

CATALOG/STUDENT HANDBOOK 2000-2001



THE DISTRICT BOARD OF TRUSTEES



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Chair**



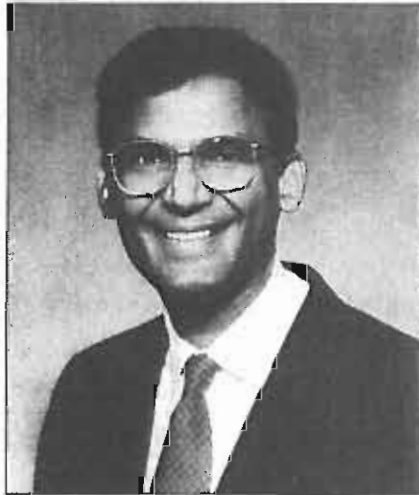
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Vice Chair**



Ms. Judy Braak



Ms. Sharon O. Taylor



S.K. Rao Musunuru, M.D.



Mr. Thomas E. Barnette



Ms. Jeanne M. Gavish



Ms. Judy M. Case



Mr. Ed Collins

PASCO-HERNANDO COMMUNITY COLLEGE

2000-2001 COLLEGE CALENDAR

Activity	Term II Spring	Term IIA Spring (8 weeks)	Term IIB Spring (8 weeks)
Orientation of New Students (by appointment)	----- ONGOING -----		
Registration of Non-Credit Students	November 13	November 13	November 13
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 40 or More Credit Hours and Non-credit Students	November 14	November 14	November 14
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 24 or More Credit Hours and Non-credit Students	November 15	November 15	November 15
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 12 or More Credit Hours and Non-credit Students	November 16	November 16	November 16
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 1 or More Credit Hours and Non-credit Students	November 17	November 17	November 17
Open Registration – Registration of All Enrolled, New, Returning Credit and Non-credit Students (Weekdays except during Winter Break)	Nov. 20-January 3	Nov. 20-January 3	Nov. 20-March 9
Staff Returns	January 2	January 2	
Early Spring Registration Fees Due	January 3	January 3	March 9
Faculty Reports	January 4-5		
Classes Begin	January 8	January 8	March 9
Late Registration, Drop/Add	January 8-16	January 8-16	March 13-19
Last Day - Drop/Add (by 7:00 p.m.)	January 16	January 16	March 19
Last Day to Use Book Authorizations	January 16		
Financial Aid Grant Disbursement (tentative mailing date) (Loan checks are mailed by the College as funds are received from the lender)	January 19		
CLAST Registration Deadline	January 19		
Applications Due for End of Term Graduation	January 21		
CLAST Review	February 3		
CLAST Test Administration	February 17		
Last Day to Withdraw or Change to Audit	April 4	February 15	April 20
Last Day of Classes	May 7	March 12	May 7
Last Day for Faculty (grades turned in by noon)	May 8	March 13	May 8
Graduation	May 8		
Nursing Pinning Ceremony	May 9		

No Classes:	Martin Luther King Spring Break	January 15 Feb. 26-March 4	January 15	Feb. 26-March 4
College Closed:	Martin Luther King Spring Break	January 15 Feb. 26-March 4	January 15	Feb. 26-March 4

DECEMBER 2000							JANUARY 2001							FEBRUARY 2001							MARCH 2001							APRIL 2001											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2		1	2	3	4	5	6						1	2	3										1	2	3	1	2	3	4	5	6	7
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14					
10	11	12	13	14	15	18	14	15	18	17	18	19	20	11	12	13	14	15	18	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28					
24	25	26	27	28	29	30	26	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30										

PASCO-HERNANDO COMMUNITY COLLEGE

2000-2001 COLLEGE CALENDAR

Activity	Term IIIA Summer (6 weeks)	Term III Summer (12 weeks)	Term IV Summer (6 weeks)
Orientation of New Students (by appointment)	----- ONGOING -----		
Registration of Non-Credit Students	April 16	April 16	April 16
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 40 or More Credit Hours and Non-credit Students	April 17	April 17	April 17
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 24 or More Credit Hours and Non-credit Students	April 18	April 18	April 18
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 12 or More Credit Hours and Non-credit Students	April 19	April 19	April 19
Advance Advisement/Registration for Degree- or Certificate-seeking Students with 1 or More Credit Hours and Non-credit Students	April 20	April 20	April 20
Open Registration – Registration of All Enrolled, New, Returning Credit and Non-credit Students (Weekdays)	April 23-May 9	April 23-May 9	April 21-June 25
CLAST Registration Deadline	May 4	May 4	May 4
Faculty Reports	May 9	May 9	June 25
Summer Fees Due	May 9	May 9	June 25
Classes Begin	May 10	May 10	June 26
Late Registration, Drop/Add	May 10-14	May 10-14	June 26-28
Last Day - Drop/Add (by 4:30 p.m.)	May 14	May 14	June 28
Last Day to Use Book Authorizations	May 14	May 14	June 28
Applications Due for End of Term Graduation	May 18	July 5	July 5
CLAST Review	May 19	May 19	May 19
Financial Aid Grant Disbursement (tentative mailing date)	May 22	May 22	July 5
<small>(Loan checks are mailed by the College as funds are received from the lender)</small>			
CLAST Test Administration	June 2	June 2	June 2
Last Day to Withdraw or Change to Audit	June 8	July 12	July 25
Last Day of Classes	June 21	August 7	August 7
Last Day for Faculty (grades turned in by noon)	June 22	August 8	August 8

No Classes:	Memorial Day	May 28	May 28	
	Independence Day		July 4	July 4
	Term III Break		June 22 and 25	
College Closed:	Memorial Day	May 28	May 28	
	Independence Day		July 4	July 4

MAY 2001							JUNE 2001							JULY 2001							AUGUST 2001							SEPTEMBER 2001							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5			1	2					1	2	3	4	5	6	7		1	2	3	4				1						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	16	9	10	11	12	13	14	15	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	
																													30	31					

DICTIONARY OF COLLEGE TERMS

ACADEMIC YEAR - the school year; composed of Term I (August-December), Term II (January-May), and Term III (May-August). A catalog is issued for each academic year; e.g., 2000-2001.

ADVISING; help from a professional staff member about program planning, course selection, and transfer requirements.

APPLICATION FOR ADMISSION - the form that begins college life at PHCC; results in a letter of admission for eligible persons; prerequisite to orientation; one-time non-refundable fee of \$20.

ASSOCIATE IN ARTS (A.A.) DEGREE - degree designed to prepare students to transfer to a four-year institution; satisfies general education requirements and common prerequisites for entrance at the junior level as approved by the state articulation agreement; requires 60 credit hours.

ASSOCIATE IN APPLIED SCIENCE- (A.A.S.) DEGREE - a degree planned to prepare students for job entry upon completion; usually NOT designed for transfer; program lengths vary by A.A.S. degree.

ASSOCIATE IN SCIENCE- (A.S.) DEGREE - a degree planned to prepare students to transfer to specific B.S. degree programs and for job entry upon completion; program lengths vary for A.S. degrees.

ASSOCIATED CERTIFICATE - a college credit program designed to prepare students to enter technical areas. Certificate lengths vary by program and are a part of an A.S. degree.

ATTEMPTED HOURS (CREDITS) - the number of college credits (hours) that a student is enrolled in after the drop/add period each term. Students typically receive one of the following grades for attempted classes: "A," "B," "C," "D," "F," "I," "X," "S," "U," "P," or "W."

AUDIT - a college credit status in a course with no grade assigned; may be selected before the drop/ add period ends and results in no penalty for the number of attempted classes. Classes audited after the drop/add period **will** count in the number of class attempts. Attendance still required in class; results in grade of "X."

CATALOG/STUDENT HANDBOOK - an annually published document; contains the calendar, policies, procedures, regulations, programs, course descriptions, and a list of faculty and administrators' names; may be modified during the academic year.

CHANGING PROGRAM - a change of goals from one degree or certificate to another degree or certificate. Student should talk to an advisor about the effect on credits, VA benefits, etc. This process is accomplished officially with a new Program Declaration form.

CHOICES - a computerized career exploration program located in the Learning Lab housed in each library; assists students in making career choices and in identifying different forms of financial assistance. Student should talk with an

advisor about the Guidebook available for the Choices software program.

CLAST - the College Level Academic Skills Test; a state requirement for the awarding of an A.A. degree and junior-level standing at universities.

CLAST ALTERNATIVES - A.A. degree-seeking students who fulfill certain criteria may be exempt from taking CLAST. Student should see an advisor or refer to the information contained in this document for further explanation.

CLEP - College Level Examination Program; a way to earn certain college credits based on prior independent learning; limited by the Gordon Rule; not to be confused with Credit by Examination.

CLOCK HOURS - the unit of study for technical courses; in these areas, a "technical credit" equals 30 clock hours in class during the term; two technical credits equal 60 clock hours.

CONTINUING EDUCATION - non-credit courses designed to meet specific technical and personal needs in the community.

COUNSELING - a friendly conversation with a professionally-trained staff member about educational goals, career choices or personal concerns; available to all students upon request.

COURSE SUBSTITUTIONS - the exchange of one course for another course required in a degree program; justification and permission are required.



CREDIT BY EXAMINATION - college credit earned by successfully passing a comprehensive test prepared by the appropriate PHCC academic division. Exams not available for every course. Specific criteria apply to each exam.

CREDIT HOUR - unit of college work; the same as a semester hour in A.A. and A.S. programs. Generally, the number of credit hours in a course equals the number of lecture hours in class each week.

DROP/ADD - usually refers to a short period after classes begin when a student may drop or add classes; dates are published in the term schedule of classes and the College catalog. **Fees are refunded only for classes dropped during the Drop/Add period.**

EXPRESS REGISTRATION - students who do not wish to meet with an advisor may complete registration paperwork for themselves (except first-time students and students not making satisfactory academic progress) and register during the dates specified in the College Calendar. Students will be held responsible for the courses for which they register.

FINANCIAL AID - sources of monetary assistance for students seeking to enroll in a college or university. Typically, financial aid includes such help as grants, loans, and work.

FULL-TIME STUDENT - a student registered for 12 or more college credit hours in a fall or spring term or six or more college credit hours in a summer term.

GORDON RULE - the state requirement to complete a total of 24,000 written words of composition in English and humanities courses at PHCC and a minimum of six semester hours of math at the level of College Algebra or higher - Required for awarding of the A.A. degree and junior standing at the universities.

GRADE-POINT AVERAGE (GPA) - grade average calculated by dividing the total number of quality points ("A"=4, "B"=3, "C"=2, "D"=1, and "F"=0) by the total number of hours of credits attempted. See this document for explanation and importance.

GRADUATION APPLICATION - the form necessary to obtain a degree or certificate; due at registration in last term.

LATE REGISTRATION - initial registration during the Drop/Add period for the term; begins on the first day of classes in a term; requires payment of special \$20 late fee; academic progress may be hindered by starting late in a course.

LEARNING LAB - place for academic assistance for students needing individualized help with classes, general skills review, or encouragement.

LIBRARY - this location houses books, periodicals, newspapers, Internet connections, career assistance information, and reference materials to assist students in the completion of their academic program.

PART-TIME STUDENT - a student enrolled for less than 12 credit hours in a fall or spring term or six credit hours in a summer term.



PROGRAM DECLARATION - a required form on which the student officially "declares" an educational goal, such as "nursing," "business administration," "general A.A.," etc. Students **must** complete "program dec." forms each time they change their major.

PURGE DATE - the date by which students who have signed up for classes must pay for those classes. Students who do not pay all required fees by this date will be removed automatically from all classes for which they have not paid. Students should see an advisor to find out specific purge dates for each term.

REGISTRATION - not to be confused with advisement; a process by which a student actually enrolls in a course by completing a registration form and submitting it to a Student Services advisor. **The student is enrolled officially only when all tuition and applicable fees are paid.**

SCHEDULE - the printed list of courses offered each term, usually available about two weeks before Registration begins.

SEMESTER HOUR - the official unit of measure of college credit work; used in all Florida public colleges and universities; equates to one credit hour in A.A and A.S. degree programs.

SEMESTER-SESSION-TERM - used interchangeably; see Academic Year.

TECHNICAL CERTIFICATE PROGRAM - designed to provide certain job-entry skills in a short period of time. Program lengths vary and do not result in college credit.

TUITION - cost of courses, based on the number of credit hours attempted plus any special course fees. Tuition is classified as "in-state matriculation" or out-of-state tuition. The cost of out-of-state tuition is substantially higher than in-state matriculation fees.

TRANSCRIPT - (1) official educational record sent directly from a high school or previous college to PHCC's Records Office. (2) official educational record sent directly from PHCC to another college or to the requesting student. *A signed request form is mandatory when asking that transcripts be sent from PHCC.*

VETERAN'S BENEFITS - financial assistance from the government to certain qualifying veterans and dependents of veterans to aid educational training toward a career.

WITHDRAWAL - action taken to remove a student from a course after the Drop/Add period, up until the deadline date listed for the term; may be initiated by student or instructor by completion of forms in Student Services Office; results in grade of "W." **No refund of fees.** May have an effect on a student's Financial Aid or Standards of Academic Progress as explained elsewhere in this publication.

Contact any campus advisor if you do not understand a term or concept. The Campus Advisor will be happy to explain the meaning to you.

WHOM TO SEE ABOUT WHAT

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

ADMINISTRATION - COLLEGE-WIDE

- Dr. Paul Szuch** Ext. 3001
Vice President of Educational Services;
New Port Richey
- Dr. Sherry Thomas-Dertke** Ext. 3435
Vice President; Student Ombudsman
District Office, New Port Richey
- Dr. Mike Rom** Ext. 1001
Provost, East Campus and High School
Articulation;
Dade City
- Dr. Burt Harres** Ext. 2001
Provost, North Campus
Brooksville
- Ms. Gayle Brooks** Ext. 3264
Dean of Career and Technical Programs
and Director, Business Programs
New Port Richey
- TBA** Ext. 3210
Dean of Student Services
New Port Richey

ACADEMIC AREAS

- Dr. Michael Adams** Ext. 3220
Associate Dean of Health, Mathematics
and Science; Telecourse Coordinator
New Port Richey

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

- Ms. Gayle Brooks** Ext. 3264
Dean of Career and Technical Programs
and Director, Division of Business
New Port Richey

(Banking, Business Administration & Management,
Computer Information System Analysis, Computer
Programming and Analysis, Criminal Justice, Drafting and
Design Technology, Fire Science, Legal Assisting, Office
Systems Technology, Real Estate, Technical Credit
Certificates, and Continuing Education)

- Dr. Marion Bullock** Ext. 3325
Associate Dean of Arts, Letters and
Social Sciences/Performing Arts
Center/Learning Labs
New Port Richey

(Anthropology, Art, College Prep English and Reading,
Drama/Theater, Education, English, Foreign Languages,
Geography, Government, History, Humanities,
Interdisciplinary Courses, Music, Philosophy, Psychology,
Reading, Sociology, Speech)

- Mr. Jack Mehl** Ext. 3500
Director of Law Enforcement Programs
Gowers Corner

- Ms. Irene Schauer** Ext. 2500
Director, Spring Hill Center

EQUITY OFFICER

- Mr. Imani Asukile** Ext. 1235
Equity Officer/Minority Recruiter
Dade City

STUDENT SERVICES

- Ms. Michelle Balon** Ext. 3010
Assistant Dean of Student Services
New Port Richey
- Dr. Mary Ann Searle** Ext. 2010
Assistant Dean of Student Services
Brooksville
- Ms. Bonnie Clark** Ext. 1010
Assistant Dean of Student Services
Dade City
- Mr. Michael Malizia** Ext. 3011
Director of Admissions and Student Records
New Port Richey
- Mr. Bob Bade** Ext. 3356
Coordinator of Student Activities
New Port Richey
- Mr. Bobby Bowman** Ext. 3342
Athletic Director
New Port Richey
- Mr. Michael Miller** Ext. 3236
Disabilities Services Specialist
New Port Richey

FINANCIAL ASSISTANCE AREAS

- Ms. Rebecca Shanafelt** Ext. 3012
Director of Financial Aid/Veteran Services
New Port Richey

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



WHERE TO GO FOR HELP

Academic Problems	Academic Advisor
Academic Records	Admission/Records Office
Academic Standing (Warning, Probation, Suspension)	Academic Advisor or Records Office
Accidents (Reports of)	Instructor, Provost or Student Services
Add, Drop and Withdrawal Information	Student Services
Admission	Admissions and Records Office
AIDS Policies and Support Information	Assistant Dean of Student Services
Books (Purchased) and Classroom Supplies	Campus Bookstore
Books (References and Check-out)	Library
Building or Grounds Use by Student Organization	Student Activities and Provosts
Building or Grounds Use by Non-student Groups	Provosts
Calendar of Student Activities	Student Activities or Student Services
Career Information	Career Center (WC) or Academic Advisors
Change of Address	Admissions/Records or Student Services Office
Change of Major	Student Services Office
CLAST	Career Center or Advisor
Course Substitution	Advisor or for Disabled, Disabled Student Services Specialist
Clubs and Organization	Student Activities
Disabled Student Services	Disabled Student Services Specialist
Discipline Issues	Dean of Student Services
Dropping a Course	Advisor of Student Services
Drug-Free Campus	Dean of Student Services
Equity Assistance	College Equity Office
Evaluation of Transfer Credit	Admissions and Records Office
Financial Aid	Office of Financial Aid or Student Services
Gordon Rule	Instructor, (Communications, Mathematics), Advisor or Student Services
Graduation Check	Admissions and Records or Student Services
Grievances	Associate Deans/Dean or Student Services
Questions – No One Else Can Answer	Student Services
Health Programs	Associate Dean Health, Mathematics and Science Division, Advisor or Admissions
Help with Personal and Social Problems	Assistant Dean of Student Services/Counselor
Help with Selection of Classes or Program	Advisor or Student Services
Help with Passing a Course	Instructor, and/or Learning Lab Coordinator
Honors Program	Ms. Connie LaMarca-Frankel or Advisor
Internships	Career Center (WC)
Instructor Issues	Appropriate Associate Dean or Dean
Job Placement	Career Center (WC)
Loans	Financial Aid Office or Student Services
Lost – (Geographically) Unsure Where to Go	Student Services Office
Lost and Found	Student Services Office
Mathematics and Science Information	Associate Dean Health, Mathematics and Science, or Advisor
Non-Credit Courses	Student Services or Continuing Education Coordinator
Orientation	Admissions and Records or Student Services
Paying Tuition Fees	Campus Bookstores
Permission to Organize a Club	Student Activities
Remediation Help	Learning Labs
Registration	Student Services Office
Schedule (Course) Issues	Advisor or Student Services Office
Scholarships	Financial Aid Office
Standards of Progress Issues	Advisor or Student Services Office
Technical Credit Programs	Dean of Career/Technical Programs, Admissions/Records, Advisor
Testing	Career Center or Student Services Office
Transcripts	Admissions and Records or Student Services
Transfer – Between Courses	Student Services Office
Transfer – University	Advisor or Student Services Office
Veteran's Benefits	Financial Aid Office
Victims' Advocate	Assistant Dean of Student Services
Withdrawal From College	Student Services Office
Withdrawal From a Course	Student Services Office and Instructor

PHCC FOUNDATION BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

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 Vice Chair Robert A. Barnett
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 Treasurer Marc W. Bowman

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 Judy M. Case Maureen Soliman
 Wayne R. Coulter Donald K. Vierling, M.D.
 Hugh C. McGeehan

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 Edward C. Blommel
 Lorenzo Coffie
 John A. Dougherty
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 Robert Fertig
 Brenda Glass
 Joel H. Goldberg, D.M.D.
 Don Griffin, Ph.D.
 I. Warren Hersch, D.M.D.
 Ernie A. Holzhauer
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 Charles Luckie, Jr.
 Andrew Oravec, Jr.
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 Joseph J. Piermatteo
 Wallace G. Savage
 Mary E. Snell
 Ronald G. Thornton
 Hon. Richard Tombrink, Jr.
 Richard C. Williams, Jr.

PASCO-HERNANDO COMMUNITY COLLEGE FOUNDATION, INC.

The Pasco-Hernando Community College Foundation, Inc. was established in 1975 to seek private support to enhance the college's academic programs. It is governed by a 32-member Board from Pasco and Hernando counties.

The Foundation has grown quickly, with endowed assets of nearly \$18 million, and become a leading community college foundation.

The Foundation supports scholarships, health programs, the three campus libraries, faculty and staff development, and academic equipment for the college. For the cultural and social enrichment of the community, the Foundation also sponsors a Performing Arts Center program and the Suncoast Sampler each year.

The Foundation has a flourishing endowed scholarship program. Today, over 147 named, endowed funds provide 175 scholarships each year to Pasco and Hernando county students.

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

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

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

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



ENDOWED SCHOLARSHIPS

Endowed scholarships established through the Foundation are matched by the Dr. Philip Benjamin Academic Improvement Trust Fund. Endowed scholarships exist in perpetuity—the principal remains intact. The interest income that is generated

and any possible capital appreciation are used to fund the scholarships. We applaud the generosity of the individuals and organizations who created the endowed scholarships listed alphabetically by fund name below.

A. Catherine Tice
 AAUW/Irene
 AAUW/Mary Lou Knight
 ABWA Palm Chapter
 Alex and Dorothy Acey
 Alfred A. McKethan
 Alric and Mary Pottberg
 Anna and Frederick Vincent
 Anne F. Bucy
 Barnett Bank
 Barry Jaap
 Betty Jo Dean/Brooksville Kiwanis Foundation
 Briggs-Hopper-Hall Zephyr Unit 118
 American Legion Auxiliary
 Brooksville Garden Club
 Brooksville Kiwanis Foundation, Bristol/Imhoff
 Brooksville Woman's Club
 Bruce Sutherland
 C.A. "Collie" Clayton
 Carol Gunn Heasley
 Charles E. Conger
 Community United Methodist Church
 Dade City Woman's Club Ruth Touchton
 David Dewey Trompeter
 Debra J. Hay
 Deen Family
 Des and Mickey Little/Rotary Club of New Port Richey
 Dingus
 Dixon Family
 Dr. John and Nancy Kelso
 Dola Creekmore
 Dorothy B. Davidson
 E.H. Browning, Jr.
 East Pasco Medical Center Foundation
 Edith and J. Wesley Richards
 Elizabeth H. Bailey
 Elizabeth Koerner
 Everett Geller
 First Union National Bank
 F.O.P. Pasco County Sheriff's Lodge #29
 Fotta-Hillen
 Frances J. Hancock
 Fred K. Marchman/Rotary Club of New Port Richey
 Greater Hernando County Chamber of Commerce
 Harold and Ruth Vincent
 Harvey and Mary Snell
 Helene Koerner Gahlen
 Henry and Ardis Martin
 Henry Poznanski/Voiture 1576, 40/8

Hernando County Restaurant Association
 Human Services Club
 Irene and Jack Van Balen/Anclote Earth Science Club
 Jack Linville
 James Edward Starling
 Jeffrey and Kathleen Kinnunen
 John and Martha Ayers
 Joseph and Julia Evessa
 Joseph and Susan Cristofaro
 Joseph J. Evessa/Voiture Locale 1576
 Julius R. Mantey
 Junior Service League of New Port Richey
 Kiwanis Club of Brooksville
 Kiwanis Club of Dade City
 Kiwanis Club of the Nature Coast
 Kiwanis Club of Seven Springs
 Kiwanis Club of Spring Hill
 Kiwanis Club of Zephyrhills
 Kiwanis Club of Zephyrhills/Jack Weidlich
 Kristine Smith Ullrich
 L.C. Hawes, Sr. Methodist Church
 Lee Ann Larmon
 Lois E. Trotter
 Mae A. Simpson
 Margaret Moore Johnston
 Marian G. Bailey
 Marjorie A. Sugg
 Marjorie Kennedy Wilson
 Mark and Helen St. Clair
 Marlowe Health
 Mary E. Pearson
 Masaryktown Community
 NationsBank
 New Port Lincoln Mercury
 New Port Richey Noon Optimist Club
 Nicholaas Verstraten
 North Campus Bicentennial
 North Suncoast Association of Life Underwriters
 Orange Blossom Classic Chevy Club
 Otto and Elaine Weitzenkorn
 Pasco County Bar Association
 Pasco County Medical Society Alliance
 Pasco High Alumni
 Paul Hlavac/Holy Trinity Lutheran Church
 Performing Arts Center Volunteers
 Peterson-Lipke/AAUW
 Phi Theta Kappa
 Philip R. Bailey
 Physicians' Memorial
 Pilot Club of Brooksville
 Pilot Club of Zephyrhills

President Milton O. Jones
 R. Kay Anderson
 Regency Communities
 Rev. James and Vienna Barnhardt
 Richard and Eileen Cooper
 Ridgewood High Athletic Boosters Club
 River Ridge Presbyterian Church
 Robert C. Kennedy
 Robert D. Maeser
 Rose
 Rotary Club of Brooksville
 Rotary Club of Dade City
 Rotary Club of Holiday
 Rotary Club of Lutz/Land O' Lakes
 Rotary Club of Lutz/Land O' Lakes Tech Prep
 Rotary Club of New Port Richey
 Rotary Club of New Port Richey/George Gunter
 Rotary Club of Seven Springs
 Rotary Club of Spring Hill
 Rotary Club of West Hernando
 Rotary Club of Zephyrhills
 Rotary Club of Zephyrhills Daybreak
 Rotary Club of Zephyrhills Tech Prep
 Ruth and W.P. "Doc" Murphy
 St. Petersburg Times/Roy Bain
 Sheriff Thomas A. Mylander
 Skilled Health Services Hernando County
 Skilled Health Services Pasco County
 Southeast Banking Corporation Foundation
 Spring Hill Art League
 Sprint
 Staff and Faculty
 Staff and Program Development
 Suncoast Sampler
 SunTrust
 Susan Gail Riley
 Tampa Bay Downs
 Tampa Electric Company
 Tech Prep
 Voiture Locale 1576 40/8
 Volunteers of New Port Richey Hospital
 W.A. and Aletha Jones
 West Pasco Chamber of Commerce
 West Pasco Chamber of Commerce Tech Prep
 West Pasco La Sertoma
 William and Madeline Carney
 William Ardeen North/Rotary Club of New Port Richey
 Woody Wynell Walls

College Administrators



Dr. Paul J. Szuch
Vice President of
Educational Services



Dr. Sherry C. Thomas-Dertke
Vice President



Mr. Kenneth R. Burdzinski
Vice President of Business
Services



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



Dr. Burton H. Harres, Jr.
Provost, North Campus



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



TBA
Dean of Student Services



Ms. Dorothy G. Cutler
Dean of Technology



Ms. Catherine M. Baumbach
Executive Director of the
Foundation



Mr. Stephen C. Schroeder
College Attorney and
Coordinator, Legal Assisting
Program

Pasco-Hernando Community College

HISTORY

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

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

The first phase of construction of the East Campus began in 1973 and, upon completion, was dedicated by Governor Reubin Askew in August 1975. Since that time, the Charles E. Conger Library and physical education facilities have become operational. Construction of a Law Enforcement Building will begin in 2000.

In 1973 a 140-acre site was chosen near New Port Richey for the West Campus. Initial construction began in July 1975 and was finished one year later. Subsequent campus additions include the Alric C. T. Pottberg Library, the Teaching Auditorium, increased classroom space, and the Physical Fitness Center. The new Milton O. Jones Hall, a new Student Services Center, was completed in 1996. A Health Programs Building was completed in 1997. New computer laboratories opened in 1998 in the Rose and Leonard Case Business Technology Building. Also, the District Administration Office relocated from the East Campus to the West Campus during 1998.

One hundred acres north of Brooksville were selected in 1974 for the North Campus location. First phase construction was completed in the summer of 1977. The Alfred A. McKethan Library, the Occupational Laboratory Building, and physical education facilities have been added. Renovation of this campus will be completed in summer 2000. In addition, a small center was located in the growing Spring Hill area of Hernando County in 1979. This facility was remodeled and expanded in 1988.

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

ACCREDITATION STATUS

PHCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

COLLEGE MISSION STATEMENT

Statement of Purpose

Pasco-Hernando Community College strives to serve the educational needs and interests of our community. As a comprehensive community college, PHCC provides opportunities to students for academic and cultural growth, for building and expanding their skills, and for them to develop personally and as citizens of our local community and our larger world.

Objectives

PHCC shall:

- A. Provide the first two years of postsecondary instruction that lead to the baccalaureate degree;
- B. Provide a variety of career and technical education programs that prepare students for employment in business, industry, and service occupations;
- C. Provide college preparatory instruction and continuing education that enhance and update the skills of individuals;
- D. Provide services for students that enhance their opportunities for success;
- E. Provide education and training that promote and support economic development within the college district; and
- F. Provide opportunities for cultural enrichment and personal development within the community.

College Catalog/Student Handbook

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

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

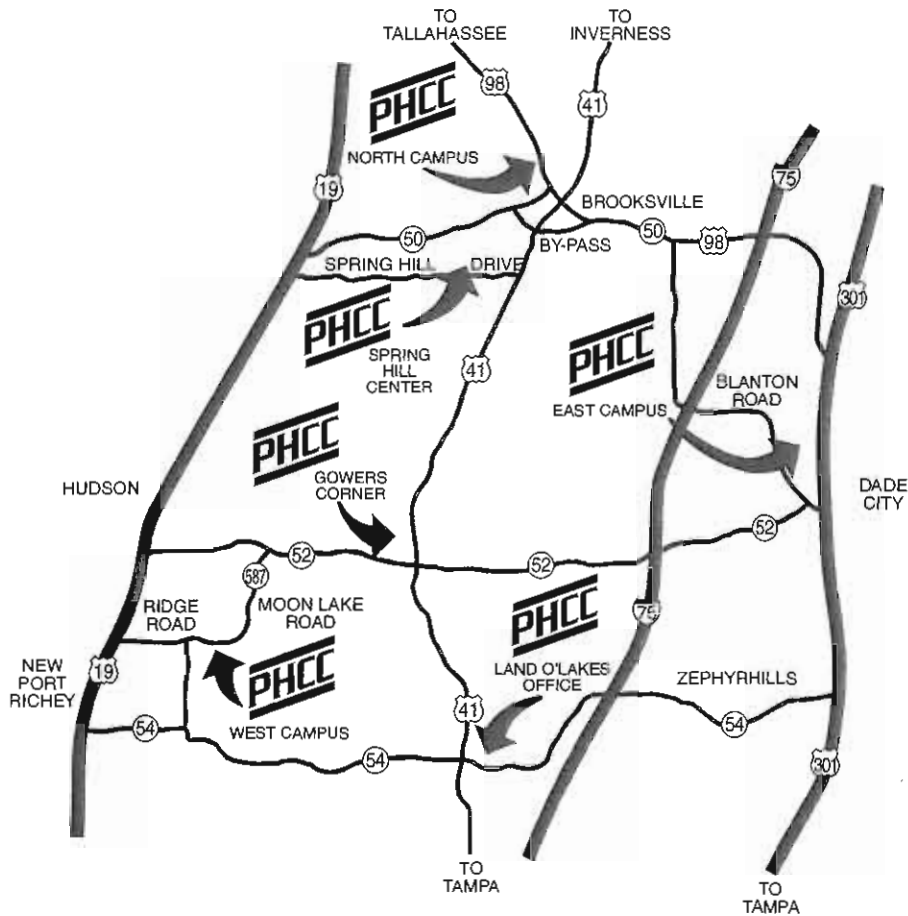
Student Rights and Responsibilities

Students have certain rights and responsibilities. It is very important that students refer to the following sections in this catalog: Student Conduct Requirements, Campus Security Information, Hazing Prohibitions, Disciplinary Procedures, Student Grievance Procedures, and Student Ombudsman Issues. These and other sections of the college catalog/student handbook will help clarify those rights and responsibilities.

Additionally, the College works to ensure that as many college committees as possible contain student representation. All students who desire to participate on a college committee should contact the Student Activities Office to indicate their willingness to serve on such committees.



DISTRICT MAP



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

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

West Campus and District Office
 10230 Ridge Road
 New Port Richey, FL 34654-5199
 (727) 847-2727
 (727) 816-3300 fax (West Campus)
 (727) 816-3450 fax (District Office)

Gowers Corner Center
 (West side of U.S. 41, just north of S.R. 52)
 Send mail c/o East Campus
 (813) 996-5080
 (813) 996-9747 fax

Spring Hill Center
 11245 Spring Hill Drive
 Spring Hill, FL 34609
 (352) 688-8798
 (352) 796-6726 fax

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

The PHCC web address is: www.pasco-hernandocc.com

Applying to PHCC

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

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

For East Campus, Dade City

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

For North Campus, Brooksville

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

For West Campus, New Port Richey

Office of Admissions & Student Records
Pasco-Hernando Community College
10230 Ridge Road
New Port Richey, FL 34654-5199
Phone: (727) 847-2727, ext. 3011

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

Readmission to PHCC

Students who have been admitted to the College but who do not enroll for courses within one year of the term in which they are admitted, and students who initially enroll but then cease enrollment for at least one full academic year, must reapply for admission to PHCC by submitting an “Application for Readmission.” No fee is required to reapply for readmission.

Admission to Programs of Study

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

Degree program, Associate in Science Degree programs, Associate in Applied Science Degree, Associated Certificate programs, and Technical Certificate programs.

It is the responsibility of the applicant to ensure that the documents required to finalize admission have been received by the Records Office at his/her home campus (the campus the student has designated to maintain his/her records) during the student’s first term of enrollment. Home study graduates will be required to submit documents in the same manner as any other high school graduate. No subsequent registration will be allowed until all documents have been received. All transcripts and test scores should be sent directly from the issuing institutions; official GED scores (test taken in English) must come from the Florida Department of Education in Tallahassee or the appropriate out-of-state testing agency. Documents submitted in anything other than a sealed envelope from the issuing institution will not be accepted. Request forms for documents from other institutions can be obtained in any Records Office.



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

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

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

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

More information on our AA degree program can be found in the Academic Policy and Programs sections of this catalog.

Admission to Associated Certificate Programs

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

To be admitted to an Associated Certificate program, students must ensure that the following documents have been received by the Records Office on their home campus:

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

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



Admission to Technical Credit Certificate Programs

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

- Applied Welding Technologies
- Coder Specialist
- Correctional Officer
- Corrections to Law Enforcement Crossover
- Cosmetology
- Dental Assisting
- Fire Fighting
- Health Unit Coordinator
- Landscape Operations
- Law Enforcement/Auxiliary Officer

- Law Enforcement/Basic Recruit
- Law Enforcement to Corrections Crossover
- Medical Record Transcribing
- Medical Secretarial/Examining Room Assistant
- Nursing Assistant
- Patient Care Technician
- Phlebotomy
- Practical Nursing

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

Test of Adult Basic Education (TABE)

Per State Board Rule, all students entering a Technical Credit Program must complete the Test of Adult Basic Education (TABE) testing (full battery) within six weeks of entry into the program. Each program has specific grade-level exit requirements, and the TABE is designed to test for those exit skills. PHCC administers only Level 7 and 8 of the TABE. All programs, except three, must complete Level A of the exam in order to meet exit requirements. Landscape Operations, Cosmetology and Applied Welding Technologies may meet exit requirements by completing Level D of the TABE test. The Nursing Assistant and Phlebotomy programs do not have a TABE requirement. Students declaring these programs are not required to take the TABE.

Students are encouraged to schedule the TABE at their earliest convenience and to find out the appropriate scores necessary to exit the program. Students will not be given a certificate until they complete all course and testing requirements.



Admission to the College as a Non-Degree Seeking Student

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

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



the PHCC application form and fee. U.S. citizens or permanent residents who are under the age of 19 must also submit an official high school transcript indicating graduation or official GED scores indicating receipt of a high school equivalency diploma.

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

Dual Enrollment/College (or University)

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

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

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

High school students have the opportunity to earn college credit or technical credit at PHCC by applying for admission as either dual enrollment or credit bank students. Students from Pasco or Hernando County public schools, plus students from non-public schools (including home schools that have certified that their curriculum meets State of Florida standards) may become eligible for dual enrollment if their school has a formal articulation agreement with PHCC. High school dual enrollment means that the student is enrolled in high school and at the same time enrolls for college or specific technical credit courses, taught by PHCC, which also can be counted toward high school

graduation. Eligible students must first gain admission to PHCC by submitting a completed Application for Admission: Dual Enrollment High School Student form. Additionally, before courses begin each semester, dually enrolled students must also submit a Dual Enrollment permission form signed by the high school principal.

Students should be aware that some high schools may give added weight to particular Dual Enrollment college-credit courses. However, not all college-credit courses will be eligible for additional weight. Dual enrollment students and parents are strongly advised to contact their high school guidance counselors to obtain information about the weighted status of Dual Enrollment courses.

Early Admission

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

Credit Bank

Upon submission of a completed Credit Bank application form and fee, high school students may be admitted to the credit bank program. This program allows students to remain in high school and receive college credit with permission from the principal. This permission must be obtained by completion of a "Credit Bank Form" with each PHCC registration. The student may gain admission to PHCC after high school graduation by submitting a renewal Application for Admission, or may elect to have the credits transferred to another college. This method of acceleration extends to students younger than 19 years of age who are actively seeking GED status, with the appropriate approval from the school authority.

Admission of Transfer Students

Upon submission of the PHCC Application for Admission form and fee, applicants transferring from other colleges or universities will be accepted to the College in accordance with all Standards of Academic Progress. Applicants who are on

academic probation from another college may not enter a degree program at PHCC until they have had an interview with an advisor..

In accordance with Florida Statute, a student who has previously been expelled from a Florida community college or university for unlawful possession, sale, or use of narcotic drugs will not be admitted to PHCC for a period of one year from the date of that expulsion. A student who has been found guilty of campus disruption will not be admitted to PHCC for a period of two years from the date of such finding.

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

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

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

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

International Student Admission

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

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

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

1. Citizenship in a country in which English is the native language; or
2. Graduation from a U.S. high school/successful completion of

a U.S. GED test (see above); or

3. Achievement of a score of 550 or above on the Test of English as a Foreign Language (TOEFL).

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

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

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

Admission to Specialized Limited Access Health Programs

Admission to the Nursing, Paramedic, Radiography and Dental Hygiene programs is restricted to students who meet all the application and admission requirements for each specific program. Admission to the college does not imply acceptance into any of the preceding programs. It is the responsibility of the student to ensure that all transcripts and test scores, as well as any address change, have been received by the District Records Office, West Campus.

In each of the Limited Access AS Degree health programs, the catalog for completing specialty, general education, and support courses required for the program shall be the one in effect at the time of initial enrollment in the program. Changes to the programs that are the result of legislation or State Board Rules may result in courses not being offered as identified with the programs.

The following programs begin in Term I: ADN/Generic Track, Certificate in Practical Nursing on East and North campuses; Paramedic, Dental Hygiene and Dental Assisting. The Radiography, ADN/Paramedic Track and Practical Nursing on the West Campus begin in Term II. The ADN/LPN Track on the North Campus starts in Term IV.

The Physical Therapist Assistant program is a joint program with St. Petersburg Junior College. Students who meet all the



application and admission requirements may submit an "Application to Limited Enrollment Health Programs, SPJC/PHCC" (with the \$10 fee) at any time to St. Petersburg Junior College. Applicants will be admitted on a first-qualified, first-admitted basis. Eligible applicants will be placed on a waiting list for the next available class.

Nursing Programs

Application and Admission Requirements

All requirements for admission to the nursing program must be met at the time of application. Submission of an incomplete application may delay your admission.

Students who meet the admission requirements may submit an application at any time. Applicants will be selected on a first-qualified, first-admitted basis. Accepted applicants will be placed on a waiting list for the next available class. A student may not postpone entry into the program; applications will not be held for a later admission date. Students who fail to attend the term for which admission is granted must reapply.

ADN/Generic Track

1. Completed PHCC application form and fee.
2. Completed Nursing Program, Associate Degree in Nursing - Generic Track application.
3. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
4. Official transcript from each college and university attended other than PHCC.
5. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.
6. Have a cumulative, all-college grade-point average of 2.0 or higher.
7. Have a grade point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher:

BSC 1085	Human Anatomy and Physiology I
BSC 1085L	Human Anatomy and Physiology I Laboratory
ENC 1101	English Composition I (or ENC 1121H/Honors)
PSY 1012	Introduction to Psychology (or PSY 1012H/Honors)
HUN 2201	Science of Human Nutrition



ADN/LPN Track

1. Completed PHCC application form and fee.
2. Completed Nursing Program, Associate Degree in Nursing, RN-LPN Track application.
3. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
4. Official transcript from each college and university attended other than PHCC.
5. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.
6. Copy of current Florida LPN license.
7. Meet one of the following:
 - a. Be a graduate of the PHCC-LPN program and have six months full-time work experience as an LPN within the past two years, OR
 - b. Have 12 months full-time work experience as an LPN within the past two years.
8. Have a cumulative, all-college grade-point average of 2.0 or higher.
9. Have a grade-point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher.

BSC 1085	Human Anatomy and Physiology I
BSC 1085L	Human Anatomy and Physiology I Laboratory
BSC 1086	Human Anatomy and Physiology II
BSC 1086L	Human Anatomy and Physiology II Laboratory
ENC 1101	English Composition I (or ENC 1121H/Honors)
PSY 1012	Introduction to Psychology (or PSY 1012H/Honors)
MCB 2010	Microbiology
MCB 2010L	Microbiology Laboratory
HUN 2201	Science of Human Nutrition

ADN/Paramedic Track

1. Completed PHCC application form and fee.
2. Completed Nursing Program, Associate Degree in Nursing, RN-Paramedic Track application.
3. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
4. Official transcript from each college and university attended other than PHCC.
5. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.

6. Copy of current Florida Paramedic license.
7. Meet one of the following:
 - a. Be a graduate of the PHCC-Paramedic program and have six months full-time work experience as a Paramedic within the past two years, OR
 - b. Have 12 months full-time work experience as a Paramedic within the past two years.
8. Have a cumulative, all-college grade-point average of 2.0 or higher.
9. Have a grade-point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher.

BSC 1085	Human Anatomy and Physiology I
BSC 1085L	Human Anatomy and Physiology I Laboratory
ENC 1101	English Composition I (or ENC 1121H Honors)
PSY 1012	Introduction to Psychology (or PSY 1012H Honors)
HUN 2201	Science of Human Nutrition

Certificate in Practical Nursing

1. Completed PHCC application form and fee.
2. Completed Practical Nursing Program application.
3. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
4. Completion of ONE of the following:
 - a. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work in English or reading, if indicated by the placement scores. The mathematics score must be at the Elementary Algebra level or above or completion of MAT 0012 with a grade of C or higher. Test scores may be exempted if the applicant has completed transferable,



college-level course work in English and/or mathematics with grades of "C" or above, OR

- b. A minimum score of 50 on the NLN pre-admission PN exam
5. Report of scores on the Test of Adult Basic Education (TABE, Level A) with a minimum grade level of 11th grade in Reading, Language and Mathematics.
6. Completion of at least 8 hours of observation, volunteer service or work experience in a nursing setting (hospital, medical clinic, nursing home, hospice, etc.), verified by a Registered Nurse or Licensed Practical Nurse.

Transfer Procedures for Nursing Programs

1. Make an appointment with the Director of Nursing to determine if transfer status is feasible.

Bring the following items:

 - a. copy of transcript from previous nursing school
 - b. syllabi of each nursing course completed within the last 5 years. (courses older than 5 years cannot be used for advanced placement)
 - c. checklist of skills completed from previous nursing program
2. Submit College application, all official college transcripts and pay application fee.
3. Submit completed nursing program application, meeting all admission requirements for the specific nursing program. (see College Catalog/Student Handbook section on "Admission to Specialized Limited Access Health Programs".)
4. Submit to the Director of Nursing the following:
 - a. letter of request for advanced placement in the nursing program by means of transfer.
 - b. copy of letter of acceptance into PHCC's Nursing Program upon receipt from the admission's office.
 - c. letter of recommendation from the Nursing Director of the previous nursing school attended.
5. A letter will be sent from the Director of Nursing advising the student of the status of advanced placement.
 - a. if advanced placement is not granted, the student may start the specific nursing program from the beginning at the indicated date on the acceptance letter.
 - b. if advanced placement is granted, the student must contact the nursing department and:
 1. complete a skills evaluation with a pass/safe (copy of skills may be obtained in the nursing office).
 2. score a grade of 70% or better in an exam of basic nursing knowledge and/or medical/surgical concepts.
 3. complete recommended remediation, if any.
 4. complete a physical exam form.
 5. provide copy of current CPR card.

Dental Programs

Application and Admission Requirements

All requirements for admission to the Dental Hygiene or Dental Assisting program must be met at the time of application. Submission of an incomplete application may delay your admission.

Students who meet the admission requirements may submit an application at any time.

Applicants will be selected on a first-qualified, first-admitted basis. Accepted applicants will be placed on a waiting list for

the next available class. A student may not postpone entry into the program: applications will not be held for a later admission date. Students who fail to attend the term for which admission is granted must reapply.

Associate in Science in Dental Hygiene

1. Completed PHCC application form and fee.
2. Completed Dental Hygiene Program application.
3. Resident of Pasco or Hernando county.
4. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
5. Official transcript from each college and university attended other than PHCC.
6. Meet one of the following:
 - a. Applicants who are practicing dental assistants must submit their EFDA certificate, OR
 - b. submit a report of scores on an approved Manual Dexterity Test with a minimum score of 60%.
7. Have a cumulative, all-college grade-point average of 2.0 or higher.
8. Have a grade-point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher:
 - BSC 1085 Human Anatomy and Physiology I
 - BSC 1085L Human Anatomy and Physiology I Laboratory
 - BSC 1086 Human Anatomy and Physiology II
 - BSC 1086L Human Anatomy and Physiology II Laboratory
 - CHM 1025 Introductory Chemistry (or higher level chemistry course)
 - CHM 1025L Introductory Chemistry Laboratory (or higher level chemistry lab)
 - ENC 1101 English Composition I (or ENC 1121H/Honors)
 - PSY 1012 Introduction to Psychology (or PSY 1012H Honors)
9. Completion of at least 16 hours of observation, volunteer service or work experience in dentistry, as verified by a dentist or dental hygienist.

PHCC has a linkage agreement with Hillsborough Community College, Manatee Community College and Polk Community College to reserve one opening per year per school for students transferring from those schools. All applicants must complete all the above requirements.

Certificate in Dental Assisting

1. Completed PHCC application form and fee.
2. Completed Dental Assisting Program application.
3. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or the appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
4. Report of scores on the Test of Adult Basic Education (TABE, Level A) with a minimum grade level of 10th grade in Reading, Language and Mathematics.

Certificate in Paramedics

Application and Admission Requirements

All requirements for admission to the Certificate in Paramedics program must be met at the time of application. Submission of an incomplete application may delay your admission.

Students who meet the admission requirements may submit an application at any time.

Applicants will be selected on a first-qualified, first-admitted basis. Accepted applicants will be placed on a waiting list for the next available class. A student may not postpone entry into the program: applications will not be held for a later admission date. Students who fail to attend the term for which admission is granted must reapply.

1. Completed PHCC application form and fee.
2. Completed Paramedic Certificate application.
3. An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
4. Official transcript from each college and university attended other than PHCC.
5. Copy of current Florida EMT license.
6. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work in English or reading, if indicated by the placement scores. The mathematics score must be at the Elementary Algebra level or above. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.
7. Have a cumulative, all-college grade-point average of 2.0.
8. Complete HSC 2531 Medical Terminology with a grade of "C" or higher.



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

David Erickson, Program Director, Tel. 727/341-3614
St. Petersburg Junior College (SPJC)

Rebecca Kramer, Coordinator, PHCC Campus,
Tel. 727/816-3307

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

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

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

Students seeking to enter the Physical Therapist Assistant program and desiring to obtain financial aid must apply via the SPJC financial aid office. A student's eligibility for financial assistance in this program will be determined only by SPJC. A student who wishes to enroll in pre-requisite courses for this program should contact SPJC to complete a "consortium agreement" with financial aid. This agreement is done on a per-student basis and must be initiated by the individual student.

Accreditation

The St. Petersburg Junior College Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, Virginia 22314, 1-800-999-2782.

Minimum Admission Requirements

- 1 Admission to SPJC and PHCC.
2. Submission of an SPJC "Application to Limited Enrollment Health Programs" (with \$10 fee) and all required documents.
3. All transcripts from high schools (or GED) and college(s) currently or previously attended must be received. Students who have completed an A.A. or B.A. degree are not required to submit high school transcripts.
4. Completion of the placement test and remedial work if required.
5. A minimum 2.5 GPA on a 4.00 scale in a minimum of 12 credit hours in Physical Therapist Assistant general education and support courses (see 7 below).
OR
A 3.0 GPA on a 4.00 scale in high school college preparatory courses (see 7 below).
6. Completion of a minimum of 8 hours of observation, volunteer service, or work experience in a Physical Therapy Department (Physical Therapy experience/observation must be verified by a signed statement from a Physical Therapist or Physical Therapist Assistant).
7. Completion of one of the following:
 - a. A high school biology course and one other science course with grades of "B" or higher,

- OR
- b. A high school course in anatomy and physiology with a grade of "B" or higher,
- OR
- c. BSC 1085 Human Anatomy and Physiology I and Lab with grades of "C" or higher,
- OR
- d. A college biology course and one other college science course with grades of "C" or higher.



Admission Procedures

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

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

Additional Requirements

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

Special Progress Requirements

1. Prior to the beginning of Session III of the freshman year, students in this program must have successfully completed the requirements for a basic rescuer CPR Certificate and a basic First Aid Certificate.

- In order to enroll in any course within the major with prerequisites, a grade of "C" or higher must have been earned in all prerequisite PHT courses. All special application and admission requirements for health-related programs (6Hx23-4.53, SPJC, DBOT) apply to the Physical Therapist Assistant program.

Special Graduation Requirements

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

Estimate Additional Fees

Freshman Year		Sophomore Year	
Uniforms and Shoes	\$120.00	Graduation Fee	\$ 15.00
Liability Insurance	12.50	Liability Insurance	12.50

Associate in Science in Radiography

Application and Admission Requirements

All requirements for admission to the Radiography Program must be met at the time of application. Submission of an incomplete application may delay your admission.

Students who meet the admission requirements may submit an application at any time.

Applicants will be selected on a first-qualified, first-admitted basis. Accepted applicants will be placed on a waiting list for the next available class. A student may not postpone entry into the program; applications will not be held for a later admission date. Students who fail to attend the term for which admission is granted must reapply.

- Completed PHCC application form and fee.
- Completed Radiography Program application.
- An official high school transcript indicating graduation with a standard diploma or official GED scores from the Florida Department of Education or appropriate out-of-state agency indicating the award of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.
- Official transcript from each college and university attended other than PHCC
- Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and mathematics with grades of "C" or above.
- Completion of eight hours of observation, volunteer service or work experience in a Radiology Department, verified by a Registered Radiographer (A.R.R.T.).
- Have a cumulative, all-college grade-point average of 2.0 or higher.
- Complete each of the following courses with a grade of "C" or higher:
 - BSC 1085 Human Anatomy and Physiology I
 - BSC 1085L Human Anatomy and Physiology I Laboratory
 - BSC 1086 Human Anatomy and Physiology II

BSC 1086L Human Anatomy and Physiology II Laboratory
According to Florida Statute, students may not begin the clinical portion of the Radiography Program prior to age 18.



Acceptance Procedures for Specialized Limited Access Health Programs

Applicants who meet minimum requirements will be notified in writing of their selection as candidates. Candidate offers are conditional and are dependent upon the following:

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

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

Admission to Linkage Programs

Linkage programs allow a limited number of PHCC students to enroll in specialized programs at other public community colleges in the Tampa Bay area. Currently, 18 different quota-based linkage programs are available. These programs and their home institutions include:

Hillsborough Community College (HCC)
 Diagnostic Medical Sonography Technology*
 Environmental Science
 Nuclear Medicine Technology*
 Occupational Therapy Assistant*
 Opticianry*
 Radiation Therapy*
 Respiratory Care

Manatee Community College (MCC)
Respiratory Care*

Polk Community College (PCC)
Multimedia Technology
Occupational Therapy Assistant
Physical Therapist Assistant

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

*These programs have limited enrollments.

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

The minimum qualification to apply to a Linkage Program is successful completion of at least 15 semester hours of work toward an AA or AS Degree at PHCC. Students must also have been enrolled at PHCC within the last 12-month period prior to the deadline. Most programs have other specialized requirements also.

RESIDENCY FOR TUITION PURPOSES

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

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

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

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

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

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

- (2) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he/she seeks the in-state tuition rate.
- (3) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for five (5) consecutive years prior to enrolling or reregistering at the institution of higher education at which residence status for tuition purposes is sought.
- (4) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:
 - (a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when the person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.
 - (b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.
 - (c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
- (5) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.
- (6) A person shall not lose his/her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his/her parent's or parents' serving, in the Armed Forces outside this state.
- (7) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his/her resident tuition status because he/she or, if he/she is a dependent child, his/her parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall

continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

- (8) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his/her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his/her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.
- (9) The following persons shall be classified as residents for tuition purposes:
- Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses and dependent children.
 - Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
 - United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
 - Full-time instructional and administrative personnel employed by state public schools, community colleges, and state institutions of higher education, as defined in Florida Statute 228.041, and their spouses and dependent children.
 - Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
 - Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
 - Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
 - McKnight Doctoral Fellows and Finalists who are United States citizens.
 - United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a Board of Regents-approved graduate-level education program which leads to a Florida teaching certificate.

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

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

TECH PREP CONSORTIUM

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

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



FEES AND EXPENSES

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

Course Fees

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

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

College Credit* and College Preparatory Credit

**Florida Resident \$46.69 per credit hour
 **Non-Florida Resident \$172.69 per credit hour

Technical Credit***

***Florida Resident \$44.85 per credit hour
 ***Non-Florida Resident \$201.83 per credit hour

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

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

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

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

Continuing Education Fees

Non-Credit Technical Supplemental

****Florida Resident \$2.44 per contact hour
 ****Non-Florida Resident \$6.99 per contact hour

Lifelong Learning (CEL) varies per course

Workshops varies per workshop

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

Repeated Courses (Legislative changes effective Fall Term 1997)

College Preparatory and College Credit Courses

Students enrolling in a college preparatory course after the second attempt and college credit students enrolling in the same college credit course after the second attempt will be charged the full cost of instruction. The full cost of instruction has been determined to be equivalent to the out-of-state fees. Previous enrollments in college preparatory courses prior to Fall Term 1997 at PHCC will not apply in calculating student fees. Previous enrollments in college-credit courses prior to Fall Term 1997 at PHCC will not apply in calculating student fees nor in counting attempts of college-credit courses.

Special Additional Fees

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

Application	\$20
CLAST for Teachers	\$25
CLAST for Visitors from Private Institutions	\$50
Credit-by-Examination, Credit Courses	\$30 per examination
Criminal History Check (if required)	\$20
Diploma/Certificate	\$10
Diploma/Certificate and Cap & Gown	\$30
Late Registration	\$20
Replacement of ID Card	\$10
NLN Pre-Admission Nursing Examinations	\$25
NLN Mobility Profile I Examination	\$50
College Prep Testing (Courses Below)	\$5
ENC 0010 MAT 0024 REA 0002	
Radiation Monitoring Badge (Radiography Program)	\$46
RTE 1000 RTE 2613	
Laboratory (Courses Below)	\$5
BCT 1040 HSC 1149L	
COS 0920 PLA 2104	
Laboratory (Courses Below)	\$10
COS 0070 COS 0590 COS 0870 ETD 2200C	
COS 0301 COS 0644 CSP 0006	
COS 0400 COS 0700 ETD 1100C	

Laboratory (Courses Below)	\$15
CGS 0002 ETD 1200C HIM 0032 OST 2312	
CGS 1000 ETD 2200C HIM 0033 OST 2601	
CGS 1100 ETD 2238 HIM 0280 OST 2621	
CGS 2108 ETD 2300C HIM 0281 OST 2624	
CGS 2263 ETD 2350C OST 1100 OTA 0101	
CGS 2820 ETD 2351C OST 1110 OTA 0609A	
COP 1332 ETD 2381C OST 1711 OTA 0611	
COP 2120 ETD 2540C OST 1764	
COP 2220 HCP 0760 OST 1811	
COP 2333 HIM 0031 OST 2311	

Laboratory (Courses Below)	\$20
ART 1300C NUR 2060 PMT 0112 PMT 0173	
ART 1301C NUR 1020C PMT 0121 PRN 0001C	
ART 2510 NUR 1520C PMT 0122 PRN 0120C	
ART 2520 NUR 1710C PMT 0130 PRN 0202C	
COS 0920 NUR 1991C PMT 0131 RTE 1418L	
CSP 0920 NUR 2412C PMT 0134 RTE 1457L	
CSP 0921 NUR 2460C PMT 0135 RTE 1503L	
HCP 0750C NUR 2994C PMT 0138 RTE 1513C	
MEA 0200 NUR 2996C PMT 0145 RTE 1523L	
MVK 1111A PGY 1401C PMT 0164	
MVK 1111B PGY 1410C PMT 0165	
NUR 1001C PMT 0106 PMT 0171	

Laboratory (Courses Below)	\$25
BOT 1010C CHM 2211C DEH 2802L FFP 0642	
BSC 1000L DEA 0744 DEH 2804L FFP 0664	
BSC 1010L DEA 0749L DEH 2806L FFP 0665	
BSC 1011L DEA 0750C DES 1020L MCB 2010L	
BSC 1085L DEA 0751C DES 1100C PHY 1053L	
BSC 1086L DEA 0752C DES 1200C PHY 1054L	
CHM 1025L DEA 0755C FFP 0602 THE 2925A	
CHM 2045L DEH 1001L FFP 0603 THE 2925B	
CHM 2046L DEH 1800L FFP 0604	
CHM 2210C DEH 2702L FFP 0640	

Laboratory (Courses Below)	\$40
EMS 1119C EMS 2271C EMS 2272C EMS 2273C	

Testing	
PN/Nursing Courses	
PRN 0203C	\$30

RN Nursing Courses	
NUR 1020C, NUR 2460C, NUR 2412C, NUR 2995C, NUR 1710C, NUR 2711C, NUR 2720C, NUR 2994C, NUR 1520C, NUR 1001C, NUR 1991C, NUR 2996C	\$56
All Applied Music Courses	\$90
Music Ensemble Courses	\$20
MUN 1450	

Physical Education Courses	\$5
PEL 1341 PEL 1346 PEM 1171	
PEL 1342 PEL 1441 PEM 1172	

Physical Education Courses	\$50
PEL 1111 PEL 1121 PEL 1122	

Law Enforcement Courses	\$50
CJD 0104 CJD 0254 CJD 0704 CJD 0723	

Law Enforcement Courses	\$160
CJD 0705	

Individual Professional Liability Insurance . . . \$12.50 per year (August - July)

Cosmetology, Dental Assisting, Dental Hygiene, Emergency Medical Services/Paramedic, Emergency Medical Technician, Health Unit Coordinator, Human Services, Medical Secretarial/Examining Room Assistant, Nursing, Nursing Assisting, Patient Care Technician, Phlebotomy, Practical Nursing, Radiography	
Fire Fighting Bunker Gear Rental	\$75
Florida Real Estate Examination	\$7
Returned Check	\$25
Overseas Study in the Humanities	Travel Expenses
Writing Validation (CLEP)	\$30

Microsoft Courses

Microsoft MCSE requires a total of 6 certification exams

Course Number SCNS/Vendor#	Course Title	Exam No.	Credit Hours	Tuition (Resident) \$46.69/hr.	PHCC Lab Fee	ACT Lab Fee	ACT Special Fee	Course Total
CET 2489/ MS578	Networking Essentials	70-058	2.0	\$93.38	NA	\$512.00	\$512.00	\$1,117.38
CEN 1300/ MS803	Administering MS Windows NT 4.0	70-067 70-073	2.0	\$93.38	\$20.00	\$512.00	\$512.00	\$1,137.38
CEN 1301/ MS922	Supporting MS Windows NT Server 4.0, Core Technologies		3.0	\$140.07	\$20.00	\$820.50	\$820.50	\$1,801.07
CEN 1304/ MS689	Supporting MS Windows NT 4.0, Enterprise Technology	70-068	3.0	\$140.07	\$20.00	\$820.50	\$820.50	\$1,801.07
CEN 1302/ MS688	Internetworking MS TCP/IP on MS Windows NT 4.0	70-059	3.0	\$140.07	\$20.00	\$820.50	\$820.50	\$1,801.07
CET 1515/ MS936	Creating/Configuring a Web Server Using MS Tools	70-087	2.0	\$93.38	\$20.00	\$512.00	\$512.00	\$1,137.38

Novell Courses

IntranetWare 4.11 CNE requires a total of 7 exams • NetWare 5 CNE requires a total of 6 exams

Course Number SCNS/Vendor#	Course Title	Exam No.	Credit Hours	Tuition (Resident) \$46.69/hr.	PHCC Lab Fee	ACT Lab Fee	ACT Special Fee	Course Total	
IntranetWare 4.11 Core Requirements									
CEN 2503/ N520	IntranetWare 4.11 Administration	50-613	3.0	\$140.07	\$20.00	\$835.50	\$835.50	\$1,831.07	
CEN 2504/ N525	Advanced IntranetWare 4.11 Administration	50-614	2.0	\$93.38	\$20.00	\$519.50	\$519.50	\$1,152.38	
CET 2490/ N804	IntranetWare 4.11 Installation & Configuration	50-617	1.5	\$70.04	\$20.00	\$361.50	\$361.50	\$813.04	
NetWare 5 Core Requirements									
CEN 1509/ N560	NetWare 5 Administration	50-639	3.0	\$140.07	\$20.00	\$835.50	\$835.50	\$1,831.07	
CEN 1510/ N570	Advanced NetWare 5 Administration	50-640	3.0	\$140.07	\$20.00	\$835.50	\$835.50	\$1,831.07	
OPTIONS - IntranetWare 4.11 or NetWare 5 (Choose Three)									
Choose One	CEN 2507/ N532	IntranetWare 4.11 Design & Implementation	50-601	2.0	\$93.38	\$20.00	\$519.50	\$519.50	\$1,152.38
	CEN 2523/ N575	NDS Design & Implementation	50-634	2.0	\$93.38	\$20.00	\$519.50	\$519.50	\$1,152.38
Either OR	CDA 1522/ N200	Networking Technologies	50-147	2.0	\$93.38	NA	\$401.00	\$401.00	\$895.38
	CDA 1522/ N565		50-632						
Either OR	CET 2497/ N801	Service & Support	50-627	3.0	\$140.07	\$20.00	\$835.50	\$835.50	\$1,831.07
	CET 2497/ N580		50-635						
ELECTIVES - (Choose ONE)									
4.11 Only	CET 2496 N540	Building Intranets with IntranetWare	50-626	1.5	\$70.04	\$20.00	\$361.50	\$361.50	\$814.04
4.11 OR 5	CEN 2506/ N555	IntranetWare: Integrating Windows NT	50-636 OR 50-644	2.0	\$116.73	\$20.00	\$668.00	\$668.00	\$1,472.73
	CEN 1548/ N770	Securing Intranets with Border Manager	50-642	2.0	\$93.38	\$20.00	\$519.50	\$519.50	\$1,152.38
	CEN 1508/ N730	Network Management Using ManageWise	50-641	2.0	\$93.38	\$20.00	\$519.50	\$519.50	\$1,152.38

Withdrawals and Refunds for Microsoft and Novell Courses

Generally, the MCSE and CNE core courses are scheduled to coincide with PHCC's normal semester schedules. Periodically, classes may be scheduled to begin and end at times other than the normal semester. Refunds will be made for this program as described below. Refund of tuition and PHCC laboratory fees will be in accordance with the College's refund policy. All student withdrawals must be completed using the PHCC withdrawal forms and procedures.

Students wishing a full refund of the ACT Lab Fee and Special Fee must withdraw before the beginning of the first class period and before obtaining course materials. ACT Lab Fees will NOT be refunded if the student attends the class and receives course materials for any course. Also, the ACT Lab Fee will NOT be refunded if the courseware has been opened or damaged, even if the student did not attend the class. Students enrolled for 10% or fewer of the instructional class hours (excluding Scenario Lab and Certification Review hours) who withdraw will be entitled to a refund of ACT Special Fees. Special Fees will NOT be refunded for students who are enrolled in less than 10% of a section of a course. Refer to the Refund Tables in the PHCC/ACT policy manual regarding the amounts to be refunded for the prepaid block of courses.

REFUND POLICIES

College and Technical Credit Courses

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

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

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

For courses that start at a time other than the beginning of a regular term and for which the drop/add dates are not specified in the College calendar, the final refund date shall be the end of

the day on which 10% of the prescribed number of instructional hours in the course occurs. The application fee will *NOT* be refunded except when the only course(s) for which a student is registered is(are) cancelled by the college.

All financial aid students will be subject to a repayment of all or a portion of their financial aid award as determined by federal pro-data refund policies.

MSNA-MSNE/CNA-CNE Courses

Refunds for students enrolled in Microsoft Certified Systems Engineer and the Certified Novell Engineer certificate courses will be calculated in the manner described in the PHCC/ACT policy manual. A summary of this information will be presented to each student at the time of enrollment.

Continuing Education/Non-Credit Courses

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

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

Textbook Refunds

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



FINANCIAL AID AND SCHOLARSHIPS

What is Financial Aid?

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

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

Where Can A Student Get Help?

Students may also wish to contact any Financial Aid Office to obtain a copy of the latest "Student Financial Aid Guide," a free PHCC publication which explains programs and procedures in greater detail for students applying for or receiving financial assistance.

Many questions about financial aid can be obtained by a thorough reading and understanding of this free GUIDE.

General Student Eligibility for Financial Aid

Students seeking financial assistance must meet minimum eligibility guidelines to participate in federal and/or state financial aid. Generally, students must have completed high school with a standard high school diploma or a GED, demonstrate financial need as evidenced by determination of the Free Application for Federal Student Aid (FAFSA) form, and be enrolled in an eligible program of study.

Students seeking entry into a technical credit program and who have not completed high school with a standard high school diploma or a GED may meet eligibility requirements by showing "Ability to Benefit." Ability to Benefit is determined by completion of the TABE test, Form 7 or 8, Level A only, with current minimum attained scores of grade 9 (reading), grade 9 (math), and grade 8 (language). Minimum grade scores are subject to change, based on federal guidelines. No student is eligible to receive financial aid via this method unless the student has obtained the minimum scores before the start of classes.

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 3, 2000 – Application processing for 2000-2001 period begins

April 1, 2000 – Priority Awarding for 2000-2001 begins. PHCC must receive the FAFSA analysis from the processor by this date and the student's Financial Aid file must be complete for the student to receive top consideration. Priority awarding includes the following funds: Pell, Federal Supplemental Educational Opportunity Grant (FSEOG), Florida Student Assistance Grant (FSAG), and Federal College Work Study assignments (FCWSP). Files completed after April 1 will be considered in order of the date received, provided funds are available.

April 15, 2000 – Initial deadline to apply for most PHCC scholarships.

August 23, 2000 – Classes begin

November 3, 2000 – Deadline to apply for Stafford Loan for Fall Term ONLY.

March 20, 2001 – Deadline to apply for Stafford Loan for Spring Term ONLY.

June 1, 2001 – Recommended last date to apply for Federal Pell Grant for 2000-2001 school year in order to receive processed Student Aid Reports by April 1, 2001.

NOTE: A STUDENT MUST SUBMIT THE FIRST STUDENT AID REPORT (SAR) WITH THE CALCULATED EXPECTED FAMILY CONTRIBUTION (EFC) BY JUNE 30, 2001, OR THE STUDENT'S LAST DAY OF ATTENDANCE, WHICHEVER COMES FIRST.

What Are The Application Procedures?

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

- 1999 U.S. Income Tax Record
- W-2 Forms and other records of money earned in 1999
- Records of non-taxable income such as veterans, social security, and welfare benefits– Business, farms, investments and other asset records (excluding principal residence)

The student will need the above information to complete the Free Application for Federal Student Aid (FAFSA). When completing the application, it is recommended that the income information should not be estimated. Verification of the information on the application may be requested at a later date.

There are three different methods of applying for Financial Aid:

- Students may complete the 2000-2001 FAFSA paper application and mail it to the Federal Processing Center **OR**
- Students may complete the 2000-2001 FAFSA Renewal paper application and mail it to the Federal Processing Center **OR**
- Students may complete the 2000-2001 FAFSA or Renewal application on the Internet. Students applying through the Department of Education's Web site (<http://www.fafsa.ed.gov>) are required to print the signature page and affix the signatures requested and mail to the Federal Processing Center.

STUDENTS ARE REQUIRED TO COMPLETE ONLY ONE OF THE METHODS ABOVE TO APPLY FOR FEDERAL FINANCIAL ASSISTANCE.

The College's Title IV Code number is 010652.

In order to apply for financial aid at PHCC, students must also complete the following steps:

- Complete an Application for Admission.
- Complete an Institutional Application for Financial Aid (may be submitted at the time the student brings in his/her Student Aid Report).
- If the student has attended another college or vocational school within the current academic year, complete Part A of a Financial Aid Transcript and send it to that institution.
- If you have questions about the financial aid application process, please call the campus nearest your home.

Students **must reapply** each year. Financial aid awards are not renewed automatically. The following dates apply to the **2001-2002** academic year:

January 3, 2001 – Application period begins

April 1, 2001 – Priority awarding deadline for financial aid

April 1, 2001 – Initial deadline for most scholarships

How Much Will It Cost To Attend PHCC?

Cost of Attendance

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

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

To determine need as in the example above:

Example: \$9,592 minus \$2,000 (EFC) = \$7,592 (need)

The following figures are estimated expenses based on the average costs of most credit programs at 15 credit hours per term for 2 semesters (9 months) using 1999-2000 data:

	Students living with parents	Students not living with parents
Tuition and Fees	\$1,347.00*	\$1,347.00*
Books and Supplies	700.00	700.00
Personal/Misc.	1,571.00**	1,571.00**
Transportation	1,114.00	1,114.00
Room & Board	<u>1,719.00</u>	<u>4,806.00</u>
	<u>\$6,451.00</u>	<u>\$9,538.00</u>

*Non-Florida Residents -- add \$3,672.00 in Out-of-State Fees.

**Includes allowances for Federal Family Education Loan Fees.

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

Allowances for costs exceeding tuition and fees for specialized PHCC Programs, disability-related expenses (not provided by other agencies), and additional adjustments will be considered at the request of the student on a case-by-case basis.

How Is Need For Financial Aid Determined?

A student's **financial need** is determined according to statutory formulas from the federal government. It is a systematic way of measuring a family's ability to pay for educational costs and determining how much a student and his/her family can contribute. The formula takes into account family income, some assets, student income, family size, number in college, and various other factors.

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

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

How Does A Student Know Whether He/She Qualifies?

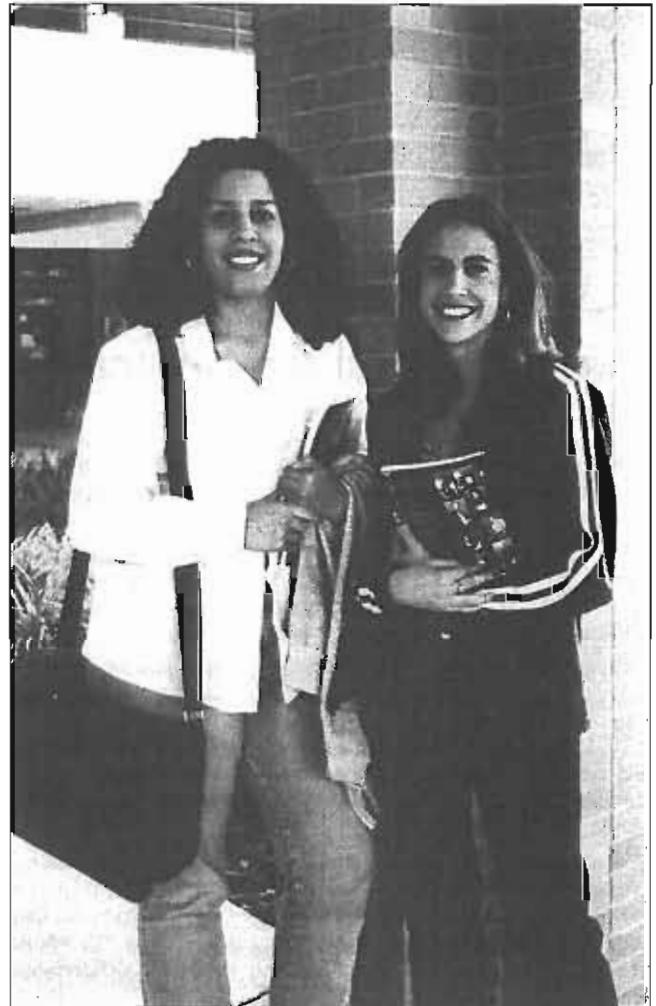
Approximately 4-6 weeks after sending the Free Application for Federal Student Aid (FAFSA) to the processor, the student will receive a Student Aid Report (SAR). The student should submit the SAR to the campus Financial Aid Office, even if the SAR says he/she is not eligible to receive a Federal Pell Grant, since the College may be able to offer the student other aid based on the information contained on the SAR. If any corrections are required to the SAR, the student should submit the SAR and the documentation to validate the changes needed. The Financial Aid Office will then transmit to the Federal Processing Center the appropriate corrections on behalf of the student. Within 3-6 weeks, the student will receive an Acknowledgement Letter confirming the changes made to the

SAR. At that point, the Financial Aid Office should have received electronically the corrected SAR and will then begin completing and preparing the file for awarding.

If the student qualifies for financial aid, an award letter describing the types and amounts of aid is sent to the student provided that:

- All required forms and documents have formally been submitted.
- The student has been formally accepted for admission to the college as a degree/certificate seeking student.
- The student enrolls in an eligible program leading to a degree or certificate. Students must be enrolled in a certificate program that is at least 600 clock hours in length for it to qualify as an eligible program of study.
- Except as otherwise noted, the student enrolls for at least 6 hours per session.
- The student is neither in default on a student loan nor owes a refund on a grant.
- The student makes satisfactory academic progress.
- The student meets the U.S. citizenship and the draft registration requirements.
- * The student needs to submit to the Admissions Office a copy of his/her high school diploma for the AA or AS degree programs or received a passing score on all sections of the TABE Test for Technical Credit Programs.
- The student must have a valid Social Security number.

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



How Will I Receive My Financial Aid?

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

When Is Financial Aid Received?

A student may use his/her grant/scholarship award(s) to register and purchase books and supplies for the term, if the amount of the award is applicable to such costs. At the end of registration, any funds owed to the college for such costs will be deducted from the student award(s) for the term. Once these deductions have been made by the Business Office, the balance of the grant award(s) will be paid to the student as soon as possible after drop/add.

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

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

Entrance And Exit Interviews

Students must participate in loan entrance and exit counseling sessions before receiving a Federal Stafford loan. Checks can be disbursed to first-time borrowers only after the students have completed the initial 30 days of their program.

What Are The College's Standards of Academic Progress?

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

What If A Student Reduces His/Her Course Load?

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

Category 1 occurs when a student withdraws from or audits all classes and never attends any class. Awards in this category will be cancelled to reflect nonattendance and zero funding. The student will be in repayment of funds received.

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

Category 3 occurs when a student withdraws from all classes prior to completing 60% of the semester at PHCC. A proportional amount of the Federal Title IV funds received may require repayment. This procedure is referred to as "**Pro-Rata Refund**" which is a federal U.S. Department of Education Regulation (34 CFR 668.22).

Category 4 occurs when a student submits to the Financial Aid Office an eligible Student Aid Report prior to withdrawing from all classes. The Financial Aid Office may process a Pell Grant award to pay any eligible unpaid educational costs that are incurred for the period in which the eligible student was enrolled. The Financial Aid Office will secure documentation from instructors to verify that the student attended classes in which enrolled for the term in question. Students in this category will not receive any Pell Grant funds in excess of the unpaid educational costs.

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

What Is The College's Refund Policy?

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



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

FINANCIAL ASSISTANCE PROGRAMS/AWARDS

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

FEDERAL PELL GRANT

This is the largest of the government's student aid programs and is the starting point for most students seeking financial aid. Awards for the 2000-2001 academic year will depend on the level of program funding.

How To Apply:

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

1. Complete the Free Application for Federal Student Aid and mail to the processor.
2. Complete the PHCC Institutional Application for Financial Aid.

3. Request Financial Aid Transcripts from all colleges attended during the current (2000-2001) academic year, whether or not any financial aid was received there.
4. Return the Student Aid Report (SAR), which is sent from the federal processor, to the campus Financial Aid Office.
5. Application Period: January 3, 2000 – June 30, 2001.

NOTE: Priority awarding deadline date is April 1, 2000.

Eligibility:

1. A student is eligible if he/she is admitted to the college as a regular student.
2. Enrolls in an eligible degree or certificate program.
3. Is a U.S. citizen, national or permanent resident, and has met registration requirements.
4. Is making satisfactory academic progress.
5. Is neither in default nor overpayment on student loans or other aid.
6. Has financial need based on the federal need analysis.

Selection of Recipients:

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

Determination of Awards:

Awards are based upon the following criteria:

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

Criteria For Continued Eligibility:

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



FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

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

Students Must:

1. Complete the Free Application for Federal Student Aid and mail to processor.
2. Complete an institutional application.
3. Request Financial Aid transcripts from all colleges attended during the current (2000-2001) academic year, whether or not any aid at those schools was received.
4. Meet the priority deadline: April 1, 2000.

Selection of Recipients:

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

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

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

How To Apply:

1. Complete the Free Application for Federal Student Aid.
2. Insure that college name and code number are correct.
3. Apply during the application period: January 3 to April 1, 2000.

Eligibility:

A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 12 semester hours per semester in an eligible degree program.
3. Has been a resident of Florida for at least 12 consecutive months.
4. Demonstrates financial need as defined by the state.
5. Has not been awarded an FSEOG.

Selection of Recipients:

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

Determination of Awards:

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

BUREAU OF INDIAN AFFAIRS (BIA)

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

FEDERAL COLLEGE WORK STUDY PROGRAM (FCWSP)

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

How To Apply:

1. Application procedures are the same as those for the Supplemental Grant.
2. Students may inquire to the campus Financial Aid Office about available FCWSP positions. Students will complete additional employment documents once hired.

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 for at least 6 credit hours.

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 neither in default nor overpayment on previous aid received.
7. Renewal placements are contingent upon reapplying for Federal Financial Assistance.

Selection Of Recipients:

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

Determination Of Awards:

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

Conditions And Terms:

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

STUDENT ASSISTANT WORK PROGRAM (SAWP)

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

How To Apply:

1. Students may inquire to any campus Financial Aid Office about available Student Assistant positions.
2. Students will complete additional employment documents once hired.

Eligibility:

A student is eligible if he/she enrolls for at least 6 credit hours per session. Students must reapply each year for a position.

Selection Of Recipients:

Students are selected based upon their qualifications for job openings. Priority may be given to applicants with financial need. Hours worked per week are established by the Vice President and the assigned department.

DEFERMENT OF FEES

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

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

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

CHILD CARE ASSISTANCE

Students who need assistance with child care expenses may find that the College is able to help them offset these costs. Each year the State of Florida provides PHCC with limited funds for this type of expense. These funds for child care are not awarded automatically, have eligibility requirements, and require documentation of expenses. Funds are given on a first-come, first serve basis, contingent on the availability of state funds. Students who need help with child care expenses are encouraged to contact the Financial Aid Office.

FEDERAL FAMILY EDUCATION LOANS

Financial aid awards in the form of loans must be repaid. For this reason, loans are considered to be "self-help" forms of assistance. Federal loans are not awarded automatically but must be requested by students.

FEDERAL STAFFORD LOANS

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

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

How To Apply:

Forms are available at each campus financial aid office.

1. Complete the Free Application for Federal Student Aid and mail to the federal processor.
2. Complete a PHCC Institutional Application for Financial Aid.
3. Complete a Loan Request Statement (LRS).
4. *If a student is borrowing at PHCC for the first time*, the student must complete an Entrance Interview form and view the Entrance Interview video at the Library. Students may pick up the Entrance Interview Form from any campus Financial Aid Office.
5. Currently, PHCC participates in Electronic Funds Transfer (EFT) with several lenders (banks). Student Loan funds are received from each lender on an ongoing basis, once the loans are guaranteed. While EFT may expedite the loan process, students should *not* "rely" on these funds until the monies are actually received at the College. *This procedure is subject to change.*

6. Students may reapply (if eligible) for the Loan Program for subsequent terms as long as they have not received the maximum loan amount allowable at PHCC.

NOTE: Deadline to apply for Fall Term ONLY, November 3, 2000. Deadline to apply for Spring Term ONLY, March 20, 2001.

Eligibility:

A student is eligible if he/she:

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

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

Determination Of Maximum Academic Year Awards:

Type of Student	Subsidized Loan	Unsubsidized Loan
Independent Students		
0-30 successfully completed credits/hours	\$2625*	\$4000*
31 or more successfully completed credits/hours	3500*	4000*
Combined Subsidized and Unsubsidized Stafford Loans		

Dependent Students

0-30 successfully completed credits/hours	\$2625*
31 or more successfully completed credits/hours	3500*

*federal parameters

Aggregate lending limits have been established as follows:

	Independent Student	Dependent Student
Subsidized	\$6,125.00	Subsidized and/or Unsubsidized Total
Unsubsidized	\$8,000.00	
Total	\$14,125.00	\$6,125.00

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

Selection Of Recipients:

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

Terms Of The Loan

1. Repayments of the Stafford Loan begin six months after a student withdraws, graduates, or drops below half-time status.
2. The minimum repayment is \$50 per month.
3. Interest is charged at the rate of 7 to 8.25 percent, depending upon the date the student began borrowing. The current rate for new borrowers is variable, not to exceed 8.25%. Specific interest rate information will be provided by the lender.
4. Maximum repayment time is 10 years from the start of the repayment period.

SAMPLE REPAYMENT SCHEDULE @ 8%

Amount Borrowed For 10 Years	Monthly Payments	Total Loan To Be Repaid
\$4,000*	\$50.00	\$5,724.00
\$5,000	\$61.00	\$6,280.00
\$10,000	\$121.00	\$14,559.00

*Borrowers with a balance of \$4,000 will make 114 payments or repayment period of 9.50 years.

FEDERAL PLUS LOANS

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



How To Apply:

Forms are available from advisors and participating lending institutions.

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

Eligibility:

A student's parent is eligible if the student:

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

Determination Of Awards:

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

Selection Of Recipients:

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

Terms Of The Loan:

1. Repayment of the parent loan begins 60 days after the disbursement date.
2. The current interest rate is variable, not to exceed 9%, and begins to accrue at the time of disbursement.

FLORIDA BRIGHT FUTURES PROGRAM

The Florida Bright Futures Scholarship is a State of Florida lottery-funded program to reward Florida high school graduates who demonstrate high academic achievement and enroll in eligible Florida postsecondary institutions. Florida Bright Futures Scholarships consist of four different programs:

1. *The Florida Academic Scholars* and *The Florida Academic Certificate Scholars* programs pay for 100% of tuition costs and up to \$300 for books and supplies. No college preparatory classes are paid by the Florida Academic and Academic Certificate scholarships.
2. *The Florida Merit Scholars* and *The Florida Vocational Gold Seal Scholars* programs pay for 75% of tuition costs. No books, supplies or college preparatory classes are paid by the Florida Merit and Vocational Gold Seal scholarships.

How To Apply And Selection Of Students:*New Students:*

1. High school seniors are selected to receive one of the scholarships based upon SAT or ACT test scores, cumulative weighted high school grade-point average, and successful completion of specific high school courses.
2. High school students are also required to complete a Student Authorization Form and return it to their high school guidance counselors.
3. Upon graduation, high school graduates are sent tentative award letters from the Florida Department of Education (FDOE). Students are to maintain all notifications received from the FDOE in case the documents are needed by PHCC's Financial Aid Office to activate the scholarship award.

Renewal Students:

Students who have met the renewal criteria will automatically have the scholarship reinstated for the subsequent academic year.

Eligibility:*All Students:*

1. Be a U.S. citizen, national or permanent resident.
2. Be a Florida resident.
3. Earn a high school diploma or its equivalent.
4. Enroll in an eligible degree or certificate (Florida Vocational Gold Seal only) program.
5. Enroll for at least 6 credit hours per term and not to exceed 45 credit hours annually.
6. Not have been found guilty of, or pled nolo contendere to, a felony charge.
7. Use the award within three years of graduation.

Criteria For Continued Eligibility:*Renewal Students:*

1. Complete 6 credits for one-term enrollment and 12 credits for two-term enrollment.
2. Florida Academic and Academic Certificate Scholars require a 3.0 cumulative grade-point average.
3. Florida Vocational Gold Seal and Florida Merit Scholars require at 2.75 cumulative grade-point average.

Additional Information:*All Students:*

1. Refer to PHCC's Financial Aid Student Handbook elsewhere in this catalog/student handbook for more details.
2. Contact the Florida Department of Education at:
Internet address: <http://www.firn.edu/doi>
Mailing address: 325 West Gaines Street
Tallahassee, FL 32399-0400
Telephone: 1-888-827-2004
3. Contact the nearest PHCC Financial Aid Office.

SCHOLARSHIPS

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



OTHER SCHOLARSHIPS

Private scholarships are forms of financial assistance provided by businesses, clubs, organizations, agencies, private donors, and others. Funds are usually limited and applications are available at the campus Financial Aid Office from January 1 to May 1 each year.

PHCC SCHOLARSHIPS

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

VETERANS' BENEFITS

All degree programs and many certificate programs at the college are approved for education and training under the various U.S. Department of Veterans' Affairs (VA) programs. Even though these programs are approved it is the responsibility of the veteran student (any student eligible for VA benefits) to apply for benefits. The VA will not pay benefits for classes outside of the student's program. See the Campus Veterans' Advisor for assistance with your initial application and any changes in your program.

The VA pays most entitlements directly to the student. In turn, the student must pay for tuition, fees, books, and supplies. A veteran who is eligible to receive benefits under Chapter 30, 32, 34, 35, or 38 U.S.C., or Chapter 106, 10 U.S.C., is entitled to one deferment each academic year for payment of tuition. No deferment is available for other fees, books, and supplies. Each veteran who receives a deferment shall first complete a Veteran's Deferred Payment Agreement (SVA-2) which is processed by the Campus Veteran's Advisor.

The deferment starts with the first day of classes and is good for 60 days (in some cases it may be extended for 30 more days). If the session is for less than 60 days, the deferment shall be limited to 10 days prior to the last day of the term. An exception will be made for a veteran who enrolls in Term III and Term IV. In this case, the 60-day deferment will extend into Term IV. Veterans receiving continued benefits, or who have their benefits suspended, or who are receiving advanced or prepaid benefits are **NOT** eligible for deferments.

Veterans who fail to meet their financial obligations will have a hold placed on their records and will not be allowed to re-register or receive transcripts until such time as any deferment is paid. (Refer to PHCC Board of Trustees Rule 6Hx19-6.08.)

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



FINANCIAL AID APPEALS/ GRIEVANCE PROCESS

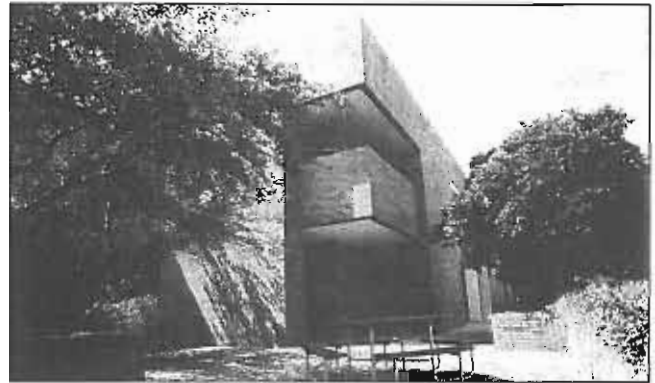
Financial Aid Appeals Procedures

Students who are denied financial aid by the Financial Aid Advisor and Director of Financial Aid due to unsatisfactory academic progress or an inadequate completion rate may submit a written appeal to the Financial Aid Office on their campus. Documentation, such as a physician's statement, may be

attached to provide evidence of mitigating circumstances beyond the control of the student which kept the student from maintaining satisfactory progress. The Financial Aid Advisor will review the appeal and determine whether the student will be allowed to receive financial aid for an additional term. Appeals relating to unsatisfactory academic progress will be processed according to the procedures outlined in Board Rule 6Hx19-6.09. Appeals relating to the 150% Time Frame limitations will be processed according to the general authority of Federal Regulation limitation 34 C.F.R. Part 688.16(e)(ii)(B)

Appeals to the State of Florida

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



Financial Aid Grievance Process

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

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

FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Students – You Have the Right to Ask a School:

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

Students – You Have A Responsibility To:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receiving financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign, and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender immediately of changes in your name, address, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a College Work-Study award.
- Know and comply with the deadlines for application or reapplication for aid. (You must reapply each year.)
- Know and comply with your school's refund procedures.
- Request Financial Aid Transcripts from each college attended during the current academic year (2000-2001).
- Notify the Financial Aid Office of all financial aid you receive from sources other than the college as soon as you receive it.
- Know the schedule for the disbursement of your award(s), and process aid checks within a reasonable period of time.
- Notify the Financial Aid Office immediately of changes in name, address, or enrollment.



Advising (Including Computer-Assisted Advising)

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

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

Orientation

All students who are seeking either a degree or a technical certificate and who register to take courses at PHCC for the first time must schedule an appointment in the Student Services Office for orientation and placement testing. Appointments are available during both day and evening hours. Advising appointments are made following these activities. Early advisement and registration help ensure the best selection of courses. Although only new students are required to attend orientation, it is strongly recommended that students returning after a year or more absence from PHCC attend the orientation session also.

During orientation, students will be given important information about registering for classes, adding and dropping courses, college withdrawal requirements, how to take tests, and a general overview of academic policies and procedures. At orientation students have the opportunity to ask questions and get answers to their questions.

Career Center – Testing, Career Assessment, and Job Placement

The Career Assessment, Testing, and Placement Center at the West Campus in New Port Richey assists present and former PHCC students with planning careers, finding employment and completing the required entry-level placement test for academic course placement. The Center provides computerized career assessment enabling students to learn more about their aptitudes, interests, values, and personalities to assist them in making informed decisions about potential career choices. Other services include: student internships; information about local, in-state, and out-of-state job openings via a job board and internet listing; resume writing critiques; career research; interviewing techniques; transfer information; labor market trends; and CHOICES (computerized career assistance). Computerized Florida College Entry-Level Placement Test (FCELPT) and TABE tests are administered daily (by appointment). Normal office hours are 8:00 a.m. – 7:30 p.m., Monday-Thursday and 8:00 a.m. – 4:30 p.m. Friday.

Florida Academic Counseling and Tracking for Students (FACTS)

The State of Florida, working in conjunction with all public colleges in Florida, is in the process of establishing a state-wide advising network that will assist students with information about the different majors at each school; the requirements for graduation at each school; and, eventually, information about admissions and financial aid. Students are encouraged to visit this site regularly at www.facts.org to review the progress of the site.



Registration Process

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

After submitting a PHCC application, new students should:

1. Schedule an orientation appointment.
2. Schedule a Florida College Entry-Level Placement Test (FCELPT) or the Computerized Placement Test (CPT) testing appointment (if not previously tested or if test scores are more than two years old).
3. Make an appointment to speak to an academic advisor to discuss educational objectives and establish an educational plan.
4. Complete a registration form indicating all the classes that are required for the term.
5. Have the course information placed into the College records by registering in any Student Services Office. Information about the amount of fees due and the deadline for fee payment will be detailed on the completed registration form.
6. Pay the required tuition and fees by the published deadline.
7. Purchase the required books and supplies.
8. Attend classes regularly.

Continuing students should visit regularly with an academic advisor to make certain that they are continuing on the right path toward completion of their educational plan.

Early advisement and registration lead to the best selection of classes. Therefore, students are encouraged to be advised as early as possible, adhering to the dates published at the front of the current College Catalog/Student Handbook, published annually, and in the Schedule of Classes, published each semester.

Almost all students, except for first-time students and students on any type of academic probation, are eligible to select their own classes appropriate for their program. Students who choose to be self-advised may use the "Express Registration" process. **However, students are cautioned that they are responsible for all choices in their class schedule.** Students with questions and VA students, for whom the program of study is closely monitored, are encouraged NOT to use the Express Registration. These students should always use the assistance of an academic advisor for registration.

Students may register and pay for classes at the East (Dade City), West (New Port Richey) or North (Brooksville) campus. Payment of course fees may be deferred until the published purge deadline for each semester. These deadlines can be found at the beginning of the current College Catalog/Student Handbook or in the current Schedule of Classes. Students who do not pay for classes will be dropped from those classes and will be required to re-register.

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

Adding, Dropping, Auditing or Withdrawing From a Course

Students who wish to add, drop, or withdraw from a class must follow specific procedures as authorized by the Board of Trustees and the State of Florida. Failure to follow the instructions outlined below may have adverse grade consequences for students.

To Add a Class:

Students must:

- Complete a Registration Form (SAR-5), indicating the course prefix, course number, and section number for the appropriate class.
- Take the completed registration form to an advisor or an Express Registration clerk.
- The appropriate official will input the information into the College record, adding the course to the student's schedule. The College employee will return the registration form to the student for his or her information. The form will contain the amount of any additional fees due and the deadline to pay the additional fees. If the student is a financial aid student and no fee is shown, then the fees were paid by financial aid. If a fee continues to be indicated, then the financial aid student should contact the Financial Aid Office immediately or be prepared to pay the fee.
- Pay by the published deadline.

To Drop a Class:

- Complete a Registration Form (SAR-5), indicating the course prefix, course number, and section number for the appropriate class.
- Take the completed registration form to an advisor or an Express Registration clerk.
- The PHCC official will input the information into the College records and eliminate the course from the student's schedule. Also, the official will return the registration form to the student for his or her information. The form will contain information about any refund due to the student or to the student's account.

Financial Aid, Veterans, and other students whose programs require specific credit hour enrollment should be aware that dropping a class may change their award eligibility and may reduce the amount of aid they receive for the semester.

To Withdraw from a Course:

Students must:

- Complete a Student Initiated Withdrawal Request (SCN-3), which can be obtained from any Student Services Office.
- Follow the instructions contained on the back of the form.
- Take the form to the instructor for his/her signature and counsel.
- Return the signed form to the Student Services Office to be input into the College record.

Students are cautioned that withdrawing from a course may have future financial consequences or may affect their eligibility or continued receipt of financial aid. All students receiving financial aid are strongly encouraged to speak with a Financial Aid Office representative BEFORE withdrawing from a class.

Students who withdraw from a course do **NOT** receive a refund of course fees. Also, students must comply with the applicable published withdrawal dates for each term. See the front of this College Catalog/Student Handbook or the appropriate Schedule of Classes for specific deadlines.

To Audit a Course:

Students who wish to audit a course may do so at the time they register each term or before the end of the "Withdrawal" period each term. The course fees for an audited class are the same as for taking the course for college credit. Financial aid students may **NOT** audit a course.

Students who are required to complete college-preparatory courses are **NOT** permitted to audit courses. Students are **NOT** permitted to audit a non-credit class.



Services for Students with Disabilities

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

Students who have a documented disability may be eligible for a reasonable course substitution for any requirement for admission or graduation. Students must be able to document that their failure to meet the requirement is related to the disability and that the substitution does not constitute a fundamental alteration in the nature of the program. To initiate the process, students must provide the necessary disability documentation and fill out a PHCC Course Substitution Form with the Disabilities Services Specialist or an academic advisor. The appropriate Associate Dean/Dean will review the request and recommend action. If the Associate Dean/Dean recommends approval, the Vice President of Educational Services must review the request for final approval. Denials of course substitution requests by the Associate Dean/Dean may be appealed to the Vice President of Educational Services, who will make a final decision about the request.

Unmet Financial Obligations

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

Job Placement

State, county and local employment opportunities are posted in the Career Assessment, Testing, and Placement Center (West Campus); Student Activity Center; and other career services offices on North and East campus. The Job Post Database is available to assist in searching for full- and part-time opportunities, internships, work study, and student assistant openings. This database information is accessible via any Learning Lab computer as well as the World Wide Web. Brochures about this service are available in Student Services and Learning Labs.



Emergencies

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

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

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

Health Information

PHCC does not provide health services but does provide information for students who may want to obtain health insurance. Information concerning possible health insurance options is available through the Student Activities office on each campus. Additionally, students may wish to call the current third party provider of such services, Administrative Services, Inc., at 1-800-729-1858. Furthermore, the college assumes no responsibility for medical treatment of its students. College personnel shall provide assistance to students only in obtaining emergency medical attention from independent medical providers. As required by Florida Statute, some health information, including that pertaining to acquired immune deficiency syndrome (AIDS), can be obtained from the Assistant Dean of Student Services on each campus.

Sexual Misconduct

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

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

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

Harassment

In conformance with State Board Rule Chapter 6A-19 and PHCC Board Rule 6Hx19-2.56, "Educational and Work Environment," harassment within the educational and work environment in any form will not be condoned or tolerated by the college, whether directed toward employers, employees, or

students. Harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career. A complaint of alleged harassment should be lodged with the Provost or a Vice President.

Crime Statistics

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

Federal Security Report

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

I. Reporting Policies

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

II. Access to Campus Facilities

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

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

III. Campus Law Enforcement

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

IV. Crime Awareness and Prevention Programs

All new students at PHCC are required to attend student orientation programs presented at each campus at the start of each session. As part of these orientation programs, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

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

V. Off-Campus Criminal Activity

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

VI. Policy Concerning Alcohol and Illegal Drugs

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

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

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

VII. Criminal Activity Occurrence Statistics

PHCC has experienced very little criminal activity on its campuses and at its centers since its inception in 1972. The following statistics reflect this nearly crime-free environment for the calendar years 1996, 1997 and 1998.

Three-Year Criminal History 1996, 1997, 1998

Crime	East Campus (including GC and LoL)	West Campus	North Campus (including SH)
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	1
Motor Vehicle Theft	0	1	0
Liquor Law	0	0	0
Drug Law	0	0	0
Weapon Law	0	0	0
TOTALS	2	1	1



Drug-Free College Program

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

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

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

Code of Conduct

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

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

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any narcotic drug, as defined in Chapter 893 of the Florida Statutes; this includes cannabis sativa (marijuana).
3. Academic dishonesty, to include cheating and/or plagiarism.
4. Stealing.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing.
8. Vandalism or destruction of property.

9. Falsification of college records.
10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive to the normal, peaceful, and orderly operation of the college.
13. Violation of a federal or state law; a county or city ordinance.
14. Repeated offenses of a less serious nature.
15. Assault or physical abuse.
16. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons. This policy does not apply to trained law enforcement officers either on or off duty.
17. Unauthorized entry or occupancy of college facilities.
18. Conspiracy or solicitation to commit an unlawful act or to violate any college regulations or policies.
19. Repeated violations of college traffic rules while on campus.
20. Trespass on college grounds in violation of college rules.

Academic Dishonesty: Cheating and Plagiarism

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

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

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

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

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

Hazing

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

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college, hereafter referred to as "college organization." Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual. Hazing shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
2. This rule shall apply to students and to college organizations, including acting through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the college's Disciplinary Rule, 6Hx19-6.17.



4. Violations of this rule may subject an individual student to the following penalties:
 - a. Minor violations disciplinary probation; and
 - b. Major or repeated minor violations suspension or dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this rule shall be penalized as follows:
 - a. Minor violations probation from operating as a college organization; and
 - b. Major or repeated violations suspension in accordance with District Board of Trustees Rule 6Hx19-6.32, or rescission of the authority for such organization to operate on college property or operate under the sanction of the college.Organizational violations shall be handled by the Dean of Student Services or center administrator. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.

6. In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.
7. All college organizations are required to include the above anti-hazing rule in the bylaws of such organization.

College Operating Hours/ Campus Security

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

Termination from the Health Programs

Students may be dismissed from the Nursing Degree Programs, the Practical Nursing Certificate Program, the Emergency Medical Services Degree Program, Emergency Medical Technician Certificate Program, Paramedics Certificate Program, Dental Programs, Radiography Program, Medical Secretarial/Examining Room Assistant, Coder Specialist, Medical Records Transcribing, Health Unit Coordinator, Patient Care Technician, Nursing Assistant, Phlebotomy, Examining Room Assistant, Human Services Program, or any College-related health program for any of the following reasons.

Recommendations regarding termination shall be forwarded by the Associate Dean for Health, Mathematics, and Science within 5 working days to the Assistant Dean for Student Services for subsequent action according to Board Rule 64x19-6.17, "Student Disciplinary Procedures."

Faculty shall refer the student to the Health Program's Coordinator/Director and/or Associate Dean of Health, Mathematics, and Science or Dean of Career/Technical on the first documented incident related to any of the following reasons:

1. Any action outlined in Board Rule 6Hx19-6.13, and as repeated above under the section entitled "Student Conduct."
2. Endangering a patient's/client's life by:
 - a. violating standard safety practices in the care of patients;
 - b. delaying care that is within the student's realm of ability and/or knowledge;
 - c. performing skills or procedures that are beyond the realm of the student's ability and/or knowledge;
 - d. failing to comply with the requirement for repeat physical examination, inclusive of drug screening, at the direction of the division director and resulting from observed behavioral changes.
3. Being found in any restricted or unauthorized area.
4. Violation of confidential information related to patients/clients.
5. As the result of due process proceedings based upon a request in writing from the hospital or participating agency that the student be withdrawn from said agency.
6. Aggressive or dishonest behavior to any college staff member, hospital staff member, Medical Director, physician, patient, or student, defined as follows:
 - a. Aggressive behavior is defined as a forceful, self-assertive

action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.

- b. Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.

AND, for Paramedic Program students, Emergency Medical Technician and EMS students,

7. Refusing to follow an order from any physician, hospital staff member, or college instructor.

Disciplinary Procedures

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

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

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

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

Student Grievance Procedures

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-related matters)
 - b. Associate Academic Dean/Dean, West Campus
 - c. Assistant Dean of Student Services/Counselor
 - d. Provost (East or North Campus, 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 of Educational Services who shall attempt to resolve the matter within ten working days of receipt. If this effort is unsuccessful, the Vice President of Educational Services will recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.
3. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may be questioned, under the provisions of Board Rule 6Hx19-6.11.
4. The student grievant may request assistance from the Equity Officer/Minority Recruiter at any point during the grievance process. The Equity Officer/Minority Recruiter is not to represent the grievant, but is only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, the Equity Officer/Minority Recruiter shall monitor progress of the case to its conclusion.

College Equity Officer

Pasco-Hernando Community College does not discriminate on the basis of race, gender, age, disability, religion, or national origin. To ensure continued compliance in this area, the College has established a College Equity Officer and contact person. This person will serve as the point of contact for complaints alleging discrimination on the basis of any of the above areas. The Equity Officer's responsibilities include the receipt of complaints about non-compliance with federal or state regulations, sufficient investigation of those complaints to determine the proper college office or bodies to which the matter should be referred, assistance to the grievant in referring the complaint to the appropriate office or body for action, and follow-up on interim and final disposition of the complaints.

These functions shall not replace the established grievance procedures for students or employees. For additional information, contact:

Mr. Imani Asukile
District Equity Officer/Minority Recruiter
East Campus (Dade City)
Pasco-Hernando Community College
36727 Blanton Road
Dade City, FL 33523-7599
(352) 567-6701, ext. 1235

Student Ombudsman

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

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

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

Privacy of Student Records/ Directory Information

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

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

In the absence of written notice by a student to withhold any or all information classified as "directory," the college reserves the right to distribute this material. Directory information is defined as the name, address, telephone number, date and place of birth, major field of study, dates of attendance, full-time or part-time status, degrees and awards received, participation in officially recognized activities, and the most recent educational institutions attended by the student. Copies of the complete policy on this subject may be found in the Offices of the Student Services Staff and the Provost on each Campus, and in the Office of the President in Board Rule 6Hx19-6.11.

Student Use of College Facilities

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

Student Government Association (SGA)

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

Student Activities

Participation in extracurricular student activities is encouraged. Students having common interests may form clubs, groups, or organizations as approved by the Campus Student Government Association and the college administration. Such activities may be related to courses, athletics, service to the college and the community, publications, religion, and social life. Some examples of extracurricular events are dances, musical and drama productions, games, contests, and films. A recognized club or organization may lose its official recognition and be suspended for violation of college policy as described in Board Rule 6Hx19-6.32, "Suspension of a Student Organization."

College Brain Bowl/Math Team

Brain Bowl is a game of general knowledge and quick recall. It is often called "the varsity sport of the mind" and is often compared to the TV game show *Jeopardy*®. Students compete as a team against other community college teams. Students who have an interest exclusively in mathematics can compete on the PHCC Math Team.

Delta Epsilon Chi (DECA)

Delta Epsilon Chi (DECA) is the junior collegiate club under National DECA which offers opportunities for students to participate in activities to help build successful careers in

Marketing, Merchandising, Sales, and Management. Competition is held on a state level with the winners competing at a yearly National Career Development Conference.

Drama Club

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

Human Services Club

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

National Student Nurse Association (NSNA)

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

PHCC CARES

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

People Accepting Challenges Together (PACT)

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

Phi Beta Lambda (PBL)

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

The PHCC East Campus has been designated as the Beta Omega Omega Chapter, the North Campus as the Mu Alpha Mu Chapter, and the West Campus as the Gamma Alpha Nu Chapter.

Phi Theta Kappa

Phi Theta Kappa is an internationally recognized honor society for two-year schools. The purposes of Phi Theta Kappa are: 1) the promotion of scholarship, 2) the development of leadership and service, and 3) the cultivation of fellowship among students of community colleges throughout the world.

To be eligible for membership, a student must have completed at least 12 semester hours of college credit at PHCC with a grade-point average of 3.25 or higher as specified by the

respective Chapters. Only courses taken at PHCC and numbered 1000 or 2000 will be considered when calculating the GPA.

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

Students Against Driving Drunk (SADD)

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

Vocational Industrial Clubs of America (VICA)

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

UHURU Club

UHURU, the Swahili word meaning "freedom," is an organization that was established to develop an awareness of and solutions to the problems of the educational, economic, and cultural dilemmas experienced by minority people. The members of this club assist with planning the Martin Luther King, Jr. Celebration, held each January, and Black History Month, observed each February.

Other Student Clubs/Organizations

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

Student Ambassadors Program

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

Student Publications

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

Student ID Cards

Any currently registered student enrolled in at least one college, technical (PSAV) or preparatory credit is eligible to receive a PHCC Photo Identification Card. Student ID's are optional, but students must have a Photo Identification Card to check out library materials.

Each student, faculty, or staff member will be issued only one free card. Students must provide their tuition receipts showing that they have paid their fees before a card will be issued. The card is valid for the academic year in which it is issued. Students, faculty, and staff must have their card validated for each subsequent academic year.

Identification cards are available from any campus library during posted hours. A replacement fee charge of \$10 will be assessed for each lost or damaged card, including those of employees.

Bookstore Services

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



Athletics and Recreation

PHCC has a successful intercollegiate athletic program. PHCC is a member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA). The PHCC Conquistadors compete in the FCCAA Suncoast Conference in five sports: women's volleyball, softball, and tennis, and men's basketball and baseball. Equal opportunities are provided to women and men.

A limited number of athletic scholarships are available for those selected for intercollegiate sports. Prospective students, as well as current students, who are interested in intercollegiate opportunities should contact the Athletic Director at the West Campus.

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

Program Selection

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

Common Placement Testing

Associate Degree-Seeking Students

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

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

Alternatives to Traditional College-Preparatory Instruction

Students who do not achieve satisfactory scores in Communications, Reading and/or Mathematics on the Florida College Entry-Level Placement Test (FCELPT) can obtain information regarding alternatives to traditional college-preparatory instruction, including private provider instruction, from the Office of Student Services on each campus.

Technical Credit Certificate Students

To comply with FAC 6A-10.040, the Test of Adult Basic Education (TABE) will be used by the College to assess basic skill levels for students entering technical credit certificate programs. Students who are enrolled in a postsecondary adult vocational program of 180 clock hours or more shall complete a basic skills examination within the first six weeks after admission into the program. The College will accept previous TABE scores provided that the scores are no more than two years old and students have taken the prescribed level (A, D, or M) for the program they are pursuing. Test score results submitted from an agency other than PHCC should be mailed directly from that agency to the Records office at the student's home campus. Students who score below the minimum basic skill levels will be offered remediation in the Learning Laboratory. After remediation, the students will be given another opportunity to achieve the required TABE score. Students who do not reach the required TABE level by the end of the term following completion of the program (excluding summer) will not be issued a certificate. For additional information, students should contact an advisor.

Withdrawal, Forgiveness, and Allowable Number of Attempts

The following guidelines relate to student withdrawal from courses and to conditions under which forgiveness for grades earned will be granted to the student:

A. Withdrawal

1. A student may withdraw without academic penalty from any course by the last date to withdraw as printed in the College Catalog/Student Handbook. Withdrawals after that date will be granted only through established institutional procedures.
2. A student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive the grade earned for that course.

B. Forgiveness

1. Forgiveness is limited to courses in which the student earned "D" or "F" grades.
2. A student's course grades may be forgiven twice.
3. If a student repeats a course, only the last grade earned will be used in computing the grade-point average (GPA). All attempts of a course will be shown on the permanent student record. Courses which use "P", "F", "S", "U", OR "X" grades are not counted in computing the GPA.
4. Courses may be repeated if they are designated as repeatable, such as choir, music, journalism, or are individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as a part of regulatory requirement for continuing education to stay current in a field, such as teacher certification

C. Total Attempts

1. College Credit Courses

A student may have only three attempts per course, including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through a written appeal to the *Vice President of Educational Services* which would be based upon major extenuating circumstances as approved by the Board of Trustees. After the second attempt, students will pay the total cost of instruction.

2. College Preparatory Courses

A student will be permitted only three attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester within each college preparatory skill area. Students will *NOT* be permitted a fourth attempt in a college preparatory course. After the second attempt, students will pay the total cost of instruction.

3. Audit Enrollment

Audit enrollments shall not count as attempts unless such enrollment is declared after the end of the drop/add period. College preparatory students who are required to be certified as completing competency-based college preparatory instruction shall not be enrolled as audits.

Academic Grade Relief Option

Effective July 1, 2000, the *Academic Grade Relief Option* policy will allow a student who is currently enrolled, transferring to, or

seeking readmission to PHCC a one-time, non-reversible opportunity to have all college-credit course work that is 10 calendar years or older excluded when computing the GPA at PHCC or for graduation from PHCC. To be eligible for the *Academic Grade Relief Option*, the student must complete all admissions requirements and be admitted to a degree or certificate program.

When the request is approved, the following statement will be added to the student's transcript: "*Academic Grade Relief Option* policy has been applied." The grade(s) and course(s) will remain on the transcript and the approved course(s) will be marked with a notation indicating that the grade(s) was not used to compute the student's GPA and/or to determine graduation status.

The *Academic Grade Relief Option* policy is applied only once at PHCC and it cannot be reversed. **Students planning to transfer to another college or university are cautioned that the *Academic Grade Relief Option* applies only at PHCC.** Another college or university may use all the grades earned by a student in computing GPA's for admissions or other purposes, including those grades 10 years or older that were excluded when applying the *Academic Grade Relief Option* at PHCC. The *Academic Grade Relief Option* at PHCC has no effect on the student's financial aid award history. It has no effect on the calculation of course attempts related to repeating course(s) at PHCC nor does it excuse the student from compliance with other applicable College policies.

Standards of Academic Progress

1. All students will be evaluated for academic progress at the end of each term. In determining academic progress, college credit, technical/vocational credit, and preparatory credit will be combined. "Attempted" means all credit hours for which a student is enrolled after the drop/add date for course enrollment. Transfer courses and courses taken for audit will be used to determine academic progress.

2. Students must maintain a 2.00 cumulative grade-point average for all hours attempted.

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

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

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

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

3. **Suspension Waiver:** A student may appeal an academic suspension by filing a formal appeal to the Academic Appeals Committee. If the appeal is approved, the student will be allowed to re-enroll in a status of Suspension Waiver. The Appeals Committee will establish re-enrollment conditions and will monitor the progress of any student in a status of Suspension Waiver. If the appeal is denied, the student may appeal the committee's decision in writing to the Vice President of Educational Services.

4. **Academic Dismissal:** If, after being placed in a status of Suspension Waiver, a student does not meet the re-enrollment conditions established by the Academic Appeals Committee, the student may be dismissed from the college for one major term (fall or spring). A student is eligible to reapply for admission after the dismissal period by filing a formal appeal

to the Vice President of Educational Services. If approved, the student will be allowed to re-enroll in the status of Suspension Waiver (see above).

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



Standards of Financial Aid Progress

1. All financial aid students will be evaluated for academic progress at the end of each term. In determining academic progress, college credit, vocational credit, and preparatory credit will be combined. "Attempted" means all credit hours, including withdrawals or audits, for which a student is enrolled after the drop/add date for course enrollment. Transfer courses will also be used to determine academic progress.

2. All students will be required to complete at least 67% of all hours attempted and to maintain a cumulative 2.00 GPA for all courses attempted.

3. Additionally, students are required to complete their degree by the time they have attempted 150% of their programs' required credit hours. If not accomplished by this time, the student will be placed on suspension automatically, without ever being on warning or probation.

A financial aid student may be academically classified in the following manner:

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

Financial Aid Warning: A student will be placed on financial aid warning at the end of the first term in which the standards outlined above have not been met. Students in this status will be notified, in writing, of the consequences of such academic action.

Financial Aid Probation: A student will be placed on financial aid probation at the end of a term if, after being placed on financial aid warning, the standards outlined above have not been met. Students in this status will be notified, in writing, of the potential consequences of remaining in non-satisfactory academic progress.

Financial Aid Suspension: A student will be placed on financial aid suspension at the end of a term if, after being placed on financial aid probation, the standards outlined above have not been met. Students in this status will be notified, in writing, that they have been terminated from participation in financial aid and will be informed of all appeals mechanisms available to them.

4. **Suspension Waiver:** Students who are denied financial aid due to unsatisfactory progress or an inadequate completion rate may submit a written appeal to the campus Financial Aid

Grading System

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

Grade	Number of Grade Points	Definition	Other Grade Designations	Definition
A	4	Excellent	N	No Credit
B	3	Good	I	Incomplete
C	2	Average	P	Passed
D	1	Poor	W	Withdrew
F	0	Failure	*S	Satisfactory
			*U	Unsatisfactory
			X	Audit

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

Grade-Point Average (GPA)

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

Example	Semester Hours	Grade	Hours Attempted	Hours Earned	Grade Points
ENC 1101	3	A	3	3	12
PSY 1012	3	B	3	3	9
MUN 1310	1	B	1	1	3
BOT 1010C	4	D	4	4	4
PSC 1341	3	F	3	0	0
POS 2112	3	X	0	0	0
QMB 1001	3	W	0	0	0
SLS 1211	3	I	0	0	0
			14	11	28

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

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

Office. Annually, the Financial Aid Office will establish procedures to review student appeals. The Financial Aid Advisor (FAA) will review each appeal and make a recommendation for approval or disapproval.

a. Approval

If the appeal is granted, the FAA will notify the student, in writing, of the approval and/or of any conditions upon which the approval is contingent. The FAA will then reinstate the student's financial aid award on the College Financial Aid records system.

b. Disapproval

If the appeal is not granted, the FAA will forward the request to the Director of Financial Aid/Veteran's Affairs for review.

(1) If the director concurs with the recommendation, the FAA notifies the student of the determination.

(2) If the director disagrees, he or she will notify the FAA, who in turn will notify the student of the decision.

5. Students whose appeals are denied by the Director of Financial Aid may appeal, in writing, to the Districtwide Financial Aid Appeals Committee for reconsideration. The decision of the Financial Aid Appeals Committee is final.

6. Students on suspension or probation who do not maintain satisfactory financial aid progress will be suspended from financial aid. These students may appeal using the appeals process outlined above so long as they present evidence of mitigating circumstances that would have prohibited them from maintaining satisfactory financial aid progress.

Veteran Progress

The U.S. Department of Veterans' Affairs (VA) requires the college to measure the progress of students receiving veterans' benefits. Accordingly, the veteran student's (any student receiving VA benefits) standard of academic progress (SAP) will be evaluated with all students. In addition, veterans enrolled in programs of less than 45 semester hours will be required to have a minimum grade-point average (GPA) of 2.00 after completion of one half of the required semester hours in their program of study.

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 the VA. Failure to comply with these provisions will result in the suspension of educational benefits.

Veteran students failing to maintain the minimum SAP will be placed on academic warning and counseled. Veteran students placed on academic warning must see their campus Veterans' advisor and be counseled early in the semester following this determination. Veteran students who fail again to achieve SAP requirements will be placed on academic probation. While on academic probation such veterans will be certified for veterans' benefits and will be informed that if they fail once again to meet SAP standards, they will be suspended from receiving VA benefits.

While on academic suspension, suspension waiver, or academic dismissal, no certification will be sent to the VA, such veterans will not be considered for a deferment, and the VA will be

notified of their academic status. Veteran students will be reinstated for benefits when they have been returned to good standing by achieving the required institutional standards of academic progress.

In all approved certificate programs, attendance will be kept for each class meeting. The attendance will be reported to the VA as required. Students who are enrolled in certificate programs and who accumulate more than 10% of unexcused absences in any course will be reported to the VA for suspension of benefits.

Students should report, in writing, any unusual or extenuating circumstances concerning their suspension of benefits to the Department of Veterans' Affairs. The VA always retains the right to make the final determination for receipt of any VA benefits.



Classification of Students

Students will be classified in accordance with the following criteria:

Degree- or Certificate-Seeking

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

A degree-seeking student is further classified as:

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

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

Unclassified

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

Full-Time

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

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

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

Part-Time

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

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

Attendance At More Than One Campus/Home Campus

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

Regional Linkage System

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

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

External Credit

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

Advanced Placement (AP)

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement (AP) program examinations of the College Entrance Examination Board as outlined in District Board of Trustees Rule 6Hx19-3.24 and Internal Management Memorandum (IMM) #3-23. These examinations must be taken prior to enrolling in the college, except for Credit Bank or Dual Enrollment High School students.

Armed Services Educational Experiences

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education (ACE) in their *Guide to the Evaluation of Educational Experiences in the Armed Services*. Students may initiate the request for such credit once they have met all admission requirements to an applicable program of study. In order for an evaluation to take place, students must provide appropriate documentation as determined by the college.

Credit will be awarded only for courses which can be used to meet specific program requirements and which are offered at PHCC. Recommendations in the ACE guide are advisory in nature and are not binding upon the college.

Certified Professional Secretary

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

MNA 1300	Personnel Relationships in Business
ACG 2021	Principles of Financial Accounting
OST 2401	Administrative Office Procedures
OST 2335	Business Communications
OST 1100	College Keyboarding I
OST 1110	College Keyboarding II
QMB 1001	Business Mathematics
CGS 1100	Microcomputer Applications

Students must still fulfill the 25% of the program residency requirement and present official verification of the CPS certification to an advisor. The advisor will complete the course substitution form and attach a copy of the CPS certificate. The form will be forwarded to the Dean of Career/Technical Programs. The credit will appear on the student's permanent record as earned credit only, without any indication of grades.

College Level Examination Program (CLEP)

Students may earn a maximum of 30 semester hours of college credit by submitting scores at the 50th percentile or above under the General Examination of the College Level Examination Program (CLEP). A maximum of six semester hours of credit may be granted in each of the following areas: English, Humanities, Mathematics, Natural Sciences, History and Social Sciences. These credits are awarded on the basis of knowledge gained prior to college or university study in the subject area. CLEP credit, based upon the General Examination, is applied only to certain designated courses (as designated in Internal Management Memorandum (IMM) #3-20) and will be denied in whole or part in instances in which courses in the general area have already been completed or are being taken at the time of the CLEP General Examination. Students seeking this credit are strongly advised to discuss their academic plans with an advisor before registering.

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

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

Under the provisions of Board Rule 6Hx19-3.28, a student who receives credit for ENC 1101 (English Composition I) and ENC 1102 (English Composition II) and/or HUM 2211 (Humanities I) and HUM 2230 (Humanities II) under CLEP will be required to produce documentation of written material totaling 6,000 words per course for which credit was awarded, as a condition for graduation with the AA Degree. The student must obtain a

grade of "C" or higher on written work associated with each of these courses. The quality of this written work must meet the requirements as stated above for the corresponding course.

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

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

Credit-by-Examination

Students may earn credit in designated courses by making a satisfactory score (equivalent to at least a grade of "C") 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 a grade has already been awarded. Credit earned through tests prepared by PHCC will appear on the student's permanent record. A student may attempt credit-by-examination in a course no more than one time. Certain courses are NOT eligible for credit-by-examination. Credits earned through credit-by-examination do NOT satisfy the residency requirement.

International Baccalaureate (IB) Credit

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

Law Enforcement Credit

Upon recommendation of the Director of Law Enforcement Programs and the Dean of Career/Technical Programs, a maximum of 13 hours of credit may be awarded based on successful completion of a PHCC Law Enforcement/Basic Recruit and 10 hours for the Correctional Officer program. To be awarded credit, students must be both declared and enrolled in the PHCC A.S. degree program in Criminal Justice Technology. Students who have completed the Basic Recruit or Correctional Officer program at another institution may also be eligible for credit if they have passed the appropriate Florida Officer Certification examination. Under this provision, eligible students who have completed the Law Enforcement/Basic Recruit program will be awarded credit for CCJ 2220 Criminal Law, CJT 1100 Criminal Investigation, CCJ 1100 Introduction to Law Enforcement, CCJ 1401 Police Operations, and CJD 2009 Criminal Justice Career Enhancement. Eligible students who have completed the Correctional Officer program will be awarded credit for CCJ 2220 Criminal Law, CCJ 1300 Introduction to Corrections, CCJ 1000 Crime and Delinquency, and CJD 2009 Criminal Justice Career Enhancement. An additional three credit hours may be granted for CCJ 2940 Field Studies for those people currently employed with one year of experience as a law enforcement or correctional officer (not auxiliary). All credit awards will take place only upon submission of a Petition for the Award of Law Enforcement Credit and the appropriate documentation to the Director of Law Enforcement Programs.

Nursing Credit

Based on prior health services education, nursing credit will be

awarded for students admitted and enrolled in PHCC's Associate in Science degree program in Nursing, Licensed Practical Nurse (RN) and Paramedic (RN) Tracks. Please review the program descriptions for further details.

Television Courses

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

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

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



Directed Individual Study

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

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

Courses containing laboratory experiences, in which student

participation is a particularly important element, are not eligible for Directed Individual Study.

Teacher Certification and Recency of Credit

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

Class Attendance

All students, both credit and audit, are expected to attend all their classes unless illness or other emergencies arise. The effect of absence upon an individual's grade is determined by the instructor. When absences are such that a student cannot make normal progress, the student may be administratively withdrawn with a grade of "W," subject to course withdrawal dates.

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

Observance of Religious Holidays

In compliance with Federal, State, and District Board of Trustees Rules which provide that there shall be no discrimination in the treatment of students on the basis of religion, the College shall make **reasonable** accommodation for religious observance, practice, and belief. Such accommodation shall apply to admissions, class attendance, scheduling of examinations, and work assignments. No adverse or prejudicial effects shall result to any student who avails himself or herself of the provisions of this Rule. Students who believe they have been unreasonably denied a benefit due to their religious belief or practice shall follow the appropriate grievance procedures.

Maximum Student Load

The maximum student load for Term I or Term II is 18 semester hours and 14 semester hours for Term III/IV. Any student who desires to take more hours must obtain the permission of an advisor. The permission form (SAR-38) will be forwarded to the Records Office for placement in the student's folder.

Audit

A student will be permitted to register for a course on an audit status during the normal registration, and the drop/add period, to and including the last day to withdraw for a semester as published in the college calendar. Audit fees are the same as those for credit. Technical credit courses are not available for audit except with permission of the appropriate dean. Students who **must** complete a college preparatory course are not permitted to register on an audit status. College Prep classes cannot be audited.

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

Practicums

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

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

Admission to the Internship in Business Program

Admission to the Internship in Business program (MNA 2941) is restricted to students who have met the minimum requirements and have followed all admissions procedures. Students who have completed the following prerequisites are eligible to request MNA 2941:

- any required preparatory classes in English, reading, and math based on the CPT/ACT/SAT test scores
- a minimum of 15 college credits at PHCC
- a minimum of 12 college credits in business courses
- hold a minimum of 2.0 GPA in college business courses

If the student has met all requirements for participation, he/she will be notified by mail and instructed on how to complete the following steps:

- attend a Student Intern Workshop
- meet with the Faculty Supervisor
- interview with business site supervisors
- set up an internship learning agreement with the instructor and business site supervisor
- register for the specific internship course

Information about the procedures for accessing this program can be obtained from an advisor in any Student Services Office on any PHCC campus.



Incomplete Grades

Instructors may assign an "I," incomplete grade, in the rare circumstances in which a student has not completed requirements for a course as a result of accident or illness or extenuating circumstances. **Instructors may assign a grade of "0" for all work not completed and submit a final grade reflecting this.** Incomplete grades should be made up and have a grade assigned before the end of the next session. Incomplete grades that are not made up and do not have a grade assigned before the end of the next session will be changed to "W" unless otherwise provided for or approved by the President or his/her designee. Specific information regarding requirements for incomplete work will be stated on the Agreement for Completion of Course Work Form (IIN-8). Session I is considered the next session following Sessions II and III (to include IV) of the previous academic year. Incomplete grades are not available for non-credit courses.

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

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

Grade Dissemination

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

President's Honors List

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

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

Honors Program

General Description

The Honors Program offers challenge, opportunity, recognition, and a sense of community to highly motivated, exceptionally talented students pursuing the AA or an AS degree. Through specially designated Honors classes, students develop critical thinking and leadership skills required for success at the university level and in the workplace.

The goal of the Honors Program is to build character and conscience as well as intellect and competence. The program seeks to develop well-rounded individuals who can serve and lead, who value teamwork and cooperation as much as creativity and competition. Graduates of the Honors Program will have acquired a broad, conceptual understanding of the fundamental ideas of human civilization from a variety of academic disciplines. They will also have gained practical experience in applying their knowledge and skills to solve problems, foster goodwill, and improve the quality of life within the communities served by PHCC.

Honors classes, typically smaller than "regular" classes, are taught seminar-style, allowing students greater flexibility and autonomy in the learning process. Honors classes are not simply more work, but rather, a different kind of classroom experience that provides students with enhanced opportunities for individual and group creativity. The Honors Program also offers out-of-class or "experiential" learning through field trips and participation in a wide range of cultural activities in the Greater Tampa Bay area. Honor students are recognized in focus articles in the college-wide *PHCC News*. They enjoy publishing opportunities in *Nota Bonum*, the Florida Collegiate Honors Council statewide newsletter.

Honor students enjoy other privileges such as priority registration, faculty mentoring, and preferred consideration for scholarships at PHCC and universities seeking to recruit graduates of community college Honors Programs. Honor students are prime candidates for PHCC's intercollegiate Brain Bowl Team and the local chapter of Phi Theta Kappa (PTK), an international college honor society. In addition, Honors students

receive special recognition at graduation and other college events. An "Honors Program Graduate" commendation appears on the degree and all transcripts.

Application Procedures

To be eligible for admission to the Honors Program, a student must meet at least one of the following criteria:

An SAT score of at least 1100 or an ACT composite score of 25

A high school GPA of 3.5 on an unweighted 4.0 scale

Completion of 12 college credits of PHCC dual enrollment courses with a minimum 3.3 GPA

Completion of 12 college credits with a minimum 3.3 GPA.

Obtain a score of 100 or above on the writing and reading portions of the FCELEPT.

Besides providing evidence of fulfillment of at least one of the above criteria, candidates for admission must write an essay of approximately 500 words explaining the connection between the Honors Program and the student's own personal, academic, and/or career goals. Candidates may be asked to meet with the Honors Program Director or a representative prior to acceptance.

Program Completion Requirements

To graduate from the Honors Program, a student must fulfill all of the following requirements:

Entering As A Freshman:

Complete at least six Honors courses in General Education core areas such as Communications, Humanities, Mathematics, and Social and Behavioral Sciences. Students may also take PHI 1600, Applied Ethics; SLS 1261, Leadership Development Studies; and MAC 2311, 2312, and 2313, Calculus and Analytic Geometry I, II, and III, for Honors credit. See Curriculum below.

Maintain a minimum overall 3.25 GPA. Students whose GPA's fall below 3.25 become "inactive" in the Honors Program until such time as they regain the minimum GPA. Honors students must enroll in only college-level courses; College Preparatory courses are not options. There are also specific limitations on the number of times an Honor student may withdraw from one class or all classes.

Participate actively in a PHCC club or activity, preferably as an officer, for at least two regular term semesters (Term I and Term II, fall and spring).

Perform at least 10 hours of community service each term, preferably through PHCC Cares.

Entering As A Sophomore:

Complete at least four honors courses as well as maintain the minimum required GPA and perform all activity and service requirements.

Curriculum

To complete the Honors Program course work requirement (minimum six courses), Honor students may choose from the following menu. Full course descriptions are given in the "Listing of College Credit & College Preparatory Courses" section.

Biological Science

BSC 1030H, Introduction to Environmental Science

Communications

ENC 1121H, English Composition I

ENC 1122H, English Composition II

SPC 2600H, Introduction to Public Speaking

Humanities

HUM 2211H, Humanities I

HUM 2230H, Humanities II

HUM 2700, Overseas Study in the Humanities (Note:

This is an elective course that does not satisfy the humanities requirement for an associate degree.)

Interdisciplinary

IDS 2290H, Introduction to Asian Arts and Letters

SLS 1261, Leadership Development Studies

Mathematics

MAC 2311, Calculus and Analytic Geometry I

MAC 2312, Calculus and Analytic Geometry II

MAC 2313, Calculus and Analytic Geometry III

STA 2024H, Introduction to Statistics

Philosophy

PHI 1630, Applied Ethics

Social and Behavioral Sciences

PSY 1012H, Introduction to Psychology

SYG 2000H, Introduction to Sociology



Computer Assisted Advising Check

Degree- and certificate-seeking students are strongly encouraged to apply to their advisor or to the Records Office for a Computer Assisted Advising Check to help monitor their progress toward meeting program requirements. To request this report, students should submit a completed "Request for a Computer Assisted Advising Check" form indicating their program of study and the catalog year they wish to use to meet requirements. The report they will receive will summarize their program requirements, will detail the courses they have taken which satisfy requirements, and will indicate the courses they will need to complete to meet any remaining requirements. **There is no charge for a Computer Assisted Advising Check.**

Graduation Application

Application for graduation with a degree must be made no later than the date shown in the College Calendar for the term in which the student plans to complete the requirements for a degree program. Students who do not meet graduation requirements during the academic year for which they applied are required to resubmit, without fee, the application for graduation for any succeeding academic year in which they plan to graduate. The AA Degree requires students either to pass the CLAST or be granted an approved CLAST alternative prior to graduation. The testing requirement shall be included as an item on all graduation checks, and positive controls shall be established to assure that each applicant for an AA Degree has complied before the degree is awarded (see CLAST).

There is no fee to apply for a degree. However, separate nonrefundable fees will be charged for students who wish to purchase a diploma and/or cap and gown. Although PHCC will endeavor to certify program completion even if a graduation application has *not* been filed, any delay in the application

process will affect the determined program completion date. It is PHCC's policy to automatically post an earned degree or certificate on a student's record when it has been determined that the student has completed such a degree or certificate.

Certificate Application

A student who desires to complete a degree-associated certificate program or a technical credit certificate program must submit an Application to Complete a Degree/Certificate Program no later than the date shown in the College Calendar. Students who do not meet completion requirements for the award of a certificate during the academic year for which they applied are required to resubmit, without fee, the application for completion of a certificate form for any succeeding academic year in which they plan to complete the certificate.

There is no fee to apply for a certificate. However, separate nonrefundable fees will be charged for students who wish to purchase a certificate and/or cap and gown. Although PHCC will endeavor to certify program completion even if a graduation application has *not* been filed, any delay in the application process will affect the determined program completion date.

Graduation Ceremony

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

Additional Degrees/Certificates

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



Library Services

A library containing 19,000 square feet is located on each campus. The combined holdings of all three libraries are approximately 58,000 volumes. In addition to books, each library has a collection of periodicals, newspapers, microfiche, computer data bases, and audiovisual materials. The Library Information Network for Community Colleges (LINCC) on-line

public access catalog allows students and faculty to locate material at any community college or public university in the state. Access to the libraries' holdings is also available through LINCCWEB, the State of Florida's web page for community college libraries.

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

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

Additionally, the West Campus library houses an exhibit area. Learning laboratories are located in each library. In the exhibit areas, monthly shows on a variety of themes are scheduled for the benefit of students, faculty, and the community.

Learning Laboratory

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

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

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

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST) REQUIREMENT

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

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

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

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

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

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

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

Computer Adaptive Test for CLAST (CAT-CLAST)

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

The requirements are: a student cannot have taken a subtest (or subtests) within the last 30 days; a completed Certification Form from the student's home institution; a Registration Form; photo identification; and the fee. Information about the CAT-CLAST can be obtained from the Career Assessment Center in New Port Richey. PHCC students should call their nearest campus and ask for extension 3381. The office is open from 8:00 a.m. to 7:30 p.m. on Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday.

Communication and Computation Skills Tested on the CLAST

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

CLAST skills are taught in the following courses required for the AA Degree:

Essay and English Language

ENC 1101 or ENC 1121H and ENC 1102 or ENC 1122H

HUM 2211 or HUM 2211H and HUM 2230 or HUM 2230H (reinforced)

Speaking and Listening

SPC 2600 or SPC 2600H

Mathematics

MGF 1106, MGF 1107, MAC 1105, and all higher-level math courses.

CLAST skills are also included in the college preparatory courses and in MAT 1033. Students who need reading improvement may wish to take REA 1105.

CLAST Skills Tested

Essay

1. Select a topic that lends itself to development.
2. Determine the purpose and the audience for writing.
3. Limit the subject to a topic that can be developed within the requirements of time, purpose, and audience.
4. Formulate a thesis or statement of main idea that focuses the essay.
5. Develop the thesis or main idea by
 - providing adequate support that reflects the ability to distinguish between generalized and concrete evidence,
 - arranging the ideas and supporting details in a logical pattern appropriate to the purpose and focus,
 - writing unified prose in which all supporting material is relevant to the thesis or main idea statement, and
 - writing coherent prose and providing effective transitional devices that clearly reflect the organizational pattern and the relationships of parts.
6. Demonstrate effective word choice.
 - Use words that convey the denotative and connotative meanings required by context.
 - Avoid inappropriate use of slang, jargon, cliches, and pretentious expressions.
 - Avoid wordiness.
7. Employ conventional sentence structure.
 - Place modifiers correctly.
 - Coordinate and subordinate sentence elements according to their relative importance.
 - Use parallel expressions for parallel ideas.
 - Avoid fragments, comma splices, and fused sentences.
8. Employ effective sentence structure
 - Use a variety of sentence patterns.
 - Avoid overuse of passive constructions.
9. Observe the conventions of Standard American English grammar and usage.
 - Use standard verb forms.
 - Maintain agreement between subject and verb, pronoun and antecedent.
 - Avoid inappropriate shifts in tense.
 - Use proper case forms.
 - Maintain a consistent point of view.
 - Use adjectives and adverbs correctly.
 - Make logical comparisons.
10. Use standard practice for spelling, punctuation, and capitalization.
11. Revise, edit, and proofread units of discourse to ensure clarity, consistency, and conformity to the conventions of written Standard American English.

English Language Skills

Word Choice

1. Use words that convey the denotative and connotative meanings required by context.
2. Avoid wordiness.

Sentence Structure

1. Place modifiers correctly.
2. Coordinate and subordinate sentence elements according to their relative importance.
3. Use parallel expressions for parallel ideas.
4. Avoid fragments, comma splices, and fused sentences.

Grammar, Spelling, and Punctuation

1. Use standard verb forms.
2. Maintain agreement between subject and verb.
3. Maintain agreement between pronoun and antecedent.
4. Use proper case forms.

- Use adjectives and adverbs correctly.
- Avoid inappropriate shifts in tense.
- Make logical comparisons.
- Use standard practice for spelling.
- Use standard practice for punctuation.
- Use standard practice for capitalization.

Reading

Literal Comprehension

- Recognize main ideas in a given passage.
- Identify supporting details.
- Determine the meanings of words on the basis of context.

Critical Comprehension

- Recognize the author's purpose.
- Identify the author's overall organizational pattern.
- Distinguish between a statement of fact and a statement of opinion.
- Detect bias.
- Recognize the author's tone.
- Recognize explicit and implicit relationships within sentences.
- Recognize explicit and implicit relationships between sentences.
- Recognize valid arguments.
- Draw logical inferences and conclusions.

Mathematics

Arithmetic

- Add and subtract rational numbers.
- Multiply and divide rational numbers.
- Add and subtract rational numbers in decimal form.
- Multiply and divide rational numbers in decimal form.
- Calculate percent increase and percent decrease.
- Solve the sentence "a % of b is c," where values of two of the variables are given.
- Recognize the meaning of exponents.
- Recognize the role of the base number in determining place value in the base-ten numeration system.
- Identify equivalent forms of positive rational numbers involving decimals, percents, and fractions.
- Determine the order-relation between real numbers.
- Identify a reasonable estimate of sum, average, or product of numbers.
- Infer relations between numbers in general by examining particular number pairs.
- Solve real-world problems that do not require the use of variables and that do not involve percent.
- Solve real-world problems that do not require the use of variables and do require the use of percent.
- Solve problems that involve the structure and logic of arithmetic.

Algebra

- Add and subtract real numbers.
- Multiply and divide real numbers.
- Apply the order-of-operations agreement to computations involving numbers and variables.
- Use scientific notation in calculations involving very large or very small measurements.
- Solve linear equations.
- Solve linear inequalities.
- Use given formulas to compute results when geometric measurements are not involved.
- Find particular values of a function.
- Factor a quadratic expression.
- Find the roots of a quadratic equation.
- Solve a system of two linear equations in two unknowns.
- Use properties of operations correctly.
- Determine whether a particular number is among the solutions of a given equation or inequality.

- Recognize statements and conditions of proportionality and variation.
- Identify regions of the coordinate plane that correspond to specific conditions and vice versa.
- Use applicable properties to select equivalent equations or inequalities.
- Solve real-world problems involving the use of variables, aside from commonly used geometric formulas.
- Solve problems that involve the structure and logic of algebra.

Geometry and Measurement

- Round measurements to the nearest given unit of the measuring device used.
- Calculate distances.
- Calculate areas.
- Calculate volumes.
- Identify relationships between angle measures.
- Classify simple plane figures by recognizing their properties.
- Recognize similar triangles and their properties.
- Identify appropriate units of measurement for geometric figures.
- Infer formulas for measuring geometric figures.
- Select applicable formulas for computing measures of geometric figures.
- Solve real-world problems involving perimeters, areas, and volumes of geometric figures.
- Solve real-world problems involving the Pythagorean property.

Logical Reasoning

- Deduce facts of set inclusion or set non-inclusion from a diagram.
- Identify statements equivalent to the negations of simple and compound statements.
- Determine equivalence or nonequivalence of statements.
- Draw logical conclusions from data.
- Recognize that an argument may not be valid even though its conclusion is true.
- Recognize valid reasoning patterns as illustrated by valid arguments in everyday language.
- Select applicable rules for transforming statements without affecting their meaning.
- Draw logical conclusions when facts warrant them.

Alternatives to CLAST

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

I. Scores on Certain Placement Tests and Grades in Certain College Courses

Students who have earned a grade-point average (GPA) of 2.5 or above in the English courses listed below may be exempt from one or more sections of the CLAST, as specified below. Courses transferred to PHCC from other public Florida community colleges and from the State University System will be allowed if they have the same common course number. Courses transferred in from other locations may be used if course transfer credit as evaluated by the PHCC Records Office is deemed equivalent to these courses.

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

- ENC 1101, English Composition I or other equivalent college-level English courses (including ENC 1121H–English I Honors)
- ENC 1102, English Composition II or other equivalent college-level English courses (including ENC 1122H–English II Honors)

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

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

Option 1:

The student shall complete two of the following courses:

- MAC 1102 Essentials of College Algebra **OR** any other MAC course with the last three digits being higher than 102
- MGF 1202 Finite Mathematics **OR** any other MGF course with the last three digits being higher than 202
- MGF 1106 Liberal Arts Mathematics I
- MGF 1107 Liberal Arts Mathematics II
- STA 2014 Statistical Methods **OR** any other STA course

Option 2:

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

Option 3:

- MGF 1106 Liberal Arts Mathematics I **OR**
- MGF 1113 Topics in College Mathematics I, **AND**
- MAC 1102 Essentials of College Algebra **OR** any other MAC course with the last three digits being higher than 102 **OR**
- MAC 1105 College Algebra

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

Students with AP, CLEP or IB Credit

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

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

II. Presentation of Certain Scores on Specific Standardized Tests

Students who earn and can document certain scores on specific standardized tests may be exempt from one or more sections of the CLAST as described below.

1. Scholastic Achievement Test (SAT-I), as follows:

- a. Quantitative— Students who have earned a quantitative score of 500 or above on the recentered score scale of the SAT-I, or its equivalent on the original score scale, shall be exempt from the computation section of the CLAST.
- b. Verbal— Students who have earned a verbal score of 500 or above on the recentered score scale of the SAT-I, or its equivalent on the original score scale, shall be exempt from the reading, English language skills, and essay sections of the CLAST.

2. American College Testing (ACT) Program, as follows:

- a. Mathematics— Students who have earned a score of 21 or higher on the Enhanced ACT Program in mathematics, or a score of 21 or higher on the original ACT, shall be exempt from the computation section of the CLAST.
- b. Reading— Students who have earned a score of 22 or higher on the Enhanced ACT Program in reading, or a score of 20 or higher on the original ACT, shall be exempt from the reading section of the CLAST.
- c. English — Students who have earned a score of 21 or higher on the Enhanced ACT Program in English, or a score of 20 or higher on the original ACT, shall be exempt from the English language skills, and essay sections of the CLAST.

Students who do not initially earn passing scores on the SAT-I or the ACT Program may submit scores earned on other administrations of the tests as long as subsequent scores are not earned within 30 days of the preceding score.

Pursuant to Section 240.107(9), Florida Statutes, students denied a degree based on the failure of at least one subtest of the CLAST may use any of the alternatives specified above for the receipt of a degree, if the students meet all program requirements for their degree at the time of application for the degree under the alternative provisions of this rule. Students are not required to take the CLAST before being given the opportunity to use any of the specified alternatives.



ACADEMIC PROGRAMS

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

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

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

Course Transferability

Courses designated as General Education and required within the Associate in Arts Degree program and within the Associate in Science in Business Administration, Nursing (R.N.), and Radiography are fully transferable to a Florida senior public institution in meeting the general education requirements. All other catalog courses listed as 1000- or 2000-level are credited for purposes of graduation from PHCC, but may not be accepted by the institution to which a student transfers, nor applied toward required prerequisites for satisfying program entry requirements. A counselor/advisor will assist in providing information on courses normally accepted for transfer within programs at a particular university or four-year college.

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

CONTINUING EDUCATION

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

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

Lifelong Learning Courses

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

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

Continuing Workforce Education (CWE)

These courses are organized and designed to develop or enhance an individual's occupational skills. Records of such courses are

maintained by the College. Fees shall be charged for CWE courses in accordance with the fee structure established by the District Board of Trustees.

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

Senior Citizen Academy - "The Club"

PHCC believes that students of any age should have access to higher education and promotes the concept of lifelong learning. In fall 1999, PHCC established a Senior Citizen Academy that focuses on serving adults aged 60 or older and their spouses. This program offers learning opportunities in most academic areas, including those in college credit and technical-credit programs, non-credit courses, and other selected monthly activities.

The Senior Citizen program offers a senior citizen the opportunity to become a member of "The Club" for \$150 per academic year, defined as August-April for this program. Part-time residents of the area or other interested students who may not want to join for a full academic year may join on a term basis for \$100 per term. There are many benefits to membership. Some of those benefits include such privileges as:

1. Free enrollment in any three-semester-hour college-credit or three-technical-credit-hour class per academic year on a space-available basis.
2. Free enrollment in any one non-credit class, up to eight contact hours, per fall or spring term.
3. Admittance to "Club" activities, which include monthly seminars or workshops and an annual holiday social.
4. Free blood pressure screening - once per term.
5. And much, much more.

The Senior Citizen Academy has several conditions of enrollment and/or deadlines that apply to its membership agreement. Senior citizens are encouraged to contact the Senior Citizen Liaison at ext. 3210 on the West Campus for more information about the program.

TRANSFER PROGRAM

The Associate in Arts (AA) and Associate in Science (AS) Degree program in Business Administration, Nursing (RN), and Radiography Degree programs are the preparatory program for advanced studies at other colleges and universities. Students seeking the AA degree or intending to transfer to the upper division of a state university upon completion of an AA Degree must complete the College Level Academic Skills Testing (CLAST) or CLAST alternative requirements.

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

College catalogs and counseling manuals from all state universities identifying required prerequisites and catalogs from

other senior colleges are available in the Student Services Office at any PHCC campus. Advisors are available, by appointment, to assist the student in planning a program.

GORDON RULE

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

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

1. English Composition I (ENC 1101)	6,000 words
2. English Composition I-Honors (ENC 1121H)	6,000 words
3. English Composition II (ENC 1102)	6,000 words
4. English Composition II-Honors (ENC 1122H)	6,000 words
5. Humanities I (HUM 2211)	6,000 words
5. Humanities I-Honors (HUM 2211H)	6,000 words
5. Humanities II (HUM 2230)	6,000 words
5. Humanities II-Honors (HUM 2230H)	6,000 words

FOREIGN LANGUAGE REQUIREMENT

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

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

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

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

Students who received Associate in Arts Degrees prior to September 1, 1989, or who enrolled in a program of studies leading to an Associate's Degree from a Florida community

college prior to August 1, 1989, and have maintained continuous enrollment shall be exempt from this admissions requirement. Any lower division student admitted without meeting the foreign language requirement must earn such credits prior to admission to the upper division of a state university. Any AA Degree graduate from a public community college admitted without meeting the foreign language requirement must earn such credits prior to graduation from a state university.

COLLEGE PREPARATORY COURSES

PHCC offers College Preparatory (Prep) Courses which are below college level for students in need of remedial work in skills necessary for college-level academic courses. Individually prescribed study is also available in the Learning Laboratories. See "Common Placement Testing," and consult a PHCC advisor for further information. **Credits earned in College Preparatory Courses do not apply toward degrees or certificates.**

Students who do not achieve satisfactory scores in Communications, Reading and/or Mathematics on the Florida College Entry-Level Placement Test (FCELPT) can obtain information regarding alternatives to traditional college-preparatory instruction, including private provider instruction, from the office of Student Services on each campus.

POLICE STANDARDS PROGRAM (LAW ENFORCEMENT/BASIC RECRUIT)

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

Thirteen hours of credit may be granted toward the A.S. degree in Criminal Justice Technology for the successful completion of a PHCC Law Enforcement/Basic Recruit Program. Under this provision, credit will be awarded for CCJ 2220 Criminal Law, CJT 1100 Criminal Investigation, CCJ 1100 Introduction to Law Enforcement, CCJ 1401 Police Operations, and CJD 2009 Criminal Justice Career Enhancement.

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

1. Complete the application form and pay the required fee.
2. Supply to the Records Office a copy of the certificate awarded at the completion of the Basic Recruit Program.
3. Complete a Petition for Law Enforcement Credit, attach all required documentation and submit the form to the Director of Law Enforcement programs.

This program is located at the Gowers Corner Center. This facility offers training programs for law enforcement agencies throughout Pasco and Hernando counties.

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

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

ASSOCIATE IN ARTS DEGREE PROGRAM

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

The Associate in Arts (AA) Degree will be awarded upon completion of 60 credit hours and upon passing the state-prescribed College-Level Academic Skills Test (see CLAST) or demonstrating satisfaction of an approved CLAST alternative. Thirty-six credit hours must be earned in General Education requirements as provided in the statewide Articulation Agreement. The remaining 24 hours may consist of any course(s) in the catalog section under "Courses" that are 1000 or 2000 level. Required Communication, Computation, and Humanities courses must each be completed with a grade of "C" or above. At least 15 hours of credit in classroom instruction at PHCC, other than Credit-By-Examination, CLEP, or Advanced Placement, must be earned in residence at PHCC. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved by graduation. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved in courses taken at PHCC.

OBJECTIVES OF THE AA DEGREE

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

OBJECTIVES

1. To enhance the ability of students to communicate ideas and meaning in writing with competency in form and substance
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101 or ENC 1121H).
All AA graduates will have completed successfully the English language skills and the essay portions of the College Level Academic Skills Test (CLAST) or an approved CLAST alternative.
2. To develop in students the skills necessary to prepare research papers
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) English Composition II (ENC 1102 or ENC 1122H).
These skills are reinforced in Humanities I (HUM 2211 or HUM 2211H) and Humanities II (HUM 2230 or HUM 2230H).
3. To strengthen speaking and listening skills in students
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Introduction to Public Speaking (SPC 2600 or SPC 2600H).
4. To ensure that all students are provided with a broad spectrum of mathematical skills
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) a MAC, MGF, or STA course, and
All AA graduates will have completed successfully the mathematics skills portion of the CLAST or an approved CLAST alternative.
5. To develop in students mathematical competency, accuracy, and understanding consistent with university requirements/recommendations
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) at least three hours of mathematics at the level of college-level algebra (MAC 1105 or MGF 1106) or higher and successfully completed the mathematics skills portion of the CLAST or an approved CLAST alternative.
6. To nurture in students an understanding of the structure, function, and basic components of the biological and physical worlds
MEASUREMENT
All AA graduates will have completed successfully at least three science courses – one biological science course from a prescribed list, one physical science course from a prescribed list, and a third science course either from these prescribed lists or any course with a GLY or OCE prefix.
7. To foster in students an understanding of individual and/or group behavior.
MEASUREMENT
All AA graduates will be encouraged to complete successfully Introduction to Psychology (PSY 1012 or PSY 1012H), or Introduction to Sociology (SYG 2000 or SYG 2000H), or Introduction to Cultural Anthropology (ANT 2410).
8. To develop in students an appreciation of the arts and humanities, including the critical awareness of cultures and cultural diversity
MEASUREMENT
All AA graduates will have completed successfully (with a "C" or higher) Humanities I (HUM 2211 or HUM 2211H) and Humanities II (HUM 2230 or HUM 2230H).
9. To develop in students knowledge and understanding of the structure and function of government
MEASUREMENT
All AA graduates will be encouraged to complete successfully American Federal Government (POS 2041).
10. To prepare students for successful academic performance upon transfer to the upper-division institutions in the State University System (SUS)
MEASUREMENT
The mean grade-point average (GPA) of PHCC graduates who transfer to the SUS will be at least equal to the mean GPA of other transfer students in the SUS.
11. To develop computer literacy skills in students
MEASUREMENT
All AA students will have completed introductory computer skills within their general education communication course, ENC 1101 or ENC 1121H.

12. To provide students with a varied educational experience

MEASUREMENT

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

Additional Assistance

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

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

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

Effective August 1, 1986 through July 31, 1989:

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

Effective August 1, 1989 through September 30, 1991:

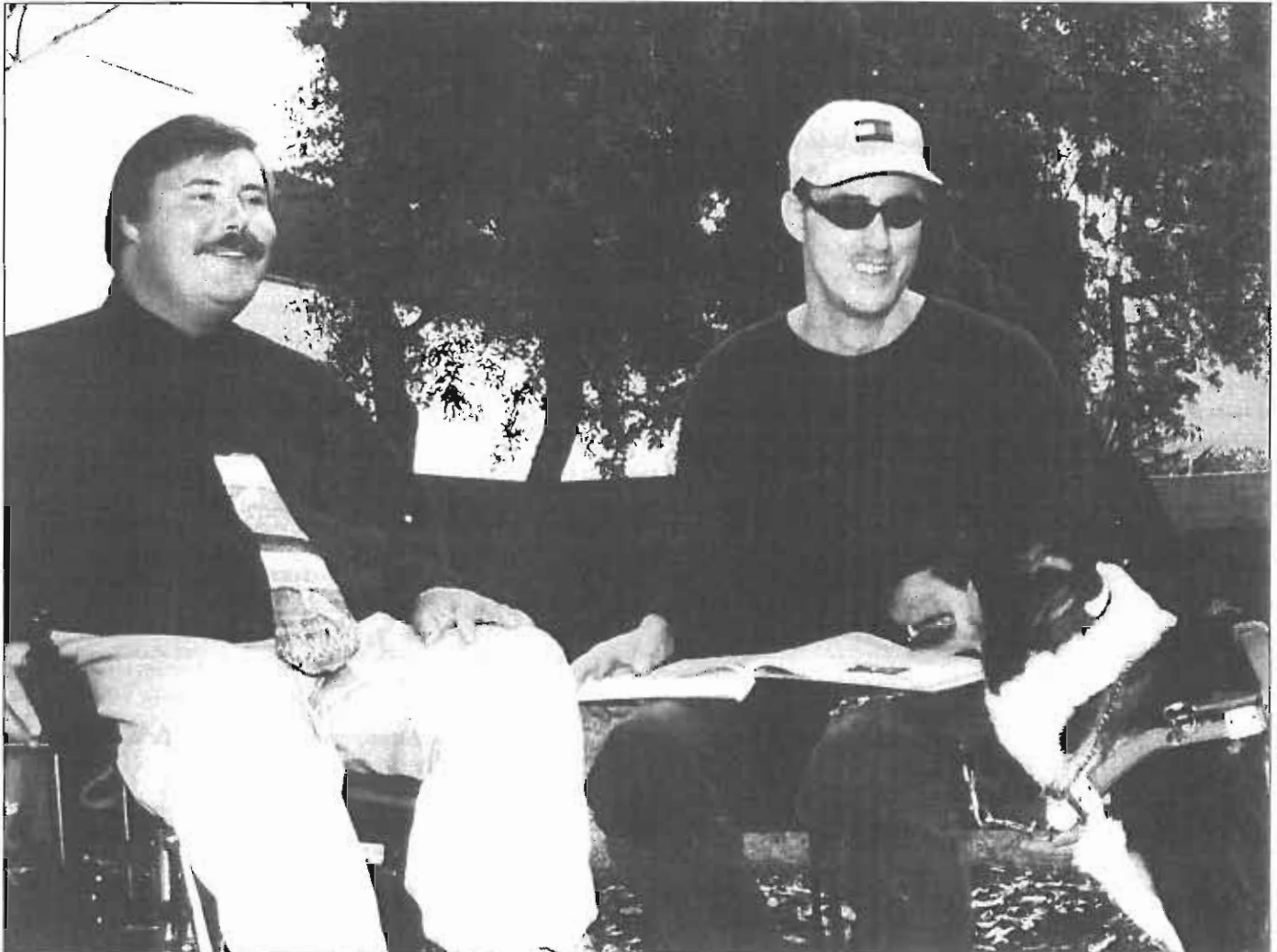
Reading - 295; Writing - 295; Computation - 285; and Essay - 4.

Effective October 1, 1991 through September 30, 1992:

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

Effective October 1, 1992:

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



GENERAL EDUCATION REQUIREMENTS FOR THE AA PROGRAM

	Semester Hours Credit
I. Communications	9
<ul style="list-style-type: none"> *ENC 1101 English Composition I (includes 6,000-word writing requirement) OR *ENC 1121H English Composition I – Honors (includes 6,000-word writing requirement) *ENC 1102 English Composition II (includes 6,000-word writing requirement) OR *ENC 1122H English Composition II – Honors (includes 6,000-word writing requirement) *SPC 2600 Introduction to Public Speaking 	
II. Mathematics	6
Any course with *MAC, *MGF, *MTG or *STA prefix (see exceptions below)	
III. Natural Sciences	9
Biological Science (one course – BOT, BSC [except BSC 1050 or BSC 1050H], MCB) Physical Science (one course – CHM, PHY, PSC) Biological or Physical Science (one course – any of the above Science prefixes plus BSC 1050 or BSC 1050H, GLY, or OCE) (NOTE: It is recommended that either Introduction to the Physical Sciences [PSC 1341] or a Survey of the Physical Sciences [PSC 1311] be taken as a FIRST science course for ALL students not planning to major in the sciences. These courses serve as the foundation for all other science courses.	
IV. Social and Behavioral Sciences	6
Any course with the prefix: AMH, ANT, CLP, DEP, ECO, EUH, GEA, INR, PHI, POS, PSY, SOP, SYG, PPE	
V. Humanities	6
<ul style="list-style-type: none"> *HUM 2211 Humanities I (includes 6,000-word writing requirement) OR *HUM 2211H Humanities I – Honors (includes 6,000-word writing requirement) *HUM 2230 Humanities II (includes 6,000-word writing requirement) OR *HUM 2230H Humanities II – Honors (includes 6,000-word writing requirement) 	
Total <u>36</u>	

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

ENC 1101, ENC 1102, HUM 2211, AND HUM 2230 MUST BE TAKEN IN SEQUENCE.

Electives

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

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

Students will satisfy basic computer literacy requirements in ENC 1101 or ENC 1121H in addition to any required common prerequisite computer courses for transfer to the state university system.

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

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

Exceptions to mathematics requirement:

Successful completion of any of the following combinations of courses will NOT satisfy the mathematics requirement for the AA Degree:

- Both MAC 1102 and MAC 1105
- Both MAC 1104 and MAC 1105
- Both MAC 1114 and MAC 1147
- Both MGF 1202 and MGF 1106

ASSOCIATE IN SCIENCE/ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

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

Listing of AS, AAS and Associated Certificate Programs

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

The Associate in Science/Associate in Applied Science Degrees and Associated Certificate programs offered at PHCC are as follows:

Associate in Applied Science Degree in:

Business Administration

Associate in Science Degree in:

- Business Administration
- Computer Information Systems Analysis
 - Microsoft/Novell Specializations
- Computer Programming and Analysis
- Criminal Justice Technology
- Dental Hygiene
- Drafting and Design Technology
- Emergency Medical Services
- Human Services
- Legal Assisting (Paralegal)
- Marketing Management
- Nursing, with the:
 - Generic Track
 - Licensed Practical Nurse Track
 - Paramedic Track
- Office Systems Technology
- Legal Secretary Specialization
- Physical Therapist Assistant (This is a joint program offered by St. Petersburg Junior College and PHCC.)
- Radiography

Associated Certificate Program in:

- Business Management
- Computer Programming
- Paramedic
- Emergency Medical Technician
- Office Systems Specialist

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



ACADEMIC PROGRAMS

ASSOCIATE IN SCIENCE DEGREE PROGRAM

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

The Associate in Science (AS) Degree will be awarded upon completion of the program hours shown in the College Catalog/ Student Handbook. All AS degrees include at least 15 credit hours of General Education courses. All PHCC AS degrees include ENC 1101 English Composition I or ENC 1121H English Composition I Honors. Required communication, computation, and humanities courses must each be completed with a grade of "C" or above. At least 15 hours of credit, other than Credit-by-Exam, CLEP, or Advanced Placement, must be earned in residence at PHCC. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved prior to graduation.

OBJECTIVES OF THE AS DEGREE

The purpose of the AS degree is to prepare students to transfer to the State University System for specific program areas and to enter the workforce. Students who wish to transfer should contact the university to determine the transferability of courses. Statewide articulation exists between PHCC and the State University System and between selected public and private colleges and universities for some of the AS degrees to provide the opportunity to continue in a bachelor's degree program.

OBJECTIVES

1. To enhance the ability of the students to communicate ideas and meaning in writing with competency in form and substance
MEASUREMENT
All AS graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101 or ENC 1121H).
2. To ensure that students have a broad understanding of the social sciences.
MEASUREMENT
All AS graduates will have completed successfully three credits from courses with the following prefixes: ANT, CLP, DEP, INR, POS, PSY, SOP or SYG.
3. To foster in students an understanding of mathematics or natural sciences.
MEASUREMENT
All AS graduates will have completed successfully three credits from the following courses:
 - Mathematics - any course with MAC, MGF, MTG, or STA prefix (with a "C" or higher).
 - OR**
 - Biological Science - any course with BSC, MCB, or OCE prefix.
 - OR**
 - Physical Science - any three-hour course with CHM, GLY, PHY or PSC prefix.
4. To enhance the ability of students to appreciate diversity, the arts, composition, and/or ethics.
MEASUREMENT
All AS graduates will have completed successfully three credits from the humanities area.
5. To broaden the understanding and appreciation of students in the areas of communications, social science, mathematics, natural sciences, and humanities.
MEASUREMENT
All AS graduates will have completed successfully three additional hours of courses in communications (with a "C" or higher), social science, mathematics (with a "C" or higher), natural sciences, or humanities.
6. To develop computer literacy skills in students.
MEASUREMENT
All AS graduates will have completed successfully a computer course or successfully used computer skills within their discipline.
7. To strengthen speaking and listening skills in students.
MEASUREMENT
All AS graduates will have successfully demonstrated listening and speaking skills within their program.
8. To ensure that all students are provided a sound technical foundation in their designated program area.
MEASUREMENT
All AS graduates will have completed successfully their designated program of study.

ASSOCIATE IN SCIENCE DEGREE AND ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

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

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

	Semester Hours	Credit
I. Communications	3	
*ENC 1101 English Composition I		
*ENC 1121H English Composition I-Honors		
II. Social Sciences	3	
Courses with the following prefixes will meet this requirement: ANT, CLP, DEP, INR, POS, PSY, SOP, or SYG		
III. Mathematics or Natural Sciences	3	
Any one of the following courses: Mathematics (any course with MAC, MGF, MTG or STA prefix) OR Biological Science (any course with BSC, MCB or OCE prefix) OR Physical Science (any course with CHM, GYL, PHY or PSC prefix)		
IV. Humanities**	3	
Any course from the following areas: Art Drama English Composition II Ethics (any Ethics course with a PHI prefix) Foreign Language Music		
V. Core Elective	3	
Any course not used to satisfy Areas I, II, III or IV above OR any course from the following areas: Computer Science Geography History Humanities Interdisciplinary Journalism Literature Reading Speech		
Total Hours:	15	

*Grade of "C" or above required

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

Each program will also include computer competencies, general computational skills, oral communication skills, and human relations skills taught in a specific course or courses, based on the curricular needs. Some programs may also require particular courses to meet the requirements in II, III, IV, and V above. See the individual program listings for required General Education Courses that must be completed.

It is strongly recommended that the first of any required English and mathematics courses be taken within the first 15 hours of course work. If the need for college preparatory courses is indicated by placement scores, college preparatory courses must be completed by the time the student completes 12 credit hours. The first of any required English and mathematics courses, as applicable, should be taken as soon thereafter as the student demonstrates the necessary skills for these courses.

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION AS TO BS TRANSFER PROGRAM

This program is designed for students who plan to major in business at a state university. The purpose of this program is to prepare students for transfer to the junior level of the State University System (SUS) of Florida, by providing academic courses which are parallel in both content and quality to those taught within the SUS. This program will also prepare students for employment for mid-management positions in a variety of business environments.

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
ENC 1101	English Composition I	3
MAC 1105	College Algebra	3
MAC 2233	Applied Calculus	4
SPC 2600	Introduction to Public Speaking	3
ECO 2013	Principles of Economics I	3
ECO 2023	Principles of Economics II	3
STA 2023	Introduction to Statistics	3
ACG 2021	Principles of Financial Accounting	3
ACG 2071	Principles of Managerial Accounting	3
GEB 1011	Introduction to Business	3
MAN 1800	Small Business Management	3
BUL 2241	Business Law I	3
MAR 1011	Principles of Marketing	3
CGS 1100	Microcomputer Applications	3
Elective	Social or Behavioral Science*	3
Elective	Humanities*	3
 <i>PROGRAM OPTIONS</i>		 15
Choose 5 of the following courses:		
MNA 2941	Internship in Business	
MAT 1033	Intermediate Algebra	
MNA 1300	Personnel Relationships in Business	
OST 2335	Business Communications	
MNA 1345	Principles of Supervision	
GEB 2350	Business in an International Environment	
<i>Total Hours:</i>		<hr style="width: 100px; margin: 0 auto;"/> 64

*See Associate in Science General Education Requirements

ACADEMIC PROGRAMS



ASSOCIATE IN APPLIED SCIENCE IN BUSINESS ADMINISTRATION

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

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MNA 2941	Internship in Business	3
MAR 1011	Principles of Marketing	3
**OST 1100	College Keyboarding I	3
QMB 1001	Business Mathematics	3
GEB 2350	Business in an International Environment	3
ACG 2021	Principles of Financial Accounting	3
BUL 2241	Business Law I	3
MNA 1300	Personnel Relationships in Business	3
ACG 2071	Principles of Managerial Accounting	3
ECO 2013	Principles of Economics I	3
OST 2335	Business Communications	3
MNA 1345	Principles of Supervision	3
SLS 2420	Career Enhancement	1
Elective	Area II*	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	Area V*	3
Elective	(Suggested Electives, see below)	6
<i>Total Hours:</i>		64

*See Associate in Applied Science General Education Requirements

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

Suggested Electives:

BUL 2242	Business Law II	MKA 2511	Principles of Advertising
CGS 2108	Advanced Microcomputer Applications	OST 1711	Word Processing - WordPerfect
ECO 2023	Principles of Economics II	OST 1764	Word Processing - Word for Windows
MAN 1800	Small Business Management	OST 1811	Desktop Publishing
MKA 1021	Salesmanship	OST 2311	LOTUS for the Office
MKA 2041	Principles of Retailing	OST 2312	EXCEL for the Office
		STA 2023	Introduction to Statistics



CERTIFICATE PROGRAM – BUSINESS MANAGEMENT

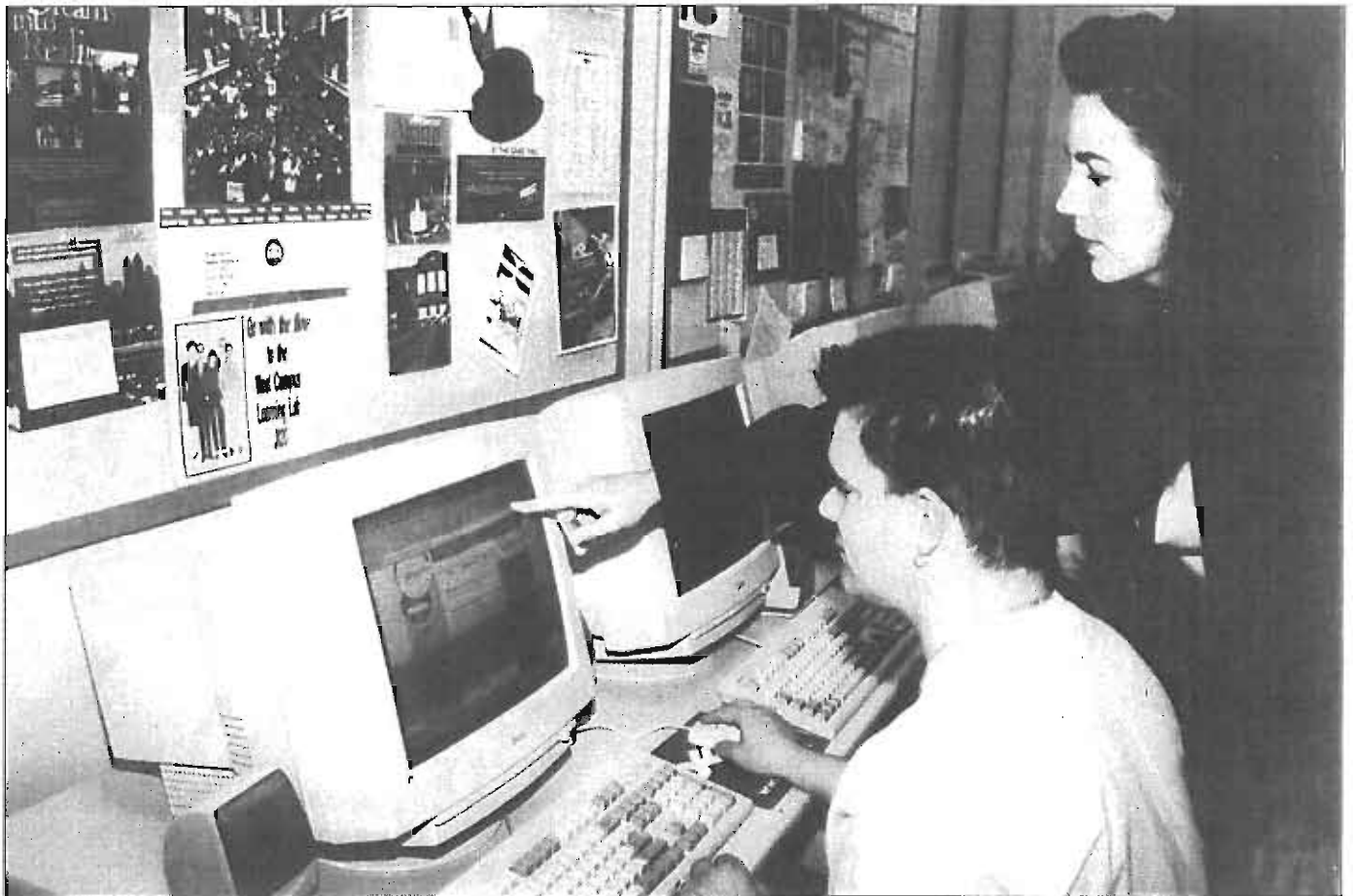
The purpose of this program is to prepare students for the operation of a business and to become business owners and entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a business. Upon successful completion of this certificate program, a student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

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

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
CGS 1100	Microcomputer Applications	3
MAN 1800	Small Business Management	3
MNA 1345	Principles of Supervision	3
GEB 1011	Introduction to Business	3
ACG 2021	Principles of Financial Accounting	3
ECO 2013	Principles of Economics I	3
MNA 1300	Personnel Relationships in Business	3
BUL 2241	Business Law I	3
<i>Total Hours:</i>		<u>24</u>

Suggested Additional Courses:

ACG 2071	Principles of Managerial Accounting
BUL 2242	Business Law II
CGS 2108	Advanced Microcomputer Applications
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
MKA 2511	Principles of Advertising
OST 2335	Business Communications
QMB 1001	Business Mathematics



ACADEMIC PROGRAMS

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS ANALYSIS - NETWORK SYSTEMS

The purpose of this program is to prepare students for employment as business programmers, information systems programmers well as to prepare for certification as a Microsoft (MCSE) or Novell (CNE) certified engineer as well as for A+ certification. Students who complete the program and who pass the required certification examinations will be qualified to effectively plan, implement, maintain, and support information systems with Microsoft Windows NT or Novell NetWare server software. Note: Certification is not guaranteed. Students must commit to additional hours of study. Fees for the specific certification courses do not follow the regular college fee schedule. See the Fees and Expenses section of the catalog for specific course fees.

<i>COURSE</i>	<i>LISTING OF COURSES</i>	<i>SEMESTER CREDIT HOURS</i>
COP 1000	Introduction to Computer Programming	3
CGS 1000	Computer Concepts	3
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
CGS 2820	Web Page Design	3
ACG 2021	Principles of Financial Accounting	3
CGS 1100	Microcomputer Applications	3
COP 1332	Visual BASIC Programming	3
MNA 1300	Personnel Relationships in Business	3
OST 2335	Business Communications	3
CGS 1565	Microcomputer Operating Systems	3
COP 2220	"C" Language Programming	3
CET 1178C	Microcomputer Systems Repair	3
Options	See version options below	15
Elective	Area II*	3
Elective	Area III - Math*	3
Elective	Area IV*	3
Elective	Area V*	3
Total Hours:		63

*See Associate in Science General Education Requirements

Microsoft NT Option

<i>COURSE</i>	<i>LISTING OF COURSES</i>	<i>SEMESTER CREDIT HOURS</i>
CET 2489	Networking Essentials	2
CEN 1300	Administering MS Windows NT 4.0	2
CEN 1301	Supporting MS Win NT Server 4.0 Core Tech	3
CEN 1304	Supporting MS Win NT Server 4.0 Enterprise Tech	3
CET 1515	Creating/Configuring a Web Server Using MS Tools	2
CEN 1302	Internetworking MS TCP/IP on MS Windows NT 4.0	3
Total Hours:		15

Novell IntranetWare 4.11 Option

<i>COURSE</i>	<i>LISTING OF COURSES</i>	<i>SEMESTER CREDIT HOURS</i>
CEN 2503	IntranetWare 4.11 System Administration	3
CEN 2504	Advanced IntranetWare 4.11 Administration	2
CET 2490	IntranetWare 4.11 Installation & Configuration	1.5
CEN 2507	NetWare 4.11 Design & Implementation	2
CDA 1522	Networking Technologies	2
CET 2496	NetWare Service and Support	3
CET 2497	Building Intranets with IntranetWare	1.5
Total Hours:		15

Novell NetWare 5 Option

<i>COURSE</i>	<i>LISTING OF COURSES</i>	<i>SEMESTER CREDIT HOURS</i>
CEN 1509	NetWare 5 Administration	3
CEN 1510	NetWare 5 Advanced Administration	3
CEN 2523	NDS Designer & Implementation	2
CDA 1522	Networking Technologies	2
CET 2497	NetWare Service & Support	3
Elective	ONE of the following courses:	2
	CEN 2506 IntranetWare: Integrating Windows NT	—
	CEN 1548 Securing Intranets with BorderManager	
	CEN 1508 Network Management Using ManageWise	
Total Hours:		15

ASSOCIATE IN SCIENCE IN COMPUTER PROGRAMMING & ANALYSIS

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

COURSE	LISTING	CREDIT HOURS
CGS 1000	Computer Concepts	3
COP 1000	Introduction to Computer Programming	3
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
CET 1173	Microcomputer System Repair	3
ACG 2021	Principles of Financial Accounting	3
CGS 1100	Microcomputer Applications	3
COP 1332	Visual Basic Programming	3
MNA 1300	Personnel Relationships in Business	3
OST 2335	Business Communications	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2108	Advanced Microcomputer Applications	3
COP 2333	Advanced Database Programming	3
COP 2120	COBOL Programming	3
CGS 2263	Introduction to Networking	3
CGS 2820	Web Page Design	3
COP 2220	"C" Language Programming	3
Elective	Area II*	3
Elective	Area III - Mathematics *	3
Elective	Area IV*	3
Elective	Area V*	3
Elective	(Suggested Electives – see below. NOTE: Other courses may be taken as electives)	3
Total Hours:		63

*See Associate in Science General Education Requirements

Suggested Electives:

ACG 2071	Principles of Managerial Accounting
ECO 2013	Principles of Economics I
ECO 2023	Principles of Economics II
MAC 2233	Applied Calculus
MNA 2941	Internship in Business
OST 1100	College Keyboarding I
STA 2023	Introduction to Statistics

NOTE: Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Computer Programming and Analysis for the successful completion with a "C" average or better (8207100) Web Internet Services at the Marchman Technical Center. Credit will be awarded for:

CGS 1000 Computer Concepts

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

COMPUTER PROGRAMMING

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

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

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
CGS 1565	Microcomputer Operating Systems	3
CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
COP 1000	Introduction to Computer Programming	3
MNA 1300	Personnel Relationships in Business	3
COP 1332	Visual BASIC Programming	3
CGS 2108	Advanced Microcomputer Applications	3
CGS 2820	Web Page Design	3
CET 1178C	Microcomputer System Repair	3
Elective	Choose one course from the Language Option list	3
	COP 2333 Advanced Database Programming	
	COP 2220 C Language Programming	
	COP 2120 COBOL Programming	

Total Hours: 33

COMPUTER PROGRAMMING – MICROSOFT SPECIALIZATION CERTIFICATE

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
COP 1000	Introduction to Computer Programming	3
COP 1332	Visual BASIC Programming	3
COP 2220	C Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
MNA 1300	Personnel Relationships in Business	3
CET 2489	Networking Essentials	2
CEN 1300	Administering MS Windows NT 4.0	2
CEN 1301	Supporting MS Win NT Server 4.0 Core Tech	3
CEN 1304	Supporting MS Win NT Server 4.0 Enterprise Tech	3
CET 1515	Creating/Configuring a Web Server Using MS Tools	2
CEN 1302	Internetworking MS TCP/IP on MS Windows NT 4.0	3

Total Hours: 33

COMPUTER PROGRAMMING – NOVELL 4.1 SPECIALIZATION CERTIFICATE

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
COP 1000	Introduction to Computer Programming	3
COP 1332	Visual BASIC Programming	3
COP 2220	C Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
MNA 1300	Personnel Relationships in Business	3
CEN 2503	IntranetWare 4.11 System Administration	3
CEN 2504	Advanced IntranetWare 4.11 Administration	2
CET 2490	IntranetWare 4.11 Installation & Configuration	1.5
CEN 2507	NetWare 4.11 Design & Implementation	2
CDA 1522	Networking Technologies	2
CET 2496	NetWare Service and Support	3
CET 2497	Building Intranets with IntranetWare	1.5

Total Hours: 33

COMPUTER PROGRAMMING – NOVELL 5 SPECIALIZATION CERTIFICATE

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
COP 1000	Introduction to Computer Programming	3
COP 1332	Visual BASIC Programming	3
COP 2220	C Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
MNA 1300	Personnel Relationships in Business	3
CEN 1509	NetWare 5 Administration	3
CEN 1510	NetWare 5 Advanced Administration	3
CEN 2523	NDS Designer & Implementation	2
CDA 1522	Networking Technologies	2
CET 2497	NetWare Service & Support	3
Elective	ONE of the following courses:	2
	CEN 2506 IntranetWare: Integrating Windows NT	2
	CEN 1548 Securing Intranets with BorderManager	2
	CEN 1508 Network Management Using ManageWise	2

Total Hours: 33

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY

The purpose of this program is to provide a professional background to those preparing for careers in law enforcement, corrections, and private security. 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.

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
PSC 1311	Survey of the Physical Sciences	3
SYG 2000	Introduction to Sociology or SYG 2000H Introduction to Sociology-Honors	3
CCJ 1100	Introduction to Law Enforcement	3
CCJ 1300	Introduction to Corrections	3
ENC 1102	English Composition II or ENC 1122H English Composition II-Honors	3
CCJ 1401	Police Operations	3
CGS 1100	Microcomputer Applications	3
QMB 1001	Business Mathematics (or any higher level mathematics course)	3
MNA 1300	Personnel Relationships In Business	3
CCJ 2220	Criminal Law	3
CJT 1100	Criminal Investigation	3
DEP 2002	Child Psychology* <u>OR</u>	
DEP 2302	Adolescent Psychology*	3
CCJ 1400	Police Organization & Administration	3
CCJ 2940	Field Studies	3
CCJ 2012	Police Role in Crime	3
CJD 2009	Criminal Justice Career Enhancement	1
OST 2335	Business Communications	3
Elective	See Criminal Justice Electives below	<u>12</u>
Total Hours:		64

PHCC offers the Law Enforcement/Basic Recruit and the Correctional Officer programs. This technical credit program fulfills the requirements set forth by the Florida Department of Law Enforcement Standards and Training Commission. Thirteen hours of credit may be granted for the successful completion of the Law Enforcement/Basic Recruit program offered at PHCC. Ten hours of credit may be granted for the successful completion of the Correctional Officer program. Students who have completed the Law Enforcement/Basic Recruit or the Correctional Officer program elsewhere, and who have passed the Florida State examination for certification, are also eligible to receive the credit listed below at PHCC. After completing 15 hours of credit in classroom instruction at PHCC and declaring into the Criminal Justice Technology program, the student will be awarded credit for the courses listed. An additional three credit hours may be granted for course CCJ 2940 Field Studies for those currently employed with one year of experience as a law enforcement or correctional officer (not auxiliary).

Criminal Justice Electives:

CCJ 1000	Crime and Delinquency
CCJ 2122	Police Community Relations
CCJ 2250	Rules of Evidence for Police
CJT 1110	Introduction to Criminalistics
CJT 1800	Introduction to Principles of Security
CJT 2814	Security of Cultural Institutions

Courses Accepted for Criminal Justice Technology Credit

Law Enforcement/Basic Recruit Courses

CCJ 1100	Introduction to Law Enforcement
CCJ 1401	Police Operations
CCJ 2220	Criminal Law
CJT 1100	Criminal Investigations
CJD 2009	Criminal Justice Career Enhancement

Correctional Officer Courses

CCJ 1300	Introduction to Corrections
CCJ 2220	Criminal Law
CCJ 1000	Crime and Delinquency
CJD 2009	Criminal Justice Career Enhancement

ASSOCIATE IN SCIENCE IN DENTAL HYGIENE

(The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.)

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

The purpose of this program is to prepare students for employment as a dental hygienist. Upon successful completion of the program, the graduate receives an Associate in Science Degree in Dental Hygiene. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

*Prerequisites

COURSE	LISTING	CREDIT HOURS
BSC 1085	Human Anatomy and Physiology I	3
BSC 1085L	Human Anatomy and Physiology I Laboratory	1
BSC 1086	Human Anatomy and Physiology II	3
BSC 1086L	Human Anatomy and Physiology II Laboratory	1
CHM 1025	Introductory Chemistry (or higher-level chemistry course)	3
CHM 1025L	Introductory Chemistry Laboratory (or higher-level chemistry course with lectures)	1
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
PSY 1012	Introduction to Psychology or PSY 1012H Introduction to Psychology-Honors	3
		<u>18</u>

Proof of Professional Liability Insurance Required for all DES, DEH courses.

COURSE	LISTING	CREDIT HOURS		
		Session I	Session II	Session III
FRESHMAN				
DES 1020	Oral, Head, and Neck Anatomy	4		
DES 1020L	Oral, Head, and Neck Anatomy Laboratory	.5		
DEH 1001	Dental Hygiene I	4		
DEH 1001L	Dental Hygiene I Clinical	2.5		
DES 1200C	Dental Radiography	3		
DES 1100C	Dental Materials		1.5	
DEH 1130	Oral Histology and Embryology		2	
DEH 1800	Dental Hygiene II		2	
DEH 1800L	Dental Hygiene II Clinical		2.5	
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Laboratory		1	
HUN 2201	Science of Human Nutrition		3	
**DEH 2400	General and Oral Pathology			2
**DEH 2602	Periodontics			2
DEH 2005	Dental Hygiene III			1
DEH 2802L	Dental Hygiene III Clinical			3.5
		<u>14</u>	<u>15</u>	<u>8.5</u>

*These 18 hours of prerequisites must be completed before admission to the program and are included in the 34 hours of General Education Requirements.

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

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>	
		<i>Session I</i>	<i>Session II</i>
SOPHOMORE			
ENC 1102	English Composition II or ENC 1122H English Composition II–Honors	3	
DEH 2702	Community Dental Health	3	
DEH 2810	Dental Hygiene IV	2	
DEH 2804L	Dental Hygiene IV Clinical	4.5	
**DES 2050	Pharmacology	2	
Elective	Elective	3	
CGS 1100	Microcomputer Applications		3
DEH 2702L	Community Dental Health Clinical		1.5
DEH 2830	Dental Hygiene V		2
DEH 2806L	Dental Hygiene V Clinical		5.5
SYG 2000	Introduction to Sociology or SYG 2000H Introduction to Sociology–Honors		3
		17.5	15
General Education		37	Semester Hours
Dental Hygiene Education		51	Semester Hours
Total Hours		88	Semester Hours

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

Special Program Requirements

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

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

ACADEMIC PROGRAMS



courses.

ASSOCIATE IN SCIENCE IN DRAFTING AND DESIGN TECHNOLOGY

The purpose of this program is to prepare individuals for employment in the drafting and computer drafting field. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building and manufacturing industries.

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
ETD 1100C	Technical Drawing I	4
BCN 1001	Building Construction	3
MAC 1105	College Algebra	3
ETD 2200C	Technical Drawing II	4
ETD 2238	Mathematics for Drafting	3
BCN 2704	Construction Documents	3
ETD 2300C	Computer Aided Drafting I	4
ETD 2350C	Computer Aided Drafting II	4
ETD 1530C	Architectural Drafting	4
ETC 1250	Properties of Material	3
MNA 1300	Personnel Relationships in Business	3
ETD 2540C	Civil Engineering Drafting	4
ETD 2381C	Computer Aided Drafting for Manufacturing	4
ETD 2941	Internship in Drafting & Design	3
SLS 2420	Career Enhancement	1
Elective	Area II*	3
Elective	Area IV*	3
Elective	Area V*	3
		<hr/>
<i>Total Hours:</i>		62



ASSOCIATE IN SCIENCE IN EMERGENCY MEDICAL SERVICES

The purpose of this program is to prepare students 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.

Proof of Professional Liability Insurance required for all EMS courses.

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
	FRESHMAN	
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
EMS 1119C	Emergency Medical Technology	6.5
EMS 1431	Emergency Medical Technology Clinical	1.5
PHI 1630	Applied Ethics	3
HSC 2531	Medical Terminology	3
HSC 1101	Perspectives of Health and Wellness	3
HSC 1149	General Pharmacology for Health Professionals	1
HSC 1149L	General Pharmacology for Health Professionals Laboratory	1
Elective	Area I, II, III, IV or V ¹	3
PSY 1012	Introduction to Psychology or PSY 1012H Introduction to Psychology--Honors	3
BSC 1020	Human Biology	3
		31

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

¹See Associate in Science General Education Requirements

		<i>Session I</i>	<i>Session II</i>	<i>Session III</i>
	SOPHOMORE			
*EMS 2271C	Paramedics I	11.5		
*EMS 2444	Paramedics Clinical I	2.5		
*EMS 2272C	Paramedics II		9	
*EMS 2465	Paramedics Clinical II		6	
*EMS 2458	Paramedics Internship			7.5
*EMS 2273C	Paramedics III			5.5
		14	15	13
	Total Hours:		73	

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

*Courses include computer competencies

ACADEMIC PROGRAMS



CERTIFICATE PROGRAM - EMERGENCY MEDICAL TECHNICIAN

The purpose of this 11-credit-hour program is to prepare students for employment as emergency medical technicians to function at the basic pre-hospital level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMT's in accordance with Chapter 64E-2 of the Florida Administrative Code. The program is approved by the Department of Health and Rehabilitative Services and the curriculum adheres to the U.S. Department of Transportation Emergency Medical Technician-Basic National Standard Curriculum. This is the initial level for a career in emergency medical services and the prerequisite for paramedic training and certification.

Prerequisites:

COURSE	LISTING	CREDIT HOURS
HSC 2531	Medical Terminology	3

Students must submit:

1. Proof of current CPR certification, either American Heart Association BLS for Healthcare Providers or American Red Cross Rescuer, by the drop/add date for the term in which they enroll or they will be dropped from the course.
2. An official high school transcript indicating graduation, or official GED scores indicating a successful completion, and an official transcript sent directly from each college and university previously attended.
3. Proof of Professional Liability Insurance required for EMS courses.

COURSE	LISTING	CREDIT HOURS
HSC 2531	Medical Terminology (prerequisite)	3
EMS 1119C	Emergency Medical Technology	6.5
EMS 1431	Emergency Medical Technology Clinical	1.5
		<hr/> 11

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

CERTIFICATE PROGRAM - PARAMEDIC

A limited access program. Admission requirements are explained in an application packet available from the Admissions Office.

The purpose of this 42-credit-hour program is to provide a theoretical base to understand and implement life-saving techniques in an emergency situation. College laboratory experience is provided for learning skills. A supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility. Upon successful completion of the program and successful completion of final comprehensive written and practical examinations, the graduate is eligible to apply to take the State of Florida Paramedic certification exam or the National Registry exam. A two-year Associate in Science Degree in Emergency Medical Services is also available.

Prerequisites:

Admission into the Paramedic Certificate Program. (See Paramedic Certificate Programs.)
Current CPR card (AHA or Red Cross) valid until October of the admitting year

Proof of Professional Liability Insurance required for EMS courses.

COURSE	LISTING	CREDIT HOURS		
		Session I	Session II	Session III
*EMS 2271C	Paramedics I	11.5		
*EMS 2444	Paramedics Clinical I	2.5		
*EMS 2272C	Paramedics II		9	
*EMS 2465	Paramedics Clinical II		6	
*EMS 2458	Paramedics Internship			7.5
*EMS 2273C	Paramedics III			5.5
		<hr/> 14	<hr/> 15	<hr/> 13
	Total Hours:		42	

An academic average of "C" or higher in each paramedic course and a grade of "Pass" in each clinical course must be earned in order to continue in the program.

*These courses include computer competencies.

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

The purpose of this program is to prepare students to be a generalist human services worker who will serve in a variety of positions in community, social, and behavioral agencies.

Articulation Agreements provide students who complete this degree the option of transferring to St. Leo University to pursue a Bachelor of Arts in Human Services or a Bachelor of Social Work degree. Articulation agreements with other public and private universities and colleges are being developed. Students who are interested in transferring to these programs should consult an advisor or the coordinator of human services.

Proof of Professional Liability Insurance required for HUS 2940, HUS 2941.

COURSE	LISTING	CREDIT HOURS	
		Session I	Session II
FRESHMAN			
*HUS 1001	Introduction to Human Services	3	
PSY 1012	Introduction to Psychology or PSY 1012H Introduction to Psychology–Honors	3	
SYG 2000	Introduction to Sociology or SYG 2000H Introduction to Sociology–Honors	3	
SLS 1211	Individual Discovery	3	
ENC 1101	English Composition I or ENC 1121H English Composition I–Honors	3	
HUS 1110	Basic Counseling Skills		3
CLP 2140	Abnormal Psychology		3
DEP 2004	Life Span Development		3
ENC 1102	English Composition II or ENC 1122H English Composition II–Honors		3
CGS 1100	Microcomputer Applications		3
		15	15
SOPHOMORE			
HUS 2531	Substance Abuse Counseling	3	
DEP 2002	Child Psychology (DEP 2401 may be substituted)	3	
BSC 1020	Human Biology	3	
HUS 2525	Issues in Mental Health	3	
HUS 2940	Human Services Practicum I	4	
SYG 2010	Social Problems		3
DEP 2302	Adolescent Psychology (DEP 2401 may be substituted)		3
HUS 2941	Human Services Practicum II		4
Mathematics	Any Math course (1000 level or higher) or QMB 1001		3
POS 2041	American Federal Government		3
**Elective	Any course listed as approved elective		3
		16	19
		Total Hours:	65

*Students pursuing the AS Degree in Human Services should complete this course during the first semester of attendance. All other courses should be taken in the order shown.

****Approved Electives:**

HUS 2403	The Disabled Experience	SYG 1361	Death in America
EDF 1005	Introduction to Education	SYG 1420	Families in Transition
SYG 2221	Women in American Society	SYG 2430	Marriage and the Family
SOP 2772	Human Sexuality	GEY 2000	Introduction to Gerontology



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

The Associate in Science in Nursing (R.N.) is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, a specialized accrediting body recognized by the United States Department of Education. (Telephone # 1-800-669-1656)

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

The purpose of this program is to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies and to transfer to the State University System. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018.

*Prerequisites

COURSE	LISTING	CREDIT HOURS
HUN 2201	Science of Human Nutrition	3
PSY 1012	Introduction to Psychology or PSY 1012H Introduction to Psychology-Honors	3
BSC 1085	Human Anatomy & Physiology I	3
BSC 1085L	Human Anatomy & Physiology I Laboratory	1
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
<i>Students must complete all required College Preparatory Courses.</i>		<u>13</u>

Proof of Professional Liability Insurance required for all NUR courses.

COURSE	LISTING	CREDIT HOURS		
		Session I	Session II	Session III/IIIA
FRESHMAN				
ENC 1102	English Composition II or ENC 1122H English Composition II-Honors			3
BSC 1086	Human Anatomy & Physiology II	3		
BSC 1086L	Human Anatomy & Physiology II Laboratory	1		
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Laboratory		1	
NUR 1020C	Fundamentals of Nursing	9		
NUR 1710C	Adult Nursing I/Generic Track		9	
NUR 1520C	Mental Health Nursing			5
NUR 2820	Nursing Role & Scope			1
		<u>13</u>	<u>13</u>	<u>9</u>
SOPHOMORE				
NUR 2460C	Maternal-Child Nursing	9		
NUR 2711C	Adult Nursing II/Generic Track		9	
DEP 2004	Life-Span Development	3		
SYG 2000	Intro to Sociology		3	
		<u>12</u>	<u>12</u>	
General Education and Support Courses		30 Semester Hours		
Nursing Education		42 Semester Hours		
Total Hours		72 Semester Hours		

*These 13 hours of prerequisites **must be completed** before admission to the program and are included in the 30 hours of General Education requirements.

Special Program Requirements

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

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

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

ADVANCED TECHNICAL CERTIFICATE - THE CARE OF THE MONITORED PATIENT

The purpose of this Advanced Technical Certificate program is to provide the Associate of Science Degree RN and/or registered nurse with advanced knowledge and skills in monitored areas which are beyond the basic nursing education. The program includes instruction in advanced pathophysiology, physical assessment, and clinical management.

Proof of Professional Liability Insurance required for all NUR courses.

COURSE	LISTING	CREDIT HOURS
NUR 2060C	Advanced Health & Physical Assessment	2
NUR 2120	Advanced Pathophysiology	2
NUR 2891	Management of Clinical Problems	2
NUR 2276C	Care of the Monitored Patient	6
Total Hours:		<u>12</u>

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

The Associate in Science in Nursing (R.N.) is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, a specialized accrediting body recognized by the United States Department of Education. (Telephone # 1-800-669-1656)

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

The purpose of this program track is to allow an entry point into the Associate Degree in Nursing Program for the Licensed Practical Nurse. Entry into this program may be limited to 24 students plus the number of spaces available in the freshman class during Session III. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.018 and to transfer to the State University System.

Upon acceptance and enrollment into this program, students will receive 16.5 advanced college credit semester hours based on practical nursing education.

*Prerequisites

COURSE	LISTING	CREDIT HOURS
HUN 2201	Science of Human Nutrition	3
PSY 1012	Introduction to Psychology or PSY 1012H Introduction to Psychology-Honors	3
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
MCB 2010	Microbiology I	3
MCB 2010L	Microbiology I Laboratory	1
BSC 1085	Human Anatomy & Physiology I	3
BSC 1085L	Human Anatomy & Physiology I Laboratory	1
BSC 1086	Human Anatomy & Physiology II	3
BSC 1086L	Human Anatomy & Physiology II Laboratory	1
<i>Students must complete all required College Preparatory Courses.</i>		<u>21</u>

Proof of Professional Liability Insurance required for all NUR courses.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT		
		+Session IIIB	Session I	Session II
FRESHMAN				
ENC 1102	English Composition II or ENC 1122H English Composition II-Honors	3		
NUR 1001C	Adult Nursing I/LPN Track	4		
		<u>7</u>		
SOPHOMORE				
NUR 1520C	Mental Health Nursing		5	
NUR 2412C	Maternal-Child Nursing/LPN Track		6	
NUR 2820	Nursing Role & Scope			1
DEP 2004	Life-Span Development		3	
NUR 2720C	Adult Nursing II/LPN Track			9.5
SYG 2000	Introduction to Sociology			<u>3</u>
			<u>14</u>	<u>13.5</u>
	General Education and Support Courses	30 Semester Hours		
	Nursing Education	<u>42 Semester Hours</u>		
	Total Hours	72 Semester Hours		

*These 21 hours of prerequisites **must be completed** before admission to the program and are included in the 30 hours of General Education requirements.

+This Program Track begins with Session IIIB.

Special Program Requirements

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

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

ASSOCIATE IN SCIENCE IN LEGAL ASSISTING

The purpose of this program is to prepare students for employment as paralegal assistants in law offices, government agencies, insurance offices, corporations, financial institutions, and title insurance companies. This program is also designed to provide supplemental training for persons already employed as paralegal assistants. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

COURSE	LISTING	CREDIT HOURS
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
OST 1711	Word Processing - WordPerfect OR OST 1100 College Keyboarding	3
Mathematics	Any math course (1000 level or higher) or QMB 1001	3
PLA 1003	Introduction to Legal Assisting and Legal Ethics	3
PLA 1201	Civil Procedure	3
PLA 1263	Evidence and Trial Practice	3
PLA 1303	Criminal Law for Legal Assistants	3
PLA 2273	Torts	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
POS 2041	American Federal Government	3
PLA 1763	Law Office Management	2
PLA 2104	Legal Research and Writing I	3
PLA 2114	Legal Research and Writing II	3
PLA 2800	Domestic Relations	3
PLA 2540	Real Property Law	3
PLA 2445	Commercial Transactions	2
PLA 2600	Wills, Estates and Trusts	3
PLA 2465	Debtor, Creditor, and Bankruptcy	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	Area V*	3
Total Hours:		64

*See Associate in Science General Education Requirements

Suggested Additional Courses:

CGS 1100	Microcomputer Applications
OST 2401	Administrative Office Procedures
PLA 2940	Legal Assisting Seminar & Internship

Students pursuing the AS degree in Legal Assisting should complete *PLA 1003 Introduction to Legal Assisting and Legal Ethics* during their first semester of attendance. *PLA 1201 Civil Procedure* is a prerequisite to *PLA 1263 Evidence and Trial Practice*.

Please see course descriptions for other prerequisites and corequisites.



ASSOCIATE IN SCIENCE IN MARKETING MANAGEMENT

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

COURSE	LISTING	CREDIT HOURS
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
GEB 1011	Introduction to Business	3
MAR 1011	Principles of Marketing	3
CGS 1100	Microcomputer Applications	3
OST 1100	College Keyboarding I	3
MNA 1345	Principles of Supervision	3
QMB 1001	Business Mathematics	3
MKA 1021	Salesmanship	3
MKA 1302	Marketing Practicum I	3
ACG 2021	Principles of Financial Accounting	3
BUL 2241	Business Law I	3
MNA 1300	Personnel Relationships in Business	3
MKA 1312	Marketing Practicum II	3
GEB 2350	Business in an International Environment	3
ECO 2013	Principles of Economics I	3
MKA 2041	Principles of Retailing	3
MKA 2511	Principles of Advertising	3
SLS 2420	Career Enhancement	1
Elective	Area II*	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	Area V*	3
Total Hours:		64

*See Associate in Science General Education Requirements

Suggested Additional Courses:

ACG 2071	Principles of Managerial Accounting
BUL 2242	Business Law II
CGS 2108	Advanced Microcomputer Applications
ECO 2023	Principles of Economics II
OST 1811	Desktop Publishing
OST 2335	Business Communications



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

The Associate in Science in Nursing (R.N.) is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, a specialized accrediting body recognized by the United States Department of Education. (Telephone # 1-800-669-1656)

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

The next program offering is tentatively planned for January 2002.

The purpose of this program track is to allow an entry point into the Associate Degree in Nursing Program for the licensed paramedic. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018 and transfer to the State University System.

Upon acceptance into this program, students will receive 7 advanced college credit semester hours based on paramedic education.

*Prerequisites

COURSE	LISTING	CREDIT HOURS
HUN 2201	Science of Human Nutrition	3
PSY 1012	Introduction to Psychology or PSY 1012H Introduction to Psychology-Honors	3
BSC 1085	Human Anatomy & Physiology I	3
BSC 1085L	Human Anatomy & Physiology I Laboratory	1
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
<i>Students must complete all required College Preparatory Courses.</i>		<u>13</u>

Proof of Professional Liability Insurance required for all NUR courses.

COURSE	LISTING	CREDIT HOURS				
		Session I	Session II	Session III	Session IIIA	Session IV
FRESHMAN						
ENC 1102	English Composition II or ENC 1122H English Composition II-Honors					3
BSC 1086	Human Anatomy & Physiology II		3			
BSC 1086L	Human Anatomy & Physiology II Laboratory		1			
MCB 2010	Microbiology			3		
MCB 2010L	Microbiology Laboratory			1		
NUR 1020C	Fundamentals of Nursing		9			
NUR 1520C	Mental Health Nursing				5	
			<u>13</u>	<u>4</u>	<u>5</u>	<u>3</u>
SOPHOMORE						
DEP 2004	Life-Span Development	3				
NUR 2994C	Maternal-Child Nursing/Paramedic Track	6				
NUR 1991C	Adult Nursing I/Paramedic Track	4				
NUR 2995C	Adult Nursing II/Paramedic Track		6			
NUR 2996C	Adult Nursing III/Paramedic Track		4			
NUR 2820	Nursing Role & Scope		1			
SYG 2000	Introduction to Sociology		3			
			<u>13</u>	<u>14</u>		
General Education and Support Courses			30 Semester Hours			
Nursing Education			<u>42</u> Semester Hours			
Total Hours			72 Semester Hours			

*These 13 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements.

Special Program Requirements

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

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

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

ASSOCIATE IN SCIENCE IN OFFICE SYSTEMS TECHNOLOGY

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

COURSE	LISTING	CREDIT HOURS
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3
* OST 1100	College Keyboarding I	3
OST 1271	Speedwriting	3
QMB 1001	Business Mathematics	3
GEB 1011	Introduction to Business	3
MNA 2941	Internship in Business	3
CGS 1100	Microcomputer Applications	3
OST 1110	College Keyboarding II	3
OST 1711	Word Processing - WordPerfect <i>or</i>	
OST 1764	Word Processing - Word for Windows	3
ACG 2021	Principles of Financial Accounting	3
OST 2401	Administrative Office Procedures	3
OST 2311	LOTUS for the Office <i>or</i>	
OST 2312	EXCEL for the Office	3
OST 2335	Business Communications	3
OST 1811	Desktop Publishing	3
OST 2601	Machine Transcription	3
MNA 1300	Personnel Relationships in Business	3
Elective	Area II ¹	3
Elective	Area III ¹	3
Elective	Area IV ¹	3
Elective	Area V ¹	3
Elective	(See Suggested Office Systems Electives below)	3
Total Hours:		63

¹See Associate in Science General Education Requirements

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

WORD-INFORMATION PROCESSING OPTION

The purpose of this program option is to prepare a person for employment as a senior word processing specialist, director of information support systems, or to provide supplemental training for a person previously or currently employed in these occupations. Students who select this option take OST 1711 (Word Processing - WordPerfect) or OST 1722 (Word Processing - Word for Windows) and omit OST 1271 (Speedwriting).

Suggested Office Systems Electives:

ACG 2071	Principles of Managerial Accounting	MKA 1021	Salesmanship
BUL 2241	Business Law I	MKA 2041	Principles of Retailing
BUL 2242	Business Law II	MKA 2511	Principles of Advertising
CGS 1000	Computer Concepts	MNA 1345	Principles of Supervision
CGS 2108	Advanced Microcomputer Applications	OST 1711	Word Processing - WordPerfect
ECO 2013	Principles of Economics I	OST 1764	Word Processing - Word for Windows
ECO 2023	Principles of Economics II	OST 2311	LOTUS for the Office
MAN 1800	Small Business Management	OST 2310	EXCEL for the Office
MAR 1011	Principles of Marketing	OST 2621	Law Office Transcription

ASSOCIATE IN SCIENCE IN OFFICE SYSTEMS TECHNOLOGY – LEGAL SPECIALIZATION

The purpose of this program option is to prepare a person for employment as a legal office systems manager, legal administrative secretary, executive office administrator in a legal setting or to provide supplemental training for a person previously or currently employed in these occupations.

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
ENC 1101	English Composition I or ENC 1121H English Composition I–Honors	3
* OST 1100	College Keyboarding I	3
OST 1271	Speedwriting OR	
OST 1764	Word Processing – Word for Windows	3
QMB 1001	Business Mathematics	3
GEB 1011	Introduction to Business	3
MNA 2941	Internship in Business	3
CGS 1100	Microcomputer Applications	3
PLA 1763	Law Office Management	2
OST 1711	Word Processing - WordPerfect	3
PLA 1204	Civil Procedure	3
ACG 2021	Principles of Financial Accounting	3
OST 2401	Administrative Office Procedures	3
PLA 1003	Introduction to Law and Legal Ethics	3
OST 2335	Business Communications	3
OST 2621	Law Office Transcription	3
MNA 1300	Personnel Relationships in Business	3
SLS 2420	Career Enhancement	1
Elective	Area II*	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	Area V*	3
Elective	(See Suggested Electives below)	3
Total Hours:		63

*See Associate in Science General Education Requirements

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

CERTIFICATE PROGRAM – OFFICE SYSTEMS SPECIALIST

The purpose of this program is to provide the necessary skills for students who plan to seek employment in a clerical position such as file clerk, clerk typist, general office clerk, receptionist, or transcriptionist. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Systems Technology program.

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

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
OST 1100	College Keyboarding I	3
OST 2311	LOTUS for the Office <i>or</i>	
OST 2312	EXCEL for the Office	3
QMB 1001	Business Mathematics	3
CGS 1100	Microcomputer Applications	3
OST 1110	College Keyboarding II	3
OST 2401	Administrative Office Procedures	3
OST 1811	Desktop Publishing	3
OST 2335	Business Communications	3
OST 2601	Machine Transcription	3
MNA 1300	Personnel Relationships in Business	3
Total Hours:		30

OST 1100 may be waived by satisfactorily completing OST 1110.

CERTIFICATE PROGRAM – OFFICE SYSTEMS LEGAL SPECIALIZATION

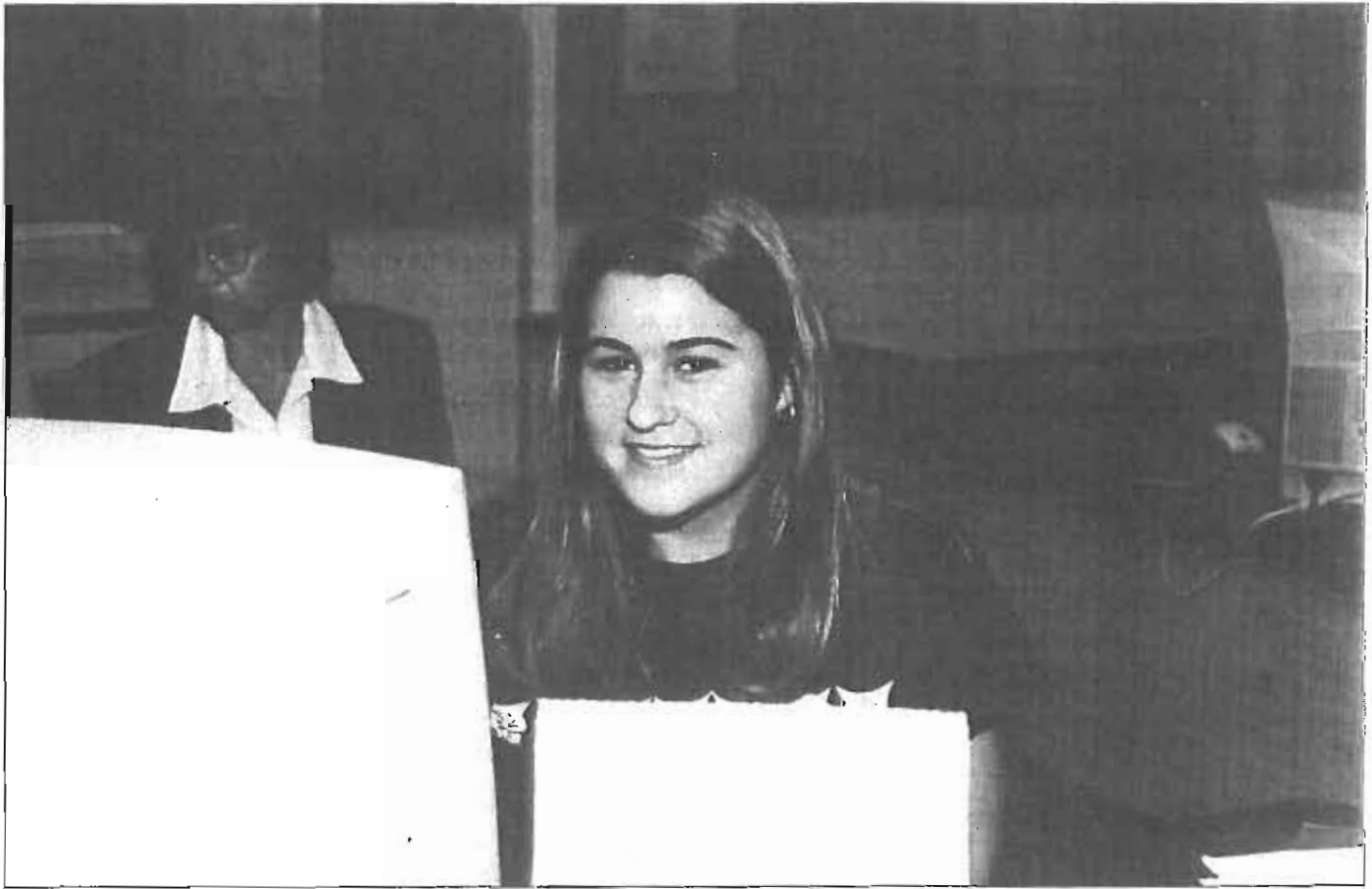
The purpose of this program is to provide the necessary skills for students who plan to seek employment in a law office in a clerical position such as clerk typist, general office clerk, receptionist, or transcriptionist. This program includes legal terminology as well as legal transcription. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office System Technology – Legal Specialization.

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

<i>COURSE</i>	<i>LISTING</i>	<i>CREDIT HOURS</i>
OST 1100	College Keyboarding I	3
QMB 1001	Business Mathematics	3
CGS 1100	Microcomputer Applications	3
PLA 1003	Introduction to Law and Legal Ethics	3
OST 1711	Word Processing - WordPerfect	3
OST 2335	Business Communications	3
MNA 1300	Personnel Relationships in Business	3
PLA 1204	Civil Procedure	3
PLA 1763	Law Office Management	2
SLS 2420	Career Enhancement	1
OST 2621	Law Office Transcription	3
<i>Total Hours:</i>		<u>30</u>

OST 1100 may be waived by satisfactorily completing OST 1110.

ACADEMIC PROGRAMS



ASSOCIATE IN SCIENCE IN PHYSICAL THERAPIST ASSISTANT

This 74-credit-hour program is a joint program between Pasco-Hernando Community College and St. Petersburg Junior College (SPJC). The purpose of this program is to prepare students for careers as physical therapist assistants. A state licensing examination is given by the Florida Board of Physical Therapy Practice. The student will earn the A.S. Degree through SPJC.

Proof of Professional Liability Insurance required for all PHT courses.

COURSE	LISTING	CREDIT HOURS							
		Pre-Entry	First Year			Second Year			
			I	II	III	I	II	III	
I. GENERAL EDUCATION COURSES									
ENC 1101	Composition I				(3)				
Elective	^a Humanities/Fine Arts							3	
Mathematics	Any college-level course with an MAC, MGF, or STA prefix		3						
PSY 1012	General Psychology							3	
PHI 1603	^d Applied Ethics							2	
Computer	^b Computer Competency Requirement								
SPC 1600	Intro to Speech Communication				3				
II. SUPPORT COURSES									
BSC 1085-1086	^c Human Anatomy & Physiology I, II	3	3						
BSC 1085L-1086L	^c Human Anatomy & Physiology I, II Laboratory	1	1						
DEP 2004	Developmental Psychology of the Life Span		3						
HSC 1149C	^f General Pharmacology for Health Professionals							1	
HSC 1531	^e Medical Terminology						2		
<i>The following courses must be taken in sequence:</i>									
III. Courses within the Major									
PHT 1121	Functional Anatomy & Kinesiology				3				
PHT 1121L	Functional Anatomy & Kinesiology Laboratory				2				
PHT 1200	Introduction to Basic Patient Care				3				
PHT 1200L	Basic Patient Care Lab				3				
PHT 1217	Physical Therapy Principles & Procedures					3			
PHT 1217L	Physical Therapy Principles & Procedures Lab					3			
PHT 1801L	Physical Therapy Clinical Practice I						4		
PHT 2220	Therapeutic Exercise in Physical Therapy							2	
PHT 2220L	Therapeutic Exercise in Physical Therapy Lab							1	
PHT 2252	Orthopedic Disabilities & Treatment						3		
PHT 2252L	Orthopedic Disabilities & Treatment Lab						1		
PHT 2162	Neurological Disabilities & Treatment							3	
PHT 2810L-2820L	Physical Therapy Clinical Practice II, III							4 6	
PHT 2931	Trends in Physical Therapy							2	
		4	10	17	8	14	13	8	
			Total Hours:				74		

^a See the list of appropriate course options under General Education Requirements for the A.S. Degree in the SPJC College Catalog or the PHCC College Catalog.
^b See the list of computer competency course options under General Educational Requirements for the A.S. Degree in the SPJC College Catalog (ENC 1101 taken at PHCC will satisfy this requirement).
^c Completion of BSC 1085, 1085L, 1086, and 1086L satisfy the Personal Wellness requirement.
^d PHI 1630 Applied Ethics taken at PHCC will satisfy this requirement.
^e HSC 2531 Medical Terminology taken at PHCC will satisfy this requirement.
^f HSC 1149 and HSC 1149L taken at PHCC will satisfy this requirement.

ACADEMIC PROGRAMS

ASSOCIATE IN SCIENCE IN RADIOGRAPHY

This 77-credit-hour, 24-month program begins each January and contains both academic and clinical components as part of the curriculum. Upon successful completion of all program requirements, the graduate will earn an A.S. Degree in Radiography and is eligible to apply to take the American Registry of Radiologic Technologist (ARRT) credentialing examination. The graduate will also be eligible to apply for a temporary state license issued by the Department of Health, Bureau of Radiation Control.

The purpose of this program is to prepare individuals for transfer to the State University System and for entering the workforce as a radiographer. The radiographer is a vital member of the health care team by providing quality patient care and assisting in the diagnosis of disease and injury by using ionizing radiation. Most radiographers are employed by hospitals and diagnostic imaging centers and clinics.

*Prerequisites

COURSE	LISTING	CREDIT HOURS
*BSC 1085	Human Anatomy and Physiology I	3
*BSC 1085L	Human Anatomy and Physiology I Laboratory	1
*BSC 1086	Human Anatomy and Physiology II	3
*BSC 1086L	Human Anatomy and Physiology II Laboratory	1
		<u>8</u>

Proof of Professional Liability Insurance required for all RTE courses.

COURSE	LISTING	CREDIT HOURS			
		Session I	Session II	Session III	Session IIIA
	FRESHMAN				
RTE 1000	Introduction to Radiologic Science Principles		3		
RTE 1503	Radiographic Procedures I		3		
RTE 1503L	Radiographic Procedures I Laboratory		1		
RTE 1111C	Introduction to Radiographic Patient Care		3		
MAC 1105	College Algebra		3		
			<u>13</u>		
RTE 1804	Radiography Clinical Practicum I			<u>3</u>	
				3	
RTE 1418	Principles of Radiographic Imaging & Exposure I				3
RTE 1418L	Principles of Radiographic Imaging & Exposure I Laboratory				<u>1</u>
					4
RTE 1513C	Radiographic Procedures II	3			
RTE 1458	Radiographic Imaging & Exposure II with Quality Management	4			
RTE 1458L	Radiographic Imaging & Exposure II with Quality Management Laboratory	1			
RTE 1814	Radiography Clinical Practicum II	4			
ENC 1101	English Composition I or ENC 1121H English Composition I-Honors	3			
		<u>15</u>			
	SOPHOMORE				
RTE 1523	Radiographic Procedures III		3		
RTE 1523L	Radiographic Procedures III Laboratory		1		
RTE 2824	Radiography Clinical Practicum III		4		
RTE 2782	Pathology for Radiographers		2		
CGS 1000 or CGS 1100	Computer Concepts Microcomputer Applications		3		
			<u>13</u>		
RTE 2834	Radiography Clinical Practicum IV			3	
PHI 1630	Applied Ethics			3	
				<u>6</u>	
RTE 2385	Radiation Biology and Protection				<u>3</u>
					3
RTE 2061	Radiographic Seminar	3			
RTE 2844	Radiography Clinical Practicum V	6			
PSY 1012	Introduction to Psychology or PSY 1012H Introduction to Psychology-Honors	3			
		<u>12</u>			
	General Education and Support Courses	23	Semester Hours		
	Radiography Education	54	Semester Hours		
		<u>77</u>	Total Semester Hours		

Graduates interested in earning a B.S. Degree in Radiological Sciences are eligible to apply for admission to the University of Central Florida (UCF). Contact a PHCC advisor for information regarding transferring credits earned in the radiography program to UCF.

SPECIAL PROGRAM REQUIREMENTS

A grade of "C" or higher must be earned in each RTE prefix course in order to successfully complete the Radiography Program and graduate.

TECHNICAL CREDIT PROGRAMS

The Technical Credit Certificate will be awarded upon satisfactory completion of a planned technical credit certificate program of postsecondary studies in a specialized area. A minimum of 25% of the program, other than credit-by-examination, must be earned in residence in classroom instruction at Pasco-Hernando Community College. A grade-point average of not less than 2.0 or "C" must be achieved to receive a certificate. Only those courses that are part of the program are included in computing the program GPA for technical certificate programs.

In order to receive a certificate, a student must achieve the state-required TABE (Test of Adult Basic Education) score. TABE remediation is provided in the Learning Labs on each campus. Nursing Assistant and Phlebotomy students do not have a TABE requirement. Students who have an AA degree or higher, or have satisfactory scores on the Florida College Entry-Level Placement Test (FCELPT), may not be required to complete a TABE test.

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

The Technical Credit Certificate Programs offered at PHCC are:

- | | | |
|---|---|---|
| Applied Welding Technologies
Coder Specialist
Correctional Officer
Cosmetology
Dental Assisting | Fire Fighting
Health Unit Coordinator
Landscape Operations
Law Enforcement/Auxiliary Officer
Law Enforcement/Basic Recruit
Medical Record Transcribing | Medical Secretarial/Examining Room Assistant
Nursing Assistant
Patient Care Technician
Phlebotomy
Practical Nursing |
|---|---|---|

TECHNICAL CERTIFICATE PROGRAM – APPLIED WELDING TECHNOLOGIES

The purpose of this specialized program is to enable persons to acquire skills and knowledge necessary for initial employment as welders. Emphasis is placed on care and safe use of welding equipment, tools, and materials. Employability skills are included. This program is open-entry.

<i>COURSE</i>	<i>DESCRIPTION</i>	<i>TECHNICAL HOURS CREDIT</i>
PMT 0106	Introduction and Oxyacetylene Welding	3
PMT 0112	Advanced Specialty Oxyacetylene Welding	3
PMT 0121	Shielded Metal Arc Welding	2.33
PMT 0135	Advanced Shielded Metal Arc Welding	3
PMT 0164	Fabrication of Metal Products Using SMAW	2.33
PMT 0122	SMAW High Technology Skills	3
PMT 0130	Introduction to MIG	1.17
PMT 0134	MIG Welding	3
PMT 0131	TIG Welding	3
PMT 0138	Specialty TIG	2.84
PMT 0145	GMAW Flux Core Arc Welding	3.33
PMT 0165	SMAW Pipe Welding	3
PMT 0171	Gas Tungsten Arc Pipe Welding	3
PMT 0173	Gas Metal Arc Pipe Welding	3

Total: 39 technical credits

ACADEMIC PROGRAMS

TECHNICAL CERTIFICATE PROGRAM – CODER SPECIALIST

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

COURSE	LISTING	TECHNICAL HOURS	CREDIT
MEA 0001	Fundamentals of Allied Health Occupations	2	
OTA 0101	Keyboarding I	2	
HSC 0530	Medical Language I	2	
GEB 0212	Writing and Speaking for Business	2	
CGS 0002	Introduction to Microcomputer Applications	3	
HSC 0532	Medical Language II	2	
HSC 0641	Legal & Ethical Aspects in Health Care	2	
HIM 0280	Coding for Medical Records I	3	
+ HIM 0281	Coding for Medical Records II	6	
MRE 0430	Fundamentals of Disease Process	2	
SLS 0301	Professional Career Development	2	
MRE 0440	Pharmacology for Health Care Professionals	2	
OTA 0609	Medical Office Procedures	3	
		Total: 33 technical credits	

Special Program Requirements:

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

TECHNICAL CERTIFICATE PROGRAM – CORRECTIONAL OFFICER

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

Prerequisites

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

COURSE	LISTING	TECHNICAL HOURS	CREDIT
CJD 0770	Corrections Legal I	1.53	
CJD 0771	Corrections Legal II	.73	
CJD 0722	Corrections Communications	1.40	
CJD 0704	Criminal Justice Defensive Tactics	3.53	
CJD 0705	Criminal Justice Weapons	2.13	
CJD 0254	Criminal Justice Medical First Responder	1.60	
CJD 0741	Criminal Justice Emergency Preparedness	.87	
CJD 0773	Corrections Interpersonal Skills I	2.07	
CJD 0750	Criminal Justice Interpersonal Skills II	1.67	
CJD 0752	Correctional Operations	2.13	
		Total: 17.66 technical credits	

Special Program Requirements:

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

TECHNICAL CERTIFICATE PROGRAM – CROSS-OVER-CORRECTIONS TO LAW ENFORCEMENT

The purpose of this program is to train students who want dual certification in Basic Law Enforcement and Basic Corrections. In order to take the following courses, students must provide evidence they have completed a Correctional Officer program. Upon satisfactory completion of the courses listed below, students will be eligible to take both state exams. Successful scores on both state exams enables the student to receive provisional certification as a corrections officer and as a law enforcement officer.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS</i>	<i>CREDIT</i>
CJD 0781	Legal Summary for Corrections	1.60	
CJD 0723	Law Enforcement Vehicle Operation	1.07	
CJD 0731	Law Enforcement Patrol	2.13	
CJD 0732	Law Enforcement Traffic	1.53	
CJD 0734	Law Enforcement Investigations	2.13	
CJD 0730	Law Enforcement Legal III	1.07	
		Total: 9.53 technical credits	

TECHNICAL CERTIFICATE PROGRAM – COSMETOLOGY

The purpose of this specialized program is to prepare persons for initial employment in the field of cosmetology. Upon satisfactory completion of this program, a graduate receives a certificate in Cosmetology and is eligible to sit for the Florida Board of Cosmetology Licensure Examination. Proof of professional liability insurance is required. The period of coverage is from August through July.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS</i>	<i>CREDIT</i>
*COS 0590	Laboratory Practices, Hair, and Scalp Care	5	
*COS 0301	Hair Shaping	5	
*COS 0400	Hairstyling	5	
COS 0644	Permanent Waving/Restructuring	5	
COS 0700	Hair Coloring	5	
CSP 0006	Nail Care	5	
COS 0870	Skin Care/Entrepreneurship	5	
COS 0070	Employability Skills/State Board and Florida Cosmetology Law	5	
		Total: 40 technical credits	

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

Special Program Requirements:

A student must earn an average of "C" or higher in each program course in order to receive a Cosmetology Technical Certificate.



TECHNICAL CERTIFICATE PROGRAM – DENTAL ASSISTING

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

The purpose of this program is to prepare students for employment as dental assistants and dental auxiliaries. The program meets the standards of the Florida Board of Dentistry. Graduates of the program are eligible for employment as dental assistants with expanded functions and radiography skills. Proof of professional liability insurance is required.

COURSE	LISTING	TECHNICAL HOURS CREDIT		
		Session I	Session II	Session III
DEA 0740	Introduction to Dental Assisting	2		
DEA 0751C	Clinical Procedures I/Dental Assisting	4.5		
DEA 0749	Oral, Head & Neck Anatomy	1		
DEA 0749L	Oral, Head & Neck Anatomy Laboratory	.5		
DEA 0755C	Dental Radiography/Dental Assisting	3		
DEA 0741	Anatomy and Physiology/Dental Assisting	1		
DEA 0743	Preventive Dentistry for the Dental Assistant		1	
DEA 0747	Dental Office Management/Dental Assisting		1	
DEA 0752C	Clinical Procedures II/Dental Assisting		4	
DEA 0750C	Expanded Functions/Dental Assisting		2	
DEA 0744C	Dental Materials/Dental Assisting		1	
DEA 0756	Foundations of Clinical Practice		1.5	
DEA 0748	Oral Histology & Embryology		1	
DEA 0753	Clinical Externship/Dental Assisting			6.5
		12	11.5	6.5

Total: 30 technical credits

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

Special Program Requirements:

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

TECHNICAL CERTIFICATE PROGRAM – FIRE FIGHTING/FIRE FIGHTING I

The purpose of this program is to prepare students for employment as fire fighters. The presentation of the course is structured in such a manner that the first 160 hours of this 450-hour program will fulfill the State of Florida requirements to prepare the student for certification as a **Fire Fighter I** and qualifies the student to sit for the Fire Fighter I Florida State examination. Completion of the full 450 hours of the program will fulfill the State of Florida requirements to prepare the student for certification as a **Minimum Standards Fire Fighter** and qualifies the student to sit for the Minimum Standards Fire Fighter Florida State examination.

Prerequisites

Entry requirements of the Bureau of Fire Standards and Training (B.F.S.T.) must be met, including a physical examination and background check. Candidates must take a physical agility test. Students must be physically fit to perform all tasks assigned to them. Physical fitness activities are incorporated throughout this program. It is mandatory for students to attend an orientation prior to the commencement of at least one of the programs, which will explain all requirements and prerequisites of both Pasco-Hernando Community College, as well as the Bureau of Fire Standards and Training.

COURSE	LISTING	TECHNICAL HOURS CREDIT	
		Session I	Session II
FFP 0077	First Responder and Fire Terminology I		1.67
FFP 0078	First Responder and Fire Terminology II		.34
FFP 0602	Fire Behavior, Tools, and Equipment I		1
FFP 0603	Fire Behavior, Tools, and Equipment II		1.1
FFP 0640	Fire Hose and Fire Streams I		.77
FFP 0642	Fire Hose and Fire Streams II		2.1
FFP 0065	Fire Physical Fitness, Ventilation, and Salvage I		.67
FFP 0068	Fire Physical Fitness, Ventilation, and Salvage II		1.53
FFP 0664	Fire Rescue and Controlled Burns I		.83
FFP 0665	Fire Rescue and Controlled Burns II		2
FFP 0504	Hazardous Materials and Fire Review I		.4
FFP 0505	Hazardous Materials and Fire Review II		1.6
FFP 0932	Fire Fighting Review Course		1

Total: 15 technical credits

Special Program Requirements:

To be eligible to sit for the state examination, a student must complete all requirements set forth by the college and the Bureau of Fire Standards and Training (B.F.S.T.). Some class experiences have a mandatory attendance requirement that will not be able to be repeated within the same academy. Uniforms must be worn by fire fighting students. The Fire Fighting program termination policy will be strictly enforced. Roll call will be held at each class meeting, and attendance is considered an essential requirement of the fire fighting students. All college policies will be enforced.

TECHNICAL CERTIFICATE PROGRAM – HEALTH UNIT COORDINATOR

The purpose of this program is to prepare students for employment as health unit coordinators. Some of the topics included in the program are: interpreting medical terminology; performing clerical duties; reading, interpreting, and coordinating physicians' orders; legal and ethical responsibilities; and performing supervised clinical duties. Proof of professional liability insurance is required.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
MEA 0001	Fundamentals of Allied Health Occupations	2
GEB 0212	Writing and Speaking for Business	2
HSC 0530	Medical Language I	2
HSC 0532	Medical Language II	2
HSC 0641	Legal & Ethical Aspects in Health Care	2
MRE 0440	Pharmacology for Health Care Professionals	2
SLS 0301	Professional Career Development	2
HIM 0055	Health Unit Management	1.34
+*HIM 0050	Health Unit Coordinator Clinical	1.33

Total: 16.67 technical credits

Special Program Requirements:

*A completed Physical Examination Report (SAR-40-A) is a prerequisite for this course.

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

TECHNICAL CERTIFICATE PROGRAM – LANDSCAPE OPERATIONS

The purpose of this specialized program is to enable persons to acquire skills and knowledge necessary for initial and supervisory employment in the ornamental horticulture/landscape operations industry. Skill job titles include: nursery worker, nursery plant salesperson/buyer, landscaper, greenhouse operator, landscape maintainer, groundskeeper, and supervisor in each area. Garden and yard care are also covered. Employability skills are included.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
ORH 0000	Introduction to Ornamental Horticulture	3
ORH 0510	Identification of Ornamental Plants I	3
ORH 0023	Introduction to Plant Growing Media	3
ORH 0021	Ornamental Plant Propagation	3
ORH 0251	Nursery/Garden Center Design & Operation	2
ORH 0511	Identification of Ornamental Plants II	3
ORH 0260	Greenhouse Operations	2
ORH 0800	Landscaping and Design	3
ORH 0806	Landscape Installation and Maintenance	3
IPM 0631	Ornamental Plant Pest Control	3
ORH 0220	Introduction to Lawns and Lawn Care	2

Total: 30 technical credits



TECHNICAL CERTIFICATE PROGRAM – LAW ENFORCEMENT AUXILIARY OFFICER

The purpose of this program is to prepare candidates for employment/appointment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer.

COURSE	LISTING	TECHNICAL HOURS	CREDIT
CJD 0001	Auxiliary Law and Procedures	1.8	
CJD 0104	Defensive Tactics for Auxiliary Officers	3.53	
CJD 0705	Criminal Justice Weapons	2.13	
CJD 0103	Auxiliary Law Enforcement Medical First Responder	1.6	

Total: 9.06 technical credits

Special Program Requirements:

Criminal Justice Standards and Training Commission regulations must be met. The attendance policy required by the Commission is 90%. However, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by academy cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. A list of required supplies will be given at orientation. An academic average of "C" or higher is required for all academic tests administered during each course. The grade of "pass" is required in all courses requiring the demonstration of proficiency. The cadet will be dropped from the course if these requirements are not met. Upon completion of the program, the auxiliary cadet may apply to a law enforcement agency for appointment as an auxiliary officer.

TECHNICAL CERTIFICATE PROGRAM – LAW ENFORCEMENT/BASIC RECRUIT

The purpose of this program is to provide job-related training at the entry level to candidates for law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.

Prerequisites

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

COURSE	LISTING	TECHNICAL HOURS	CREDIT
CJD 0760	Law Enforcement Legal I	1.53	
CJD 0761	Law Enforcement Legal II	1.6	
CJD 0762	Law Enforcement Communications	1.87	
CJD 0704	Criminal Justice Defensive Tactics	3.53	
CJD 0705	Criminal Justice Weapons	2.13	
CJD 0254	Criminal Justice Medical First Responder	1.6	
CJD 0730	Law Enforcement Legal III	1.07	
CJD 0731	Law Enforcement Patrol	2.13	
CJD 0763	Law Enforcement Interpersonal Skills I	2.2	
CJD 0732	Law Enforcement Traffic	1.53	
CJD 0723	Law Enforcement Vehicle Operation	1.07	
CJD 0734	Law Enforcement Investigation	2.13	

Total: 22.39 technical credits

Special Program Requirements:

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

TECHNICAL CERTIFICATE PROGRAM – CROSS-OVER-LAW ENFORCEMENT TO CORRECTIONS

The purpose of this program is to train students who want dual certification in Basic Law Enforcement and Basic Corrections. In order to enroll in the following courses, students must provide evidence that they have completed the Law Enforcement/Basic Recruit program. Upon satisfactory completion of the courses listed below, students will be eligible to take both state exams. Successful scores on both state exams enable the student to receive provisional certification as a corrections officer and as a law enforcement officer.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
CJD 0780	Legal Summary for Law Enforcement	.54
CJD 0750	Criminal Justice Interpersonal Skills II	1.67
CJD 0741	Criminal Justice Emergency Preparedness	.87
CJD 0752	Correctional Operations	2.13

Total: 5.21 technical credits

TECHNICAL CERTIFICATE PROGRAM – MEDICAL RECORD TRANSCRIBING

The purpose of this program is to prepare students for employment as medical record transcriptionists in hospitals, for private physicians, and as independent contractors. The program includes instruction in advanced keyboarding skills, medical terminology, health care delivery systems, basics of medical records services, legal and ethical responsibilities, and employability and professional skills.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
MEA 0001	Fundamentals of Allied Health Occupations	2
OTA 0101	Keyboarding I	2
GEB 0212	Writing and Speaking for Business	2
HSC 0530	Medical Language I	2
CGS 0002	Introduction to Microcomputer Applications	3
HSC 0641	Legal & Ethical Aspects in Health Care	2
HSC 0532	Medical Language II	2
HIM 0031	Medical Record Transcription I	4
OTA 0611	Keyboarding II	2
SLS 0301	Professional Career Development	2
+HIM 0032	Medical Record Transcription II	4
MRE 0430	Fundamentals of Disease Process	2
MRE 0440	Pharmacology for Health Care Professionals	2
OTA 0609	Medical Office Procedures	3
+HIM 0033	Medical Record Transcription III	6

Total: 40 technical credits

Special Program Requirements:

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



TECHNICAL CERTIFICATE PROGRAM – MEDICAL SECRETARIAL/EXAMINING ROOM ASSISTANT

The purpose of this program is to prepare students for employment as office clerks in medical facilities and as examining room assistants in physicians' offices. This program includes instruction in both general office and medical record skills and includes a clinical component. Proof of professional liability insurance is required.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
MEA 0001	Fundamentals of Allied Health Occupations	2
GEB 0212	Writing and Speaking for Business	2
HSC 0530	Medical Language I	2
HSC 0532	Medical Language II	2
HSC 0641	Legal & Ethical Aspects in Health Care	2
CGS 0002	Introduction to Microcomputer Applications	3
OTA 0101	Keyboarding I	2
OTA 0609	Medical Office Procedures	3
MTS 0231	Medical Record Transcription I	4
MEA 0200	Examining Room Procedures	2
SLS 0301	Professional Career Development	2
+OTA 0627	Medical Secretarial Clinical	3
MRE 0430	Fundamentals of Disease Process	2
MRE 0440	Pharmacology for Health Care Professionals	2
HCP 0750C	Phlebotomy	2

Total: 35 technical credits

Special Program Requirements:

+A completed Physical Examination Report (SAR-40-A), an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

TECHNICAL CERTIFICATE PROGRAM – NURSING ASSISTANT

The purpose of this program is to train students to fulfill the requirements for Certified Nursing Assistant. Proof of professional liability insurance is required. Students completing this program fulfill the skills competency required of the Certified Nursing Assistant (CNA). When students also complete the CNA written exam, they will be issued a Florida Nursing Assistant certificate by the State. This program does not meet the minimum requirements for Federal Financial Aid. However, other forms of financial aid may be available. Students in this program are not required to take the Test of Adult Basic Education (TABE).

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
* HCP 0001	Introduction to Patient Care	1
*+HCP 0100C	Nurse Assisting	1
*+HCP 0604	Patient Care Assisting	2

Total: 4 technical credits

Special Program Requirements

*A completed Physical Examination Report (SAR-40A) is a prerequisite for this course.

+Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course and an approved four-hour AIDS seminar as corequisites to this course.

TECHNICAL CERTIFICATE PROGRAM – PATIENT CARE TECHNICIAN

The purpose of this program is to prepare students for employment as advanced cross-trained patient care technicians and to provide supplemental training for persons previously or currently employed in health occupations. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant.

Proof of Professional Liability Insurance is required.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
GEB 0212	Writing and Speaking for Business	2
*HCP 0001	Introduction to Patient Care	1
*+HCP 0100C	Nurse Assisting	1
HSC 0641	Legal and Ethical Aspects in Health Care	2
MRE 0430	Fundamentals of Disease Process	2
HCP 0301	Home Health Assisting	2
HCP 0604	Patient Care Assisting	2
CVT 0507	Basic Arrhythmias	2
HCP 0750C	Phlebotomy	2
HCP 0760	Allied Health Assisting	1
*HCP 0770L	Allied Health Assisting Clinical	1
HCP 0790	Advanced Patient Care	1
*HCP 0793L	Patient Care Technician Clinical	1

Total: 20 technical credits

Special Program Requirements

A grade of "Pass" in the clinical portion and an academic average of "C" or higher must be earned in the program in order to receive a Patient Care Technician technical certificate.

*A completed Physical Examination Report (SAR-40A) is a prerequisite for this course.

+Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course and an approved four-hour AIDS seminar as corequisites to this course.

TECHNICAL CERTIFICATE PROGRAM – PHLEBOTOMY

The purpose of this program is to prepare students for employment as blood bank or plasma center donor screeners or as phlebotomists. Employability skills are included. Professional liability insurance fee is required. Availability of clinical sites may restrict entry into the Phlebotomy courses. After program completion and one-year full-time acceptable experience as a phlebotomy technician in an accredited laboratory, the student is eligible to take the American Society of Clinical Pathologists Board of Registry examination. This program does not meet the minimum requirements for Federal Financial Aid. However, other forms of financial aid may be available. Students in this program are not required to take the Test of Adult Basic Education (TABE).

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
HCP 0731	Phlebotomy Theory	2
HCP 0741L	Practical Aspects of Phlebotomy	1.5
*+HCP 0750C	Phlebotomy	2
Total Hours:		5.5

Special Program Requirements

A grade of "Pass" in HCP 0750C must be earned in order to receive a certificate in Phlebotomy.

*A completed Physical Examination Report (SAR-40A) is a prerequisite for this course.

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

TECHNICAL CERTIFICATE PROGRAM – PRACTICAL NURSING

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

The purpose of this program is to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies as practical nurses, and is approved by the Florida State Board of Nursing. Upon satisfactory completion of the prescribed course work, a graduate is eligible to sit for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108. A graduate is also eligible to apply for admission to the Associate Degree in Nursing Program at the ADN-LPN entry point. Proof of Professional Liability Insurance is required.

<i>COURSE</i>	<i>LISTING</i>	<i>TECHNICAL HOURS CREDIT</i>
+HCP 0410C	Introduction to Nursing/PN	5.5
PRN 0001C	Fundamentals of Practical Nursing	4
PRN 0020	Body Structure and Function	1
PRN 0030C	Pharmacology/PN	1.5
PRN 0200C	Medical-Surgical Nursing I	6
PRN 0201C	Medical-Surgical Nursing II	3.5
PRN 0202C	Medical-Surgical Nursing III	14
PRN 0120C	Maternal-Child Nursing	6.5
PRN 0203C	Medical-Surgical Nursing IV	3

Total: 45 technical credits

Computer literacy is required for students enrolled in this program. Students lacking computer skills must take a computer course. Computer-assisted instructional materials may be used in this program.

Special Program Requirements

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

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



COURSE DESCRIPTIONS

Required core courses in the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to a senior Florida public institution. All other catalog courses, except those below the 1000 or 2000 levels, are credited for purposes of graduation from PHCC, but may not be accepted by the institution to which a student transfers. An advisor will assist in providing information about courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

College-preparatory courses are **NOT** creditable as part of the basic 60-hour requirement for degrees. Technical Certificate courses are **NOT** creditable toward the AA Degree.

Students may register for any course for which they have the necessary prerequisites (see below). A student who feels that he or she has sufficient training or experience to warrant an exception to a prerequisite should consult a PHCC advisor.

Students should not expect that all courses will be offered at each campus or in any given session. To determine when and where courses are to be offered, see a PHCC advisor.

Prerequisite and Corequisite Courses

A prerequisite is a requirement and/or course that **MUST** be completed **SUCCESSFULLY** before a student can enroll in another particular course. A corequisite is a particular course in which a student enrolls in conjunction with, i.e., in the same term as, another closely related course. Any prerequisite(s) and/or corequisite(s) for a course are noted in the "Listing of Courses" sections.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by seventeen non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of the faculty

discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No laboratory component in this course



General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below).

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course



or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or

subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the _900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theatre, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Vice President of Educational Services at PHCC or the Florida Department of Education, Office of Postsecondary Education Coordination, 401 Turlington Bldg., Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or Suncom 278-6402.



LISTING OF COLLEGE CREDIT & COLLEGE PREPARATORY COURSES

Animal Science

ASG 1002 Introduction to Animal Science 3 cr.
Students in this course will study the principles of animal science. Topics include the reproduction, raising, and production of farm animals. Primary emphasis is on beef and milk cattle, sheep, horses, and swine. Other animals are discussed. Students will learn the various breeds in each category of farm animal discussed as well as feed issues, diseases, and slaughtering processes. 48 class hours

Anthropology

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

ANT 2511 Introduction to Physical Anthropology 3 cr.
The study of humans as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of humans, principles of biological evolution, and human genetics are topics of emphasis. 48 class hours

Art

ARH 1000 Art Appreciation 3 cr.
A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. 48 class hours

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

ART 1301C Drawing II 3 cr.
Prerequisite: ART 1300C. A continuation of ART 1300C. Lab fee required. 32 lecture hours and 32 laboratory hours

ART 2510 Painting I 3 cr.
Studio problems in painting involving contemporary styles, techniques, and materials of painting. Lab fee required. 32 lecture hours and 32 laboratory hours

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



PGY 1401C Photography I 3 cr.
A course designed to give the student an introduction to the camera, its mechanics, and use. Initial instruction is given on the photographic process, lighting scenes, exposure, development, and printing of photographs. Lab fee required. 32 lecture hours and 32 laboratory hours

PGY 1410C Photography II 3 cr.
Prerequisite: PGY 1401C or consent of instructor. A continuation of PGY 1401C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories, and darkroom techniques. Lab fee required. 32 lecture hours and 32 laboratory hours

Biological Science

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

BSC 1000L Life Science Laboratory 1 cr.
This is a laboratory experience to accompany BSC 1005, BSC 1092, or BSC 1030 for students who do not intend to major in natural science or medical fields. The course provides an introduction to investigation in the life sciences, including laboratory procedures, techniques, and equipment. Field trip and field studies may be required. This course may not be taken for credit subsequent to receiving a grade of "C" or higher in BSC 1010L, BSC 1011L, MCB 2010L, BSC 1085L, or BSC 1086L. Lab fee required. 32 laboratory hours

BSC 1005 Introduction to Biology 3 cr.
Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test score. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, diversity of life, evolution and ecology. 48 class hours

BSC 1010 Biology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: BSC 1005. Corequisite: BSC 1010L. An introduction to the biology of plants and animals. Topics include chemical foundations, cell biology, genetics and evolution. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 class hours

BSC 1010L Biology I Laboratory 1 cr.
Prerequisite: One year of high school biology and one year of high school chemistry. Corequisite: BSC 1010. A laboratory investigation into the biology of plants and animals. Topics include scientific instruments, chemical foundations, cell biology, photosynthesis and genetics. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1011 Biology II 3 cr.
Prerequisites: BSC 1010 and BSC 1010L (completed with grades of "C" or higher). Corequisite: BSC 1011L. Topics include prokaryotes, plants, fungi, the evolution of animal diversity, animal form and function and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 class hours

BSC 1011L Biology II Laboratory 1 cr.
Prerequisites: BSC 1010 and BSC 1010L (completed with grades of "C" or higher). Corequisite: BSC 1011. A continuation of BSC 1010L. Topics include plant biology, animal diversity, vertebrate anatomy and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1020 Human Biology 3 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, metabolism, genetics, and body systems. 48 class hours

BSC 1050 Introduction to Environmental Science 3 cr.
Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test score. Recommended prerequisite: PSC 1311 or PSC 1341. The student is introduced to the process of maintaining patterns of interrelationships of plants and animals with their environments and biological communities, enabling students to make intelligent environmental decisions. The topics include ecosystems, communities, and populations; soils; pesticides; energy sources; local and current topics; air and water pollution; and land use planning. One required field trip. 48 class hours

BSC 1050H Introduction to Environmental Science (Honors Course) 3 cr.
Prerequisites: Acceptance into PHCC's Honors Program or permission of instructor. This course may include substantial reading and writings components. Learning activities may include collaborative learning, field experiences, debates, projects, interviews, and research presentations. If used to meet the requirements of the AA degree or the AS degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both BCS 1030 and BSC 1030H. 48 class hours

BSC 1085 Human Anatomy and Physiology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: High school biology and chemistry, or BSC 1092. Corequisite: BSC 1085L. An introduction to the study of the human body, to include: biological and chemical foundations; cellular structure and dynamics; tissues; and the integumentary, skeletal, muscular, and nervous systems. 48 class hours

BSC 1085L Human Anatomy and Physiology I Laboratory 1 cr.
Corequisite: BSC 1085. This course provides laboratory support for the concepts taught in BSC 1085. Laboratory fee required. 32 laboratory hours

BSC 1086 Human Anatomy and Physiology II 3 cr.
Prerequisites: BSC 1085 and 1085L (completed with grades of "C" or higher). Corequisite: BSC 1086L. A continuation of BSC 1085. Emphasis is on the structure and function of the special senses and the digestive, respiratory, cardiovascular, lymphatic, endocrine, reproductive, and urinary systems. 48 class hours

BSC 1086L Human Anatomy and Physiology II Laboratory 1 cr.
Prerequisites: BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: BSC 1086. This course provides laboratory support for the concepts taught in BSC 1086. Lab fee required. 32 laboratory hours

HSC 1149 General Pharmacology for Health Professionals 1 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. The course will provide the student with general pharmacology concepts and principles in the management of client care. The knowledge required for safe, effective

administration of therapeutic drugs across the lifespan are emphasized. Indications and contraindications associated with drug therapy are integral parts of this course. 16 class hours

HSC 1149L General Pharmacology for Health Professionals Laboratory 1 cr.
Prerequisite: MAT 0012 (completed with a grade of "C" or higher) or appropriate placement test score. Corequisite: HSC 1149. This course includes the skills required for safe, effective administration of therapeutic drugs across the lifespan. The mathematics of medication administration is included. Lab fee required. 32 laboratory hours

MCB 2010 Microbiology 3 cr.
Prerequisite: BSC 1010 and BSC 1010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: MCB 2010L. A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their relationships to other organisms. 48 class hours

MCB 2010L Microbiology Laboratory 1 cr.
Prerequisite: BSC 1010 and BSC 1010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: MCB 2010. A laboratory investigation into the biology of microbial organisms. Topics include microbial morphology, physiology and genetics. Lab fee required. 32 laboratory hours

OCE 2001 Introduction to Oceanography 3 cr.
Prerequisites: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. Recommended prerequisite: PSC 1311 or PSC 1341. An introduction to the physical, chemical, and biological nature of the oceans. Topics include: the history and shape of the oceans; the physical and chemical properties of sea water; waves, tides, and ocean currents; and the biology and ecology of marine life. Credit can be earned as a science elective only. 48 class hours



Business Administration

ACG 2021 Principles of Financial Accounting 3 cr.
This course is an introduction to accounting concepts and principles followed in preparation of external reports. Emphasis will be placed on the principles and procedures applicable to the accounting cycle, asset valuation, income determination, liability measurement, and owner's equity. 48 class hours

ACG 2071 Principles of Managerial Accounting 3 cr.
Prerequisite: ACG 2021. This course provides an emphasis on managerial accounting concepts and systems. Topics include planning and control, decentralized operations, analyses for decision-making, financial analysis for management, and modern uses of accounting in nonprofit organizations. 48 class hours

BUL 2241 Business Law I 3 cr.
Business law considers the nature and source of laws, law courts, and courtroom procedures. Legal principles regarding crimes and torts with emphasis on contracts, personal property, and bailments and sales, along with relevant portions of the Uniform Commercial Code are discussed. 48 class hours

BUL 2242 Business Law II 3 cr.
Prerequisite: BUL 2241. Business law with emphasis on commercial paper, creditors' rights and secured transactions, agency and employment, partnerships, corporations, and real property. 48 class hours

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

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

GEB 1011 Introduction to Business 3 cr.
This is a survey course that covers the functional areas of business. Emphasis is placed on perspectives of business, management, marketing, finance, and quantitative tools. 48 class hours

GEB 2350 Business in an International Environment 3 cr.
This course explores the globalization of world business. Emphasis will be placed on gaining insight as to how business is conducted in different world markets and the form of competition as we progress to an international economy. Special care will be taken to give students the tools to analyze rapid change in the world business scene. The need to adapt to opportunities in business and to manage threats to plans and techniques will be covered. 48 class hours



MAN 1800 Small Business Management 3 cr.
A study of the principles of small business management. This course presents the principles and problems in planning, organizing, operating, and controlling a small business. The course includes procedures for tracking the financial progress of the business, budgeting, forecasting, profit analysis, recordkeeping, insurance management, cost control, and credit. Areas of marketing, research, promotion, and advertising are presented as vital foundations of business. 48 class hours

MNA 1300 Personnel Relationships in Business 3 cr.
This course provides a study of personnel relationships as individuals and as group members. It will include practical application of effective work relationship skills needed in business and industry, to include: group dynamics; motivation; interpersonal perception; oral and written communications; leadership; management; decision making; problem solving; and employability skills. Designed for students in business and technical fields. 48 class hours

MNA 1345 Principles of Supervision 3 cr.
This course is a study of the basic concepts and major functions of modern supervision. Students receive introductory instruction in concepts and practices that define supervision, the role of the supervisor within the organization, personnel management, and relationships with special groups of employees. 48 class hours

MNA 2941 Internship in Business 3 cr.
Prerequisites: 15 college-level credits at PHCC; and a minimum of 12 credits in college-level business courses with a 2.0 minimum GPA in all college-level business courses. This course provides a planned work-based experience that will provide students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objective. An internship agreement will be developed which includes academic supervision and work assignments. A minimum of 96 worksite hours are required in this course. Regular meetings are held with the instructor/workplace learning coordinator. Student performance in this course is graded as "Pass/Fail."

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

Business – Marketing Management

MAR 1011 Principles of Marketing 3 cr.
This course provides an overview of the field of marketing, with emphasis being placed on those interacting determinants of demand that make up the marketing environment economic, physiological, sociological and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process, are introduced. 48 class hours

MKA 1021 Salesmanship 3 cr.
This course provides a study of principles underlying selling activities. This course presents principles and problems in personal selling related to prospecting, pre-approach, demonstration, meeting objections, and closing the sale. 48 class hours

MKA 1302 Marketing Practicum I 3 cr.
Prerequisite: MAR 1011 or consent of instructor. Marketing theory is applied through the development of individual practicum plans, which involve on-the-job training and special job-related assignments with local businesses. Employability skills, including writing a resumé and letter of application, are taught. Each practicum will consist of a minimum of 96 hours in a planned learning situation, together with at least three scheduled conferences with the instructor. This course is designed for students pursuing the A.S. Degree in Marketing Management.

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

MKA 2041 Principles of Retailing 3 cr.
This course provides a study of the principles, procedures, and techniques of retailing, buying pricing, merchandise, and of determining consumer demand. Attention will be given to how and when to buy as well as sources of supply. The organization and function of major divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. 48 class hours

MKA 2511 Principles of Advertising 3 cr.
This course presents a study of advertising principles and practical applications of advertising in the media. Areas covered include the history of advertising, designing and developing advertisements, media selection, sales promotion, and strategies. 48 class hours

Business – Office Systems Technology

OST 1100 College Keyboarding I 3 cr.
This course is designed for students with little or no keyboarding experience. This course will include the correct techniques and basic skills in keyboarding. Students will produce basic business documents using current software. Lab fee required. 48 class hours

OST 1110 College Keyboarding II 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course is a continuation of OST 1100. Students will use WordPerfect software for advanced practice in business document production and skill-building applications. Lab fee required. 48 class hours

OST 1271 Speedwriting 3 cr.
Prerequisite: OST 1100 or consent of instructor. This is a beginning course in the principles of Speedwriting shorthand, with dictation and transcription practice. This course is designed for students who have had no previous shorthand or less than one year of high school shorthand. 48 class hours

OST 1711 Word Processing – WordPerfect 3 cr.
This course develops the skills necessary to use WordPerfect software. Students will create, edit, format, and print various business documents. Students are expected to come to this course with knowledge of document formatting. Lab fee required. 48 class hours

OST 1764 Word Processing – Word for Windows 3 cr.
This course develops the skills necessary to use Word software. Students will create, edit, format, and print various business documents. Students are expected to come to this course with knowledge of document formatting. Lab fee required. 48 class hours

OST 1811 Desktop Publishing 3 cr.
Prerequisite: OST 1110 or consent of instructor. This course introduces the student to the desktop publishing features of current software. Emphasis in the course will be on publications that office support personnel would produce such as flyers, newsletters, bulletins, brochures, and covers for reports. A student enrolling in this course should have a working knowledge of the advanced applications of the current software. Lab fee required. 48 class hours

OST 2311 LOTUS for the Office 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course is designed to teach the commands and functions of LOTUS used in a business office. Topics will be based on business situations covering spreadsheet applications, database functions, and graphics. This is a beginning LOTUS course. Lab fee required. 48 class hours

OST 2312 EXCEL for the Office 3 cr.
This course is designed to teach the commands and functions of EXCEL used in a business office. Topics will be based on business situations covering spreadsheet applications, database functions, and graphics. This is a beginning EXCEL course. Lab fee required. 48 class hours

OST 2335 Business Communications 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course offers instruction and practice in the production of effective oral and written communication. Emphasis is placed on writing clear, forceful, and effective business letters. 48 class hours

OST 2401 Administrative Office Procedures 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course provides for the development of professional office skills. Emphasis will be placed on decision-making. Instruction will include telephone techniques, public relations, team-building, good business grooming, and employability skills. Students will use WordPerfect software for document production. 48 class hours

OST 2601 Machine Transcription 3 cr.
Prerequisite or corequisite: OST 1110 or OST 1711 or OST 1731 or consent of instructor. This course develops proficiency in machine transcription using transcribing machines. The course will emphasize general grammar rules, vocabulary, and listening skills. Students will use word processing software for document production. Lab fee required. 48 class hours

OST 2621 Law Office Transcription 3 cr.
Prerequisite: OST 1100 Corequisite: OST 1711. This course emphasizes development of competent machine transcription skills as applied to the legal field. The student will produce mailable letters, court and non-court documents. This course includes a comprehensive program of basic language arts skills which consist of grammar, punctuation, spelling, proofreading, and editing. Lab fee required. 48 class hours

SLS 2420 Career Enhancement 1 cr.
This course explores the various facets of career development. Key factors of job selection, job search, and the interview will be considered. Personal traits related to job success and advancement are studied. Considerations for planning a career path are addressed. 16 class hours

Chemistry

CHM 1025 Introductory Chemistry 3 cr.
Prerequisites: REA 0002 and MAT 1033 (completed with grades of "C" or higher) or appropriate placement test scores. Corequisite: CHM 1025L. An introduction to fundamental concepts in chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical equations and calculations, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. This course is intended for students with no high school chemistry background or those who need a refresher course prior to entering CHM 2045. 48 class hours

CHM 1025L Introductory Chemistry Laboratory 1 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test scores. Corequisite: CHM 1025. A laboratory investigation into fundamental concepts of chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical reactions, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. Lab fee required. 32 laboratory hours

CHM 2045 General Chemistry and Qualitative Analysis I 3 cr.
Prerequisite: CHM 1025 and CHM 1025L or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Corequisite: CHM 2045L. An introduction to fundamental concepts in chemistry. Topics include measurement, nomenclature, atomic theory, chemical equations and calculations, periodicity, gases, thermochemistry and chemical bonding. 48 class hours

CHM 2045L General Chemistry and Qualitative Analysis I Laboratory 1 cr.
Prerequisite: CHM 1025 or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Corequisite: CHM 2045. A laboratory investigation into concepts, periodicity, thermochemistry, chemical bonding and gases. Lab fee required. 32 laboratory hours

CHM 2046 General Chemistry and Qualitative Analysis II 3 cr.
Prerequisite: CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Corequisite: CHM 2046L. This course continues with fundamental concepts of chemistry begun in CHM 2045. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base concepts, solubility, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. 48 class hours

CHM 2046L General Chemistry and Qualitative Analysis II Laboratory 1 cr.
Prerequisite: CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Corequisite: CHM 2046. A continuation of concepts in the general chemistry laboratory. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base chemistry, solubility, thermodynamics, electrochemistry and selected topics in organic chemistry. Lab fee required. 32 laboratory hours

CHM 2210C Organic Chemistry I 5 cr.
Prerequisite: CHM 2046 and CHM 2046L (completed with grades of "C" or higher) or permission of instructor. A study of carbon compounds with emphasis on alkanes-cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereochemistry, alkynes, and conjugated unsaturated systems. Lab fee required. 48 class hours and 64 laboratory hours

CHM 2211C Organic Chemistry II 5 cr.
Prerequisite: CHM 2210C (completed with a grade of "C" or higher). A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. Lab fee required. 48 class hours and 64 laboratory hours

College Preparatory

ENC 0010 Fundamentals of Writing 4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve the student's ability to write sentences and paragraphs. Grammar skills will be reviewed briefly, but emphasis is placed on writing exercises. A student entering this class is expected to have a knowledge of sentence structure, grammar, and punctuation. This course and the exit test must be completed with a grade of "C" (70%) or higher. This course does not apply toward a degree. Testing fee. 64 class hours

ENC 0080 Basic Grammar 4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course provides a review of grammar skills. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Laboratory work and spelling practice will be prescribed by the instructor. Upon successful completion of this course with the grade of "C" (70%) or higher, four (4) compensatory credits will be earned. This course does not apply toward a degree. 64 class hours

MAT 0012 Prealgebra 4 cr.
This college preparatory course is designed to build basic skills in mathematics to prepare students for elementary algebra. Topics include basic operations, fractions, decimals, ratios/proportions, percent usage, integers, rational numbers and an introduction to variable expressions and equations. Laboratory work will be prescribed by the instructor. This course must be completed with a grade of "C" or higher. This course does not apply toward a degree. 64 class hours

MAT 0024 Elementary Algebra 4 cr.
Prerequisite: MAT 0012 (completed with a grade of "C" or higher) or appropriate placement test score. This college preparatory course provides an introduction to algebraic expressions, first degree equations and inequalities, rational expressions, exponents, polynomials, factoring, graphing and radical expressions. This course and the exit test must be completed with a grade of "C" or higher. This course does not apply toward a degree. Testing fee. 64 class hours

REA 0001 Basic Reading 4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve a student's reading skills in the four areas of vocabulary, flexibility, comprehension, and study skills. This course must be completed with a grade of "C" or higher. This course does not apply toward a degree. 64 class hours

REA 0002 Fundamentals of Reading 4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve the student's critical reading skills. The course will help refine the student's literal comprehension skills and, in addition, develop critical reading skills that are needed in college course work. This course and the exit test must be completed with a grade of "C" (70%) or higher. This course does not apply toward a degree. Testing fee. 64 class hours

Computer Programming

CET 1178C Microcomputer Systems Repair 3 cr.
Prerequisite(s) CGS 1000 or CGS 1100 or consent. This course is designed to prepare students for A+ Core certification testing. Topics include computer hardware installation, configuration and repair, maintenance, basic networking, and customer service. Lab fee required. 49 class hours

CGS 1000 Computer Concepts 3 cr.
This course will provide the student with an overview of the field of data processing. Upon satisfactory completion of the course, the student will have a basic understanding of systems and their applications. Lab fee required. 48 class hours

CGS 1100 Microcomputer Applications 3 cr.
This is an introductory personal computer applications course. No previous experience with a computer is assumed. This course will cover all essential aspects of the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics, and the Internet. Lab fee required. 48 class hours

CGS 1565 Microcomputer Operating Systems 3 cr.
Prerequisite(s): Microcomputer Systems Repair or Consent. This course is designed to prepare students for A+ Windows/DOS certification testing. Topics include DOS, Windows 3.1 and Windows 95/98 operating systems, memory, software troubleshooting and problem solving, basic networking and microcomputer systems repair review. Lab fee required. 48 class hours

CGS 2108 Advanced Microcomputer Applications 3 cr.
Prerequisite: CGS 1100. An advanced personal computer applications course. This course will cover more complex aspects of the Windows environment, word processing, electronic spreadsheets, data base activities, presentation graphics, and contemporary issues. Lab fee required. 48 class hours

CGS 2263 Introduction to Networking 3 cr.
Prerequisite: CGS 1000 or consent of instructor. This is an introductory networking course. This course will cover the basic concepts and techniques of developing a microcomputer network system. Hands-on experiences will be designed to real-world situations. Lab fee required. 48 class hours

COP 1000 Introduction to Computer Programming 3 cr.
The purpose of this course is to provide the student with an opportunity to solve problems with the help of a computer. This course is an introduction to software design using structured programming concepts. Emphasis will be placed on the construction of language-free algorithms as a logic foundation for future study of programming languages. 48 class hours

COP 1332 Visual BASIC Programming 3 cr.
Prerequisite: CGS 1000 and COP 1000 or consent of instructor. The student will learn to plan and create interactive applications using Visual BASIC, the object-oriented/event-driven language for the Windows environment. Topics will include structure, file and array handling, creating executable files, and the use of multiple forms. Lab fee required. 48 class hours



COP 2120 COBOL Programming 3 cr.
Prerequisites: CGS 1000 and COP 1000, or consent of instructor. A study of the organization and concepts of the COBOL programming language, using structured techniques, and its application as a programming tool in business and industry. Using microcomputers, students will compile, debug, and test programs they have written. Lab fee required. 48 class hours

COP 2220 "C" Language Programming 3 cr.
Prerequisites: COP 1332 or COP 2120. The student will learn to design, document, prepare, enter, compile, debug, and execute C programs of moderate sophistication. Major topics will include: program development; structured programming; data types; data structures; and input/output. Lab fee required. 48 class hours

COP 2333 Advanced Database Programming 3 cr.
Prerequisite: COP 1332. This course will cover the more advanced aspects of creating interactive applications using Visual Basic. The focus will be on accessing different database formats using the open database connectivity (ODBC) standard, and an SQL. Lab fee required. 48 class hours

Computer Programming Microsoft & Novell

CDA 1522 Networking Techniques 2 cr.
This course provides the student with the basic concepts and prerequisites of network computing. This course provides the background information the student needs to prepare for Novell network administration and certification. Lab and special fees. 32 class hours

CEN 1300 Administering Microsoft Windows NT 4.0 2 cr.
This course provides the student with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows NT-based network. Lab and special fees. 32 class hours

CEN 1301 Supporting Microsoft Windows NT 4.0 Core Technologies 3 cr.
This course provides the core foundation for supporting Microsoft Windows NT operating system 4.0. The goal of this course is to provide the student with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT 4.0. Lab and special fees. 48 class hours

CEN 1302 Internetworking Microsoft/TCP on Microsoft Windows NT 4.0 3 cr.
This course provides the student with the knowledge and skills required to set up, configure, use and support transmission control protocol/internet protocol (TCP/IP) on Microsoft operating system 4.0. Lab and special fees. 48 class hours

CEN 1304 Supporting Microsoft Windows NT Server 4.0 Enterprise Technologies 3 cr.
The goal of this course is for support professional to be able to design, implement, and support the Windows NT server network operating system in a multi-domain enterprise environment. Lab and special fees. 48 class hours

CEN 1508 Network Management Using ManageWise 3 cr.
This course provides the student with the knowledge and skills required to solve network problems using various integrated ManageWise components, including: NetWare Management Systems (NMN), Net Ware Management Agent (NMA), NetWare LANalyzer Agent, LANdesk, and virus protect software. Lab and special fees required. 32 class hours

CEN 1509 NetWare 5 Administration 3 cr.
This course is designed to provide students with the necessary knowledge and skills to perform competently, in the role of network administrator or system manager for NetWare 5. Lab and special fees required. 48 class hours

CEN 1510 NetWare 5 Advanced Administration 3 cr.
This course provides students with the knowledge and skills required to design, configure, and administer a complex NetWare 5 network, upgrading from a NetWare 3 environment, migrating to NetWare Distributed Print Services, executing JAVA-based utilities, network backup and configuring NetWare 5 for remote access. Lab and special fees required. 48 class hours

CEN 1548 Securing Intranets with BorderManager 3 cr.
This course provides students with the knowledge and skills required to install, configure, administer, maintain, and troubleshoot the following components of BorderManager: Packet filtering firewall and screening router, network address translation (NAT), Virtual Private network (VPNs), remote access, proxy cache server, and IP gateways. Lab and special fees required. 32 class hours

CEN 2503 IntranetWare 4.11 System Administration 3 cr.
This course is intended for the new user and NetWare system administration beginner. A typical student would be a first-time administrator who assumes responsibility for the day-to-day operation or management of the network. Initial installation, configuration, and fault isolation is assumed to be the responsibility of another individual. Lab and special fees. 48 class hours

CEN 2504 Advanced IntranetWare 4.11 System Administration 2 cr.
This course is designed to provide the student with the knowledge and skills to design, configure, and administer a complex network. The student who completes this course will be able to accomplish advanced network tasks on a NetWare 4 network. Lab and special fees. 32 class hours

CEN 2506 IntranetWare: Integrating Windows NT 2 cr.
This course provides the student with the knowledge and skills required to solve network problems using various integrated ManageWise components, including: NetWare Management Systems (NMS), NetWare Management Agent (NMA), NetWare LANalyzer, LANdesk, and virus protect software. Lab and special fees required. 32 class hours

CEN 2507 NetWare 4.11 Design and Implementation 2 cr.
This course is designed to provide the student with the knowledge to design and create a NetWare 4.11 implementation plan for a case company. Interactive group activities lead the student through this process by acting in project roles to assess the needs of the case company. The student completes a NetWare 4 design strategy and implementation schedule with templates. Lab and special fees. 32 class hours

CEN 2523 NDS Design and Implementation 2 cr.
This course provides students with knowledge and skills needed to create an NDS design and implementation strategy and design templates. Lab and special fees required. 32 class hours

CET 1515 Creating and Configuring a Web Server Using Microsoft Internet Information Server 2 cr.

This course teaches the student how to support the various features of Microsoft Internet Information Server (IIS). The student will learn how to install, configure, and implement all components of IIS, and also will gain hands-on experience in setting up an Internet/intranet. Lab and special fees. 32 class hours

CET 2489 Networking Essentials 2 cr.

This course is designed to provide the student with the background necessary to understand the local area networking information in Microsoft courses on workstations and networking. It also provides a general introduction for the student who needs a foundation in current networking technology for both local and wide area networks. Lab and special fees. 32 class hours

CET 2490 IntranetWare 4.11 Installation and Configuration 1.5 cr.

This course features installation and configuration of NetWare 4.11 operating systems, upgrading servers from NetWare 3.1x to NetWare 4x, and configuration of network software. Lab and special fees. 24 class hours

CET 2496 NetWare Service and Support 3 cr.

The student will learn how to solve real-world networking problems. This course focuses on the installation of network-related hardware and the prevention, diagnosis, and resolution of hardware-related networking problems in NetWare 3 and 4 environments. Lab and special fees. 48 class hours

CET 2497 Building Intranets with IntranetWare 1.5 cr.

This course is designed to provide the student with the necessary skills to implement the web services components of IntranetWare. The student will receive step-by-step instructions on how to incorporate an intranet on an existing Novell network, including the implementation of multi-protocol router (IPX/IP) gateway, Novell web server and Novell FTP services. Most importantly, the student will learn how to design an intranet that provides real-world business solutions. Lab and special fees. 24 class hours

CGS 2820 Web Page Design 3 cr.

Prerequisite: CSG 1100. A course for the beginner and the advanced user of FrontPage. The student will learn the various concepts and elements required to create web pages. Topics will include HTML, linear media, hypermedia, frames, forms, JAVA and JavaScript, ActiveX, VBScript, and other design elements and considerations. Lab fee required. 48 class hours

Criminal Justice

CCJ 1000 Crime and Delinquency 3 cr.

This course presents a general review of the juvenile delinquency problem, to include current theories of crime and delinquency, causal factors, and treatment. 48 class hours

CCJ 1100 Introduction to Law Enforcement 3 cr.

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

CCJ 1300 Introduction to Corrections 3 cr.

This course will focus on the theory and practice of correctional institutions and their functions, the prison as a total institution, characteristics of various types of corrections methods, analysis of the prison community, adjustment to prison life, impact of institutionalization, corrections in the community, and historical development. In addition, several site visits are planned to correctional institutions. 48 class hours

CCJ 1400 Police Organization and Administration 3 cr.

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

CCJ 1401 Police Operations 3 cr.

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

CCJ 2012 Police Role in Crime 3 cr.

A general orientation into the primary theories and types of crime in American society. The focus is on crimes against the person and conventional property crimes. Other topics include organized crime, white collar crime, and antisocial (psychopathic) offenders. The role of the police officer is emphasized in all aspects of the legal system. 48 class hours



CCJ 2122 Police Community Relations 3 cr.

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

CCJ 2220 Criminal Law 3 cr.

This course covers the nature, sources, and types of criminal law. It examines the classification and analysis of crimes and criminal acts in general and examines selected criminal offenses. 48 class hours

CCJ 2250 Rules of Evidence for Police 3 cr.

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

CCJ 2940 Field Studies 3 cr.

This course will provide an opportunity for the student to observe the criminal justice system in operation. Student placements are within agencies whose activities comprise the professional construction of criminal justice. Assignments and number of hours in each agency will be agreed upon by the student, the agency, and the instructor/coordinator. Students will be expected to keep a daily log of activities. 48 class hours

CJD 2009 Criminal Justice Career Enhancement 1 cr.

This course will address basic human relations as applied to the job search process and to successful and professional job performance in the law enforcement field. Topics will include preparing and updating a resume, responding to oral board interviews, setting career goals, stress management, and government practices and hiring procedures. 16 class hours

CJT 1100 Criminal Investigation 3 cr.
This course provides an introduction to criminal investigation procedures. It includes the topics of theory of an investigation, case preparation, specific techniques for selected offenses, questioning witnesses and suspects, and problems in criminal investigation. 48 class hours

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

CJT 1800 Introduction to the Principles of Security 3 cr.
This course will focus on the history and philosophy of the security industry and on a discussion of current issues with relationship to legal aspects and management. The student's attention and research will be directed toward the professional ethics of security along with the managerial aspects and technological advancements of the industry. 48 class hours

CJT 2814 Security of Cultural Institutions 3 cr.
This course will focus on and provide an overview of the security phenomenon as it applies to management of security in special institutions, such as theme parks, museums and performing art centers. Security awareness and the daily function of management and their role in security has become a necessity in every industry. The student's attention and research will be directed toward managerial policy of security in the cultural setting. When possible, students will tour certain cultural facilities. 48 class hours

Dental Hygiene

DEH 1001 Dental Hygiene I 4 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001L, DES 1020, DES 1020L, and DES 1200C. This is a pre-clinical course designed to provide the foundation for the clinical practice of dental hygiene. The role of the dental hygienist, professional relationships, and communication skills are emphasized. The student is provided with the concept of principles of asepsis, sterilization techniques, obtaining medical/dental histories, and pathology of plaque and stain. 64 lecture hours

DEH 1001L Dental Hygiene I Clinical 2.5 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DEH 1001. Instruction and supervised practice of instrumentation skills, oral examination, and other clinical procedures performed on student partners and manikins will be emphasized. Student achievement in this course is graded as "Pass/Fail." Laboratory fee and professional liability insurance fee are required. Purchase of a clinic instrument kit is required. 120 campus laboratory hours. Additional laboratory hours may be required.

DEH 1130 Oral Histology and Embryology 2 cr.
Prerequisites: DES 1020, DES 1020L, DEH 1001, and DEH 1001L. Corequisites: DEH 1800 and DEH 1800L. This course provides a study of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures. 32 lecture hours

DEH 1800 Dental Hygiene II 2 cr.
Prerequisites: DEH 1001 and DEH 1001L. Corequisites: DEH 1800L, DES 1100C, and DEH 1130. This course is a continuation of DEH 1001. Topics include dental office emergencies, plaque control, polishing techniques, treatment planning, recall, and desensitization of root surfaces. 32 lecture hours

DEH 1800L Dental Hygiene II Clinical 2.5 cr.
Prerequisites: DEH 1001 and DEH 1001L. Corequisite: DEH 1800. In this second clinical course, students begin patient care in the dental clinic. Emphasis is placed on patient assessment, instrumentation, radiography, polishing clinical crowns, fluoride application, and root desensitization. Student achievement in this course is graded as "Pass/Fail." Laboratory fee is required. 120 clinical hours. Additional campus/laboratory hours may be required.

DEH 2005 Dental Hygiene III 1 cr.
Prerequisites: DEH 1800 and DEH 1800L. Corequisites: DEH 2602, DEH 2802L, and DEH 2400. This course introduces the use of topical anesthetics, pit and fissure sealants, and rubber dam placement. Nutritional needs in surgical and non-surgical conditions and patient counseling techniques are included. The effects of smoking and eating disorders on oral health are also included. 16 lecture hours

DEH 2602 Periodontics 2 cr.
Prerequisite: DEH 1800, DEH 1800L, and DEH 2400. Corequisites: DEH 2005 and DEH 2802L. This course presents the principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Particular emphasis is given to the pathological conditions of the mouth, teeth, and their supporting structures, and the relationship to systemic disturbances. Content related to implantology is included. 32 lecture hours

DEH 2702 Community Dental Health 3 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2810 and DEH 2804L. This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be responsible for assessing, planning, implementing, and evaluating procedures in a community oral health program. 48 lecture hours

DEH 2702L Community Dental Health Clinical 1.5 cr.
Prerequisite: DEH 2702. Corequisites: DEH 2830 and DEH 2806L. This clinical provides the student with the opportunity to apply the principles of public and community dental health. Program implementation and evaluation will be included. Lab fee required. 72 clinical hours

DEH 2802L Dental Hygiene III Clinical 3.5 cr.
Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DEH 2005. This course will provide ongoing clinical experience in total patient care. In addition to those in previous clinical courses, the following techniques will be introduced and incorporated into clinical practice: local anesthetics, pit and fissure sealants, periodontal dressings, recognition and treatment of acute gingival conditions, and techniques in dietary counseling for the prevention of oral diseases. Proficiency in skills already acquired will be emphasized. Student achievement in this course is graded as "Pass/Fail." Lab fee required. 168 clinical hours

DEH 2804L Dental Hygiene IV Clinical 4.5 cr.
Prerequisites: DEH 2005, DEH 2802L, and DES 2050. Corequisites: DEH 2702 and DEH 2810. This course provides an ongoing and expanded clinical experience including proficiency in oral prophylaxis, radiographic techniques, expanded functions, root planing, dietary analysis, and pharmacologic agents. The care of patients with special dental needs is addressed. Students participate in patient care at off-campus clinical sites. Lab fee and professional liability insurance fee required. 216 clinical and laboratory hours

DEH 2806L Dental Hygiene V Clinical 5.5 cr.
Prerequisites: DEH 2810 and DEH 2804L. Corequisite: DEH 2830. This course will enable the student to incorporate all the techniques and treatment modalities previously learned. Emphasis will be placed on quality improvement, speed, and professional decision-making in rendering dental hygiene services. Lab fee required. 264 clinical and laboratory hours

DEH 2810 Dental Hygiene IV 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2702 and DEH 2804L. This course expands concepts from previous dental hygiene courses in the development, assessment, and evaluation of patient care. In addition, emphasis will be placed on the identification, care, and management of patients with special needs; concepts of pain and pain control; administration techniques and precautions in the use of local anesthesia; and ultrasonic instrumentation. Continuation of medical emergency management and procedures is also incorporated in discussions. 32 lecture hours

DEH 2830 Dental Hygiene V 2 cr.
Prerequisites: DEH 2810 and DEH 2804L. Corequisites: DEH 2806L and DEH 2702L. This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state and dental practice acts, and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. Emphasis will be placed on the student's ethical and legal roles as a dental hygienist and on the business aspects of the profession. In addition, preparation for the National Dental Hygiene Board Examination and test-taking skills will be covered. 32 lecture hours

DEH 2400 General and Oral Pathology 2 cr.
Prerequisites: DEH 1800, DEH 1800L, and DEH 1130. Corequisites: DEH 2602, DEH 2005, and DEH 2802L. This course presents the principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Particular emphasis is given to the pathological conditions of the mouth, teeth, and their supporting structures, and the relationship to systemic disturbances. Content specific to implantology is included. 32 lecture hours

DES 1020 Oral, Head, and Neck Anatomy 4 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DES 1020L, DES 1100C, DEH 1800, and DEH 1800L. This course is the study of gross anatomy, structure, and morphology of the hard and soft tissues of the oral cavity and includes the study of the skeletal, muscular, circulatory, nervous, and glandular systems of the head and neck. Special emphasis is placed on the hard and soft structures associated with the oral cavity. Tooth morphology is included. 64 lecture hours

DES 1020L Oral, Head, and Neck Anatomy Laboratory .5 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DES 1020. This course provides an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental hygiene. Lab fee required. 24 laboratory hours

DES 1100C Dental Materials 1.5 cr.
Prerequisites: DEH 1001, DEH 1001L, DES 1020, DES 1020L, and DES 1200C. Corequisites: DEH 1800, DEH 1800L, and DEH 1130. This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Laboratory fee required. 16 lecture hours and 24 laboratory hours

DES 1200C Dental Radiography 3 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001 and DEH 1001L. This course provides the fundamental knowledge of the nature, physical behavior, biological effects, methods of control, safety precautions, and the techniques for exposing, processing, and mounting radiographs. Laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable radiographs is provided. Lab fee required. 32 lecture hours and 48 laboratory hours

DES 2050 Pharmacology 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2810 and DEH 2804L. This course introduces the use of drugs and anesthesia in dentistry. Drug classes, actions, interactions, side effects, and contraindications are discussed. The use of topical and local anesthesia is addressed. A unit on medical mathematics is also included. Age-specific pharmacologic needs are discussed. Legal aspects are addressed also. 32 lecture hours

Drafting & Design Technology

BCN 1001 Building Construction 3 cr.
This course is planned to acquaint the student with the terminology, methods, procedures, materials, sequences, operations, and types of construction. The course is intended as an introductory course for Drafting and Design Technology majors. 48 class hours

BCN 2704 Construction Documents 3 cr.
This course is a study of the documents used in the construction industry. These documents involve the study, use, and legal aspects of advertisement for bids, contracts, change orders, extra specifications, insurance, and bid bonds. 48 class hours

ETC 1250 Properties of Materials 3 cr.
This is an introductory course involving classification, physical properties, application, and use of materials used in the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products. 48 class hours

ETD 1100C Technical Drawing I 4 cr.
This is designed as an introductory course to manual drafting. The student uses drawing instruments, orthographic and pictorial drawings, sketching, sections, dimensioning, and auxiliary views as applied to manufacturing, building construction, civil engineering, and electronics. Lab fee required. 32 lecture hours and 64 lab hours

ETD 1530C Architectural Drafting 4 cr.
Prerequisite: BCN 1000C and ETD 1100C or consent of instructor. This course prepares the student to both read and prepare construction drawings using computer aided drafting software. The student works with plans, elevations, sections, and details as applied to wood, masonry, and concrete structures in accordance to building code requirements. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2200C Technical Drawing II 4 cr.
Prerequisite: ETD 1100C. This course provides the student practice in drafting complex geometric constructions and an introduction to the practical application of drafting techniques in industrial, architectural, and engineering contexts. The student will learn to develop three dimensional drawings using paraline and perspective techniques for production and presentation purposes. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2238 Mathematics for Drafting and CAD 3 cr.
This course will provide the student practice in and reinforcement of mathematical skills specific to the field of technical drafting. Topics will include a review of the concepts of whole numbers, fractions, decimal fractions, and percentages. Topics specific to technical drafting will include linear, area, angular, and volume measurements; ratios and proportions; applicable algebraic and trigonometric equations; lines, shapes, and geometric construction. Lab fee required. 48 class hours

ETD 2300C Computer Aided Drafting I 4 cr.
Prerequisite: ETD 1100C. This course is intended as an introductory course using AutoCAD software. Students should come to this course with a good understanding of drafting principles and practices. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2350C Computer Aided Drafting II 4 cr.
Prerequisite: ETD 2300C. This course provides a study of the use of blocks, attributes, customizing of AutoCAD, the generation of 3-D drawings and models, as well as other selected advanced techniques. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2381C Computer Aided Drafting for Manufacturing 4 cr.
Prerequisite: ETC 2350C. This course provides a comprehensive survey computer applications to manufacturing processes. Through a series of exercise, the student will become familiar with the working and shaping of metals, wood, plastics, ceramics, and composites. Through lectures and research, the student will gain a perspective on world-wide manufacturing processes. Students will identify local manufacturing firms, and through research and field trips, gain insight into the place local businesses have in the global economy. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2540C Civil Engineering Drafting 4 cr.
Prerequisite: BCN 1001 and ETD 2300C. This course covers the fundamentals of engineering drafting. Students will gain experience in completing drawings typical in the fields of civil, mechanical, structural and electrical engineering using both mechanical drawing and CAD techniques. Students will be introduced to the basic design procedures required in the engineering professions. These procedures include drainage calculations; estimates of cut and fill; heating and cooling calculations; Florida energy code calculations; bending, shear and deflection of beams; bending and compression in columns; foundation design; electrical load calculations; pipe sizing, and plumbing riser diagrams. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2941 Internship in Drafting and Design 3 cr.
Prerequisite: ETD 2351C. The purpose of this course is to provide the student with 96 hours of an internship experience that will enhance and reinforce the classroom and lab training received. Students may be placed in an architectural or manufacturing setting. 48 class hours

Drama and Theatre

Students are advised that course selections in the area of performing arts are not automatically transferable; they will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

ORI 1000 Performance of Literature 3 cr.
This course focuses on developing a better understanding of literature through performance. Performance allows students to engage actively with a variety of literary forms. This course will combine lecture, discussion, and performance exercises in addition to individual and group performance. 48 class hours

THE 2010 Survey of Drama I 3 cr.
Prerequisite: ENC 1101. This course is an historical survey of Western Drama from the Golden Age of Greece to the High Renaissance in England. Students read well-known plays of each period. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. 48 class hours

THE 2011 Survey of Drama II 3 cr.
Prerequisite: ENC 1101. This course is an historical survey of Western Drama from the High Renaissance in England to the Modern Period in America. Students read well-known plays of each period, including popular contemporary pieces. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. 48 class hours

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

THE 2925A Play Production I 3 cr.
Corequisite: TPP 1111. This course is designed to give the students the experience of working on a production from the pre-production planning stage through to the final performance and strike (the dismantling of sets and clean-up after the production). Students will be involved in all aspects of production in both the performance and technical areas as well as in the areas of box office and house management. In addition to working on an actual production, students will be required to attend class lectures and turn in written assignments. Students may also be asked to attend productions of plays off campus. Lab fee required. 32 lecture hours and 32 laboratory hours

THE 2925B Play Production II 3 cr.
Prerequisite: THE 2925A. This course is a continuation of THE 2925A Play Production I. Lab fee required. 32 lecture hours and 32 laboratory hours

TPP 1110 Beginning Acting 3 cr.
This course focuses primarily on developing the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts, and ideas. This will be accomplished by means of physical and vocal exercises, drills, games, and improvisations. Students may be required to attend several performances off campus. 32 lecture hours and 32 laboratory hours

TPP 1111 Intermediate Acting 3 cr.
Prerequisite: TPP 1110 or consent of instructor. This course is a continuation of TPP 1110 Beginning Acting with special emphasis on the various processes of developing characterization. The course will stress techniques of textual and script analysis as it is related to characterization and performance. Students will be required to read plays as well as work on monologues and scene study. Students may be required to attend several performances off campus. 32 lecture hours and 32 laboratory hours

TPP 2700 Voice Preparation for the Actor 3 cr.
Prerequisite: TPP 1110 or consent of the instructor. This course is designed to liberate the natural voice rather than to develop a vocal technique. A clear view of the voice in the general context of human communication will be presented and the students will perform a series of exercises to free, develop, and strengthen the voice, first as a human instrument and then as the human actor's instrument. An emphasis is placed on the removal of the physical as well as the emotional blocks that inhibit the human instrument. 32 lecture hours and 32 laboratory hours

Education

EDF 1005 Introduction to Education with Field Experience 3 cr.
Prerequisite: REA 0002 or appropriate placement score. This course is a survey of the historical, sociological, and philosophical foundations of education and an orientation to professional education which includes the Code of Ethics of the teaching profession. Field experiecc: 15 hours of observations are required in a classroom setting. 48 class hours

EDG 1310 Classroom Management 3 cr.
The study of classroom management principles and applications, including individual behavior management and group dynamics techniques. 48 class hours

***REA 0002 Fundamentals of Reading** 4 cr.
See College Preparatory Courses.

REA 1105 College Reading Techniques 3 cr.
See Reading Courses.



Environmental Science

BSC 1050 Introduction to Environmental Science 3 cr.
See Biological Science Courses.

BSC 1050H Introduction to Environmental Science-Honors 3 cr.
See Biological Science Courses.

GLY 2151 Geology and Environment of Florida 3 cr.
A course designed to investigate the geologic history and development of rocks, structures, physiography, and mineral resources of Florida. 48 class hours

Fire Science Technology

FFP 1130 Fire Company Leadership 3 cr.
This course will cover the basic concepts of fire company leadership as they pertain to fire science. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. 48 class hours

FFP 1150 Methods and Techniques of Fire Science Instruction 3 cr.
This course will cover the modern methods and techniques of fire science instruction. Various methods of teaching will be discussed and demonstrated with emphasis on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. In addition, this course will identify different avenues available to the instructor in dealing with the difficult student and students with learning disabilities. 48 class hours

FFP 1200 Introduction to Fire Inspection and Prevention 3 cr.
This course will cover the various aspects of prevention and inspection as they relate to fire science and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours

FFP 1320 Fire Service Building Construction 3 cr.
This course will cover various types of building construction and renovation practices, along with their relationship to fire and fire fighting. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. Emphasis will be placed on methods of evaluating the potential dangers to the fire fighting forces as a result of the type of construction or methods of renovation. 48 class hours

FFP 1410 Fire Fighting Tactics and Strategy I 3 cr.
This course is designed to cover the basic factors involved in resolving various types of fire-related emergencies. Emphasis will be placed on adequate "size up" procedures by the company officer and appropriate resource requests. It will further emphasize the nature of an emergency situation, and different methods in which the Fire Officer may evaluate the effectiveness of his/her proposed plan of protection, thereby providing an atmosphere to handle and adapt to any required changes in the tactical approach. 48 class hours

FFP 1620 Private Fire Protection Systems 3 cr.
This course will explore the various privately-owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler systems, standpipe systems, and special agent fixed extinguishing systems, along with fire detection and alarm systems. 48 class hours

FFP 2500 Hazardous Materials I 3 cr.
This course will provide an understanding of basic principles involved in the recognition of materials which are hazardous because of combustibility, toxicity or reactivity. Study is made of pyrophoric metals, hypergolics, cryogenics and insecticides, in addition to more common materials and chemicals. Ways in which hazardous materials can be recognized in the field are emphasized. Sources of information relative to safe handling of materials and extinguishing fires are studied. 48 class hours

FFP 2501 Hazardous Materials II 3 cr.
A continuation of FFP 2500, Hazardous Materials I, the curriculum in this course delves into the identification of hazardous materials, their properties, and modes of transportation of hazardous materials. The course also identifies the hazards associated with storing such hazardous materials in a fixed storage facility. 48 class hours

French

FRE 1120 Beginning French I 4 cr.
The purposes of this course are to introduce students to the four skills (listening, speaking, reading, and writing) of the target language and to encourage students to appreciate the cultural contributions of the countries in which the language is spoken. 64 class hours

FRE 1121 Beginning French II 4 cr.
Prerequisite: FRE 1120 or consent of instructor. The purpose of this course is to reinforce the basic skills previously acquired. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 64 class hours

FRE 2200 Intermediate French I 4 cr.
Prerequisites: FRE 1121, two years of high school French, or the equivalent. This course will provide an advanced level of communication skills for students who have successfully completed FRE 1121 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 64 class hours

FRE 2201 Intermediate French II 4 cr.
Prerequisite: FRE 2200. A further development of communication skills with continued emphasis on oral communication through speaking and listening exercises. Reading in contemporary French prose, including authors from Andre Gide to Alain Robbe-Grillet will be included. 64 class hours

Geography

GEA 2000 World Regional Geography 3 cr.

A regional study of the relationships between humans and their natural environment, with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. 48 class hours

GEA 2200 Geography of North America 3 cr.

A regional study of the physical and natural environment of North America, with particular emphasis on human activities from an ecological perspective. 48 class hours

German

GER 1120 Beginning German I 4 cr.

This course will introduce beginning students in German to the four communication skills (listening, speaking, reading, and writing); emphasize the correct usage of grammar; develop skills using basic vocabulary; and sensitize students to the cultural contributions of the countries in which German is spoken. 64 class hours

GER 1121 Beginning German II 4 cr.

Prerequisite: GER 1120 or consent of instructor. This course will reinforce, expand, and review the basic German skills previously acquired; develop increased listening, speaking, reading, and writing skills; extend knowledge of grammar; and increase cultural awareness. Content will include more advanced language structures and idiomatic expressions, with a particular emphasis on vocabulary and conversational skills. 64 class hours

GER 2200 Intermediate German I 4 cr.

Prerequisite: GER 1121, two years of high school German, or the equivalent. The content should include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 64 class hours

GER 2201 Intermediate German II 4 cr.

Prerequisite: GER 2200. This course will reinforce, expand, and review the intermediate German skills previously acquired. The content should include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 64 class hours

Health

HSA 2930 Issues & Trends in Health Care Delivery 1 cr.

The course examines issues and their developing trends. Content may differ each time in order to be current with changing events and issues of varying importance such as health care systems change, team building, and ethical leadership/management in health care. 16 class hours

HSC 1100 Personal and Community Health 3 cr.

See Physical Education Courses.

HSC 1101 Perspectives of Health and Wellness 3 cr.

See Physical Education Courses.

HSC 1149 General Pharmacology for Health Professionals 1 cr.

See Biology Courses.

HSC 1149L General Pharmacology for Health Professionals 1 cr.

See Biology Courses.

HSC 2531 Medical Terminology 3 cr.

See Emergency Medical Services Courses.

HUN 2001 Science of Human Nutrition 3 cr.

Recommended Prerequisite: BSC1092 or BSC1085. This course presents the scientific principles of nutrition throughout the life cycle. The source of the nutrients, their normal and therapeutic roles and daily requirements will be addressed. Related processes such as digestion, transport, absorption, metabolism and storage are included. The relationship between nutrition and human disease is emphasized. 48 class hours

History

AMH 2010 History of the United States I 3 cr.

The study of United States history to 1865 emphasizing the European background, the Revolution, the Articles of the Confederation, the Constitution, the problems of the new republic, sectionalism, Manifest Destiny, slavery, and the Civil War. 48 class hours

AMH 2020 History of the United States II 3 cr.

The study of United States history from 1865 to the present. This study includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economic and world affairs since World War II. 48 class hours

AMH 2070 History of Florida 3 cr.

This course begins with the influence of geography on early Native American cultures of the region. The economic, social, and political background of Florida is developed chronologically, from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. 48 class hours

AMH 2091 Black American History 3 cr.

A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background, slavery, reconstruction, and Twentieth Century developments to the present. 48 class hours

EUH 1000 Western Civilization I 3 cr.

The origins and development of western civilization, beginning with the classical civilizations of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the Sixteenth Century. The emphases are upon the social, economic, and cultural trends of each period. 48 class hours

EUH 1001 Western Civilization II 3 cr.

The evolution of modern western civilization since the commercial revolution of the Sixteenth Century. This course covers the period of colonization, the Industrial Revolution, and the emergence of modern national states extending to the present. The emphases are upon the social, economic, and cultural developments. 48 class hours

Honors

BSC 1030H Introduction to Environmental Science-Honors 3 cr.

See Biological Science Courses.

ENC 1121H English Composition I-Honors 3 cr.

ENC 1122H English Composition II-Honors 3 cr.

See English Courses.

HUM 2211H Humanities I-Honors 3 cr.

- HUM 2230H Humanities II–Honors** 3 cr.
HUM 2700 Overseas Study in the Humanities 3 cr.
 See Humanities Courses.
IDS 2290H Introduction to Asian Arts & Letters–Honors 3 cr.
SLS 1261 Leadership Development Studies 3 cr.
 See Interdisciplinary Courses.
MAC 2311 Calculus and Analytic Geometry I 4 cr.
MAC 2312 Calculus and Analytic Geometry II 4 cr.
MAC 2313 Calculus and Analytic Geometry III 4 cr.
 See Mathematics Courses.
PHI 1630 Applied Ethics 3 cr.
 See Philosophy Courses.
PSY 1012H Introduction to Psychology–Honors 3 cr.
 See Psychology Courses.
SYG 2000H Introduction to Sociology–Honors 3 cr..
 See Sociology Courses.
SPC 2600H Introduction to Public Speaking–Honors 3 cr.
 See Speech Courses.



Horticulture

- ORH 1010 Introduction to Horticulture** 3 cr.
 Students in this course will study the principles of horticulture. Topics include plant, flower, and tree identification and propagation. Students will also study procedures for producing healthy lawns and indoor plants. This course is intended for students who are planning to continue their education in the agriculture field or for any other students who are interested in learning more about plants and lawns. 48 class hours

Hospitality Management

- FOS 2201 Food Service Sanitation and Safety** 3 cr.
 A study of the agents that cause foodborne illness and the ways foods become contaminated with them. The principles of sanitary food handling and the necessity of maintaining safe and sanitary facilities for the well being of the consumer and the employee are emphasized. 48 class hours
FSS 2120 Food Purchasing and Storage 3 cr.
 A study of purchasing principles, procedures, and policies in quantity food service operations; includes proper procedures for receiving, storing, and issuing food, beverages, and other supplies. 48 class hours

- FSS 2300 Food Service Supervision and Management** 3 cr.
 A study of the principles of management, particularly as they apply to the food service industry. Students will explore the role of the supervisor or manager in organizing and directing the work of employees and the responsibility for planning and coordinating their activities. Students will find it helpful if they have completed MNA 1300 and ENC 1102 prior to taking this course. 48 class hours

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, and bereavement; and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 48 class hours
HUS 1001 Introduction to Human Services 3 cr.
 This course provides an overview of agency resources, functions, methods, and activities related to human services, theory, and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and practices in human services. 48 class hours
HUS 1110 Basic Counseling Skills 3 cr.
 Prerequisite: HUS 1001, PSY 1012 or consent of instructor. This course involves developing skills in oral communication, active listening, and counseling. These skills are presented in the context of the human relations counseling model and other general theories of counseling. 48 class hours
HUS 2403 The Disabled Experience 3 cr.
 This course traces the history of the disabled experience in the United States through implementation of the Americans with Disabilities Act (ADA) of 1992. The nature of various disabling conditions to include developmental disorders, mental disorders, sensory disabilities, motor disabilities, and chronic, temporary, and progressive conditions are explored. The course emphasizes the obstacles faced by disabled persons and the steps that must be taken to increase opportunities for participation in all aspects of society. 48 class hours
HUS 2525 Issues in Mental Health 3 cr.
 Prerequisite: HUS 1110 or PSY 1012 or consent of instructor. This course offers an overview of major mental disorders with emphasis on their attendant behaviors. The course emphasizes appropriate interaction between the health worker and the client as well as effects of mental disorders on the family and community. Issues involving deinstitutionalization and case management are included. 48 class hours
HUS 2531 Substance Abuse Counseling 3 cr.
 Prerequisite: HUS 1110 or PSY 1012 or consent of instructor. This course is designed to prepare the human service worker to function in a variety of settings in which substance use/abuse is an issue. Content emphasized includes causes of abuse, nature of dependency, pharmacology, and effects of abuse on the individual, family, and community. Techniques of detection and intervention are presented and practiced in the classroom. Treatment modalities are discussed. 48 class hours
HUS 2940 Human Services Practicum I 4 cr.
 Prerequisites: HUS 1001 and HUS 1110 or consent of instructor. This is a practicum course which requires a minimum of 128 hours. Students will be under supervision as human service workers in community agencies in the field. Regular meetings are held with the

instructor. Student performance in this course is graded as "Pass/Fail." Professional liability insurance fee is required.

HUS 2941 Human Services Practicum II 4 cr.

Prerequisites: HUS 2940 or consent of instructor. This course is a continuation of HUS 2940. This is a practicum course which requires a minimum of 128 hours. Students will be under the supervision of human services workers in community agencies. Regular meetings are held with the instructor. Student performance in this course is graded as "Pass/Fail." Professional liability insurance fee is required.

Humanities

HUM 2211 Humanities I 3 cr.

Prerequisite: ENC 1102 (completed with a grade of "C" or higher). A study of the ideas and ideals which characterize the moral, intellectual, and aesthetic activities of the early Western Civilization: Ancient Greece and Rome, the formative period of the Judeo-Christian Tradition, and the European Middle Ages. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

HUM 2211H Humanities I-Honors 3 cr.

Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor and completion of ENC 1102 or ENC 1122H with a grade of "B" or higher. This course is an in-depth integrated examination of the ideals and ideas that characterize the intellectual and aesthetic activities of early Western civilization from prehistory to the European Middle Ages. Emphasis is placed upon humanity's speculative and creative nature as reflected in its arts, literature, music, philosophy, religion, and drama. This course requires original nonfiction writing totaling at least 6,000 words. If used to fulfill the requirements of the AA or an AS degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both HUM 2211 and HUM 2211H. 48 class hours

HUM 2230 Humanities II 3 cr.

Prerequisite: HUM 2211 (completed with a grade of "C" or higher). A study of Western Culture from the Renaissance to the present. This course requires written compositions totaling at least 6,000 words. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

HUM 2230H Humanities II-Honors 3 cr.

Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor and completion of HUM 2211 or HUM 2211H with a grade of "B" or higher. This course is an in-depth examination of the ideals and ideas that characterize the intellectual and aesthetic activities of early Western civilization from the Renaissance to the 20th century. Emphasis is placed upon humanity's speculative and creative nature as reflected in its arts, literature, music, philosophy, and drama. This course requires original nonfiction writing totaling 6,000 words. If used to fulfill the requirements of the AA or an AS degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both HUM 2230 and HUM 2230H. 48 class hours

HUM 2700 Overseas Study in the Humanities 3 cr.

This course offers students a study/travel program centered around the countries and cities of the tour. The course will provide lectures and discussions in the humanities area before, during, and after the tour, and field experiences in the humanities area during the tour. The student will gain an understanding and appreciation of the ideas and ideals that shaped the cultural heritage of Western Civilization through on-site study of great works of art, architecture, music, drama, religion, and philosophy. This credit applies toward electives for the AA Degree. This course does not satisfy the humanities

requirement for a degree. Special fee: registration fees plus cost of trip. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 48 hours of formal instruction

Interdisciplinary

IDS 2290H Introduction to Asian Arts and Letters-Honors 3 cr.

Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor and ENC 1101 or ENC 1121H with a grade of "B" or higher. An introduction to the aesthetic, intellectual, cultural, and literary traditions of three great Asian civilizations—China, India, and Japan. This course will examine Oriental ideas and ideals of human nature, the universe, social and spiritual reality, and individual existence as reflected in thought systems such as Buddhism and Taoism. Western images of contemporary Asian culture represented in popular American and British literature will augment a critical analysis of translated selections from the literature of each civilization. If used to fulfill the requirements of the AA or an AS degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 48 class hours

LIS 2004 Introduction to Internet Research 1 cr.

The course focuses on information resources available through the Internet. Internet search tools and methods of access are explored, along with social, ethical and legal issues. The student should have a full service Internet account, including E-mail or have access through a corporate or educational institution. The student should have a basic familiarity with a PC operating system, Web browser, and E-mail. 16 class hours

SLS 1211 Individual Discovery 3 cr.

This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences that deal with personal growth and group developmental activities that place emphasis on the defining of individual goals and interests. 48 class hours

SLS 1261 Leadership Development Studies 3 cr.

This course has as its focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory, assists students in developing personal philosophies of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own abilities and styles of leadership. It provides the opportunity to develop essential leadership skills through study and observation of the application of those skills. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 48 class hours

SLS 1501 College Survival Skills 3 cr.

This course is designed to help the student develop more effective and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and report preparation. 48 class hours

SLS 2420 Career Enhancement 1 cr.

See Business-Office Systems Technology

Legal Assisting

PLA 1003 Introduction to Law and Legal Ethics 3 cr.

An overview of the training, functions, and career opportunities for legal assistants. This course examines the roles of the lawyer and legal assistant in modern society, the ethical standards applicable to the law profession, and surveys the various fields of law that will be covered by the student in the program. 48 class hours

PLA 1201 Civil Procedure 3 cr.
A study of the structure of state and federal civil judicial systems, including the rules of procedure and practices applied to civil cases. This course includes an examination and drafting of basic civil litigation documents. Lab fee required. 48 class hours

PLA 1263 Evidence and Trial Practice 3 cr.
Prerequisite: PLA 1204 or consent of instructor. A study of the law and rules of admissibility of evidence. The course includes interviewing and investigative techniques, preparing and organizing courtroom materials, compiling documentary and demonstrative evidence, and effective courtroom assistance. 48 class hours

PLA 1303 Criminal Law for Legal Assistants 3 cr.
An intensive study of the law of crimes, the elements of various crimes, and defenses to criminal prosecution. This course includes basic criminal court practice and procedure in state and federal courts, and basic prosecution and defensive strategies. 48 class hours

PLA 1763 Law Office Management 2 cr.
A study of the fundamental concepts of law office management, including client record-keeping and retrieval systems, timekeeping, billing and accounting practices, personnel management and business relationships, and law office equipment, technology and supervision. 32 class hours

PLA 2104 Legal Research and Writing I 3 cr.
An intensive study of the fundamentals of legal research and the sources and materials used in legal research. This course introduces the student to legal writing and the format for memoranda of law. Lab fee required. 48 class hours

PLA 2114 Legal Research and Writing II 3 cr.
Prerequisite: PLA 2104 or consent of instructor. An advanced study of legal research and writing techniques, including proper citation form and the presentation of logically sound and convincing legal argument. The student will prepare various types of legal memoranda and an appellate brief. 48 class hours

PLA 2273 Torts 3 cr.
An intensive study of the law of intentional torts, negligence, and strict liability, including the elements of each and their related defenses. Principles of insurance will also be covered. The student will apply tort concepts to hypothetical factual scenarios. 48 class hours

PLA 2401 Commercial Transactions 2 cr.
Pre or corequisite: PLA 2540 or consent of instructor. A practical skills course where students review and prepare transactional documents associated with real estate and business transactions, and prepare basic tax returns. 32 class hours

PLA 2465 Debtor, Creditor, and Bankruptcy 3 cr.
A study of debtor and creditor rights and remedies, and the law and procedure of federal bankruptcy. The student will examine and prepare basic bankruptcy forms. 48 class hours

PLA 2540 Real Property Law 3 cr.
A study of the law of real property, including types of ownership, future interests, concurrent estates, and liens and encumbrances. The course includes an examination of real property transaction documents including leases, deeds, mortgages, and transfer and closing documents. 48 class hours

PLA 2600 Wills, Estates, and Trusts 3 cr.
A survey of common forms of wills and trusts, and a study of the law applicable to wills, trusts, and the probate of estates. This course includes examination of and drafting of basic wills and probate documents. 48 class hours

PLA 2800 Domestic Relations 3 cr.
A study of the law of dissolution of marriage, separation, custody, legitimacy, paternity, adoption, change of name, and guardianship.

The student will examine and draft basic documents related to the topics covered. 48 class hours

PLA 2940 Legal Assisting Seminar and Internship 3 cr.
Prerequisite: Recommendation of Director. This is a coordinated internship course that reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student, the instructor and the field supervisor will determine the objectives for the course. The instructor and the field supervisor will evaluate the student according to the course objectives and performance will be graded as "Pass/Fail." This course will include a minimum of 96 hours of field experience together with at least three conferences with the instructor.

Mathematics

MAC 1105 College Algebra 3 cr.
Prerequisite: MAT 1033 completed with a grade of "C" or higher, or appropriate placement test score. Topics include: polynomials, rational expressions, radicals, exponents, linear and quadratic equations and inequalities, functions and their graphs, systems of equations and inequalities, exponential and logarithmic functions, matrices and determinants. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours

MAC 1147 Precalculus Algebra/Trigonometry 4 cr.
Prerequisite: MAC 1105 with a grade of "C" or higher, or appropriate placement test score. Topics include review of properties and graphs of functions, polynomial and rational functions, sequences and series, conic sections, circular and trigonometric functions, trigonometric identities and equations, and solutions of triangles. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 64 class hours

MAC 2233 Applied Calculus 4 cr.
Prerequisite: MAC 1105 (completed with a grade of "C" or higher). This course provides applications of calculus to business, economics and the social sciences. Topics include: limits, rate of change, differentiation and integration of algebraic, logarithmic and exponential functions with particular emphasis on applications. MAC 2233 is not designed for those students who plan to major in mathematics, engineering or the natural sciences. Credit is not given for both MAC 2233 and MAC 2311. If used to meet the requirements of an AA Degree, a grade of "C" or higher must be obtained. 64 class hours

MAC 2311 Calculus and Analytic Geometry I 4 cr.
Prerequisite: MAC 1147 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: limits and continuity; rules of differentiation; derivatives of polynomial, trigonometric, logarithmic, exponential, hyperbolic, inverse trigonometric and inverse hyperbolic functions; L'Hopital's rule; applications of derivatives; and integration. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 64 class hours

MAC 2312 Calculus and Analytic Geometry II 4 cr.
Prerequisite: MAC 2311 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: applications of integration; techniques of integration such as integration by parts, trigonometric substitutions, partial fractions and rationalizing substitutions; improper integrals; Taylor's Formula; sequences and series; conics; and polar coordinates. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 64 class hours

MAC 2313 Calculus and Analytic Geometry III 4 cr.
Prerequisite: MAC 2312 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: planer curves, vectors and motion; vector geometry, dot products and cross products; curves in space; quadratic surfaces; cylindrical and spherical coordinates; partial derivatives; tangent planes; multiple integrals; line integrals; and Green's Theorem. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 64 class hours

***MAT 0012 Prealgebra** 4 cr.
See College Preparatory Courses.

***MAT 0024 Elementary Algebra** 4 cr.
See College Preparatory Courses.

MAT 1033 Intermediate Algebra 4 cr.
Prerequisite: MAT 0024 completed with a grade of "C" or higher, or appropriate placement test score. This course is designed to prepare students for entry into MAC 1105. Topics include sets, linear and quadratic equalities and inequalities, polynomials, rational expressions and equations, graphing first-degree equations and inequalities, exponents and radical expressions. 64 class hours

MGF 1106 Mathematics for Liberal Arts I 3cr.
Prerequisite: MAT 1033 completed with a grade of "C" or higher, or appropriate placement test score. Topics include: set theory, logic, probability, statistics, geometry and the history of mathematics. If used to meet the requirements of the AA degree, a grade of "C" or higher must be obtained. 48 class hours

MGF 1107 Mathematics for Liberal Arts II 3 cr.
Prerequisite: MAT 1033 completed with a grade of "C" or higher, or appropriate placement test score. Topics include: mathematical models, graph theory, voting technique, legislative apportionment and the history of mathematics. If used to meet the requirements of the AA degree, a grade of "C" or higher must be obtained. 48 class hours

MTG 2206 College Geometry 3 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. A college geometry course emphasizing Euclidean geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs constructions, and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slopes of lines, circles, and similarity. Trigonometry is presented in terms of right triangle relationships; logic is the basis for deductive reasoning in proofs of theorems; and lines and other geometric figures are graphed in the rectangular coordinate system. 48 class hours

QMB 1001 Business Mathematics 3 cr.
See Business Administration Courses.

STA 2023 Introduction to Statistics 3 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or satisfactory placement test score. 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, and non-parametric statistics. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours

STA 2023H Introduction to Statistics-Honors 3 cr.
Prerequisite: Acceptance in the PHCC Honors Program or permission of the instructor and MAT 1033 (completed with a grade of "B" or higher), or appropriate placement test score. a study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, confidence intervals, hypothesis testing and non-parametric statistics. If used to meet the require-

ments of the AA Degree, a grade of "C" or higher must be obtained. If used to meet the requirements of the Honors Program, a grade of "B" or higher must be obtained. 48 class hours

Military Science

MIS 1010 Introduction to Military Science 3 cr.
This course covers the history and organization of the Reserve Officers' Training Corps (ROTC) and its mission in support of U.S. national defense policies. Strong emphasis is placed on the relation of the U.S. defense establishment to the federal government, and extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. 48 class hours

MIS 1110 War and Peace 3 cr.
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 48 class hours

MIS 1400 Fundamentals of Leadership 3 cr.
An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the modern volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication are stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. 48 class hours

MIS 1405 Requirements of Military Leadership 3 cr.
Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp. 48 class hours

MIS 1410 Seminar in Leadership and Management 3 cr.
A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army; and the present role of the United States in world affairs. 48 class hours

Music

Students are advised that course selections in the area of performing arts are not automatically transferable; students will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

Students must supply their own musical instruments. However, pianos are supplied for instruction only and are NOT available for practice.

MUL 1110 Music Appreciation 3 cr.
A general survey of music and its composers, with extensive listening in order to develop an intelligent understanding and appreciation of the world's great music. This course is open to all students. 48 class hours

MUN 1310 College Chorus 1 cr.
This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. 32 laboratory hours

MUN 1340 Chamber Singers 1 cr.
This course is for experienced singers with some musical training. Students will be expected to study and perform assigned literature from the 14th century to the present with an emphasis on 16th and 17th century chamber works. An audition is required. This course may be repeated for credit up to four times with consent of instructor (MUN 1340A, MUN 1340B, MUN 1340D, and MUN 1340E). 32 laboratory hours

MUN 1450 Piano Ensemble 1 cr.
Prerequisite: Consent of instructor. This course is designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and duo-piano works from the standard repertoire as well as piano accompaniments for vocal and instrumental solos. Audition required. Special fee required. 32 laboratory hours

MUT 1001 Fundamentals of Music 3 cr.
This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. 48 class hours

MUT 1121 Music Theory I 4 cr.
Prerequisite: MUT 1001. The purpose of Music Theory I is to provide the fundamentals of music, including chord construction and progression, elements of form analysis and harmony, rhythmic and melodic ear training, dictation, sight singing, and simple composition. 48 lecture hours and 32 laboratory hours

MUT 1122 Music Theory II 4 cr.
Prerequisite: MUT 1121. The purpose of Music Theory II is to provide a continuation of Music Theory I with emphasis on further development of musical skills. 48 lecture hours and 32 laboratory hours

MUT 2126 Music Theory III 4 cr.
Prerequisite: MUT 1122. The purpose of Music Theory III is to provide emphasis on advanced harmony and chord structure, examination and analysis of form and styles from the past to the contemporary, advanced problems in composition for various media, and a continued development of aural skills. 48 lecture hours and 32 laboratory hours

MUT 2127 Music Theory IV 4 cr.
Prerequisite: MUT 2126. The purpose of Music Theory IV is to provide the final sequence of Music Theory with emphasis on continued development of harmonic materials, aural and visual analysis, and problems in composition involving form and instrumentation. 48 lecture hours and 32 laboratory hours

NOTE: Applied Music courses are designed for those students who plan to major in music and may NOT be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

Applied Music I – Preparatory 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Voice Repertoire Class in the same semester as Applied Music (Voice Repertoire Class MVV 1510A). Private instruction in voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire.

Preparatory students are students who seek to raise their performance level to freshman music major level or desire a secondary instrument while studying as an intended music major on another instrument. Non-music major students may be permitted to study only if space is available and if they have previous music background. Credit for this course will not count toward principal instrument requirements for those students who will be transferring to a four-year college/university. Special fee \$90.00. Students receive one half-hour private lesson per week. Attendance and/or performance in recital each semester may be required. 8 laboratory hours

MVB 1011A	1012ATrumpet	1013A	Cello
MVB 1012A	Horn	MVS 1014A	String Bass
MVB 1013A	Trombone	MVS 1015A	Harp
MVB 1014A	Baritone Horn	MVS 1016A	Guitar
MVB 1015A	Tuba	MVV 1011A	Voice
MVK 1011A	Piano	MVW 1011A	Flute
MVK 1013A	Organ	MVW 1012A	Oboe
MVP 1011A	Percussion	MVW 1013A	Clarinet
MVS 1011A	Violin	MVW 1014A	Bassoon
M V S	Viola	MVS MVW 1015A	Saxophone

Applied Music II – Preparatory 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510B). A continuation of Applied Music I Preparatory. Special fee \$90.00. Students receive one half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to the transferability of music credits. 8 laboratory hours

MVB 1011B	1012BTrumpet	1013B	Cello
MVB 1012B	Horn	MVS 1014B	String Bass
MVB 1013B	Trombone	MVS 1015B	Harp
MVB 1014B	Baritone Horn	MVS 1016B	Guitar
MVB 1015B	TubB	MVV 1011B	Voice
MVK 1011B	Piano	MVW 1011B	Flute
MVK 1013B	Organ	MVW 1012B	Oboe
MVP 1011B	Percussion	MVW 1013B	Clarinet
MVS 1011B	Violin	MVW 1014B	Bassoon
M V S	Viola	MVS MVW 1015B	Saxophone

Applied Music III – Preparatory 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510D). A continuation of Applied Music II - Preparatory. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to transferability of music credits. 8 laboratory hours

MVB 2021A	2022ATrumpet	2023A	Cello
MVB 2022A	Horn	MVS 2024A	String Bass
MVB 2023A	Trombone	MVS 2025A	Harp
MVB 2024A	Baritone Horn	MVS 2026A	Guitar
MVB 2025A	Tuba	MVV 2021A	Voice
MVK 2021A	Piano	MVW 2021A	Flute
MVK 2023A	Organ	MVW 2022A	Oboe
MVP 2021A	Percussion	MVW 2023A	Clarinet
MVS 2021A	Violin	MVW 2024A	Bassoon
M V S	Viola	MVS MVW 2025A	Saxophone

Applied Music IV – Preparatory 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510E). A continuation of Applied Music III - Preparatory. Special fee \$90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE referring to transferability of music credits. 8 laboratory hours

MVB 2021B	2022B	Trumpet	2023B	Cello
MVB 2022B	Horn	MVS 2024B	String Bass	
MVB 2023B	Trombone	MVS 2025B	Harp	
MVB 2024B	Baritone Horn	MVS 2026B	Guitar	
MVB 2025B	Tuba	MVV 2021B	Voice	
MVK 2021B	Piano	MVW 2021B	Flute	
MVK 2023B	Organ	MVW 2022B	Oboe	
MVP 2021B	Percussion	MVW 2023B	Clarinet	
MVS 2021B	Violin	MVW 2024B	Bassoon	
M V S	Viola	MVS MVW 2025B	Saxophone	

MVB 2321A	Trumpet	2323A	Cello
MVB 2322A	Horn	MVS 2324A	String Bass
MVB 2323A	Trombone	MVS 2325A	Harp
MVB 2324A	Baritone Horn	MVS 2326A	Guitar
MVB 2325A	Tuba	MVV 2321A	Voice
MVK 2321A	Piano	MVW 2321A	Flute
MVK 2323A	Organ	MVW 2322A	Oboe
MVP 2321A	Percussion	MVW 2323A	Clarinet
MVS 2321A	Violin	MVW 2324A	Bassoon
MVS 2322A	Viola	MVS MVW 2325A	Saxophone

Applied Music I – Principal 1 cr.

Prerequisite: Audition and consent of instructor prior to enrollment on each level. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2520A) in the same semester as Applied Music. Private instruction in voice, piano, guitar, organ, woodwind, string, brass and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire. This course is designed for those students whose performance level upon entrance is at or above the freshman musicmajor level. Special fee \$90. One half-hour private lesson per week. Attendance at and/or performance in recital each semester may be required. 8 laboratory hours

NOTE: Applied Music courses are designed for those students who plan to major in music and may NOT be transferrable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

MVB 1311A	1312A	Trumpet	1313A	Cello
MVB 1312A	Horn	MVS 1314A	String Bass	
MVB 1313A	Trombone	MVS 1315A	Harp	
MVB 1314A	Baritone Horn	MVS 1316A	Guitar	
MVB 1315A	Tuba	MVV 1311A	Voice	
MVK 1311A	Piano	MVW 1311A	Flute	
MVK 1313A	Organ	MVW 1312A	Oboe	
MVP 1311A	Percussion	MVW 1313A	Clarinet	
MVS 1311A	Violin	MVW 1314A	Bassoon	
M V S	Viola	MVS MVW 1315A	Saxophone	

Applied Music II – Principal 1 cr.

Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2520B) in the same semester as Applied Music. A continuation of Applied Music I - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding transferability of music credits. 8 laboratory hours

MVB 1311B	1312B	Trumpet	1313B	Cello
MVB 1312B	Horn	MVS 1314B	String Bass	
MVB 1313B	Trombone	MVS 1315B	Harp	
MVB 1314B	Baritone Horn	MVS 1316B	Guitar	
MVB 1315B	Tuba	MVV 1311B	Voice	
MVK 1311B	Piano	MVW 1311B	Flute	
MVK 1313B	Organ	MVW 1312B	Oboe	
MVP 1311B	Percussion	MVW 1313B	Clarinet	
MVS 1311B	Violin	MVW 1314B	Bassoon	
M V S	Viola	MVS MVW 1315B	Saxophone	

Applied Music III – Principal 1 cr.

Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2520D) in the same semester as Applied Music. A continuation of Applied Music II - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding the transferability of music credits. 8 laboratory hours

Applied Music IV – Principal 1 cr.

Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2520E) in the same semester as Applied Music. A continuation of Applied Music III - Principal. Special fee \$90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see NOTE regarding the transferability of music credits. 8 laboratory hours

MVB 2321B	Trumpet	2323B	Cello
MVB 2322B	Horn	MVS 2324B	String Bass
MVB 2323B	Trombone	MVS 2325B	Harp
MVB 2324B	Baritone Horn	MVS 2326B	Guitar
MVB 2325B	Tuba	MVV 2321B	Voice
MVK 2321B	Piano	MVW 2321B	Flute
MVK 2323B	Organ	MVW 2322B	Oboe
MVP 2321B	Percussion	MVW 2323B	Clarinet
MVS 2321B	Violin	MVW 2324B	Bassoon
MVS 2322B	Viola	MVS MVW 2325B	Saxophone

MVK 1111A Class Piano I 1 cr.

This class is for beginning piano students meeting in groups of six or more. Open to all students. Emphasis is placed on music reading and elementary techniques. Special fee \$20.00. 32 laboratory hours

MVK 1111B Class Piano II 1 cr.

Prerequisite: MVK 1111A. This class is a continuation of MVK 1111A. Special fee \$20.00. 32 laboratory hours

MVV 1111A Class Voice I 1 cr.

For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correct diction. Open to all students. 32 laboratory hours

MVV 1111B Class Voice II 1 cr.

A continuation of MVV 1111A. Open to all students. 32 laboratory hours

MVV 1510A Vocal Repertoire Class 1 cr.

Corequisite: MVV 1011A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 1510B Vocal Repertoire Class 1 cr.

Corequisite: MVV 1011B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 1510D Vocal Repertoire Class 1 cr.

Corequisite: MVV 2021A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage deportment. 16 laboratory hours

MVV 1510E Vocal Repertoire Class 1 cr.

Corequisite: MVV 2021B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo

repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proporment. 16 laboratory hours

MVV 2520A Vocal Repertoire Class 1 cr.
Corequisite: MVV 1311A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoirc in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proporment. 16 laboratory hours

MVV 2520B Vocal Repertoire Class 1 cr.
Corequisite: MVV 1311B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proporment. 16 laboratory hours

MVV 2520D Vocal Repertoire Class 1 cr.
Corequisite: MVV 2321A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literaturc, and stage proporment. 16 laboratory hours

MVV 2520E Vocal Repertoire Class 1 cr.
Corequisite: MVV 2321B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire iu a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proporment. 16 laboratory hours

Nursing

NUR 1001C Adult Nursing I/LPN Track 4 cr.
Prerequisites: PSY 1012, ENC 1101, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MCB 2010, MCB 2010L, HSC 1149, HSC 1149L, and admission to the Nursing Program, ADN/LPN Track. This course is offered for students entering the ADN/LPN Track of the Nursing Program and facilitates student growth through validation and expansion of knowledgc and skills achieved in previous nursing and general education courses. The nursing process is introduced and used as an approach to nursing care. Emphasis is placed on assisting ill adult clicnts with more commonly occurring health problems in meeting basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the registered nurse as a provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation in acute care settings. Lab fee and professional liability fee required. 32 lecture hours, 60 clinical hours, and 36 laboratory hours. Additional laboratory hours may be required

NUR 1020C Fundamentals of Nursing 9 cr.
Prerequisites: ENC 1101, PSY 1012, BSC 1085, and BSC 1085L (must be completed satisfactorily prior to being considered for admission to the Nursing Program). Pre or corequisites: BSC 1086, BSC 1086L, HSC 1149, HSC 1149L, and HUN 2201. This course introduces concepts and skills basic to nursing care for clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 60 lecture hours, 172 clinical hours, and 80 laboratory hours. Additional campus laboratory hours may be required.

NUR 1520C Mental Health Nursing 5 cr.
Prerequisite: NUR 1020C or NUR 1001C. This course emphasizes use of the nursing process as an approach to nursing care of clients and their families with varying degrees of mental health and illness.

The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clincial application and evaluation. Lab fee required. 48 lecture hours, 64 clinical hours, and 32 laboratory hours. Additional laboratory hours may be required.

NUR 1710C Adult Nursing I/Generic Track 9 cr.
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and HUN 2201. Pre or corequisite: MCB 2010 and MCB 2010L. This course emphasizes use of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs of clients in various settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Lab fee required. 60 lecture hours, 208 clinical hours, 32 skills laboratory hours, and 12 clinical simulation lab hours. Additional laboratory hours may be required.

NUR 1991C Adult Nursing I/Paramedic Track 4 cr.
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and HUN 2201. Pre or corequisite: MCB 2010 and MCB 2010L. This course is offered for students enrolled in the ADN/Paramedic Track. This course introduces the application of the nursing process to nursing care in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the morc commonly occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and cvaluation. Lab fee required. 48 lecture hours, 40 clinical hours, and 8 laboratory hours. Additional labora-tory hours may be required.

NUR 2060C Advanced Health & Physical Assessment 2 cr.
This course provides the knowledge and skills to enable the performance of a comprehensive health and physical assessment across the life span. This is a core course in the Advanced Technical Certificate Program for Registered Nurses. Lab fee required. 24 class hours and 16 lab hours

NUR 2120 Advanced Pathophysiology 2 cr.
This course addresses advanced concepts of pathophysiology pertaining to the major body systems that will enable the practitioner to function effectively in nurse practice settings. This is a core course in the Advanced Technical Certificate Program for Registered Nurses. 32 class hours

NUR 2276C Nursing Care of the Monitored Patient 6 cr.
This course is one of the specialty tracks for the Advanced Technical Certificate programs for Registered Nurses. The focus in on the knowledge and skills to care for patients with conditions that require monitoring. Lab fee required. 56 class hours, 24 lab hours, 96 clinical hours

NUR 2412C Maternal-Child Nursing/ LPN Track 6 cr.
Prerequisites: NUR 1001C and NUR 1520C. This course is offered for students enrolled in the ADN/LPN Track of the Nursing Program and focuses on contiuing the LPN-to-RN transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children and families in meeting their basic needs in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 48 lecture hours, 122 clinical hours, and 22 laboratory hours. Additional campus laboratory hours may be required.

NUR 2460C Maternal-Child Nursing/ Generic Track 9 cr.
Prerequisites: NUR 1520C and NUR 1710C. This course emphasizes a broad, in-depth application of the nursing process as an approach in

assisting women, children and families in meeting their basic needs in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 60 lecture hours, 184 clinical hours, 56 laboratory hours, and 12 clinical simulation laboratory hours. Additional campus laboratory hours may be required.

NUR 2711C Adult Nursing II/Generic Track 9 cr.
Prerequisites: NUR 1520C and NUR 1710C. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or more commonly occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 60 lecture hours, 208 clinical hours, 32 laboratory hours, and 12 clinical simulation lab hours. Additional campus laboratory hours may be required.

NUR 2720C Adult Nursing II/LPN Track 9.5 cr.
Prerequisite: NUR 1001C. Pre or corequisite: NUR 2820. This course is offered for students enrolled in the ADN/LPN Track of the Nursing Program and focuses on continuing the LPN-to-RN transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or less commonly occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 72 lecture hours, 208 clinical hours, and 32 laboratory hours. Additional campus laboratory hours may be required.

NUR 2820 Nursing Role & Scope 1 cr.
Prerequisite: NUR 1520C or NUR 1001C. Corequisite: HSA 2930. This course is offered during the final year of the nursing curriculum and is designed to assist the graduating student in the transition to the role of the Registered Nurse. Patient care management concepts and the legal, ethical, and professional responsibilities of the Registered Nurse are stressed. Clinical application of theoretical content is accomplished in the clinical nursing courses taken in the final year of the nursing curriculum. 16 lecture hours

NUR 2891 Management of Clinical Problems 2 cr.
This course provides the knowledge and skills to use problem-solving and critical thinking skills in the decision-making process to manage clinical problems. Topics include leadership and management, legal and ethical aspects of nursing including the Nurse Practice Act and risk liability, case management, and documentation. This is a core course in the Advanced Technical Certificate Program for Registered Nurses. 32 class hours

NUR 2994C Maternal-Child Nursing/Paramedic Track 6 cr.
Prerequisite: NUR 1991C. This course is offered for students enrolled in the ADN/Paramedic Track. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children, and families in meeting their basic needs in a variety of settings. Emphasis is on non-emergency care. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 48 lecture hours, 122 clinical hours, and 22 laboratory hours. Additional laboratory hours may be required.

NUR 2995C Adult Nursing II/Paramedic Track 6 cr.
Prerequisite: NUR 1520C and NUR 1991C. Pre or corequisite: NUR 2820. This course utilizes the application of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on both commonly and less commonly

occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee and professional liability insurance fee required. 64 lecture hours and 80 clinical hours and 16 laboratory hours. Additional laboratory hours may be required.

NUR 2996C Adult Nursing III/Paramedic Track 4 cr.

Prerequisite: NUR 2995C. Pre or corequisite: NUR 2820. This course is a continuation of NUR 2995C. The course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic health needs. Emphasis is placed on the more complex and/or more commonly occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 16 lecture hours, 136 clinical hours, and 8 laboratory hours. Additional campus laboratory hours may be required.

Paralegal

See Legal Assisting Courses.

Paramedics

See Emergency Medical Services Courses.

Philosophy

PHI 1630 Applied Ethics 3 cr.

Prerequisite: ENC 1101. This course is designed to provide an introductory background to ethics and an in-depth study of the critical skills necessary to an intelligent analysis of contemporary issues. Emphasis will be placed on the systematic generation of options in order to determine choices for resolving dilemmas. This course may be taken as a part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 48 class hours

Physical Education

HSC 1100 Personal and Community Health 3 cr.

This course is a study of health problems that are of major importance to society. Topics include stress management, emotional health, physical fitness, nutrition, intimacy and sexuality, communicable disease, cardiovascular disease, cancer, substance abuse, injury prevention, consequences of aging and other current topics in public health. 48 class hours

HSC 1101 Perspectives of Health and Wellness 3 cr.

This course incorporates theory and practical applications in the area of health and wellness. Emphasis is placed upon self assessment of the health-related components of fitness, nutrition, stress management, substance abuse, principles and benefits of exercise, prevention of disease and other current topics related to health, physical fitness and wellness. Physical activity may be a required component of this course. 48 class hours

PEL 1111 Beginning Bowling 1 cr.

The course is designed to introduce the student to the sport of bowling. Fundamental skills, history, rules, scoring, and etiquette will be stressed. Lab fee required. 8 class hours and 24 laboratory hours

PEL 1121 Beginning Golf 1 cr.

This course is an introduction to the history, rules, and social and physical values of golf. The basic fundamentals pertaining to grip, stance, posture, and swing are stressed. Primary emphasis is to

provide the student with the proper knowledge and skills necessary to enjoy recreational golf. Lab fee required. 8 class hours and 24 laboratory hours

PEL 1122 Intermediate Golf 1 cr.
Prerequisite: PEL 1121 or consent of instructor. This course is a continuation of PEL 1121. It is designed to enhance the student's understanding and application of golf strategies; the proper grip, stance, and swing; and golf etiquette and rules. Lab fee required. 8 class hours and 24 lab hours

PEL 1321 Volleyball I 1 cr.
This course emphasizes fundamental skills, techniques, offensive and defensive strategy, and understanding volleyball as a competitive sport. 8 class hours and 24 laboratory hours

PEL 1322 Volleyball II 1 cr.
Prerequisite: PEL 1321 or consent of instructor. This course emphasizes more advanced skills, techniques, and strategy of volleyball. 8 class hours and 24 laboratory hours

PEL 1341 Beginning Tennis 1 cr.
This is a course for beginners, designed primarily to provide the student with the knowledge and skills necessary to enjoy recreational tennis. Lab fee required. 8 class hours and 24 laboratory hours

PEL 1342 Intermediate Tennis 1 cr.
Prerequisite: PEL 1341 or consent of instructor. A continuation of tennis skill practice, with an emphasis on strategy. Singles or doubles tourney play. Lab fee required. 8 class hours and 24 laboratory hours

PEL 1441 Racquetball 1 cr.
This course is designed to teach the fundamentals of racquetball and to develop skills necessary for successful singles and doubles play. Lab fee required. 8 class hours and 24 laboratory hours

PEL 1621 Basketball I 1 cr.
Instruction in basketball skills, history, and rules. Emphasis will be placed on developing individual skills. 8 class hours and 24 laboratory hours

PEL 1622 Basketball II 1 cr.
Prerequisite: PEL 1621 or permission of instructor. This course is a continuation of PEL 1621 with added emphasis on techniques and methods and understanding play. Team strategy that accentuates both offense and defense will be developed. 8 class hours and 24 laboratory hours

PEM 1131 Weight Training I 1 cr.
Instruction in the principles of weight training. The primary emphasis is skeletal muscular strength increases. General fitness improvement is also involved. 8 class hours and 24 laboratory hours

PEM 1132 Weight Training II 1 cr.
Prerequisite: PEM 1131. A continuation of PEM 1131. Emphasis is placed on muscular strength development, nutrition, and diet. 8 class and 24 laboratory hours

PEM 1171 Aerobic/Step Training I 1 cr.
A fitness activity course that combines step training, strengthening, and cardiovascular conditioning. This activity is based on the principle of aerobic activity. Lab fee required. 8 class hours and 24 laboratory hours

PEM 1172 Aerobic/Step Training II 1 cr.
Prerequisite: PEM 1171, step training experience, or consent of instructor. A combination of creative power/step training and cardiovascular movements for the improvement of cardiorespiratory endurance. Lab fee required. 8 class hours and 24 laboratory hours

Physical Science

PSC 1311 Survey of the Physical Sciences 3 cr.
Prerequisite: REA 0002 and MAT 0024 (completed with grades of "C" or higher) or appropriate placement test score. A non-laboratory course intended for non-science majors. It provides an introduction to the atomic nucleus and nuclear power; the periodic table, chemical bonding; meteorology and earth science; and astronomy. It is recommended that students complete this course prior to enrolling in BSC 1005, BSC 1030, or OCE 2001. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe II course.) 48 class hours

PSC 1341 Introduction to the Physical Sciences 3 cr.
Prerequisite: REA 0002 MAT 0024 (completed with grades of "C" or higher) or appropriate placement test scores A non-laboratory course intended for non-science majors. The course provides an introduction to physics and chemistry. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe I course.) 48 class hours

Physics

PHY 1053 General Physics I 3 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. Pre or corequisite: MAC 1147. Corequisite: PHY 1053L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Topics include mechanics, heat and sound. 48 class hours

PHY 1053L General Physics I Laboratory 1 cr.
Pre or corequisite: MAC 1147. Corequisite: PHY 1053. A laboratory investigation into fundamental concepts of physics. Topics include mechanics, heat and sound. Lab fee required. 32 laboratory hours

PHY 1054 General Physics II 3 cr.
Prerequisite: MAC 1147, PHY 1053 and PHY 1053L (completed with grades of "C" or higher). Corequisite: PHY 1054L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Subject matter includes electricity, magnetism, light, and selected topics in modern physics. 48 class hours

PHY 1054L General Physics II Laboratory 1 cr.
Pre or corequisite: MAC 1147, PHY 1053 and PHY 1053L (completed with grades of "C" or higher). Corequisite: PHY 1054. A laboratory investigation into fundamental concepts of physics. Topics include electricity, magnetism, optics and modern physics. Lab fee required. 32 laboratory hours

Political Science

INR 2002 World Perspectives: An Introduction to International Relations 3 cr.
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. 48 class hours

POS 2041 American Federal Government 3 cr.
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and a study of the U.S. Constitution. 48 class hours

POS 2112 State and Local Government 3 cr.
A study of state, county, and municipal government with emphasis on the newer trends in local government. 48 class hours

Psychology

CLP 2140 Abnormal Psychology 3 cr.
Prerequisite: PSY 1012. An examination of the major categories of mental disorders. Diagnostic criteria, treatment methods, and legislation applicable to the emotionally disturbed are studied. Local agencies which provide services to the mentally disordered are reviewed. 48 class hours

DEP 2002 Child Psychology 3 cr.
Prerequisite: PSY 1012. This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. 48 class hours

DEP 2004 Life-Span Development 3 cr.
Prerequisite: PSY 1012. This course is designed to acquaint the student with the theories and perspectives of the human organism's growth from birth to death. The biological, cognitive, language, social, emotional, and personality foundation and development for all age spans will also be studied. 48 class hours

DEP 2302 Adolescent Psychology 3 cr.
Prerequisite: PSY 1012. This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial, and educational growth of the adolescent. 48 class hours

DEP 2401 Psychology of Adulthood 3 cr.
Prerequisite: PSY 1012. This course focuses on the predictable crises of life encountered between the ages of 18 and 50. 48 class hours

EXP 1600 Creative Thinking and Imagination 3 cr.
Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the importance of creative effort and stimulating the student's ability to utilize the creative approach to his/her life and work. 48 class hours

PPE 2001 Introduction to Personality 3 cr.
This course is designed to provide an examination of the significant features of the major theorists and determinants of personality. Critical issues confronting personality theorists and applications are studied. Relevant experiential and critical thinking exercises designed to foster an understanding of personality are an integral component of this course. 48 class hours

PSY 1012 Introduction to Psychology 3 cr.
An introduction to the field of psychology in which the student becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. 48 class hours

PSY 1012H Introduction to Psychology-Honors 3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course, designed for academically gifted students, provides more intensive study of psychology through critical analysis of primary texts of such thinkers in the field as Freud, Jung, William James, Wilhelm Wundt, John Watson, B.F. Skinner, and others as well as current journal articles. Emphasis will be placed on the application of higher order thinking skills such as analysis, synthesis, and evaluation to understanding the human being as a bio-social organism. Students will be required to read supplementary materials and engage in research. If this course is used to

meet the requirements of the AA or AS degree, a grade of "C" or higher must be earned. If this course is used to fulfill the requirements for the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both PSY 1012 and PSY 1012H. 42 class hours

SOP 2772 Human Sexuality 3 cr.
Prerequisite: PSY 1012 or SYG 2000 or consent of instructor. This course is designed to promote the development of a sound background of factual information about human sexuality that is appropriate for a variety of educational contexts. This course surveys current research, historical, sociological, psychological, cultural, and biological perspectives on the diversity of human sexual experience. 48 class hours

Radiography

RTE 1000 Introduction to Radiologic Science Principles 3 cr.

Prerequisite: Admission to the Radiography program. This course will introduce the profession of radiologic technology to the student. The history of radiology, basic imaging equipment and radiographic examinations, organizational structure of a radiology department, and professional development is the primary focus of this course. The student will also be introduced to medical terminology, radiation safety, and film processing and image production. Special fee for radiation monitoring badge required. 48 class hours

RTE 1111C Introduction to Radiographic Patient Care 3 cr.

Prerequisite: Admission to the Radiography program. This course provides an introduction to patient care in the profession of radiography. Topics of instruction include effective communication techniques, medical ethics and liabilities, infection control including HIV/AIDS, patient assessment and assistance, contrast media administration, emergency medicine, patient care in critical situations and in specialty areas, body mechanics, and general safety precautions and guidelines. There will be eight (8) weeks of clinical observation included in this course. Professional liability insurance fee required. 32 class hours. 64 clinical hours

RTE 1418 Principles of Radiographic Imaging and Exposure 3 cr.

Prerequisite: RTE 1000. Corequisite: RTE 1418L. The primary focus of this course is to provide the student the principles and techniques of radiographic imaging and exposure. Topics include basic x-ray mathematics, x-ray production, radiographic density, contrast, recorded detail, distortion, and automatic film processing. 48 class hours

RTE 1418L Principles of Radiographic Imaging and Exposure I Laboratory 1 cr.

Prerequisite: RTE 1000. Corequisite: RTE 1418. This course is designed to provide the student an opportunity to apply the knowledge learned in RTE 1418 in the energized laboratory. Experiments, worksheets, and student projects are the main components of this course. Lab fee required. 48 lab hours

RTE 1458 Radiographic Imaging and Exposure II with Quality Management 4 cr.

Prerequisite: RTE 1418. Corequisite: RTE 1458L. This course will provide a more advanced comprehensive study of radiographic exposure with emphasis on quality assurance. Detailed instruction in the geometrical factors affecting image quality, control of scatter radiation, radiographic techniques, and automatic exposure control will be discussed. An introduction to the basic fundamentals of radiation physics will also be included in this course. Topics include electrostatics, electrodynamics, basic x-ray circuitry, and production and characteristics of radiation. 64 lecture hours

RTE 1458L Radiographic Imaging and Exposure II with Quality Management Laboratory 1 cr.

Prerequisite: RTE 1418L. Corequisite: RTE 1458. This course is designed to provide the student an opportunity to apply the knowledge learned in RTE 1458 in the energized laboratory. Experiments, worksheets, and student projects are the main components of this course. Lab fee required. 48 lab hours

RTE 1503 Radiographic Procedures I 3 cr.

Prerequisite: Admission to the Radiography program. Corequisite: RTE 1503L. This course is the first in a series of three that will focus on the study of anatomy, physiology, and positioning of the human body. Topics covered in this course will be the chest region, abdominal cavity, pelvis, and extremities. 48 class hours

RTE 1503L Radiographic Procedures I Laboratory I cr.

Prerequisite: Admission to the Radiography program. Corequisite: RTE 1503. This course utilizes the practical application of knowledge learned in RTE 1503 in the energized laboratory. Students will gain experience in positioning skills through simulation procedures as well as producing quality radiographs using x-ray phantoms. Lab fee required. 48 lab hours

RTE 1513C Radiographic Procedures II 3 cr.

Prerequisite: RTE 1503. This is the second procedures course in a series of three that will provide instruction in anatomy, physiology, and positioning of the human body. The vertebral column, gastrointestinal system, biliary system, and genitourinary system will be the primary focus of this course. The student will also simulate positioning and produce quality radiographs using radiographic phantoms in the energized laboratory. Lab fee required. 40 class hours. 24 lab hours

RTE 1523 Radiographic Procedures III 3 cr.

Prerequisite: RTE 1513C. Corequisite: RTE 1523L. This is the third and final course that will provide instruction in anatomy, physiology, and positioning of the human body. The primary focus of this course will be the cranium. In addition, other advanced modalities such as CT, MRI, mammography, and angiography will be introduced. 48 class hours

RTE 1523L Radiographic Procedures III Laboratory 1 cr.

Prerequisite: RTE 1513C. Corequisite: RTE 1523. This course utilizes the practical application of knowledge learned in RTE 1523 in the energized laboratory. Students will gain experience in positioning skills through simulation procedures as well as producing quality radiographs using radiographic phantoms. The student will also gain experience identifying radiographic anatomy on CT scans, MRI films, mammograms, and angiograms. Lab fee required. 48 lab hours

RTE 1804 Radiography Clinical Practicum I 3 cr.

Prerequisite: RTE 1111C. This course provides the student an opportunity to apply learned knowledge while in the clinical setting. The student will gain experience and develop clinical competence in general radiographic procedures such as the chest region, abdominal cavity, pelvis, and extremities. Basic patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. 192 clinical hours

RTE 1814 Radiography Clinical Practicum II 4 cr.

Prerequisites: RTE 1804 and RTE 1418. This course is a continuation of RTE 1804. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum I. The student will gain experience and develop clinical competence in general radiographic procedures such as the vertebral column, contrast studies, and mobile radiography. Intermediate-level patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. 256 clinical hours

RTE 2061 Radiographic Seminar 3 cr.

Prerequisite: RTE 2385. This course prepares the student to take the national credentialing examination (A.R.R.T.) for a career in

radiography. The objective of this course is to provide an intense review in radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures, and patient care. This course will also provide the student with employability skills such as writing a professional resume and effective interviewing techniques. 48 class hours

RTE 2385 Radiation Biology and Protection 3 cr.

Prerequisite: RTE 2613. This course is designed to provide the student with fundamental principles of radiobiology and radiation protection. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation on the body, factors altering the body's response to radiation, and the monitoring of radiation exposure. 48 class hours

RTE 2782 Pathology for Radiographers 2 cr.

Prerequisite: RTE 1523. The objective of this course is to introduce disease processes most frequently encountered in the field of radiography. The etiology, pathogenesis, manifestations, radiographic manifestations, treatment and prognosis will be identified. The radiographic diagnosis and alteration of radiographic technique will also be discussed. 32 class hours

RTE 2824 Radiography Clinical Practicum III 4 cr.

Prerequisite: RTE 1814. This course is a continuation of RTE 1814. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I & II. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. Professional liability insurance fee required. 320 clinical hours

RTE 2834 Radiography Clinical Practicum IV 3 cr.

Prerequisites: RTE 2824 and RTE 2782. This course is a continuation of RTE 2824. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I, II, & III. The student will gain experience and develop clinical competence in specialized imaging procedures, and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. 240 clinical hours

RTE 2844 Radiography Clinical Practicum V 6 cr.

Prerequisites: RTE 2834 and RTE 2385. This course is a continuance of RTE 2834. The terminal objective for this course is to prepare the student for employment as a competent radiographer. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I - IV. 480 clinical hours

Reading

***REA 0001 Basic Reading 4 cr.**
See College Preparatory Courses.

***REA 0002 Fundamentals of Reading 4 cr.**
See College Preparatory Courses.

REA 1105 College Reading Techniques 3 cr.
A college-level reading course designed to develop and improve college reading skills. There is emphasis placed on proficiency in comprehension, flexibility of rate, and vocabulary improvement. Practice with specialized equipment and/or materials is provided. 48 class hours

REA 1125 Essential Reading Skills (CLAST Review) 1 cr.

This course is designed to prepare students for the College Level Academic Skills Test (CLAST). Classroom activities, assignments, and tests will enable students to measure their reading rates in words per minute (WPM), increase the rates significantly, master the literal and critical comprehension skills necessary to pass the CLAST

Reading Comprehension section, and reduce test anxiety by practicing with simulated CLAST reading materials. 16 class hours

Real Estate

REE 1040 Real Estate Principles and Practices 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.) 64 class hours

Sociology

SYG 1361 Death in America 3 cr.
This course probes mortality, its psychological and social consequences, and the problems it poses for modern Americans. Combining history and recent research findings, the course illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood, and the impact of the threat of world holocaust. 48 class hours

SYG 1420 Families in Transition 3 cr.
This course explores the history of the family in America. It includes recent past events and movements that have affected family life; the functioning of the family through various life stages with variations in ethnic, racial, and social class subgroups in American society; and the prospects for the family in the future. 48 class hours

SYG 2000 Introduction to Sociology 3 cr.
The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. 48 class hours

SYG 2000H Introduction to Sociology-Honors 3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course deals with human behavior as a product of group membership and social interaction with the goals of familiarizing the student with the vocabulary and methodology of the discipline of sociology and enabling the student to better understand society. Topics of study include group structure, social institutions, socialization, culture, deviance, collective behavior, age and gender roles, racial and ethnic issues, and social change. If used to meet the requirements of the AA or AS degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both SYG 2000 and SYG 2000H. 48 class hours

SYG 2010 Social Problems 3 cr.
American society is viewed as a social system whose ideology and values produce conditions defined by its members as social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. 48 class hours

SYG 2221 Women in American Society 3 cr.
This course will examine the changing status and roles of women in American society since the turn of the century. Traditional and contemporary sources of gender identity and roles will be explored. 48 class hours

SYG 2430 Marriage and The Family 3 cr.
A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relationships, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. 48 class hours

Spanish

SPN 1120 Beginning Spanish I 4 cr.
This course will introduce beginning students in Spanish to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, and sensitize students to the cultural contributions of the countries in which Spanish is spoken. 64 class hours

SPN 1121 Beginning Spanish II 4 cr.
Prerequisite: SPN 1120 or consent of instructor. This course will reinforce, expand, and review the basic skills previously acquired; develop increased listening, speaking, reading, and writing skills; and extend knowledge of grammar and the awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 64 class hours

SPN 2200 Intermediate Spanish I 4 cr.
Prerequisite: SPN 1121, two years of high school Spanish, or the equivalent. The content will include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 64 class hours

SPN 2201 Intermediate Spanish II 4 cr.
Prerequisite: SPN 2200. The content will include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 64 class hours

Speech

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

SPC 2600 Introduction to Public Speaking 3 cr.
This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and video taped. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

SPC 2600H Introduction to Public Speaking-Honors 3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course provides practice in the preparation and delivery of various forms of public address, emphasizing the skills in informative and persuasive speaking required by academic, community, and career pursuits in a society. Listening and critical thinking will be stressed through student evaluations of both professional and class speeches for the application of sound argumentation and effective delivery. If used to meet the requirements of the AA degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both SPC 2600 and SPC 2600H. 48 class hours



LISTING OF TECHNICAL CREDIT COURSES

APPLIED WELDING TECHNOLOGIES

PMT 0106 Introduction and Oxyacetylene Welding 3 tech. cr.

This introductory course covers the safe use of equipment and tools. Students learn to identify metals as well as perform oxyacetylene welding and torch cutting. Students are also required to use a computer for research in the development of a written project. This project is presented orally. Lab fee required. 90 hours of instruction

PMT 0112 Advanced Specialty Oxyacetylene Welding 3 tech. cr.

Prerequisite: PMT 0106 or consent of instructor. A continuation of oxyacetylene welding, specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. Lab fee required. 90 hours of instruction

PMT 0121 Shielded Metal Arc Welding 2.33 tech. cr.

This course emphasizes principles in those types of welding that require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. Lab fee required 70 hours of instruction

PMT 0122 SMAW High Technology Skills 3 tech. cr.

Prerequisite: PMT 0121. This course includes shielded metal arc welding of open butt joints welded in the flat angular, vertical, and horizontal overhead positions. The art of pipe welding is stressed. Lab fee required. 90 hours of instruction

PMT 0130 Introduction to MIG 1.17 tech. cr.

This course is an introduction to metallic inert gas welding (MIG). The course emphasizes the principles involved in the operation of MIG equipment. Lab fee required. 35 hours of instruction

PMT 0131 TIG Welding 3 tech. cr.

An introduction to Tungsten Inert Gas Welding (TIG). The course emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. Lab fee required. 90 hours of instruction

PMT 0134 MIG Welding 3 tech. cr.

Prerequisite: PMT 0130 or consent of instructor. This course includes MIG welding of open butt joints welding in the flat angular, vertical, and horizontal overhead positions. Stainless and aluminum welding are also stressed in this course. Lab fee required. 90 hours of instruction

PMT 0135 Advanced Shielded Metal Arc Welding 3 tech. cr.

Prerequisite: PMT 0121 or consent of instructor. A continuation of PMT 0121. An advanced course in welding principles of SMAW. Lab fee required. 90 hours of instruction

PMT 0138 Specialty TIG 2.84 tech. cr.

Prerequisite: PMT0131 or consent of instructor. This course specializes in the principles of TIG welding non-ferrous metals. Sketches, drawings, blueprints, and math competencies are included. Lab fee required. 85 hours of instruction

PMT 0145 GMAW Flux Core Arc Welding 3.33 tech. cr.

Prerequisite: PMT 0134 or consent of instructor. This course is an introduction to flux core arc welding (MIG) and emphasizes the principles involved in the operation of MIG equipment. This course includes flux core arc welding (MIG) of open butt joints in the horizontal, vertical and overhead positions. Lab fee required. 100 hours of instruction

PMT 0164 Fabrication of Metal Products Using SMAW 2.33 tech. cr.

Prerequisite: PMT 0135 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Math competencies are used extensively in this course. Lab fee required. 70 hours of instruction

PMT 0165 SMAW Pipe Welding 3 tech. cr.

Prerequisite: PMT 0164 or consent of instructor. This course emphasizes principles of welding pipe using the shielded metal arc (SMAW) process. Fabrication and welding of pipe in the 1, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction

PMT 0171 Gas Tungsten Arc Pipe Welding 3 tech. cr.

Prerequisite: PMT 0138 or consent of instructor. This course emphasizes principles of welding pipe using the gas tungsten arc (TIG) process. Fabrication and welding of schedule 40 and 80 pipe in the 1, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction

PMT 0173 Gas Metal Arc Pipe Welding 3 tech. cr.

Prerequisite: PMT 0134 or consent of instructor. This course emphasizes principles of welding pipe using the gas metal arc (MIG) process. Fabrication and welding of pipe in the 1, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction

BUSINESS – TECHNICAL COURSES

CGS 0002 Introduction to Microcomputer Applications 3 tech. cr.

Prerequisites: OTA 0101 or consent of the instructor. This course introduces the student to basic computer and word processing concepts commonly used in health care settings. Topics include file management, system back-up, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: text creation and editing, macros, mailing labels, enhancements, spreadsheets, and data base. Lab fee required. 90 hours of instruction

GEB 0212 Writing and Speaking for Business 2 tech. cr.

This course is designed to teach oral and written communication skills as applied to business settings. Topics include: reading comprehension; listening skills; verbal and nonverbal messages; presentation skills; proper punctuation, grammar and spelling; and using reference materials. 60 hours of instruction

OTA 0101 Keyboarding I 2 tech. cr.

This course is designed to teach basic keyboarding/typewriting skills on the computer using wordprocessing software applications. It includes instruction of the alphabetic and numeric keys. Proper technique will be emphasized. Lab fee required. 60 hours of instruction

OTA 0611 Keyboarding II 2 tech. cr.

Prerequisite: OTA 0101 or consent of instructor. This course is a continuation of the touch system of typewriting and of basic and production skill building with an emphasis on professionalism. This course emphasizes typing speed and accuracy in typing using computer-based software applications. Lab fee required. 60 hours of instruction

SLS 0301 Professional Career Development 2 tech. cr.

This course will address basic human relations as applied to the job search process and to successful and professional job performance. Topics will include self-esteem, developing a professional image, career goals, business etiquette, interviewing procedures, stress management, and conflict resolution. 60 hours of instruction

CODER SPECIALIST

Note: Courses with an "HSC" prefix can be found under the "Health - Technical" heading in this catalog section.

HIM 0280 Coding for Medical Records I 3 tech. cr.

Prerequisite: HSC 0532 This course introduces the history of medical coding and coding principles and presents an overview of procedures using the Physician's Current Procedure Terminology (CPT) coding nomenclature and the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) statistical classification system used in physicians' offices, hospitals and other medical facilities. Lab fee required. 90 hours of instruction

HIM 0281 Coding for Medical Records II 6 tech. cr.

Prerequisite: HIM 0280, a valid CPR card, and an approved four-hour AIDS seminar. This course is a continuation of the study of medical coding and coding principles and procedures using the Physicians' Current Procedure Terminology (CPT) coding nomenclature and the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) statistical classification system as used in physicians' offices, hospitals, and other medical facilities. Emphasis will be on the application of coding skills and may include visits to local coding offices. Lab fee required. 180 hours of instruction



COSMETOLOGY

COS 0070 Employability Skills/State Board and Florida Cosmetology Law 5 tech. cr.

Prerequisite: COS 0870. This course is designed to provide the student with instruction on professional development (employability skills), and also with an overview of competencies and the process required by the Florida State Board of Cosmetology for licensure and license renewal. This instruction includes composing written reports, giving oral reports, computer skills, and the study of cosmetology law, rules, and regulations. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0301 Hair Shaping 5 tech. cr.

Prerequisite: COS 0590. This course is designed to provide instruction in hairshaping and in the selection of proper hair cutting implements and proper style selection. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0400 Hairstyling 5 tech. cr.

Prerequisite: COS 0301. This course is designed to provide instruction in hairstyling, preparation and principles of design, and fitting of wigs and hair pieces. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0590 Laboratory Practices, Hair, and Scalp Care 5 tech. cr.

This course is designed to provide instruction in safety and sanitation rules/procedures applicable to the classroom and laboratory environment. A component is included about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency (AIDS). The course provides instruction in hair shampooing and scalp treatments. Lab experiences are included in this course. Lab fee and professional liability insurance fee required. 150 hours of instruction

COS 0644 Permanent Waving/Restructuring 5 tech. cr.

Prerequisite: COS 0400. This course is designed to provide instruction in permanent waving and chemical hair restructuring (relaxing). Instruction in analyzing the hair, selection of appropriate solutions, and implements is provided. Lab experiences are included in this course. Lab fee required 150 hours of instruction

COS 0700 Hair Coloring 5 tech. cr.

Prerequisite: COS 0644. This course is designed to provide instruction in school, classroom, and laboratory safety rules and procedures. The student will also have an opportunity to develop competencies in all types of hair coloring and bleaching. This instruction includes the use of math skills, analysis of hair and scalp, and selection of correct supplies and equipment. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0870 Skin Care/Entrepreneurship 5 tech. cr.

Prerequisite: CSP 0006. This course is designed to provide instruction in school, classroom, and laboratory safety rules and procedures. This course is designed to provide the student with an opportunity to develop competencies in facials and makeup. This instruction includes selection of supplies and equipment, sanitation procedures, and performing designated procedures. The student will briefly review entrepreneurship competency and computer skills. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0920 Cosmetology Review 1 tech. cr.

Prerequisite: Consent of instructor. This course is designed for the student who needs additional hours as required by the State Board of Cosmetology or for the student who needs additional preparation for the State Board examination. It is recommended for the licensed cosmetologist who desires to update knowledge and skills. (May be taken for credit up to five times.) Lab fee required. 30 hours of instruction

CSP 0006 Nail Care 5 tech. cr.

Prerequisite: COS 0700 or consent of instructor. This course is designed to provide the student with instruction in performing manicures, pedicures, artificial nails, and nail wraps. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

CSP 0920 Cosmetology Review - Manicuring, Pedicuring/ Nail Extension Specialist 8 tech. cr.

Pre or corequisite: NCH 0001. This course will provide instruction on safety and sanitary measures relative to manicuring and pedicuring; nail structures; nail irregularities and diseases; artificial and sculptured nails and extensions; manicuring and pedicuring; manipulation of the hands and feet; and Florida Cosmetology law and rules. Lab fee and professional liability insurance fee required. 240 hours of instruction

CSP 0921 Cosmetology Review - Facial Specialist 9 tech. cr.

This course will provide instruction on the safety and disinfecting measures relative to facials; a study of the skin and its structure, functions, and abnormalities; the basic massage movements in performing a facial; how to select appropriate cosmetics, and the

techniques used in applying make-up; how to apply false eyelashes; how to tint lashes and brows; and Florida Cosmetology law and rules. Lab fee and professional liability insurance fee required. 270 hours of instruction

DENTAL ASSISTING

DEA 0740 Introduction to Dental Assisting 2 tech. cr.

Prerequisite: Admission to Dental Assisting Program. Corequisites: DEA 0741, DEA 0755C, DEA 0751C, DEA 0749, DEA 0749L. This is a preclinical course designed to provide the foundation for clinical practice. The roles of the dental team, the history of dentistry, professional relationships, and communication skills are emphasized. The student is provided with the concept of principles of asepsis, sterilization techniques, obtaining medical/dental histories, and the legal and ethical responsibilities of the dental assistant. Dental/medical emergencies is included as an additional area of study. 60 lecture hours

DEA 0741 Anatomy and Physiology/Dental Assisting 1 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DEA 0740, DEA 0755C, DEA 0751C, DEA 0749, DEA 0749L. This course is designed to provide the basic knowledge and basic concepts of human anatomy (structure) and physiology (function) on both the gross and cellular level. Other areas include microbiology, general pathology and pharmacology. 30 lecture hours

DEA 0743 Preventive Dentistry for the Dental Assistant 1 tech. cr.

Prerequisites: Admission to the Dental Assisting Program. Corequisites: DEA 0750, DEA 0756, DEA 07548, DEA 0747, DEA 0752C. This course introduces the student to oral hygiene education, nutrition, and oral pathology, and explains their roles in preventive dentistry. Variations and descriptions of periodontal tissue are also presented. 30 lecture hours



DEA 0744C Dental Materials /Dental Assisting 1 tech. cr.

Prerequisites: DEA 0740, DEA 0751C, DEA 0749, DEA 0749L, DEA 0755C. Corequisites: DEA 0747, DEA 0750, DEA 0752C, DEA 0748, DEA 0751. This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Laboratory fee required. 8 lecture hours and 22 lab hours

DEA 0747 Dental Office Management/Dental Assisting 1 tech. cr.

Prerequisites: DEA 0751C, DEA 0740, DEA 0741, DEA 0755C, DEA 0749. Corequisites: DEA 0744C, DEA 0750C, DEA 0752C, DEA 0748, DEA 0756. This course includes elements of efficient office management, scheduling, personnel interactions, recall systems, filing insurance forms and procedures, resume and letter writing, interviewing, and employment opportunities. 30 lecture hours

DEA 0748 Oral Histology & Embryology 1 tech. cr.

Prerequisites: DEA 0755C, DEA 0749, DEA 0749L, DEA 0751C, DEA 0740. Corequisites: DEA 0756, DEA 0750C, DEA 0744C, DEA 0747. This course provides a study of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures. 30 lecture hours

DEA 0749 Oral, Head, & Neck Anatomy 1 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DEA 0749, DEA 0740, DEA 0755C, DEA 0751C, DEA 0741. This course is the study of gross anatomy, structure, and morphology of the hard and soft tissues of the oral cavity and includes the study of the skeletal, muscular, circulatory, nervous and glandular systems of the head and neck. Special emphasis is placed on the hard and soft structures associated with the oral cavity. Tooth morphology is included. 30 class hours

DEA 0749L Oral, Head, & Neck Anatomy Laboratory 1 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DEA 0749, DEA 0740, DEA 0755C, DEA 0751C, DEA 0741. This course provides an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dentistry. Lab fee required. 15 lab hours

DEA 0750C Expanded Functions/Dental Assisting 2 tech cr.

Prerequisites: DEA 0751C, DEA 0740, DEA 0741, DEA 0755C, DEA 0749. Corequisites: DEA 0744C, DEA 0747, DEA 0750, DEA 0752C, DEA 0756. This course is designed to provide the dental assisting student with knowledge and clinical skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. The student is assigned to a dental office in the area to demonstrate expanded function skills in a clinical setting. Student achievement in this course is graded as "Pass/Fail." Lab fee required. 15 class hours, 30 lab hours and 15 clinical hours

DEA 0751C Clinical Procedures I/Dental Assisting 4.5 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DEA 0740, DEA 0741, DEA 0749, DEA 0749L, DEA 0755C. This lecture/lab course instructs and prepares the dental assistant in clinical skills and procedures, patient assessment, patient education, instrumentation, and aseptic techniques. Verbal communication skills are emphasized in discussing treatment plans and patient education. The psychology of patient management is discussed. Role playing is used to illustrate patient management techniques. Additional laboratory hours may be required. Laboratory fee required. 20 class hours and 115 lab hours

DEA 0752C Clinical Procedures II/Dental Assisting 4 tech. cr.

Corequisites: DEA 0747, DEA 0750C, DEA 0748, DEA 0756, DEA 0744C. This lecture/lab/clinical course is designed to provide the dental assisting student with additional skills in general dentistry and introduces and prepares the student for his or her role in dental specialties. The psychology of patient management is discussed in lecture and in a role playing format. Patient management application is practiced in a clinical setting. Assisting in patient treatment is part of this course. Additional laboratory hours

may be required. Laboratory fee and professional liability insurance fee required. 20 class hours, 80 lab hours, and 20 clinical hours

DEA 0753 Clinical Externship/Dental Assisting 6.5 tech. cr.

Prerequisite: Successful completion of all Term I and Term II courses. This course provides the student with clinical experiences in dental offices and clinics under the supervision of faculty and dentists. Experiences include chairside assisting, dental office assistant responsibility, radiography, client instruction, and campus seminars. Experiences in dental offices will provide an opportunity to improve communications skills and to increase manual dexterity, speed and efficiency. The full range of office assisting duties is experienced. Student achievement is graded as "Pass/Fail." 195 clinical hours

DEA 0755C Dental Radiography/Dental Assisting 3 tech. cr.

Prerequisite: Admission to the Dental Assisting Program. Corequisites: DEA 0740, DEA 0751C, DEA 0749, DEA 0749L, DEA 0741. This course provides the fundamental knowledge of the nature, physical behavior, biological effects, methods of control, safety precautions, and the techniques for exposing, processing, and mounting radiographs. Laboratory and clinical experiences with live patients in exposing, processing, mounting, and critiquing diagnostically acceptable radiographs is provided. Lab fee required. 32 class hours and 58 lab hours

DEA 0756 Foundations of Clinical Practice 1.5 tech. cr.

Prerequisite: DEA 0740, DEA 0751C, DEA 0741, DES 0755C, DEA 0749. Corequisites: DEA 0744C, DEA 0747, DEA 0750C, DEA 0752C, DEA 0748. This course is a continuation of DEA 0740. Topics include plaque control, polishing techniques, treatment planning, recall, and desensitization of root surfaces. Normal and abnormal oral structures are discussed. 45 lecture hours

FIRE FIGHTING

FFP 0065 Fire Physical Fitness, Ventilation, and Salvage I .67 tech. cr.

Prerequisite: FFP 0640. This is the fourth course in a series of six courses in the Fire Fighting I Program. This course will include physical fitness exercises, ventilation, and salvage. 20 hours of instruction

FFP 0068 Fire Physical Fitness, Ventilation, and Salvage II 1.53 tech. cr.

Prerequisite: FFP 0642. This is the fourth course in a series of seven courses in the Minimum Standards Fire Fighting Program. This course will include physical fitness exercises, ventilation, and salvage. 46 hours of instruction

FFP 0077 First Responder and Fire Terminology I 1.67 tech. cr.

Prerequisite: Complete all program entrance requirements. This is the first course in a series of six courses in the Fire Fighting I Program. This course will include First Responder Training and information about fire orientation duties and responsibilities, private fire protection systems, fire prevention, the ability to orally communicate hazards, give recommendations as a public service, and produce written narratives from recorded information of a scene or building inspection in order to prepare a report. This course includes an overview of current state computerized reporting procedures. A discussion of sexually transmitted diseases will also be included. 50 hours of instruction

FFP 0078 First Responder and Fire Terminology II .34 tech. cr.

Prerequisite: Complete all program entrance requirements and FFP 0504 or Volunteer Fire Fighter certification from the state. This is the first course in a series of seven courses in the Minimum

Standards Fire Fighting Program. This course will include First Responder Training and information about fire orientation duties and responsibilities, private fire protection systems, fire prevention, the ability to orally communicate hazards, give recommendations as a public service, and produce written narratives from recorded information of a scene or building inspection in order to prepare a report. This course includes an overview of current state computerized reporting procedures. A discussion of sexually transmitted diseases will also be included. 10 hours of instruction

FFP 0504 Hazardous Materials and Fire Review I .4 tech. cr.

Prerequisite: FFP 0664. This is the final course in a series of six courses for the Fire Fighting I Program. It is designed to present to the student the most up-to-date information and requirements about handling hazardous materials. Topics discussed will include transportation, regulatory labeling, code requirements, investigation, and identification of hazardous materials. This course also includes building construction and fire review. 12 hours of instruction

FFP 0505 Hazardous Materials and Fire Review II 1.6 tech. cr.

Prerequisite: FFP 0665. This is the sixth course in a series of seven courses for the Minimum Standards Fire Fighting Program. This course is designed to present to the student the most up-to-date information and requirements on handling hazardous materials. Topics discussed will include transportation, regulatory labeling, code requirements, investigation, and identification of hazardous materials. 48 hours of instruction

FFP 0602 Fire Behavior, Tools, and Equipment I 1 tech. cr.

Prerequisites: FFP 0077. This is the second course in a series of six courses in the Fire Fighting I Program. This course will include the following topics: fire behavior; portable extinguishers; protective breathing equipment; apparatus and equipment; tools and equipment; ropes; knots; and ladders. Lab fee required. 30 hours of instruction

FFP 0603 Fire Behavior, Tools, and Equipment II 1.1 tech. cr.

Prerequisites: FFP 0078. This is the second course in a series of seven courses in the Minimum Standards Fire Fighting Program. This course will include the following topics: fire behavior, portable extinguishers, protective breathing equipment, apparatus and equipment, tools and equipment, ropes, knots, and ladders. Lab fee required. 33 hours of instruction

FFP 0640 Fire Hose and Fire Streams I .77 tech. cr.

Prerequisite: FFP 0602. This is the third course in a series of six courses in the Fire Fighting I Program. This course will include such topics as: hoses, fire streams, and fire hydraulic calculations. Students will be expected to use mathematical formulae to determine fire hydraulics. Lab fee required. 23 hours of instruction

FFP 0642 Fire Hose and Fire Streams II 2.1 tech. cr.

Prerequisite: FFP 0603. This is the third course in a series of seven courses in the Minimum Standards Fire Fighting Program. This course will include such topics as: hoses, fire streams, and fire hydraulic calculations. Students will be expected to use mathematical formulae to determine fire hydraulics. Lab fee required. 63 hours of instruction

FFP 0664 Fire Rescue and Controlled Burns I .83 tech. cr.

Prerequisite: FFP 0065. This is the fifth course in a series of six courses in the Fire Fighting I Program. This course will include fire, vehicle, ladder, and rope rescue; fundamentals of extinguishment; forcible entry; controlled burning; hazardous materials; and overhaul. Lab fee required. 25 hours of instruction

FFP 0665 Fire Rescue and Controlled Burns II 2 tech. cr.

Prerequisite: FFP 0068. This is the fifth course in a series of seven courses in the Minimum Standards Fire Fighting Program. This course will include fire, vehicle, ladder, and rope rescue; fundamentals of extinguishment; forcible entry; controlled burning; hazardous materials; and overhaul. Lab fee required. 60 hours of instruction

FFP 0932 Fire Fighting Review Course 1 tech. cr.

Prerequisite: FFP 0505. This is the final course in a series of seven courses in the Minimum Standards Fire Fighting Program. It will include a review of the major topics required by the Florida Fire Fighting Standards, as listed in the previous six courses. The course will also address human relations and employability skills. 30 hours of instruction

HEALTH UNIT COORDINATOR

HIM 0050 Health Unit Coordinator Clinical 1.33 tech. cr.

Prerequisite: Successful completion of all other courses required in the program or consent of the instructor and a completed Physical Examination Report (SAR-40-A), a valid CPR card and an approved 4-hour AIDS seminar. This course provides the health unit coordinator student clinical experiences in a hospital health unit. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance required. 40 hours of clinical instruction

HIM 0055 Health Unit Management 1.34 tech. cr.

Prerequisite: HSC 0530. This course introduces the student to the work practices and clerical duties required in a hospital health unit. Patient admission, transfer, and discharge procedures; basic arrhythmias; coordinating medications for administration by other hospital personnel maintaining patients' records; and organization skills will be emphasized. A systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias will be included. Basic anatomy and physiology of the cardiovascular system, including autonomic innervation, the conduction system, and depolarization of the cardiac cell will be discussed. 40 hours of instruction

HEALTH - TECHNICAL

HSC 0530 Medical Language I 2 tech. cr.

This course is directed toward the learning of medical terminology needs for medical personnel or others interested in related medical fields. The learning of the medical language is organized according to body systems and includes the fundamental understanding of the anatomy, physiology, and disease process of each system to include basic word structure, terms pertaining to the body, and suffixes and prefixes. The following body systems are discussed: cardiovascular, respiratory, digestive, nervous, and musculoskeletal. 60 hours of instruction

HSC 0532 Medical Language II 2 tech. cr.

Prerequisite: HSC 0530. This course is a continuation of HSC 0530 and includes genitourinary systems, blood and lymphatic systems, integumentary sense organs, endocrine system, radiology, nuclear medicine, and pharmacology. 60 hours of instruction

HSC 0641 Legal and Ethical Aspects in Health Care 2 tech. cr.

This course introduces the student to legal and ethical aspects of health care delivery systems. Employees' roles and responsibilities and patients' rights within the system will be discussed. The student will also evaluate ethical issues as they relate to the health care field. 60 hours of instruction

MEA 0001 Fundamentals of Allied Health Occupations 2 tech. cr.

This course introduces the student to skills and procedures common to allied health occupations, including basic first aid and emergency care, safety, security, proper body mechanics, vital signs, wellness, disease control, bloodborne pathogens and AIDS. 60 hours of instruction

MRE 0430 Fundamentals of Disease Process 2 tech. cr.

Prerequisite: HSC 0530 or corequisites: HCP 0001, HCP 0100C, HSC 0641. This course emphasizes general principles, classifications, causes, and treatments of disease processes. The course will be presented as a system approach to the study of disease. 60 hours of instruction

MRE 0440 Pharmacology for Health Care Professionals 2 tech. cr.

Prerequisite: HSC 0532. This course is designed for students who will not be administering medications, but need general knowledge of classifications, common usages, and dosages of medications commonly prescribed for patients. This is an introductory course including principles of pharmacology, drug action, and therapy. Correct spelling and format as well as fundamental mathematical skills required for drug calculation are emphasized. 60 hours of instruction

LANDSCAPE OPERATIONS

IMP 0631 Introduction to Ornamental Plant Pest Control 3 tech. cr.

This course covers Integrated Pest Management (IPM) through pest identification and indicators that contribute to plant pest problems. Natural controls, application safety of horticultural chemicals, and math computations are emphasized. 90 hours of instruction

ORH 0000 Introduction to Ornamental Horticulture 3 tech. cr.

This course is an overview of the horticultural industry with particular emphasis on the ornamental segment of the industry. Included is an introduction to the plant parts, their function and growth requirements. Written and oral reports will be presented. The written report will be produced on a computer. 90 hours of instruction

ORH 0021 Introduction to Ornamental Plant Propagation and Pruning 3 tech. cr.

This course is an introduction to methods of plant propagation, including sexual and asexual reproduction which are emphasized. Seeding, transplanting, seedling plant liner care, and pruning of ornamentals, flowers, citrus and landscape trees are included. 90 hours of instruction

ORH 0023 Introduction to Plant Growing Media and Fertilization 3 tech. cr.

This course is an introduction to methods of using plant growing media and fertilization and is designed to give basic plant information about soil science, the relationship of the plant's root system, development and nutrient needs. 90 hours of instruction

ORH 0220 Introduction to Lawns and Lawn Care 2 tech. cr.

This course is an introduction to establishing and caring for lawns and turf grasses. Selection of grasses, methods of establishment, maintenance and uses of ground covers are included. 60 hours of instruction

ORH 0251 Introduction to Nursery Design and Operation 2 tech. cr.

This course is an overview of the Nursery/Garden Center Industry. The course covers the many roles of nurseries and nursery people. Nursery plant trends, layouts and working with people are emphasized. 60 hours of instruction

ORH 0260 Introduction to Greenhouse Operations 2 tech. cr.
 This course covers various kinds of greenhouses, shade houses and their uses. Plant production in the shade house/greenhouse is emphasized. 60 hours of instruction

ORH 0510 Identification of Ornamental Plants I 3 tech. cr.
 This course is an introduction to plant classification, selection and identification. Identification of both interior and Florida landscape plants are emphasized. 90 hours of instruction

ORH 0511 Identification of Ornamental Plants II 3 tech. cr.
 This course is an introduction to plant classification, selection and identification. Landscape plants are emphasized. 90 hours of instruction

ORH 0800 Introduction to Landscaping and Design 3 tech. cr.
 This course is an introduction to home, public and commercial landscaping. The basic principles of design, influences and uses are included. 90 hours of instruction

ORH 0806 Introduction to Landscaping Installation and Maintenance 3 tech. cr.
 This course is an introduction to basic landscape installation and maintenance. Methods of pruning, planting, fertilization and pest control, reading landscape plans, planting areas and recordkeeping are included. 90 hours of instruction

LAW ENFORCEMENT

NOTE: Courses for Law Enforcement Auxiliary Officer, Law Enforcement Basic Recruit, and Correctional Officer are listed under this heading.

CJD 0001 Auxiliary Law and Procedures 1.8 tech. cr.
 This course will cover the auxiliary officer's responsibility in patrolling and protecting the community. The basic components of law are studied with emphasis given to evidence procedures and the elements of various crimes. 54 hours of instruction

CJD 0103 Auxiliary Law Enforcement Medical First Responder 1.60 tech. cr.
 The Department of Transportation's (DOT) first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are taught. 48 hours of instruction

CJD 0104 Defensive Tactics for Auxiliary Officers 3.53 tech. cr.
 This course introduces the auxiliary officer to the techniques used for an officer's personal safety and those necessary to subdue, search, and transport resisting individuals. The use of restraining devices, impact weapons, and pressure points is covered. Lab fee required. 106 hours of instruction

CJD 0254 Criminal Justice Medical First Responder 1.60 tech. cr.
 The Department of Transportation's first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are discussed. The Local Disaster Preparedness Plan will also be addressed in lecture and simulation. Lab fee required. 48 hours of instruction



CJD 0704 Criminal Justice Defensive Tactics 3.53 tech. cr.
 The techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals are included. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Physical fitness training will include running and calisthenics. Lab fee required. 106 hours of instruction

CJD 0705 Criminal Justice Weapons 2.13 tech. cr.
 Instruction is provided in the use of officer firearms, including handguns and shotguns. Safety procedures and ammunition are covered in lecture format. Instruction regarding the use of chemical agents, with practical exercises, is included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 64 hours of instruction

CJD 0723 Law Enforcement Vehicle Operations 1.07 tech. cr.
 Valid Florida driver's license. The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 32 hours of instruction

CJD 0730 Law Enforcement Legal III 1.07 tech. cr.
 Various criminal laws and their elements are studied, with emphasis placed upon those laws specific to police application. Traffic and driver's license laws are included. Legal considerations of officer vehicle operation are also explored. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 32 hours of instruction

CJD 0731 Law Enforcement Patrol 2.13 tech. cr.
 This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to different types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including fire fighting and crowd control, are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 hours of instruction

CJD 0732 Law Enforcement Traffic 1.53 tech. cr.
 The course stresses traffic enforcement and control, including DUI offenses and enforcement. Math calculations as they pertain to traffic accident investigation will be performed. Traffic accident investigation, scene management, and reporting procedures are studied also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 46 hours of instruction

CJD 0734 Law Enforcement Investigations 2.13 tech. cr.
The course addresses the investigation of various crimes, including property crimes, person crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 hours of instruction

CJD 0741 Criminal Justice Emergency Preparedness .87 tech. cr.
Skills needed for riot and disturbance control and firefighting are studied and practiced. Methods of riot prevention, the handling of unusual occurrences, what to do if taken hostage, and emergency procedures are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 26 hours of instruction

CJD 0750 Criminal Justice Interpersonal Skills II 1.67 tech. cr.
The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. Homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 50 hours of instruction

CJD 0752 Correctional Operations 2.13 tech. cr.
The operation of correctional facilities is studied, including the intake of new inmates, aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks. Mathematical calculations will also be taught as they pertain to inmate populations. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 hours of instruction

CJD 0760 Law Enforcement Legal I 1.53 tech. cr.
Prerequisite: Admission to the program. This course provides an introductory overview of the Criminal Justice system. The foundation and basic components of law are studied, with specific focus on officer application. Court procedure and testimony are examined, and civil and criminal liability of officers are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 46 hours of instruction

CJD 0761 Law Enforcement Legal II 1.6 tech. cr.
This course provides an introduction to constitutional law and its application to the public and to law enforcement officers. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws common to police and correctional officers, is studied. Emphasis is given to elements of various crimes. Various civil law applications are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 48 hours of instruction

CJD 0762 Law Enforcement Communications 1.87 tech. cr.
The report writing process is emphasized and includes: the interview, statement taking, note-taking, and demonstrating through practical exercise. The difference between interviewing and interrogation is explored. Interpersonal communication skills are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 56 hours of instruction

CJD 0763 Law Enforcement Interpersonal Skills I 2.2 tech. cr.
Community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically

handicapped, and substance abusers. Intervention techniques for various situations, including: suicide, domestic violence, and other crises are studied. Practical exercises are included. Stress recognition and reduction are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be explored. 66 hours of instruction

CJD 0770 Corrections Legal I 1.53 tech. cr.
This course provides an introductory overview of the criminal justice system. The foundation and basic components of law are studied, with specific focus on officer application. Court procedure and testimony are examined and civil and criminal liability of officers are studied. Specific topics for correctional officers include history and philosophy of corrections and inmate rights and responsibilities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 46 hours of instruction

CJD 0771 Corrections Legal II .73 tech. cr.
This course provides an introduction to constitutional law and its application to the public and officers. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws that are common to correctional officers, is studied. Emphasis is given to elements of various crimes. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 22 hours of instruction

CJD 0772 Corrections Communications 1.4 tech. cr.
Oral and written skills are emphasized and includes: note taking, statement taking and report writing through practical exercise. Radio procedures and basic computer applications are included in this course. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 42 hours of instruction

CJD 0773 Corrections Interpersonal Skills I 2.07 tech. cr.
The importance of courtesy as it pertains to correctional officers performing daily activities is addressed. The needs of mentally disordered persons, retarded persons and handicapped persons are recognized. Intervention techniques for suicide and other crisis situations are studied. Stress recognition and reduction strategies are also included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be addressed. 62 hours of instruction

CJD 0780 Legal Summary for Law Enforcement .54 tech. cr.
Prerequisite: Law Enforcement Basic Academy. This course provides job-related training at the entry level to candidates seeking recertification for Correctional Officer positions and who have completed the Law Enforcement Basic Academy. The curriculum is prescribed by the FDLE, Criminal Justice Standards & Training Commission in accordance with Florida Statutes. 16 hours of instruction

CJD 0781 Legal Summary for Corrections 1.6 tech. cr.
Prerequisites: The student must have completed the Correction Basic Recruit Program. This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Corrections Basic Recruit Program. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 48 hours of instruction

CJD 0796 Legal Summary for Probation and Parole 2 tech. cr.
Prerequisite: The student must have completed the Correctional Probation Academy. This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Correctional Probation

Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 60 hours of instruction

CJD 0797 Communication and Interpersonal Skills for Probation and Parole 2 tech. cr.

This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Correctional Probation Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 60 hours of instruction

CJT 0801 Security/Basic "D" 1.5 tech. cr.

This course will allow the participants to meet the requirements of the Florida Department of State Division of Licensing to become a Class "D" Security Officer. 45 hours of instruction

MEDICAL RECORD TRANSCRIBING

HIM 0031 Medical Record Transcription I 4 tech. cr.

Prerequisites: OTA 0101 or equivalent and HSC 0532. This course is designed to introduce medical record transcribing techniques and procedures. Topics include medical reports, medical correspondence, case histories, physicians' notes, discharge summaries, and specific rules for medical transcription. Lab fee required. 120 hours of instruction

HIM 0032 Medical Record Transcription II 4 tech. cr.

Prerequisite: HIM 0031, a valid CPR card, and an approved four-hour AIDS seminar. This course is a continuation of the study of medical reports and their components. Qualitative and quantitative control standards, phraseology, and language of various medical specialties will be included. Students will progress from beginning to intermediate transcription, and the transition from student to professional is emphasized. Lab fee required. 120 hours of instruction

HIM 0033 Medical Record Transcription III 6 tech. cr.

Prerequisite: HIM 0032, a valid CPR card, and an approved four-hour AIDS seminar. This course is a continuation of the study of the types of medical reports and their components. Qualitative and quantitative control standards, phraseology, and language of various medical specialties will be included. Students will progress from intermediate to advanced transcription, and the transition from student to professional is further emphasized. The course may include visits to local medical record transcribing settings. Lab fee required. 180 hours of instruction

MEDICAL SECRETARIAL/EXAMINING ROOM ASSISTANT

MEA 0200 Examining Room Procedures 2 tech. cr.

Prerequisite: HSC 0532. This course is designed to provide the medical secretarial student with instruction in the clinical procedures of a medical office. Emphasis is placed on assisting the physician in patient examination; vital signs; treatment and minor surgery; lab testing; drug administration; and phlebotomy techniques. Lab fee required. 60 hours of instruction

OTA 0609A Medical Office Procedures 3 tech. cr.

Prerequisites: OTA 0101 and HSC 0530. This course includes instruction in medical office procedures, record keeping, appointment scheduling, telephone skills, and medical financial record management, patient billing, and coding procedures for insurance reimbursement. Lab fee required. 90 hours of instruction

OTA 0627 Medical Secretarial Clinical 3 tech. cr.

Prerequisite: Successful completion of all other courses required in the program or consent of instructor, a valid CPR card, and an approved four-hour AIDS seminar. Corequisite: HCP 0750C. This course is designed to provide the medical secretarial student with practice in administrative procedures in a medical office. Emphasis is placed on proficiency in filing, telecommunications, insurance reporting and coding, medical accounting procedures and record processing. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. 60 hours of front office and 30 hours of back office clinical instruction

PATIENT CARE TECHNICIAN

CVT 0507 Basic Arrhythmias 2 tech. cr.

Corequisite: HCP 0604 or HSC 0530 or consent of instructor. This course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias. Basic anatomy and physiology of the cardiovascular system, including autonomic innervation, the conduction system, and depolarization of the cardiac cell will be discussed. 60 hours of instruction

HCP 0001 Introduction to Patient Care 1 tech. cr.

Corequisite: HCP 0100C and a valid CPR card and an approved four-hour AIDS seminar. This course is designed to introduce the student to the health care delivery system and health occupations. Emphasis is placed on safety and security procedures, emergency procedures, infection control, and bloodborne diseases. The scientific method and basic math skills to include traditional and metric measurements of time, temperature, distance, capacity, and mass/weight are emphasized. 20 hours of clinical and/or lab hours plus 10 hours of instruction

HCP 0100C Nurse Assisting 1 tech. cr.

Corequisites: HCP 0001, current CPR card, an approved four-hour AIDS seminar, and a completed Physical Examination Report (SAR-40-A). This course is designed to provide the student with knowledge of personal patient care and patient care procedures. Topics include nutrition; restorative activities; and the biological, psychological and social support of patients with an emphasis on the geriatric patient. This course will include 20 hours of clinical and/or lab experience. Fifteen hours of this clinical experience will be in a licensed nursing home. 30 hours of instruction. Special liability insurance fee required.

HCP 0301 Home Health Assisting 2 tech. cr.

Corequisites: HCP 0001, HCP 0100C, and GEB 0212. This course is designed to provide the student with the theory and application of concepts specific to performing home health care services. Upon completion of the course, the requirements of home health aide as stated in the Rules of the Department of Health and Rehabilitative Services, Division of Health, Chapter IOD-68 are fulfilled. 60 hours of instruction

HCP 0604 Patient Care Assisting 2 tech. cr.

Corequisite: HCP 0001 and HSC 0100C. This course is designed to provide the student with the skills required to work in a health care facility other than a nursing home, to include the hospital setting. Emphasis is placed on caring for the adult patient. Phlebotomy theory and practice on a simulated arm will also be presented. 60 hours of instruction

HCP 0731 Phlebotomy Theory 2 tech. cr.

This course is designed to teach the theory of phlebotomy techniques by venipuncture and skin puncture. The major topics include basic anatomy and physiology of the circulatory system; selection of the tube type for various blood tests; possible interfering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills. 60 hours of instruction

HCP 0741L Practical Aspects of Phlebotomy 1.5 tech. cr.

This course is designed to teach blood collection by venipuncture and skill practice. Classroom practice includes handling, labeling, transporting and logging-in of specimens as well as the demonstration of the correct infection control techniques and donor room techniques. Lab fee required. 45 hours of instruction

HCP 0750C Phlebotomy 2 tech. cr.

Prerequisite: HCP 0741L or MRE 0200 or HCP 0604. This course includes an overview of the role of phlebotomy in the health care setting; a review of the anatomic structure and function of body systems; the identification of collection reagents, supplies, equipment and interfering chemical substances; capillary/venipuncture techniques; and quality assurance and safety practices as related to phlebotomy. Course includes lab experiences. Lab fee and professional liability insurance fee required. 30 hours of classroom and simulated lab and 30 hours of clinical instruction

HCP 0760 Allied Health Assisting 1 tech. cr.

Prerequisite: HCP 0604. This course is designed to supplement the student's knowledge of patient care assisting. Students enrolled in this course add the necessary skills to become a further cross-trained worker, such as an aide in a physical therapy facility. Lab fee required. 30 hours of instruction

HCP 0770L Allied Health Assisting Clinical 1 tech. cr.

Corequisite: HCP 0760 and a completed Physical Examination Report (SAR-40-A). This course is designed to provide the student with practice of an added allied health skill, such as physical therapy, in a health care facility. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. 30 hours of instruction

HCP 0790 Advanced Patient Care 1 tech. cr.

Pre- or corequisite: HCP 0760 and HCP 0770L. This course is designed to provide the student with the necessary organizational skills to be an effective team member. Topics include time management, chain of command, and the characteristics of team member relationships. Lab fee required. 30 hours of instruction

HCP 0793L Patient Care Technician Clinical 1 tech. cr.

Corequisites: HCP 0790 and a completed Physical Examination Report (SAR-40-A) This course is designed to provide the student with practice of organizational skills and patient care skills in a health care facility. Emphasis is placed on proficiency at resolving conflicts, effective time management, and supporting team members. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. 30 hours of clinical instruction

PRACTICAL NURSING

HCP 0410C Introduction to Nursing/PN 5.5 tech. cr.

Prerequisites: Admission to the Practical Nursing Program and current CPR certification. Corequisite: PRN 0020. This course includes the knowledge and skills for the basic care and concepts related to health care and nurse's assistant. Upon completion of this course, the student is eligible to take the nurse's assistant certification test. Additional lab time may be required. Purchase of a laboratory skills kit is required. Lab fee required. 75 hours classroom, 45 hours lab and 45 hours clinical instruction

PRN 0001C Fundamentals of Practical Nursing 4 tech. cr.

Prerequisite: HCP 0410C. Corequisites: PRN 0030C and PRN 0020. This course introduces the student to the role and function of the Licensed Practical Nurse (LPN). The content includes concepts and skills fundamental to the nursing care of people throughout the adult lifespan, with emphasis on the older adult utilizing nursing principles. Topics include nutrition, individual, family and

community health, infection control, legal/ethical responsibilities and culture, health assessment and geriatrics/aging. Additional lab time may be required. Lab fee required. 30 hours classroom, 15 hours laboratory and 75 hours clinical instruction

PRN 0020 Body Structure and Function 1 tech. cr.

Prerequisite: Admission to the Practical Nursing Program. Corequisite: PRN 0001C. This course is designed to introduce the practical nursing student to basic concepts and principles of human structures (anatomy) and function (physiology). The emphasis is on the interaction of all body systems. 30 hours of classroom instruction

PRN 0030C Pharmacology/Practical Nursing 1.5 tech. cr.

Prerequisites: HCP 0401C and PRN 0020. Corequisites: PRN 0001C and PRN 0200C. This course is designed to introduce the practical nursing student to basic pharmacological principles and concepts. The content includes medical math, pharmacologic concepts, medication administration, and legal and ethical considerations. Additional lab time may be required. 35 hours classroom and 10 hours laboratory instruction

PRN 0120C Maternal-Child Nursing 6.5 tech. cr.

Prerequisite: PRN 0201C or PRN 0202C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of obstetrical and pediatric clients. Obstetrical topics include antepartum, labor and delivery, postpartum and newborn care. Pediatric topics include growth and development, health maintenance, and nursing care of children of various age groups. Lab fee required. 80 hours classroom, 17 hours laboratory and 98 hours clinical instruction

PRN 0200C Medical-Surgical Nursing I 6 tech. cr.

Prerequisites: PRN 0001C and PRN 0020. Corequisite: PRN 0030C. This course is designed to provide the practical nursing student with theory of concepts specific to the care of the adult medical-surgical client. The use of nursing principles as an approach to providing nursing care is emphasized. Topics include an introduction to medical-surgical nursing, wound care, pre- and post-operative care, fluids and electrolytes and mental health concepts. Additional lab practice may be required. 30 hours classroom, 15 hours laboratory and 135 hours clinical instruction

PRN 0201C Medical-Surgical Nursing II 3.5 tech cr.

Prerequisites: PRN 0200C and PRN 0030C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client, utilizing nursing principles. Content includes care of clients with immune and reproductive disease/disorders and an introduction to disorders of the cardiovascular, respiratory, and endocrine system. Additional lab practice may be required. 20 hours classroom, 10 hours laboratory and 75 hours clinical instruction

PRN 0202C Medical-Surgical Nursing III 14 tech. cr.

Prerequisite: PRN 0201C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. Nursing principles are emphasized. Concepts specific to the care of clients with disease/disorders of the respiratory, cardiovascular, endocrine, neurological, sensory, musculoskeletal, integumentary, digestive and urinary systems and cancer are included. Additional lab time may be required. Lab fee required. 120 hours classroom, 50 hours laboratory and 250 hours clinical instruction

PRN 0203C Medical-Surgical Nursing IV 3 tech. cr.

Prerequisite: PRN 0202C. This course is designed to provide an intense clinical application of nursing care of the adult medical-surgical client utilizing nursing principles. Emphasis is on organized client care functions, employability skills and professional issues. Fee required for exit testing. 18 hours classroom, 72 hours clinical instruction

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(Accurate through March 2000)



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