Programs

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

Certificate Programs

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

ASSOCIATE IN SCIENCE

An Associate in Science Degree will be awarded upon completion of a minimum of 60 credit hours earned in a career or technical program. The individual must complete the 15-17 hour core program for the Associate in Science Degree and the remaining hours from an approved program. Courses designated for Vocational Certificates, or at the 9000-level, or as Physical Education are not applicable to this degree. Fifteen hours of credit must be earned in residence at Pasco-Hernando Community College. A cumulative grade-point average of not less than 2.0 or "C" must be achieved by graduation.

The core program for the Associate in Science Degree is:

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Semester Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>II. Social or Behavioral Science</td>
<td></td>
</tr>
<tr>
<td>POS 2041 American Federal Government (except for ADN Nursing Program)</td>
<td>3</td>
</tr>
<tr>
<td>III. Mathematics or Natural Science</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Any one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Mathematics (MAC 1104, MAC 1114, MGF 1202, or STA 2014)</td>
<td></td>
</tr>
<tr>
<td>or Biological Science (any course with APB or BSC or OCE prefix)</td>
<td></td>
</tr>
<tr>
<td>or Physical Science (any course with PSC or CHM prefix)</td>
<td></td>
</tr>
</tbody>
</table>
IV. Humanities
   Either of the following courses:
   *English Composition II (ENC 1102)
   Spanish (any course with SPN prefix)

V. Core Elective
   Any course which was not used already to satisfy I, II, III or IV above or from
   among the following list of courses:
   Art Appreciation (ART 1001)
   Drama (THE 2020 or TPP 2110)
   History (any course with AMH or EUH prefix)
   Humanities I (HUM 2211)
   Individual Discovery (SLS 1211)
   Music Appreciation (MUL 1110)
   Psychology (any course with PSY or DEP prefix)
   Reading (REA 1105)
   Sociology (any course with SOW or SYG prefix)

   TOTAL 15 to 17 hours

*Grade of "C" or above required

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

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

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

**Associate In Science Degree in:**
- Building Construction Technology
- Business Administration
- Business-Financial Institutions
- Criminal Justice — Law Enforcement
- Culinary Arts and Hospitality Management
- Data Processing
- Electronics
- Emergency Medical Services
- Fire Service Technology
- Human Services
- Marketing Management
- Nursing, with the:
  - Generic Track
  - Licensed Practical Nurse — Limited Access
- Secretarial Occupations
- Word-Information Processing
- Business Administration — Vocational Track

**Associated Certificate Program in:**
- Building Construction Business
- Culinary Arts and Hospitality Management Data Technician
- Paramedics Fire Service Technology
- Business Practical Nursing
- Secretarial Occupations
- Cosmetology Diesel Ornamental Horticulture Welding

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

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Session I</td>
</tr>
<tr>
<td>FRESHMAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>GEB 2050</td>
<td>Personnel Relationships in Business</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1220</td>
<td>Structures I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1340</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1040</td>
<td>Basic Drafting &amp; Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputing</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1221</td>
<td>Structures II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td>SOPHOMORE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1470C</td>
<td>Architectural Drawing</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2610</td>
<td>Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2765</td>
<td>Codes, Contracts &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2001C</td>
<td>Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1318</td>
<td>CAD/CAM Drawing</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>Biological Sciences (ABR, BSC &amp; OCE)</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>(From Approved Electives)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Approved Electives:
- BCN 1501 Plumbing Systems
- BCN 1520 Electrical Systems
- SUR 2200C Surveying II
- CGS 1570 Micro Applications
- CGS 1000 Introduction to Data Processing
- MAR 2101 Salesmanship
- MAR 1011 Principles of Marketing
- BUL 2112 Business Law II
CERTIFICATE PROGRAM — BUILDING CONSTRUCTION

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BCN 1220</td>
<td>Structures I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BCT 1040</td>
<td>Basic Drafting and Blueprint Reading</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputing</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ETD 1470C</td>
<td>Architectural Drawing</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BCN 2610</td>
<td>Construction Estimating</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BCN 2765</td>
<td>Codes, Contracts &amp; Specifications</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ETD 1315</td>
<td>CAD/CAM Drawing</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>(From Approved Electives)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Approved Electives:**

- BCN 1520 Electrical Systems
- BCN 1501 Plumbing Systems
- CGS 1570 Micro Applications
- CGS 1000 Introduction to Data Processing
- MAR 2101 Salesmanship
- MAR 1011 Principles of Marketing
- SUR 2001C Surveying II

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>
ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CREDIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session II</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area IV (See Page 45)</td>
<td>3</td>
</tr>
<tr>
<td>+OST 1100</td>
<td>Beginning Typingwting</td>
<td>3</td>
</tr>
<tr>
<td>OMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>(Suggested Electives)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area V (See Page 45)</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

SOPHOMORE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2321</td>
<td>Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>+ Elective</td>
<td>(Suggested Electives)</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area III (See Page 44)</td>
<td>3</td>
</tr>
<tr>
<td>+ MAN 1340</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

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

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

CERTIFICATE PROGRAM – BUSINESS

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CREDIT</td>
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<tr>
<td></td>
<td></td>
<td>Session I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session II</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>+OST 1100</td>
<td>Beginning Typingwting</td>
<td>3</td>
</tr>
<tr>
<td>OST 2321</td>
<td>Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>+ MAN 1340</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
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</tbody>
</table>

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

+Twelve (12) hours of credit may be granted for the successful completion of the National Management Association Program. (See Page 42 for further information.)
ASSOCIATE IN SCIENCE IN BUSINESS — FINANCIAL INSTITUTIONS

This program is designed to provide a comprehensive, fundamental background for students who plan to seek an entry-level position in a financial institution. Students seeking a career in banking should find that this program provides the flexibility and diverse background needed by the student. Students seeking a management-level position should seek an undergraduate degree program and take the Associate in Arts curriculum with electives in AIB and other banking-related courses. Banking courses listed below are approved by the American Institute of Banking as indicated. 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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>Session I: 3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>Session I: 3</td>
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<tr>
<td>BAN 1004</td>
<td>Principles of Banking</td>
<td>Session I: 3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>Session I: 3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>Session I: 3</td>
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<tr>
<td>Elective</td>
<td>Area IV (See Page 45)</td>
<td>Session I: 3</td>
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<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td>Session I: 3</td>
</tr>
<tr>
<td>ACG 2101</td>
<td>Principles of Accounting II</td>
<td>Session I: 3</td>
</tr>
<tr>
<td>BAN 2501</td>
<td>Money and Banking</td>
<td>Session I: 3</td>
</tr>
<tr>
<td>*OST 1100</td>
<td>Beginning Typing</td>
<td>Session I: 3</td>
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<th>COURSE</th>
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<tr>
<td>BAN 2800</td>
<td>Law and Banking</td>
<td>3</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Economics I</td>
<td>3</td>
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<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1340</td>
<td>Principles of Supervision</td>
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<tr>
<td>OST 2335</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2742</td>
<td>Bank Management</td>
<td>3</td>
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<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area III (See Page 44)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area V (See Page 45)</td>
<td>3</td>
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<tr>
<td></td>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

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

Suggested Electives:

- BAN 2400 Trust Functions and Services
- BAN 1014 Loan and Discount
- BAN 2240 Installment Credit
- BAN 1252 Real Estate Finance in Banking
- BAN 2511 Marketing for Bankers
- BAN 2206 Credit Administration
- BAN 2411 Savings and Time Deposit Banking
- BAN 1210 Analyzing Financial Statements
- CGS 1061 Introduction to Microcomputing
- COP 2170 Microcomputers and BASIC Programming

Credit may be awarded for BAN 1004 (AIB 112), BAN 2501 (AIB 210), BAN 2800 (AIB 106), and BAN 2742 (AIB 220) to students who have successfully completed the same AIB courses, and who have successfully completed written examinations in the courses administered by the college. The Credit-by-Examination fee will be waived one time per course for qualifying students.
ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE — LAW ENFORCEMENT

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

<table>
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<tr>
<th>COURSE</th>
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<tr>
<td><strong>FRESHMAN</strong></td>
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<td></td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td>3</td>
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<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1100</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1410</td>
<td>Police Organization &amp; Administration</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>*CJT 1100</td>
<td>Criminal Investigation</td>
<td>3</td>
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<tr>
<td>CCJ 1420</td>
<td>Police Operations</td>
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<tr>
<td><strong>SOPHOMORE</strong></td>
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<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<td>CJT 1110</td>
<td>Introduction to Criminalistics</td>
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<tr>
<td>*CCJ 2220</td>
<td>Criminal Law</td>
<td>3</td>
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<tr>
<td>PSC 1311</td>
<td>Introduction to Physical Universe II</td>
<td>3</td>
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<tr>
<td>Elective</td>
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<tr>
<td>+ DEP 2002</td>
<td>Child Psychology, OR</td>
<td>3</td>
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<tr>
<td>+ DEP 2302</td>
<td>Adolescent Psychology</td>
<td>3</td>
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<tr>
<td>CCJ 2130</td>
<td>Police Community Relations</td>
<td>3</td>
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<tr>
<td>CCJ 2260</td>
<td>Rules of Evidence for Police</td>
<td>3</td>
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<tr>
<td>CCJ 1000</td>
<td>Crime and Delinquency</td>
<td>3</td>
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<tr>
<td>CCJ 2000</td>
<td>Police Role in Crime</td>
<td>3</td>
</tr>
<tr>
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</tbody>
</table>

*Pasco-Hernando Community College offers the Basic Recruit, Police Standards Program. This program fulfills the requirements set forth by the Florida Police Standards and Training Commission Basic Recruit Curriculum. Six hours of credit may be granted for the successful completion of a Florida Police Standards Basic Recruit Course. Under this provision, three hours each will be awarded for CCJ 2220, Criminal Law, and CJT 1100, Criminal Investigation. Credit is not applicable to those who have qualified for credit under the provisions of a previous catalog. (See Page 42 for further information.)

+ PSY 1012 is not a required prerequisite.
ASSOCIATE IN SCIENCE IN CULINARY ARTS AND HOSPITALITY MANAGEMENT

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

**COURSE** | **DESCRIPTION** | **SEMESTER HOURS**
--- | --- | ---
**FRESHMAN** | **CREDIT**
ENC 1101 | English Composition I | Session I | Session II | 3 | 3
FSS 1094 | Introduction to Food Service | 3 | 3
FSS 1202C | Basic Food Preparation | 4 | 4
FSS 1401 | Food Service Equipment | 3 | 3
FOS 2201 | Food Service Sanitation and Safety | 3 | 3
ENC 1001 | English Composition II | 3 | 3
FSS 2221C | Quantity Food Preparation | 4 | 4
MGF 1202 | Finite Mathematics | 4 | 4
FSS 2610 | Food Merchandising | 3 | 3
FSS 1640 | Culinary Arts and Hospitality Management Practicum I | 3 | 3

**SOPHOMORE**
GEB 2090 | Personnel Relationships in Business | 3 | 3
HUN 1001 | Nutrition | 3 | 3
FSS 2120 | Food Purchasing and Storage | 3 | 3
FSS 1941 | Culinary Arts and Hospitality Management Practicum II | 3 | 3
Elective | Biological Sciences (APB, CCE, BSC or ZOO) | 3 | (4)
FSS 1500 | Food Accounting and Cost Control | 3 | 3
FSS 2300 | Food Service Supervision and Management | 3 | 3
FSS 1942 | Culinary Arts and Hospitality Management Practicum III | 4 | 4
POS 2041 | American Federal Government | 3 | 3
COC 1024 | Introduction to Microcomputers | 3 | 3

**CERTIFICATE PROGRAM — CULINARY ARTS AND HOSPITALITY MANAGEMENT**

This program is for students who are preparing to assume management, production and service positions within the Culinary Arts and Hospitality Management fields. At the conclusion of the first semester or upon completion of the Certificate Program, the participant may transfer into the two-year Associate in Science in Culinary Arts and Hospitality Management Program.

**COURSE** | **DESCRIPTION** | **SEMESTER HOURS**
--- | --- | ---
**CREDIT**
FSS 1004 | Introduction to Food Service | Session I | Session II | 3 | 3
FSS 1202C | Basic Food Preparation | 4 | 4
FSS 1401 | Food Service Equipment | 3 | 3
FSS 2201 | Food Service Sanitation and Safety | 3 | 3
GEB 2090 | Personnel Relationships in Business | 3 | 3
FSS 2221C | Quantity Food Preparation | 4 | 4
FSS 2610 | Food Merchandising | 3 | 3
FSS 1940 | Culinary Arts and Hospitality Management Practicum I | 3 | 3
Elective | Culinary Arts and Hospitality Management Electives | 3 | 3
Approved Culinary Arts and Hospitality Management Electives | 16 | 16
HUN 1001 | Nutrition | 3 | 3
FSS 2300 | Food Service Supervision and Management | 3 | 3
COC 1024 | Introduction to Microcomputers | 3 | 3
ASSOCIATE IN SCIENCE IN DATA PROCESSING

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Session I</td>
<td>Session II</td>
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<tr>
<td>FRESHMAN</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* OST 1100</td>
<td>Beginning Typewriting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
<td></td>
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<tr>
<td>COP 1000</td>
<td>Introduction to Programming Logic</td>
<td>3</td>
<td></td>
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<tr>
<td>GEB 1090</td>
<td>Personnel Relationships in Business</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Any Math Course Listed in Area III (See Page 44)</td>
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<tr>
<td>COP 2170</td>
<td>Microcomputers and BASIC Programming</td>
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<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Area IV (See Page 45)</td>
<td>3</td>
<td></td>
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<td>SOPHOMORE</td>
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<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
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<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COP 2120</td>
<td>COBOL Programming I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems Analysis &amp; Design I</td>
<td>3</td>
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</tr>
<tr>
<td>Elective</td>
<td>Area V (See Page 45)</td>
<td>3</td>
<td></td>
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<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>COP 2121</td>
<td>COBOL Programming II</td>
<td>4</td>
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<tr>
<td>CAP 2806</td>
<td>Advanced Microcomputing w/ Lotus 1-2-3</td>
<td>3</td>
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<td>CIS 2840</td>
<td>Data Processing Practicum</td>
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<td>(Suggested Electives)</td>
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<td>16</td>
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</tbody>
</table>

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

Suggested Electives:
- CGS 1061 Introduction to Microcomputing
- CAP 2801 Advanced Microcomputing w/ Lotus 1-2-3
- CAP 2803 Advanced Microcomputer Applications
- COP 2200 FORTRAN Programming

CERTIFICATE PROGRAM – DATA TECHNICIAN

This program is designed to provide the necessary skills for students who plan to seek employment in Data Processing occupations such as Computer Operations, Data Entry, and Data Control.

<table>
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<tr>
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<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
<th>CREDIT</th>
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<tr>
<td></td>
<td></td>
<td>Session I</td>
<td>Session II</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
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<tr>
<td>* OST 1100</td>
<td>Beginning Typewriting</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Business Math, OR any Math Course from Area III (See Page 43)</td>
<td>3</td>
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<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
<td></td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
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<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 1942</td>
<td>Data Technician Practicum</td>
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*It is suggested that students interested in data entry operations complete OST 1110, Intermediate Typewriting. OST 1100 will be waived if the next level course is satisfactorily completed.
ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY

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

The program contains a three and three-fourths semester core of courses designed to provide students with essential Electronics, English, Mathematics, and Social Science concepts. The last course in the fourth semester affords students an opportunity to explore courses within two "areas of interest": Digital Control Systems and Computer Services.

<table>
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<th>SEMESTER HOURS CREDIT</th>
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<td></td>
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<td>Session I</td>
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<tr>
<td><strong>FRESHMAN</strong></td>
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<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>EET 1015C</td>
<td>Electronics I</td>
<td>4</td>
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<tr>
<td>ETD 1651</td>
<td>Electronics Drawing</td>
<td>4</td>
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<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
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<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
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<tr>
<td>EET 1025C</td>
<td>Electronics II</td>
<td>3</td>
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<td>CET 2112C</td>
<td>Digital Electronics I</td>
<td>4</td>
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<td>ETD 1315</td>
<td>CAD/CAM Drawing</td>
<td>4</td>
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<td><strong>SOPHOMORE</strong></td>
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<td>EET 1120C</td>
<td>Electronics III</td>
<td>4</td>
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<tr>
<td>CET 2121C</td>
<td>Microprocessor Programming Principles</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2001C</td>
<td>General Physics I</td>
<td>4</td>
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<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td>3</td>
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<tr>
<td>EET 2215C</td>
<td>Electronic Instrumentation</td>
<td>4</td>
</tr>
<tr>
<td>CET 2123C</td>
<td>Digital Systems</td>
<td>4</td>
</tr>
<tr>
<td>CET 2326C</td>
<td>Electronic Communications</td>
<td>4</td>
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<tr>
<td>Elective</td>
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<td></td>
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</table>

Approved Electives:

**Computer Services**
- CET 2172C: Software Fault Analysis
- CET 2171C: Hardware Fault Analysis

**Digital Control Systems**
- EST 2124C: Robot and Numerical Control Machines
- ETE 2603C: Electronic Fabrication Techniques
- CET 2341C: Microprocessor Controlling for Machines and Robots
ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES

Application Deadline: August 1

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS CREDIT</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Session I</td>
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<tr>
<td>ENC 1101</td>
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<tr>
<td>*EMS 1119C</td>
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</tr>
<tr>
<td>QMB *001</td>
<td>Business Mathematics</td>
<td>14</td>
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</table>

*Successful completion of EMS 1119C and EMS 1431 qualifies the student to take the Florida EMT Certification Examination. (See Paramedics Certificate Program, Page 55.)

Students wishing to continue to the Sophomore Year must first be approved for admission by the Admissions Committee for Special Programs. (See Paramedics Certificate Program, Page 55.)

<table>
<thead>
<tr>
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<tr>
<td>EMS 2229C</td>
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<td>EMS 2436</td>
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<td>EMS 2425</td>
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Upon successful completion of the Sophomore Year (Certificate Paramedics Program) and successful completion of a final comprehensive written skills examination, the graduate is eligible to sit for the State of Florida Paramedic Examination for certification, which requires a Letter of Certification for one year's performance as a registered or certified EMT (HRS Form 544, August, 1981).
CERTIFICATE PROGRAM — PARAMEDICS

Application Deadline: August 1

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

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

Pre or Corequisite: HSC 2531 Medical Terminology I

<table>
<thead>
<tr>
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<td>Paramedics Clinical I</td>
</tr>
<tr>
<td>EMS 2229C</td>
<td>Paramedics II</td>
</tr>
<tr>
<td>EMS 2436</td>
<td>Paramedics Clinical II</td>
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<td><strong>16</strong></td>
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ASSOCIATE IN SCIENCE IN FIRE SERVICE TECHNOLOGY

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

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<thead>
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<td>Introduction to Psychology</td>
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<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Science</td>
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<td>FFP 1410</td>
<td>Firefighting Tactics and Strategy I</td>
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<tr>
<td>FFP 1130</td>
<td>Fire Company Leadership</td>
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</tr>
<tr>
<td>FFP 1150</td>
<td>Methods &amp; Techniques of Fire Service Instruction</td>
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**FRESHMAN**

**SOPHOMORE**

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<tr>
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**CERTIFICATE IN FIRE SERVICE TECHNOLOGY**

This program is designed to prepare a person for employment as a firefighter. Upon completion of this program, an individual may transfer into the two-year Associate in Science in Fire Service Technology.

<table>
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<td>Fire Company Management</td>
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</tr>
<tr>
<td>FFP 1310</td>
<td>Building Construction and Codes</td>
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**FRESHMAN**

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

Students showing proof of a satisfactory score on a State of Florida Fire College Standards Examination which is equivalent to any of the above courses will be granted P-HCC credit.
CERTIFICATE IN FIRE SERVICE TECHNOLOGY — 
FIRE INSPECTION AND PREVENTION

This program is designed to prepare a person for employment in fire prevention service and fire inspection service. Upon completion of this program, an individual may transfer into the two-year Associate in Science in Fire Science Technology.

<table>
<thead>
<tr>
<th>COURSE</th>
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<td>FFP 1224</td>
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<td>Methods &amp; Techniques of Fire Service Instruction</td>
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<td>FFP 1310</td>
<td>Building Construction and Codes</td>
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<td>FFP 1625</td>
<td>Private Fire Protection Systems</td>
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<td>FFP 1326</td>
<td>Blueprint Reading and Plans Examination</td>
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<td>Fire Detection and Investigation</td>
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</table>

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

Students showing proof of a satisfactory score on a State of Florida Fire College Standards Examination which is equivalent to any of the above courses will be granted PHCC credit.
ASSOCIATE IN SCIENCE IN HUMAN SERVICES

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

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>ENC 1101</td>
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<tr>
<td>PSY 1012</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<td>HUS 1001</td>
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<tr>
<td>SLS 1211</td>
<td>Individual Discovery</td>
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<td>ENC 1102</td>
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<td>Introduction to Social Welfare</td>
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<td>DEP 2002</td>
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<td>HUS 1110</td>
<td>Basic Counseling Skills</td>
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<td>SYG 2010</td>
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<td>HUS 2303</td>
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<td>Applied Sociology</td>
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<td>DEP 2401</td>
<td>Psychology of Adulthood</td>
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<tr>
<td>HUS 2940</td>
<td>Field Experience in Human Services</td>
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<td>MGF 1202</td>
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</table>

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

Students intending to transfer to a university should consult with a Campus Counselor for further information concerning the transfer options available.
ASSOCIATE IN SCIENCE IN MARKETING MANAGEMENT

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

<table>
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<tr>
<th>COURSE</th>
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<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
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<td>MAR 1941</td>
<td>Marketing Practicum I</td>
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<td>Principles of Economics I</td>
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<td>MAR 2101</td>
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**SOPHOMORE**

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<td>MAR 2941</td>
<td>Marketing Practicum III</td>
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<td>American Federal Government</td>
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<td>ACG 2011</td>
<td>Principles of Accounting II</td>
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<td>*MAN 1340</td>
<td>Principles of Supervision</td>
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<td>MAR 1511</td>
<td>Principles of Retailing</td>
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<td>MAR 2302</td>
<td>Principles of Advertising</td>
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<td>Elective</td>
<td>Area V (See Page 45)</td>
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*These (6) hours of credit may be granted for the successful completion of the National Management Association Program. (See Page 42 for further information.)*
ASSOCIATE IN SCIENCE IN NURSING (Generic Track)

Application Deadline: July 15

This program is designed to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.005 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.

<table>
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<tr>
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<td>NUR 1020C</td>
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<td>Mental Health Nursing</td>
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| SOPHOMORE | | | | |
| NUR 2460C | Maternal-Child Nursing | 12 | | | |
| **NUR 2711C | Medical-Surgical Nursing II | | 12 | | |
| **NUR 2820 | Nursing Role & Scope | | 2 | | |
| HSA 1194 | Computers in Health Care | 1 | | | |
| | General Education | 22 Semester Hours | | | |
| | Nursing Education | 53 Semester Hours | | | |
| | Total | 75 Semester Hours | | | |

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

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

Special Program Requirements

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

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

A minimum of fifteen (15) hours of credit in nursing must be completed in residence at P-HCC in the 2000-level courses.
ASSOCIATE IN SCIENCE IN NURSING
Licensed Practical Nurse Track – (Limited Access)

Application Deadline: End of Session II

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

Upon acceptance into this program, students will receive 17 advanced semester hours credit, based on practical nursing education.

*Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SEMESTER HOURS CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1012</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Life-Span Development</td>
<td>3</td>
</tr>
<tr>
<td>APB 1203C</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>APB 1204C</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MTB 1320</td>
<td>Applied Mathematics for Allied Health</td>
<td>1</td>
</tr>
</tbody>
</table>

**Prerequisites

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE DESCRIPTION</th>
<th>SEMESTER HOURS CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td></td>
</tr>
<tr>
<td>NUR 1201C</td>
<td>Adult Nursing I/LPN Track</td>
<td>5</td>
</tr>
<tr>
<td>NUR 1520C</td>
<td>Mental Health Nursing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SESSION</th>
<th>SEMESTER HOURS CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>+</td>
</tr>
<tr>
<td>IIIA</td>
<td>3</td>
</tr>
<tr>
<td>Session I</td>
<td>3</td>
</tr>
<tr>
<td>Session II</td>
<td>3</td>
</tr>
<tr>
<td>Session II</td>
<td>5</td>
</tr>
</tbody>
</table>

SOPHOMORE

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE DESCRIPTION</th>
<th>SEMESTER HOURS CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2460C</td>
<td>Maternal-Child Nursing</td>
<td>12</td>
</tr>
<tr>
<td>**NUR 2711C</td>
<td>Adult Nursing II</td>
<td>12</td>
</tr>
<tr>
<td>**NUR 2820</td>
<td>Nurse Role &amp; Scope</td>
<td>2</td>
</tr>
<tr>
<td>HSA 1194</td>
<td>Computers in Health Care</td>
<td>1</td>
</tr>
</tbody>
</table>

| TOTAL      |                              | 13                    |
| Total      |                               | 14                    |

General Education: 22 Semester Hours
Nursing Education: 53 Semester Hours
Total: 75 Semester Hours

*These eighteen (18) hours of prerequisites must be completed before admission to the program and are included in the twenty-two (22) hours of General Education requirements.

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

+ This Program Track begins with Session IIIA.

Special Program Requirements

An academic average of "C" or better and a satisfactory grade in the clinical portion must be earned in each Nursing course in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the Nursing Faculty. Satisfactory completion of the 75 semester hours of approved credit with a grade of "C" or better in required Science and Nursing courses is necessary for graduation.

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

Application Deadline: July 15

This program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies. The program is approved by the Florida State Board of Nursing. Satisfactory completion of the comprehensive courses in Nursing theory and clinical practice in hospital and other health care facilities means graduate eligibility for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>VOCATIONAL HOURS CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRN 1601</td>
<td>Practical Nursing I</td>
<td>** 16  *** 16  **** 10</td>
</tr>
<tr>
<td>PRN 1630</td>
<td>Practical Nursing II</td>
<td>16</td>
</tr>
<tr>
<td>PRN 1631</td>
<td>Practical Nursing III</td>
<td>16 16 10</td>
</tr>
</tbody>
</table>

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

Special Program Requirements

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

Completion of College Preparatory courses may be required for students scoring below the state minimums on college entry testing (TABE).
# ASSOCIATE IN SCIENCE IN OFFICE SYSTEMS TECHNOLOGY

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Session I</td>
<td>Session II</td>
</tr>
<tr>
<td></td>
<td><strong>FRESHMAN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*OST 1100</td>
<td>Beginning Typewriting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*OST 1211</td>
<td>Speedwriting Shorthand I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Area IV (See Page 45)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OST 1212</td>
<td>Speedwriting Shorthand II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>SOPHOMORE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 2401</td>
<td>Office Procedures I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Area III (See Page 44)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 2741</td>
<td>Word Processing, Text Editor</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>OST 2601</td>
<td>Machine Transcription</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OST 2402</td>
<td>Office Procedures II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Correspondence</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OST 2321</td>
<td>Office Machines</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OST 1721</td>
<td>Word Processing Applications I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area V (See Page 45)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>18</td>
</tr>
</tbody>
</table>

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

**Approved Business Electives:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2111</td>
<td>Principles of Accounting II</td>
<td>MAR 2101</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>MAR 2302</td>
<td>Principles of Advertising</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>OST 1111</td>
<td>Shorthand I</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics I</td>
<td>OST 1212</td>
<td>Shorthand II</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics II</td>
<td>OST 1721</td>
<td>Word Processing - Applications I</td>
</tr>
<tr>
<td>FIN 1100</td>
<td>Personnel Finance</td>
<td>OST 1722</td>
<td>Word Processing - Applications II</td>
</tr>
<tr>
<td>MAN 1340</td>
<td>Principles of Supervision</td>
<td>OST 1743</td>
<td>Word Processing - WordStar</td>
</tr>
<tr>
<td>MAN 1600</td>
<td>Small Business Management</td>
<td></td>
<td>Legal Procedures I</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Personnel Management</td>
<td></td>
<td>Legal Procedures II</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td></td>
<td>Legal Procedures III</td>
</tr>
<tr>
<td>MAR 1151</td>
<td>Principles of Retailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 2741</td>
<td>Word Processing - Text Editor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Federal Income Tax Principles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATE PROGRAM – SECRETARIAL OCCUPATIONS

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Session I</strong></td>
<td></td>
</tr>
<tr>
<td>*OST 1100</td>
<td>Beginning Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OST 2321</td>
<td>Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>(Social/Behavioral Science)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Suggested Social/Behavioral Science Electives:</strong></td>
<td></td>
</tr>
<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
<td></td>
</tr>
<tr>
<td>PSY 1012</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SLS 1100</td>
<td>Individual Discovery</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Session II</strong></td>
<td></td>
</tr>
<tr>
<td>*OST 1110</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
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<td>OST 2401</td>
<td>Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2601</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Session III</strong></td>
<td></td>
</tr>
<tr>
<td>OST 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OST 2402</td>
<td>Office Procedures II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

*Typewriting courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Approved Business Electives on Page 63.
ASSOCIATE IN SCIENCE IN
WORD-INFORMATION PROCESSING

This program is designed to prepare a person for employment as a Proofreader, Records Manager, Administrative Secretary, or Correspondence Supervisor or to provide supplemental training for a person previously or currently employed in these occupations. Word Processing Occupations prepare individuals to edit (correct, format, print information) and produce written communications utilizing special-purpose machines.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CREDIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session II</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*OST 1100</td>
<td>Beginning Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area III (See Page 44)</td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area IV (See Page 45)</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2321</td>
<td>Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>*OST 1110</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2090</td>
<td>Personal Relationships in Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>SOPHOMORE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OST 2401</td>
<td>Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2601</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OST 1721</td>
<td>Word Processing — Applications I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>OST 2402</td>
<td>Office Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>OST 1722</td>
<td>Word Processing — Applications II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1340</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Area V (See Page 45)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

*Typewriting courses may be waived by satisfactorily completing the next level course. The hours waived must be substituted with elective hours from the Approved Business Electives on Page 63.
A Vocational Certificate will be awarded upon completion of any Vocational Credit Program. Vocational Credit Programs are competency-based.

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

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

- Cosmetology
- Diesel Mechanics
- Ornamental Horticulture
- Welding

**VOCATIONAL CREDIT CERTIFICATE PROGRAMS LEADING TO ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION (VOCATIONAL TRACK)**

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

**Admission Criteria and Procedures:**

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

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

1. All Degree admission criteria are met by the applicant.

2. Certification of Vocational Credit Certificate program competencies is received from the appropriate instructional program of the College.

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

<table>
<thead>
<tr>
<th>Vocational Credit Certificate</th>
<th>30 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Core Courses</strong></td>
<td></td>
</tr>
<tr>
<td>(See Pages 44 and 45)</td>
<td>Area I &amp; Area IV</td>
</tr>
<tr>
<td>(See Page 44)</td>
<td>Area III</td>
</tr>
<tr>
<td>(See Page 45)</td>
<td>Area V</td>
</tr>
<tr>
<td>POS 2041</td>
<td>American Federal Government</td>
</tr>
<tr>
<td><strong>Business Management Courses</strong></td>
<td></td>
</tr>
<tr>
<td>GEB 2090</td>
<td>Personnel Relationships in Business</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Correspondence</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>CGS 100</td>
<td>Introduction to Data Processing</td>
</tr>
<tr>
<td></td>
<td><strong>60 Credits</strong></td>
</tr>
</tbody>
</table>
VOCATIONAL CERTIFICATE IN COSMETOLOGY

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>VOCATIONAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>+COS 1131</td>
<td>Cosmetology I</td>
<td>13</td>
</tr>
<tr>
<td>Session II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+COS 1132</td>
<td>Cosmetology II</td>
<td>13</td>
</tr>
<tr>
<td>Session III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+COS 1133</td>
<td>Cosmetology III</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>

*A student transferring from a formal Cosmetology Training Program who has successfully completed a minimum of 465 hours of instruction may receive credit for COS 1131, Cosmetology I. A student must be enrolled in the Cosmetology Program at P-HCC for at least 600 hours to be eligible to receive a Certificate.

A two-part Credit-by-Examination is available for COS 1131, Cosmetology I. A special fee will be charged for each part (See Page 17, Special Additional Fees). The written test must be successfully completed before the laboratory examination is undertaken.

+ COS 1183 and COS 1184 (See Course Descriptions, Page 79) may be substituted for COS 1131 or COS 1132 or COS 1133.

VOCATIONAL CERTIFICATE IN DIESEL MECHANICS

This program will prepare mechanics to work on diesel engines, found in the fast-growing numbers of passenger vehicles in addition to the construction, farm, marine, stationary, and transportation equipment currently in use. Completers should be able to obtain employment as Diesel Mechanics. A cumulative grade-point average of not less than 2.0 or "C" must be achieved. Employability skills are included. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>VOCATIONAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>+AER 1771</td>
<td>Diesel Mechanics I</td>
<td>6</td>
</tr>
<tr>
<td>AER 1772</td>
<td>Diesel Mechanics III</td>
<td>6</td>
</tr>
<tr>
<td>Session II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AER 1773</td>
<td>Diesel Mechanics III</td>
<td>6</td>
</tr>
<tr>
<td>AER 1774</td>
<td>Diesel Mechanics IV</td>
<td>6</td>
</tr>
<tr>
<td>Session III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AER 1775</td>
<td>Diesel Mechanics V</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

*A two-part Credit-by-Examination is available for AER 1771, Diesel Mechanics I. A special fee will be charged for each part (See Page 17, Special Additional Fees). The written test must be successfully completed before the laboratory examination is undertaken.
VOCATIONAL CERTIFICATE IN ORNAMENTAL HORTICULTURE

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1000</td>
<td>Introduction to Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1510</td>
<td>Identification of Ornamental Plants</td>
<td>3</td>
</tr>
<tr>
<td>AGG 1473</td>
<td>Introduction to Plant Growing Media</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1021</td>
<td>Ornamental Plant Propagation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Session II**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1251</td>
<td>Nursery Garden Center Operation</td>
<td>2</td>
</tr>
<tr>
<td>ORH 1273</td>
<td>Specialty Nursery Operations</td>
<td>2</td>
</tr>
<tr>
<td>ORH 1260</td>
<td>Greenhouse Operations</td>
<td>2</td>
</tr>
<tr>
<td>ORH 1800</td>
<td>Landscaping and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Session III**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1806</td>
<td>Landscape Installation and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>PMA 1210</td>
<td>Ornamental Plant Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1252</td>
<td>Nursery Design and Operation</td>
<td>2</td>
</tr>
<tr>
<td>ORH 1220</td>
<td>Introduction to Lawns and Lawn Care</td>
<td>3</td>
</tr>
</tbody>
</table>

32
VOCATIONAL CERTIFICATE IN WELDING

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>VOCATIONAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Session I</strong></td>
<td></td>
</tr>
<tr>
<td>MTR 1120</td>
<td>Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>MTR 1123</td>
<td>Advanced Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>PMT 1106</td>
<td>Introduction and Oxy-Acetylene Welding</td>
<td>3</td>
</tr>
<tr>
<td>PMT 1112</td>
<td>Advanced Specialty Oxy-Acetylene Welding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Session II</strong></td>
<td></td>
</tr>
<tr>
<td>MTR 1128</td>
<td>Specialty Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>MTR 1129</td>
<td>Fabrication of Metal Products Using S.M.A.W.</td>
<td>3</td>
</tr>
<tr>
<td>MTR 1131</td>
<td>MIG Welding</td>
<td>2</td>
</tr>
<tr>
<td>PMT 1122</td>
<td>S.M.A.W. High Technology Skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Session III</strong></td>
<td></td>
</tr>
<tr>
<td>MTR 1133</td>
<td>TIG Welding</td>
<td>2</td>
</tr>
<tr>
<td>MTR 1135</td>
<td>Advanced MIG/TIG Welding</td>
<td>2</td>
</tr>
<tr>
<td>MTR 1139</td>
<td>Fabrication of Metal Products Using MIG/TIG</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Required core courses in the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to any senior Florida public institution. All other catalog courses, except Physical Education and those at the 6000-level (indicated by *), are credited for purposes of graduation from Pasco-Hernando Community College, but may not be accepted by the institution to which a student transfers. A counselor will assist in providing information on courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

Physical Education courses and 6000-level courses (indicated by *) are not credited as part of the basic 60-hour requirement for Degrees. Vocational Certificate courses are not credited toward the AA Degree.

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

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

Florida's Statewide Course Numbering System

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

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

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

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

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

General Rule for Course Equivalencies

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

First Digit

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

Titles

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

Lab Indicators

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

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

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

Examples: Marine Biology

OCB__013 (lecture only)
OCB__013L (lab only)

Marine Biology with Lab

OCB__013C (lecture and lab combined)

Therefore, OCB__013C is equivalent to OCB__013 plus OCB__013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up those sequences. (For example, MAC__132, 133, 134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substanc-
**Explanation of Prefixes and Numbers**

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

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

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

A more specific example is AMH-2420.

![Diagram]

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

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

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

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>20</td>
<td>7</td>
</tr>
<tr>
<td>Sociology</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>23</td>
<td>4</td>
</tr>
<tr>
<td>Religion</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>50</td>
<td>10</td>
</tr>
<tr>
<td>English</td>
<td>39</td>
<td>6</td>
</tr>
<tr>
<td>Nutrition</td>
<td>38</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

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

A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantially equivalent with undergraduate courses) are not automatically transferable.

B. All numbers which have a second digit of 9 (ex: ART5905) are "place keeper" numbers for each course as directed independent study, thesis hours, etc. Courses with ___900 numbers must be evaluated individually and are not automatically transferable.

C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.

D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents' Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978:

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

#### Agri-Business Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGG 1301</td>
<td>Agri-Business Technology</td>
<td>3 cr.</td>
<td>Introduction to the field of agri-business. Principles of business as applied to agriculture, economics of the agricultural industry and the individual farmer or citrus grower. 48 class hours.</td>
</tr>
<tr>
<td>AGR 2222</td>
<td>Forage, Cover, and Grain Crops</td>
<td>3 cr.</td>
<td>Scientific and practical considerations in the production of hay, cover, and grain crops, and their importance to livestock. 48 class hours.</td>
</tr>
<tr>
<td>FRC 2211</td>
<td>Citrus Culture I</td>
<td>3 cr.</td>
<td>The origin and growth of the citrus production industry including citrus varieties, nursery practices, grove establishment and care, testing and marketing citrus. 48 class hours.</td>
</tr>
<tr>
<td>FRC 2220</td>
<td>Citrus Culture II</td>
<td>3 cr.</td>
<td>Prerequisite: FRC 2211 or consent of instructor. This course studies all citrus growing practices in detail, as recommended through research and demanded by economic trends. A Session II (Spring) or Session III (Summer) offering only. 48 class hours.</td>
</tr>
</tbody>
</table>

#### ORH 2001 Ornamental Horticulture I

- 3 cr.
- A practical overview of the ornamental horticulture industry which explores the four major segments of the fast-growing business field: floriculture, nursery production, turf-grass management, and landscaping. Special emphasis is placed on plant production, marketing, and design to develop a solid and productive business background for those who look forward to a career in horticulture. 48 class hours.

#### ORH 2002 Ornamental Horticulture II

- 3 cr.
- A practical course designed to assist those who are not trained botanists, but people who want to know about the landscape plants they see every day. The identification of the more common grasses, flowers, shrubs and trees along with their cultural requirements and landscape uses are covered. Recommended for nurserymen, nursery sales persons, landscapers, and homeowners. 48 class hours.

#### ORH 2840 Landscape Design and Maintenance

- 3 cr.
- A practical course designed to assist those who are not trained landscape architects but people who want to know about landscape design and maintenance. The principles of landscape design, selection and use of plant materials in the landscape, lawn installation, cost estimates, and landscape maintenance are covered. Emphasis is placed on the Florida environment including mobile homes. 48 class hours.

#### Art

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 1000</td>
<td>Art Appreciation</td>
<td>3 cr.</td>
<td>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.</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3 cr.</td>
<td>Introduction to the basic discipline of drawing through the use of still life, landscape, and the figure. 32 lecture hours and 32 laboratory hours.</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing II</td>
<td>3 cr.</td>
<td>Prerequisite: ART 1300C or consent of instructor. A continuation of ART 1300C. 32 lecture hours and 32 laboratory hours.</td>
</tr>
<tr>
<td>ART 2510</td>
<td>Painting I</td>
<td>3 cr.</td>
<td>Prerequisite: ART 1300C or demonstrate proficiency to instructor. Studio problems in painting involving contemporary styles, techniques, and materials of painting. 32 lecture hours and 32 laboratory hours.</td>
</tr>
<tr>
<td>ART 2520</td>
<td>Painting II</td>
<td>3 cr.</td>
<td>Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. 32 lecture hours and 32 laboratory hours.</td>
</tr>
<tr>
<td>PGY 1101C</td>
<td>Photography I</td>
<td>3 cr.</td>
<td>This course is designed to introduce the student to the photographic process. Instruction will include introduction to the camera, development and printing of photographs, and refinement of techniques. 32 lecture hours and 32 laboratory hours.</td>
</tr>
<tr>
<td>PGY 1102C</td>
<td>Photography II</td>
<td>3 cr.</td>
<td>Prerequisite: PGY 1101C, or consent of instructor. A continuation of PGY 1101C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories and darkroom techniques. 32 lecture hours and 32 laboratory hours.</td>
</tr>
</tbody>
</table>

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

#### Biological Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 1120</td>
<td>Introduction to Biology I</td>
<td>3 cr.</td>
<td>A non-laboratory course for students not planning to major in Biology. It introduces the student to biological chemistry, cellular respiration, photosynthesis, cell biology, and genetics. APB 1120 and APB 1150 do not have to be taken in sequence. 48 class hours.</td>
</tr>
<tr>
<td>APB 1150</td>
<td>Introduction to Biology II</td>
<td>3 cr.</td>
<td>A non-laboratory course for students not planning to major in Biology. It introduces the student to basic human anatomy and physiology, ecology, and evolution. APB 1150 and APB 1120 do not have to be taken in sequence. 48 class hours.</td>
</tr>
<tr>
<td>APB 1203C</td>
<td>Human Anatomy and Physiology I</td>
<td>4 cr.</td>
<td>Prerequisite: High school biology and chemistry. An introduction to the structure and function of the human body, including the chemical basis of life, cell organization and dynamics, cell metabolism, genetics, tissue, integumentary system, skeletal system, and the muscular system. 48 lecture hours and 32 laboratory hours.</td>
</tr>
</tbody>
</table>
APB 1204C Human Anatomy and Physiology II 4 cr.
Prerequisite: APB 1203C. A continuation of APB 1203C. Emphasis is placed on the structure and function of the digestive, respiratory, cardiovascular, lymphatic, nervous, endocrine, urinary, and reproductive systems. 48 lecture hours and 32 laboratory hours.

BCT 1010C Botany 4 cr.
A survey of the plant kingdom. This lecture/laboratory course is designed to acquaint the student with major basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. 48 lecture hours and 32 laboratory hours.

BSC 1010C Fundamentals of Biology I 4 cr.
Suggested prerequisite: High school biology or chemistry. An introduction to the unifying principles of biology at the molecular and cellular levels of organization. To include: introductory biochemistry, cell structure and function, cellular energetics, and Mendelian and modern genetics. 48 lecture hours and 32 laboratory hours.

BSC 1011C Fundamentals of Biology II 4 cr.
Prerequisite: BSC 1010C. A continuation of BSC 1010C, emphasizing the organismic and community levels of organization, to include: evolution and the origin of life, ecology, the diversity of life, and the structure and function of plants and animals. 48 lecture hours and 32 laboratory hours.

MCB 2013C Microbiology 4 cr.
Prerequisite: BSC 1001C. Pre or corequisite: CHM 1025C or CHM 1045C. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology, genetic mechanisms, and their effects upon organisms. 48 lecture hours and 32 laboratory hours.

OCE 2007 Introduction to Oceanology 3 cr.
An introduction to physical, chemical, and biological nature of the sea. Topics include: the history and shape of the oceans, waves, tides, and currents; diversity and ecology of marine life; and oceanic contamination. Credit to be earned as a science elective only. 48 class hours.

ZOO 2010C Zoology 4 cr.
A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. It is strongly recommended that students take a Fundamentals of Biology course or its equivalent before attempting Zoology. 48 lecture hours and 32 laboratory hours.

Building Construction Technology

BCN 1220 Structures I 3 cr.
The principles and practices of residential building construction with emphasis on regional construction. 48 class hours.

BCN 1221 Structures II 3 cr.
Prerequisite: BCN 1220. The principles and practices of commercial and industrial building construction using structural timber, steel, and concrete. 48 class hours.

BCN 1501 Plumbing Systems 3 cr.
The study of the residential and commercial plumbing practices based on the current Southern Plumbing Code. 48 class hours.

BCN 1520 Electrical Systems 3 cr.
A study of residential and commercial electrical practices based on the current National Electrical Code. 48 class hours.

BCN 2610 Construction Estimating 3 cr.
Prerequisite: BCN 2200 and MAT 1013 or APPROPRIATE MAPS SCORE. A course that teaches the computations of costs associated with typical construction projects to include labor and materials from take-off to final estimates. 48 class hours.

BCN 2765 Codes, Contracts, and Specifications 3 cr.
Prerequisite: BCN 2200 or consent of instructor. A review of the various statutes, codes, contracts, and specifications which are related to the building industry. 48 class hours.

BCT 1040 Basic Drafting and Blueprint Reading 3 cr.
Prerequisite: BCN 1220 or consent of instructor. A sequence of related technical information and blueprint reading and drafting practices with emphasis on methods of printing and dimensioning of drawings. Lab fee required. 32 lecture hours and 32 laboratory hours.

BCT 1941 Building Construction Practicum I 3 cr.
Pre or corequisite: BCN 1220. Theory and practice of construction ideas and concepts as employed through various organized procedures which will involve training with concrete, masonry, and special job-related assignments. The course is designed to be coordinated with the other courses that the Building Construction Technology student will be taking.

BCT 1942 Building Construction Practicum II 3 cr.
Prerequisite: BCN 1220. A continuation of Building Construction Practicum I, with emphasis on framing and building.

BCT 2941 Building Construction Practicum III 3 cr.
Prerequisite: BCN 2241. A continuation of Building Construction Practicum II, with emphasis on electrical, plumbing, and air-conditioning.

BCT 2942 Building Construction Practicum IV 3 cr.
Prerequisite: BCN 2241. A continuation of Building Construction Practicum III, with emphasis on construction management and supervisory techniques.

ETD 1470C Architectural Drawing 3 cr.
Prerequisite: BCT 1040. The fundamentals of architectural drawing and design including both residential and commercial buildings. Lab fee required. 32 lecture hours and 32 laboratory hours.

ETM 2610 Mechanical Systems 3 cr.
An introductory course to the environmental control of houses and buildings with emphasis on equipment design, performance, and maintenance of air-conditioning, heating, and steam systems. 48 class hours.

SUR 2001C Surveying I 3 cr.
An introduction to the basic methods of site surveying, use of instruments, and note recording. Skills development for use in building construction projects is emphasized. 48 class hours.
SUR 2200C Surveying II 3 cr.
Prerequisite, SUR 2200C. An introduction to road surveying with an emphasis on cross sections, vertical and horizontal curves. 48 class hours.

**Business**

ACG 2001 Principles of Accounting I 3 cr.
An introductory study of the underlying principles of double entry records: basic types of records and reports; accounting procedures and techniques; inventories, valuation and depreciation methods; payroll; the form and content of the balance sheet and the income statement. 48 class hours.

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

BUL 2111 Business Law I 3 cr.
Business Law which considers the nature and source of our laws, law courts and courtroom procedures. Legal principles covering crimes and torts with emphasis on contracts, personal property and bailments and sales, with relevant portions of the Uniform Commercial Code. 48 class hours.

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

ECO 2003 Principles of Economics I 3 cr.
An introductory course in economic principles and analysis. Areas covered include: economic features of society; utility and consumption; production and business organization; national income accounting, national income theory—the twin problems of recession and inflation; money credit and the banking system; public finance; the principles and problems of full employment without inflation; macroeconomics. 48 class hours.

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

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

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

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

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

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

MAN 2300 Personnel Management 3 cr.
A systematic analysis of the management of human resources in organizations with emphasis placed upon employee selection development, compensation, motivation, communication, and employer-employee relationships. 48 class hours.

MAR 1011 Principles of Marketing 3 cr.
The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting determinants of demand which make up the marketing environment - the economic, physiological, sociological, and political factors. Legal aspects that 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.

MAR 1151 Principles of Retailing 3 cr.
A study of the principles, procedures and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Attention will be given to when and how to buy and to sources of supply. The organization and function of store divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. 48 class hours.

MAR 1941 Marketing Practicum I 3 cr.
Prerequisite: Admission to course is by approval of instructor. Theory of major coursework is employed through the use of various plans, which will involve on-the-job training with local businesses and special job-related assignments. This course is designed to be utilized by Marketing/Distributive Education students.

MAR 1942 Marketing Practicum II 3 cr.
Continuation of MAR 1941.
MAR 2101 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.

MAR 2302 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.

MAR 2941 Marketing Practicum III 3 cr.
Continuation of MAR 1942.

MAR 2942 Marketing Practicum IV 3 cr.
Continuation of MAR 2941.

OST 1100 Beginning Typewriting 3 cr.
A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. 48 class hours.

OST 1110 Intermediate Typewriting 3 cr.
Prerequisite: OST 1100 or consent of instructor. A study of the touch system of typewriting and a continuation of basic production skill-building and applications. 48 class hours.

OST 1211 Speedwriting Shorthand I 3 cr.
Prerequisite: OST 1100 or consent of instructor. A beginning course in the principles of speedwriting shorthand, with dictation and transcription practice. Designed for students who have had no previous shorthand or less than one year of high school shorthand. 48 class hours.

OST 1212 Speedwriting Shorthand II 3 cr.
Prerequisite: OST 1100 or consent of instructor. OST 1211 (one year of shorthand). A continuation of Speedwriting Shorthand I with increased practice in dictation and transcription. Spelling, punctuation, and format are stressed. 48 class hours.

OST 1721 Word Processing - Applications I 3 cr.
Prerequisite: OST 1110 or consent of instructor. This course develops the skills necessary to use various word processing equipment. Upon successful completion of this course, the student will qualify for an entry-level position in a word processing center or an office using word processing equipment. Lab fee required (see page 17). 48 class hours.

OST 1722 Word Processing - Applications II 3 cr.
Prerequisite: OST 1721. This course is a continuation of Word Processing - Applications I. The business application problems assigned will be more complex than those assigned in the prerequisite course. Included will be special problems in multiple-page projects, sophisticated formatting, records processing and practical applications. IBM or compatible equipment will be used. Lab fee required (see page 17). 48 class hours.

OST 1743 Word Processing - WordStar 1 cr.
Prerequisite: OST 1100 or consent of instructor. This course will provide instruction on the operation of the microcomputer using WordStar. The operations that will be included are: basic components of the computer, computer commands, disks, printer, formatting, constructing and editing the text, filing, and special applications. The student will type, correct, and play back various types of business documents. 16 class hours.

OST 2120 Advanced Typewriting 3 cr.
A study of the touch system of typewriting and advancement of production skill-building and applications. 48 class hours.

OST 2131 Legal Typewriting 3 cr.
Prerequisites: OST 1100 and OST 1110. This course will provide the typing of legal papers used in legal offices and legal departments. In addition, legal concepts and terminology and speed building exercises will be included. 48 class hours.

OST 2321 Office Machines 3 cr.
This course is designed to train students in the use of modern office machines (such as electronic calculators). Skills developed are those of a beginning worker. 48 class hours.

OST 2335 Business Correspondence 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 written clear, forceful, and effective business letter. 48 class hours.

OST 2401 Office Procedures I 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course provides for the development of secretarial concepts and instruction and practice in various office duties such as typewriting, copying and duplicating techniques, processing mail, dictating and transcribing responsibilities, mailing and shipping services, and telephoning and telegraphing services. 48 class hours.

OST 2402 Office Procedures II 3 cr.
This course provides for instruction and practice in office duties including filing, writing travel itineraries, fulfilling responsibilities for meetings, handling financial records, investment and insurance records, payroll records and the legal facets of secretarial work. 48 class hours.

OST 2441 Legal Procedures I 3 cr.
This course will present legal terminology and a description of our court systems. The course will include substantive law, procedural law, and the preparation of forms for the following areas: civil and appellate rules of procedure, torts, contracts, real property, and Uniform Commercial Code. This course will emphasize the procedures used in a legal office. A knowledge of typewriting (OST 1100 and OST 1110) is recommended. 48 class hours.

OST 2442 Legal Procedures II 3 cr.
This course will present legal terminology and provide an understanding of the rules, procedures, and the preparation of forms in the areas of corporations and partnerships, family law, wills, and criminal law. This course will emphasize the procedures used in a legal office. A knowledge of typewriting (OST 1100 and OST 1110) is recommended. 48 class hours.

OST 2443 Legal Procedures III 3 cr.
This course will present advanced legal terminology. Emphasis will be placed on legal research, legal systems, and record management. This course will emphasize the procedures used in a legal office. 48 class hours.

OST 2601 Machine Transcription 3 cr.
Prerequisite: OST 1100. This course provides for the development of proficiency in machine transcription using various types of transcribing machines. It will introduce general grammar rules, vocabulary, listening skills, and provide the usage of documents and forms used in all phases of business. 48 class hours.
OST 2741 Word Processing – Text Editor 1 cr.  
Prerequisite: OST 1100 or consent of instructor. This course will include individual instruction on the operation of a dedicated word processor. The operations that will be included are: the basic components of the machine, machine commands, diskettes, printer, microprocessor, forming, construction and editing of text, filing, and special applications. The student will type, correct, and play back various types of business documents. 16 class hours.

QMB 1001 Business Mathematics 3 cr.  
This course develops computational skills necessary for successful business management. In addition to a review of basic functions, topics include payroll and taxes, inventory, depreciation, simple and compound interest, the metric system, and statistics. Emphasis is on developing computational ability. 48 class hours.

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

Business - Financial Institutions  
(Formerly Banking)

BAN 1004 Principles of Banking 3 cr.  
This course presents the basic functions and services provided by the banking industry. It provides a broad perspective of bank operations, terminology, and services. The topics include: banking in today’s economy, language and documents of banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, and bank loans and investments. 48 class hours.

BAN 1014 Loan and Discount 3 cr.  
This course provides the essential facts about promissory notes, including calculating interest and discounting commercial paper, guarantees, 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.  
Prerequisite: GEB 1011 and ACG 2001. This course provides the techniques necessary for the evaluation of the financial condition and operating performance of a business. It will include accounting, business funds flow, the preparation of financial statements, and the technique of financial statement analysis. 48 class hours.

BAN 1252 Real Estate Finance in Banking 3 cr.  
This course provides a background in the varied real estate mortgage credit operations of commercial banks. It concentrates on how funds are channeled into the mortgage markets, financing of residential and special purpose property, and administrative tasks common to most mortgage departments. 48 class hours.

BAN 2206 Credit Administration 3 cr.  
This course describes the factors influencing and determining loan policy. It includes methods of credit investigation and analysis, credit techniques, specific credit problems, and secured and unsecured loans. Emphasis is also given to credit department organization and procedures, analysis of financial statements, and methods of dealing with borrowers in financial difficulty. 48 class hours.

BAN 2240 Installment Credit 3 cr.  
This course emphasizes installment lending techniques in commercial banks. It includes credit evaluation, open-end credit, marketing bank services, collection procedures, legal aspects of credit, financial statement analysis, insurance, and rate structure and yield analysis. 48 class hours.

BAN 2400 Trust Functions and Services 3 cr.  
This course provides an overview of the generally accepted principles of the law of estates, trusts, and agencies. It will include the trust functions and services encountered in the daily operations of a trust department. 48 class hours.

BAN 2411 Savings and Time Deposit Banking 3 cr.  
Presentation of the historical development of savings institutions and a review of the basic economic structure, function, and process of savings. Also covered are different types of savings, interest rates, types of time deposits, accounts, and the management of savings institutions (asset management, operations, and control, supervision, liquidity, and marketing). 48 class hours.

BAN 2501 Money and Banking 3 cr.  
This course stresses the practical application of the monetary and banking systems. It covers such topics as the structure of the commercial banking system, the nature and functions of money, banks, and the money supply, cash assets and liquidity management, bank investments, loans, earnings and capital, the Federal Reserve System, and Treasury Department operations. 48 class hours.

BAN 2511 Marketing for Bankers 3 cr.  
Prerequisites: MAR 1011 or consent of instructor. This course presents marketing as a broad concept. It deals with concepts and philosophies of marketing, information, research, and targeting markets, the marketing mix (product strategy, distribution strategy, advertising and sales promotion), personal selling, and pricing strategy, and the methods of market planning. 48 class hours.

BAN 2742 Bank Management 3 cr.  
This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It includes objectives, planning, structure, control, and the interrelationships of various bank departments. 48 class hours.

BAN 2800 Law and Banking 3 cr.  
This course presents an introduction to basic commercial law and relates it more specifically to banking and bank transactions. Topics include: 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.

Chemistry

CHM 1025C Introductory Chemistry 4 cr.  
This is a one-semester introductory chemistry course intended for students with either no high school chemistry or those who need a refresher course prior to entering the CHM 1045C, CHM 1046C sequence. It includes chemical symbols, matter and energy, measurements and calculations (Metric System),
atomic structure; chemical formulas and calculations; chemical reactions and equations; chemical bonding; nomenclature; gases, liquids and solids; solutions; chemical equilibrium; acids and bases; redox reactions; nuclear chemistry; and organic chemistry. 48 lecture hours and 32 laboratory hours.

CHM 1045C General Chemistry and Qualitative Analysis I 4 cr.
Prerequisite: CHM 1025C or one year of high school chemistry. Includes the concepts of periodicity; atomic and molecular orbitals; chemical bonding; properties related to structure; chemical calculations; gas laws; organic general properties of solids, liquids and solutions; reactions in solutions. 48 lecture hours and 32 laboratory hours.

CHM 1046C General Chemistry and Qualitative Analysis II 4 cr.
Prerequisite: CHM 1045C. This course extends the study of chemical principles in thermodynamics; kinetics; chemical equilibrium; chemical analysis; selected metals; nuclear chemistry; biochemistry; and spectroscopy. 48 lecture hours and 32 laboratory hours.

CHM 2210C Organic Chemistry I 4 cr.
Prerequisite: CHM 1046C. A study of carbon compounds with emphasis on alicyclic and cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of aliphatic halides, amines, alcohols and their addition reactions, stereochemistry, alkenes, and conjugated unsaturated systems. 48 lecture hours and 32 laboratory hours.

CHM 2211C Organic Chemistry II 4 cr.
A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organic alcohols, organic metallic compounds, nomenclature and reaction mechanisms of hydrocarbons derivatives, aromatics, carbohydrates, lipids, and amino acids. 48 lecture hours and 32 laboratory hours.

MAT 9004 Basic Arithmetic 3 cr.
This college preparatory course is designed to build and review basic skills in arithmetic. Emphasis is placed on basic operations, fractions and prime numbers, decimals, and metric system. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

MAT 9013 Fundamentals of Mathematics 3 cr.
This college preparatory course emphasizes the operations of arithmetic for MAT 9024 and MGF 1202. Fundamental skills, concepts, and reasoning are stressed. Basic algebraic skills and concepts, and set theory terminology are included. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

MAT 9024 Elementary Algebra 3 cr.
This college preparatory course provides the student with a review of basic mathematics and algebraic skills and concepts. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 class hours.

REA 9002 Basic Reading 3 cr.
This college preparatory course is designed to improve a student's literal comprehension skills. The student will work in the areas of vocabulary, literal comprehension, basic reference skills, and be exposed to flexible reading skills. This course must be completed with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

REA 9002 Fundamentals of Reading 3 cr.
Prerequisite: REA 9000 or a reading level above 9th grade. This college preparatory course is designed to improve the student's critical reading skills. The course will help refine the student's literal comprehension skills and, in addition, develop critical reading skills that are needed in college course work. This course must be completed with a test score of 10.5 grade level on a final reading test and with a grade of "C" or higher. This credit does not apply toward a degree. 60 hours of instruction.

Cosmetology

COS 1131 Cosmetology I 13 Vocational cr.
This course is designed to cover the essential concepts and skills of Cosmetology. Classroom instruction and laboratory experiences will cover such areas as: ethics, bacteriology, sanitation, hair shampooing, scalp treatments, hair styling, permanent waving, and coloring; and Florida Cosmetology law and rules. Lab fee required. 405 hours of instruction.

COS 1132 Cosmetology II 13 Vocational cr.
Prerequisite: COS 1131, or consent of instructor. A continuation of the concepts and skills learned in COS 1131. This course will also provide an in-depth study of hair coloring; bleaching and special effects; permanent waving; chemical hair restructuring and relaxing; facial and makeup; and nail disorders and diseases. Lab fee required. 405 hours of instruction.

COS 1133 Cosmetology III 13 Vocational cr.
Prerequisites: COS 1131, 1132, or consent of instructor. A continuation of the salon experiences previously learned. This course will also provide for acquisition of knowledge of Cosmetology and its related chemistry; beauty salon management skills; and how to analyze and prepare wigs and hair pieces. There will be a review of State Board requirements in preparation for the Florida Cosmetology License Examination. Lab fee required. 405 hours of instruction.
COS 1181 Cosmetology Review 1 Vocational cr.
Prerequisite: Consent of instructor. This course is designed for the student who needs additional hours as required by the State Board of Cosmetology or for the student who needs additional preparation for the State Board examination. It is recommended for the licensed cosmetologist who desires to update knowledge and skills. 30 instructional hours. (May be taken for credit up to five times.)

COS 1182 Cosmetology Review —
Shampoo Specialist 3 Vocational cr.
This course will provide instruction on the safety and sanitary measures relative to shampooing, the physical and chemical actions of shampooing, the different kinds of shampoos and their effects; conditioning the client's scalp and hair; irregularities of the scalp and hair; and Florida Cosmetology law and rules. Lab fee required. 90 hours of instruction.

COS 1183 Cosmetology Review —
Manicuring/Pedicuring/Nail Extensions Specialist 4 Vocational cr.
This course will provide instruction on safety and sanitary measures relative to manicuring and pedicuring; nail structures; nail irregularities and diseases; artificial and sculptured nails and extensions; manicuring and pedicuring; massage of the hands and feet; and Florida Cosmetology law and rules. Lab fee required. 120 hours of instruction.

COS 1184 Cosmetology Review —
Facial Specialist 9 Vocational cr.
This course will provide instruction on the safety and sanitary measures relative to facials; a study of the skin and its structure, functions, and abnormalities; the basic massage movements in performing a facial; how to select appropriate cosmetics; and the techniques used in applying make-up; how to apply false eyelashes; how to tint lashes and brows; and Florida Cosmetology law and rules. Lab fee required. 270 hours of instruction.

Criminal Justice

CCJ 1000 Crime and Delinquency 3 cr.
This course presents a general review of the juvenile delinquency problem, to include current theories of crime and delinquency, causation factors, and treatment. 48 class hours.

CCJ 1100 Introduction to Law Enforcement 3 cr.
Introduction to the philosophical and historical backgrounds of law enforcement. This course covers the organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. It includes career orientation. 48 class hours.

CCJ 1410 Police Organization and Administration 3 cr.
This course covers the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. 48 class hours.

CCJ 1420 Police Operations 3 cr.
Principles of organization and administration as applied to operational services. It covers patrol, criminal investigation, intelligence and vice units, juvenile units, and traffic administration. 48 class hours.

CCJ 2000 Police Role in Crime 3 cr.
A general orientation into the impact of crime in the American Society. The primary focus is on crime against the person: murder, forcible rape, robbery, aggravated assault, and conventional property crimes including burglary, larceny, and motor vehicle theft. Other topics studies include organized crime, white collar crimes, antisocial (psychopathic) offenders, crime causation, and victimization. 48 class hours.

CCJ 2130 Police Community Relations 3 cr.
The course provides an understanding of the complex factors involved in human relations between the community and law enforcement officers. The police role and the nature, meaning and implications of professionalism in policing are explored in order to provide a better understanding of the necessity for a successful police-citizen partnership. 48 class hours.

CCJ 2220 Criminal Law 3 cr.
This course covers the nature, sources, and types of criminal law. It examines the classification and analysis of crimes and criminal acts in general and the examination of selected criminal offenses. 48 class hours.

CCJ 2260 Rules of Evidence for Police 3 cr.
An overview of rules of evidence and their application to the criminal justice system. Traditional rules of evidence are studied and the degree of proof and admissibility are stressed. The history, development, relevancy, competency and materiality of real, direct, and circumstantial evidence are discussed. Opinion, testimony and hearsay rules are covered. 48 class hours.

CJT 1100 Criminal Investigation 3 cr.
Introduction to criminal investigation procedure including theory of an investigation, case preparation, specific techniques for selected offenses, questioning witnesses and suspects, and problems in criminal investigation. 48 class hours.

CJT 1110 Introduction to Criminalistics 3 cr.
General course in the scientific aspects of criminal investigation with emphasis upon recording at the crime scene, collection and preservation of evidence, and the examination of evidence employing techniques available to the criminal investigator or crime technician. Advanced criminalistics discussed to the extent necessary to familiarize the student with the capabilities and limitations of advanced police science laboratory. 48 class hours.

Culinary Arts and Hospitality Management

FOS 2201 Food Service Sanitation and Safety 3 cr.
A study of the agents which cause foodborne illness and how foods become contaminated with them. Principles of sanitary food handling and necessity of maintaining safe and sanitary facilities for the well being of the consumer as well as safe working conditions of the employee. 48 class hours.

FSS 1004 Introduction to Food Service 3 cr.
A general course intended to familiarize the student with all aspects of the food service industry. Basic functions and principles common to all types of food service are explored. Field trips and guest lectures representative of local food service establishments will be included. 48 class hours.
FSS 1202C Basic Food Preparation 4 cr.
A lecture, demonstration, and laboratory course in principles of food preparation. All general categories are included with standards of quality preparation and service being emphasized. 32 lecture hours and 64 laboratory hours.

FSS 1401 Food Service Equipment 3 cr.
A study is made of all types of quantity food service equipment as well as functional layout and design of quantity food serving kitchens and service areas. Field trips to a variety of local establishments are included. 48 class hours.

FSS 1500 Food Accounting and Cost Control 3 cr.
Prerequisite: MAT 0813 or appropriate MAPS score. The study of the policies, procedures and computations involved in the food service industry and the methods used for controlling food, beverage, labor, and other costs. 48 class hours.

FSS 1940 Culinary Arts and Hospitality Management Practicum I 3 cr.
Prerequisites: FSS 1004, FSS 1202C, FSS 1401, and FSS 2201; completed physical examination and student accident insurance coverage as required by Practicum Facility. The student must be at least 19 years of age before enrolling in this course. The course involves practical work experiences related to the Culinary Arts and Hospitality Management curriculum. Physical examination and insurance coverage are the student's responsibility and are not included in the fee structure of the college.

FSS 1941 Culinary Arts and Hospitality Management Practicum II 3 cr.
Prerequisites: FSS 1940 and FSS 2610. A continuation of FSS 1940.

FSS 1942 Culinary Arts and Hospitality Management Practicum III 4 cr.
Prerequisites: FSS 1941, FSS 1500, FSS 2120, and FSS 2300. A continuation of FSS 1941.

FSS 2120 Food Purchasing and Storage 3 cr.
A study of purchasing principles, procedures, and policies in quantity food service operations; includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. 48 class hours.

FSS 2221C Quantity Food Preparation 4 cr.
Prerequisite: FSS 1202C and FSS 1401. A course consisting of lecture, demonstration, and experience in the principles of preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes, and portion control are included. 32 lecture hours and 64 laboratory hours.

FSS 2300 Food Service Supervision and Management 3 cr.
Prerequisite: FSS 1941. 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 GE 2090 and ENC 1002 or ENC 1102 prior to taking this course. 48 class hours.

FSS 2610 Food Merchandising 3 cr.
A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations, and effective atmosphere. 48 class hours.

HUN 1001 Nutrition 3 cr.
This course presents the concepts of nutrition, including the six major classes of nutrients, their digestion, and utilization by the body. Investigation of controversies in nutrition and guidelines for planning nutritionally adequate meals are included. 48 class hours.

Data Processing

CAP 2801 Advanced Microcomputing with LOTUS 1-2-3 3 cr.
Prerequisite: CDS 1570 or consent of instructor. This course provides the student with a detailed knowledge of LOTUS 1-2-3. Students will learn advanced programming techniques using macro, integration of interrelated spreadsheets, and advanced graphics techniques. Emphasis will be placed on the student's completion of class projects in areas such as real estate, accounting, and finance utilizing the various features of spreadsheet programming. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

CAP 2803 Advanced Microcomputer Applications 3 cr.
Prerequisite: Consent of instructor. This course provides instruction in using advanced microcomputer software packages. Course content will vary according to current needs of students and industry. Topics may include integrated software packages, spreadsheets, databases, utilities, and graphics software. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

CAP 2808 Advanced Microcomputing with dBase III Plus 3 cr.
Prerequisite: CDS 1570 or consent of instructor. This course provides the student with a detailed knowledge of dBase III Plus. Students will learn advanced programming techniques, graphics techniques, and database interaction with other software packages. Emphasis will be on the student's completion of class projects utilizing the various features of database programming. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

CIS 2321 Systems Analysis & Design I 3 cr.
Prerequisites: COP 2170 or COP 2120, and CDS 1570. This course will include the fundamental analysis and design of business data processing systems, problem analysis and definition, design of forms, data files and reports, documentation procedures, and computer systems management. 48 class hours.

COP 1000 Introduction to Programming Logic 3 cr.
The purpose of this course is to provide the student with an opportunity to solve problems with the use of a computer. Although BASIC, FORTRAN, PASCAL and other languages will be introduced, emphasis will be on the construction of language-free algorithms as a logic foundation for more advanced programming in the field of data processing or in personal/small business computers. 48 class hours.
CGS 1000 Introduction to Data Processing 3 cr.
This course will provide the student with an overview of the entire field of data processing. Upon satisfactory completion of the course, the student will have a basic understanding of what a computer system is, hardware components available, the stored program concept, data representation, and computer arithmetic and uses to which electronic data processing is applied. 48 class hours.

CGS 1061 Introduction to Microcomputing 3 cr.
An introductory course in microcomputers. No previous knowledge in programming is required. This course covers the selection and use of computer hardware, selection and use of commercially available software, and the application of software for small business or home projects. Lab fee required (see page 17). 32 lecture and 32 laboratory hours.

CGS 1570 Microcomputer Applications 3 cr.
Prerequisite: CGS 1000 or consent of instructor. This course gives the student practical knowledge of spreadsheet and database applications using MS-DOS, Lotus 1-2-3 and dBase III Plus. Students will acquire an appreciation for the capabilities of microcomputers utilizing modern technology and state-of-the-art software. Models will be created and results will be analyzed, with emphasis on the student effectively applying computer skills to business applications. Lab fee required (See Page 17). 32 lecture and 32 laboratory hours.

COP 2120 COBOL Programming I 4 cr.
Prerequisites: CGS 1000, with a grade of "C" or better; and COP 1000, with a grade of "C" or better, or consent of instructor. A study of the organization and concepts of the COBOL programming language using structured techniques, and its application as a programming tool in business and industry. Emphasis will be on the basics, to include processing sequence concepts, control breaks, and table processing. Upon satisfactory completion of this course, the student will be able to write complete COBOL programs in good form using sequential files. Students will compile, debug, and test programs they have written using remote data entry devices. Lab fee required (See Page 17). 48 lecture hours and 32 laboratory hours.

COP 2121 COBOL Programming II 4 cr.
Prerequisite: COP 2120, with a grade of "C" or better. This course is a continuation of COP 2120, and is intended to orient the student to the type of programming that will be expected of an applications programmer in business and industry. Emphasis will be on the more advanced features of COBOL to include input data validation, sorting, and random file processing. Students will compile, debug, and test programs they have written using remote data entry devices. Lab fee required (See Page 17). 48 lecture hours and 32 laboratory hours.

COP 2170 Microcomputers and BASIC Programming 3 cr.
Prerequisites: CGS 1000 and COP 1000 or consent of instructor. This course is designed to give students a problem-oriented approach to the BASIC programming language for input/output, arithmetic, control structures, functions, arrays, sorting, subprograms, menus, file handling and string manipulation. Students will be responsible for compiling, debugging, and testing the programs they have written. 32 lecture hours and 32 laboratory hours.

COP 2200 FORTRAN Programming 3 cr.
This course is designed to give students a problem-oriented approach to the FORTRAN programming language for input/output, arithmetic, control structures, functions, arrays, sorting, subprograms, and string manipulation. Students will be responsible for compiling, debugging, and testing the programs they have written. Lab fee required (see page 17). 48 class hours.

CIS 1940 Data Technician Practicum 3 cr.
Prerequisite: CGS 1000. Pre or corequisite: CGS 1570. This course will provide the student with an opportunity to explore various practical application areas in data processing installations or in a data processing laboratory environment. Practical work experience in data entry and/or computer operations will be included. 117 participation hours.

CIS 2940 Data Processing Practicum 3 cr.
Prerequisites: CIS 2251, COP 2120 or COP 2170. This course will provide the student with an opportunity to explore various practical application areas in data processing installations or in a data processing laboratory environment. A project will be required that will be assigned by the instructor, or approved by the instructor if the student is at a job site. The project will include problem definition, flowcharting, program coding and testing with detailed documentation of the completed project. 117 participation hours.

**Diesel Mechanics**

AER 1771 Diesel Mechanics I 6 Vocational Cr.
An introduction to diesel mechanics. The occupational outlook and places of employment are explored. The identification and use of basic shop tools (including welding), test equipment, service tools, fueling, diesel fuels, engine lubricants, coolants, bearings, and seals are covered. Shop safety is emphasized. 180 hours of instruction.

AER 1772 Diesel Mechanics II 6 Vocational Cr.
Pre or corequisite: AER 1771. The engine operating principles including the cylinder head assembly, piston and connecting assemblies, camshaft, gear train, and engine timing; frame and cylinder heads, crankshafts and bearings are covered. 180 hours of instruction.

AER 1773 Diesel Mechanics III 6 Vocational Cr.
Prerequisites: AER 1771 and AER 1772. A continuation of the engine operating principles including lubrication systems, cooling systems, air intake and exhaust systems, and starting systems. 180 hours of instruction.

AER 1774 Diesel Mechanics IV 6 Vocational Cr.
Prerequisites: AER 1771 and AER 1772. Pre or corequisite: AER 1773. A continuation of the engine operating principles including fuel system components, distributor type injection pump, in-line injection pump, unit injector, PT fuel systems, injection nozzles, and governors. 180 hours of instruction.

AER 1775 Diesel Mechanics V 7 Vocational Cr.
Prerequisites: AER 1771, AER 1772, AER 1773, and AER 1774. The principles of electricity, storage batteries, starting circuits, ignition circuits, generator charging circuits, and alternator charging circuits are covered. Emphasis is placed on engine operation and maintenance, diagnosis and testing of engines, tune-up and adjustment, and engine storage. 210 hours of instruction.
AER 1780 Diesel Review 3 Vocational Cr.
Prerequisite: Consent of instructor. This course offers a
general review in diesel mechanics. It is intended for the
advanced student needing accelerated instruction. The instruc-
tor, in consultation with the student, will determine what
competencies will be reviewed during the course. The course
may be taken for credit up to four times. 90 hours of in-
struction.

Drama

THE 2020 Fundamentals of Theatre 3 cr.
This course is an introductory theatre course encompassing
theatrical history, theatre as a form of art, and script analysis;
it also deals with the various and separate aspects which
come together to form a theatrical production. The student
may be required to attend theatrical productions. 48 class
hours.

TPP 2110 Beginning Acting 3 cr.
This course focuses primarily on developing the individual's
awareness of the body and voice as instruments with which
the actor conveys feelings, attitudes, thoughts, and ideas. This
will be accomplished by means of physical and vocal exer-
cises, drills, games, and improvisations. Students may be re-
quired to attend several live performances. 32 lecture hours
and 32 laboratory hours.

TPP 2700 Voice Preparation for the Actor 3 cr.
Prerequisite: TPP 2110, or consent of the instructor. This course
is designed to develop 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 instru-
ment, and then as the human actor's instrument. An emphasis
is placed on the removal of the physical as well as the emo-
tional blocks that inhibit the human instrument. 32 lecture
hours and 32 laboratory hours.

Education

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

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

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

EDF 1005 Introduction to Education 3 cr.
A general introductory course in education intended to assist
the student in understanding the American educational
system in terms of its development and present organization.
The student is introduced to the problems of the profession,
and the field of education is surveyed in general. Directed
observations are required. Recommended for those consider-
ting teaching as a career. 48 class hours.

EDG 1310 Classroom Management 3 cr.
The study of classroom management principles and appli-
cations including individual behavior management and group
management 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 include: reproducible materials
and tools, laminating and transparency techniques, audio and
video equipment, and basic operation of audiovisual repro-
duction equipment. 48 class hours.

EDG 1316 Tutoring Management and
Techniques 3 cr.
This course is designed to provide teacher aides with
knowledge and skills necessary to facilitate learning when
tutoring students of various ages. Topics include: the role
of the teacher aide, principles of working with children, basic
principles of learning, various approaches and techniques of
facilitating learning. While designed for teacher aides, this
course is open to all interested students. 48 class hours.

EDG 1317 Current Approaches and Tutoring
Techniques for Reinforcing Reading
Instruction 3 cr.
This course is designed to provide teacher aides with skills
for effectively implementing tutoring activities for reading
students in the elementary and secondary schools. While
designed for teacher aides, this course is open to all in-
terested 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 the skills
for implementing tutoring activities for mathematics students
in the elementary and secondary schools. While designed for
teacher aides, this course is open to all interested students.
48 class hours.

EDG 1942 Teacher Aide Practicum 3 cr.
Prerequisite: ENG 1101, EEC 1001, EDC 1215, EDG 1315,
MPSF 1113, or MAT 1013. The student will be assigned to school
settings to gain experience as a teacher aide. The experience
will be structured by objectives, monitored, and evaluated.

EEC 1001 Early Childhood Development and
Education 3 cr.
This course is a study of the mental, emotional, social, and
physical needs and growth patterns of children from birth to
age six. By emphasizing the mental health aspects of teaching, this course helps students to understand the dynamics of behavior in the preschool child. The importance of teacher-pupil and teacher-parent relationships is stressed. Included is an examination of materials and equipment that are appropriate for use in the preschool program and are also essential for achieving the experiences and the attitudes that characterize an enriched school program. Observations of children in school situations are required. 48 class hours.

**EEC 2311 Preschool and Early Childhood Activities**  
3 cr.  
This course is directed toward planning activities for the preschool child in early childhood education. Emphasis is placed on the selection and use of appropriate equipment and materials for developing readiness in the subject areas. The importance of play, art, drama, music, and scientific discoveries is stressed. Laboratory participation in class is a requirement of this course. Recommended for nursery and kindergarten teachers and aides. 43 class hours.

**RED 2310 Current Approaches in Teaching Reading**  
3 cr.  
A course designed to investigate and evaluate methods of teaching reading at the elementary level. 48 class hours.

*SLS 9331 Orientation to the World of Education and Work*  
3 cr.  
See Interdisciplinary.

**Electronics**

**CET 2112C Digital Electronics I**  
4 cr.  
Prerequisite: EET 1015C. This course serves to introduce topics needed to become proficient in Digital Electronics. Number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories are the topics covered in this course. Laboratory experiments are used to verify the concepts studied. 46 lecture hours and 32 laboratory hours.

**CET 2121C Microprocessor Programming Principles**  
4 cr.  
Prerequisite: CET 2112C. Corequisite: EET 1120C. This course introduces the student to microprocessor fundamentals and microprocessor programming techniques. Several microprocessor types will be studied. Lab work includes writing, debugging, and running microprocessor programs. 48 lecture hours and 32 laboratory hours.

**CET 2123C Digital Systems**  
4 cr.  
Prerequisites: EET 1120C, PHY 1053C, and CET 2121C. This course examines microprocessor-based computer systems. Subjects include input/output fundamentals and programming, data conversions, using higher level languages (BASIC) as a system controller and troubleshooting aid, peripheral systems (printers, terminals, etc.), system simulation, and system troubleshooting. Laboratory work involves programming in assembler and higher level languages, peripheral equipment investigation, system simulation, and system troubleshooting. 46 lecture hours and 52 laboratory hours.

**CET 2171C Hardware Fault Analysis**  
4 cr.  
Prerequisites: EET 1120C, CET 2121C. Corequisite: CET 2172. This course presents topics which cover typical board layouts and hardware location of functional elements, to include: fault analysis using interchangeable boards; use of extenders boards in fault location; the function of control lines and associated faults; control of PIA's and UART's and related faults; and input/output faults between the microcpu and peripherals. 16 lecture hours and 96 laboratory hours.

**CET 2172C Software Fault Analysis**  
4 cr.  
Prerequisites: EET 120C, CET 2121C. Corequisite: CET 2171C. This course presents topics which cover elementary programming for field service control of systems, to include: diagnostic software programs for fault location, loop programs for logic analyzer studies, and debugging programs at machine language levels. 16 lecture hours and 96 laboratory hours.

**CET 2341C Microcontroller Controllers for Machines and Robots**  
4 cr.  
Prerequisites: EET 1120C, PHY 1053C, and CET 2121C. This course teaches microcontroller control of physical systems, typically open loop and closed loop control of systems. Topics include numerical control and stepper driver in open loop systems, open and closed loop robotic systems. Functional elements include transducers, O/A and A/D converters, look-up tables, real time counters, interface circuits, and handshake circuits. 32 lecture hours and 84 laboratory hours.

**EET 1015C Electronics I**  
4 cr.  
Prerequisites: MAC 1104 or permission of the instructor. This course begins with the basic concepts of electricity. Charge, current flow, potential difference, and resistance are studied. Ohm's Law, series, parallel circuits, Kirchhoff's Law, Thévenin's, Norton's, and the Superposition Theorem are covered. Laboratory experiments are used to verify all concepts covered. The use of DC measuring instruments is covered. Alternating current and the 60 Hz power line are introduced. 46 lecture hours and 32 laboratory hours.

**EET 1025C Electronics II**  
4 cr.  
Prerequisite: EET 1015C. This course continues the study of alternating current concepts and circuits. The concepts of inductance, capacitance and their effect in AC circuits are studied. Time constants, R-L, R-C, and R-L-C circuits, complex numbers, vectors and phasors, resonance, and filters are studied for both sinusoidal and non sinusoidal applications. Two terminal active devices, rectifiers, and bipolar transistors are introduced. Laboratory experiments are used to verify all concepts studied. 46 lecture hours and 32 laboratory hours.

**EET 1083 Introduction to Electronics Technology**  
3 cr.  
This course is designed as an entry vehicle into the Electronics Technology Program. A survey of general electrical/electronic principles and systems is provided. Topics include DC and AC electricity, and solid-state devices. System topics include digital, communication, and biomedical systems and subsystems. Basic mathematical concepts as used with electronic applications will be introduced and/or reviewed. Does not substitute for any required course in any Electronics Technology Program. 48 class hours.

**EET 1120C Electronics III**  
4 cr.  
Prerequisites: EET 1025C and ENG 1102. This course is a study of subsystems for linear/analog electronics. The subsystem classifications are amplifiers, signal controlled switches, and special functions. Topics of study involve discrete and integrated circuit types, circuit examples include amplifiers, comparators, op amp circuits, oscillators, voltage regulators, signal shaping and timing functions. Laboratory experiment verification all concepts presented. 48 lecture hours and 32 laboratory hours.
EET 2215C Electronic Instrumentation 4 cr.
Pre or corequisite: EET 1120C. Basic concepts, theory, and operation of varied electronic test instruments are covered in this course. Topics covered include VOM, VTM, oscilloscopes, AF and RF generators, transistor testers, bridges, and various digital test instruments, including digital logic analyzers. Emphasis is placed on setup and operation of instruments in actual measuring situations. 32 lecture hours and 64 laboratory hours.

EET 2326C Electronic Communications 4 cr.
Prerequisites: EET 1120C and PHY 1053C. This course presents the communications process as a system. Topics are viewed as transmitters, receivers, and media of transfer. Specific items include the study of AM and FM radio, microwave, and laser technology principles. Laboratory work involves the verification of principles using commercial hardware. 48 lecture hours and 32 laboratory hours.

EET 2605C Electronics Fabrication Techniques 4 cr.
Prerequisites: ETD 1651, or permission of instructor. This course is designed to introduce the student to electronic manufacturing techniques. Topics include breadboards, printed circuit boards, and enclosure design/fabrication. Intensive hands-on experience is provided in the laboratory. Laboratory work includes the use of high speed drill press, metal brake, sheer, and notching equipment. Laboratory project is required. 32 lecture hours and 64 laboratory hours.

ENC 2210 Technical Writing 3 cr.
See English.

EST 2124C Robot and Numerical Control Mechanics 4 cr.
Prerequisite: PHY 1053C. This course presents topics in the mechanics of robots and numerically controlled machines. The resolution and accuracy of open loop and closed loop positioning are covered. Degrees of freedom for machine dexterity is covered. Homing and reference points are determined for numerical controls. Tooling and locators are discussed for production robots. Position, velocity, and acceleration characteristics are analyzed. 32 lecture hours and 64 laboratory hours.

EST 2424C Medical Electronics 4 cr.
Prerequisites: EET 1120C and PHY 1053C. This course is designed to acquaint the electronics student with the type of electronic circuits used in medical electronics equipment. Topics covered include differential and operational amplifier circuits, filters, level detectors, ECG equipment. Hands-on experience is gained through laboratory experiments. 48 lecture hours and 32 laboratory hours.

ETD 1315 CAD/CAM Drawing 4 cr.
Prerequisite: Permission of instructor. This course will present an introduction to computer-aided manufacturing (CAM) with emphasis on computer-aided design (CAD) of parts. It covers parts design, tooling overlays, assembly overlays, and parts lists. The student will use a CAD system to design a part, make a tooling overlay, and set up tooling data for a numerically controlled machine. 16 lecture hours and 96 laboratory hours.

ETD 1651 Electronics Drawing 4 cr.
This course is designed to introduce the student to electronics drafting practices. Topics include electronic symbols, wiring, and connection diagrams, block diagrams, schematic diagrams, printed circuit board layouts, and integrated circuit connection diagrams. Emphasis is placed on preparing working drawings. Hand tools and soldering techniques are introduced.

Hands-on experience is gained by construction of a printed circuit board. 16 lecture hours and 96 laboratory hours.

PHY 2001C Technical Physics for Electronics 4 cr.
Prerequisites: MTB 1322 or MAC 1114, and ENC 2210. This course teaches principles as applied to various physical energy forms. Particular emphasis is placed upon mechanics, heat, light, and sound energy systems. Energy transducers are introduced as forms of input to microcomputer control systems, medical electronics, and communication systems. Laboratory work is used to verify principles presented. 48 lecture hours and 32 laboratory hours.

Emergency Medical Services

EMS 1119C Emergency Medical Technology 6 cr.
This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated clinical laboratory setting. Successful achievement of the American Heart Association Basic Life Support Certification must be accomplished by the end of the course or prior to clinical experiences for students concurrently enrolled in EMS 1431. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee required. 64 lecture hours and 64 laboratory hours.

EMS 1431 Emergency Medical Technology Clinical 1 cr.
Pre or corequisite: EMS 1119C. This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Prior to participating in the clinical experiences, students who are concurrently enrolled in EMS 1119C and EMS 1431 must be Basic Life Support Certified, must meet the age requirements of local EMS Agencies, and must submit to a physical examination as required by state law. Professional Liability Insurance fee required (see page 17). 96 clinical hours.

EMS 2219C Paramedics I 8 cr.
Prerequisite: Admission to the Paramedica Certificate Program. Pre or corequisite: HSC 2531. Corequisite: EMS 2435. This course presents advanced theory and simulated clinical laboratory experience in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. Lab fee and Professional Liability Insurance fee required (see page 17). 96 lecture hours and 64 simulated clinical laboratory hours.

EMS 2229C Paramedics II 8 cr.
Prerequisites: HSC 2531, EMS 2219C, and EMS 2435. Corequisite: EMS 2436. This course continues advanced theory and simulated clinical laboratory experiences in conjunction with the Department of Transportation Advanced Training Course/Paramedic Curriculum. The American Heart Association Advanced Cardiac Life Support Certification Course is presented. Successful achievement of ACLS Provider certification at the conclusion of the weekend training activity is required. Lab fee required (see page 17). 80 lecture hours and 96 simulated clinical laboratory hours.
EMS 2425 Paramedics Internship 9 cr.
Prerequisites: EMS 229C, EMS 2436, and American Heart Association Advanced Cardiac Life Support Certification. The Field Internship consists of 144 hours of supervised practice on intensive care units, in which a minimum of 25 ALS contacts and specific skills must be satisfied. Paramedic preceptors, faculty and medical director will participate in the supervision of the student. Classroom experiences are provided for review of knowledge and skills. A final comprehensive written and skills examination must also be successfully completed at the end of the course. Laboratory fee required (see page 17). 32 lecture hours and 144 clinical internship hours. Additional internship hours may be required to satisfy minimum ALS contacts and skills requirements.

EMS 2435 Paramedics Clinical I 4 cr.
Prerequisite or corequisite: HSC 2531. Corequisite: EMS 229C. 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. This course must be taken in conjunction with EMS 229C. 128 clinical hours.

EMS 2436 Paramedics Clinical II 8 cr.
Prerequisites: EMS 2435 and HSC 2531. Corequisite: EMS 229C. 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. This course must be taken in conjunction with EMS 229C. 256 clinical hours.

HSC 2531 Medical Terminology I 3 cr.
This course is directed toward the learning of medical terminology needs for medical personnel, medical secretaries, technologists, or any other persons interested in related medical fields. The learning of the medical language will be organized according to the body systems and will include the fundamental understanding of the anatomy, physiology, and disease process of each system to include basic word structure, analysis of a medical paper, terms pertaining to the body, suffixes and prefixes, digestive system, urinary system, nervous system, cardiovascular system, respiratory system, and the musculoskeletal system. 48 class hours.

HSC 2532 Medical Terminology II 3 cr.
Prerequisite: HSC 2531. This course is a continuation of HSC 2531, to include male and female reproductive systems, blood and lymphatic systems, skin, sense organs, the endocrine system, cancer medicine, radiology and nuclear medicine, pharmacology, and psychiatry. 48 class hours.

English

AML 2010 American Literature I 3 cr.
Prerequisite: ENC 1101 or consent of instructor. A critical study of selections from American literature: colonial period to the late 19th Century, including the study of such authors as Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville, and Whitman. 48 class hours.

AML 2022 American Literature II 3 cr.
Prerequisite: ENC 1101 or consent of instructor. A survey of the major movements and representative authors in American literature: 1865 through the Twentieth Century including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. 48 class hours.

CRW 2000 Creative Writing 3 cr.
Prerequisite: ENC 1101, or consent of instructor. Students have the opportunity to experiment with various forms of writing, such as the short story, poetry, essays, and magazine articles. Discussion of the student's work and analysis of contemporary fiction is included. 48 class hours.

ENC 1020 Communication Skills II 3 cr.
Prerequisite: ENC 1001. A continuation of ENC 1001. This course includes the reading of fiction; the writing of short expository and business-related papers; the making of oral reports, and additional work in punctuation, spelling, and vocabulary. This course is intended for transfer and may or may not be accepted for transfer by another college or university. 48 class hours.

ENC 1030 Communication Skills I 3 cr.
This course, designed primarily for students in occupational programs, teaches listening, speaking, reading, and writing skills. It includes: reading for comprehension, review of functional grammar, usage, punctuation, capitalization, spelling, and vocabulary. The writing of clear sentences, unified, and well-developed expository paragraphs is emphasized. Conferences provide individual instruction. 48 class hours.

ENC 1101 English Composition I 3 cr.
This course is designed to develop effective written communication skills for academic and professional use. It includes practice in the selection, restriction, organization, and development of topics, and reinforces the student's facility with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA degree, a grade of "C" must be attained. 48 class hours.

ENC 1102 English Composition II 3 cr.
Prerequisite: ENC 1101 (Completed with a grade of "C" or higher). This course provides further instruction in the planning, organization, and writing of expository papers. It stresses methods of library research and effective and appropriate writing style. The readings include selections from literature to stimulate writing. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA degree, a grade of "C" must be attained. 48 class hours.

ENC 2003 Modes of Communication 3 cr.
Prerequisite: ENC 1101 (Completed with a grade of "C" or higher). This course prepares the student to participate more effectively in a democratic society through the development of reading, speaking, and listening skills. If used to meet the requirements of the AA degree, a grade of "C" must be attained. 48 class hours.

ENC 2210 Technical Writing 3 cr.
Prerequisite: ENC 1101. Offered for students desiring experience in writing formal reports with an emphasis on industrial communications. Required for majors in electronics. Assignments can be given related to the individual interests of the students. 48 class hours.
ENC 9010 Fundamentals of Writing 3 cr.
See College Preparatory Courses.

ENC 9012 Basic Grammar 3 cr.
See College Preparatory Courses.

ENL 2013 British Literature I 3 cr.
Prerequisite: ENC 1101 or consent of instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writing of these periods, including such authors as Chaucer, Shakespeare, Donne, Jonson, Milton, Pepys, Defoe, Swift, and Goldsmith. 48 class hours.

ENL 2023 British Literature II 3 cr.
Prerequisite: ENC 1101 or consent of instructor. A continuation of the study of British Literature, covering the Nineteenth and Twentieth centuries in the context of the history and society of the times. 48 class hours.

JOU 2100 Journalistic Writing and Reporting 3 cr.
An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyediting both news and feature stories. Emphasis on grammar and usage as student needs demands. 48 class hours.

REA 1105 College Reading Techniques 3 cr.
See Reading.

*RE 9000 Basic Reading 3 cr.
See College Preparatory Courses.

*RE 9001 Fundamentals of Reading 3 cr.
See College Preparatory Courses.

SES 2335 Business Correspondence 3 cr.
See Business.

Environmental Science

GLY 2850 Geology and Environment of Florida 3 cr.
A course designed to investigate the geologic history and development of rocks, structures, physiography, and mineral resources of Florida. 48 class hours.

Fire Service Technology

FFP 1000 Introduction to Fire Science 3 cr.
This course will cover various aspects of the fire science and related fields. The history and philosophy of fire service will be covered along with the organization, purpose and functions of fire departments, and other agencies involved in firefighting and fire prevention. This course will also survey professional fire protection career opportunities. 48 class hours.

FFP 1110 Fire Company Management 3 cr.
This course will cover the concepts of fire company management as they pertain to the fire service. Emphasis will be placed on development of the fire officer in maintaining discipline and morale, supervising a fire company and good public relations, including reports, training, company fire inspections, and pre-fire planning. 48 class hours.

FFP 1130 Fire Company Leadership 3 cr.
This course will cover the basic concepts of fire company leadership as they pertain to the fire service. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. 48 class hours.

FFP 1150 Methods and Techniques of Fire Service Instruction 3 cr.
This course will cover the modern methods and techniques of instruction for fire service. Various methods of teaching will be discussed and demonstrated with emphasis placed on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. 48 class hours.

FFP 1224 Introduction to Fire Inspection and Prevention 3 cr.
This course will cover the various aspects of prevention and inspection as they relate to the fire service and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours.

FFP 1240 Fire Detection and Investigation 3 cr.
This course will cover the principles of determining the point of origin and the cause of fire as well as the methods of recognizing fires of suspicious origin. The origin of known fire causes will be studied to enable the fire investigator to complete a thorough investigation. The topics of preliminary investigations and preservation of evidence will also be covered. 48 class hours.

FFP 1292 Fire Inspection - Health & Rehabilitative Services Inspection (HRS) 3 cr.
Prerequisites: FFP 1224, FFP 1625, FFP 1310, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulation and HRS regulations, as they apply to Health & Rehabilitative Services Offices, Buildings and Programs. This course will, upon successful completion, qualify the student to take the State Certification Exam for HRS Inspection. 48 class hours.

FFP 1293 Fire Inspection - Department of Education Inspection (DOE) 3 cr.
Prerequisites: FFP 1224, FFP 1625, FFP 1310, FFP 1326, and FFP 1240. This course deals with the life safety code, State Fire Marshal's regulations and DOE regulations as they apply to Department of Education Offices and Buildings. This course will, upon successful completion, qualify the student to take the State Certification Exam for DOE Inspection. 48 class hours.

FFP 1310 Building Construction and Codes 3 cr.
This course will cover the various types of building construction and renovation practices along with their relationship to fire and firefighting. The different building codes used in the United States will be examined, and emphasis will be placed on methods of evaluating the potential dangers to the firefighting forces, due to the type of construction or methods of renovation. 48 class hours.
FFP 1325 Blueprint Reading & Plans Examination 3 cr.
Prerequisite: FFP 1310. This course will cover the various aspects of blueprint reading and plans examination by dealing with standard signs and symbols used on prints. The history of print development will be discussed along with the different styles used by architects and engineers. Special attention will be paid to those sections of the plans dealing with fire prevention and protection. 48 class hours.

FFP 1410 Firefighting Tactics and Strategy I 3 cr.
This course will cover the basic concepts involved in firefighting, including fire behavior, firefighting fundamentals, principles of extinguishment, along with the utilization of proper size-up, and beneficial use of fire extinguishers and firefighting equipment. Pre-planning and its benefits will also be discussed. 48 class hours.

FFP 1411 Firefighting Tactics and Strategy II 3 cr.
Prerequisite: FFP 1410. This course will cover advanced tactics and strategy to be used at a major or unusually difficult fire scene. The principles to be utilized on the fire ground for maximum manpower, and equipment will be studied along with fire ground administration for all types of fire and emergency situations. Emphasis will be placed on developing techniques required to be used during crisis situations. 48 class hours.

FFP 1625 Private Fire Protection Systems 3 cr.
This course will cover the various privately owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler systems, standpipe systems, and agent fixed extinguishing systems, along with fire detection and alarm systems. 48 class hours.

FFP 2801 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 1100 Elementary French I 3 cr.
Introduction to French with emphasis on oral comprehension, oral production, and control of structure. 48 class hours.

FRE 1101 Elementary French II 3 cr.
Prerequisites: FRE 1100, or consent of instructor. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audiovisual aids. Students read simple short stories and poetry of modern and classic French authors. 48 class hours.

FRE 2200 Intermediate French I 3 cr.
Prerequisites: FRE 1101, two years of high school French, or its equivalent. This course will provide an advanced level of communication skills for students who have successfully completed FRE 1101 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 48 class hours.

FRE 2201 Intermediate French II 3 cr.
Prerequisite: FRE 2200. A further development of communication skills with continued emphasis on oral communication through speaking and listening exercises. Reading in contemporary French prose, including authors from André Gide to Alain Robbe-Grillet will be included. 48 class hours.

Geography

GEA 2000 World Regional Geography 3 cr.
A regional study of the relationship between man and his environment with particular emphasis on the economic and natural development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. 48 class hours.

GEA 2200 Geography of North America 3 cr.
A regional study of the physical and natural environment of North America with particular emphasis on human activities from an ecological perspective. 48 class hours.

Health

HSC 1100 Personal and Community Health 3 cr.
A study of health problems which are of major importance to our society. Emphasis is placed on the general principles involved in our present understanding of health-related areas. 48 class hours.

HSC 1400 Standard First Aid and Personal Safety 1 cr.
A course dealing with such skills to be used in the treatment of injuries in an emergency. Students successfully meeting the requirements of this course will receive the American Red Cross Standard First Aid Certificate. 8 lecture hours and 24 laboratory hours.

HSC 1402 Advanced First Aid and Emergency Care 3 cr.
Designed to meet the needs of individuals or groups who are in a position to provide first aid emergency care frequently. It provides the essential knowledge and skills needed to develop functional first aid capabilities. 32 lecture hours and 32 laboratory hours.

HSC 2531 Medical Terminology I 3 cr.
See Emergency Medical Services.

HSC 2532 Medical Terminology II 3 cr.
See Emergency Medical Services.

History

AMH 2010 History of the United States I 3 cr.
United States history to 1865 emphasizing the European background, Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery, and the War Between the States. 48 class hours.
AMH 2020 History of the United States II  3 cr.
A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economic, and world affairs since World War II. 48 class hours.

AMH 2420 History of Florida  3 cr.
This course begins with the influence of geography on early Indian cultures of the region. The economic, social, and political background of Florida is chronologically developed from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. 48 class hours.

AMH 2570 Black American History  3 cr.
A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background, slavery, reconstruction, and Twentieth Century developments up to present. 48 class hours.

EUH 1000 Western Civilization I  3 cr.
Origins and development of western civilization, beginning with the classical civilizations of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the sixteenth century. The emphases are upon social, economic, and cultural trends of each period. 48 class hours.

EUH 1001 Western Civilization II  3 cr.
The evolution of modern western civilization since the commercial revolution of the sixteenth century. This course covers the period of colonization, the industrial revolution, and the emergence of modern nation states extending to the present. The emphases are upon social, economic, and cultural developments. 48 class hours.

Humanities

HUM 2211 Humanities I  3 cr.
Prerequisite: ENC 1102 (Completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual, and aesthetic activities of early Western Civilization: Ancient Greece and Rome, the formative period of the Judaeo-Christian Tradition and the European Middle Ages. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 class hours.

HUM 2230 Humanities II  3 cr.
Prerequisite: HUM 2211 (Completed with a grade of "C" or higher). A study of the culture of Western Man from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" must be attained. 48 class hours.

Human Services

GEY 2000 Introduction to Gerontology  3 cr.
This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: physical and psychological aspects of aging, health and mental health issues, institutionalization, retirement, finances, recreation and leisure, death, dying, bereavement, and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 48 class hours.

HUS 1001 Introduction to Human Services  3 cr.
This course provides an overview of agency resources, functions, methods, and activities related to human services, theory and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and practices in human services. Extensive use will be made of guest speakers who represent community agencies and field trips to such agencies. 48 class hours.

HUS 1110 Basic Counseling Skills
Prerequisite: HUS 1001. This course involves developing the skills of observation, recording, reporting, interviewing, and counseling. These skills are presented in the context of general counseling theory. 48 class hours.

HUS 2303 Case Management in Human Services
Prerequisites: HUS 1001 or PSY 1012. This course offers an overview of theory and practical methodology utilized in treatment and diagnosis of persons in need of human services. The implications of various types of tests, habitable programs and various other psychological, sociological, and biological means of case management will be studied and observed. 48 class hours.

HUS 2940 Field Experience in Human Services
Prerequisites: HUS 2000, HUS 2303, and HUS 1110. This is a Practicum course which requires a minimum of 117 hours. Students will be under supervision as counseling paraprofessionals in community agencies in the field. Regular meetings are held with the Field Coordinator. A special fee is required (See Page 17).

SOW 1020 Introduction to Social Welfare  3 cr.
This course is designed to give the student an overview of the social welfare system in the United States. It serves as a foundation course for those interested in the profession of social work and provides background for the interested citizen. Students are required to spend 30 hours under supervision in a community agency in the field. 48 class hours.

Interdisciplinary

IDS 1190 Ascent of Man  3 cr.
This course focuses on the historical development of scientific achievements, and the impact of these on man's progress throughout the ages. Relates to the advancement of human ideas in relationship to the natural forces of the universe and the continuing emergence of civilization. (Equivalent to 48 class hours.)

SLS 1211 Individual Discovery  3 cr.
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences which deal with personal growth, and group developmental activities placing emphasis on the defining of individual goals and interests. 48 class hours.
SLS 1501 College Survival Skills 3 cr.
This course is designed to help the student develop more effective and efficient study skills and attitudes which are needed in order to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and preparing reports. 48 class hours.

*SLS 9331 Orientation to the World of Education and Work 3 cr.
A view of the role of education and work in the community and the expectations placed upon individuals and families by the mores, laws, and traditions of society. 48 class hours. (Does not apply toward a degree.)

Library Science

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

LIS 1001 Introduction to the Use of Books and Libraries 3 cr.
A basic course designed to enable the student to effectively utilize the library for study and research. Emphasis is on skill development and research methods. 48 class hours.

LIS 1702 Learning Resource Equipment 3 cr.
A study of the day-to-day uses, operation, and general maintenance of school learning resource center equipment. Topics include: motion picture projectors, slide and filmstrip projectors, overhead and opaque projectors, tape recorders, record players, cameras, and duplicating equipment. 48 class hours.

VIC 1300 Multi-Media 3 cr.
This course provides the student with the knowledge and opportunity to conceive and develop a synchronized sound-slide presentation combining photographic, art, music, and audio skills. Students will be required to purchase consumable materials. 48 class hours.

Mathematics

MAC 1104 College Algebra 4 cr.
Prerequisites: Two years of high school algebra or MAT 1033 (completed with a grade of "C" or higher). A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: factoring, exponents and radicals, linear and quadratic equations, inequalities and functions, systems of equations, matrices and determinants. If used to meet the requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

MAC 1114 Trigonometry 3 cr.
Prerequisites: MAC 1104 (completed with a grade of "C" or higher), 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course offers a study of trigonometry with emphasis on the definitions and properties of the trigonometric functions as functions of a real variable. Topics include: circular functions, inverse functions, identities, trigonometric equations, and solutions of triangles. If used to meet the requirements of the AA degree, a grade of "C" must be obtained. 48 class hours.

MAC 2311 Calculus and Analytic Geometry I 4 cr.
Prerequisites: MAC 1104 (completed with a grade of "C" or higher) and MAC 1114 (completed with a grade of "C" or higher). This course emphasizes the line, inequalities, limits and continuity, derivatives, and the differential. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

MAC 2312 Calculus and Analytic Geometry II 4 cr.
Prerequisite: MAC 2311 (Completed with a grade of "C" or higher). Topics include: the definite integral, applications, differentiation and integration of the logarithmic, exponential, trigonometric and hyperbolic functions, and techniques of integration. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

MAC 2313 Calculus and Analytic Geometry III 4 cr.
Prerequisite: MAC 2312 (Completed with a grade of "C" or higher). Topics include: applications of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, Taylor's Formula, infinite series. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

MAT 1033 Intermediate Algebra 4 cr.
Prerequisite: One year of high school algebra or MAT 9024. This course is designed to prepare students wishing to enter MAC 1104 but who are not in a college preparatory track. Topics include: Set theory, logic, mathematical systems, sets of numbers, and systems of numeration. 48 class hours.

MAT 9004 Basic Arithmetic 2 cr.
See College Preparatory Courses.

MAT 9013 Fundamentals of Mathematics 2 cr.
See College Preparatory Courses.

MAT 9024 Elementary Algebra 3 cr.
See College Preparatory Courses.

MGF 1113 College Mathematics I 3 cr.
Prerequisite: Two years of high school mathematics. This course is designed to meet the general education requirements with an emphasis on concepts. Among the topics included are: sets, logic, mathematical systems, sets of numbers, and systems of numeration. 48 class hours.

MGF 1114 College Mathematics II 3 cr.
Prerequisite: MGF 1113. This is an extension of MGF 1113. Among the topics included are: introductory algebra, probability, statistics, and geometry. 48 class hours.

MGF 1202 Finite Mathematics 4 cr.
Prerequisite: Two years of high school algebra or MAT 1033 (completed with a grade of "C" or higher). Topics include set theory, logic, mathematical systems, systems of numeration, probability, statistics, geometry, and computer mathematics. 64 class hours.
MTB 1013 Introduction to Technical Mathematics 3 cr.
A review of basic mathematics with applications. Does not substitute for any required courses in any Electronics Technology program. 48 class hours.

MTB 1320 Applied Mathematics for Allied Health 1 cr.
This course was designed to familiarize students with systems of measurement and their interrelationships. Topics discussed in this course include metric units of measurement, apothecary units of measurement, household units of measurement, and medication measurements. 16 class hours.

MTB 1321 Technical Mathematics I 3 cr.
Prerequisite: One year of high school algebra or MTB 1013. A study of practical algebra with topics which include: linear equations, exponents, complex numbers, quadratic equations, and logarithmic functions. 48 class hours.

MTB 1322 Technical Mathematics II 3 cr.
Prerequisite: MTB 1321. A study of trigonometry and geometry with practical applications. 48 class hours.

QMB 1001 Business Mathematics 3 cr.
See Business.

STA 2014 Applied Statistics 4 cr.
Prerequisite: MGF 1106 (Completed with a grade of "C" or higher), two years of high school algebra or MAT 1033 (Completed with a grade of "C" or higher). A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, Student's T-distribution. If used to meet requirements of the AA degree, a grade of "C" must be obtained. 64 class hours.

MIS 1010 Introduction to Military Science 3 cr.
This course covers the history and organization of the Reserve Officers Training Corps and its mission in support of U.S. national defense policies. Strong emphasis is placed on the role of the U.S. armed forces to the Federal Government, and an extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. 48 class hours.

MIS 1110 War and Peace 3 cr.
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 48 class hours.

MIS 1405 Fundamentals of Leadership 3 cr.
An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the Modern Volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication is stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. 48 class hours.

MIS 1410 Seminar in Leadership and Management 3 cr.
A thorough consideration of the obligations and responsibilities of a commissioned officer, to include; management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishment; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly commissioned officers; fundamentals of both offensive and defensive tactics, and the roles played in tactical operations by the various branches of the Army. The role of the United States in world affairs in the 1980's. 48 class hours.

Music

MUL 1110 Music Appreciation 3 cr.
A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world's great music. This course is open to all students. 48 class hours.

MUN 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 members of the community. No auditions are given. This group will represent the college in school and community functions. 32 laboratory hours. (May be taken for credit up to four times.)

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.

MVV 1111A Class Voice I 1 cr.
For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correct diction. Open to all students. 32 laboratory hours.

MVV 1111B Class Voice II 1 cr.
A continuation of MVV 1111A. Open to all students. 32 laboratory hours.

Nursing

NUR 1020C Fundamentals of Nursing 10 cr.
Prerequisites: ENC 1191, PSY 1012, and APB 1203C (must be satisfactorily completed prior to being considered for admission to the Nursing Program). Pre or corequisite: APB 1204C and MTB 1320. This course introduces concepts and skills basic to nursing care for adult clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of human needs.
relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation. Lab fee and Professional Liability fee required (see page 17). 64 lecture hours and 192 clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 1201C Adult Nursing I/LPN  5 cr.
Prerequisites: PSY 1012, ENC 1101, APB 1203C, APB 1204C and DEP 2004, and admission to the Nursing Program, ADN/LPN Track. Pre or Corequisite: ENC 1102 and MTB 2320. This course is offered for students entering the Nursing Program at the ADN/LPN Track. The nursing process is introduced and used as an approach to nursing care in assisting sick adults and their families meet their basic needs. Emphasis is placed on the more frequently occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and Professional Liability fee required (see page 17). 32 lecture hours and 128 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1520C Mental Health Nursing  5 cr.
Prerequisite: NUR 1710C or NUR 1201C. Pre or corequisite: ENC 1102. This course emphasizes use of the nursing process as an approach to nursing care of clients in their families with varying degrees of mental health and illness. Clinical experiences are offered in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. This course is offered in the summer session. Lab fee required (see page 17). 32 lecture hours and 128 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 1710C Adult Nursing I  12 cr.
Prerequisites: NUR 1020C and APB 1204C. Pre or corequisites: DEP 2004. This course emphasizes use of the nursing process as an approach in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more frequently occurring health needs of clients in various settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Lab fee required (see page 17). 64 lecture hours and 256 clinical and laboratory hours. Additional laboratory hours may be required.

NUR 2460C Maternal-Child Nursing  12 cr.
This course may be taken during either Session I or II, Sophomore year. SESSION I: Prerequisite: NUR 1520C. Pre or corequisite: HSA 1194. SESSION II: Prerequisites: NUR 2711C and NUR 2820. This course emphasizes use of the nursing process as an approach in assisting the child/child-bearing family to meet their basic needs. Clinical experiences are offered in a variety of settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required. Lab fee and Professional Liability fee required (see page 17).

NUR 2711C Adult Nursing II  12 cr.
This course may be taken during either Session I or II, Sophomore year. Prerequisite: NUR 1520C. Corequisite: NUR 2820. This course continues to emphasize use of the nursing process as an approach to providing nursing care. It provides for a broader application of the nursing process in the clinical setting in assisting sick adults and their families to meet their basic needs. Emphasis is placed on the more complex, less frequently occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required (see page 17). 64 lecture hours and 256 clinical and laboratory hours. Additional campus laboratory hours may be required.

NUR 2820 Nursing Role & Scope  2 cr.
Prerequisite: NUR 2460C or faculty approval for enrollment in Session I. Corequisite: NUR 2711C. 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 corequisite course, NUR 2711C. 32 lecture hours.

Ornamental Horticulture

AGG 1473 Introduction to Plant Growing Media  3 Vocational cr.
An introduction to plant growing media including types of soils, water, drainage, potting materials, and mixtures in container production. Fertilizer materials and formulas and their relation to plants and soil are included. 90 hours of instruction.

ORH 1009 Introduction to Ornamental Horticulture  3 Vocational cr.
An overview of the horticulture industry with particular emphasis in the ornamental segment of the industry. An introduction to plant parts, their functions, and growth requirements. 90 hours of instruction.

ORH 1021 Ornamental Plant Propagation  3 Vocational cr.
The methods of plant propagation, including sexual and asexual reproduction, are emphasized. Seeding, transplanting, seeding care, and production of ornamentals, flowers, citrus, and landscape trees are included. 90 hours of instruction.

ORH 1220 Introduction to Lawns and Lawn Care  3 Vocational cr.
An introduction to establishing and caring for lawns and other turf grasses. Selection of grasses, methods of establishing and maintaining are included. 90 hours of instruction.

ORH 1251 Nursery Garden Center Operation  2 Vocational Cr.
An introduction to the ornamental nursery business. Nursery location, layout and design, and stock inventory and control are emphasized. 60 hours of instruction.

ORH 1252 Nursery Design and Operation  2 Vocational cr.
Prerequisite: Consent of instructor. Constructing, maintaining, and operating greenhouses and shadehouses are included. Merchandising plants and supplies and customer service are emphasized. 60 hours of instruction.
ORH 1260 Greenhouse Operations 2 Vocational cr.
Various kinds of greenhouses and shadehouses are included. Plant production in the greenhouse/shadehouse is emphasized. 60 hours of instruction.

ORH 1273 Specialty Nursery Operations 2 Vocational cr.
An introduction to specialty plants including foliage, flowering plants, and pruning plant styles is covered. An in-depth study of various plants and their production is emphasized. 60 hours of instruction.

ORH 1510 Identification of Ornamental Plants 3 Vocational cr.
An introduction to plant classification, selection, and identification. Identification of the common landscape plants of Florida is emphasized. 90 hours of instruction.

ORH 1800 Landscaping and Design 3 Vocational cr.
An introduction to home and commercial landscaping. The basic principles of landscape design and development of a landscape plan are included. 90 hours of instruction.

ORH 1806 Landscape Installation and Maintenance 3 Vocational cr.
Prerequisite: Consent of instructor. A continuation of ORH 1800. Advanced landscape plans are included. 90 hours of instruction.

PMA 1210 Ornamental Plant Pest Control 3 Vocational cr.
Identifying and controlling diseases, insects, and other pests of ornamental plants and landscape trees are included. Application and safety precautions of horticultural chemicals are emphasized. 90 hours of instruction.

Paramedics
See Emergency Medical Services.

Philosophy

PHI 1100 Logic 3 cr.
The application of reason to develop logical skills and understanding. The study of deductive methods used to distinguish correct from incorrect reasoning. 48 class hours.

Physical Education

PEL 1211 Softball 1 cr.
Instruction in the history, rules, and skills of softball. Emphasis will be placed on intramural competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

PEL 1216 Baseball 1 cr.
Prerequisite: Consent of instructor. This course will offer instruction in history, rules, and skills of baseball. Emphasis will be placed on intramural competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

PEL 1341 Beginning Tennis 1 cr.
This is a co-educational course for beginners, primarily designed to provide the student with the proper knowledge and to develop the skills necessary to enjoy recreational tennis. 8 lecture hours and 24 laboratory hours.

PEL 1621 Basketball 1 cr.
Instruction in basketball skills, history, and rules. Emphasis will be placed on offensive and defensive skills. Team strategy will be developed in the offensive and defensive areas. Emphasis will be placed on intramural competition. May be repeated for credit. 8 lecture hours and 24 laboratory hours.

Physical Science

PSC 1341 Introduction to the Physical Universe I 3 cr.
A non-laboratory course intended for non-science majors. Introductory topics in physics and chemistry are included. A working knowledge of simple algebra is recommended. PSC 1341 and PSC 1311 do not have to be taken in sequence. 48 class hours.

PSC 1311 Introduction to the Physical Universe II 3 cr.
A non-laboratory course intended for non-science majors. Introductory topics in earth science and astronomy are included. PSC 1341 and PSC 1311 do not have to be taken in sequence. 48 class hours.

Physics

PHY 1053C General Physics I 4 cr.
Pre or corequisite: MAC 1144 or MTB 1322. Subject matter includes mechanics, heat, and sound. This course is designed for students not majoring in the physical sciences. 48 lecture hours and 32 laboratory hours.

PHY 1054C General Physics II 4 cr.
Prerequisite: PHY 1053C. Subject matter includes electricity, magnetism, light, and some modern physics. This course is designed for students not majoring in the physical sciences. 48 lecture hours and 32 laboratory hours.

PHY 2001C Technical Physics for Electronics 4 cr.
See Electronics.

Political Science

INR 2002 World Perspectives: An Introduction to International Relations 3 cr.
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. 48 class hours.

POS 2041 American Federal Government 3 cr.
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and study of the U.S. Constitution. 48 class hours.

POS 2112 State and Local Government 3 cr.
Study of state, county, and municipal government with emphasis on the newer tendencies in local government. 48 class hours.
Practical Nursing

PRN 1601 Practical Nursing I 16 Vocational cr.
This course introduces man as a biopsychosocial being with basic health needs and introduces concepts and skills fundamental to the nursing care of people throughout the life span. The nursing process is introduced and used as an approach to providing nursing care. Basic units covered are individual, family and community health; body structure and function; pharmacology; calculation of medications and solutions; and medical-surgical nursing. First aid and CPR certification are required. Clinical experiences are provided in local health agencies. Laboratory fee and Professional Liability Insurance fee required (see page 17). 480 clock hours.

PRN 1630 Practical Nursing II 16 Vocational cr.
This course expands body structure and function concepts and introduces basic and advanced concepts and skills in the nursing care of people of all ages, including administration of medications. Pediatric nursing is introduced. Medical-surgical nursing is expanded. Simulated and actual clinical experiences are provided in campus, hospital, and community agency settings. Laboratory fee required (see page 17). 480 clock hours.

PRN 1631 Practical Nursing III 10 Vocational cr.
This course expands on knowledge and skills provided in Practical Nursing I and II. Maternity nursing is introduced emphasizing care of the uncomplicated obstetrical patient and the neonate. Concepts specific to Vocational Relations are provided. Simulated and actual clinical experiences are provided on campus and in hospital and community agencies. Lab fee required (see page 17). 300 clock hours.

Psychology

DEP 2002 Child Psychology 3 cr.
Prerequisite: PSY 1012, or consent of instructor. This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool and the elementary school. 48 clock 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 clock hours.

DEP 2302 Adolescent Psychology 3 cr.
Prerequisite: PSY 1012, or consent of instructor. This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial, and educational growth of the adolescent. 48 clock hours.

DEP 2401 Psychology of Adulthood 3 cr.
This course focuses on the predictable crises of life encountered between the ages of 18 and 50. 48 clock hours.

DEP 2931 Parent and Child Interaction 3 cr.
This course is designed to give the student the background underlying parent-child communication skills. Materials from several disciplines - communication theory, psychology, sociology, and child development - are incorporated. 48 class hours.

EXP 1600 Creative Thinking and Imagination 3 cr.
Ideeional sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the vital importance of creative effort and stimulating the student's ability to utilize the creative approach to his/her life and work. 48 class hours.

PSY 1012 Introduction to Psychology 3 cr.
An introduction to the field of psychology wherein the student becomes better acquainted with the human being as a biopsychosocial organism. Topics include: scientific method in psychology, interaction of heredity and environment, reinforcement, perception, basic statistical concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. 48 clock hours.

Reading

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

REA 1105 College Reading Techniques 3 cr.
A college-level reading course designed to develop and improve college reading skills, stressing proficiency in comprehension, flexibility of rate, and vocabulary improvement. Practice with specialized equipment and/or materials is provided. 48 class hours.

*REA 9001 Basic Reading 2 cr.
See College Preparatory Courses.

*REA 9002 Fundamentals of Reading 2 cr.
See College Preparatory Courses.

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

Real Estate

REE 1000 Real Estate Principles and Practices I 4 cr.
A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. It will familiarize the student with law and its provisions under which the registrant will operate. Satisfactory completion of this course permits the student to sit for the Florida Real Estate Commission Exam for the Salesman's License. (Exam fee required, see page 17.) 64 class hours.
REE 2041 Real Estate Principles and Practices II 4 cr.
Prerequisite: 6 months registration as active salesman. Designed to help prepare the real estate salesperson for the broker’s examination. Major topics include real estate finance, investment, management, and appraising. (Exam fee required.) Seventy-two hours of instruction is required.

Sociology

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

SYG 1361 Death in America 3 cr.
This course explores the historical experience of the family in America. It includes the social, economic, and cultural changes that have affected family life, the functioning of the family through various life stages with variations in social, political, economic, and legal contexts. 48 class hours.

SYG 1420 Families in Transition 3 cr.
This course explores the history of the family in America. It includes the social, economic, and cultural changes that have affected family life, the functioning of the family through various life stages with variations in social, political, economic, and legal contexts. 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, social movements, role and status, group behavior, race and ethnic relations, community, 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 causes of, and solutions to, these problems. 48 class hours.

SYG 2221 Women in American Society 3 cr.
An overview of women’s changing roles in American Society, the 17th Century to the present. Emphasis will be placed on individual women and their contributions. Current problems will be examined. 48 class hours.

SYG 2430 Marriage and The Family 3 cr.
A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relationships, sexual adjustment, family management, child rearing, and family problems may be covered in the course. 48 class hours.

SYG 2940 Applied Sociology 3 cr.
Prerequisite: SYG 2320 or SYG 2000 or SYG 2100, or SYG 1020; a minimum of 15 hours work at Pasco-Hernando Community College; and by consent of instructor. This is a Practicum course which requires a minimum of 117 participation hours. A limited number of students will be under supervision at community agencies. Students must regularly with the instructor. A special fee is required. (See Page 17.)

Spanish

SPN 1100 Beginning Spanish I 4 cr.
This course is intended for students in Spanish to the four communication skills (listening, speaking, reading, and writing). Emphasizes the correct usage of grammar and sensitivity to the cultural contributions of the countries where Spanish is spoken. 48 lecture hours, 32 lab hours.

SPN 1101 Beginning Spanish II 4 cr.
Prerequisite: SPN 1100, Beginning Spanish I. The previous Beginning Spanish 3-credit-hour course does not meet the prerequisite for this course. This course will expand the basic skills previously acquired, develop increased listening, speaking, reading, and writing skills, extend knowledge of grammar, and awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 48 lecture hours, 32 lab hours.

SPN 2240 Spanish Conversation 3 cr.
Prerequisite: SPN 1200, or consent of instructor. A continuation of SPN 1200. This course provides intensive study and drill in Spanish pronunciation, listening comprehension, and development of conversational skills. 48 class hours.

SPN 1200 Intermediate Spanish 3 cr.
Prerequisite: SPN 1100. A thorough review of the principles of grammar. Composition and conversation planned to develop a basic, active vocabulary and facility in understanding written and spoken Spanish. 48 class hours.

Speech

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

SPC 1600 Introduction to Public Speaking 3 cr.
This course provides practice in the preparation and delivery of various professional public address forms, such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisal of both professional and class speeches, including those audio and video taped. 48 class hours.
MTR 1129 Fabrication of Metal Products Using SMAW 3 Vocational cr.
Prerequisite: MTR 1128 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. 90 hours of instruction.

MTR 1131 MIG Welding 2 Vocational cr.
An introduction to Metal Inert Gas Welding (MIG). Emphasizes the principles involved in the operating of MIG equipment. A beginning course in welding principles of MIG. 60 hours of instruction.

MTR 1133 TIG Welding 2 Vocational cr.
An introduction to Tungsten Inert Gas Welding (TIG). Emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. 60 hours of instruction.

MTR 1135 Advanced MIG/TIG Welding 2 Vocational cr.
Prerequisites: MTR 1131, MTR 1133, or consent of instructor. A continuation of MTR 1131 and MTR 1133. An advanced course in welding principles of MIG/TIG Welding. Blueprint reading for MIG/TIG Welding is included. 60 hours of instruction.

MTR 1139 Fabrication of Metal Products Using MIG/TIG Welding 2 Vocational cr.
Prerequisite: MTR 1135 or consent of instructor. Fabrication of tubing systems and metal framing are emphasized. Sketches, drawings, and blueprints are included. 60 hours of instruction.

PMT 1106 Introduction and Oxy-Acetylene Welding 3 Vocational cr.
An introductory course in welding using equipment and tools. Safety and proper use of equipment, along with identification of metals, are stressed. This course also includes the use of oxy-acetylene gases in welding and torch cutting. 90 hours of instruction.

PMT 1112 Advanced Specialty Oxy-Acetylene Welding 3 Vocational cr.
Prerequisite: PMT 1106 or consent of instructor. A continuation of oxy-acetylene welding specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. 90 hours of instruction.

PMT 1122 S.M.A.W. High Technology Skills 3 Vocational cr.
Prerequisite: MTR 1128. This course includes shielded metal arc welding of open butt joints welded in the flat, angular, vertical, and horizontal overhead positions. The art of pipe welding is stressed. 90 hours of instruction.
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