

East Campus
36727 Blanton Road
Dade City, FL 33523-7599
352.567.6701

North Campus
11415 Ponce de Leon Blvd.
Brooksville, FL 34601-8698
352.796.6726

**West Campus &
District Office**
10230 Ridge Road
New Port Richey, FL 34654-5199
727.847.2727

Spring Hill Center
11245 Spring Hill Drive
Spring Hill, FL 34609
352.688.8798



Visit us at:
www.phcc.edu

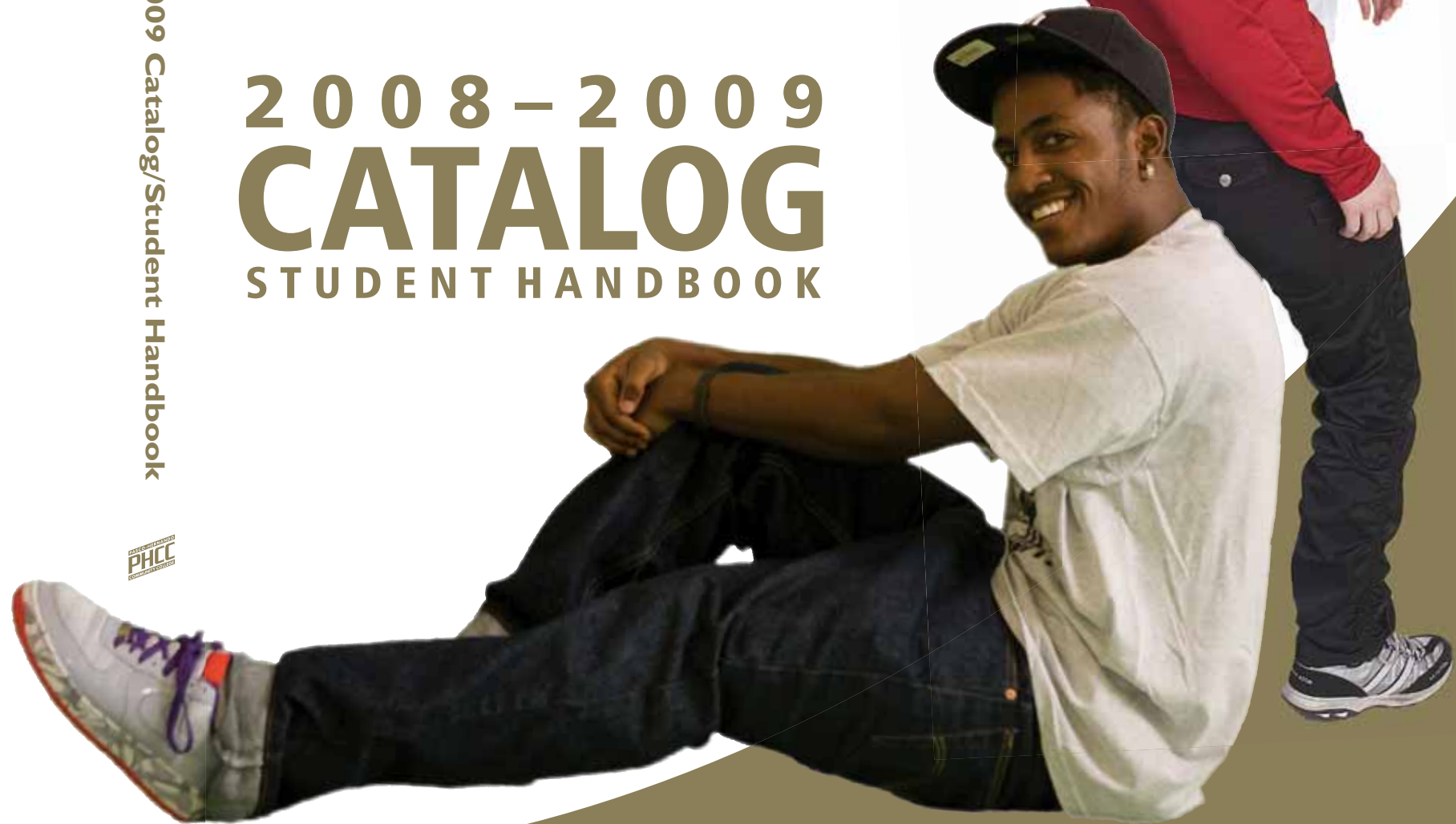


Pasco-Hernando Community College

Find yourself here!

2008-2009 Catalog/Student Handbook

2008-2009
CATALOG
STUDENT HANDBOOK



Welcome to Pasco-Hernando Community College

Information for New Applicants

NEW College & Technical Credit Students

Step 1 – Application For Admission

Students must submit the application with a \$20 non-refundable fee to their nearest PHCC campus. The application is also available online and can be submitted through PHCC's website at www.phcc.edu or FACTS at www.facts.org.

Step 2 – Testing

Students who wish to enroll in degree programs and/or college-level English and math courses must submit placement test scores no more than two (2) years old on any of the following exams: ACT, ASSET, CPT, FCELPT, or SAT. Within the first six weeks of the program, students enrolled in most technical certificate programs must submit the appropriate Test of Adult Basic Education (TABE) scores. Students who need to take or have any questions about these exams should contact the Career and Testing office on their nearest campus. The FCELPT may be given in conjunction with orientation sessions.

Step 3 – New Student Orientation (Mandatory)

All new degree/certificate-seeking students at PHCC must schedule an orientation time and an advisement appointment by contacting the Office of Student Development either in person or by phone at the numbers listed below. At orientation, students will learn about PHCC programs and policies.

Step 4 – Advisement & Registration

At the advisement appointment, the advisor will review a student's test scores (if applicable) and provide program and course information. Students should check the PHCC Catalog/Student Handbook for appropriate registration dates. Separate checks may be required for course fees and books; VISA/MasterCard are accepted at the West Campus, New Port Richey; East Campus, Dade City; and North Campus, Brooksville. Students may also pay course fees on-line by going to the PHCC website (www.phcc.edu) and following the instructions.

Submission Of Transcripts

All degree-seeking students, associated certificate-seeking students, and limited access technical certificate applicants must submit either an official high school transcript confirming graduation or official GED scores indicating the award of a high school equivalency diploma and official transcripts from each U.S. college or university attended in order to finalize admission to PHCC. Transcripts should be sent to the Admissions and Student Records Office, West Campus, New Port Richey. Official transcripts must arrive in a sealed envelope from each issuing agency or institution.

Financial Aid/Veterans Benefits

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

Campus	Phone Number	Student Development	Financial Aid	Admissions
North (Brooksville)	352 796-6726	Ext. 5010	Ext. 5120	Ext. 5011
East (Dade City)	352 567-6701	Ext. 1310	Ext. 1312	Ext. 1311
West (New Port Richey)	727 847-2727	Ext. 3447	Ext. 3463	Ext. 3371

PASCO-HERNANDO COMMUNITY COLLEGE

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

District Office

10230 Ridge Road
New Port Richey 34654-5199
(727) 847-2727

East Campus

36727 Blanton Road
Dade City 33523-7599
(352) 567-6701

North Campus

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

West Campus

10230 Ridge Road
New Port Richey 34654-5199
(727) 847-2727

Spring Hill Center

11245 Spring Hill Drive
Spring Hill 34609
(352) 688-8798

Pasco-Hernando Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Pasco-Hernando Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support the College's significant non-compliance with a requirement or standard.

PASCO-HERNANDO COMMUNITY COLLEGE

**Bulletin 6Hx19-8
2008-2009**

Volume XXXV

Published by:

Pasco-Hernando Community College

10230 Ridge Road

New Port Richey, FL 34654-5199



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

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

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

The College reserves the right to make changes in rules, calendar, fees, and offerings as circumstances may require. Accurate through February 2008.

Table of Contents

Welcome to Pasco-Hernando Community College2
Administration2
District Board of Trustees3
College Calendar4
Glossary of College Terms6
Directory8
Where to go for Help.....10
Foundation Board of Directors12
Endowed Scholarships13
History of Pasco-Hernando Community College.....15
Accreditation Status16
College Vision and Mission Statement.....16
District Map17
Admission Process18
Fees and Expenses34
Refund Policies37
Financial Aid and Scholarships39
Student Development and Advising.....51
Academic Policies67
Academic Programs75
Associate in Arts (A.A.) Degree Program75
 General Education Requirements82
University Parallel Programs84
Associate in Science (A.S.) and Associate in Applied Science
 Degree Programs87
Computer and Information Technology Programs95
Associate in Science in Nursing (R.N.) – ADN Transition Program106
Technical Credit Programs111
Applied Technology Diploma112
Course Descriptions119
Listing of College Credit & College Preparatory Courses.....123
Listing of Technical Credit Courses155
Faculty, Administrators and Staff Listing163
Index174



Welcome to Pasco-Hernando Community College

As a student, you face a wide range of options for post-secondary education. Selecting the college that's right for you is crucial to your future development. When you choose to enroll at PHCC, be assured that you've made a wise decision. PHCC specializes in nurturing student potential. Students are our number-one priority.

PHCC is dedicated to student learning. It prides itself on providing excellent instruction. Because of our small class sizes and highly-qualified faculty, you'll receive the kind of personal attention that is vital to your academic development.

PHCC is committed to your success. Our continually expanding curriculum, flexible class schedules and wide range of student services and activities, supported by our dedicated team of professional staff, is designed to help you achieve your personal and educational goals. One of the best educational values in the area, we offer accredited and certified programs with one of the lowest tuition rates in the region.

As an institution, PHCC's door is open to all students who desire to learn, regardless of age, past educational experience or financial limitations. When you start at PHCC, your possibilities are limitless. Let us help you fulfill your dreams.

Katherine M. Johnson, Ed.D.

Administration

Katherine M. Johnson, Ed.D.
President

Kenneth R. Burdzinski
*Vice President of Administration
and Finance*

Burton H. Harres, Jr., Ph.D.
*Vice President of Instruction/Provost,
West Campus*

Timothy L. Beard, Ph.D.
*Vice President, Student Development
& Enrollment Management*

Randall Stovall, Ph.D.
Provost, East Campus

Stanley M. Giannet, Ph.D.
Provost, North Campus

Arla Altman
*Dean of Institutional Advancement/
Executive Director of the Foundation*

Stephen C. Schroeder
*College Attorney/Director of
Governmental Affairs*

Michael Adams, Ph.D.
Dean of Health Occupations

Bonnie Clark
Dean of Arts and Sciences

Mary Crew
Dean of Workforce Development

Paul Wright
Dean of Institutional Technology

Bob Bade
*Associate Dean of Student Activities
and Engagement*

Donna Burdzinski
*Associate Dean of Student
Development and Retention*

Michael Malizia
*Associate Dean of Institutional
Research and Assessment, West
Campus*

Jim Thigpen
Associate Dean, East Campus

Edwin Goolsby
Associate Dean, North Campus

Janice L. Cessna
*Director of Management
Information Services*

Lynn Rothman
*Director of Marketing and
Public Relations*

Resolution

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

Further Resolved, that we visualize a district-wide campus with every corner of the district being served as courses are made available wherever they are needed.

District Board of Trustees

Irvin Homer, Chair
Thomas E. Weightman, Vice Chair
Judy R. Parker
Jeanne M. Gavish
S.K. Rao Musunuru, M.D.
John S. Church
Deborah G. Kilgore
Gary L. Worthley
Wilton E. Simpson

Chair



Irvin Homer

Vice Chair



Thomas E. Weightman



Judy R. Parker



Jeanne M. Gavish



S.K. Rao Musunuru, M.D.



John S. Church



Deborah G. Kilgore



Gary L. Worthley



Wilton E. Simpson

2008-2009 College Calendar

	FALL 2008		
	Term I 8/25-12/13	Term IA 8/25-10/20	Term IB 10/21-12/13
Academic Dates and Deadlines			
Orientation of New Students (by appointment)	ONGOING		
Web Registration for Degree/Certificate/Non-credit Students			
with 45 or more Credit Hours	Apr 14-Aug 24	Apr 14-Aug 24	Apr 14-Oct 20
with 30 or more Credit Hours	Apr 15-Aug 24	Apr 15-Aug 24	Apr 15-Oct 20
with 15 or more Credit Hours	Apr 16-Aug 24	Apr 16-Aug 24	Apr 16-Oct 20
with 1 or more Credit Hours	Apr 17-Aug 24	Apr 17-Aug 24	Apr 17-Oct 20
On-Campus Registration for Degree/Certificate/Non-credit Students	Except from Jun 26-Jul 8		
with 45 or more Credit Hours	May 12-Aug 24	May 12-Aug 24	May 12-Oct 20
with 30 or more Credit Hours	May 13-Aug 24	May 13-Aug 24	May 13-Oct 20
with 15 or more Credit Hours	May 14-Aug 24	May 14-Aug 24	May 14-Oct 20
with 1 or more Credit Hours	May 15-Aug 24	May 15-Aug 24	May 15-Oct 20
Open Registration for all New, Returning Credit and Non-credit Students	Week days		
Registration for Dual Enrollment Students	May 19-Aug 24	May 19-Aug 24	May 19-Oct 20
Registration Fees Due	For Students Registering through Jul 28		
	Jul 28	Jul 28	Jul 28
Registration Fees Due	For Students Registering Jul 29-Aug 11		
	Aug 11	Aug 11	Aug 11
Classes Begin	Aug 25	Aug 25	Oct 21
Classes Begin Weekend College	Aug 30	Aug 30	Oct 25
Late Registration, Drop/Add	Aug 25-Aug 29	Aug 25-Aug 29	Oct 21-Oct 27
Last Day—Drop/Add	Aug 29	Aug 29	Oct 27
Last Day to Provide Documents for Residency Change	Aug 29	Aug 29	Aug 29
Last Day—Drop/Add Weekend College	Sep 2	Sep 2	Oct 27
Last Day to Use Book Authorizations	Aug 29		
CLAST Registration Deadline	Sep 5		
Financial Aid Grant Disbursement (tentative mailing date)	Sep 12		Nov 2
CLAST Review	Sep 20		
Last Day to Apply for Graduation and have your name appear in the commencement program	Sep 30		
CLAST Test Administration	Oct 4		
Last Day to Withdraw/Change to Audit	Nov 6	Oct 2	Nov 25
Last Day to Withdraw/Change to Audit Weekend College	Nov 6	Oct 2	Nov 25
Last Day of Classes	Dec 13	Oct 20	Dec 13
Last Day of Weekend College	Dec 13	Oct 18	Dec 13
Commencement	Winter—for previous Summer Term and current Fall Term Graduates		
	Dec 16	Dec 16	Dec 16
Nursing Pinning (West Campus)	Dec 16		
Holidays/No Classes:			
*No classes—Faculty and Staff report to West Campus	Labor Day-Sep 1 *All College Day-Oct 22 Veterans Day-Nov 11 Thanksgiving-Nov 27-30 Winter Break-Dec 18-Jan 4	Labor Day-Sep 1	*All College Day-Oct 22 Veterans Day-Nov 11 Thanksgiving-Nov 27-30 Winter Break-Dec 18-Jan 4
Faculty and Staff Dates			
Faculty Reports	Aug 19		
Grades Due by	9:00 pm-Dec 15	9:00 pm-Oct 21	9:00 pm-Dec 15
Last Day for Faculty	Dec 16	Oct 21	Dec 16

APRIL 2008

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

MAY 2008

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

JUNE 2008

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

JULY 2008

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

AUGUST 2008

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

SEPTEMBER 2008

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

OCTOBER 2008

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

NOVEMBER 2008

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

SPRING 2009		
Term II 1/12-5/4	Term IIA 1/12-3/16	Term IIB 3/17-5/4
Academic Dates and Deadlines		
ONGOING		
Nov 11-Jan 11	Nov 11-Jan 11	Nov 11-Mar 16
Nov 12-Jan 11	Nov 12-Jan 11	Nov 12-Mar 16
Nov 13-Jan 11	Nov 13-Jan 11	Nov 13-Mar 16
Nov 14-Jan 11	Nov 14-Jan 11	Nov 14-Mar 16
Note: Online Registration and Payment will remain open through Winter Break.		
Except during Winter Break or Spring Break		
Nov 17-Jan 11	Nov 17-Jan 11	Nov 17-Mar 16
Nov 25-Jan 11	Nov 25-Jan 11	Nov 25-Mar 16
For Students Registering through Dec 8		
Dec 8	Dec 8	Dec 8
For Students Registering Dec 9-Jan 6		
Jan 6	Jan 6	Jan 6
Jan 12	Jan 12	Mar 17
Jan 17	Jan 17	Mar 21
Jan 12-16	Jan 12-16	Mar 17-20
Jan 16	Jan 16	Mar 20
Jan 16	Jan 16	Jan 16
Jan 20	Jan 20	Mar 20
Jan 16		
Jan 23		
Jan 30		Mar 27
Feb 7		
Feb 27		
Feb 21		
Apr 1	Feb 19	Apr 17
Apr 1	Feb 19	Apr 17
May 4	Mar 16	May 4
May 2	Mar 14	May 2
Spring—For Spring Graduates		
May 6	May 6	May 6
(ADN) May 6		
Holidays/No Classes:		
MLK Day-Jan 19 Spring Break-Mar 2-8	MLK Day-Jan 19 Spring Break-Mar 2-8	
Faculty and Staff Dates		
Jan 7	Jan 7	
9:00 pm-May 5	9:00 pm-Mar 17	9:00 pm-May 5
May 6	Mar 17	May 6

SUMMER 2009		
Term III 5/11-7/20	Term IIIA 5/11-6/22	Term IIIB 6/24-8/4
Academic Dates and Deadlines		
ONGOING		
Apr 6-May 10	Apr 6-May 10	Apr 6-Jun 23
Apr 7-May 10	Apr 7-May 10	Apr 7-Jun 23
Apr 8-May 10	Apr 8-May 10	Apr 8-Jun 23
Apr 9-May 10	Apr 9-May 10	Apr 9-Jun 23
Week days		
Apr 13-May 10	Apr 13-May 10	Apr 13-Jun 23
Apr 14-May 10	Apr 14-May 10	Apr 14-Jun 23
Apr 15-May 10	Apr 15-May 10	Apr 15-Jun 23
Apr 16-May 10	Apr 16-May 10	Apr 16-Jun 23
Apr 20-May 10	Apr 20-May 10	Apr 20-Jun 23
Apr 27-May 10	Apr 27-May 10	Apr 27-Jun 23
For Students Registering through May 7		
May 7	May 7	May 7
For Students Registering after May 7 fees are due on the day of registration		
May 11	May 11	Jun 24
May 11-14	May 11-14	Jun 24-29
May 14	May 14	Jun 29
May 14	May 14	May 14
May 14	May 14	Jun 29
May 8	May 8	May 8
May 28	May 28	
May 23	May 23	
May 28	May 28	May 28
Jun 6	Jun 6	
Jun 29	Jun 8	Jul 21
Jul 20	Jun 22	Aug 4
No Summer Commencement Students walk in Winter Ceremony		
(Practical) TBA		
Memorial Day-May 25 Independence Day-Jul 4	Memorial Day-May 25 Independence Day-Jul 4	
12:00 noon-Jul 21		
12:00 noon-Jun 23		
12:00 noon-Aug 5		

DECEMBER 2008

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

JANUARY 2009

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

FEBRUARY 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2009

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

APRIL 2009

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

MAY 2009

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

JUNE 2009

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

JULY 2009

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

Glossary 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., 2007-2008.

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.

Applied Technology Diploma (ATD): A diploma offered either for technical credit or for college credit. Students entering an ATD program must have a standard high school diploma or a GED. The ATD allows the student to gain advanced standing toward an A.S. degree. When the ATD program articulates into an A.S. degree, the credit awarded will be college credit. These A.S. degrees may be offered at any community college.

Articulation: The process of establishing formal educational agreements between educational institutions for the purpose of allowing seamless transitions for student transfers.

Associate in Arts (A.A.) Degree: A 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 to a four-year institution; 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. Associated Certificate programs, which vary in length, are part of A.S. degrees.

Attempted Hours (Credits): The number of college credits (hours) that a student is enrolled in after the drop/add period each term.

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 is still required in class; results in grade of "X."

Catalog/Student Handbook: A document published annually; contains the calendar, policies, procedures, regulations, programs, course descriptions, and a list of faculty and administrators' names; may be modified during the academic year.

CHOICES: A computerized career exploration program located at the Career Centers on each campus; assists students in making career choices and in identifying different forms of financial assistance.

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

CLAST Alternatives: A.A. degree-seeking students who fulfill certain criteria may be exempt from taking CLAST. Students 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; 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.

College-Level Credit Courses: Courses numbered 1000 or higher and are used when calculating the GPA.

Continuing Education: Non-credit courses designed to meet specific technical and personal needs.

Corequisite: A course that must be taken in conjunction with another course during the same term.

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 are 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., A.S., and A.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 the short period after terms/or 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 and not after the period ends.

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 on-campus employment.

Full-Time Student: A student registered for 12 or more college credit hours in a fall, spring, or summer term.

GED Prep: Instruction designed to prepare students to pass the General Education Development (GED) exam. Instruction is free and offered in the Learning Labs on each campus.

Gordon Rule: The state requirement that within the general education core, students must demonstrate writing and mathematics competencies through multiple assignments. This requirement will be satisfied by students completing the rigorous writing assignments in communication, humanities, and social and behavioral science 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 Florida's public universities.

Grade-Point Average (GPA): Grade average calculated by dividing the total number of quality points (A=4, B=3, etc.) by the total number of hours of credits attempted.

Graduation Application: The form necessary to obtain a degree or certificate; due in student's last term of enrollment.

Late Registration: 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: Location for academic assistance for students needing individualized help with classes, general skills review, or encouragement. Located in the library on each campus.

Library: This location houses books, periodicals, newspapers, Internet connections, career assistance information, and reference materials to assist students with their academic endeavors and personal enrichment.

Matriculation: The act of enrolling or registering in courses at PHCC and progressing toward a degree, certificate, or diploma.

myPHCC: PHCC student portal provides access to student e-mail, all enrolled courses, links to web registration, information, and more.

Part-Time Student: A student enrolled for fewer than 12 credit hours in a fall, spring, or summer term.

PHCC: Pasco-Hernando Community College; also referred to as the College.

Prerequisite: A course or placement score requirement that must be satisfactorily completed before a student enrolls in the next higher level in a related course.

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

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 a Program Declaration 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 consult with 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. 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., A.S. and A.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; enrollment in Technical Certificate programs does 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.

Transcript: The official educational record sent directly from a high school or previous college to PHCC's Office of Admissions and Student Records. Also the 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.

Veterans Benefits: Financial assistance from the government to certain qualifying veterans and dependents of veterans to provide for educational training toward a career.

W.I.S.E. (Web Information System for Education): Allows students to use the Internet to apply, add courses, drop courses, check grades, review transcripts, pay fees, and much more. New and first-term transfer students to PHCC must meet with an advisor before using the WISE system for registration.

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 a student or instructor by completion of forms provided by the Office of Student Development; results in a grade of "W." No refund of fees. Withdrawals may have an effect on a student's financial aid or Standards of Academic Progress as explained elsewhere in this publication.

Directory

Contact any of PHCC's academic advisors if you do not understand a term or concept contained in this Catalog/Student Handbook. The academic advisor will be happy to explain the meaning to you.

PHCC is pleased 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 assist you with questions or concerns.

General Information

Contact the Call Center
North Campus (Brooksville) – (352) 567-6701
East Campus (Dade City) – (352) 796-6726
West Campus (New Port Richey) – (727) 847-2727
*Stay on the line and a representative will assist you.

Technical Assistance

Contact the Student Helpdesk – (727) 816-3732 or e-mail
studenthelpdesk@phcc.edu

Administration

Katherine M. Johnson, Ed.D. Ext. 3400
President
New Port Richey

Burt Harres, Ph.D. Ext. 3490
Vice President of Instruction/Provost, West Campus
New Port Richey

Kenneth R. Burdzinski Ext. 3412
Vice President of Administration and Finance
New Port Richey

Timothy L. Beard, Ph.D. Ext. 3413
Vice President of Student Development and Enrollment Management
New Port Richey

Randall Stovall, Ph.D. Ext. 1301
Provost, East Campus
Dade City

Stanley Giannet, Ph.D. Ext. 5001
Provost, North Campus
Brooksville

Arla Altman Ext. 3404
*Dean of Institutional Advancement/
Executive Director of the Foundation*
New Port Richey

Paul Wright Ext. 3264
Dean of Institutional Technology
New Port Richey

Michael Malizia Ext. 3213
*Associate Dean of Institutional Research
and Assessment*
New Port Richey

James Thigpen Ext. 1315
Associate Dean, East Campus
Dade City

Edwin Goolsby Ext. 5004
Associate Dean, North Campus
Brooksville

Michelle Balon, Ed.D. Ext. 3213
Assistant Dean of Instructional Services
New Port Richey

Academic Areas

Michael Adams, Ph.D. Ext. 3320
Dean of Health Occupations
New Port Richey

(Dental Assisting, Dental Hygiene, EMS/Paramedic, Human Services, Nursing (RN/PN), Radiography, Medical Coder, Medical Record Transcribing, Medical Secretary/Examining Room Assistant, Nursing Assistant, Nutrition)

Bonnie Clark Ext. 3325
*Dean of Arts and Sciences/Performing Arts Center/Educator
Preparation Institute/Learning Labs*
New Port Richey

(Adult Education, Anthropology, Art, Biological Science, Chemistry, Child Development and Early Childhood Education, College Prep English, Mathematics and Reading, Drama/Theater, Education, English, Environmental Science, Foreign Languages, GED Preparation Program, Geography, Global Education, History, Honors Courses, Humanities, Interdisciplinary Courses, International Studies, Learning Labs, Mathematics, Mathematics Lab, Music, Peace and Social Justice Institute, Philosophy, Political Science, Physical Education, Physical Science, Physics, Psychology, Reading, Religious Studies, Service-Learning, Sociology, and Speech)

Mary Crew Ext. 3264
Dean of Workforce Development
New Port Richey

(Applied Welding, Business Administration & Management, Computer Programming and Analysis, Corrections, Criminal Justice, Drafting and Design Technology, Fire Science, Geographical Information Systems Technology, Industrial Technology, Information Technology Security, Internet Services Technology, Law Enforcement, Networking Services Technology, Office Administration, Paralegal, Real Estate, Technical Credit Certificates, and Continuing Education)

Daniel Griffith Ext. 1361
Director of Law Enforcement Programs
Dade City

Irene Schauer Ext. 5050
Director, Spring Hill Center
Spring Hill

Carol O'Grady Ext. 3257
Director, Continuing Education
New Port Richey

Anne Arto Ext. 1256
Director, Corporate Training
Dade City

Equity Officer

Imani Asukile Ext. 1235
District Coordinator of Multicultural Student Affairs and Equity Services
 Dade City

TBA Ext. 5108
Program Coordinator, Take Stock in Children
 Brooksville

Student Development

Donna Burdinski Ext. 3767
Associate Dean of Student Enrollment and Retention
 New Port Richey

Bob Bade Ext. 3356
Associate Dean of Student Activities and Engagement
 New Port Richey

TBA Ext. 3447
Assistant Dean of Student Development
 New Port Richey

James Greig Ext. 5010
Assistant Dean of Student Development
 Brooksville

Michael Cook Ext. 1309
Assistant Dean of Student Development
 Dade City

Debra Bullard Ext. 3371
Director of Admissions and Student Records
 New Port Richey

Bobby Bowman Ext. 3342
Athletics Director
 New Port Richey

Ron Thiessen Ext. 3236
Coordinator of Disabilities Services
 New Port Richey

Greg Hlad Ext. 3483
Director of Career and Testing Services
 New Port Richey

Financial Assistance Areas

Rebecca Shanafelt Ext. 3463
Director of Financial Aid/Veterans Services
 New Port Richey

Financial Aid	
North Campus	Ext. 5120
East Campus	Ext. 1312
West Campus	Ext. 3463
Veterans Services	
North Campus	Ext. 5152
East Campus	Ext. 1229
West Campus	Ext. 3289

Where To Go For Help

Academic Problems
Student Development Office

Academic Records
Admissions and Student Records Office

Academic Standing (Warning, Probation, Suspension, Dismissal)
Student Development Office

Accidents (Reports of)
Instructor, Provost (East or North Campus) or Student Development Office

Add, Drop, and Withdrawal Information
Student Development Office

Admission
Admissions and Student Records Office

AIDS Policies and Support Information
Assistant Dean of Student Development

Books (Purchased) and Classroom Supplies
Campus Bookstore

Books (References and Check-out)
Library

Building or Grounds Use by Student Organization
Student Activities and Provosts EC/NC; VP of Instruction/Provost, WC

Building or Grounds Use by Non-student Groups
Provosts, EC/NC; VP of Instruction/ Provost, WC

Calendar of Student Activities
Student Activities or Student Development Office

Career Information
Career and Testing Center or Student Development Office

Change of Student Information
Admissions and Student Records

Change of Program (Major)
Student Development Office

CLAST
Career and Testing Center or Student Development Office

Course Substitution
Student Development Office or for students with disabilities, Coordinator of Disabilities Services

Clubs and Organizations
Student Activities

Disabled Student Services
Coordinator of Disabilities Services

Discipline Issues
Assistant Dean of Student Development

Drug-Free Campus
Associate Dean of Student Activities and Engagement

Equity Assistance
District Coordinator of Multicultural Student Affairs and Equity Services (Equity Office)

Evaluation of Transfer Credit
Admissions and Student Records Office

Financial Aid
Office of Financial Aid

GED Prep
Learning Lab

GED Test
Career and Testing Center

Gordon Rule
Instructor (Communications, Humanities, Social/Behavioral Sciences, Mathematics), or Student Development Office

Graduation Check
Admissions and Student Records Office or Student Development Office

Grievances
Instructor, Academic Dean/Deans, Assistant Dean of Student Development

Health Programs
Dean Health Occupations, Student Development Office or Admissions and Student Records Office

Help with Personal and Social Problems
Assistant Dean of Student Development/Counselor

Help with Selection of Classes or Program
Student Development Office

Help with Passing a Course
Instructor, and/or Learning Lab Coordinator

Internships
Career and Testing Center

Instructor Issues
Appropriate Dean or Provost

Job Resources
Career and Testing Center

Loans
Office of Financial Aid

Lost (Geographically) or In Need of Assistance
Student Development Office

Lost and Found
Student Development Office

Orientation
Student Development Office

Paying Tuition Fees
Campus Bookstores or WISE

Permission to Organize a Club
Student Activities

Registration
Student Development Office

Schedule (Course) Issues
Student Development Office

Scholarships
Office of Financial Aid

Technical Assistance
Department of Academic Technology, Student Helpdesk

Technical Credit Programs
Dean of Workforce Development, Admissions and Student Records Office, Student Development Office, or Dean of Health Occupations.

Testing
Career and Testing Center

Transcripts
Admissions and Student Records Office

Transfer Between Courses
Student Development Office

Transfer to a University
Student Development Office

Tutoring and Academic Assistance
Learning Labs and/or Instructor

Office of Veterans Benefits
Financial Aid Office

Victims' Advocate
Assistant Dean(s) of Student Development

Withdrawal from College
Student Development Office

PHCC Foundation Board of Directors

Officers

Chair

John A. Dougherty, C.P.A.

Vice Chair

Monica Mills

Secretary

Kenneth R. Burdzinski

Treasurer

Marc W. Bowman

Executive Committee

Edward C. Blommel

Jackie Campbell, C.P.A.

Irvin Homer

Niles H. Kinnunen, Jr., D.D.S.

Ronald J. May, C.F.P.

Ronald G. Thornton

Donald K. Vierling, M.D.

Lifetime Honorary

Robert A. Barnett

Judy Case

Judge Wayne Cobb

Wayne Coulter, P.A.

Directors

Russell Adams

Tom Barnette

Philip Chestnut

John D. Couris

Patrick L. Epting

Joel H. Goldberg, D.M.D.

Gus Guadagnino

Leonard H. Johnson, Esq.

Susan Kessel

Seth Mann

Corvin Morris

Michael Murphy

George Psetas

Steve Rector

Frank Rygiel

Larry M. Starnes

N. John Stewart Jr., P.A.

Nina Vaznelis, P.A.

Executive Director

Arla Altman

*As of January 30, 2008

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 volunteer Board of Directors from Pasco and Hernando counties. The Foundation has become a leading community college foundation with assets of over \$33 million.

The Foundation provides support for scholarships, health programs, the three libraries, faculty and staff development, academic programs and technology. For the cultural and social enrichment of the community, the Foundation also sponsors a Performing Arts Center series.

The Foundation has a flourishing endowment. Today, approximately 200 named, endowed funds provide over 500 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 Bank of America have funded endowed faculty chairs.

Students interested in applying for scholarships should contact the Financial Aid Office. For information on giving, please contact Arla Altman, Executive Director of the Foundation.

Endowed Scholarships

Endowed funds established through the Foundation may be matched by the Dr. Philip Benjamin Matching Grants for Community Colleges Program. Endowments exist in perpetuity and the principal remains intact. The earned interest income and capital appreciation are used to fund the designated purpose and increase the principal to keep pace with inflation. We appreciate the generosity of the individuals and organizations who created the endowed funds listed alphabetically by fund name below.

A. Catherine Tice
 American Association of University Women/Irene
 American Association of University Women/
 Mary Lou Knight
 American Association of University Women/
 Peterson-Lipke
 American Business Women's Association, Palm Chapter
 Agnes E. and Alexander V. Lucas Memorial
 Alex and Dorothy Acey
 Alfred A. McKethan
 Alric and Mary Pottberg
 American Data and Computer Products, Inc.
 Anclote Earth Science Club Irene and Jack Van Balen
 Andy Oravec
 Anna F. and Frederick O. Vincent
 Anne F. Bucy
 Bank of America
 Barnett Bank
 Andy and Barry Jaap Memorial
 Benjamin L. Matzek Memorial
 Brooksville Kiwanis Foundation Betty Jo Deen
 Briggs-Hopper-Hall American Legion Auxiliary Zephyr
 Unit 118
 Brooksville Garden Club
 Brooksville Kiwanis Foundation Bristol/Imhoff
 Brooksville Kiwanis Club
 Brooksville Kiwanis Foundation Bicentennial
 Brooksville Kiwanis Foundation Deen Family
 Brooksville Lions Club
 Brooksville Regional Hospital Auxiliary
 Brooksville Woman's Club
 Bruce Sutherland Memorial
 Burdzinski/Epperson Family
 C.A. "Collie" Clayton Memorial
 Carol Gunn Heasley Memorial
 Carolyn Matzek Memorial
 Cathy Glassman Memorial
 Charles E. Conger
 Chester-Delores Poznanski Voiture Locale 1576, 40/8
 Community Foundation of Pasco County
 Myrtle Baker Nursing
 Community United Methodist Church
 Dade City Fire Rescue, Inc.
 Dade City Woman's Club Ruth Touchton
 David Dewey Trompeter
 David Yenkinson and Ann V. Yenkinson
 Debra J. Hay
 Des and Mickey Little/Rotary Club of New Port Richey
 Dingus Fund
 Dixon Family

Dola Creekmore Memorial
 Doris Barkley Schlegel
 Dr. Felisha R. Barker Memorial
 Dorothy B. Davidson
 Dr. John and Nancy Kelso
 Dr. Michael D. Head Memorial
 Dr. Milton O. Jones, Ph.D.
 Dr. Robert W. and Ellen Judson
 E. H. Browning, Jr.
 Earl R. and Edna M. Oehenschlager
 East Pasco Medical Center Foundation
 Edith and J. Wesley Richards
 Edward K. Roberts
 Elizabeth H. Bailey Memorial
 Elizabeth A. Koerner Memorial
 Embarq
 Everett and Eleanor Geller
 Florida Suncoast Chapter of the Military Officers
 Association of America
 Ford W. Bowers and Donna J. Bowers
 Fotta-Hillen
 Foundation for Florida's Community Colleges
 Frances J. Hancock
 Fraternal Order of Police Pasco County Sheriff's
 Lodge #29
 Fred K. Marchman/Rotary Club of New Port Richey
 George E. Peterson and Mary G. Peterson
 Greater Hernando County Chamber of Commerce
 Harold O. and Ruth Vincent
 Harvey and Mary Snell
 Helene Koerner Gahlen
 Henry and Ardis Martin
 Henry Poznanski/Voiture Locale 1576, 40/8
 Hernando County Restaurant Association
 Hernando Realtors American Dream
 Holiday Rotary Club
 Human Services Club
 Jack Linville Memorial
 James and Christene Yant
 James "Doc" "Tex" Hollingsworth Memorial
 James Edward Starling
 Jeffrey and Kathleen Kinnunen
 Joan Kohr Memorial
 John and Martha Ayers
 Joseph and Julia Evessa
 Joseph and Susan Cristofaro
 Joseph J. Evessa/Voiture Locale 1576, 40/8
 Judy Case
 Julius R. Mantey/First Baptist Church of New Port Richey
 Junior Service League of New Port Richey
 Kiwanis Club of Dade City
 Kiwanis Club of Spring Hill
 Kiwanis Club of Zephyrhills
 Kiwanis Club of Zephyrhills/Jack Weidlich
 Kristine Smith Ullrich
 L.C. Hawes, Sr. Methodist Church
 Land O' Lakes Board of Realtors
 Land O' Lakes-Wesley Chapel Rotary Club Charlie Moore
 Land O' Lakes-Wesley Chapel Rotary Club Tech Prep

Law Enforcement Roundtable
 Leadership Pasco
 Lee Ann Larmon Memorial
 Legal Assisting
 Lois E. Trotter
 Mae A. Simpson
 Margaret Moore Johnston
 Marian G. Bailey
 Marion E. Kress
 Marion Steffey Schmidt
 Marjorie "Mitzi" A. Sugg
 Marjorie Kennedy Wilson
 Mark and Helen St. Clair
 Marlowe Hernando Health
 Mary E. Pearson
 Masaryktown Community
 Myrtle "Chris" North, R. N.
 New Port Lincoln-Mercury
 New Port Richey Noon Optimists Club
 Nicholaas Verstraten
 North Campus Trees
 North Suncoast Association of Life Underwriters
 North Suncoast Association of Life Underwriters Athletic
 North Suncoast Chapter of the Florida Institute of CPAs
 Omar Ergle Memorial
 Orange Blossom Classic Chevy Club
 Otto and Elaine Weitzenkorn
 Pam Lampert Memorial
 Pasco County Bar Association Memorial
 Pasco County Medical Society Alliance
 Pasco High Alumni
 Paul Hlavac/Holy Trinity Lutheran Church
 PHCC Performing Arts Center Volunteers
 PHCC Staff and Faculty
 PHCC Tech Prep
 Phi Beta Lambda Business Organization
 Phi Theta Kappa
 Philip R. Bailey Memorial
 Physicians' Memorial
 Pilot Club of Brooksville
 Pilot Club of Zephyrhills
 R. Kay Anderson
 Regency Communities
 Regional Healthcare
 Regional Medical Center Bayonet Point Physicians
 Memorial
 Reverend James and Vienna Barnhardt
 Richard and Eileen Cooper
 Richard Stanaback Memorial
 Ridgewood High Athletic Boosters Club
 River Ridge Presbyterian Church
 Robert Jordan Memorial
 Robert D. Maeser
 Ronald Hinson Memorial
 Rosanne M. Weber Memorial
 Rose and Leonard Case Memorial
 Rose Fund
 Rotary Club of Brooksville
 Rotary Club of Dade City
 Rotary Club of New Port Richey
 Rotary Club of New Port Richey Tech Prep
 Rotary Club of New Port Richey/George Gunter

Rotary Club of Spring Hill
 Rotary Club of Spring Hill Israel Kacanek
 Rotary Club of Spring Hill Kevin Coit
 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
 Samuel and Muirene Wilke Memorial
 Seven Springs Rotary Club
 Seven Springs Rotary Club/William (Bill)
 Van Sickle Memorial
 Sheriff Thomas A. Mylander
 Skilled Health Services of Hernando County
 Skilled Health Services of Pasco County
 Spring Hill Art League
 St. Petersburg Times Roy Bain
 Stephen W. Stoehr
 Suncoast Sampler
 SunTrust Nancy Wilkes
 Pasco Regional Medical Center Auxiliary Susan Gail Riley
 Tampa Bay Downs
 Tampa Electric Company
 Teresa Sturgill Memorial
 United States Navy Captain Robert C. Kennedy
 Voiture Locale 1576, 40/8
 Volunteers of Community Hospital
 W. A. and Aletha Jones
 Wachovia Foundation
 West Pasco Chamber of Commerce
 West Pasco Chamber of Commerce Tech Prep
 West Pasco Dental Association
 West Pasco Sertoma
 William and Madeline Carney
 William Ardeen North/Rotary Club of New Port Richey
 William F. and Barbara Moyse Memorial
 Woody Wynell Walls

Other Endowments

Arts Fund
 Bank of America Faculty Chair
 Ellen Gielhufe Fund
 Florence B. Lange Fund
 General Fund
 Glenn Dill Fund
 Harres Family Fund
 Helen Mangan Fund
 Hospital Partnership Fund
 James L. Rosenquist Fund
 Library Development Fund
 Mary Ellen Grodrian Memorial Fund
 Nursing Fund
 Performing Arts Center Fund
 Roberta Pyles Kinner Fund
 St. Petersburg Times Faculty Chair
 Theater Guild Fund
 Theresa Henninger Scholarship/Staff and Program
 Development Fund
 Withlacoochee River Electric Cooperative Faculty Chair

Pasco-Hernando Community College



Burt Harres, Ph.D.
*Vice President of
Instruction/Provost, West Campus*



Kenneth R. Burdzinski
*Vice President of Administration
and Finance*



Timothy L. Beard, Ph.D.
*Vice President, Student Development
and Enrollment Management*



Randall Stovall, Ph.D.
Provost, East Campus



Stanley M. Giannet, Ph.D.
Provost, North Campus



Arla Altman
*Dean of Institutional
Advancement/Executive Director,
PHCC Foundation, Inc.*



Stephen C. Schroeder, Esq.
*College Attorney/Director of
Governmental Affairs*

History of the 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. Upon his retirement in January 2005, Katherine Johnson was named PHCC's third president.

The first phase of construction of the East Campus (Dade City) began in 1973 and was completed in August 1975. Since that time, the Charles E. Conger Library and physical education facilities have become operational. The Public Service Technology Building opened in the summer of 2002. Renovation of the original buildings was completed in mid-2004 and named the Robert W. Judson Building.

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 Performing Arts Center, increased classroom space, and the Physical Fitness Center. Milton O. Jones Hall, a new Student Development Center, was completed in 1996. A three-story 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. A child-care center was completed in 2003.

The G-Building renovation of classrooms and faculty offices was completed in Spring 2006. The library has been renovated to double its size with enhanced learning lab facilities, a new art gallery, and support for a university center, now in the planning stages.

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 was completed in May 2001. 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. Property that will be used for a larger Spring Hill campus that will be built in future years was purchased in 2001.

In February of 1985, a center was opened at Gowers Corner in central Pasco County, primarily for the PHCC public service programs. These programs moved to Dade City when the Public Service Building opened in July 2002. PHCC is seeking a site in the rapidly expanding Wesley Chapel area for a future center.

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 Vision Statement

Pasco-Hernando Community College (PHCC) is a dynamic, learning-centered educational institution with a faculty and staff who are dedicated to student success, teaching excellence, and community service.

College Mission Statement

Pasco-Hernando Community College (PHCC) serves the educational needs and interests of our community. As a comprehensive, multi-campus community college, PHCC provides an accessible, diverse teaching and learning environment rich with opportunities for students to attain academic success and cultural growth. PHCC assists students at enhancing their knowledge skills, abilities, and attitudes, and in developing as individuals and as citizens of a global society. PHCC will provide:

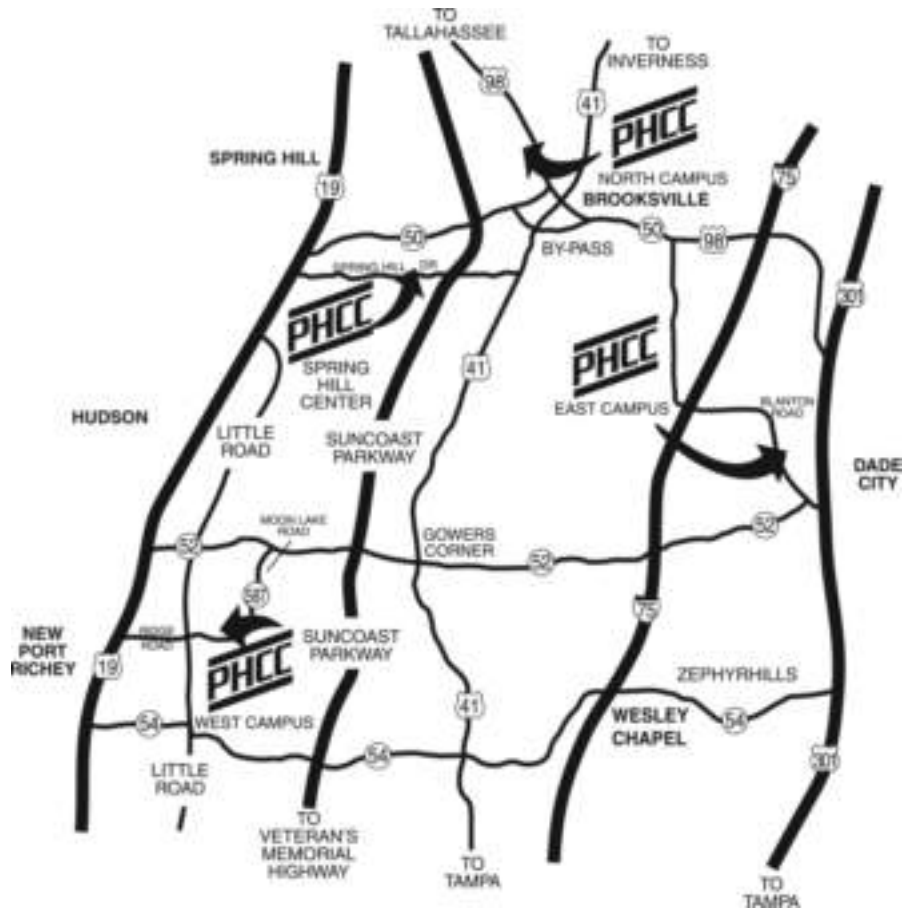
- A. Associate Degrees that will enable its students to continue their post-secondary education and earn a baccalaureate degree;
- B. Associate in Science Degrees, Associate in Applied Science Degrees, technical certificates and diplomas in programs that will prepare its students to enter and advance in the workforce;
- C. college-preparatory instruction, adult education/General Educational Development (GED) Test preparation and testing, and continuing education that enhance and update the knowledge skills, abilities, and attitudes of individuals;
- D. services for students that enhance their opportunities for learning and success;
- E. educational training, enhanced by the development of partnerships, that promotes and supports economic development and serves the community;
- F. learning opportunities for cultural enrichment and personal development;
- G. an environment that fosters high ethical standards, openness, trust, respect, and fairness among all members of the College community.

College Catalog/Student Handbook

The College Catalog/Student Handbook is the official document that outlines the requirements and regulations that relate to PHCC 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 PHCC or any subsequent catalog, provided that the catalog is no more than three academic years old in the term in which the student meets all graduation requirements. A catalog year ends on the last day of classes in Term III.

District Map



Admissions and Student Records

Applying to PHCC

The first step in becoming a PHCC student is to apply to the college. The application can be completed and paid online via the WISE system. An application can also be obtained by submitting the Request for Information form supplied in the back of this catalog, from the Admissions and Student Records Office on any PHCC campus, or by downloading the application from our website, www.phcc.edu. All applicants for credit courses (except those applying for admission as high school dual enrollment 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. This fee may also be paid online at our website. Florida residents who seek to qualify for in-state course fees must complete the residency affidavit that is part of the application form.

East Campus, Dade City

Admissions and Student Records Office
Pasco-Hernando Community College
36727 Blanton Road
Dade City, FL 33523-7599
Phone: (352) 567-6701, ext. 1311

North Campus, Brooksville

Admissions and Student Records Office
Pasco-Hernando Community College
11415 Ponce de Leon Boulevard
Brooksville, FL 34601-8698
Phone: (352) 796-6726, ext. 5011

West Campus, New Port Richey

Admissions and Student Records Office
Pasco-Hernando Community College
10230 Ridge Road
New Port Richey, FL 34654-5199
Phone: (727) 847-2727, ext. 3371

We encourage anyone who has a question about the application process to contact the Admissions and Student Records 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 have not enrolled for courses within one year of the term in which they were admitted, and students who initially enroll but then cease enrollment for one academic year, must apply for readmission to PHCC by submitting an “Application for Readmission.” No fee is required to apply 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. (Applicants to limited access programs must complete additional steps—see “General Admission Requirements for Health 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 programs, Associated Certificate programs, Applied Technology Diploma programs, Advanced Technical Certificate programs, Technical Certificate programs, GED preparation, and a variety of life-long learning courses.

It is the responsibility of the applicant to ensure that the documents required to finalize admission have been received by the Admissions and Student Records Office during the student’s first term of enrollment. Home schooled 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. Documents submitted in anything other than a sealed envelope from the issuing institution will not be accepted.

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 Admissions and Student Records Office:

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

Students graduating from institutions outside of the United States must follow the procedures for submitting transcripts outlined in the section “Non-Immigrant (F/M) Student Admission.” Students graduating from home study programs should consult the Admissions and Student Records Office regarding requirements for admission to degree programs. Students who have received special diplomas are not eligible for admission to degree programs.

Admission to Associated Certificate Programs

PHCC offers the following college credit certificate programs associated with AS degree programs: Business Management, Business Operations, Business Specialist, eBusiness Management, eBusiness Operations, eBusiness Security, eBusiness Specialist, Computer Programming, Computer Programming Specialist, Information Technology Administration, Information Technology Management, Information Technology Technician, AutoCAD Foundations, Web Development Specialist, Marketing Operations, Office Management, Office Management-Legal Specialization, Office Specialist, Office Support, and Paramedic (a limited access health program). 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 Admissions and Student Records Office:

1. a PHCC Application for Admission indicating the intent to pursue an Associated Certificate program or, if no program is indicated on the PHCC Application, a Program Declaration form signed by the appropriate advisement staff; and an official high school transcript indicating graduation with a Standard High School diploma or W8A Certificate of Completion (excluding limited access certificates); or an official transcript of GED scores indicating receipt of a high school equivalency diploma; and
2. an official transcript from any U.S. college or university attended.

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

Admission to Applied Technology Diplomas

The Applied Technology Diploma (ATD) is designed to prepare the student for entry-level employment and for advanced standing into an A.S. degree at Florida public community colleges. At a community college, the ATD may be offered either for technical credit or for college credit. Students entering an ATD must have a standard high school diploma or a GED. When the ATD program articulates into an A.S. degree, the credit awarded will be college credit. PHCC offers three ATDs—Medical Coder, Emergency Medical Technician, and Medical Record Transcribing. Emergency Medical Technician is offered for college credit and Medical Coder and Medical Record Transcribing are offered for technical credit. In order to receive a diploma, students in the Medical Coder or Medical Records Transcribing programs must achieve the state designated TABE scores in math, reading, and language.

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 or on a Program Declaration form signed by the appropriate advisement staff and submitted to the Admissions and Student Records Office. PHCC offers these Technical Credit Certificate programs:

Applied Welding Technologies
 Correctional Officer
 Corrections to Law Enforcement Crossover
 Dental Assisting
 Health Unit Coordinator
 Law Enforcement Officer
 Law Enforcement to Corrections Crossover
 Medical Secretary/Examining Room Assistant
 Nursing Assistant
 Phlebotomy
 Practical Nursing

Dental Assisting and Practical Nursing are limited access health programs; admission requirements for these programs are listed in the section “General Admission Requirements for Health Programs.” Law Enforcement is also a limited access program; contact the Dean of Workforce Development (WC), or the Director, Law Enforcement Programs (EC) directly for further admission information.

Test of Adult Basic Education (TABE)

Students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more (Applied Welding Technologies, Health Unit Coordinator, Medical Coder, Medical Record Transcribing, Medical Secretary/Examining Room Assistant, and Practical Nursing) shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program. Students that do not meet the required minimal level of basic skills, as measured by one of the designated examinations, shall be provided with instruction specifically designed to correct the deficiencies. No student shall be awarded a career certificate until the student achieves the minimum level of basic skills required for that program by the Department of Education. Students must test, but do not have to meet, the required minimal level of basic skills if they pass a state, national, or industry licensure exam after completion of the program.

Each program has specific grade-level exit requirements, and the TABE is designed to test for those exit skills. PHCC only administers and accepts Forms 9 and 10 of the TABE. All programs, except Applied Welding Technologies, require completion of Level A of the exam in order to meet exit requirements. Students in Applied Welding Technologies may meet exit requirements by completing Level A or D of the TABE test.

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 or diploma until they complete all course and testing requirements.

Students who possess a college degree at the associate or applied science level or higher; or who have completed or are exempt from the college-level communications and computations skills examination (CLAST) pursuant to Section 1008.29, Florida Statutes; are exempt from the college entry-level examination pursuant to Section 1008.29, Florida Statutes.

Admission to the College as a Non-Degree Seeking Student

U.S. citizens or permanent residents who are 18 years of age or older and who do not wish to follow a program of study or 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 and fee. If needed, PHCC encourages these students to obtain a GED high school equivalency diploma.

U.S. citizens or permanent residents who are under the age of 18 must 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 the 15 credit hour limit.

College Students Seeking Dual Enrollment/Transient Student Admission

A PHCC student may be enrolled at another postsecondary institution concurrent with his/her PHCC enrollment by securing written permission in advance from the appropriate Dean (West Campus) or Provost (East or North Campus), and the Vice President of Instruction/Provost, West Campus. 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 and fee together with an approved transient student form from the registrar at that institution. Permission is required prior to each PHCC registration and must include approved transient course(s).

Admission to the College for High School Students

Dual Enrollment

High school students have the opportunity to earn college credit or technical credit at PHCC by applying for admission as dual enrollment students. Students from Pasco or Hernando County public schools, and 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 in 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 appropriate high school administrator.

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, may enroll at PHCC full-time upon submission of a completed Dual Enrollment Application and with the permission of the appropriate high school administrator. The permission form must be submitted with each PHCC registration. Credit earned applies toward high school graduation as well as toward college credit.

Admission of Transfer Students

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

An evaluation of transfer credit will be completed upon submission of official collegiate transcripts to the Admissions and Student 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 listed with the State Course Numbering System (SCNS). 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. For credit to be awarded for coursework beyond this level, a written petition must be made to the Director of Admissions and Student Records.

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.

Applicants who are eligible for a potential award of transfer credits from an international institution must provide official transcripts from the institution accompanied by a certified English evaluation of the transcript from an external foreign educational credential service recommended by PHCC. This written evaluation will be at the applicant's expense.

Transfer credit for work accomplished in a non-regionally accredited institution may also be granted upon individual review. Provisions for the acceptance of such transfer credit are available in the Admissions and Student Records Office.

Students who are placed on academic warning or probation as a result of their transfer credit evaluation will not be permitted to register at PHCC until they have had an inter-

view with an advisor. Students who are placed on academic suspension as a result of their transfer credit evaluation must petition for approval to enroll.

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 the 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.

Non-Immigrant (F/M) Student Admission

PHCC faculty and staff welcome non-immigrant students and believe that their experience at PHCC will be academically, culturally, and socially rewarding. Non-immigrant applicants who wish to be admitted to PHCC and to obtain a F or M Visa, must meet the following requirements for admission:

1. In order to be admitted to PHCC, non-immigrant (F/M) students must formally declare their intent to enter an AA, AS or AAS degree program and must be eligible for admission to that program. Students who graduated from high school within the U.S. must submit official transcripts confirming graduation with a standard diploma or its equivalent or successful completion of a U.S. General Education Development (GED) Test. Students who completed high school outside of the U.S. must supply an evaluation of their high school documents received directly from an external agency recommended by PHCC. Also, official transcripts must be submitted from all U.S. postsecondary institutions attended.

Students seeking transfer credit for courses taken at a university outside of the U.S. must submit official transcripts from all postsecondary institutions attended. These transcripts must have a course-by-course evaluation completed by a credential evaluation service recommended by the College. These evaluations must be supplied at the applicant's expense.

2. Prior to admission, non-immigrant (F/M) students must submit evidence of proficiency in English through one of the following means:
 - a. citizenship in a country in which English is the native language, or
 - b. graduation from a U.S. high school, or
 - c. completion of a U.S. GED in English, or
 - d. Test of English as a Foreign Language (TOEFL) scores at or above 523 (paper based), 193 (computer based) or 69 (Internet based) iBT.
3. Non-immigrant (F/M) students must have sufficient funds available to cover any expenses that may be incurred. Certification that there are available funds to cover all expenses must be received by the Admissions and Student Records Office prior to admission and before an I-20 form will be released.

PHCC does not provide, supervise, or recommend student housing. Students should arrive several weeks in advance of enrollment to arrange for their own housing and transportation.

4. Non-immigrant (F/M) students must submit proof of health/accident insurance prior to admission. The insurance coverage must be valid for a minimum of one year and include coverage of the student while in the U.S. The documentation provided as proof must indicate effective and expiration dates. This information must be updated with the Admissions and Student Records Office prior to the beginning of each academic year.
5. Non-immigrant students on a F or M visa are required by U.S. immigration regulations to be enrolled full-time (at least 12 semester hours) for two semesters each academic year and must meet the standards of progress applicable to all students.

Those non-immigrant students holding a valid visa type other than F or M who wish to enroll for a limited number of courses must secure the approval of the Admissions and Student Records Office before enrollment.

6. Continued enrollment at PHCC is contingent upon maintenance of immigration status as defined by Federal and State laws and rules established by the U.S. Citizenship and Immigration Services (USCIS). Appropriate visa status must be documented at the time of admission and will be monitored throughout enrollment at the College. Students not meeting the requirements of this rule may be restricted from registration.
7. Enrollment of non-immigrant students holding a F or M visa will be monitored by the College staff for enrollment under this rule. Those who fail to meet the requirements of this rule, either by not enrolling or by enrolling in an insufficient number of classes, will be reported to the USCIS following the drop/add date of each term.

Students may bring in or mail in the international student application packet with all the required documentation to apply for admission to PHCC as a non-immigrant student. All documentation must be provided as one entire, completed packet to the New Port Richey campus by the published deadline date for the term. Partial packets are not accepted.

Entrance Terms	Deadline Dates
Fall (August)	June 15th
Spring (January)	November 1st
Summer (May)	March 15th

Note: Immigration laws are frequently revised. A non-immigrant (F/M) student is responsible for becoming knowledgeable about immigration laws and staying informed regarding any changes. This information is available at the consulate in each country (www.ice.gov/graphics/sevis/index.htm).

General Admission Requirements for Health Programs

Registered nursing, practical nursing, radiography, paramedic, dental hygiene and dental assisting are Limited Access Health Programs. In addition to being admitted to the College, students must meet the admission requirements for the Limited Access Health Program they wish to enter. Students are allowed to register for Limited Access Health Program courses only if they have applied and been accepted to that program.

Human services, emergency medical technician, health unit coordinator, medical secretary/examining room assistant, nursing assistant, medical coder, medical record transcribing and phlebotomy are open-entry programs. Students may register for these courses during regular registration times. Students are advised to register early for courses in these programs because space in these classes is limited.

1. **Changes to Admission requirements:** Admission requirements and program courses may periodically change. To obtain the most current information regarding admission and graduation requirements for these programs, the student is urged to check the College website and visit an advisor on a regular basis. For Limited Access Health Programs, the College catalog used for determining program completion requirement is the one in effect at the time of initial enrollment in a health program specialty course.
2. **Criminal Background Checks:** All hospitals and most clinical agencies require students to obtain a criminal background check. These background checks are paid by the student and must be completed prior to assignment to a clinical site. Clinical agencies have the right to deny students access to their agency based on past criminal history. Should this occur, the health program director will attempt to find an alternate clinical placement; however, this is not always possible. Applicants to health programs must be aware that denial of access to clinical settings due to criminal history may prevent the student from completing their program successfully. Applicants with criminal histories are urged to meet with their health program director for advising.

Applicants with criminal histories must also be aware that state and federal licensing agencies may deny their application to obtain a license to practice following graduation. The student with a criminal background is urged to check with the appropriate state or federal licensing agency prior to entry into a health program. The College is not responsible for decisions made by licensing agencies.

3. **Physical Examination:** Health programs require that the student provide certification of good health by submission of a satisfactory physical examination, conducted by a physician or a registered nurse practitioner. The physical examination requires proof of current immunizations and must be submitted on the form provided by the program (SAR 40 or SAR 40-A). Failure to submit the exam by the date specified by the health program director will result in denial of access to clinical experiences, which may affect the student's ability to achieve course objectives.

4. **CPR Certification:** Current CPR certification is required for all health programs. For Limited Access Health Programs, the CPR requirement must be completed by the first day of class. Students must take one of the following courses:
 - a. American Heart Association "Basic Life Support for Health Care Providers" (PHCC course NCH 0050).
 - b. American Red Cross "Professional Rescuer CPR"
 - c. American Safety and Health Institute "CPR for Professionals"
 - d. National Safety Council "Professional Rescuer CPR."
5. **Acceptance of seat:** Applicants to Limited Access Health Programs will receive a letter from the College's Dean of Health Occupations and Director of Admissions and Student Records indicating that they have been accepted or denied entry in the program. If accepted, the student must return a form verifying they accept a seat in the class. Failure to return this form by the date specified in the acceptance letter will result in allocation of the seat to another applicant.
6. **Registration and fees:** The student must register and pay fees by the date listed in the College Catalog. Failure to register and pay fees by the date specified will result in allocation of the seat to another applicant.

Nursing Programs

ADN/Generic Track

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office, West Campus by 4:00 pm on the following dates:

January admission: March 15–September 15
August admission: January 2–May 15

Admission requirements for the ADN/-Generic Track program are under review and may be changed. See an advisor or go to phcc.edu for updates.

Students who fail to attend the term for which admission is granted must reapply.

Application and Admission Requirements

1. Completed PHCC application and fee.
2. Completed Associate Degree in Nursing – Generic Track application.
3. An official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of high school equivalency diploma.
4. Official transcript from each U.S. 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 courses, if indicated by the placement scores. Placement test scores for English, reading and/or mathematics may be exempted if the applicant has completed transferable, college-level coursework with a grade of “C” or higher in each of the areas listed.
6. Report of scores from the Nursing Entrance Test (NET) from Educational Resources, Inc. Applicants to the Nursing Programs are allowed to take the NET twice within a calendar year.
7. Have a cumulative 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
PSY 1012	Introduction to Psychology
HUN 2201	Science of Human Nutrition
CGS 1100	Microcomputer Applications

Selection Process

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Applicants who meet minimum requirements as of the deadline dates will be ranked based upon their prerequisite GPA and NET reading score.

ADN/Transition Program (LPN and Paramedic)

Application and Admission Requirements

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office, West Campus from January 2 until 4:00 pm on May 15. Students who fail to attend the term for which admission is granted must reapply.

Admission requirements for the LPN/Paramedic Transition program are under review and may be changed. See an advisor or go to phcc.edu for updates.

The ADN/Paramedic transition program is offered in odd-numbered years, contingent upon sufficient enrollment. Applicants to the ADN/Paramedic transition program will be selected to begin their first course, NUR 1030C, during Session III.

1. Completed PHCC application and fee.
2. Completed Nursing Program Associate Degree in Nursing, Transition Program application (LPN or Paramedic Track).
3. An official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of high school equivalency diploma.
4. Official transcript from each U.S. 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 courses, if indicated by the placement scores. Placement test scores for English, reading and/or mathematics may be exempted if the applicant has completed transferable, college-level coursework with a grade of “C” or above in each of the areas listed.
6. Report of scores from the Nursing Entrance Test (NET) from Educational Resources, Inc. Applicants to the Nursing Programs are allowed to take the NET twice within a calendar year.
7. Copy of current Florida LPN or paramedic license.
8. Have a cumulative 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
PSY 1012	Introduction to Psychology
MCB 2010	Microbiology
MCB 2010L	Microbiology Laboratory
HUN 2201	Science of Human Nutrition
CGS 1100	Microcomputer Applications

Selection Process

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Applicants who meet minimum requirements as of the deadline dates will be ranked based upon prerequisite GPA and performance on the NET.

Certificate in Practical Nursing

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office, West Campus by 4:00 pm on the following dates:

Admission requirements for the Practical Nursing Certificate program are under review and may be changed. See an advisor or go to phcc.edu for updates.

January admission: March 15–September 15
 August admission: January 2–May 15

Students who fail to attend the term for which admission is granted must reapply.

Application and Admission Requirements

1. Completed PHCC application and fee.
2. Completed Practical Nursing Program application.
3. An official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma.
4. Report of scores from the Nursing Entrance Test (NET) from Educational Resources, Inc. Applicants to Nursing Programs are allowed to take the NET twice within a calendar year.

Selection Process

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Applicants who meet minimum requirements as of the deadline dates will be ranked based upon performance on the NET.

Transfer Procedures for Nursing Programs

1. Submit a PHCC application for Admission, an official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of high school equivalency diploma. Submit an official transcript from each U.S. college and university attended other than PHCC.
2. Contact an advisor for assistance with transfer procedures.
3. Once admitted to PHCC, submit a nursing program application to the Admissions and Student Records Office. Upon review of the nursing application, a letter of response will be sent to the student.
4. After receiving the notification letter from the Admissions and Student Records Office that all requirements have been met, make an appointment with the Director of Nursing to determine if transfer status is feasible. Bring a syllabus from each nursing course completed within the last 5 years (courses older than 5 years cannot be used for advanced standing). If advanced standing is granted, the student must:
 - a. Complete a skills evaluation with a grade of "pass" (copy of skills may be obtained in the nursing office).
 - b. Score a grade of 75% or better on an exam demonstrating retention of nursing concepts.
 - c. Complete recommended remediation, if any.
 - d. Submit a physical exam form demonstrating satisfactory health.
 - e. Provide copy of current CPR card.
 - f. Supply results of criminal background check to clinical agencies, as required.
5. A letter will be sent from the Admissions and Student Records Office advising the student of the status of his/her application to the nursing program with advanced standing.

Dental Programs

Application and Admission Requirements

Associate in Science in Dental Hygiene

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office, West Campus from January 2 until 4:00 pm on May 15. Students who fail to attend the term for which admission is granted must reapply.

1. Completed PHCC application and fee.
2. Completed Dental Hygiene program application.

3. Proof of Pasco or Hernando county residency.
4. An official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma.
5. Official transcript from each U.S. 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 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)
MCB 2010	Microbiology
MCB 2010L	Microbiology Lab
CGS 1100	Microcomputer Applications
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 Polk Community College to reserve one opening per year for students transferring from that school. Applicants must complete all the above requirements and submit application materials to the Admissions and Student Records Office, West Campus, by 4:00 pm on May 15.

Selection Process

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Applicants who meet minimum requirements as of the deadline dates will be ranked based upon prerequisite GPA and overall GPA.

Certificate in Dental Assisting

Applicants should apply when all program requirements have been met at any time throughout the year.

Applicants who meet admission requirements will be selected on a first-qualified, first-admitted basis. Eligible applicants will be placed into the next available class, which may extend to future academic years. Applicants who do not respond to an offer of admission or fail to enroll for the term for which admission is offered must reapply for a future date.

1. Completed PHCC application and fee.
2. Completed Dental Assisting Program application.

3. An official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma.
4. Achieve a minimum score of 60% on the Manual Dexterity test.
5. Students must present scores from the Test of Adult Basic Education (TABE) Level A for program acceptance.

Certificate in Paramedics

Application and Admission Requirements

Applicants should apply when all program requirements have been met at any time throughout the year.

Applicants who meet admission requirements will be selected on a first-qualified, first-admitted basis. Eligible applicants will be placed into the next available class. Applicants who do not respond to an offer of admission or who fail to enroll for the term for which admission is offered must reapply for a future date. Preference for admissions will be given to those employed as EMTs in a fire department in Pasco or Hernando County and those who are residents of Pasco or Hernando County.

1. Completed PHCC application and fee.
2. Completed Paramedic Certificate application.
3. An official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma.
4. Official transcript from each U.S. 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 or completion of MAT 0012 with a grade of "C" or higher. Placement Test scores for English, reading and/or mathematics may be exempted if the applicant has completed transferable, college-level coursework with a grade of "C" or higher in each of the areas listed.
7. Have a cumulative grade-point average of 2.0.
8. Complete HSC 2531 Medical Terminology with a grade of "C" or higher.

Selection Process

Preference for admission will be given to those employed as EMTs in a fire department in Pasco or Hernando County and those who are residents of Pasco or Hernando County. Applicants who meet admission requirements will be selected on a first-qualified, first-admitted basis. Eligible applicants will be placed into the next available class, which may extend to future academic years. Applicants who do not respond to an offer of admission or fail to enroll for the term for which admission is offered must reapply for a future date.

Associate in Science in Radiography

Application and Admission Requirements/Selection Procedures

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office, West Campus from March 15 until 4:00 pm on September 15. Students who fail to attend the term for which admission is granted must reapply.

1. Completed PHCC application and fee.
2. Completed Radiography Program application.
3. An official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma.
4. Official transcript from each U.S. 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 courses, if indicated by the placement scores. Placement test scores for English, reading and/or mathematics may be exempted if the applicant has completed transferable, college-level coursework with a grade of "C" or higher in each of the areas listed.
6. Have a cumulative grade-point average of 2.5 or higher.
7. 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
CGS 1100	Microcomputer Applications

Selection Process

Residents of Pasco and Hernando counties will have preference over out-of-district residents. Applicants who meet minimum requirements as of the deadline dates will be ranked based upon prerequisite GPA and overall GPA.

Readmission to Limited Access Health Programs

This procedure applies to students who fail to successfully complete a program course in their first semester in the Registered Nursing, Practical Nursing, Radiography, Paramedic, Dental Assisting or Dental Hygiene Programs. The process for readmission to a Limited Access Health Program depends upon the course the student is requesting to repeat.

A. First semester repeats

Students who fail to successfully complete one or more program courses in their first semester must reapply to the program. This is done by submitting a Program Application Form to the Admissions and Student Records Office. Students must meet all admission requirements in effect at the time of their reapplication.

B. Second and subsequent semester repeats

Students who do not earn a grade of “C” or higher in a Limited Access Health Program course in their second or subsequent semesters must request to repeat the course by submitting a Student Request to Repeat Health Program Course Form (IIN-27). This form is submitted to the Director/Coordinator of the appropriate health program. Courses may be repeated only with the recommendations of the Director/Coordinator of the health program and the Dean of Health Occupations. If the request is approved, the student will be allowed to enroll in the next available course, on a space-available basis. Students must meet all program requirements in effect at the time of their readmission. In addition, students approved to repeat a course may be required to demonstrate retention of essential prerequisite knowledge and skills before being allowed to reenter the clinical sequence of courses. Students will be notified by the Director of the program of the next available start date.

C. Multiple course repeats

This procedure applies to students who:

1. do not earn a grade of “C” or higher in the same course twice,
or
2. do not earn a grade of “C” or higher in two different courses.

To reenter the health program, the student must enroll in SLS 0001, Strategies for Student Success. After satisfactory completion of SLS 0001, the student must request to repeat the health program course by submitting a Student Request to Repeat Health Program Course (Form IIN-27). This form is submitted to the Director/Coordinator of the appropriate health program. Courses may be repeated only with the recommendations of the Director/Coordinator of the health program and the Dean of Health Occupations. If the request is approved, the student will be allowed to enroll in the next available course, on a space-available basis. Students must meet all program requirements in effect at the time of their readmission. In addition, students approved to repeat a course may be required to demonstrate retention of essential prerequisite knowledge and skills before being allowed to reenter the clinical sequence of courses. Students will be notified by the Director of the program of the next available start date. Students who do not earn a grade of “C” or higher in three health program courses, either in the same course or in a combination of courses, will not be permitted to reenroll in the health program.

Residency for Tuition Purposes

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.

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 Admissions and Student Records Office on any campus. If application of Florida residency for tuition purposes, 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 application for readmission.

For the purpose of assessing tuition, the following provisions of Florida Statute 1009.21 will govern actions by the College.

- (1) As used in this section. To qualify as a resident for tuition purposes:
 - (a) The term “dependent child” means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.
 - (b) The term “institution of higher education” means any public community college or state university.
 - (c) A “legal resident” or “resident” is a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.
 - (d) The term “parent” means the natural or adoptive parent or legal guardian of a dependent child.
 - (e) A “resident for tuition purposes” is a person who qualifies as provided in subsection (2) for the in-state tuition rate; a “nonresident for tuition purposes” is a person who does not qualify for the in-state tuition rate.
- (2) (a) To qualify as a resident for tuition purposes:
 1. A person or, if that person is a dependent child, his/her parent or parents must have established legal residence in 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, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

- (b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the five (5) years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.
 - (c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
- (3) An individual shall not be classified as a resident for tuition purposes and shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he/she seeks the in-state tuition rate.
 - (4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, 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.
 - (5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:
 - (a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when the person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.
 - (b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.
 - (c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
 - (6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month duration requirement of this section.
 - (7) 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.
 - (8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his/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.
 - (9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his/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 duration requirement of this section if that person has reestablished his/her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.
 - (10) The following persons shall be classified as residents for tuition purposes.
 - (a) Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses and dependent children, and active members of the Florida National Guard who qualify under SR 250.10 (7) and (8) for the tuition program.
 - (b) Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
 - (c) United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
 - (d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and state institutions of higher education, as defined in Florida Statute 228.041, and their spouses and dependent children.

- (e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
- (f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
- (g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- (h) McKnight Doctoral Fellows and Finalists who are U.S. citizens.
- (i) United States citizens living outside the U.S. who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate-level education program which leads to a Florida teaching certificate.
- (j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.
- (k) Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- (l) The State Board of Education shall by rule designate classifications of students as residents or non-residents for tuition purposes at public community colleges and universities.

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 Admissions and Student Records Office with all the required admission credentials and has been accepted into his or her declared program.

Freshman

A student regularly enrolled in college credit courses who has completed 29 or less credit hours of college work at the time of registration.

Sophomore

A student regularly enrolled in college credit courses who has completed 30 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 registered for 12 or more credit hours in a fall, spring, or summer term.

Part-Time

A student registered for fewer than 12 credit hours in a fall, spring, or summer term.

It should be noted a student who is receiving benefits from another agency (such as the Veterans Administration) is subject to that agency's definition of these terms.

Grading System

PHCC uses the grading system shown below. These grade definitions are:

Number of Grade	Grade Points	Definition
A	4	Excellent
B	3	Good
C	2	Average
D	1	Poor
F	0	Failure
Other Grade Designations		Definition
N		No Credit (Applies to Standards)
NR		No Report
I		Incomplete
P		Passed
W		Withdrew
*S		Satisfactory
*U		Unsatisfactory
**SP		Showing Progress
X		Audit

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

** Used only for Adult Basic Education and GED preparatory courses.

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
Total Grade Points			28		
Grade Point Average	=			=	2.0
Total Hours Attempted			14		

Incomplete Grades

In the rare circumstances in which a student has not completed requirements for a course as a result of accident, illness, or serious extenuating circumstances, instructors may assign an Incomplete (“I”) grade. “I” grades should be made up and have a grade assigned before the deadline assigned by the faculty member or before end of the next term (excluding Summer terms), whichever comes first. “I” grades that are not made up and do not have a grade assigned before the established deadline will be changed to an “F” unless otherwise provided for or approved by the President or his/her designee. Students taking a College Preparatory course but who fail the state exit exam will receive a grade of “N” instead of “F” or “I”.

Specific information regarding requirements for incomplete work will be stated on the Agreement for Completion of Course Work Form (IIN-8). Incomplete grades may not be awarded for audit, non-credit, and third attempt courses.

Audit

A student will be permitted to register for a course on an audit status during registration and up to and including the last day to withdraw for a semester as published in the college calendar. Audit fees are the same as those for credit. Technical credit courses are not available for audit except with permission of the appropriate dean. Students who must complete a college preparatory course are not permitted to register on an audit basis.

Grade Dissemination

Final grades can be viewed online via WISE or by visiting FACTS.org.

Time Limit for Grade Change

Requests for corrections of course records are to be made within one calendar year of when the grade was assigned to the course. It is the responsibility of the student to bring any errors to the attention of the faculty member as soon as the errors are detected within this one-year period.

Standards of Academic Progress

1. All students will be evaluated for academic progress at the end of fall, spring, and summer semesters. In determining academic progress, college credit, and preparatory credit will be used (includes PHCC and transfer credits).
2. Students must maintain a 2.0 cumulative grade-point average for all hours attempted. “Attempted” means all credit hours after the drop/add date for course enrollment.

Good Standing: Students are in good academic standing when the requirements listed above are met.

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

Suspension Waiver: A student may appeal an academic suspension by filing a formal written appeal with appropriate documentation to the Assistant Dean of Student Development (or designee) of their campus if they wish to continue enrollment at PHCC. The Assistant Dean (or designee) shall review the student’s request and any documentation, and make the appropriate recommendations (regarding number of classes per semester, use of learning lab and/or specific tutoring, repeat of failed courses, etc.) to the Provost (or designee). Students already enrolled for future semesters will be dropped from those courses unless an appeal is submitted and approved by the deadline date published in the Schedule of Classes.

The appeal must:

- A. Be in writing.
- B. Identify the mitigating or extenuating circumstances that warrant an appeal.
- C. Have attached documentation, such as medical verification, accident reports, etc., to support the request for an appeal.

The decision of the provost (or designee) is final. If the appeal is approved, the student will be granted a “Suspension Waiver” for one semester. The Provost (or designee) will establish re-enrollment conditions and an advisor will monitor the progress of any student in the status of Suspension Waiver. *Students on academic warning or probation cannot use web registration services and must be advised by an academic advisor when registering, dropping, or adding classes.*

Students previously granted a Suspension Waiver may continue to enroll for future classes if they maintain a minimum GPA of 2.0 or higher each semester. These students will not need to request additional Suspension Waivers, but will be required to meet with an advisor to register for classes. Additionally, students on a suspension waiver will not be allowed to register for the following term until grades have been posted for their current semester. Students may be allowed to register for the next term, by utilizing the “Instructor Academic Review Form” (SCN-25), which requests current grade information from the student’s instructor(s).

Academic Dismissal: If, after being placed in a status of Suspension Waiver, a student does not meet the re-enrollment conditions established by the Provost, the student will be dismissed from the college for one major term (fall or spring). After being dismissed for one full semester the student is eligible to return to PHCC. The student must meet with an advisor before being approved to enroll in courses. Students will remain under the criteria of their previously approved suspension waiver until such time as their cumulative GPA reaches a minimum of 2.0.

Financial Aid Standards of Academic Progress: Students who are currently enrolled and are on academic 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 Office 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. For additional information on the financial aid appeals process, please refer to the financial aid portion of this catalog.

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 AA, AS, or AAS degree and a cumulative (i.e., includes transfer hours) grade-point average of 3.5 or above in all college credit courses shall be graduated with honors.

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 term for which the student first applied for credit-by-examination. Credit-by-examination cannot be granted in any course for which a grade (including “I”, “X”, or “W”) 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.

College Level Examination Program (CLEP)

Students may earn a maximum of 45 semester hours of college credit by submitting a score of 50 or above under the College Level Examination Program (CLEP).

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 and Internal Management Memorandum 3-20. 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.

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 #3-20. These examinations must be taken prior to enrolling in the college, except for Dual Enrollment High School students.

Credit-By-Exam Equivalent

Credit for College Level Examination Program (CLEP), both general and subject area examinations, shall be awarded by the College according to State Board Rule 6A-10.024(6).

Credit for Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP), Cambridge Advanced International Certificate of Education (AICE), DANTES Subject Standardized Tests (DSST), and Excelsior College Examinations shall be awarded as designated by the Articulation Coordinating Committee (ACC) and approved by the State Board of Education.

Nursing Credit

Based on licensure for Paramedic and Practical Nursing, nursing credit will be awarded for students admitted and enrolled in PHCC’s Associate in Science degree program in Nursing Transition Program. Please review the program descriptions for further details.

Law Enforcement Credit

Upon recommendation of the Director of Law Enforcement Programs and the Dean of Workforce Development, a maximum of 16 hours of credit may be awarded based on successful completion of a PHCC Law Enforcement Officer and 13 hours for the Correctional Officer program. To be awarded credit, students must be both declared and enrolled in the PHCC A.A.S. degree program in Criminal Justice Technology. Students who have completed the Law Enforcement 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 Officer program will be awarded credit for CJE 1300 Police Organization and Administration, CJL 2100 Criminal Law, CJE 2601 Introduction to Criminal Investigation, CJE 1000 Introduction to Law Enforcement, CJE 1500 Police Operations, and CJD 2009 Criminal Justice Career Enhancement. Eligible students who have completed the Correctional Officer program will be awarded credit for CJE 1300 Police Organization and Administration, CJL 2100 Criminal Law, CJC 1000 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). In order to receive credit, the student must declare into the Criminal Justice Technology program and complete 15 credits in the program. 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 Criminal Justice Programs.

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 Credit Union Executive (CCUE)

PHCC recognizes the CCUE designation by granting college credits for this certification. Credit will be awarded for the following courses:

BUL 2241	Business Law
ECO 2013	Principles of Microeconomics
MNA 1100	Organizational Behavior
MAR 1011	Principles of Marketing

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

International Association of Administrative Professionals

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

MNA 1100	Organizational Behavior
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 or CAP certificate. The form will be forwarded to the Dean of Workforce Development. The credit will appear on the student's permanent record as earned credit only, without any indication of grades.

Technology Certification credit

PHCC recognizes the achievement of professional certifications in technology and awards credit accordingly. Students must present original validation of the certification in order to receive this credit. The following certifications are recognized currently and awarded credit as follows:

Certification—A+—6 credits

(Current CompTia objectives)

Courses for Which Credit is Issued

CET 1178	Microcomputer Repair Essentials
CGS 1565	Microcomputer Software Essentials

Certification—Cisco CCENT—6 credits

CET 1600	Cisco Academy—Networking Fundamentals
CET 1610	Cisco Academy—Router Technology

Certification—Network+—6 credits

CNT 2102	Advanced Networking Concepts
CNT 1000	Introduction to Networking

Certification—Credit for IC3—9 credits

CGS 1000	Computer Concepts
CGS 1100	Microcomputer Applications
CNT 1000	Introduction to Networking

Certification—Cisco CCNA—12 credits

(current certification)

Courses for Which Credit is Issued

CET 1600	Cisco Academy—Networking Fundamentals
CET 1610	Cisco Academy—Router Technology
CET 2615	Cisco Academy—Switching Basics and Intermediate Routing
CET 2620	Cisco Academy—WAN Technologies

Certification—Security—6 credits (Current CompTia objectives)

Courses for Which Credit is Issued

CNT 1401	Principles of IT Security & Assurance
CTS 2123	Network Security and Intrusion Detection

Students must fulfill the 25% of the program residency requirement before requesting credit. The student will attach the original certificate to the Petition for Certification Credit (SAR 74) form and forward it to the Director, Admissions and Student Records. (The Director will retain a copy of the certification certificate and return the original to the student.) The credit will appear on the student's permanent record as earned credit only, without any indication of grades.

Academic Grade Relief Option

Since July 1, 2000, the Academic Grade Relief Option policy has allowed 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, be admitted to a degree or certificate program and have less than a 2.50 cumulative GPA.

When the request is approved, the following statement will be added to the student's transcript: *"Academic Grade Relief Applied Terms XXXXX-XXXXX"* The grade(s) and course(s) will remain on the transcript but the approved course(s) will not be 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 GPAs for admissions or other purposes, including those grades 10 years and 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.

Graduation Application

(Currently under review and subject to change.)

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 non-refundable fees will be charged for students who wish to purchase a diploma and/or participation in the graduation ceremony. Although PHCC will try 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 post an earned degree or certificate automatically on a student's record when it has been determined that the student has completed such a degree or certificate.

Certificate and Applied Technology Diploma Application

(Currently under review and subject to change.)

A student who desires to complete an associated certificate program, a technical credit certificate program, or an Applied Technology Diploma 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 or diploma 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 or diploma.

There is no fee to apply for a certificate or diploma. 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 graduate application has not been filed, any delay in the application process will affect the determined program completion date.

Additional Degrees/Certificates/Diplomas

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

Graduation Ceremonies

Graduation ceremonies are held each year at the end of Term I and Term II. The Term I (December) graduation ceremony is only for those students who graduated in the previous summer or for those completing all graduation requirements in December. The Term II (May) ceremony is only for those students who are completing all graduation requirements during the spring semester. Students who intend to complete graduation requirements in the summer cannot participate in the May graduation.

Restrictions on release of transcripts, diplomas and certificates

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.

FERPA (Family Education Rights and Privacy Act)

Know Your Rights and Responsibilities

In this day and age of concerns over the availability of personal information in the public domain, the right to privacy of the College student is a major concern for not only the individual student but the faculty and staff of Pasco-Hernando Community College as well.

As a prospective student at any College or University you should be aware of your rights and responsibilities under the FERPA regulation.

1. What is FERPA?

FERPA is the Family Education Rights and Privacy Act. It states what information is able to be released to the public and what information is not able to be released to the public by postsecondary education institutions.

2. Who is covered under FERPA?

Under FERPA all "Eligible Students" who are attending a postsecondary education institution are covered. An "Eligible Student" is defined as a student who has reached the age of 18 or is attending an institution of postsecondary education.

3. What type of information can be released under FERPA?

FERPA authorized the release of "Directory Information" as defined by the postsecondary institution. PHCC defines "Directory Information" in District Board of Trustees, Rule 6-11(9)(a) as: "the name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, full - or part-time status, degrees and awards received, and the most recent educational institution attended by the student. In the absence of written notice by a student to withhold any or all information included in the definition of "directory information," the College reserves the right to release any of this information as it may consider desirable."

4. Can Non-Directory Information be released to a student's parent(s)?

Under FERPA, non-directory information can only be released to the "Eligible Student." If the "Eligible Student" wishes to have information released to their parent or another third party, the student must provide a written authorization for that department to release the information. The release must specify exactly what information can be released, the name of the person to whom it can be released and the student's identification information. A blanket release authorization is not permitted unless it is in the form of a special or general power of attorney. Each time a parent or third party requests information, the student is required to provide a separate authorization for that release.

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

Notification of Social Security Number Collection and Use

In compliance with Florida Statute 119.071(5), Pasco-Hernando Community College issues this notification regarding the purpose of the collection and use of your Social Security Number.

PHCC collects your Social Security Number for use in performance of the College's duties and responsibilities. To protect your identity, PHCC will secure your Social Security Number from unauthorized access. PHCC will never release your Social Security Number to unauthorized parties, and each student at PHCC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at Pasco-Hernando Community College including registration, access of your online record, etc.

Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for community colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to the College, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

In addition to the federal reporting requirements, the public school system in Florida uses the Social Security Number as a student identifier. This use is authorized in Florida Statute 229.559 and in School Code Section 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

All Social Security Numbers are protected by federal regulations and are never released to unauthorized parties.

Fees and Expenses

All fees are subject to change based on implementation of FS 1009.23.

Course Fees

Fees for registration are due prior to the purge date as published in the catalog/student handbook and schedule of classes. Thereafter, fees are due by the end of the business day on which the student registers. Students who have not paid their fees will be dropped from their classes. The following schedule of fees is applicable to all students, including those in an audit status:

Fees for Repeated Courses

Subject to change based on implementation of FS 1009.285

Students enrolling in a college credit and/or preparatory 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 (Non-Florida Resident) fees. Previous enrollments in college credit and/or preparatory courses before Fall Term 1997 at PHCC will not apply in calculating student fees for repeated courses.

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

College Credit* and College Preparatory Credit

Florida Resident**\$68.89/credit hr.

Non-Florida Resident**\$257.65/credit hr.

Technical Credit

‡ Florida Resident\$60.38/credit hr.

‡ Non-Florida Resident\$241.50/credit hr.

* 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 ‡.....\$3.89/clock hour

Lifelong Learning (CEL).....varies/course

Workshopsvaries/workshop

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

Adult Education

(No fees assessed for students who do not have a high school diploma or GED.)

Florida Resident\$27.95/credit hr.

Non-Resident\$112.13/credit hr.

Laboratory Fees-Credit Courses

Course Letters and Numbers	Fee
BOT 1010C	\$28
BSC 1007L	\$40
BSC 1010L	\$30
BSC 1011L	\$30
BSC 1085L	\$25
BSC 1086L	\$25
CET 1178	\$40
CET 1600	\$100
CET 1610	\$100
CET 2615	\$100
CET 2620	\$100
CET 2880	\$25
CGS 1000	\$25
CGS 1100	\$25
CGS 1565	\$40
CGS 1820	\$25
CGS 2108	\$25
CGS 2821	\$40
CGS 2825	\$40
CHM 1025L	\$25
CHM 2045L	\$34
CHM 2046L	\$60
CHM 2210C	\$25
CHM 2211C	\$25
CIS 2353	\$25
CNT 1000	\$25
CNT 1401	\$25
CNT 2102	\$40
CNT 2405	\$25
CNT 2510	\$25
COP 1332	\$25
COP 2333	\$25
COP 2801	\$25
COP 2808	\$25
CTS 2123	\$25
DEH 1001L	\$62
DEH 1800L	\$124
DEH 2702L	\$45
DEH 2802L	\$124
DEH 2804L	\$124
DEH 2806L	\$124
DES 1020L	\$45
DES 1100C	\$28
DES 1200C	\$62
EMS 1119C	\$55
EMS 2620C	\$153
EMS 2622C	\$78
EMS 2624C	\$76
ETD 1100	\$10
ETD 1530	\$25
ETD 2320	\$25

ETD 2350	\$25
ETD 2381	\$25
ETD 2540	\$25
GIS 2040	\$35
GIS 2060	\$35
GIS 2147	\$35
MAC 1105K	\$62
MAC 1105X	\$62
MAT 0012K	\$62
MAT 0012X	\$62
MAT 0024K	\$62
MAT 0024X	\$62
MAT 1033K	\$62
MAT 1033X	\$62
MCB 2010L	\$28
MUN 1450	\$20
MVK 1111A	\$20
MVK 1111B	\$20
NUR 1020C	\$74
NUR 1030C	\$74
NUR 1200C	\$74
NUR 1211C	\$74
NUR 1930C	\$20
NUR 2060C	\$74
NUR 2261C	\$74
NUR 2276C	\$74
NUR 2403C	\$74
NUR 2460C	\$74
OST 1100	\$25
OST 1110	\$25
OST 1711	\$25
OST 1764	\$25
OST 1811	\$25
OST 2335	\$25
OST 2401	\$15
OST 2601	\$25
OST 2621	\$25
OST 2852	\$25
PEL 1111	\$60
PEL 1121	\$70
PEL 1122	\$70
PEL 1341	\$10
PEL 1342	\$10
PEL 1346	\$5
PEL 1441	\$5
PEM 1171	\$5
PEM 1172	\$5
PGY 1401C	\$20
PGY 1410C	\$20
PHY 1053L	\$25
PHY 1054L	\$25
PHY 2048C	\$25
PHY 2049C	\$25
PLA 2114	\$40

RTE 1418L	\$59
RTE 1458L	\$15
RTE 1503L	\$79
RTE 1513L	\$33
RTE 1523L	\$23
THE 2925A	\$25
THE 2925B	\$25

Laboratory Fees-Technical Credit Courses

CJK 0020	\$60
CJK 0031	\$16
CJK 0040	\$572
CJK 0051	\$50
CJK 0061	\$22
CJK 0076	\$7
CJK 0081	\$22
CJK 0422	\$26
CTS 0050	\$25
DEA 0744C	\$42
DEA 0750C	\$42
DEA 0751C	\$42
DEA 0755C	\$60
DEA 0757C	\$42
HCP 0741L	\$30
HIM 0031	\$25
HIM 0032	\$25
HIM 0033	\$25
HIM 0280	\$25
HIM 0281	\$25
MEA 0200	\$20
OTA 0101	\$25
OTA 0609A	\$25
OTA 0611	\$25
PMT 0106	\$45
PMT 0112	\$45
PMT 0121	\$55
PMT 0122	\$35
PMT 0126	\$75
PMT 0130	\$3
PMT 0131	\$35
PMT 0134	\$45
PMT 0138	\$35
PMT 0145	\$15
PMT 0164	\$35
PMT 0165	\$25
PMT 0171	\$15
PMT 0173	\$35
PRN 0001C	\$54
PRN 0002C	\$54
PRN 0120C	\$54
PRN 0204C	\$54
PRN 0205C	\$54
PRN 0500C	\$54

Special Additional Fees

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

Correctional Officer Academy and Law Enforcement Academy

Criminal Justice Basic Abilities Test (CJBAT)
(Non-refundable).....PHCC student \$45
.....Non-PHCC student \$50

College Prep Testing\$5
(Courses below) ENC 0100, MAT 0024, REA 0002

FCELP (Retakes)\$5

PN/Nursing Courses.....\$60 per course
PRN 0001C
PRN 0120C
PRN 0204C

RN/Nursing Courses\$60 per course
NUR 1020C
NUR 1030C
NUR 1200C
NUR 1211C
NUR 2261C
NUR 2403C
NUR 2460C
NUR 2820

All Applied Music Courses\$90

Music Ensemble Courses\$20

Application to PHCC\$20

CLAST for Visitors from Private Institutions\$50

Credit-by-Examination,
PHCC College Credit Courses\$30 per examination

Criminal History Check (if required)..... \$60

GED Test\$50

GED Retake Per Section\$10

Diploma/Certificate\$10

Diploma/Certificate
and Cap & Gown.....\$35

Florida Real Estate Examination\$7

Late Registration.....\$20

Pay-for-print service.....10 cents a copy

Replacement of ID Card\$10

NET Test (pre-admission)\$25

CLEP Test Center Service Fee.....\$15

Encore Academy Club Fee (Per Year)\$175

Internet Courses (except LIS 2004I=\$15)\$25

TV Courses\$60

Library Lost Book/Damage Fee (Plus Cost
of Replacement Book)\$15

Returned Check Service Fee-Minimum rate schedule per
Florida Statute 832.08

*Individual Professional Liability Insurance
For Programs Listed Below*

\$12.50 per year (August-July)

Dental Assisting

Dental Hygiene

Emergency Medical Services/Paramedic Emergency Medical
Technician

Health Unit Coordinator

Human Services

Medical Secretarial/Examining Room Assistant

Nursing

Nursing Assistant

Phlebotomy

Practical Nursing

Radiography

Radiation Monitoring Badge\$60

Required for Radiography Courses RTE 1000, RTE 1523

Payment and Financial Obligations

A student is ultimately responsible for the payment of his/her tuition, fees, books, and any other expenses incurred while attending PHCC, irrespective of any financial assistance provided by parents, relatives or others. Students at PHCC should know and understand their responsibilities regarding the payment of their financial obligations.

PHCC accepts cash and personal checks as well as Visa and MasterCard credit cards for payment of tuition, fees, books and other expenses. Fees may be paid by the methods above at any of the College's Bookstore locations or on-line by credit card only through PHCC's on-line registration system at www.phcc.edu.

The college also offers a Tuition Installment Plan (TIP) for all degree-seeking PHCC students enrolled in credit courses. TIP allows students to select installment plans that are spread over several months, depending on the semester. The earlier you enroll, the more payment options you have. Check the enrollment calendar for dates and payment options. Students who choose to use TIP may enroll on-line by accessing the "TIP" link on the college's website (www.phcc.edu). After enrollment, you may use the MyFACTS account link to access your account on line.

Payment by Check

Personal checks will be accepted for the payment of tuition, fees, and other expenses. Checks must include full name, address, home and work phone, maker's driver's license number and state, as well as student's id number or social security number. The college does not accept third party checks from students for payment of fees.

If a check is returned by the College's bank for non-payment, the following actions will occur:

1. If classes have not started the student will be dropped from his/her classes.
2. After classes have begun, the student's file will be placed in a "Hold" status.

If a student has two or more personal checks returned to the College by the bank due to non-payment (NSF, account closed, etc.) any subsequent payments to the College must be made by cash, cashier's check, money order, or credit card. In addition, the student's check writing privileges to the college will be revoked for a period of five years. Any unpaid check which has not been paid by the student is classified as a delinquent financial obligation. Unpaid returned checks will be sent to either the State Attorney's office or the College's collection agency for further attempts at collection. A service fee in accordance with Florida Statutes will be charged on all returned checks and the student may also be liable for any collection fees.

Payment by Deferment

Deferments will be granted to Veteran's and other financial aid students on a case by case basis up to 60 days from the first day of classes. All deferments must be paid on the 61st day from the first day of classes in the term issued with the exception of enrollment in mini-terms.

Payment of deferments for mini-terms is due no later than 10 days prior to the end of class. The student is responsible for the payment of the deferment and will be subject to restrictions and collection practices if the deferment remains unpaid

Payment by Third Party Sponsors

If an employer or other agency is paying for a student's tuition and fees through direct payment to the College, the student should present an original letter of authorization signed by the third party sponsor to the Financial Aid Office. PHCC will not accept a letter of authorization that is contingent upon the student achieving a passing grade, completing the course or a letter that states that the employee will be reimbursed for his/her fees. Any fees that remain unpaid by the third party sponsor will be the responsibility of the student and will be subject to the restrictions and collection practices described in the section titled "Unpaid Financial Obligations" if not paid in a timely manner.

Student fees may also be paid by financial aid funds for those students who are eligible to receive such funds. Please see the "Financial Aid and Scholarships" section for additional information.

Unpaid Financial Obligations (Delinquent Accounts)

A delinquent student account is sufficient cause to prevent future registration for classes at the College, issuance of a diploma or certificate to which the student may otherwise be entitled, the release of transcripts to the student or a third party on the student's behalf, and the release of grades for current course work.

Outstanding balances owed to PHCC, which remain unpaid, may be referred to a collection agency. If this action should occur, the student may be responsible for both the amounts owed the College and any collection fees assessed by the collection agency.

Delinquent accounts that have not been referred to a collection agency may be paid at any of the College's three bookstore locations via cash, check, money order, Visa or Master Card. Payments may also be mailed to PHCC Financial Services, 10230 Ridge Road, New Port Richey, FL 34654 or paid on-line through WISE at www.phcc.edu. In order to release the student's record from a "hold" status, payment of the delinquent account must be made in full.

If the delinquent account has been referred to the College's collection agency, it is preferred that the payment be in full or a payment arrangement, to include collection costs, be made with the collection agency. In extenuating circumstances, the College may accept payment in full at any of the three bookstore locations.

Title IV Federal Repayment Guidelines

Students receiving Federal Title IV Financial Aid (PELL, ACG, FSEOG, Stafford and Plus Loans) must attend classes through at least 60% of the term. Failure to do so may result in the student being required to pay back all or a portion of his/her Title IV Financial Aid funds to the federal government and/or to PHCC. This will result in a delinquent student account and will be processed accordingly.

Refund Policies

College and Technical Credit Courses

A 100% refund of fees, not including any special additional fees or the application fee, will be granted for a course a student drops before the end of the designated drop/add period. The Financial Services office will begin mailing refund checks after the drop/add period. All refunds to students will be reduced by or applied to any outstanding balance owed to the College. Students enrolled for courses that do not follow a regular term will receive a refund if they drop courses according to the drop/add date identified by the College. This information is available in the Student Development office at each campus.

Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows:

1. Death of the student or a member of the students immediate family (parent, spouse, child), as documented by the student or his/her estate, which prohibits the student from completing the current semester's classes;

2. Critical student medical emergency 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's classes;
3. Involuntary called to active military duty, which would preclude the student from being able to complete the current semester's classes; (voluntary enlistment does not constitute an involuntary call to active duty)
4. Course/class cancellation by the College;
5. Administrative or College error;
6. Other circumstances as may be approved by the President or a designee.

Appeals based on the above exceptions must be in writing and submitted to the Student Development office.

Exceptions to the 100% refund provision are subject to Federal regulation for Title IV repayments.

The fee for late registration shall not be refunded unless the only course(s) in which the student is enrolled is (are) canceled by the College, administrative error, or state employees tuition waivers, or other extenuating circumstances.

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 regular business hours on the day on which 10% of the prescribed number of instructional hours in the course occurs.

No refunds will be made to students who:

- are administratively withdrawn for disciplinary reasons;
- are administratively withdrawn for non-attendance;
- withdraw from classes after the designated drop/add refund deadline.

Continuing Education/Non-Credit Courses

A full refund will be given to a student who drops from any Non-Credit class before 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.

Bookstore 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, is damaged in any way, or **without the original cash register receipt**. If the student has an outstanding balance owed to the College, then any refund for books or supplies will be applied to or reduced by the outstanding balance owed to the College.

On-Line Non-Credit Courses

A full refund will be issued to a student who drops from any on-line non-credit class prior to noon of the day before the start date of class. No refunds will be given after this time. For contract training courses, please refer to the Letter of Agreement for cancellation and refund policies.

Whom to Contact

1. Contact the Financial Aid office for the following:
 - a. Questions concerning a student's financial aid to include eligibility for financial aid, disbursement dates, amount of aid available, eligibility for deferment of tuition and fees.
 - b. Questions concerning a student's deferment not being paid by Pell or by a student loan or other scholarship.
 - c. Deferment due dates.
2. Contact the Financial Services Office for the following:
 - a. Questions concerning a student's account not being paid by a third party.
 - b. Verification of a student's delinquent account.
 - c. To pay off a deferment or delinquent account.
 - d. Questions concerning delinquent accounts referred to collections.
 - e. Questions concerning a dishonored check and payment of dishonored checks.



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.

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 Computerized Placement Test (CPT), with current minimum attained score of 55 for Reading Comprehension, 60 for Sentence Skills, and 34 for Arithmetic, or the Wonderlic Basic Skills Test attainment of a minimum Verbal – 200, Quantitative – 210 scores. 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 2, 2008

Application processing for 2008-2009 academic year begins

April 16, 2008

Priority Awarding for 2008-2009 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 Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Florida Student Assistance Grant (FSAG), FSAG-CAREER Academic Competitiveness Grant (ACG), and Federal Work Study (FWS). Files completed after April 16 will be considered in order of the date received, provided funds are available.

April 11, 2008

Initial deadline to apply for most PHCC scholarships.

October 29, 2008

Deadline to apply for Stafford Loan for Fall Term ONLY.

March 10, 2009

Deadline to apply for Stafford Loan for Spring Term ONLY.

May 5, 2009

Deadline to apply for Stafford Loan for Summer Term ONLY.

June 2, 2009

Recommended last date to apply for Federal Pell Grant for 2008-2009 school year in order to receive processed Student Aid Reports by June 30, 2009.

Note: A student must submit the first student aid report (SAR) with the calculated expected family contribution (EFC) by June 30, 2009, 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:

1. 2007 U.S. Income Tax Record
2. W-2 Forms and other records of money earned in 2007
3. 2007 records of non-taxable income such as veterans, social security, and welfare benefits
4. 2007 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 two different methods of applying for Financial Aid:

- Students may complete the 2008-2009 FAFSA or Renewal application on the Department of Education's web site (www.fafsa.ed.gov).
- Students may complete the 2008-2009 FAFSA paper application and mail it 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. Use this code number on the FAFSA application when asked for your school's code.

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

- Complete a PHCC Application for Admission and pay the \$20 application fee.
- Complete the FAFSA form (available on line at: www.fafsa.ed.gov).
- 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.

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./A.A.S./A.T.D. 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 below:

Example: \$11,088 (budget) minus \$2,000(EFC) = \$9,088 (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 2007-2008 data: 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.

	Students Living with Parents	Students Not Living with Parents
Tuition & Fees	\$1967.40*	\$1967.40*
Books and Supplies	1,200.00	1,200.00
Personal/Misc.	1,571.00**	1,571.00**
Transportation	1,400.00	1,400.00
Room & Board	1,771.00	4,950.00
	\$7,909.40	\$11,088.40*
<i>*Non-Florida Residents: add \$5,400.90 for Out-of-State Fees.</i>		
<i>**Includes allowances for Federal Family Education Loan Fees.</i>		

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 For Financial Aid?

Approximately 2-4 weeks after transmitting the FAFSA over the Internet (www.fafsa.ed.gov), or 4-6 weeks after mailing the Free Application for Federal Student Aid (FAFSA) to the processor, the student will receive a Student Aid Report (SAR), or SAR Acknowledgement. If any corrections are required to the SAR, the student should submit the SAR and the documentation to validate the changes needed to the Financial Aid Office. The Financial Aid Office will then transmit to the Federal Processing Center the appropriate adjustments on behalf of the student. Within 2-3 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 24 technical credit hours in length for it to qualify as an eligible program of study.
- The student must enroll in courses toward his/her program of study.
- Except as otherwise noted, the student enrolls for at least 6 hours per semester.
- 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 Selective Service registration requirements.

- The student has submitted to the Admissions and Student Records Office an official transcript of his/her high school diploma for the AA, AS or AAS degree programs or received a passing score on all sections of the College Placement Test (CPT) Test: 55 (reading comprehension), 60 (sentence skills), 34 (arithmetic).
- The student possesses 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). Information regarding Loan Entrance Counseling is available on line at: www.phcc.edu/financialaid or in the financial aid office at any PHCC campus.

How Will I Receive My Financial Aid?

Students will be awarded financial aid for two semesters (i.e., fall and spring of each year) unless otherwise noted. Therefore, students will receive half of their awards disbursed in the fall semester and half in the spring. Financial aid funds will be disbursed as soon after each term's drop/add date as possible. Students may check WISE to see if their financial aid has been awarded.

When Is Financial Aid Received?

A student may use his/her grant/scholarship award(s) to pay for registration of classes and purchase books 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 may request to sign a loan deferment to pay for registration of classes and purchase books for the term, provided the loan has been certified and guaranteed. A student receiving a federal loan will be mailed his/her check after drop/add period. 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.

What are the College's Standards of Academic Progress for Financial Aid?

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

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 for financial aid.
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 financial aid suspension automatically, without first being placed 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 appeal mechanisms available to them. (also see #3 above)

Veterans Progress

The U.S. Department of Veterans Affairs (VA) requires the college to measure the progress of students receiving veteran educational 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 (CGPA) of 2.00 after completion of one half of the required semester hours in their program of study. The VA will not pay for courses which do not count toward fulfilling graduation requirements (this includes auditing a course and repeating any course in which a grade of "D" or above was received with the exception of Gordon Rule courses which require a grade of "C" or better).

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.

VA benefits will be terminated for students placed on Academic Suspension or Dismissal and can only be reinstated after academic counseling is documented, an appeal waiver is granted by PHCC and notification is given to the VA. (See Standards of Academic Progress) Under no circumstances will the VA pay benefits to a student taking a course by audit.

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.

Appeals Process

Suspension Waiver:

Students who initially are denied financial aid due to unsatisfactory progress or an inadequate completion rate (less than 67% successful completion of all courses started) or have attempted 150% of their program length may submit a written appeal and supporting documentation to the Financial Aid Office. 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 notify the student, in writing, of the decision.

Students whose appeals are denied by the FAA may appeal in writing, with documentation supporting their appeal to the Director of Financial Aid Veterans Services for review.

Students whose appeals are denied by the Director of Financial Aid/Veterans Services may appeal, in writing, to the Associate Dean of Student Enrollment and Retention and Districtwide Financial Aid Appeals Committee for reconsideration. The decision of the Financial Aid Appeals Committee is final.

Appeals for the State of Florida

In the event an appeal involves financial aid offered by the State of Florida, the student must provide a letter of special circumstance with supporting documentation to the Director of Financial Aid/Veterans Services. The appeal for the State of Florida is an additional requirement, not in lieu of, the institutional appeal requirements

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 three categories of withdraws/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 institutional overpayment of funds received.

Category 2 occurs when a student withdraws from or audits a class (or classes) and attends at least one class meeting. Awards in this category will not be reduced except when a student withdraws from or audits all classes prior to completing 60% of the semester. (Classes audited during registration including the drop/add period will not be paid for by financial aid.)

Category 3 occurs when a student withdraws from, audits or stops attending all classes prior to completing more than 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 “**Title IV Repayment**” which is a federal U.S. Department of Education Regulation. The same repayment calculation would apply to students receiving all “F” grades who do not complete 60% of the semester.

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.

Financial Assistance Programs/Awards

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

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

Pell Grant (Federal)

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 2008–2009 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 on the internet or mail it to the processor.
2. Return the Student Aid Report (SAR), which is sent from the federal processor, to the campus Financial Aid Office.
3. Application Period: January 2, 2008–June 30, 2009

Note: Priority awarding deadline date is April 16, 2008.

Eligibility

A student is eligible if he/she:

1. Is admitted to the college as a regular student.
2. Enrolls in an eligible degree or certificate program.
3. Is a U.S. citizen, national or permanent resident, and has met selective service 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.

Academic Competitiveness Grants

Eligible Students

An eligible student may receive an Academic Competitiveness Grant (AC Grant) of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study. To be eligible for each academic year, a student must:

Be a U.S. citizen;

Be a Federal Pell Grant recipient;

Be enrolled full-time in a degree program;

Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;

Have completed a rigorous secondary school program of study (after January 1, 2007, if a first-year student, and after January 1, 2006, if a second-year student);

First-year student may not have been previously enrolled in an undergraduate program; Second-year students must have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

FSEOG (Federal Supplemental Educational Opportunity Grant)

FSEOG 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.

How to Apply:

1. Complete the Free Application for Federal Student Aid on the internet or mail it to the central processor.
2. Insure that the college name and code are correct.
3. Meet the priority deadline: April 16, 2008.

Eligibility:

A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 6 credit hours per semester in an eligible degree or certificate program.
3. Is making satisfactory progress.
4. Is neither in default nor overpayment on student loans or other aid.
5. Has financial need based on the federal analysis.

FSAG (Florida Student Assistance Grant)

FSAG awards are available to eligible Florida residents who demonstrate financial need

How to Apply:

1. Complete the Free Application for Federal Student Aid (FAFSA) on line at: www.fafsa.ed.gov or available in paper version from any financial aid office.
2. Insure that college name and code (010652) number are correctly listed on the FAFSA.

Eligibility:

A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.
2. Enrolls for a minimum of 6 credit hours per semester in an eligible A.A., A.S., or A.A.S. 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. Transfer students must have a 2.0 CGPA.

Criteria for Continuing Eligibility:

1. Must maintain 2.0 CGPA.
2. Withdrawals can affect the student's eligibility to receive the FSAG the following academic year.
3. Students must complete 12 credit hours for each semester for full-time award.
4. Must complete 9 credit hours for each semester for 3/4 time award.
5. Must complete 6 credit hours for each semester for 1/2 time award.
6. Eligibility is determined at the end of the spring semester.
7. Credit hours earned the previous summer can be counted toward the total number of credit hours required.

FSAG-CE (Florida Student Assistance Grant – Career Education)

FSAG-CE is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours or 15 credit hours.

How to Apply:

1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Insure that the college name and school code (010652) are listed correctly on the FAFSA.

Eligibility:

1. Be a Florida resident and a U.S. Citizen or eligible non-citizen.
2. Enroll for a minimum of 180 clock hours per term (or equivalent of 6 semester credits)
3. Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
4. Demonstrate financial need as defined by the state.
5. Transfer students must have a 2.0 CGPA

Criteria for Continuing Eligibility:

1. Must maintain 2.0 CGPA
2. Students must complete 12 credit hours for each semester for full-time award.
3. Must complete 9 credit hours for each semester for ¾ time award.
4. Must complete 6 credit hours for each semester for ½ time award.
5. Eligibility is determined at the end of the spring semester.

FGMG (First Generation Matching Grant Program)

FGMG is a need-based grant program available to degree-seeking, Florida resident, undergraduate students who demonstrate substantial financial need and whose parents have not earned baccalaureate or higher degrees.

Determination of Maximum Academic Year Awards:

Remedial or college preparatory coursework does not count toward grade progressing – only successful completed classes will count toward grade progression.

Type of Student	Subsidized Loan	Unsubsidized Loan
INDEPENDENT STUDENTS		
0-29 successfully completed credits/hours within your program of study	\$3500*	\$4000*
30 or more successfully completed credits/hours within your program of study.....	\$4500*	\$4000*
	Combined Subsidized and Unsubsidized Stafford Loans	
DEPENDENT STUDENTS		
0-29 successfully completed credits/hours within your program of study		\$3500*
30 or more successfully completed credits/hours within your program of study		\$4500*

**federal parameters*

How to apply:

1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Complete the PHCC Foundation Scholarship Application

Eligibility:

1. Be a Florida resident and a U.S. citizen or eligible non-citizen.
2. Enroll for a minimum of 6 credit hours per term as a degree-seeking student
3. Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
4. Not have previously received a baccalaureate degree.
5. Be a first generation college student. A student is considered "first generation" if neither of the student's parents earned a college degree at the baccalaureate level or higher. A student would also be eligible if he/she regularly resided with and received support from only parent who did not earn a baccalaureate degree.
6. Demonstrate financial need as defined by the state.

Criteria for Continuing Eligibility:

1. Must maintain 2.0 CGPA
2. Students must complete 6 credit hours for each semester.

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.

Work Study Program (Federal/FWSP)

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 this program. Priority is given to continuing students who had Federal Work Study awarded the previous year.

How to Apply:

1. Application procedures are the same as those for the Federal Supplemental Educational Opportunity Grant (FSEOG).
2. Students may inquire to the campus Financial Aid Office about available FWSP 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 toward the program of study.
3. Is a U.S. citizen, national or permanent resident, and has met Selective Service registration requirements.

4. Has financial need as determined through the FAFSA.
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.

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 State's 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 workload, the student must notify the supervisor and the campus financial aid advisor.
6. A student may not work more than 20 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 in at least 6 credit hours during the semester 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. Students are selected based upon their qualifications for job openings. Hours worked per week are established by the Director of Financial Aid.

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 semester. Students must reapply each year for a position.

Deferment of Fees

Eligible students who are enrolled in classes toward their program of study may request a deferment of registration fees (excluding application and late registration fees) and deferment of necessary books, if the Financial Aid Office has received preliminary information indicating they are eligible for state and/or federal aid. Federal student loans must also be approved by the guarantee agency. 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 generally will not be granted because a student applied late for financial assistance.

Child Care Assistance

Students who need assistance with child care expenses may find that the College is able to help them offset these costs. 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 funds. Students who need help with child care expenses are encouraged to contact the Financial Aid Office.

Loans, Federal Family Education

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 each academic year.

Loans, Federal Stafford

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

- Subsidized loan: A need-based loan in which interest is paid by the federal government during the in-school grace and deferment periods.
- Unsubsidized loan: A non-need-based loan on which interest is not paid by the federal government. Borrowers are responsible for interest on all unsubsidized loans from the date the loan is disbursed. Interest may be capitalized.

How to Apply:

Loan request forms are available at each campus financial aid office, along with pertinent information regarding choosing a loan, and choosing a lender.

1. Complete the Free Application for Federal Student Aid (FAFSA).
2. Complete a PHCC Loan Request Statement (LRS).
3. If a student is borrowing at PHCC for the first time, the student must complete an Entrance Loan Interview.
4. PHCC participates in Electronic Funds Transfer (EFT) with a variety of lenders (banks), which serves to expedite the loan approval and disbursement process. 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 processed and proceeds are received by the student.

Eligibility:

A student is eligible if he/she:

1. Enrolls for at least 6 credit hours toward his/her program of study per semester.
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. Has a minimum of 2.0 CGPA and completion ratio of 67% and has not exceeded 150% of the credit hours in his/her program of study.
6. Meets eligibility requirements of the lender.



7. Has an official high school diploma or a GED on file with the Admissions and Student Records Office or passing CPT/Wonderlic scores.
8. Has transferred all regionally accredited coursework from previous colleges attended.
9. Has not exceeded the maximum amount for loan eligibility at PHCC. The Financial Aid Office can provide students with information regarding this maximum loan eligibility.

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.

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

Note: For delivery of loan proceeds for summer, a student must enroll for six credit hours for Terms IIIA and IIIB combined or, for six credit hours in Term III.

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 current rate for new borrowers is fixed at 6.8%. Specific interest rate information will be provided by the lender.
3. Maximum repayment time is 10 years from the start of the repayment period.

Federal Plus Loans

The term “PLUS” refers to the Federal Parent Loans for Undergraduate Students. These loans are available for parents of dependent students and are applied for by the parents through an external process.

How To Apply:

Forms are available from participating lending institutions. Interested students should speak with their lending institution to obtain these applications.

1. Complete the FAFSA.
2. Complete the appropriate loan application and submit it to the Financial Aid Office.
3. Parents must reapply each year.

Eligibility:

A student’s parent may be eligible if the student:

1. Enrolls for at least 6 credit hours toward the program of study per semester.
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 an official high school diploma or a GED or passing CPT/ Wonderlic scores on file with the Admissions and Student Records Office.
8. Has transferred all regionally accredited coursework from previous colleges attended. 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 fixed at 8.5% 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 three different programs:

1. The Florida Academic Scholars program pays for 100% of tuition costs and up to \$225 for books and supplies. Note that NO college preparatory classes are paid by the Florida Academic Scholars Scholarship.
2. The Florida Medallion Scholarship will pay 100% tuition for students seeking AA, AS, AAS degrees. No books, supplies or college preparatory classes are paid by Florida Medallion 100% Scholarship. Note that NO books, supplies or college preparatory classes are paid by the Florida Medallion and Vocational Gold Seal scholarships.
3. The Florida Medallion Scholarship for students seeking technical certificates and The Florida Vocational Gold Seal Award programs pay for 75% of tuition costs.



How to Apply and Selection of Students:

New Students:

1. High school seniors are selected while still in high school 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.
4. Enroll in an eligible degree or certificate program
5. Enroll for at least 6 credit hours per term and not to exceed 45 credit hours annually. Repeat and remedial (college preparatory) classes not eligible. Students enrolled in one college credit course and one college preparatory course would not be eligible unless an additional course was added to their schedule.
6. Not have been found guilty of, or pled nolo contendere to a felony charge.
7. Activate the award within three years of graduation.

Criteria For Continued Eligibility:

Renewal Students:

1. Complete 6 credit hours for one-term enrollment and 12 credit hours for two-term enrollment.
2. Florida Academic Scholars requires a 3.0 cumulative grade-point average.
3. Florida Vocational Gold Seal and Florida Medallion Scholarship programs require a 2.75 cumulative grade-point average.

Additional Information:

All Students:

1. Contact the Florida Department of Education at:
Internet address: www.myfloridaeducation.com/brfuture
Telephone: 1-888-827-2004
2. Contact the nearest PHCC Financial Aid Office.

Scholarships

Scholarships are institutional and private funds awarded to students based on factors such as grades, talent, or competition.

Private scholarships are forms of financial assistance provided by businesses, clubs, organizations, agencies, private donors, and others. 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.

PHCC Scholarships

The College awards scholarships to students who have demonstrated scholastic achievement. 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 Development Office on any campus.



Veteran's Benefits

All degree programs and many certificate and diploma 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 to apply for benefits. The VA will not pay benefits for classes outside of the student's program of study. See the Campus Veterans Advisor for assistance with your initial application and any changes in your program and to initiate enrollment certification to the VA.

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 M.G.I.B. Chapter 30, 32, 35, or Chapter 1606/1607, is entitled to one deferment each academic year prior to receipt of VA benefits for payment of tuition only. Deferments are not available for other fees, books, and supplies. Each veteran who receives a deferment shall first complete a Veterans Deferred Payment Agreement (SVA-2) which is processed by the Campus Veterans Advisor.

The deferment starts with the first day of classes and is good for 60 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 IIIA and Term IIIB. In this case, the 60-day deferment will extend into Term IIIB. Veterans receiving continued benefits, or who have their benefits suspended, 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 as outlined in District 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. It is the students responsibility to inquire concerning all VA rules and regulations and to report any changes in status which affects his/her benefits.

Purple Heart Waivers

Beginning in the 2006/2007 academic year, recipients of the Purple Heart or other superior combat decorations are eligible for a waiver of tuition and fees for college-credit courses, providing he or she meets the following criteria:

1. Student is admitted as a degree or certificate seeking student.
2. Are current, and were at the time of decoration, a Florida resident.
3. Submits a DD-214 form issued at the time of separation from service, as documentation that he or she received the Purple Heart or other superior combat decoration.

This waiver is applicable for 110% of the number of required credit hours of the degree or certificate program for which the student is enrolled. See your campus Financial Aid Office.

State Employee Fee Waivers

Currently, employees of the State of Florida may be eligible for a waiver of tuition and fees for college-credit courses. All other fees, including the application fee and laboratory fees will be charged. Only full-time employees within the executive, legislative, and judicial branches of state government are eligible for fee waivers. Persons employed by the state university system, the community college system or local school districts are not considered to be employees of the State of Florida and are not eligible for fee waivers.

State employees will follow the established admission and registration process, as described in the current Catalog/Student Handbook, for enrolling in college credit courses. State employees will complete PHCC's established registration process in person and complete the State of Florida form entitled "State Employee Tuition Waiver Program – Intent to Apply." The State Employee Tuition Waiver Program – Intent to Apply form and the completed PHCC registration forms must be submitted to the Financial Aid Office at East Campus, North Campus, or West Campus for approval and for the waiver of tuition and applicable fees no sooner than the second day of the identified drop/add period. Fee waivers will not be approved for courses in which State employees enroll, pay fees and then drop on the second day of the identified /add" periods in order to try to "guarantee" an available space for themselves.

State employees may enroll for up to six college-credit hours of courses per term on a space-available basis. "Space available" is defined to be college credit classes that are not full at the beginning of the second day of the identified "Drop/Add" period for the term or course. The following courses, however, are excluded from the State Employee Fee Waiver Program:

- All courses within the Limited Access Health Programs
- All CISCO Academy courses
- Any other college-credit course taught by a third party

Educational Costs Waivers

If a law enforcement officer, correctional, or correctional probation officer is killed in the line of duty as specified in 112.19, Florida Statutes, (F.S.); or a firefighter is killed in the line of duty as specified in 112.191, F.S.; or a teacher or school administrator is killed or injured and dies as a result of an unlawful and intentional act while he or she is engaged in the performance of teaching duties or school administrator duties or the motivation for such act is related in whole or in part to the fact that the individual is a teacher or school administrator as specified in 112.1915, F.S.; the State of Florida shall waive certain educational expenses that the child or spouse of the deceased law enforcement officer, correctional officer, correctional probation officer, or firefighter, or the child of a teacher or school administrator incurs while obtaining a career certificate, an undergraduate education, or a postgraduate education. The amount waived by the state shall be an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours. The child or spouse may attend a state career center, a state community college, or a state university. The child or spouse may attend on either a full-time

or part-time basis. The benefits provided to a child under these laws shall continue until the child's 25th birthday. The benefits provided to a spouse under these laws must commence within 5 years after the death occurs, and entitlement shall continue until the 10th anniversary of that death.

Upon failure of any child or spouse benefited by the provisions of these laws to comply with the ordinary and minimum requirements of PHCC, both as to discipline and scholarships, the benefits listed shall be withdrawn and no further moneys expended so long as such failure or delinquency continues.

Only students in good standing shall receive the benefits listed.

Financial Aid Grievance Process

The procedures for the financial aid grievance process, other than those that pertain to insufficient academic progress, are listed below. (Appeals relating to insufficient academic progress are processed according to the procedures contained in the District Board of Trustees Rule, 6Hxl9-6.09.)

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/Veterans Services.
2. The student will be required to submit a written statement regarding the nature of the appeal to the Director of Financial Aid/Veterans Services.
3. In the event the student is dissatisfied with the decision of the Director of Financial Aid/Veterans Services, the student may submit a written request for a review to the Associate Dean of Student Enrollment and Retention.
4. Upon the receipt of the request for review by the Associate Dean of Student Enrollment and Retention, 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 Associate Dean of Student Enrollment and Retention 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 Associate Dean of Student Enrollment and Retention.

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.

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.
- Notify the lender immediately of changes in your name, address, or school status if you have a Stafford Loan.
- Perform in a satisfactory manner the work that is agreed upon in accepting a Federal 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.
- 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).
- Notify the Financial Aid Office immediately of changes in name, address, or enrollment.

Student Development

Academic Advising

Professional college advisors are available to assist students and prospective students with academic or career matters, choosing appropriate courses, and a variety of life skills matters. Students are encouraged to schedule appointments with the same advisor each semester. Advisors are available on campus each weekday and evening by appointment. Students are encouraged to see their advisor well before registration begins each term to obtain the maximum benefit from the advising opportunities.

Students should meet with an academic advisor regularly to ensure that they are continuing on the right path toward completing their educational plan. Early advisement and registration help ensure the best selection of courses. After advisement, students who are in good academic standing with PHCC may use the College's online registration system (WISE) at www.phcc.edu to add or drop classes, pay course fees, and update personal information.

Almost all students, except for first-time students and students on any type of academic probation, are eligible to select classes appropriate for their program on their own. These students may register on campus or use the online process at: www.phcc.edu. However, **students are cautioned that they are responsible for all class schedule choices.** Students with questions and VA students, for whom the program of study is closely monitored, are encouraged NOT to use the Express Registration process. These students should always use the assistance of an academic advisor for registration.

Students are encouraged to schedule an advising appointment as early as possible and to adhere to the dates published in the current College Catalog/Student Handbook, published annually, and in the Schedule of Classes, published for each term.

Registration Process

Before students can register for credit courses, they must be admitted to the College. Additionally, students who are pursuing a degree, a diploma, 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 Development Office.

After submitting a PHCC application, new students should:

1. Schedule an orientation appointment.
2. Schedule a Florida College Entry-Level Placement Test (FCELPT)/CPT or TABE testing appointment (if not previously tested or if test scores are more than two years old from date of college admission), if applicable.
3. Apply for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) available on line at: www.fafsa.ed.gov or in paper version from the Financial Aid Office at any campus. (The FAFSA must be completed for any student planning to apply for a federal student loan and also for many scholarships).

4. Make an appointment to speak to an academic advisor to discuss educational objectives, establish an educational plan, and learn which courses are required for the major you have selected.
4. Register online or on campus in the Student Development Office at any campus.
6. Pay the required tuition and fees by the published deadline. Fees may be paid online using PHCC's online registration and payment system.
7. Purchase the required books and supplies.

Students may register and pay for classes at the East (Dade City), West (New Port Richey) or North (Brooksville) campus or eligible students may register and pay fees online. The payment of fees also may be made by mail. Payment of course fees may be deferred until the published purge deadline ("early registration fees due" date) 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. Students who register for television courses should check their course syllabus for deadlines, drop/add and audit/withdrawal dates as these deadline dates may differ.

Degree Audits

The Institutional Degree/Program Audit is a program that matches a student's academic history against a specific PHCC major program for a specified catalog year to determine which course requirements have been met and which are still unmet. Students may access their individual degree audit by visiting www.facts.org or by requesting a copy of their degree audit from an advisor. This degree audit will assist students with choosing the appropriate courses needed to successfully complete their program of study at PHCC.

Student Rights and Responsibilities

Pasco-Hernando Community College, an open-door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Florida. The College further recognizes and identifies students' rights to equal access to all programs, information, freedom of speech, inquiry and assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the College.

As a dynamic, learning-centered educational institution, Pasco-Hernando Community College is committed to serving the educational needs and interests of our community. As a teaching and learning community, relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's roles and responsibilities.

Pasco-Hernando Community College strives to maintain an educational environment that supports the academic, professional, and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

Pasco-Hernando Community College has established a “Statement of Student Rights” and a “Statement of Student Responsibilities” to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the Pasco-Hernando Community College learning community along with the responsible behaviors in which students should be engaged as members of the learning community.

Statement of Student Rights

As members of PHCC’s learning community, students are entitled to certain rights and provisions, including a quality education and quality services. In addition, students have the right to know:

- The College’s admissions requirements
- The degrees and certificates offered
- The types of career and personal development resources available
- Course offerings and requirements
- Policy on class attendance and participation
- Grading policies and procedures
- The cost of attendance
- Financial aid availability
- How financial aid eligibility is determined
- How financial aid awards are calculated
- When financial aid is awarded
- The College and financial aid satisfactory academic progress requirements and their implications
- The College’s refund policy
- The College’s policies and procedures
- Academic and other support services availability
- Student activities availability
- The campus’ crime statistics
- Graduation rates
- Job placement rates
- Emergency procedures
- College operational hours
- The accommodations provided under the American with Disability Act (ADA) Section 504 of the Rehabilitation Services Act of 1973
- Grievance procedures

Statement of Student Responsibilities

Listed below are the responsibilities that PHCC students accept through membership in the College’s learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of PHCC teaching and learning community, students have a responsibility to:

- Read the College Catalog/Student Handbook
- Become knowledgeable about College policies and procedures
- Provide accurate information on College forms and update that information when necessary
- Meet financial obligations to the College
- Attend regularly scheduled classes

- Complete assignments and exams based upon course syllabus information
- Participate in class
- Fulfill their academic responsibilities in an honest and forthright manner
- Utilize appropriate support services when needed
- Abide by College policies and procedures
- Abide by the established computer use procedures
- Be aware of academic and graduation requirements
- Seek help from faculty when needed
- Seek out answers to questions
- Abide by the equipment usage policy
- Meet published deadlines
- Notify College officials if a condition exists which is in violation of a student’s rights, College policies, rules, standards, or procedures
- Join/seek out groups and individuals who will help students achieve their goals
- Abide by state and federal laws
- Conduct themselves in a responsible manner in and out of the classroom
- Protect, support, and contribute to a safe environment within the learning community
- Show regard for the property of the College, its community members and visitors

Student/Public Complaints

All written complaints will be accepted and investigated. All written complaints will be responded to as long as the complaint contains the complainant’s name and contact information. Complaints regarding the application of process, alleged mistreatment, policy violations, and similar events should be addressed under the “Student Grievance.” Written complaints received that fall under the categories of “Student Grievance” or “Student Discipline” will be forwarded to the appropriate administrator for review and follow-up.

Student Grievance Complaints

1. Students with complaints 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) Note: see Item 3 below
 - b. Associate Dean (East Campus or North Campus) or Appropriate Academic Dean, West Campus
 - c. Assistant Dean of Student Development (East Campus, North Campus, West Campus)
 - d. Provost (East Campus or North Campus) or Vice President of Student Development and Enrollment Management (West Campus)

Each official, upon receipt of an issue or concern, 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. If the issue or concern is not settled at the campus level within 10 business days, then it shall be referred in writing on form SCN-26 (which shall be available in the Offices of the Assistant Dean of Student Development), to the Vice President of Student Development and Enrollment Management. The Vice President of Student Development and Enrollment Management shall attempt to resolve the matter within 10 business days of receipt. If this effort is unsuccessful, then the Vice President of Student Development and Enrollment Management will forward the form to the Vice President of Instruction/Provost, West Campus who will review the prior investigation with the appropriate parties. If the Vice President of Instruction/Provost, West Campus is unable to resolve the issue, then he or she may 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, however, be challenged under the provisions of District Board of Trustees Rule 6Hx19-6.11, "Privacy of Student Records."
4. The student involved in this grievance resolution process may request assistance from the District Coordinator of Multicultural Student Affairs and Equity Services at any point during the process. The District Coordinator of Multicultural Student Affairs and Equity Services is not to represent the student grievant, but is only to aid the complainant in defining the issue(s) and in arranging appointments with campus officials. When such assistance is requested, the District Coordinator of Multicultural Student Affairs and Equity Services shall monitor the progress of the case to its conclusion.
5. Some decisions involving transfer or course substitution credit awarded; meeting of graduation requirements; or access to course, i.e., collegewide availability of courses needed for graduation may be appealed to the Ombudsman (Assistant Dean of Instructional Services). Refer to IMM #6-9 for information about the Ombudsman's duties.
6. All proceedings brought under this Internal Management Memorandum shall be considered confidential and no information regarding the grievance shall be released to any person or entity unless such person or entity is involved in the investigation or subsequent disposition. Any person violating this provision may be subject to disciplinary action.
7. No person filing a complaint under this section shall be subject to any adverse action by the College or any employee or student of the College. Any person acting a manner deemed to be retaliatory for the filing of a complaint under this procedure shall be subject to appropriate disciplinary action. Any person filing a complaint under this procedure, which complaint is determined to have been filed in bad faith or for purpose of harassment, embarrassment or to disrupt the orderly operation of the College may be subject to disciplinary action.

Code of Conduct and Disciplinary Policy

I. 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. Students are expected to follow the rules set by PHCC administration and by their instructors.

The following acts of misconduct are prohibited at or on any campus, at any clinical or internship site, and at any College-sponsored or College-affiliated activity or event. All formal complaints alleging a violation of this Rule shall be subject to the student disciplinary procedures established pursuant to District Board of Trustees Rule, 6Hx19-6.13, "Code of Student Conduct and Student Disciplinary Policy", and set forth in Internal Management Memorandum #6-15, "Student Disciplinary Procedures." Any student who is found to have committed an act of misconduct may be disciplined in accordance with this Rule. If the student is suspected of violating a State or Federal law, the incident may be reported to the appropriate law enforcement agency.

A. Level I Offenses

The following described acts of misconduct shall be referred to as "Level I Offenses." The potential sanctions for Level I offenses may include any one, a combination of two or more, or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, and/or work/service restitution.

- A.1 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcoholic beverages except as expressly permitted by law and College regulations; or public intoxication;
- A.2 Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which does not exceed \$100;
- A.3 Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting or procuring another person to breach the peace; and the use of indecent or abusive language;
- A.4 Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name;
- A.5 Unauthorized or fraudulent use of the College name, seal, emblem, nickname, or motto;
- A.6 Unauthorized use of College property;
- A.7 Disruption or interference with teaching, administration, disciplinary proceedings, or other College functions, activities, or operations;
- A.8 Violation of a College rule, a county ordinance or a Federal or State misdemeanor offense involving no bodily injury to any person;

- A.9 Unauthorized entry and/or occupancy of College facilities, including unauthorized possession, duplication, or use of keys to any College facility;
 - A.10 Trespass on College grounds;
 - A.11 Conspiracy or solicitation to commit an unlawful act or to violate any College rule;
 - A.12 At least three or more incidences of violation of traffic rules while on College property;
 - A.13 Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties;
 - A.14 Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
 - A.15 Permitting another to use his or her College identification card, impersonating another, or misrepresenting being authorized to act on behalf of another;
 - A.16 Knowingly instituting a false charge against another.
- B. Level II Offenses**
The following described acts of misconduct shall be referred to as "Level II Offenses." The potential sanctions for Level II Offenses may include any one, a combination of two or more, or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation, and/or permanent loss of privileges.
- B.1 Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or conduct that threatens or endangers the health and safety of any person;
 - B.2 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances except as expressly permitted by law;
 - B.3 Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which equals or exceeds \$100;
 - B.4 Acts of dishonesty, including, but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty,
 - b. Furnishing false information to a College official or faculty member,
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
 - d. Tampering with the election of any College recognized student organization;
 - B.5 Violation of a county ordinance or Federal or State misdemeanor offense law which results in minor bodily injury;
 - B.6 Violation of a federal or state felony offense law;
 - B.7 Theft or abuse of computer time, including but not limited to:
 - a. Unauthorized entrance into a file to intentionally damage, disable, or impair computing or telecommunications equipment or software,
 - b. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with College computer use policies,
 - c. Introduction of viruses or other destructive software in College computer facilities,
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or College official,
 - e. Use of computing facilities to send obscene or abusive messages,
 - f. Use of computing facilities to interfere with the normal operation of the College computing systems;
 - B.8 Illegal or unauthorized possession of firearms, fireworks, explosives, chemical agents, or other weapons or dangerous materials;
 - B.9 A second violation of any Level I Offense by the same student.
- C. Level III Offenses**
The following described acts of misconduct shall be referred to as "Level III Offenses." The potential sanctions for Level III Offenses may include any one, a combination of two or more, or all of these sanctions: temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation and permanent loss of privileges, suspension (including specific conditions for readmission), and expulsion (no readmission permitted).
- C.1 Illegal or unauthorized use of firearms, fireworks, explosives, chemical agents, or other weapons or dangerous materials;
 - C.2 Any action that causes or attempts to cause a fire, explosion, including bomb threats, or any intentionally false reporting of a fire, or any tampering with the safety devices or the failure to leave College buildings during a fire alarm;
 - C.3 The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, or disability;
 - C.4 Battery or physical abuse of any person resulting in bodily injury;
 - C.5 Sexual assault in any form, including attempted or acquaintance rape, exploitive behavior, obtaining sexual favors through psychological coercion, attempts to embarrass or intimidate, or to obtain sexual favors through the inducement of alcohol or chemical drugs;
 - C.6 Any Level I Offense or Level II Offense that results in death or bodily injury to any person;

- C.7 A second violation of any Level II Offense by the same student;
- C.8 A third violation of any Level I Offense by the same student.

II. Disciplinary Policy

All allegations of violations of the Code of Student Conduct as established pursuant to this Rule shall be investigated and determined in accordance with procedures established by the College in Internal Management Memorandum #6-15, "Student Disciplinary Procedures," and published in the College Catalog/Student Handbook. The procedures established shall, as a minimum, ensure that the student is given an opportunity to be heard before a final determination regarding any allegations hereunder and shall provide the opportunity for appeal. Further, these procedures shall detail the reporting and investigative process to be followed by College officials and the student. The administration shall be authorized to provide for the immediate, temporary imposition of sanctions in appropriate circumstances.

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 appropriate 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 "Code of Conduct and Disciplinary Policy" 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 not withstanding.
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 District Board of Trustees 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 appropriate Associate Dean 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 Development 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. Summer hours of operation may be different.

Dismissal from Health Programs

Students may be dismissed from any of the programs listed below or any other health-related degree, certificate, or diploma program at PHCC as authorized by District Board of Trustees Rule, 6Hx19-6.15 “Student Dismissal - Health Programs” and by procedures described in Internal Management Memorandum #6-16, “Procedures for Student Dismissal from Health Programs” listed below. These programs include Registered Nursing, Practical Nursing, Emergency Medical Services, Emergency Medical Technician, Paramedics, Radiography, Dental, Medical Coder, Medical Records Transcribing, Health Unit Coordinator, Medical Secretarial/Examining Room Assistant, Human Services, Phlebotomy, Nursing Assistant, or any other College-related health program for any of the behavior described in Part A of this section. The College shall follow the procedures set forth in Part B of this section. Students shall have the right to proceed as described in under Part C of this section.

Part A: Prohibited Behavior

The following behavior shall be prohibited at or on any campus of the College, at any clinical or internship site, and at any College-sponsored or College-affiliated activity or event.

- 1. A student shall not engage in any offense described in the “Code of Conduct” as established pursuant to District Board of Trustees Rule, 6Hx19-6.13, “Code of Student Conduct and Student Disciplinary Policy,” and described in the College Catalog/Student Handbook.
- 2. A student shall not endanger 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;
- 3. A student shall not enter any restricted or unauthorized area of a clinical site.
 - 4. A student shall not violate the confidentiality of a patient/client.
 - 5. A student shall not display aggressive behavior directed at any College staff member, hospital staff member, medical director, physician, patient/client or student. Such 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, others, or property.
 - 6. A student shall not engage in dishonest behavior defined as untruthful, untrustworthy, or unreliable communications or action, relating to clinical activities or to patient/client care.
 - 7. Refusing to follow an order from any physician, hospital staff member, licensed practitioner or College instructor, unless the student reasonably believes that the order would endanger the patient. In such an event, the student shall consult with the instructor immediately.

All of the offenses set forth in items 2 through 7 above shall constitute Level III offenses as established by the College pursuant to District Board of Trustees Rule, 6Hx19-6.13 and described in the “Code of Conduct and Student Disciplinary” section of this College Catalog/Student Handbook. Any offense set forth in item 1 above, and as established by the College pursuant to District Board of Trustees Rule, 6Hx19-6.13 and the College Catalog/Student Handbook shall constitute a Level III offense if it occurs at a clinical site or in connection with the performance of clinical activities.

Part B: Procedure for Suspension and/or Dismissal from Health Programs

- 1. In the event that a College faculty member receives a report or personally observes that a student has committed an act described in Part A of this rule, the faculty member may take any of the following actions:
 - a. The faculty member may notify the student of the report or the observation and warn the student of the possibility of dismissal from the program if the behavior should recur; in such event, the instructor shall immediately notify the program Coordinator/ Director of the behavior and the warning given;
 - b. If the faculty member believes that the student may be unsafe to continue performing clinical activities, then the faculty member may suspend the student immediately from any further participation in clinical activities for the remainder of the day and for the following day, if necessary. The faculty member shall notify the Coordinator/Director of the program or the Associate Dean/Dean in the absence of the Coordinator/ Director, immediately. Upon receiving notice of the suspension, the Coordinator/ Director

of the program shall notify the Associate Dean/Dean immediately. The student shall be notified, in writing, of the remedial measures/lessons required for return to the clinical activity. The Coordinator/Director of the program shall proceed according to paragraph B.2 below.

- c. The faculty member may recommend formally to the Coordinator/Director of the program that the student be suspended temporarily from participation in clinical activities pending remediation in the clinical laboratory of the skill or skills determined to be unsafe. The Coordinator/Director will proceed in accordance with Part B, 2 below.
2. Upon receiving a formal recommendation from a faculty member that a student be temporarily suspended from participation in clinical activities pending remediation in the clinical laboratory of the skill or skills determined to be unsafe, the Coordinator/Director of the program shall review the circumstances of the reported behavior with the faculty member and student and may review the circumstances with anyone else who may have information about the incident and shall render a decision either to approve or deny the suspension. If practicable, the decision should be rendered three days following the date of the recommendation. If the Coordinator/Director of the program approves the suspension, then the faculty member and the student shall receive written notice of the suspension along with specific information concerning the skill or skills to be remediated in the clinical laboratory. Pending review by the Coordinator/Director, the student may attend laboratory and classes.
3. Upon receiving a formal recommendation from a faculty member that a student be terminated from further participation in clinical activities, the Coordinator/Director of the program and the Dean/Associate Dean, shall review the circumstances of the reported behavior with the faculty member and student and may review the circumstances with anyone else who may have information about the incident and shall render a decision either to forward the recommendation to the appropriate Associate Dean for appointment of a Disciplinary Board pursuant to rules established by the College pursuant to District Board of Trustees Rule, 6Hx19-6.13, or to deny the recommendation, or to impose temporary suspension and require remediation in lieu of termination. If the Coordinator/Director of the program and the Dean/Associate Dean decide to forward the recommendation for formal disciplinary action, then the student shall be suspended temporarily from participation in clinical activities pending final action pursuant to procedures established by the College pursuant to District Board of Trustees Rule, 6Hx19-6.13.

Part C: Student's Rights

Any student subject to action under District Board of Trustees Rule, 6Hx19-6.13 shall have the right to proceed in accordance with procedures established pursuant to that rule in addition to any other remedies that may be available to the student as set forth in the College Catalog/Student Handbook.

Disciplinary Procedures

Every formal complaint of a violation of the Code of Student Conduct (the Code) established pursuant to District Board of Trustees Rule, 6Hx19-6.13, "Code of Student Conduct and Disciplinary Policy," shall be handled in accordance with the procedures described in Internal Management Memorandum #6-15, "Student Disciplinary Procedures."

1. Any student, faculty member, staff member or College administrator may file a formal complaint against a student alleging a violation of the code. To be treated as a formal complaint, the complaint must be in writing and signed by the complainant. Any verbal complaint not placed in written form may be handled and disposed of by the campus Assistant Dean of Student Development, campus Provost and/or the Associate Dean of Student Enrollment and Retention in any informal manner that they deem to be appropriate.
2. All formal complaints will be referred to the Assistant Dean of Student Development for investigation, mediation, and possible resolution. After interviewing the accused student and all appropriate witnesses to the matter, and reviewing documentary and other evidence related to the matter, the Assistant Dean of Student Development may take the following actions:
 - a. Determine that no or insufficient grounds exist to believe that a violation occurred and dismiss the complaint;
 - b. If the alleged violation is a Level I Offense, then mediate a mutually agreeable resolution (as described in DBoT Rule 6Hx19-6.13 and in the "Code of Student Conduct and Disciplinary Policy" section of this catalog/student handbook) with the accused student, which may include the imposition of any or all Level I sanctions, subject to review and approval by the campus Provost and/or the Associate Dean of Student Enrollment and Retention (mediation is available for Level I offenses only);
 - c. Determine that sufficient grounds exist to believe that a violation occurred and request appointment of a Disciplinary Committee to conduct a formal hearing of the complaint. Prepare a report, including a summary of the complaint and the issues involved, and a list of potential witnesses and other persons believed to have information about the complaint.
3. If the Assistant Dean of Student Development was involved either in the alleged violation incident, or previously counseled the accused student or the complainant about the matter to the extent that it would be inappropriate for the Assistant Dean to investigate or mediate the complaint, then the Associate Dean of Student Enrollment and Retention will appoint an Assistant Dean of Student Development from another campus to handle the complaint.
4. If the matter is not resolved by the Assistant Dean of Student Development in accordance with item 2 above, then a Disciplinary Committee may be appointed by the Associate Dean of Student Enrollment and Retention, using, as much as possible, members who have no prior

knowledge of or involvement with the alleged violation incident. The Disciplinary Committee shall consist of the following members:

Associate Dean of Student Activities and Engagement,
Chair

Provost or Dean or Associate Dean (1)

Instructional Personnel (1)

Assistant Dean of Student Development or Advisor (1)

Student (1)

5. In the event that the Associate Dean of Student Activities and Engagement was involved either in the alleged violation incident or in the mediation of the alleged offense or if the Associate Dean of Student Activities and Engagement rejected a proposed mediated sanction for such alleged offense, then the Associate Dean of Student Activities and Engagement shall not serve on the Disciplinary Committee hearing the complaint of such alleged offense. In the place of the Associate Dean of Student Activities and Engagement, the Vice President of Student Development and Enrollment Management will serve as Chairperson of that Disciplinary Committee.
6. The Chairperson of the Disciplinary Committee will schedule a date and time for the Disciplinary Committee to convene to hear the complaint, taking into consideration the class schedule of the accused student and the availability of potential witnesses and Disciplinary Committee members. If at all possible, the hearing should take place within 10 business days following the referral of the matter to the Associate Dean of Student Activities and Engagement. The accused student will be sent, via certified mail, a summary of the complaint; a tentative list of potential witnesses; a notice of the date, time and location of the hearing; and a copy of the rules that govern the hearing. The accused student will be informed that the College Equity Officer will be available to assist the student with understanding and following the College disciplinary procedures. While the Equity Officer will not represent the student at the hearing, the Equity Officer shall attend the hearing to provide procedural assistance to the student. The student may also have any other person present at the hearing, but this person shall be an observer only and shall not participate in the hearing.
7. The Assistant Dean of Student Development who investigated the complaint initially will make arrangements for the presentation of witnesses and evidence to the Disciplinary Committee. The accuser(s) will appear before the Committee and the accused student to restate the incident(s)/alleged violation. The Disciplinary Committee members and the accused student will be permitted to question each witness and to inspect all documentary and other evidence. The accused student violator will be allowed to present any witness statements and any other evidence that the student believes to be relevant to the matter. The hearing will be tape-recorded and the tape shall remain the property of the College. The accused student shall be given a copy of the tape recording upon written request.
8. At the conclusion of all the evidence, including testimony, the accused student will be given the opportunity to make a closing statement. After the closing statement, the Disciplinary Committee will decide, by majority vote, outside the presence of the accused student and any other non-Disciplinary Committee members, whether the student violated the College disciplinary code, and what, if any, sanction(s) should be imposed. The College Equity Officer shall not be excluded during the deliberation and voting process. A recommendation for suspension or expulsion of the student must be referred to the President for approval and final imposition. The Disciplinary Committee may impose all other sanctions.
9. The decisions of the Disciplinary Committee shall be placed in writing, and the Chair shall send a copy to the Vice President of Student Development and Enrollment Management for a review of whether College procedures were followed and whether the investigation/evidence was appropriate for the decision. With the concurrence of the Vice President of Student Development and Enrollment Management, the Chair of the Disciplinary Committee will send the results to the student via certified mail. If the Vice President of Student Development and Enrollment Management does not concur with the decision of the Disciplinary Committee, then he or she may ask the Disciplinary Committee to reconvene within five business days to reconsider its decision based on his or her specific reasons. When a resolution is reached, then the Chair of the Disciplinary Committee will notify the student via certified mail.
10. If the student should decide to appeal the decision of the Disciplinary Committee, either as to the determination that a violation occurred or whether the sanction imposed is appropriate, then the student shall write a letter of appeal to the Vice President of Student Development and Enrollment Management. The letter of appeal must be postmarked or hand-delivered within 15 days following the date the student received the decision of the Disciplinary Committee. The Vice President of Student Development and Enrollment Management shall review all of the materials submitted by the student, shall review the College file on the matter, may review the recording of the Disciplinary Committee hearing, and may interview the student.
11. Additionally, the Vice President of Student Development and Enrollment Management may interview any witness or any other person who might have relevant information. At the conclusion of this review, the Vice President shall make a determination as to whether the decision of the Disciplinary Committee was rendered in a fair and impartial manner and according to the rules of procedure of the College, and whether the decision is supported by the evidence. Further, the Vice President shall review whether the sanction imposed is appropriate. The Vice President may uphold the decisions of the Disciplinary Committee or may send it to the President for further review. The decision of the Vice President shall be placed in writing and a copy shall be sent to the student by certified mail. The Vice President shall complete the review within 10 business days of the date of receipt of the student's letter, if at all possible.

12. If the student should decide to appeal the review of the Vice President of Student Development and Enrollment Management, either as to the decision to uphold the finding of the Disciplinary Committee or as to the appropriateness of the sanction imposed, then the student shall write a letter of appeal to the President of the College within 15 business days of receipt of the decision of the Vice President. The President shall review all of the materials submitted by the student, shall review the College file on the matter, may review the recording of the Disciplinary Committee hearing, and may interview the student. Additionally, the President may interview any witness or any other person who might have relevant information. At the conclusion of this review, the President shall make a determination as to whether the decision of the Disciplinary Committee was rendered in a fair and impartial manner and according to the rules of procedure of the College, and whether the evidence supports the decision. Further, the President shall make a determination about whether the sanction imposed is appropriate. The President may uphold the decision of the Disciplinary Committee, reverse its decision, and/or may reduce the sanction, if the President believes that it is fair and appropriate to do so. The decision of the President shall be placed in writing and a copy shall be sent to the student by certified mail. The decision of the President will be final.
13. At the conclusion of the process, all records of the proceedings shall be returned to the office of the Associate Dean of Student Activities and Engagement for storage and retention in accordance with College policy and State law.

Orientation

During orientation, students will be given important information about registering for classes, adding and dropping courses, college class withdrawal requirements, financial aid, and a general overview of academic policies and procedures. All students planning to register for courses at PHCC for the first time and who are seeking a degree, a diploma, an associated certificate, or a technical certificate must schedule an appointment for an orientation session. **Students must attend orientation before they may register for classes.** Orientation appointments can be made by contacting the Student Development Office at any campus.

Career and Testing

The Career and Testing Center at the West Campus in New Port Richey assists current and former PHCC students with planning careers, seeking employment, completing the required Florida College Entry-Level Placement Test (FCELPT) for academic course placement and taking other required examinations for programs.

The Career and Testing Center also 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.

Professional staff from the Career and Testing Center are available to provide assistance with identifying your skills and aptitudes, learning more about a variety of career options, and focusing on a career choice.

Other services include placing students into student internships; student job-shadowing; information about local, in-state, and out-of-state job openings via a job board and Internet; resume writing critiques; career research; interviewing techniques; labor market trends; and CHOICES (computerized career assistance). The computerized Florida College Entry-Level Placement Test (FCELPT) and TABE tests are administered daily (on a walk-in basis). Normal office hours are 8:00 a.m. - 7:30 p.m., Monday-Thursday and 8:00 a.m. - 4:30 p.m. Friday. Services are available at the North and East campuses by appointment. Summer hours of operation may differ.

Florida Academic Counseling and Tracking for Students (FACTS)

Florida Academic Counseling and Tracking for Students (www.facts.org) is a free state-wide advising system provided by the Florida Department of Education in conjunction with all public colleges in Florida. This advising network allows students to access advising, transfer, and career planning information, obtain college grades, review the prerequisite manual for all Florida public university bachelors degree requirements, and print an unofficial college transcript. FACTS also enables students to download the Free Application for Federal Student Aid (FAFSA) and provides other helpful financial aid and academic information. Students are encouraged to visit this website to make use of all the important information it provides. This website is continually updated to provide solid and current academic information.

Adding, Dropping, Auditing or Withdrawing From a Course

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

To Add or Drop a Class Online:

Eligible students (students in good academic standing) may register online using the PHCC WISE system at: www.phcc.edu. New students and VA students must meet with their advisor and obtain approval to register before being allowed to register online. Students using the PHCC WISE system for registration are reminded that they are solely responsible for any errors in registration. Students should always make a copy of their WISE transactions when adding or dropping classes.

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 Add a Class On Campus:

Students must:

- A. Complete a Registration Form (SAR-5), available in the Student Development Office indicating the course prefix, course number, and section number for the appropriate class.

- B. Take the completed registration form to the Student Development Office staff.
- C. The staff member will input the information into the College student record system, adding the course to the student's schedule. The staff member will return a copy of the registration form to the student for his or her information, along with a printout showing the student's new class schedule. The form will contain the amount of any additional fees due and the deadline to pay the additional fees. If the online registration system is being used, all data are input by the student.
- D. 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 student should contact the Financial Aid Office immediately or be prepared to pay the fee.
- E. Pay on or before the published deadline.

To Drop a Class On Campus:

- A. Complete a Registration Form (SAR-5), available in the Student Development Office, indicating the course prefix, course number, and section number for the appropriate class.
- B. Take the completed registration form to the Student Development Office front counter staff.
- C. The staff member will input the information into the College records and drop the class from the student's schedule. The staff member will return a copy of the registration form to the student for his or her information, along with a printout showing the student's new class schedule. The form will contain information about any refund due to the student or to the student's account.

To Withdraw from a Course:

Students must:

- A. Complete a Student Initiated Withdrawal Request (SCN-3), which can be obtained from any Student Development Office.
- B. Follow the instructions contained on the back of the form.
- C. Return the signed form to the Student Development 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 or Veterans educational benefits are required 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 College Calendar in the front of this 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 the fees for taking the course for college credit. Students who register for "audit" classes during the registration period, including the drop/add period, will not have these "audit" classes paid for by Financial Aid.

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

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 College (SPC), 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.

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, 12 different quota-based linkage programs are available. These programs and their home institutions include:

Hillsborough Community College (HCC)

Dental Hygiene
 Diagnostic Medical Sonography Technology*
 Nuclear Medicine *
 Radiation Therapy*
 Respiratory Care

Manatee Community College (MCC)

Occupational Therapy Assistant
 Physical Therapist Assistant

Polk Community College (PCC)

Occupational Therapy Assistant
 Physical Therapy Assistant

St. Petersburg College (SPC)

Dental Hygiene
 Physical Therapist Assistant
 Respiratory Care*

**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 Dean of Workforce Development 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.

In order for a college to recommend a student to the Linkage institution, the student must have completed 15 credits at the home college and have a 3.0 GPA in the program prerequisites with no less than a grade of C in each course. For programs with no prerequisites, the student must have completed the 15 credits on the home campus, but no GPA is required.

Services for Students With Disabilities

PHCC is an equal access college and does not discriminate against persons with disabilities. PHCC, in compliance with Section 504 of the Rehabilitation Act or 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 Development at North or East campus or the Coordinator of Disabilities Services at the West Campus and complete a Self-Identification of Disability form. The College requires documentation of a student's disability before providing accommodations for such disability. Prior documentation may have been useful in determining appropriate services in the past. However, documentation must validate the need for services based on the candidate's current level of functioning in the educational setting. A school plan such as an individualized education program (IEP) or a 504 plan is insufficient documentation in and of itself but can be included as part of a more comprehensive assessment battery. A comprehensive assessment battery and the resulting diagnostic report must include a diagnostic interview, assessment of aptitude, measure of academic achievement and information processing. Confidentiality is maintained by law.

Guidelines for the documentation of a disability are available through the office of Disabilities Services on the West Campus, and at the Assistant Dean of Student Development office on North or East campus. Students requiring accommodations should meet with the Coordinator of Disabilities Services every semester – no later than the first two weeks of class – to discuss their needs. Qualified students with hearing or vision related problems requiring special accommodations related to interpreters or assistive technology, must contact the Office of Disabilities Services at least 6 weeks in advance of the first class.

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 directly 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 request a Course Substitution. A course

substitution form should be completed with the Coordinator of Disabilities Services in consultation with an academic advisor. The appropriate Assistant Dean/Dean will review the request and recommend action. If the Assistant Dean/Dean recommends approval, the Vice President of Instruction/Provost, West Campus 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 Instruction/Provost, West Campus, who will make a final decision about the request.

Child Care Services

The college childcare center on the West Campus in New Port Richey houses nearly 100 children at one time, including infants and toddlers. The center offers both full-time and part-time care. It is open from 7:00 a.m. until 10:00 p.m. on Monday through Thursday and from 7:00 a.m. until 6:00 p.m. on Friday when classes are in session. At other times, it is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Children of PHCC students have first priority, with PHCC faculty and staff having second priority. The center is open to the general public on a space-available basis. An experienced, commercial childcare provider, TodayCare, based in Nashville, Tennessee, manages this center, called TodayCare at PHCC.

In order to ensure the highest level of excellence, this center is accredited by the National Association for the Education of Young Children (NAEYC). Prices are comparable to quality day care centers in the local area. However, PHCC students receive a discount.

Job Placement

State, county and local employment opportunities are posted in the Career and Testing 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 computer. Brochures about this service are available at each campus. Professional Career and Testing Center staff are also available to assist students with improving resumes, job seeking and interviewing skills to prepare for a better career.

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 on the East and North Campuses; the appropriate Vice President on the West Campus; or the Center Director if at the Spring Hill Center.

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

Health and Health Insurance 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 Development 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 Development 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 District Board of Trustees 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 also will be encouraged to cooperate with local law enforcement authorities in the apprehension and prosecution of the perpetrators of these serious offenses. A Student

Development 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 District Board of Trustees 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 on the East and North Campuses or a Vice President on the West Campus.

Crime Statistics

As required by Florida Statutes, Chapter 240.2683, data regarding campus crime must be compiled annually. Information for the past three years is available through the Assistant Dean of Student Development on each campus. The report is also available on the PHCC website.

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 Development 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 on the East and North Campuses; the appropriate Vice President, West Campus; or the Center Director of the Spring Hill Center. In the event that the Provost, Vice President 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.

Between 11:30 p.m. and 6:30 a.m., and other specific times 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.

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.

VII. Criminal Activity Occurrence Statistics

PHCC has experienced very little criminal activity on its campuses and at its centers since its inception in 1972. In order to maintain these low crime rates, PHCC continually works to be vigilant in watching for potential problems. For more complete information on the safety standards, please see our website at www.phcc.edu. Crime statistics also are available at the College website or may be obtained from the office of the Vice President of Instruction/Provost, West Campus.

VIII. Sexual Offender/Predator Notification Procedures

Information regarding the identity and residence address of sexual offenders and predators who may be employed, enrolled or carrying on a vocation at any of PHCC's campuses may be obtained by accessing the PHCC website at www.phcc.edu and following the links to the Florida Department of Law Enforcement's Sexual Offender and Predator website and to information on those persons enrolled, employed or carrying on a vocation at any PHCC campus. If you do not have access to the Internet or are otherwise unable to access this information, please contact the office of Student Development on your campus for further assistance.

District Coordinator of Multicultural Student Affairs and Equity Services

PHCC does not discriminate on the basis of race, gender, age, disability, religion, or national origin. To ensure continued compliance in this area, PHCC has established a District Coordinator of Multicultural Student Affairs and Equity Services 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 District Coordinator of Multicultural Student Affairs and Equity Services' 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:

Imani Asukile
District Coordinator of Multicultural Student Affairs and Equity Services
East Campus (Dade City)
Pasco-Hernando Community College
36727 Blanton Road
Dade City, FL 33523-7599
(352) 567-6701, ext. 1235 or call any campus number and select ext. 1235

Student Ombudsman

The Assistant Dean of Instructional Services serves as the student ombudsman or student advocate for certain specific issues. These areas are limited to unresolved disputes concerning:

- a. transfer or course substitution credit awarded

- b. meeting of graduation requirements
- c. access to courses, i.e., College-wide availability of courses needed for graduation

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

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 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 (SGA) and the college administration. Such activities may be related to courses, athletics, service to the college and the community, publications, religion, and social life. A recognized club or organization may lose its official recognition and be suspended for violation of college policy as described in District Board of Trustees Rule, 6Hx19-6.32, "Suspension of a Student Organization."

The Student Activities Department and College Clubs and Organizations coordinate co-curricular educational programs, social and entertainment events, leadership activities, service projects and family oriented programs. Free PHCC Student Planners are distributed to students. The PHCC Student Planner provides information on the scheduling of Student Activities Department events and programs.

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.

College Brain Bowl 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.

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 means for cooperation and communication among area human services organizations, professionals, faculty, and students. It also serves student members in their career development and career placement.

Lambda Nu

Lambda Nu is a national honor society for the radiologic and imaging sciences. The objectives of Lambda Nu are to: 1) foster academic scholarship at the highest academic level, 2) promote research and investigation in the radiologic and imaging sciences, and 3) recognize exemplary scholarship.

The PHCC Chapter of Lambda Nu has been designated as the Florida Omega Chapter of Lambda Nu.

To be eligible for membership into Lambda Nu, a student must have completed at least two consecutive semesters in the Radiography program with a grade point average of 3.5 or higher in those courses.

If the GPA drops below 3.5 for two consecutive semesters, the student will be removed from membership. The student may reapply for membership when the GPA returns to 3.5 or higher for two consecutive semesters.

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.

Nightingale Nursing Club

Open to all interested students. To aid in the preparation of nursing students and pre-nursing students for the assumption of professional responsibilities. Provides programs and activities representative of current professional interests.

PHCC Cares

PHCC Cares meets 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 for PHCC student participation.

Courage and Strength Together (CAST) Accepting Challenges Together (PACT)

People Accepting Challenges Together (PACT) and Courage and Strength Together (CAST) were 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 and CAST 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 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.

Members are required to maintain a 3.25 GPA. If the GPA drops below 3.25 in two consecutive semesters, the member will be removed from membership. It is the member's responsibility to be aware of his/her 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.

Psi Beta

Psi Beta National Psychology Honor Society is organized to promote, stimulate, encourage and recognize general scholarship and interest in psychology. Current requirements include: overall grade point average in the top 35% of currently enrolled students, an earned "B" or better grade in all psychology courses completed and 12 overall completed semester hours at PHCC. Inductions are held every term. The chapter holds various social community and educational activities.

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 the Office of Multicultural Affairs and Equity Services with the coordination of Cultural Activities and events.

Other Student Clubs/Organizations

True Anime & Gaming (TAG)
Dental Hygienist Organizations
Radiography Club
Veterans Club
Filmmaker's
Earth Awareness Club
WoMen's Resource Group
Fine Arts Club
Human Rights Awareness
Developing Drafters & Designers (3D)
Campus Crusade for Christ

Student Ambassadors Program

Student Ambassadors serve as marketing representative for PHCC. They represent the college throughout the community and serve as role models for other college students. They assist Student Development 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 college activities.

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.

MOBIUS

PHCC's award winning MOBIUS is a magazine of PHCC student's creative art, photography, short story and poetry writing. For information on how to submit work for the magazine or assist in the editing and publication, please contact a campus Student Activities Office.

Office of Multicultural Student Affairs and Equity Services

The Office of Multicultural Student Affairs and Equity Services provides an entrée of services that exist to perpetuate the academic, social, spiritual, and personal development of students from a variety of cultural and socioeconomic backgrounds. This department provides the fundamental necessities to help facilitate the successful matriculation of PHCC students into a plethora of selected career paths.

PHCC Faculty & Staff to Student Mentors Program

Through a one-on-one relationship with a mentor, students in the mentoring program have the opportunity to learn more about campus resources, majors, and career-related information, and at the same time, establish a more personal relation-

ship with a staff or faculty member from the College. For more information regarding the program, contact the Office of Multicultural Student Affairs and Equity Services Office.

The Office of Multicultural Affairs and Equity Services also coordinates programs and activities such as the Men & Women of Excellence Program, Dr. Martin Luther King Speaker Series, Black History events, cultural fairs and cultural artistic programs.

Student ID Cards

Any currently registered student enrolled in at least one college, technical (PSAV) or preparatory credit course is eligible to receive a PHCC Photo Identification Card. Student IDs 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, online or by phone. 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 purchase books, pay tuition, fines and/or other obligations may do so at each Bookstore or online.

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 cross country, 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. Both prospective and current students 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.

Academic Policies

Program Selection

Each degree-seeking or certificate-seeking student who enrolls at PHCC must select a program from the Associate in Arts, Associate in Science, Associate in Applied 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. Academic advisors are available to help students with program selections. Program changes may be made by submitting a Program Declaration change to an academic advisor for approval.

Academic Freedom

Academic Freedom for Faculty

Pasco-Hernando Community College supports the principles of academic freedom.

The faculty are free to present issues in the classroom that may be of a debatable or controversial nature; provided that this is done objectively and in the spirit of academic inquiry, that the topic is pertinent to the subject matter of the course, and that the material is presented in good taste.

It is the policy of the College that academic freedom must be exercised with responsibility and reasonable judgment, with regard for the rights of others, and with consideration for the best interests of the College, the community, the state, and the nation in which we live.

Academic Freedom for Our Students

The College recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere conducive to learning. Students are expected to respect the rights and welfare of all members of the College community and to exercise common sense, good taste, and applied reason when testing their knowledge, skills, abilities, and attitudes.

Students are free to take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course for which they are enrolled. So long as it is consistent with the goals and established policies of the College, the instructor has final authority in all matters relating to course content, grading practices, and classroom procedures.

Common Placement Testing Program

Students who intend to enter degree or college credit certificate 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.

Students enrolling full-time who do not achieve satisfactory test scores on the FCELPT must enroll in the required college preparatory courses needed during each term until all required courses are satisfactorily completed.

Students enrolling part-time who do not achieve satisfactory test scores on the FCELPT must complete all required college preparatory courses by the time they complete 12 semester hours of college credit courses.

The College will accept FCELPT, CPT, SAT, ACT, and ASSET scores, provided that they are no more than two years old from the date taken, 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 academic advisor in the Student Development Office or the Career and Testing Center for more information about placement testing. Exceptions to placement testing are: degree students; transfer students with "C" or higher grades on both college-level English and mathematics courses; students in Cisco certificate courses; transient students (unless taking a CLAST/Gordon Rule course at PHCC and have not tested previously); students who are Encore Club members; non-degree seeking and students who audit college-credit courses.

Alternatives to Traditional College-Preparatory Instruction

Students who do not achieve satisfactory scores in English, 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 Development on each campus.

Technical Credit Certificate and Applied Technology Diploma Students

To comply with State Board of Education 6A-10.040, the Test of Adult Basic Education (TABE) will be used by PHCC to assess basic skill levels for students entering technical credit certificate programs which consist of more than six credit hours and the applied technology diploma programs in Medical Coder and Medical Record Transcribing. Students who are enrolled in a postsecondary adult vocational program of 450 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 from the date taken and students have taken the prescribed level (A or D) 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 Office of Admissions and Student Records at the West 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. However, the TABE exit requirement may be waived for students who pass the state licensure examination in their field. This opportunity is available for students who complete the Practical Nursing program. Verification of licensure must be submitted to the Office of Admissions and Student Records. For additional information, students should contact an academic advisor.

Withdrawal, Forgiveness, and Allowable Number of Attempts for College Credit Courses

The following guidelines relate to student withdrawal from college-credit 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 Instruction/Provost, West Campus, which would be based upon major extenuating circumstances as approved by the District 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

An audit enrollment shall not count as an attempt 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.

4. Technical Credit and Non-College Credit Courses

The allowable number of attempts for college credit courses identified above do not apply to technical credit and non-college credit courses.

E-Learning and myPHCC

PHCC offers students the opportunity to take college-credit courses through various methods of instructional delivery. All methods of delivery are equivalent in terms of objectives, learning outcomes, competencies, content, credit, and transferability. E-Learning courses include fully online courses delivered using the Internet and courses that combine on-campus with online learning. E-Learning courses may require limited on-campus meetings for orientations, labs, test reviews and proctored tests. Required meeting dates are listed in the course schedule and in course syllabi. Additionally, all campus services, on-campus and web-based, are available to all PHCC students.

The College’s student portal is: myPHCC (<https://my.phcc.edu>)

This is PHCC’s online learning community that connects students and faculty to their courses as well as resources needed to succeed. Logging in to the myPHCC portal allows the user to access their course information, student e-mail, online tutoring services, student resources, and technical support. Students also have access to community groups in which they are a member as well as information regarding all student activities.

Through myPHCC the College provides each enrolled student with an official e-mail account which should be checked frequently. This account is internal to the myPHCC system. A student can forward their myPHCC mail out to their internet account if they choose.

Technical Requirements for E-Learning Courses

Basic technical requirements for E-Learning courses can be found at <http://www.phcc.edu/ecampus/dlinfo.php>. Some e-courses also may have specific requirements in addition to the basic ones. It is important to check the course schedule for information regarding these requirements.

If a student’s personal computer does not meet the requirements, consider using the computers at PHCC’s campus computer labs, libraries, public library, or cyber-cafes. Students planning to take an e-learning course on a computer at their workplace should check with their employer’s technology staff to avoid any potential problems with firewalls.

Technical Assistance

For technical assistance contact the Academic Technology Helpdesk at: (727) 816-3732

or email: studenthelpdesk@phcc.edu

or by entering a trouble ticket at <http://support.phcc.edu>

Office Hours:

Monday–Friday 8:00 a.m. to 4:30 p.m.

Closed Saturday and Sunday

Internet/Online Courses

PHCC offers a number of credit and non-credit online courses for students. Students are required to have access to the Internet and to have a computer that meets the minimum requirements. These and other requirements are listed in the PHCC Course Schedule for each term. Courses offered via Internet have an "I" following the course numbers. Additional information may be obtained from the Student Development Office.

Citizen Scholar Program

The Citizen Scholar Program at PHCC is designed to encourage students, faculty, and staff to engage in service learning and civic engagement opportunities. Students who complete the program will graduate with a "Citizen Scholar" designation on their PHCC transcript and will wear a "Citizen Scholar" medallion at graduation.

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 or the appropriate Academic Dean. Generally, Directed Study is defined as a class of eleven 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 are 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.

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 are not permitted to bring any children to class. Children must 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 policy. Students who believe they have been unreasonably denied a benefit due to their religious belief or practice shall follow the appropriate grievance procedures.

Audited Courses

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

Practicums

Practicums are required in several Workforce 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 90 or more hours in a planned learning situation, together with at least three scheduled conferences with the instructor.

Admission to the Internship in Business Program

Admission to the Internship in Business program (MNA 2941) and the Information Technology Internship program (CIS 2930) 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:

- 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*

Students who have completed the following prerequisites are eligible to request CIS 2930:

- a minimum of 18 college credits at PHCC
- a minimum of 15 college credits in Information Technology courses (from CGS, COP, CET, CEN, CDA, CIS, CTS)
- hold a minimum of 2.0 GPA in college credit courses*

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

- 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 Development Office on any PHCC campus and at the Career Center.

**The business courses are listed under the Business and Computer headings in the course description section.*

Library Services

A full-service library is located on each of PHCC's campuses. The combined holdings of all three libraries are approximately 76,000 volumes. In addition to print books, patrons may access over 67,000 electronic books, over 100 electronic databases containing periodical articles, newspaper articles, and sections from reference books. The libraries also house a large collection of audiovisual materials which are used for classroom presentations and individual student research. 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 transmitted 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 art gallery. In the West Campus library art gallery, monthly shows with a variety of themes are scheduled for the benefit of students, faculty, and the community.

Learning Laboratory

The Learning Laboratory is located in the Library on each campus. The Learning Laboratory assists students in becoming successful learners by providing various testing services and individualized materials for instruction. Staff provide additional assistance with regular programs and recommend materials to remedy educational deficiencies.

The Learning Laboratories offer peer-tutorial assistance for students in mathematics and English. Students may also use individualized materials to improve their skills in English, reading, mathematics, spelling, and other academic areas. Additionally, there are materials that relate to the College Level Academic Skills Test (CLAST) examination and career development.

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 of the Catalog/Student Handbook is required by Florida Statutes and State Board of Education Rules 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 not be awarded the Associate in Arts degree. Students should check with the upper-division state universities in Florida regarding admissions requirements.

Either scale scores on the CLAST, as shown below, or an approved CLAST alternative, must be achieved in order to be awarded the AA Degree. A student's passing scores are those that are in effect on the date the student first takes the CLAST.

FROM AUGUST 1, 1984 THROUGH JULY 31, 1986

Reading-260 English Language Skills-265

Computation-260 Essay-4

(unless a score of 3 was earned on a test before March 1984).

FROM AUGUST 1, 1986 THROUGH JULY 31, 1989

Reading-270 English Language Skills-270

Computation-275 Essay-4

(unless a score of 3 was earned on a test before March 1984).

FROM AUGUST 1, 1989, THROUGH SEPTEMBER 30, 1991

Reading-295 English Language Skills-295

Computation-285 Essay-4

FROM OCTOBER 1, 1991 THROUGH SEPTEMBER 30, 1992

Reading–295 English Language Skills–295

Computation–295 Essay–5

EFFECTIVE OCTOBER 1, 1992

Reading–295 English Language Skills–295

Computation–295 Essay–6

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 Development Offices (East or North Campus), or Career and Testing Center (West Campus), before the State-mandated registration deadline, listed in the College Calendar.

Modification of the test, for example, large print, audio tapes, readers, and CLAST waivers, are available for students with documented disabilities. Call the Coordinator of Disabilities Services at (727) 816-3236 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, learning laboratory, West Campus Career and Testing Center, 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 \$40 fee) to those examinees who need to take or retake any portion of the CLAST (EXCEPT for the Essay) and do not wish to wait for the next statewide CLAST administration. PHCC does not offer the CAT-CLAST.

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 may be obtained from the Career and Testing Center at the West Campus in New Port Richey. PHCC students should call their nearest campus and ask for extension 3483. 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 of Education 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 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, ENC 1102, AML 2010, AML 2020, LIT 2110, LIT 2120, LIT 2380, ENL 2012, ENL 2022, ENL 2330, HUM 1020, HUM 2211, HUM 2230, ARH 1000, THE 2010, THE 2011, MUL 1110, PHI 1630, PHI 1010, PHI 2100, REL 2000, REL 2300, THE 2020.

Speaking and Listening

SPC 2600

Mathematics

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

CLAST skills are also included in the college preparatory courses and in MAT 1033.

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, clichés, 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 or noun 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.
5. Use adjectives and adverbs correctly.
6. Avoid inappropriate shifts in tense.
7. Make logical comparisons.
8. Use standard practice for spelling.
9. Use standard practice for punctuation.
10. Use standard practice for capitalization.

Reading Literal Comprehension

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

Critical Comprehension

1. Recognize the author's purpose.
2. Identify the author's overall organizational pattern.
3. Distinguish between a statement of fact and a statement of opinion.
4. Detect bias.
5. Recognize the author's tone.
6. Recognize explicit and implicit relationships within sentences.
7. Recognize explicit and implicit relationships between sentences.
8. Recognize valid arguments.
9. Draw logical inferences and conclusions.

Mathematics

Arithmetic

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

Algebra

1. Add and subtract real numbers.
2. Multiply and divide real numbers.
3. Apply the order-of-operations agreement to computations involving numbers and variables.
4. Use scientific notation in calculations involving very large or very small measurements.
5. Solve linear equations.
6. Solve linear inequalities.
7. Use given formulas to compute results when geometric measurements are not involved.
8. Find particular values of a function.
9. Factor a quadratic expression.
10. Find the roots of a quadratic equation.
11. Solve a system of two linear equations in two unknowns.
12. Use properties of operations correctly.
13. Determine whether a particular number is among the solutions of a given equation or inequality.
14. Recognize statements and conditions of proportionality and variation.
15. Identify regions of the coordinate plane that correspond to specific conditions and vice versa.
16. Use applicable properties to select equivalent equations or inequalities.
17. Solve real-world problems involving the use of variables, aside from commonly used geometric formulas.
18. Solve problems that involve the structure and logic of algebra.

Geometry and Measurement

1. Round measurements to the nearest given unit of the measuring device used.
2. Calculate distances.
3. Calculate areas.
4. Calculate volumes.
5. Identify relationships between angle measures.
6. Classify simple plane figures by recognizing their properties.
7. Recognize similar triangles and their properties.
8. Identify appropriate units of measurement for geometric figures.
9. Infer formulas for measuring geometric figures.
10. Select applicable formulas for computing measures of geometric figures.
11. Solve real-world problems involving perimeters, areas, and volumes of geometric figures.

12. Solve real-world problems involving the Pythagorean property.

Logical Reasoning

1. Deduce facts of set inclusion or set non-inclusion from a diagram.
2. Identify statements equivalent to the negations of simple and compound statements.
3. Determine equivalence or nonequivalence of statements.
4. Draw logical conclusions from data.
5. Recognize that an argument may not be valid even though its conclusion is true.
6. Recognize valid reasoning patterns as illustrated by valid arguments in everyday language.
7. Select applicable rules for transforming statements without affecting their meaning.
8. 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. The two types of alternatives are described below.

Scores on Certain Placement Tests and Grades in Certain College Courses

Students who have successfully completed and earned a grade-point average (GPA) of 2.5 or above in specific English courses 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 post-secondary institutions may be used if course transfer credit as evaluated by the PHCC Admissions and Student 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 and
ENC 1102	English Composition II or other equivalent college level courses (see Area I Communication Courses under General Education Requirements for the AA Program—except any course with a SPC prefix.)

Likewise, students who have successfully completed and earned a GPA of 2.5 or above in the following list of mathematics courses 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 post-secondary institutions may be used if course transfer credit as evaluated by the PHCC Admissions and Student 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 the following list:

Option 1:

- 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 2023 Introduction to Statistics or any other STA course

Option 2:

- MGF 1106 Liberal Arts Mathematics I
- MGF 1107 Liberal Arts Mathematics II
- MGF 1113 Topics in College Mathematics I
- MGF 1114 Topics in College Mathematics II
- MGF 1118 Mathematics CLAST Review

Option 3:

- MGF 1106 Liberal Arts Mathematics I or
- MGF 1113 Topics in College Mathematics, and
- MAC 1102 Essentials of College Algebra or
- MAC 1105 College Algebra

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

CLAST Test Option

Pursuant to FS 1004.04 (4)(b)2., Education majors may choose to present passing scores on the Florida Teachers Certification Examination General Knowledge Test, CLAST, or Praxis 1 for admission to a state approved teacher education preparation program.

Education majors must have alternate exemptions for all sections of the CLAST to qualify for the FTCE General Knowledge option.

Contact the West Campus Career Assessment and Testing Center or academic advisors for additional information.

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 "F" equals 0 points.

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

Definition of “Learning”

Pasco-Hernando Community College has adopted the following definition of “learning”: “Learning” is a set of outcomes measured by students’ demonstration of new knowledge, skills, abilities and attitudes attained as a result of their engagement in a set of collegiate experiences.

Associate in Arts Degree

The Associate in Arts (AA) Degree will be awarded upon successful completion of a planned program of 60 college credit hours and upon passing the state prescribed College Level Academic Skills Test (CLAST) or demonstrating satisfaction of an approved CLAST alternative. Thirty-six (36) credit hours must be earned in General Education requirements. The remaining 24 hours may consist of any courses in the catalog section under “Courses” that are 1000 or 2000 level. Required communication, computation, humanities and social science courses used to satisfy general education and Gordon Rule requirements must each be completed with a grade of “C” or above. At least 15 hours of credit must be earned in residence at PHCC. By graduation, a PHCC degree-level grade-point average (GPA), as well as a cumulative degree-level GPA, of not less than 2.0 or “C” must be achieved.

Associate in Science Degree

The Associate in Science (AS) Degree will be awarded upon the satisfactory completion of a planned program of study comprised of the standard length established, including demonstration of the attainment of predetermined performance standards. The individual must complete the 15 hour core program for the AS Degree and the remaining hours from an approved program. Only courses designated at the 1000 and 2000 levels are applicable to this degree. At least 25% of the credits toward the degree must be earned in a classroom experience at PHCC. A cumulative grade-point average of not less than 2.0 or “C” must be achieved by graduation. Students who wish to transfer credits from any AS Degree at PHCC to another institution must accept the responsibility for securing approval in advance from that institution.

Associate in Science Degrees are offered in the following specialized discipline areas:

- a. **Associate in Science in Business Administration**
The Associate in Science in Business Administration degree will be awarded upon completion of **64 semester credit hours**. 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.

- b. **Associate in Science in Business Administration - Industrial Quality**

The Associate in Science in Business Administration—Industrial Quality degree will be awarded upon completion of **64 semester credit hours**. The purpose of the program is to prepare students for employment in mid-management or supervisory positions in a variety of manufacturing and related industries. The program will also provide supplemental training for persons previously or currently employed in the industry.

- c. **Associate in Science in Computer Programming and Analysis**

The Associate in Science in Computer Programming and Analysis degree shall be awarded upon completion of **63 semester credit hours**. This program is designed to prepare students for employment as business programmers, information systems programmers, information system managers, and programmers/analysts or to provide supplemental training for persons previously or currently employed in these occupations.

- d. **Associate in Science in Dental Hygiene**

The Associate in Science in Dental Hygiene degree shall be awarded upon completion of **88 semester credit hours**. This program is designed to prepare a person for employment as a dental hygienist.

- e. **Associate in Science in Drafting and Design Technology**

The Associate in Science in Drafting and Design Technology shall be awarded upon completion of **62 semester credit hours**. This program is designed to prepare individuals for employment in the drafting and computer drafting fields. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building and manufacturing industries.

- f. **Associate in Science in eBusiness Technology**

The Associate in Science in eBusiness degree will be awarded upon completion of **64 semester credit hours**. The purpose of this program is to prepare students for employment in occupations such as supervisory and management positions, manager/supervisor, benefits administrator, or other mid-management positions in a variety of business environments. The program will also provide supplemental training for persons previously or currently employed in the industry.

- g. **Associate in Science in Emergency Medical Services**

The Associate in Science in Emergency Medical Services degree shall be awarded upon completion of **73 semester credit hours**. This program is designed 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.

h. Associate in Science in Human Services

The Associate in Science in Human Services degree shall be awarded upon completion of **65 semester credit hours**. The purpose of the program is prepare a human services specialist who will serve as a paraprofessional in community agencies.

i. Associate in Science in Industrial Management Technology

The Associate in Science in Industrial Management Technology degree will be awarded upon completion of **60 semester credit hours**. The program is designed for articulation for technical certificates issued at Florida technical centers and community colleges. The programs are traditionally referred to as postsecondary adult programs and they run on a clock hour basis. This program will give students the managerial and supervisory training needed to assist them in job advancement.

j. Associate in Science in Information Technology Security

The Associate in Science in Information Technology Security degree shall be awarded upon completion of **63 semester credit hours**. The purpose of the program is to prepare students to enter the workforce as information technology security professionals.

k. Associate in Science in Internet Security Services Technology

The Associate in Science in Internet Services Technology degree shall be awarded upon completion of **63 semester credit hours**. The purpose of the program is to prepare students to enter the workforce as Internet specialists.

l. Associate in Science in Networking Services Technology

The Associate in Science in Networking Services Technology degree shall be awarded upon completion of **63 semester credit hours**. The purpose of this program is to prepare students to enter the workforce as networking specialists.

m. Associate in Science in Nursing (R.N.)—Generic Track, Licensed Practical Nurse and Paramedic Track

An Associate in Science in Nursing degree is awarded upon the completion of the AS in Nursing (R.N.) (Generic Track) Program which consists of **72 semester credit hours**. This program is designed to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion of this program, the graduate is eligible to apply 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.

An Associate in Science in Nursing (R.N.) Degree is awarded upon completion, by Licensed Practical Nurses or Paramedics, of 72 semester credit hours. This program is designed to allow an entry point into the Associate

degree in Nursing Program for the Licensed Practical Nurse or the Paramedic. Upon successful completion of this Program, the graduate 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, Chapters 464.008 and 464.018.

n. Associate in Science in Office Administration

The Associate in Science in Office Administration degree is awarded upon completion of **63 semester credit hours**. This program prepares students for employment as office systems managers, administrative secretaries and executive office administrators or provides supplemental training for a person previously or currently employed in these occupations. This program also contains a word-information processing option.

o. Associate in Science in Office Administration—Legal Office Systems Specialization

The Associate in Science in Office Administration—Legal Specialization degree will be awarded upon completion of **63 semester credit hours**. The purpose of the program is to prepare students for employment as legal office systems managers, legal administrative secretaries, executive office administrators in legal settings or to provide supplemental training for persons previously or currently employed in these occupations.

p. Associate in Science in Paralegal Studies

The Associate in Science in Paralegal degree shall be awarded upon completion of **64 semester credit hours**. This program is designed to prepare students for employment as paralegal assistants in law offices, government agencies, corporations, financial institutions, and title insurance companies. This program is also designed to provide supplemental training for persons already employed as paralegal assistants.

q. Associate in Science in Radiography

The Associate in Science in Radiography degree will be awarded upon the completion of **77 semester credit hours**. This program is designed to prepare students to become skilled members of health care teams. The student will learn to provide the patient care and technical expertise necessary to create an x-ray image used by the physician.

Associate in Applied Science Degree

The Associate in Applied Science (A.A.S.) degree will be awarded upon the satisfactory completion of a planned program of study comprised of the standard length established, including demonstration of the attainment of predetermined performance standards. The individual must complete the 15 hour core program for the A.A.S. 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 of not less than 2.0 or "C" must be achieved by graduation. Students who wish to transfer credits from any A.A.S. Degree at PHCC to another institution must accept the responsibility for securing approval in advance from that institution.

Associate in Applied Science Degrees are offered in the following areas:

a. Associate in Applied Science in Business Administration

The Associate in Applied Science in Business Administration degree is awarded upon completion of **64 semester credit hours**. The purpose of the program is to prepare students for employment for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in business occupations.

b. Associate in Applied Science in Criminal Justice Technology

The Associate in Science in Criminal Justice Technology degree shall be awarded upon completion of **64 semester credit hours**. This program provides a professional background to those preparing for careers in law enforcement, corrections, and private security.

Associated Certificate Programs, A.S. Degree

Please see program pages for descriptions.

Business Management
AutoCad Foundations
Business Operations
Business Operations—eBusiness
Business Management—eBusiness
Business Specialist
Business Specialist—eBusiness
Computer Programming
Computer Programming Specialist
eBusiness Security
Geographical Information Systems
Human Services Assistant
Information Technology Administration
Information Technology Management
Information Technology Technician
Marketing Operations
Office Management
**Office Management—Legal Office Systems
Specialization**
Office Specialist
Office Support
Paramedic
Web Development Specialist

Technical Certificate Programs

The Technical Certificate will be awarded upon satisfactory completion of a planned 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 at PHCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved in the program courses by graduation. Some Technical Certificate Programs are open-entry.

a. Technical Certificate Program—Applied Welding Technologies

This specialized program is designed 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.

b. Technical Certificate Program—Correctional Officer

The purpose of this **18.40 technical credit hour 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.

c. Technical Certificate Program—Cross-Over Corrections To Law Enforcement

The purpose of this **17.64 technical credit hour program** is to train students who want dual certification in Basic Law Enforcement and Basic Corrections. The program is designed for students who already have completed a Correctional Officer program satisfactorily.

d. Technical Certificate Program—Dental Assisting

This **24 technical credit hour program** is designed to prepare students for employment as dental assistants and dental auxiliaries. The program meets the standards of the Florida Board of Dentistry. Graduates of the program are eligible for employment as dental assistants with expanded functions and radiography skills.

e. Technical Certificate Program—Health Unit Coordinator

This **16.67 technical credit hour program** is designed to prepare students 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.

f. Technical Certificate Program—Law Enforcement Officer

This **25.67 technical credit hour program** provides job-related training at the entry level to candidates for law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.

g. 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. The program is designed for students who already have satisfactorily completed a Law Enforcement/ Basic Recruit program.

h. Technical Certificate Program—Medical Administrative Specialist

The purpose of this **35 technical credit hour 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.

i. Technical Certificate Program—Nursing Assistant (Long Term Care)

The purpose of this **4 technical credit hour program** is to provide the knowledge and skills required to pass the written and skills portion of the State of Florida Certified Nursing Assistant (CNA) exam and enter the workforce as a CNA in a health care facility. Students, who successfully complete this program, are eligible to take the state exam.

j. Technical Certificate Program—Phlebotomy

The purpose of this **5.5 technical credit hour program** is to prepare students to work as phlebotomists. Students can work in hospitals, doctors' offices, nursing homes, and other health care facilities.

k. Technical Certificate Program—Practical Nursing

This **45 technical credit hour program** is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies as practical nurses and is approved by the Florida State Board of Nursing. Upon satisfactory completion of the prescribed course work, a graduate is eligible to apply 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.

Advanced Technical Certificates

The Advanced Technical Certificate (ATC) will be awarded upon the satisfactory completion of a program of instruction of at least nine (9) credit hours but less than 45 credit hours of college credit courses. An Advanced Technical Certificate is available only to students who have already received an Associate in Science Degree and who are seeking an advanced specialized planning program of study to supplement the Associate in Science Degree.

The following ATC is offered:

a. The Care of the Monitored Patient

The purpose of this Advanced Technical Certificate program is to provide the Associate in 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 to prepare the student for monitored area in which nurses are in high demand.

Applied Technology Diploma

An Applied Technology Diploma (ATD) consisting of a course of study that is part of an Associate in Science (AS) or an Associate in Applied Science degree (AAS), is less than 60 credit hours, and leads to employment in a specific occupation shall be awarded to students who have met the requirements of that diploma. An Applied Technology Diploma program may consist of either technical credit or college credit.

a. Emergency Medical Technician

This **11 credit hour program** prepares students for employment as emergency medical technicians to function at the basic pre-hospital level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMTs in accordance with Chapter 64E-2 of the Florida Administrative Code. The program is approved by the Department of Health, Bureau of Emergency Medical Services and the curriculum adheres to the U.S. Department of Transportation Emergency Medical Technician Basic National Standard Curriculum. This is the initial level for a career in emergency medical services and the prerequisite for paramedic training and certification.

b. Medical Coder

This **33 technical credit hour program** is designed to prepare students for employment as coders, medical record coders, coding technicians, coding clerks, or coder specialists. The program includes instruction in medical terminology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, and employability skills.

c. Medical Record Transcribing

This **40 technical credit hour program** is designed to prepare students for employment as medical record transcriptionists in hospitals, for private physicians, and as independent contractors. The program includes instruction for advanced keyboarding skills, medical terminology, health care delivery systems, basics of medical records services, legal and ethical responsibilities, and employability skills.

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, 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, Computer Information System Analysis, Computer Programming and Analysis, Criminal Justice Technology, Dental Hygiene, Drafting & Design Technology,

Emergency Medical Services, Human Services, Internet Services Technology, Legal Assisting, Marketing Management, Networking Services Technology, Nursing, Office Administration, or Radiography.

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 Workforce Development or a PHCC academic advisor.

Educator Preparation Institute

Approved by the Florida Department of Education, the Educator Preparation Institute is for students who currently hold a baccalaureate or higher degree (non-education major). Admittance into the program is contingent upon receiving a Status of Eligibility letter from the Florida Department of Education verifying the student's eligibility to teach in the State of Florida. Upon successful completion of a planned program of 21 institutional credits and upon passing the General Knowledge, Professional Educator and Subject Area tests, students will be eligible to apply for a Professional Teaching Certificate from the State of Florida.

Course Transferability

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.

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. An advisor will assist in providing information about courses normally accepted for transfer within programs at a particular university or four-year college.

General Education Development (GED) Preparation

Students who do not have a state high school diploma are eligible to enroll in the GED Prep program if they are 18 years of age or older, if they are U.S. citizens or have a valid Resident Alien Card, and if they are not registered in a state high school. The GED Prep program offers students the opportunity to obtain the necessary skills required to complete the GED test successfully and earn a state high school equivalency diploma. Students are able to work individually or with the assistance of a GED tutor to gain the knowledge required to pass the test. GED prep instruction is offered in the Learning Laboratory, which is located in the library at each campus.

A computer-based program provides tutorials in the general education subjects of writing, social studies, science, literature, and mathematics. Interested students should contact the Learning Laboratory on their campus. There are no charges for this program.

PHCC is an official GEDTest Site.

Continuing Education

PHCC will provide Continuing Education non-credit courses as 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 Director of Continuing Education at the West Campus.

Continuing Education 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 in accordance with the fee structure established by the District Board of Trustees.

Corporate Training

These courses are designed to meet the incumbent workforce training needs of area employers. Courses are customized to meet the specific needs of individual organizations and can be delivered onsite. The emphasis is on enhancing employees' knowledge and skills in order to maintain or advance their careers. Both classroom-based and online course formats are available.

Fees are determined based on the cost of instruction in accordance with the fee structure established by the District Board of Trustees.

Lifelong Learning Courses

These courses are designed to improve competencies in areas other than work or to enhance an individual'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.

Encore Academy

PHCC believes that students of any age should have access to higher education and promotes the concept of lifelong learning. Encore Academy focuses on serving adults age 50 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.

Encore Academy offers residents the opportunity to become a member for \$175 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 for \$125 per term. There are many benefits to membership. Some of those benefits include such privileges as:

1. free enrollment in any three-credit college-credit or technical credit-hour class per academic year on a space-available basis, excluding lab or special fees.

2. free enrollment in any single non-credit class, up to eight contact hours, per fall or spring term, excluding lab or special fees. The member may enroll in an additional 24 contact hours, fall or spring term, if the member does not plan to enroll in any three-credit college or technical class per academic year as listed in Item 1 above. Online classes are excluded.
3. admittance to 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.

Encore Academy has several conditions of enrollment and/or deadlines that apply to its membership agreement. Residents are encouraged to contact the academy liaison at the New Port Richey West Campus at 727-816-3439 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 may be available. 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 Spring Term 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.

Prior to the award of an Associate in Arts Degree, a student at the College must fulfill the communication and computation requirements of the Gordon Rule by successfully completing the following courses with a grade of "C" or higher:

1. Six (6) credit hours consisting of ENC 1101, English Composition I, and ENC 1102, English Composition II, or a course equivalent to ENC 1102, English Composition II.
2. Three (3) credit hours of humanities course work.
3. Three (3) credit hours of social and behavioral sciences course work.
4. Six (6) credit hours of mathematics course work at the level of MAC 1105, College Algebra, or higher.

Courses equivalent to ENC 1102, English Composition II, humanities, and social and behavioral sciences courses that fulfill the Gordon Rule communication requirement are identified under the General Education Requirements for the Associate in Arts Degree Program section of the College's Catalog and Student Handbook.

Mathematics courses, MAC 1105, College Algebra, and higher, that fulfill the Gordon rule computation requirement are identified under the General Education Requirements for the Associate in Arts Program section of the College's Catalog and Student Handbook.

Course descriptions for all courses that fulfill the Gordon Rule communication and computation requirements will include a statement indicating that the course satisfies the Gordon rule and that a grade of "C" or higher must be attained. These course descriptions are contained in the College's Catalog and Student Handbook.

Gordon Rule Writing Intensive Courses

Pasco-Hernando Community College's faculty have established the following rationale for identifying writing intensive courses that may be used to satisfy the college-level communication portion of the Gordon Rule:

A writing-intensive course is a content specific course that has as major instructional, learning and assessment objectives, a substantial discipline based writing component that consists of instructor assessed college level writing assignments. College-level writing exhibits critical and analytical skills to discuss a topic; presents paragraphs that are focused, developed, organized, coherent, and unified; expresses ideas in complete, clear, well-structured sentences; and enhances ideas through discipline-appropriate diction, conventions, and rhetorical strategies. In a writing-intensive course, students are expected to produce a substantial amount of disciplined-based writing of which the majority is assessed by faculty towards refining college-level writing skills in a specific discipline.

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 ten semester hours) at the postsecondary level.

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

Examination	Minimum Score	Maximum Credit
French	62	8
	50	4
German	63	8
	50	4
Spanish	66	8
	50	4

Students who received Associate in Arts Degrees before September 1, 1989, or who enrolled in a program of studies leading to an Associate's Degree from a Florida community college before 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 for those students whose placement test scores indicate that they need to review skills and concepts in English, reading and/or mathematics prior to participating in college-level courses in those areas. Instruction in these classes may include, but not be limited to, both instructor-centered and computer-based activities. To satisfy mandated exit requirements, students who are enrolled in Elementary Algebra, Reading II, and Writing II must pass both their classwork and the Florida College Basic Skills Exit test. **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 Student Development offices on each campus.

Criminal Justice Standards and Training Commission

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.

Sixteen hours of credit may be granted toward the A.A.S. degree in Criminal Justice Technology for students who pass the Florida Law Enforcement Certification Examination. Under this provision, credit will be awarded for CJL 2100 Criminal Law, CJE 2601 Introduction to Criminal Investigation, CJE 1000 Introduction to Law Enforcement, CJE 1300 Police Organization and Administration, CJE 1500 Police Operations, and SLS 2401 Career Enhancement.

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

- Be declared and enrolled in the PHCC A.A.S. degree program in Criminal Justice and complete 15 credits in the program and
- Interested students should contact an advisor to begin the process. Complete a Petition for Law Enforcement Credit (ILE-8), attach all required documentation and submit the form to the Director of Law Enforcement programs.

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

This program is located at the East Campus. This facility offers training programs for law enforcement agencies throughout Pasco and Hernando counties. 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 the appropriate 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, social science, 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.

General Education Student Learning Outcomes

The general education curriculum at Pasco-Hernando Community College provides students with varied opportunities to integrate knowledge, skills, abilities, and attitudes that are essential for the personal, intellectual, and professional enrichment. The College's general education curriculum assures breadth that cannot be found in any specific discipline. It exposes all degree-seeking students to a diversity of disciplines.

A student learning outcome is a statement of what a student should understand and be able to do as a result of what he or she learned in a course or program of study. The College's General Education Student Learning Outcomes are:

Communications: Students will display effective reading, writing, speaking, listening, and non-verbal communication skills.

Critical Thinking. Students will think creatively, logically, critically, and reflectively to analyze, synthesize use, and evaluate information.

Scientific and Quantitative Reasoning. Students will apply scientific inquiry and quantitative reasoning to solve problems.

Information Literacy and Technological Fluency. Students will demonstrate the fluent use of technology to locate, organize, analyze, and document information from a variety of resources.

Cultural Literacy and Global Awareness. Students will develop a critical understanding of the social, behavioral, cultural, ethical, global, and historical processes that define human diversity.

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 (FCEP) so that they can be advised and placed in the proper communication and computation courses.

General Education Requirements for the AA Program

AREA I.

Communications9 Semester Credit Hours

The following course is required for all students:

* #ENC 1101 English Composition I 3

Select one of the following courses:

* AML 2010 American Literature: Exploration to the Late 19th Century 3

* AML 2020 American Literature: The Late 19th Century Through the Modern Era 3

* ENC 1102 English Composition II 3

* ENG 2103 World Cinema 3

* ENG 2670 Conflict and Nonviolent Resolutions in Film 3

* ENL 2012 British Literature: The Middle Ages Through the Late 18th Century 3

* ENL 2022 British Literature: The Late 18th Century Through the Modern Era 3

* ENL 2330 Introduction to Shakespeare 3

* LIT 2110 World Literature: The Ancient World Through the Renaissance 3

* LIT 2120 World Literature: The Renaissance Through the Modern Era 3

* LIT 2203 Poetry, Peace and Social Justice 3

* LIT 2380 Women in Literature 3

The following course is required for all students:

* SPC 2600 Introduction to Public Speaking 3

AREA II.

Mathematics.....6 Semester Credit Hours

Select two of the following courses:

* MAC 1105 College Algebra 3

* MAC 1147 Precalculus Algebra/Trigonometry 5

* MAC 2233 Applied Calculus 4

* MAC 2311 Calculus and Analytic Geometry I 5

* MAC 2312 Calculus and Analytic Geometry II 5

* MAC 2313 Calculus and Analytic Geometry III 5

* MAP 2302 Differential Equations 3

* MGF 1106 Mathematics for Liberal Arts I 3

* MGF 1107 Mathematics for Liberal Arts II 3

* MTG 2206 College Geometry 3

* STA 2023 Introduction to Statistics 3

AREA III.

Natural Sciences.....6 Semester Credit Hours

Select courses from either Option One or Option Two.

Option One. Choose one three- or four-semester credit hour course from Category A and one three or four semester credit hour course from Category B. This option is usually selected by students who do not intend to major in the natural sciences, engineering or health related professions. Some courses have a corequisite laboratory. Courses with the suffix of C, such as BOT 1010C Botany, have the lecture and laboratory combined in one course.

Category A

BOT 1010C Botany 4

BSC 1005 Introduction to Biology 3

BSC 1020 Human Biology 3

BSC 1050 Introduction to Environmental Science 3

BSC 1085 Human Anatomy and Physiology I (3) and

BSC 1085L Human Anatomy and Physiology I

Laboratory (I) 4

BSC 1312 Marine Biology 3

BSC 2010 Biology I (3) and BSC 2010L Biology I

Laboratory (I) 4

MCB 2010 Microbiology (3) and MCB 2010L

Microbiology Laboratory (I) 4

OCE 2001 Oceanography 3

Category B

AST 1002 Introduction to Astronomy 3

CHM 1020 Chemistry in Your Life 3

CHM 1025 Introduction to College Chemistry (3)

and CHM 1025L Introduction to College

Chemistry Laboratory (I) 4

CHM 2045 General Chemistry and Qualitative Analysis I

(3) and CHM 2045L General Chemistry and

Qualitative Analysis I Laboratory 4

GLY 2010 Introduction to Geology 3

MET 2010 Introduction to Meteorology 3

PHY 1053 General Physics I (3) and PHY 1053L

General Physics I Laboratory (I) 4

PHY 2048C Physics I with Calculus 4

PSC 1311 Survey of the Physical Sciences 3

PSC 1341 Introduction to the Physical Sciences 3

Option Two. Choose two courses with their corequisite laboratories. Both the course and corresponding laboratory course must be passed to receive credit in Option Two. This option is usually selected by students who intend to major in the natural sciences, engineering or health related professions. Courses with the suffix of C, such as BOT 1010C Botany, have the lecture and laboratory combined in one course.

BOT 1010C	Botany	4
BSC 1085	Human Anatomy and Physiology I (3) and BSC 1085L Human Anatomy and Physiology I Laboratory (1)	4
BSC 1086	Human Anatomy and Physiology II (3) and BSC 10865L Human Anatomy and Physiology II Laboratory (1)	4
BSC 2010	Biology I (3) and BSC 2010L Biology I Laboratory (1)	4
BSC 2011	Biology II (3) and BSC 2011L Biology II Laboratory (1)	4
CHM 1025	Introduction to College Chemistry (3) and CHM 1025L Introduction to College Chemistry Laboratory (1)	4
CHM 2045	General Chemistry and Qualitative Analysis I (3) and CHM 2045L General Chemistry and Qualitative Analysis I Laboratory (1)	4
CHM 2046	General Chemistry and Qualitative Analysis II (3) and CHM 2046L General Chemistry and Qualitative Analysis II Laboratory (1)	4
CHM 2210C	Organic Chemistry I	5
CHM 2211C	Organic Chemistry II	5
MCB 2010	Microbiology (3) and MCB 2010L Microbiology Laboratory (1)	4
PHY 1053	General Physics I (3) and PHY 1053L General Physics I Laboratory (1)	4
PHY 1054	General Physics II (3) and PHY 1054L General Physics II Laboratory (1)	4
PHY 2048C	General Physics I with Calculus	4
PHY 2049C	General Physics II with Calculus	4

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area III requirement. Courses must begin with the following prefixes: AST, BOT, BSC, CHM, GLY, MCB, MET, OCE, PHY, or PSC. The credit hour and laboratory requirements noted above must still be met.

AREA IV.

Social and Behavioral Sciences....6 Semester Credit Hours

Select two of the following courses:

* AMH 2010	History of the United States	3
* AMH 2020	History of the United States II	3
* AMH 2051	War and Society	3
* AMH 2070	History of Florida	3
* AMH 2090	History of Women in the United States	3
* AMH 2091	Black American History	3
* AMH 2062	History of the South	3
* AMH 2445	History of the American West	3
* AMH 2540	United States Military History	3
* ANT 2000	Introduction to Anthropology	3
* ANT 2100	Introduction to Archaeology	3
* ANT 2410	Introduction to Cultural Anthropology	3
* ANT 2511	Introduction to Physical Anthropology	3

* CLP 2140	Abnormal Psychology	3
* DEP 2002	Child Psychology	3
* DEP 2004	Lifespan Development	3
* DEP 2302	Adolescent Psychology	3
* DEP 2402	Psychology of Adulthood and Aging	3
* ECO 2013	Principles of Macroeconomics	3
* ECO 2023	Principles of Microeconomics	3
* EDP 2002	Educational Psychology	3
* EUH 1000	Western Civilization I	3
* EUH 1001	Western Civilization II	3
* GEA 2000	World Regional Geography	3
* GEA 2210	Geography of North America	3
* INR 2002	World Perspectives: An Introduction to International Relations	3
* ISS 2160	Contemporary Ethnic Diversity Issues	3
* ISS 2263	Psychosocial Aspects of the Holocaust	3
* POS 2041	American Federal Government	3
* POS 2112	State and Local Government	3
* PPE 2001	Introduction to Personality	3
* PSY 1012	Introduction to Psychology	3
* SOP 2640	Consumer Psychology	3
* SOP 2721	Cross-Cultural Psychology	3
* SOP 2772	Human Sexuality	3
* SYG 1361	Death in America	3
* SYG 1420	Families in Transition	3
* SYG 2000	Introduction to Sociology	3
* SYG 2010	Social Problems	3
* SYG 2221	Women in American Society	3
* SYG 2430	Marriage and the Family	3
* SYG 2809	Gender Violence in Global Perspectives	3
* SYO 2200	Sociology of Religion	3

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area IV requirement. Courses must begin with the following prefixes: AMH, ANT, CLP, DEP, ECO, EDP, EUH, GEA, INR, ISS, POS, PPE, PSY, SOP, SYG, or SYO. The credit hour requirement noted above must still be met.

AREA V.

Humanities.....6 Semester Credit Hours

Select two of the following courses:

* ARH 1000	Art Appreciation	3
* DAN 2100	Dance in Art and Education	3
* HUM 1020	Introduction to Humanities	3
* HUM 2210	Humanities: The Ancient World to the Middle Age	3
* HUM 2230	Humanities: The Renaissance to the Modern Day	3
* MUL 1110	Music Appreciation	3
* PHI 1630	Applied Ethics	3
* PHI 1010	Introduction to Philosophy	3
* PHI 2100	Introduction to Logic	3
* REL 2000	Introduction to Religion	3
* REL 2300	World Religions	3
* THE 2010	Survey of Drama I: Ancient Greece to the Early Renaissance	3
* THE 2011	Survey of Drama II: High Renaissance to the Present	3
* THE 2020	Introduction to Theatre	3

AREA VI

Information Literacy and Technological Fluency

.....3 Semester Credit Hours

The following course is required for all students:

#CGS 1100 Microcomputer Applications 3

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

#Students are encouraged to enroll in ENC 1101, English Composition I, and CGS 1100, Microcomputer Applications, during the first term of their enrollment at the College.

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.

All students must satisfy all college preparatory requirements before completing 12 credit hours. 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

University Parallel Programs

Please view options for A.A. pre-majors in a wide variety of programs online at www.phcc.edu. These A.A. pre-majors are designed to assist students with accurately planning for your transfer to a university. Students are strongly encouraged to schedule regular advising appointments to discuss their A.A. pre-major progression.

PHCC provides programs of instruction consisting of college credit courses offered to freshmen and sophomores pursuing baccalaureate programs. The Associate in Arts degree shall be awarded upon the satisfactory completion of a planned program of 60 college credits, unless otherwise provided by law, after demonstration of the attainment of predetermined and specified performance requirements. The State of Florida has identified Common Prerequisites for all majors within the university programs.

Some majors have no common prerequisites while others have very specific prerequisites. This will require students to

make the appropriate course choices to satisfy the 36 hour General Education requirement as well as the remaining 24 hours needed to complete the Associate in Arts degree.

Students need to meet with their advisor to be certain that they meet the specific requirements of the institutions to which they plan to transfer. Student Services has current, detailed information regarding common prerequisites for baccalaureate degrees in the State University System (SUS). The following is a complete listing of all the programs of study within the SUS that prepare students for the baccalaureate degree. Please see your advisor for assistance with your academic planning.

Agribusiness & Agriculture

Course Information & Substitutes to Agriculture & Other Programs

Agricultural Business/Operations
Agriculture (Food and Resource) Economics

Landscape Operations & Management

Agriculture Science

Animal Science

Dairy Science

Poultry Science

Food Science & Technology—3 Tracks

Food Science (Track 1 of 3)

Food Science & Human Nutrition-Dietetics
(Track 2 of 3)

Nutritional Sciences (Track 3 of 3)

Plant Sciences

Agronomy & Crop Science

Horticulture Science

Soils Science

Architecture & Construction

Architecture & Environment Design

Architecture

Design in Architecture Studies

Construction/Building Technology—

Universities Separate

FAMU—Construction/Building Technology

FIU—Construction/Building Technology

UF and UNF—Construction/Building Technology

Area & Ethnic Studies

American Studies (USA)

Asian Studies

Russian & East European Studies

Latin American Studies

African-American (Black) Studies

Jewish Studies

Women's Studies

Mass Communications & Rhetoric

Communication (Mass)

Advertising

Journalism

Magazine Production

Public Relations & Organizational Communication

Radio & TV Broadcasting

Rhetorical Speech & Communication

Computer & Info Sci, & Computer Engineering

Computer & Information Science—3 Tracks

Computer Sciences (Track 1 of 3)

Computer & Information Sciences (Track 2 of 3)

Computer Information Systems (Track 3 of 3) FAU only
 Information Sciences (Track 3 of 3) UNF only
 Information Sciences & Systems
 Computer Engineering–2 Tracks
 Computer Engineering (Track 1 of 2)
 Computer & Information Engineering (Track 2 of 2)

Education

Special Education, General
 Education of the Emotionally Handicap
 Education of the Mentally Handicapped
 Education of Blind & Visually Handicapped
 Education of Specific Learning Disabled
 Elementary Teacher Education
 Junior High/Middle School Teacher Education–6 Tracks
 Middle Grade Math/Middle Grade Science Ed
 (Track 1 of 6)
 Middle Grade English/Middle Grade Social Science Ed
 (Track 2 of 6)
 Middle Grade Math/Middle Grade English Ed
 (Track 3 of 6)
 Middle Grade Math/Middle Grade Social Science Ed
 (Track 4 of 6)
 Middle Grade Science/Middle Grade English Ed
 (Track 5 of 6)
 Middle Grade Science/Middle Grade Social Science Ed
 (Track 6 of 6)
 Pre-Elementary/Early Childhood Teacher Education
 Agricultural Teacher Education (Vocational)
 Art Teacher Education
 Business Teacher Education (Vocational)
 English Teacher Education
 Foreign Languages Teacher Education
 Health Teacher Education
 Home Economics Teacher Education (vocational)
 Mathematics Teacher Education–2 Tracks
 Secondary Mathematics Education (Track 1 of 2)
 Junior High/Middle School Mathematics Education
 (Track 2 of 2)
 Music Teacher Education
 Physical Education Teaching & Coaching
 Science Teacher Education–5 Tracks
 Biology Teacher Education (Track 1 of 5)
 Chemistry Teacher Education (Track 2 of 5)
 Earth/Space Teacher Education (Track 3 of 5)
 Physics Teacher Education (Track 4 of 5)
 Middle Grades Science Teacher Education (Track 5 of 5)
 Social Sciences Teacher Ed (History, Social Science,
 Economics, & Political Science)
 Trade & Industrial Teacher Education (Vocational)–3 Tracks
 Vocational Industrial Education (Track 1 of 3)
 Occupational Specialist Training Education (Track 2 of 3)
 Technical Education (Track 3 of 3)
 Secondary Science/Math Teacher Education
 Dance Education–B.A. (Track under dance)
 Drama Education

Engineering & Engineering Technology

Course Information & Tenants for Engineering
 Course Information & Substitutes for Engineering
 Engineering, General
 Aerospace Engineering
 Agricultural Engineering (The Program)

Agricultural Engineering–2 Tracks
 Biological Systems Mgmt. & Environmental
 Sys. Mgmt. (Track 1 of 2)
 Production Management, Manufacturing & Process
 (Track 2 of 2)
 Chemical Engineering
 Civil Engineering
 Electrical, Electronics Engineering
 Engineering Science
 Environmental Health Engineering
 Industrial/Manufacturing Engineering
 Materials Engineering
 Mechanical Engineering
 Nuclear Engineering
 Coastal & Ocean Engineering
 Industrial 7 Systems Engineering
 Engineering Technology
 Civil Technology
 Electronic Engineering Technology
 Mechanical Engineering–Related Technology
 Engineering Technology, General–3 Tracks
 Electrical Track (Track 1 of 3)
 Construction Track (Track 2 of 3)
 Manufacturing Track (Track 3 of 3)
 Surveying

Foreign Languages

Foreign Language, Multiple
 Linguistics
 East Asian Language/Literature
 Russian
 German
 French
 Italian
 Portuguese
 Spanish
 Classics & Classical Language
 Greek, Classical
 Latin

Legal Assisting

Legal Assisting

Letters

English, General

Liberal/General Studies

Liberal Arts & Sciences
 Independent Studies
 Humanities
 New College

Life Sciences & Environmental Studies

Life Sciences
 Biology, General
 Biochemistry
 Botany, General
 Plant Pathology
 Microbiology/Bacteriology
 Ecology (Limnology)
 Marine/Aquatic Biology
 Zoology
 Entomology
 Environmental Science–Universities Separate

FIU–Environmental Science, B.A. Program
FIU–Environmental Science, B.S. Program
UF–Environmental Science, B.A. Program
UF–Environmental Science, B.S. Program
USF–Environmental Science and Policy, B.S. Program
UWF–Environmental Studies/Natural Science Option,
B.S. Program
UWF–Environmental Studies/Policy Option,
B.S. Program

Mathematics & Statistics

Mathematics, General
Applied Math/Math Sciences
Statistics

Parks & Recreation

Parks, Recreation, Leisure & Fitness
Parks & recreation Management–5 Tracks
Therapeutic Recreation (Track 1 of 5)
Leisure Services–Professional (Track 2 of 5)
Leisure Services Management (Track 3 of 5)
Recreation Program Delivery (Track 4 of 5)
Natural Resources (Track 5 of 5)
Exercise Science/Wellness

Philosophy & Religion

Philosophy, Religion, Theology
Philosophy
Religious Studies
Philosophy & Religion

Physical Sciences

Radiation Physics
Astronomy
Atmospheric Science & Meteorology
Chemistry
Chemical Sciences
Geology
Physics
Forensic Science

Psychology

Psychology, General
Social Psychology

Criminal Justice

Protective Services
Criminal Justice Studies

Public Administration & Social Work

Public Administration and Services
Public Administration
Social Work, General

Social Sciences

Social Sciences, General
Anthropology
Economics–2 Tracks
Economics–Social Sciences (Track 1 of 2)
Economics–Business (Track 2 of 2)
Geography
History
International Relations
Political Science & Government
Sociology

Visual & Performing Arts

Dance–2 Tracks
Dance–B.A. (Track 1 of 2)
Dance–B.F.A. (Track 2 of 2)
Graphic Design
Interior Design–Universities Separate
FIU–Interior Design
FSU–Interior Design
UF–Interior Design
Dramatic Arts
Motion Picture, TV, Recording Arts
Motion Picture & TV Technology
Art, General
Studio/Fine Art
Art History & Appreciation
Graphics Arts Technology–2 Tracks
Photography (Track 1 of 2)
Printing Production (Track 2 of 2)
Music, General
Music History & Appreciation
Music Performance
Music Composition
Jazz Studies
Music/Music Theory

Health Professions & Related Science

Speech Pathology & Audiology
Health Services Administration
Health Information Management
Respiratory Therapy
Medical Technology
Nursing
Pharmacy–(Pharm D)—Universities Separate
Pharmacy–(Phar D) FAMU only
Pharmacy–(Phar D) UF only
Occupational Therapy
Radiological Sciences–UCF only
Vocational Rehab Counseling
Dietetics/Nutritional Services

Business & Management

Business, General
Business Administration & Management
Accounting
Business Managerial Economics
Finance, General
Financial Services
Insurance & Risk Management
Hospitality Administration/Management–
Universities Separate
FIU–Hospitality Administration/Management
FSU and UCF–Hospitality Administration/Management
Human Resources Management
International Business Management
Management Info Systems/Business/Data Processing
Management Science
Business Marketing Management
Real Estate
Transportation Management

One-Institution Programs

- Forest Resources & Conservation—3 Tracks
 - Forest Resources & Conservation (Track 1 of 3)
 - Natural Resources Conservation (Track 2 of 3)
 - Wildlife Ecology and Conservation (Track 2 of 3)
- Urban & Regional Planning
- Landscape Architecture
- Home Economics, General
- Human Resource Development
- Home & Family Life—2 Tracks
 - Family & Child Science (Track 1 of 2)
 - House (Track 2 of 2)
- Textiles & Clothing—3 Tracks
 - Apparel Design Technology (Track 1 of 3)
 - Merchandising (Track 2 of 3)
 - Textiles (Track 3 of 3)
- Environmental Studies Concentration
- Computer Science Concentration, B.A.
- Library Science—Information Studies
- Biological and Physical Sciences—(Track 1 of 17) UNF only
 - Biology and Chemistry (Track 2 of 17) UWF only
 - Biology and Computer Science (Track 3 of 17) UWF only
 - Biology and Earth Science (Track 4 of 17) UWF only
 - Biology and Mathematics (Track 5 of 17) UWF only
 - Biology and Physics (Track 6 of 17) UWF only
 - Chemistry and Computer Science (Track 7 of 17) UWF only
 - Chemistry and Earth Science (Track 8 of 17) UWF only
 - Chemistry and Mathematics (Track 9 of 17) UWF only
 - Chemistry and Physics (Track 10 of 17) UWF only
 - Computer Science and Earth Science (Track 11 of 17) UWF only
 - Computer Science and Mathematics (Track 12 of 17) UWF only
 - Computer Science and Physics (Track 13 of 17) UWF only
 - Earth Science and Mathematics (Track 14 of 17) UWF only
 - Earth Science and Physics (Track 15 of 17) UWF only
 - Mathematics and Physics (Track 16 of 17) UWF only
 - Earth Systems Science Concentration (Track 17 of 17) FGCU only
- Interdisciplinary Natural Sciences
- Gerontology
- Independent/Interdisciplinary Studies—3 Tracks
 - Environmental Management (Track 1 of 3)
 - Waste Management & Utilization & Land Water Management (Track 2 of 3)
 - Economics and Policy Specialization (Track 3 of 3)
- Human Services, B.S.
- Music Therapy
- Radiologic (Med) Tech
- Health Science—7 Tracks
 - Community Health (Track 1 of 7)
 - Health Administration (Track 2 of 7)
 - Nutrition & Dietetics (Track 3 of 7)
 - Addictions Studies (Track 4 of 7)
 - Physical Therapy (Track 5 of 7)
 - B.S. in Health Sciences (Track 6 of 7)
 - Rehabilitative Services (Track 7 of 7)

Associate in Science/Associate in Applied Science Degree Programs

The Associate in Science (AS) and Associate in Applied Science (AAS) degree programs prepare students for employment in selected fields. A certificate may be awarded in some programs after one year or less of prescribed work. These programs are intended to prepare the student for employment after graduation—not for university transfer. 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 to an associated certificate. 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 AS to BS/BA Degree Programs.

Listing of AS, AAS and Associated Certificate Programs

PHCC is authorized to award the Associate in Science (AS) Degree, Associate in Applied Science (AAS) 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 General Education courses 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, other than Credit-by-Exam, CLEP, or Advanced Placement, must be earned in residence 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 in an AS Degree or an AAS 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 AS/AAS Degrees and Associated Certificate programs offered at PHCC are as follows:

Associate in Applied Science (AAS) Degree in:

Business Administration

Criminal Justice Technology

Associate in Science (AS) Degree in:

Biotechnology
Business Administration
eBusiness Technology

Associated Certificate Program in:

Business Management
Business Operations
Business Specialist

Associated Certificate Program in:

eBusiness Management
eBusiness Operations
eBusiness Specialist

Computer Programming	Computer Programming and Analysis Computer Programming Specialist
Dental Hygiene	
Drafting and Design Technology	AutoCAD Foundations
Emergency Medical Services	Paramedic
Human Services	
Information Technology Security	eBusiness Security
Internet Services Technology	Information Technology Administration Web Development Specialist
Paralegal Studies	
Networking Services Technology	Marketing Operations Information Technology Management Information Technology Technician
Nursing, with the:	
Generic Track	
Licensed Practical Nurse Track	
Paramedic Track	
Office Administration	Office Management Office Specialist Office Support
Office Administration	Office Management
Legal Specialization	Legal Specialization
Radiography	

Applied Technology Diploma

PHCC is authorized to offer the Applied Technology Diploma (ATD). At a community college, the ATD may be offered either for technical credit or for college credit. Students entering an ATD must have a standard high school diploma or a GED. The purpose of the ATD is to allow the student to gain advanced standing toward an AS degree. When the ATD program articulates into an AS degree, the credit awarded will be college credit. These AS degrees may be offered at any community college. With the exception of EMT, students entering the program must take the Test of Adult Basic Education (TABE) and achieve the state-designated scores in order to receive their certificate. The Emergency Medical Technician ATD is offered for college credit at PHCC. Medical Coder and Medical Record Transcribing are also ATDs, but are offered for technical credit.

Applied Technology Diploma in:

Emergency Medical Technician–11 credits toward A.S. Degree in Emergency Medical Services

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.

Associate in Science Degree Program

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 . Required communication courses must each be completed with a grade of “C” or above. At least 25% of the credits toward the degree, 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 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.

General Education Student Learning Outcomes

The general education curriculum at Pasco-Hernando Community College provides students with varied opportunities to integrate knowledge, skills, abilities, and attitudes that are essential for the personal, intellectual, and professional enrichment. The College’s general education curriculum assures breadth that cannot be found in any specific discipline. It exposes all degree-seeking students to a diversity of disciplines.

A student learning outcome is a statement of what a student should understand and be able to do as a result of what he or she learned in a course or program of study. The College’s General Education Student Learning Outcomes are:

Communications: Students will display effective reading, writing, speaking, listening, and non-verbal communication skills.

Critical Thinking. Students will think creatively, logically, critically, and reflectively analyze, synthesize, use, and evaluate information.

Scientific and Quantitative Reasoning. Students will apply scientific inquiry and quantitative reasoning to solve problems.

Information Literacy and Technological Fluency. Students will demonstrate the fluent use of technology to locate, organize, analyze, and document information from a variety of resources.

Cultural Literacy and Global Awareness. Students will develop a critical understanding of the social, behavioral, cultural, ethical, global, and historical processes that define human diversity.

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 must be achieved prior to graduation.

The General Education requirement for the AS Degree and the AAS Degree is:

AREA I.

Communications.....3 Semester Credit Hours

The following course is required for all students:

* #ENC 1101 English Composition I 3

AREA II.

Social and Behavioral Sciences

.....3 Semester Credit Hours

Select one of the following courses:

AMH 2010	History of the United States I	3
AMH 2020	History of the United States II	3
AMH 2051	War and Society	3
AMH 2070	History of Florida	3
AMH 2090	History of Women in the United States	3
AMH 2091	Black American History	3
AMH 2062	History of the South	3
AMH 2445	History of the American West	3
AMH 2540	United States Military History	3
ANT 2000	Introduction to Anthropology	3
ANT 2100	Introduction to Archaeology	3
ANT 2410	Introduction to Cultural Anthropology	3
ANT 2511	Introduction to Physical Anthropology	3

CLP 2140	Abnormal Psychology	3
DEP 2002	Child Psychology	3
DEP 2004	Lifespan Development	3
DEP 2302	Adolescent Psychology	3
DEP 2402	Psychology of Adulthood and Aging	3
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
EDP 2002	Educational Psychology	3
EUH 1000	Western Civilization I	3
EUH 1001	Western Civilization II	3
GEA 2000	World Regional Geography	3
GEA 2210	Geography of North America	3
INR 2002	World Perspectives: An Introduction to International Relations	3
ISS 2160	Contemporary Ethnic Diversity Issues	3
ISS 2263	Psychosocial Aspects of the Holocaust	3
POS 2041	American Federal Government	3
POS 2112	State and Local Government	3
PPE 2001	Introduction to Personality	3
PSY 1012	Introduction to Psychology	3
SOP 2640	Consumer Psychology	3
SOP 2721	Cross-Cultural Psychology	3
SOP 2772	Human Sexuality	3
SYG 1361	Death in America	3
SYG 1420	Families in Transition	3
SYG 2000	Introduction to Sociology	3
SYG 2010	Social Problems	3
SYG 2221	Women in American Society	3
SYG 2430	Marriage and the Family	3
SYG 2809	Gender Violence in Global Perspectives	3
SYO 2200	Sociology of Religion	3

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area II requirement. Courses must begin with the following prefixes: AMH, ANT, CLP, DEP, ECO, EDP, EUH, GEA, INR, ISS, POS, PPE, PSY, SOP, SYG, or SYO. The credit hour requirement noted above must still be met.

AREA III.

Mathematics and Natural

Sciences3 Semester Credit Hours

Select one of the following courses:

AST 1002	Introduction to Astronomy	3
BOT 1010C	Botany	4
BSC 1005	Introduction to Biology	3
BSC 1020	Human Biology	3
BSC 1050	Introduction to Environmental Science	3
BSC 1085	Human Anatomy and Physiology I (3) and BSC 1085L Human Anatomy and Physiology I Laboratory (1)	4
BSC 1312	Marine Biology	3
BSC 2010	Biology I (3) and BSC 2010L Biology I Laboratory (1)	4
CHM 1020	Chemistry in Your Life	3
CHM 1025	Introduction to College Chemistry (3) and CHM 1025L Introduction to College Chemistry Laboratory (1)	4
CHM 2045	General Chemistry and Qualitative Analysis I (3) and CHM 2045L General Chemistry and Qualitative Analysis I Laboratory (1)	4

CHM 2210C	Organic Chemistry	15
GLY 2010	Introduction to Geology	3
MAC 1105	College Algebra	3
MAC 1147	Precalculus Algebra/Trigonometry	5
MAC 2233	Applied Calculus	4
MAC 2311	Calculus and Analytic Geometry I	5
MAC 2312	Calculus and Analytic Geometry II	5
MAC 2313	Calculus and Analytic Geometry III	5
MAP 2302	Differential Equations	3
MCB 2010	Microbiology (3) and MCB 2010L Microbiology Laboratory (1)	4
MET 2010	Introduction to Meteorology	3
MGF 1106	Mathematics for Liberal Arts I	3
MGF 1107	Mathematics for Liberal Arts II	3
MTG 2206	College Geometry	3
OCE 2001	Oceanography	3
PHY 1053	General Physics I (3) and PHY 1053L General Physics I Laboratory (1)	4
PHY 2048C	General Physics I with Calculus	4
PSC 1311	Survey of the Physical Sciences	3
PSC 1341	Introduction to the Physical Sciences	3
QMB 1001	Business Mathematics	3
STA 2023	Introduction to Statistics	3

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area III requirement. Courses must begin with the following prefixes: AST, BOT, BSC, CHM, GLY, MCB, MET, OCE, PHY, or PSC. The credit hour requirement noted above must still be met.

AREA IV.

Humanities3 Semester Credit Hours

Select one of the following courses:

ARH 1000	Art Appreciation	3
DAN 2100	Dance in Art and Education	3
HUM 1020	Introduction to Humanities	3
HUM 2210	Humanities: The Ancient World to the Middle Ages	3
HUM 2230	Humanities: The Renaissance to the Modern Day	3
MUL 1110	Music Appreciation	3
PHI 1630	Applied Ethics	3
PHI 1010	Introduction to Philosophy	3
PHI 2100	Introduction to Logic	3
REL 2000	Introduction to Religion	3
REL 2300	World Religions	3
THE 2010	Survey of Drama I: Ancient Greece to the Early Renaissance	3
THE 2011	Survey of Drama II: High Renaissance to the Present	3
THE 2020	Introduction to Theatre	3

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area IV requirement. Courses must begin with the following prefixes: ARH, DAN, HUM, MUL, PHI, REL, or THE. The credit hour requirement noted above must still be met.

AREA V.

Information Literacy and Technological Fluency.....3 Semester Credit Hours

The following course is required for all students:

#CGS 1100	Microcomputer Applications	3
-----------	----------------------------	---

**Grade of "C" or above required*

#Students are encouraged to enroll in ENC 1101, English Composition I, and CGS 1100, Microcomputer Applications, during the first term of their enrollment at the College.

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 Biotechnology

This 61-credit-hour program is a joint program between Pasco-Hernando Community College (PHCC) and Santa Fe Community College (SFCC) in Gainesville, FL. The purpose of this program is to prepare students for employment as entry-level biotechnicians. The program is sustained by a formal partnership among SFCC, the University of Florida Biotechnology program, and biotechnology industry partners. The curriculum, faculty, and facilities were established with guidance from local employers to meet student needs. The objective of the program is to allow students to take their General Education courses at PHCC and their remaining Biotechnology courses at SFCC.

The goal of the Biotechnology program is to develop competent and professional biotechnicians who are proficient in entry-level biotechnology techniques, laboratory safety, and have a high degree of adaptability to changing technology. A further aim is to develop the qualities of leadership and scholarship that will allow qualified graduates to pursue baccalaureate education.

Students are admitted to the SFCC program each fall and complete two full years of combined academic and internship education. Admission to the program requires competence in basic mathematics, science, and English. Students may meet some or all of the General Education requirements at PHCC before applying to the Biotechnology program at SFCC.

Students who complete the Biotechnology program earn an Associate of Science degree and a program certificate from SFCC and are prepared to seek entry-level employment as biotechnicians competent in preparing solutions and reagents, operating scientific instrumentation, preparing samples for analysis, using recombinant DNA techniques, culturing bacterial, mammalian and plant cells, purifying and/or

characterizing DNA and proteins and collecting and assessing data. These competencies are fundamental to the basic research and development of products from biological systems.

Program Code AS-BT

General Education Courses

Course	Listing	Credit Hours
* ENC 1101	English Composition I	3
** ENC 2210	Technical Communications	3
* PHI 1630	Applied Ethics	3
* MAC 1105	College Algebra	3
* STA 2023	Introduction to Statistics	3
CHM 1030	Elements of Chemistry I/Lab	4
CHM 1030/L	Elements of Chemistry I/Lab	4
*	Area II Elective	3
BSC 1404C	Introduction to Biotechnology Methods	3
BSC 1421	Introduction to Biotechnology	1
* BSC 1010	Biology I	3
* BSC 1010L	Biology 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
BSC 2426C	Biotechnology Methods I	3
BSC 2427C	Biotechnology Methods II	3
BSC 2423C	Protein Biotechnology and Cell Culture	3
BSC 2943	Biotechnology Industry Internship	6
* MCB 2010	Microbiology	3
* MCB 2010L	Microbiology Laboratory	1

Total Hours: 61

*Courses offered at PHCC

**Satisfies the SACS oral competency requirement, in accordance with SFCC's "Oral Competency Assessment" rubric.

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.

Program Code AS-BA

Course	Listing	Credit Hours
ACG 2021	Principles of Financial Accounting	3
ACG 2071	Principles of Managerial Accounting	3
BUL 2241	Business Law	3
CGS 1100	Microcomputer Applications	3
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
GEB 1011	Introduction to Business	3
GEB 1136	Introduction to eBusiness	3
MAC 1105	College Algebra	3
MAC 2233	Applied Calculus	4

MAR 1011	Principles of Marketing	3
SPC 2600	Introduction to Public Speaking	3
STA 2023	Introduction to Statistics	3
ENC 1101	English Composition I	3
Elective	Area II	3
Elective	Area IV	3

Hours: 48

Program Options

Choose 5 of the following courses:

GEB 2350	International Business
MAT 1033	Intermediate Algebra
MNA 1100	Organizational Behavior
MNA 1345	Principles of Supervision
MNA 2941	Internship in Business
OST 2335	Business Communications

Hours: 15

Total Hours: 64

*See Associate in Science General Education Requirements

Associate in Applied Science in Business Administration with Specializations in Management and Marketing

The purpose of this program is to prepare students for employment for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in business occupations. This program has two specializations—management and marketing. 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.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Applied Science degree in Business Administration includes management certificates in Business Specialist, Business Management, and Business Operations. As certificates are completed, students can contact the staff in the Admissions and Student Records Office to receive their certificate(s).

Program Code (See Specialization Below)

Course	Listing	Credit Hours
ACG 2021	Principles of Financial Accounting	3
BUL 2241	Business Law	3
CGS 1100	Microcomputer Applications	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
GEB 1136	Introduction to e-Business	3
GEB 2350	International Business	3
MAR 1011	Principles of Marketing	3
MNA 1100	Organizational Behavior	3
MNA 1345	Principles of Supervision	3
OST 1100	College Keyboarding I	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3
SLS 2401	Career Enhancement	1
Specialization		15
ENC 1101	English Composition I	3

Elective	Area III*	3
Elective	Area IV*	3

Total Hours: 64

**See Associate in Applied Science General Education Requirements*

Management Specialization—AAS-BAMS

Course	Listing	Credit Hours
ACG 2071	Principles of Managerial Accounting	3
BUL 2561	Legal Issues in Information Technology	3
CGS 1820	Web Page Design	3
ECO 2023	Principles of Microeconomics	3
MNA 2941	Internship in Business	3

Total Hours: 15

Marketing Specialization—AAS-BAS

Course	Listing	Credit Hours
ACG 2071	Principles of Managerial Accounting	3
MKA 1021	Salesmanship	3
MKA 2041	Principles of Retailing	3
MKA 2511	Principles of Advertising	3
MNA 2941	Internship in Business	3

Total Hours: 15

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. The courses in this program are also part of the Associate in Applied Science (AAS) in Business Administration degree. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AAS degree.

Program Code TC-SBM

Course	Listing	Credit Hours
ACG 2021	Principles of Financial Accounting	3
BUL 2241	Business Law	3
CGS 1100	Microcomputer Applications	3
ECO 2013	Principles of Macroeconomics	3
GEB 1136	Introduction to e-Business	3
MNA 1100	Organizational Behavior	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3

Total Hours: 24

Business Operations Certificate

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions — community service coordinator, customer relations representative, department supervisor, human relations specialist or other mid-management positions in a variety of business environments.

The courses in this certificate program are also part of the Associate in Applied Science in Business Administration. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AAS degree.

Program Code TC-BO

Course	Listing	Credit Hours
ACG 2021	Principles of Financial Accounting	3
CGS 1100	Microcomputer Applications	3
MNA 1100	Organizational Behavior	3
MNA 1345	Principles of Supervision	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3

Total Hours: 18

Business Specialist Certificate

The purpose of this program is to prepare students for employment in occupations such as: customer service representative, sales and services representative, merchandising specialist, or specialist positions in a variety of other business environments.

The courses in this certificate program are also part of the Associate in Applied Science in Business Administration. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AAS degree.

Program Code TC-BS

Course	Listing	Credit Hours
MNA 1100	Organizational Behavior	3
MNA 1345	Principles of Supervision	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3

Total Hours: 12

Certificate Program Marketing Operations

Program Code TC-MO

Course	Listing	Credit Hours
CGS 1100	Microcomputer Applications	3
GEB 1136	Introduction to e-Business	3
MAR 1011	Principles of Marketing	3
MKA 2041	Principles of Retailing	3
MNA 1100	Organizational Behavior	3
MNA 1345	Principles of Supervision	3
OST 1100	College Keyboarding I	3
QMB 1001	Business Mathematics	3

Total Hours: 24

Associate in Science in E-Business

The purpose of this program is to prepare students for employment in occupations such as: supervisory and management positions — manager/supervisor, benefits administrator, customer services manager/supervisor, department manager/supervisor, marketing manager/supervisor,

or other mid-management positions in a variety of business environments; especially those that incorporate e-business into their day-to-day activities.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree-eBusiness includes certificates in eBusiness Management, eBusiness Operations, and eBusiness Specialist. As certificates are completed, students can contact the staff in the Admissions and Student Records Office to receive their certificates.

Program Code AS-EB

Course	Listing	Credit Hours
ACG 2021	Principles of Financial Accounting	3
BUL 2561	Legal Issues in Information Technology	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1820	Web Page Design	3
CGS 2821	Graphics and Multimedia in a Web Environment	3
CGS 2825	Advanced Web Page Design	3
CNT 1000	Introduction to Networking	3
ECO 2013	Principles of Macroeconomics or	
ECO 2023	Principles of Microeconomics	3
ENC 1101	English Composition I	3
GEB 1011	Introduction to Business	3
GEB 1136	Introduction to eBusiness	3
GEB 2350	International Business	3
MAR 1011	Principles of Marketing	3
MNA 1100	Organizational Behavior	3
MNA 2941	Internship in Business	3
OST 1100	College Keyboarding I**	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3
SLS 2401	Career Enhancement	1
Elective	Area III*	3
Elective	Area IV*	3

Total Hours 64

*See Associate in Science General Education Requirements

**Keyboarding I may be waived by completing satisfactorily Keyboarding II

**Certificate Program—
Business Management in E-Business**

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions — department supervisor, assistant buyer, customer service supervisor, or other mid-management positions in a variety of business environments; especially those that incorporate e-business activities in their day-to-day activities.

The courses in this certificate program are also part of the Associate in Science degree in Business Administration-eBusiness. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-EBM

Course	Listing	Credit Hours
BUL 2561	Legal Issues in Information Technology	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1820	Web Page Design	3
CNT 1000	Introduction to Networking	3
GEB 1136	Introduction to eBusiness	3
MNA 1100	Organizational Behavior	3
OST 2335	Business Communications	3

Total Hours 24

**Certificate Program—
Business Operations in E-Business**

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions— account reconciliation supervisor, community service coordinator, or other mid-management positions in a variety of business environments; especially those that incorporate e-business activities in their day-to-day activities.

The courses in this certificate program are also part of the Associate in Science degree in Business Administration-eBusiness. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-EBO

Course	Listing	Credit Hours
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 2821	Graphics and Multimedia in a Web Environment	3
GEB 1136	Introduction to e-Business	3
MNA 1100	Organizational Behavior	3
OST 2335	Business Communications	3

Total Hours 18

**Business Specialist in
E-Business Certificate**

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions— employee relations specialist, events specialist, production specialist or other mid-management positions in a variety of business environments; especially those that incorporate e-business activities in their day-to-day activities.

The courses in this certificate program are also part of the Associate in Science degree in Business Administration-eBusiness. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-EBS

Course	Listing	Credit Hours
CGS 1100	Microcomputer Applications	3
GEB 1136	Introduction to e-Business	3
MNA 1100	Organizational Behavior	3
OST 2335	Business Communications	3

Total Hours 12

Associate in Science Degree—Business Administration Industrial Quality

This program is designed to prepare students for employment in midmanagement or supervisory positions in a variety of manufacturing and related industries. The program will also provide supplemental training for persons previously or currently employed in the industry. Concepts of management, manufacturing, drafting, tolerancing, and quality control are included. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Program Code AS –BAIQ

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
ACG 2021	Principles of Financial Accounting	3
ACG 2071	Principles of Managerial Accounting	3
CGS 1100	Microcomputer Applications	3
ECO 2013	Principles of Macroeconomics	3
ETD 1100	Technical Drawing I	3
ETD 2218	Introduction to Geometric Dimensioning & Tolerancing	3
ETD 2320	Computer Aided Drafting I	3
ETI 1411	Introduction to Manufacturing	3
ETI 1110	Introduction to Quality Control	3
ETI 2622	Concepts of Lean Six Sigma Manufacturing	3
GEB 1011	Introduction to Business	3
MAR 1011	Principles of Marketing	3
MAT 1033	Intermediate Algebra	3
MNA 1100	Organizational Behavior	3
STA 2023	Introduction to Statistics	3
MNA 2941	Internship in Business	3
OST 1100	College Keyboarding	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3
ENC 1101	English Composition I	3
Elective	Area IV	3

Total: 64

Associate in Science in Industrial Management Technology

This Industrial Management Technology program is designed for articulation for technical certificates issued at Florida technical centers and community colleges. These programs are traditionally referred to as postsecondary adult programs and they run on a clock hour basis. Students completing postsecondary adult programs have the technical training needed for their jobs. This program will give those students the managerial and supervisory training needed to assist them in job advancement.

To be eligible to articulate into this program, students must have completed a state approved postsecondary adult certificate at a state technical center or community college in an industrial program such as:

- Applied Welding Technology (1170 hours)
- Automotive Service Technology (1800 hours)
- Automotive Collision Repair & Refinishing (1400 hours)
- Air Conditioning, Refrigeration, & Heating (1350 hours)
- Building Construction Technology (1050 hours)
- Carpentry (1200 hours)
- Electricity (1200 hours)
- Heavy Duty Truck & Bus Mechanics (1680 hours)
- Interior Décor Fabrication (1050 hours)
- Interior Decorating Services (1050 hours)
- Manufacturing Technology (Machining) (1500 hours)

Students must arrange to have official transcripts sent to the PHCC Admissions and Records office. Eligible students will be awarded 24 or 27 credits (based upon length of program) toward the technical skill training requirement in this degree. These credits are to be used in the Industrial Management Technology program only. Prior to the award of credit, students must complete 15 credits in the program. Upon completion of the 15 credits, students should contact the PHCC Admissions and Records office.

Credits Awarded for Postsecondary Adult Programs

Program Code: AS-IMT

Program Hours	Credits
1,500 or more hours	27
900 to 1,450 hour	24

Credits will be required in the following areas:

	Credits
General Education	15
Industrial Management Courses	18–21
Articulated Credit for Technical Skills Training	24–27

Course	Listing	Credit Hours
ACG 2021	Principles of Financial Accounting	3
CGS 1100	Microcomputer Applications	3
OST 2335	Business Communications	3
MAR 1011	Principles of Marketing	3
MNA 1100	Organizational Behavior	3
QMB 1001	Business Mathematics	3
	Skills Training Credit	24–27
Electives	Technology Electives	3–6
ENC 1101	English Composition I	3
Elective	Area II—see Associate in Science General Education Requirements	3
Elective	Area III—see Associate in Science General Education Requirements	3
Elective	Area IV—see Associate in Science General Education Requirements	3

Total 60

Technology Electives

ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
GEB 1136	Introduction to eBusiness	3
GEB 2350	International Business	3

MKA 1021	Salesmanship	3
MNA 1345	Principles of Supervision	3
OST 1100	College Keyboarding	3

Computer and Information Technology Programs—Overview

There are four Associate in Science degrees and seven certificates offered through the Computer and Information Technology programs. Each of the degrees and certificates are thoroughly explained on the following pages. Each degree requires the completion of a common set of 11 core courses. This section summarizes the requirements for the four degrees offered in Information Technology by PHCC.

The following program core of 33 hours applies to all IT AS degree programs:

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Software Essentials	3
CGS 2304	Managing Information Technology	3
CNT 1401	Principles of Information Security and Assurance	3
CIS 2930	Information Technology Internship	3
CNT 1000	Introduction to Networking	3
CNT 2510	Wireless LANs and Security	3
COP 1000	Introduction to Software Development	3
OST 2335	Business Communications	3

Total Hours 33

The following 18 hours apply specifically to the Computer Programming AS degree:

Course	Listing	Credit Hours
CGS 1820	Web Page Design	3
CGS 2108	Advanced Microcomputer Applications	3
COP 1332	Visual Basic .NET Programming	3
COP 2333	Access Programming & SQL	3
COP 2801	JavaScript Programming	3
COP 2808	Web Programming with VB.NET	3

Total Hours 18

The following 18 hours apply specifically to the Information Technology Security AS degree:

Course	Listing	Credit Hours
CET 1600	Networking Fundamentals— Cisco Academy	3
CET 1610	Router Technology—Cisco Academy	3
CET 2615	Switching Basics & Intermediate Routing—Cisco Academy	3
CET 2880	Introduction to Computer Forensics	3
CTS 2123	Network Security and Intrusion Detection	3
CNT 2405	Firewalls and Virtual Private Networks	3

Total Hours 18

The following 18 hours apply specifically to the Internet Services Technology AS degree:

Course	Listing	Credit Hours
CET 1600	Networking Fundamentals— Cisco Academy	3
CET 1610	Router Technology— Cisco Academy	3
CGS 1820	Web Page Design	3
CGS 2821	Graphics & Multimedia in a Web Environment	3
CGS 2825	Advanced Web Page Design	3
COP 2801	JavaScript Programming	3

Total Hours 18

The following 18 hours apply specifically to the Networking Services Technology AS degree:

Course	Listing	Credit Hours
CET 1600	Networking Fundamentals— Cisco Academy	3
CET 1610	Router Technology— Cisco Academy	3
CET 2615	Switching Basics & Intermediate Routing— Cisco Academy	3
CET 2620	WAN Technologies— Cisco Academy	3
CNT 2102	Advanced Networking Concepts	3
CTS 2123	Network Security and Intrusion Detection	3

Total Hours 18

Computer and Information Technology Programs

Associate in Science in Computer Programming & Analysis

The purpose of this program is to prepare students for employment as entry level programmers, programmer specialists, computer programmers, senior programmers, chief business programmers, programmer analysts, and information systems programmers 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 responsibility for securing approval in advance from that institution.

PHCC offers two certificates that can be earned as students work toward the Computer Programming AS degree. Students may earn a Computer Programming Specialist certificate after earning 18 credit hours and a Computer Programming certificate after 33 hours of study. As the certificate hours of study requirements are completed, students should contact the staff in the Admissions and Student Records office to receive their certificates.

The AS degree requires the completion of 63 credit hours.

It consists of 33 program core hours, 18 specialty hours, and 12 general education hours.

Program Code AS-CPA

The following program core of 33 hours applies to all IT degree programs:

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Software Essentials	3
CGS 2304	Managing Information Technology	3
CNT 1401	Principles of Information Security and Assurance	3
CIS 2930	IT Internship	3
CNT 1000	Introduction to Networking	3
CNT 2510	Wireless LANs and Security	3
COP 1000	Introduction to Software Development	3
OST 2335	Business Communications	3

Total Hours 33

The following 18 hours apply specifically to the Computer Programming Program:

Course	Listings	Credit Hours
CGS 1820	Web Page Design	3
CGS 2108	Advanced Microcomputer Applications	3
COP 1332	Visual Basic .NET Programming	3
COP 2333	Access Programming & SQL	3
COP 2801	JavaScript Programming	3
COP 2808	Web Programming with VB.NET	3

Total Hours 18

The following 12 hours meet the General Education Requirements:

Course	Listing	Credit Hours
ENC 1101	English Composition I	3
Elective	Area II -see Associate in Science General Education Requirements	3
Elective	Area III -see Associate in Science General Education Requirements	3
Elective	Area IV-see Associate in Science General Education Requirements	3

Total Hours 12

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 15 hours. These forms are available in the Student Services office on each campus.

Computer and Information Technology Programs

Computer Programming Certificate

The purpose of this 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 application problems.

The courses in this certificate program are also part of the Associate in Science degree in Computer Programming & Analysis. Students need to contact the Admissions and Student Records office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

The following 33 hours meet the requirements for this certificate:

Program Code TC-BDP

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1820	Web Page Design	3
CGS 2108	Advanced Microcomputer Applications	3
CNT 1401	Principles of Information Security and Assurance	3
CNT 1000	Introduction to Networking	3
COP 1000	Introduction to Software Development	3
COP 1332	Visual Basic .NET Programming	3
COP 2808	Web Programming with Visual Basic .NET	3
Choose one course from the following:		
COP 2333	Access Programming & SQL	3
COP 2801	JavaScript Programming	3

Total Hours 33

Computer Programming Specialist Certificate

The purpose of this program is to prepare students for employment as entry level programmers or programmer specialists or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students to analyze business situations and to design and develop software solutions.

The courses in this certificate program are also part of the Associate in Science degree in Computer Programming & Analysis. Students need to contact the Admissions and Student Records office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

The following 18 hours meet the requirements for this certificate:

Program Code TC-CPS

Course	Listing	Credit Hours
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1820	Web Page Design	3
COP 1000	Introduction to Software Development	3
COP 1332	Visual Basic .NET Programming	3
Choose one course from the following:		
COP 2333	Access Programming & SQL	3
COP 2801	JavaScript Programming	3
COP 2808	Web Programming with VB.NET	3

Total Hours 18

Computer and Information Technology Programs

Associate in Science in Information Technology Security

The purpose of this program is to prepare students for employment as information technology security professionals, or to provide supplemental training for persons previously or currently employed in occupations such as computer specialist, network security specialist, e-commerce web site support specialists, networking specialists, and network technicians. This program prepares students to work in Internet, intranet, extranet, and enterprise environments; installing, configuring, designing, and managing secure data and e-commerce resources. Program completers will receive training that will prepare them to take the Network+ and Security+ certification examinations. These exams are not offered on campus.

PHCC offers a certificate that can be earned as students work towards AS degree goals. The Associate in Science degree in Information Technology Security includes a certificate in E-Business Security. As the certificate is completed, students can contact the staff in the Records office to receive their certificate.

The AS degree requires the completion of 63 credit hours. It consists of 33 program core hours, 18 specialty hours, and 12 general education hours.

Program Code AS-ITS

The following program core of 33 hours applies to all IT degree programs:

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Software Essentials	3
CGS 2304	Managing Information Technology	3
CNT 1401	Principles of Information Security and Assurance	3
CIS 2930	IT Internship	3
CNT 1000	Introduction to Networking	3
CNT 2510	Wireless LANs and Security	3
COP 1000	Introduction to Software Development	3
OST 2335	Business Communications	3

Total Hours 33

The following 18 hours apply specifically to the Information Technology Security Program:

Course	Listing	Credit Hours
CET 1600	Networking Fundamentals—Cisco Academy	3
CET 1610	Router Technology—Cisco Academy	3
CET 2615	Switching Basics & Intermediate Routing—Cisco Academy	3
CET 2880	Introduction to Computer Forensics	3
CTS 2123	Network Security and Intrusion Detection	3
CNT 2405	Firewalls and Virtual Private Networks	3

Total Hours 18

The following 12 hours meet the General Education Requirements:

Course	Listing	Credit Hours
ENC 1101	English Composition I	3
Elective	Area II—see Associate in Science General Education Requirements	3
Elective	Area III—see Associate in Science General Education Requirements	3
Elective	Area IV—see Associate in Science General Education Requirements	3

Total Hours 12

Note: Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Information Technology Security 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 15 hours. These forms are available in the Student Services office on each campus.

Computer and Information Technology Programs

E-Business Security Certificate

The purpose of this certificate is to prepare students for employment in occupations in e-business security. Typical positions include: security specialists, web security specialists, Internet technical support specialists, Internet and network security specialist or technician. This certificate also provides supplemental training for persons currently or previously employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Information Technology Security program.

The courses in this program are also part of the Associate in Science degree in Information Technology Security. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing and courses in the AS degree.

The following 24 hours meet the requirements for this certificate:

Program Code TC-BSC

Course	Listing	Credit Hours
CET	1178 Microcomputer Repair Essentials	3
CET	1600 Networking Fundamentals— Cisco Academy	3
CET	1610 Router Technology— Cisco Academy	3
CGS	1565 Microcomputer Software Essentials	3
CNT	1401 Principles of Information Security and Assurance	3
CTS	2123 Network Security and Intrusion Detection	3
CNT	1000 Introduction to Networking	3
CNT	2510 Wireless LANs and Security	3

Total Hours 24

Computer and Information Technology Programs

Associate in Science in Internet Services Technology

The purpose of this program is to prepare students to enter the workforce as Internet/Intranet technicians, web technicians, Internet/Intranet administrators, web administrators, Internet/Intranet developers, web site developers, web masters, Internet support specialists, Internet managers, web managers, or to provide supplemental training for persons previously or currently employed in these occupations.

The content prepares individuals to work in Internet, Intranet, and Extranet environments; installing, configuring, designing and managing Intranet and web-based resources. Program completers will receive training that will prepare them to take the Network+ and A+ certification examination. These exams are not offered on campus.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Internet Services Technology includes certifications in Web Development Specialist and Information Technology Administration. As certificates are completed, students can contact the staff in the Records Office to receive their certificates.

The AS degree requires the completion of 63 credit hours. It consists of 33 program core hours, 18 specialty hours, and 12 general education hours.

Program Code AS-ISTI

The following program core of 33 hours applies to all IT degree programs:

Course	Listing	Credit Hours
CET	1178 Microcomputer Repair Essentials	3
CGS	1000 Computer Concepts	3
CGS	1100 Microcomputer Applications	3
CGS	1565 Microcomputer Software Essentials	3

CGS	2304	Managing Information Technology	3
CNT	1401	Principles of Information Security and Assurance	3
CIS	2930	IT Internship	3
CNT	1000	Introduction to Networking	3
CNT	2510	Wireless LANs and Security	3
COP	1000	Introduction to Software Development	3
OST	2335	Business Communications	3

Total Hours 33

The following 18 hours apply specifically to the Internet Services Technology Program:

Course	Listing	Credit Hours
CET	1600 Networking Fundamentals— Cisco Academy	3
CET	1610 Router Technology— Cisco Academy	3
CGS	1820 Web Page Design	3
CGS	2821 Graphics & Multimedia in a Web Environment	3
CGS	2825 Advanced Web Page Design	3
COP	2801 JavaScript Programming	3

Total Hours 18

The following 12 hours meet the General Education Requirements:

Course	Listing	Credit Hours
ENC	1101 English Composition I	3
Elective	Area II—see Associate in Science General Education Requirements	3
Elective	Area III—see Associate in Science General Education Requirements	3
Elective	Area IV—see Associate in Science General Education Requirements	3

Total Hours 12

Note: Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Internet Services Technology 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 15 hours. These forms are available in the Student Services office on each campus.

Computer and Information Technology Programs

Web Development Specialist Certificate

The purpose of this program is to prepare students to enter the workforce as Internet/Intranet technicians, web technicians, Internet/Intranet administrators, web administrators, Internet/Intranet developers, web site developers, web masters, Internet support specialists, web managers, or to provide supplemental training for persons previously or currently employed in these occupations.

The content prepares individuals to work in Internet, Intranet, and Extranet environments; installing, configuring, designing and managing Intranet and web-based resources. Program completers will receive training that will prepare them to take the A+ certification examination. These exams are not offered on campus.

The courses in the certificate program are also part of the Associate in Science degree in Internet Services Technology. As the certificate is completed, students can contact the staff in the Records Office to receive their certificate. After receiving the certificate, students are encouraged to continue their education by completing the courses in the AS degree.

The following 36 hours meet the requirements for this certificate:

Program Code TC-WDS

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Software Essentials	3
CGS 1820	Web Page Design	3
CGS 2304	Managing Information Technology	3
CGS 2821	Graphics & Multimedia in a Web Environment	3
CGS 2825	Advanced Web Page Design	3
CNT 1401	Principles of Information Security and Assurance	3
CNT 1000	Introduction to Networking	3
COP 1000	Introduction to Software Development	3
COP 2801	JavaScript Programming	3

Total Hours 36

Information Technology Administration Certificate

The purpose of this program is to prepare students to enter the workforce as Internet/Intranet technicians, web technicians, and Internet support specialists or to provide supplemental training for persons previously or currently employed in these occupations.

The content prepares individuals to work in Internet, Intranet, and Extranet environments; installing, configuring, designing and managing Intranet and web-based resources.

The courses in the certificate program are also part of the Associate in Science degree in Internet Services Technology.

As the certificate is completed, students can contact the staff in the Records Office to receive their certificate. After receiving the certificate, students are encouraged to continue their education by completing the courses in the AS degree.

The following 18 hours meet the requirements for this certificate:

Program Code TC-ITAD

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Software Essentials	3
CGS 1820	Web Page Design	3
CGS 2304	Managing Information Technology	3
CNT 1000	Introduction to Networking	3

Total Hours 18

Computer and Information Technology Programs

Associate in Science in Networking Services Technology

The purpose of this program is to prepare students to enter the workforce as networking specialists, network systems technicians, network support specialists, and network technicians. Program completers will receive training that will prepare them to take the CCNA (Certified Cisco Networking Associate) and Network+ certification exams. These exams are not offered on campus.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Networking Services Technology includes certificates in Information Technology Management and Information Technology Technician. As certificates are completed, students can contact the staff in the Records office to receive their certificate.

The AS degree requires the completion of 63 credit hours. It consists of 33 program core hours, 18 specialty hours, and 12 general education hours.

Program Code AS-NSTNS

The following program core of 33 hours applies to all IT degree programs:

Course	Listing	Credit Hours
CET 1178	Microcomputer Repair Essentials	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Software Essentials	3
CGS 2304	Managing Information Technology	3
CNT 1401	Principles of Information Security and Assurance	3
CIS 2930	IT Internship	3
CNT 1000	Introduction to Networking	3
CNT 2510	Wireless LANs and Security	3
COP 1000	Introduction to Software Development	3
OST 2335	Business Communications	3

Total Hours 33

The following 18 hours apply specifically to the Networking Services Technology Program:

Course	Listing	Credit Hours
CET 1600	Networking Fundamentals—Cisco Academy	3
CET 1610	Router Technology—Cisco Academy	3
CET 2615	Switching Basics & Intermediate Routing—Cisco Academy	3
CET 2620	WAN Technologies—Cisco Academy	3
CNT 2102	Advanced Networking Concepts	3
CTS 2123	Network Security and Intrusion Detection	3
Total Hours		18

The following 12 hours meet the General Education Requirements:

Course	Listing	Credit Hours
ENC 1101	English Composition I	3
Elective	Area II—see Associate in Science General Education Requirements	3
Elective	Area III—see Associate in Science General Education Requirements	3
Elective	Area IV—see Associate in Science General Education Requirements	3
Total Hours		12

Note: Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Networking Services Technology 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 15 hours. These forms are available in the Student Services office on each campus.

Computer and Information Technology Programs

Information Technology Management Certificate

The purpose of this program is to prepare students for employment as information technology specialists, network control operators, help desk specialists, network technicians, network systems specialists, network support specialists, or network troubleshooters or to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Networking Services Technology program.

The courses in this program are also part of the Associate in Science degree in Networking Services Technology. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing and courses in the AS degree.

The following 30 hours meet the requirements for this certificate:

Program Code TC-ITM

Course	Listing	Credit Hours
CET 1600	Networking Fundamentals—Cisco Academy	3
CET 1610	Router Technology—Cisco Academy	3
CNT 2102	Advanced Networking Concepts	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 2304	Managing Information Technology	3
CNT 1401	Principles of Information Security and Assurance	3
CTS 2123	Network Security and Intrusion Detection	3
CNT 1000	Introduction to Networking	3
CNT 2510	Wireless LANs and Security	3

Total Hours 30

Information Technology Technician Certificate

The purpose of this program is to prepare students for employment as information technology specialists, network control operators, help desk specialists, network technicians, network systems specialists, network support specialists, or microcomputer technicians or to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Networking Services Technology program.

The courses in this program are also part of the Associate in Science degree in Networking Services Technology. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing and courses in the AS degree.

The following 21 hours meet the requirements for this certificate:

Program Code TC-ITT

Course	Listing	Credit Hours
CET 1600	Networking Fundamentals—Cisco Academy	3
CET 1610	Router Technology—Cisco Academy	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CTS 2123	Network Security and Intrusion Detection	3
CNT 1000	Introduction to Networking	3
CNT 2510	Wireless LANs and Security	3

Total Hours 21

Geographical Information Systems Certificate

The purpose of this program is to prepare students for employment as an entry level geographic information systems (GIS) technician or provide GIS training to those currently employed in these occupations.

The program includes basic computer skill classes covering operating systems and common microcomputer applications such as word processing and spreadsheets. The GIS courses cover use of databases for the storage of geographic data, creation of maps and analysis of information. The courses also introduce the related technologies of remote sensing and GPS and how they integrate with GIS. ArcGIS software is used in the labs.

The following 21 hours meet the requirements for this certificate:

Program Code TC-GIS

Course	Listing	Credit Hours
CGS 1000	Introduction to Computers	3
CGS 1100	Microcomputer Applications	3
CGS 2108	Advanced Microcomputer Applications	3
CGS 1565	Microcomputer Software Essentials	3
GIS 2040	Introduction to GIS	3
GIS 2060	Advanced GIS Concepts	3
GIS 2147	Applications of GIS, GPS, and Remote Sensing	3

Total Hours 21

Associate in Applied 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 is designed for those who plan 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.

This program is part of the Pasco Hernando Tech Prep agreement. Tech Prep students who completed high school programs designated in the agreement and who pass free assessments will earn the credit identified in the agreement. Tech Prep students interested in obtaining credit should contact the Dean of Workforce Development for information.

Program Code AS-CJJ

Course	Listing	Credit Hours
CCJ 2010	Criminology	3
CCJ 2940	Field Studies	3
CGS 1100	Microcomputer Applications	3
CJC 1000	Introduction to Corrections	3
CJE 1000	Introduction to Law Enforcement	3
CJE 1300	Police Organization & Administration	3
CJE 1500	Police Operations	3
CJE 2601	Introduction to Criminal Investigation	3
CJL 2100	Criminal Law	3

DEP 2302	Adolescent Psychology	3
ENC 1101	English Composition I	3
MNA 1100	Organizational Behavior	3
OST 2335	Business Communications	3
PHI 1630	Applied Ethics	3
PSC 1311	Survey of the Physical Sciences	3
PSY 1012	Introduction to Psychology	3
QMB 1001	Business Mathematics (any MAC, MGF, MTG, or STA course listed)	3
SLS 2401	Career Enhancement	1
SYG 2000	Introduction to Sociology	3
Elective	See Criminal Justice Electives	9

Total Hours: 64

Criminal Justice Electives:

CCJ 1000	Crime and Delinquency
CJE 2400	Police Community Relations
CJE 1640	Criminalistics
CJL 2062	Rules of Evidence for Police

Upon recommendation of the Director of Law Enforcement and Corrections Programs and the Dean of Workforce Development, a maximum of 16 hours of credit may be awarded for students who pass the Florida Law Enforcement Certification Examination. A maximum of 13 credits will be awarded for students who pass the Florida Correctional Officer Certification Examination.

An additional three credit hours may be granted for CCJ 2940 Field Studies for those officers currently employed with one year of experience as a law enforcement or correctional officer (not auxiliary).

To be awarded credit, students must be declared into the PHCC AAS degree program in Criminal Justice Technology and also must have completed 15 credits in the program. All credit awards will be processed only upon submission of Form ILE-8 Petition for Law Enforcement Credit with the proper validation attached. Interested students should contact an advisor to begin the process.

Credit Awarded—State Certification Exams

Law Enforcement Certification

CJE 1000	Introduction to Law Enforcement
CJE 1300	Police Organization & Administration
CJE 1500	Police Operations
CJE 2601	Introduction to Criminal Investigation
CJL 2100	Criminal Law
SLS 2401	Career Enhancement

Correctional Officer Certification

CCJ 1000	Crime and Delinquency
CJC 1000	Introduction to Corrections
CJE 1300	Police Organization & Administration
CJL 2100	Criminal Law
SLS 2401	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 documents required 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.

Program Code APP-DH

Course	Listing	Credit Hours
BSC	1085 Human Anatomy and Physiology I	3
BSC	1085L Human Anatomy and Physiology I Lab	1
BSC	1086 Human Anatomy and Physiology II	3
BSC	1086L Human Anatomy and Physiology II Lab	1
CHM	1025 Introductory Chemistry (or higher-level chemistry course)	3
CHM	1025L Introductory Chemistry Laboratory (or higher-level chemistry course with lectures)	1
CGS	1100 Microcomputer Applications	3
MCB	2010 Microbiology	3
MCB	2010L Microbiology Lab	1

Total Hours: 19

*These 19 hours of prerequisites must be completed before admission to the program and are included in the 37 hours of General Education Requirements.

Proof of Professional Liability Insurance Required for all DES and DEH course listings.

Course	Listing	Credit Hours
Freshman—Session I		
DES	1020 Oral, Head, and Neck Anatomy, Histology and Embryology	5
DES	1020L Oral, Head, and Neck Anatomy Laboratory	.5
DEH	1001 Dental Hygiene I	4.5
DEH	1001L Dental Hygiene I Clinical	2
DES	1200C Dental Radiography	3

Session I Total Hours: 15

Freshman—Session II

DEH	2400 General and Oral Pathology	3
DEH	1800 Dental Hygiene II	3
DEH	1800L Dental Hygiene II Clinical	2.5
DEH	2602 Periodontics	2
HUN	2201 Science of Human Nutrition	3
PSY	1012 Intro to Psychology	3

Session II Total Hours: 16.5

Freshman—Session III

DEH	2802L Dental Hygiene III Clinical	2.5
DES	1100C Dental Materials	2
Elective	Elective	3

Session III Total Hours: 7.5

Sophomore—Session I

DEH	2702 Community Dental Health	2
DEH	2005 Dental Hygiene III	2
DEH	2804L Dental Hygiene IV Clinical	5.5
ENC	1101 English Composition I	3
DES	2050 Pharmacology	2

Session I Total Hours: 14.5

Sophomore—Session II

DEH	2605 Advanced Principles of Dental Hygiene Seminar	1
DEH	2702L Community Dental Health Clinical	1
DEH	2810 Dental Hygiene IV	2
DEH	2806L Dental Hygiene V Clinical	5.5
ENC	1102 English Composition II	3
Elective	Area IV	3

Session II Total Hours: 15.5

General Education: 37 Semester Hours

Dental Hygiene Education: 51 Semester Hours

Total Hours: 88 Semester Hours

CPR certification is a prerequisite of this program. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR".

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 dental faculty, Dental Programs Coordinator, Dean of Health Occupations and approval of the Vice President of Instruction/Provost, West Campus, 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 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 fields. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building and manufacturing industries.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Drafting & Design Technology includes a certificate in AutoCAD Foundations. As the certificate is completed, students can contact the staff in the Records office to receive their certificate.

This program is part of the Pasco Hernando Tech Prep agreement. Tech Prep students who completed high school programs designated in the agreement and who pass free assessments will earn the credit identified in the agreement. Tech Prep students interested in obtaining credit should contact the Dean of Workforce Development for information.

Program Code AS-DDT

Course	Listing	Credit Hours
BCN 1001	Building Construction	3
CGS 1100	Microcomputer Applications	3
CGS 2304	Managing Information Technology	3
ETC 1250	Properties of Material	3
ETD 1100	Technical Drawing	3
ETD 1530	Architectural Drafting	3
ETD 2218	Introduction to Geometric Dimensioning & Tolerancing	3
ETD 2238	Mathematics for Drafting and CAD	3
ETD 2320	Computer Aided Drafting I	3
ETD 2350	Computer Aided Drafting II	3
ETD 2381	Computer Aided Drafting for Manufacturing	3
ETD 2540	Engineering Drafting	3
ETD 2941	Internship in Drafting & Design	4
ENC 1101	English Composition I	3
ETI 1411	Introduction to Manufacturing	3
MAC 1105	College Algebra	3
MNA 1100	Organizational Behavior	3
SLS 2401	Career Enhancement	1
Elective	See Suggested Electives below	3
Elective	Area II*	3
Elective	Area IV*	3

Total Hours: 62

* See Associate in Science General Education Requirements

Suggested Electives

COP 1332	Visual Basic.NET Programming
OST 1100	College Keyboarding
CGS 1820	Web Page Design
OST 2335	Business Communications

Certificate Program—AutoCad Foundations

The purpose of this program is to prepare students to assist the architects and construction engineers in planning, designing, and detailing. Computer design techniques are emphasized in this program. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Drafting & Design Technology program.

The courses in this certificate program are also part of the Associate in Science degree in Drafting & Design Technology. Students need to contact the Admissions and Records office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-AF

Course	Listing	Credit Hours
CGS 1100	Microcomputer Applications	3
ETD 1100	Technical Drawing	3
ETD 1530	Architectural Drafting	3
ETD 2320	Computer Aided Drafting I	3
ETD 2350	Computer Aided Drafting II	3

Total Hours: 15

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.

Program Code AS-EMS

Course	Listing	Credit Hours
Freshman		
ENC 1101	English Composition I	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
Elective	Area I, II, III, IV or V	2
CGS 1100	Microcomputer Applications	3
PSY 1012	Introduction to Psychology	3
BSC 1020	Human Biology	3

Total Hours: 31

Students who wish to continue to the Sophomore year must first be accepted for admission by the Admissions Committee for Health Programs. (See Paramedic Certificate Program for further information.)

¹ See Associate in Science General Education Requirements

Course	Listing	Credit Hours
Sophomore—Session I		
*EMS 2620C	Paramedics I	11.5
*EMS 2621	Paramedics Clinical I	2.5
		Total: 14
Sophomore—Session II		
*EMS 2622C	Paramedics II	9
*EMS 2623	Paramedics Clinical II	6
		Total: 15
Sophomore—Session III		
*EMS 2624C	Paramedics III	5.5
*EMS 2625	Paramedics Internship	7.5
		Total: 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

Applied Technology Diploma— 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, Bureau of Emergency Medical Services and the curriculum adheres to the U.S. Department of Transportation Emergency Medical Technician-Basic National Standard Curriculum. This is the initial level for a career in emergency medical services and the prerequisite for paramedic training and certification.

Program Code ATD-EMT

Prerequisites:

Course	Listing	Credit Hours
HSC 2531	Medical Terminology	3

Students must submit:

1. CPR certification is a prerequisite of this program. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR", 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 successful completion.
3. Proof of Professional Liability Insurance required for EMS courses.

HSC 2531	Medical Terminology (prerequisite)	3
EMS 1119C	Emergency Medical Technology	6.5
EMS 1431	Emergency Medical Technology Clinical	1.5

Total Hours: 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.

Proof of Professional Liability Insurance required for EMS courses.

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.)

CPR certification is a prerequisite of this program. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR", valid until October of the admitting year.

Program Code APP-PARA

Course	Listing	Credit Hours
Session I		
*EMS 2620C	Paramedics I	11.5
*EMS 2621	Paramedics Clinical I	2.5
		Total: 14
Session II		
*EMS 2622C	Paramedics II	9
*EMS 2623	Paramedics Clinical II	6
		Total: 15
Session III		
*EMS 2625	Paramedics Internship	7.5
*EMS 2624C	Paramedics III	5.5
		Total: 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. Successful completion of Advanced Cardiac Life Support (ACLS) with the Program Medical Director in EMS 2620C is required for continuation in the Paramedic 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 and HUS 2941.

Program Code AS-HS

Course	Listing	Credit Hours
<i>Freshman—Session I</i>		
*HUS 1001	Introduction to Human Services	3
HUS 1540	Principles for Understanding and Working With Families	3
PSY 1012	Introduction to Psychology	3
SYG 2000	Introduction to Sociology	3
ENC 1101	English Composition I	3

Total: 15

Freshman—Session II

HUS 1302	Basic Counseling Skills	3
CLP 2140	Abnormal Psychology	3
DEP 2004	Life Span Development	3
ENC 1102	English Composition II	3
CGS 1100	Microcomputer Applications	3

Total: 15

Sophomore—Session I

HUS 2400	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

Total: 16

Sophomore—Session II

SYG 2010	Social Problems	3
DEP 2302	Adolescent Psychology (DEP 2401 may be substituted)	3
HUS 2941	Human Services Practicum II	4
Mathematics	Any MAC, MGF, MTG	
or		
STA	course listed in this catalog	
or		
QMB 1001		3
POS 2041	American Federal Government	3
PHI 1630	Applied Ethics	3

Total: 19

Total Hours: 65

**It is strongly encouraged that all students take HUS 1001 as their first course in the Human Services Program. All other courses should be taken in the order shown.*

Certificate Program—Human Services Assistant

The purpose of this college credit certificate program is to offer students the first educational step to a professional career in Human Services. The certificate provides for course work and field experiences related to the introductory principles of human behavior specific to the practice and techniques in human services. Graduates may find employment as a human service assistant, social service aide, case management aide or geriatric aide. All courses in this certificate program transfer into the AS degree in Human Services at PHCC.

Program Code TC-HSA

Course	Listing	Credit Hours
HUS 1001	Introduction to Human Services	3
HUS 1302	Basic Counseling Skills	3
HUS 2525	Issues in Mental Health	3
HUS 2940	Human Services Practicum I	3
HUS 2400	Substance Abuse Counseling	3
PSY 1012	Introduction to Psychology	3
SYG 2000	Introduction to Sociology	3
CLP 2140	Abnormal Psychology	3
ENC 1101	English Composition I	3

Total Hours: 27

Associate in Science in Nursing (R.N.) Generic Program

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 number 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 apply 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.

Program Code APP-NGT

*Prerequisites

Course	Listing	Credit Hours
HUN	2201 Science of Human Nutrition	3
PSY	1012 Introduction to Psychology	3
BSC	1085 Human Anatomy & Physiology I	3
BSC	1085L Human Anatomy & Physiology I Laboratory	1
CGS	1100 Microcomputer Applications	3

Total Hours: 13

*These 13 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements.

Students must complete all required College Preparatory Courses.

Proof of Professional Liability Insurance required for all NUR courses.

August Admission

Course	Listing	Credit Hours
<i>Freshman—Session I</i>		
BSC	1086 Human Anatomy & Physiology II	3
BSC	1086L Human Anatomy & Physiology II Laboratory	1
NUR	1020C Fundamentals of Nursing	10
		Total: 14

Freshman—Session II

MCB	2010 Microbiology	3
MCB	2010L Microbiology Laboratory	1
NUR	1211C Adult Nursing I/Generic Program	10
		Total: 14

Freshman—Session III/IIIA/IV

ENC	1101 English Composition I	3
PHI	1630 Applied Ethics	3
		Total: 6

Sophomore—Session I

NUR	2460C Maternal-Child Nursing/Generic Program	10
DEP	2004 Life-Span Development	3
		Total: 13

Sophomore—Session II

NUR	2261C Adult Nursing II	9
NUR	2714C Adult Nursing III	2
NUR	2820 Nursing Role & Scope	1
		Total: 12

General Education and Support Courses: 30 Semester Hours

Nursing Education: 42 Semester Hours

Total Hours: 72 Semester Hours

January Admission

Course	Listing	Credit Hours
<i>Freshman—Session II</i>		
BSC	1086 Human Anatomy & Physiology II	3
BSC	1086L Human Anatomy & Physiology II Laboratory	1
NUR	1020C Fundamentals of Nursing	10
		Total: 14

Freshman—Session III/IIIA/IV

DEP	2004 Life-Span Development	3
MCB	2010 Microbiology	3
MCB	2010L Microbiology Laboratory	1
		Total: 7

Freshman—Session I

NUR	1211C Adult Nursing I/Generic Program	10
		Total: 10

Sophomore—Session II

NUR	2460C Maternal-Child Nursing/Generic Program	10
		Total: 10

Sophomore—Session III/IIIA/IV

ENC	1101 English Composition I	3
PHI	1630 Applied Ethics	3
		Total: 6

Sophomore—Session I

NUR	2261C Adult Nursing II	9
NUR	2714C Adult Nursing III	2
NUR	2820 Nursing Role & Scope	1
		Total: 12

General Education and Support Courses: 30 Semester Hours

Nursing Education: 42 Semester Hours

Total Hours: 72 Semester Hours

Special Program Requirements

CPR certification is a prerequisite of this program. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR".

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, the Director of Nursing, the Dean of Health Occupations and approval of the Vice President of Instruction/Provost, West Campus, and if 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 to prepare the student for monitored area in which nurses are in high demand.

Program Code ATC-CMP

Proof of Professional Liability Insurance required for all nursing 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: 12

Associate in Science in Nursing (R.N.)—ADN Transition Program

Licensed Practical Nurse—and Paramedic (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 number 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 and Paramedic. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to apply 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, LPN's will receive 17 advanced college credit semester hours based on practical nursing education and Paramedics will receive 11 advanced college credit semester hours based on paramedic education.

Program Code APP-NLT

*Prerequisites

Course	Listing	Credit Hours
HUN 2201	Science of Human Nutrition	3
PSY 1012	Introduction to Psychology	3
CGS 1100	Microcomputer Applications	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

Total Hours: 21

*These 21 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements.

Students must complete all required College Preparatory Courses.

Proof of Professional Liability Insurance required for all NUR courses.

Paramedics

Course	Listing	Credit Hours
<i>Freshman—Session IV (Paramedics Only)</i>		
NUR 1030C	Nursing Fundamentals/ADN Transition	6
PHI 1630	Applied Ethics	3
ENC 1101	English Composition I	3

Hours: 12

Licensed Practical Nurses and Paramedics

Course	Listing	Credit Hours
<i>Sophomore—Session I</i>		
NUR 1200C	Adult Nursing I/ADN Transition	6
NUR 2403C	Maternal/Child Nursing/ADN Transition	7
DEP 2004	Life-Span Development	3

Hours: 16

Sophomore—Session II

NUR	2261C	Adult Nursing II	9
NUR	2714C	Adult Nursing III	2
NUR	2820	Nursing Role & Scope	1
ENC	1101	English Composition I	3
PHI	1630	Applied Ethics	3

Hours: 18

**General Education and Support Courses:
30 Semester Hours**

Nursing Education: 42 Semester Hours

Total Hours: 72 Semester Hours

Special Program Requirements

CPR certification is a prerequisite of this program. Students must take one of the following courses: the American Heart Association—“Basic Life Support for Health Care Providers” (PHCC course NCH 0050), the American Red Cross—“Professional Rescuer CPR”, the American Safety and Health Institute—“CPR for Professionals” or the National Safety Council—“Professional Rescuer CPR”.

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, Dean of Health Occupations and approval of the Vice President of Instruction/Provost, West Campus, 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
Office Administration**

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.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Office Administration includes certificates in Office Management, Office Specialist, and Office Support. As certificates are completed, students can contact the staff in the Admissions and Student Records Office to receive their certificates.

Program Code AS-OST

Course	Listing	Credit Hours
ACG	2021 Principles of Financial Accounting	3
CGS	1100 Microcomputer Applications	3
GEB	1011 Introduction to Business	3
GEB	1136 Introduction to eBusiness	3
GEB	2350 International Business	3
MNA	1100 Organizational Behavior	3
MNA	2941 Internship in Business	3

OST	1100	College Keyboarding I**	3
OST	1110	College Keyboarding II	3
OST	1711	Word Processing—WordPerfect	
		or	
OST	1764	Word Processing—Microsoft Word XP	3
OST	1811	Desktop Publishing	3
OST	2335	Business Communications	3
OST	2401	Administrative Office Procedures	3
OST	2601	Machine Transcription	3
OST	2852	Excel for the Office	3
QMB	1001	Business Mathematics	3
		Area I	
ENC	1101	English Composition I	3
Elective	Area II*		3
Elective	Area III*		3
Elective	Area IV*		3
Elective	(See Suggested Office Administration Electives)		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 Administration Electives.*

Suggested Office Administration Electives:

ACG	2071	Principles of Managerial Accounting
BUL	2241	Business Law
BUL	2561	Legal Issues in Information Technology
CGS	1000	Computer Concepts
CGS	2108	Advanced Microcomputer Applications
ECO	2013	Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
GEB	1136	Introduction to eBusiness
MAR	1011	Principles of Marketing
MKA	1021	Salesmanship
MKA	2041	Principles of Retailing
MKA	2511	Principles of Advertising
MNA	1345	Principles of Supervision
OST	1711	Word Processing—WordPerfect
OST	1764	Word Processing—Microsoft Word XP
OST	2852	EXCEL for the Office
OST	2621	Law Office Transcription

**Associate in Science in Office
Administration—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.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Office Administration—Legal Specialization includes a certificate in Office Management. As certificates are completed, students can contact the staff in the Admissions and Student Records Office to receive their certificates.

This program is part of the Pasco Hernando Tech Prep agreement. Tech Prep students who completed high school programs designated in the agreement and who pass free assessments will earn the credit identified in the agreement.

Tech Prep students interested in obtaining credit should contact the Dean of Workforce Development for information.

Program Code AS-OSTL

Course	Listing	Credit Hours
ACG 2021	Principles of Financial Accounting	3
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
GEB 2350	International Business	3
MNA 1100	Organizational Behavior	3
MNA 2941	Internship in Business	3
OST 1100	College Keyboarding I**	3
OST 1711	Word Processing—WordPerfect	3
OST 1764	Word Processing—Microsoft Word XP	3
OST 2335	Business Communications	3
OST 2401	Administrative Office Procedures	3
OST 2621	Law Office Transcription	3
PLA 1003	Introduction to Law and Legal Ethics	3
PLA 1201	Civil Procedure	3
PLA 1763	Law Office Management	2
QMB 1001	Business Mathematics	3
SLS 2401	Career Enhancement	1
ENC 1101	English Composition I	3
Elective	Area II*	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	(See Suggested Office Administration Electives)	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 Administration Electives.

Certificate Program—Office Management

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 Administration program.

The courses in this certificate program are also part of the Associate in Science degree in Office Administration. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-OST

Course	Listing	Credit Hours
OST 1100	College Keyboarding I*	3
OST 2852	Excel for the Office	3
QMB 1001	Business Mathematics	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 1100	Organizational Behavior	3

Total Hours: 27

*OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with credit hours from the Suggested Office Administration Electives.

Certificate Program—Office Management 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.

The courses in this certificate program are also part of the Associate in Science degree in Office Administration—Legal Specialization. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-OSTL

Course	Listing	Credit Hours
MNA 1100	Organizational Behavior	3
OST 1100	College Keyboarding I*	3
OST 1711	Word Processing—WordPerfect	3
OST 2335	Business Communications	3
OST 2621	Law Office Transcription	3
PLA 1003	Introduction to Law and Legal Ethics	3
PLA 1204	Civil Procedure	3
PLA 1763	Law Office Management	2
QMB 1001	Business Mathematics	3
SLS 2401	Career Enhancement	1

Total Hours: 27

*OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with elective hours from the Suggested Office Administration Electives.

Certificate Program—Office Specialist

The purpose of this program is to prepare students for employment in occupations such as receptionist, assistant office manager, data entry specialist or to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Administration program.

The courses in this certificate program are also part of the Associate in Science degree in Office Administration. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-OS

Course	Listing	Credit Hours
OST 1100	College Keyboarding I*	3
OST 1764	Word Processing—Microsoft Word XP	3
OST 2335	Business Communications	3
OST 2401	Administrative Office Procedures	3
OST 2852	Excel for the Office	3
QMB 1001	Business Mathematics	3

Total Hours: 18

*OST 1100 may be waived by satisfactorily completing OST 1110.

Certificate Program—Office Support

This program is designed to prepare students for employment in occupations such as data entry specialist/clerk, electronic publisher, insurance processing clerk, office assistant, receptionist and information clerk or to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Administration program.

The courses in this certificate program are also part of the Associate in Science degree in Office Administration. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-OSS

Course	Listing	Credit Hours
OST 1100	College Keyboarding I*	3
OST 1764	Word Processing—Microsoft Word XP	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3

Total Hours: 12

*OST 1100 may be waived by satisfactorily completing OST 1110.

Associate in Science in Paralegal

The purpose of this program is to prepare students for employment as paralegals 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.

Program Code AS-LA

Course	Listing	Credit Hours
BUL 2241	Business Law	3
CGS 1100	Microcomputer Applications	3
ENC 1101	English Composition I	3
OST 1100	College Keyboarding	3
or		
OST 1711	Word Processing—WordPerfect	3
or		

OST 1764	Word Processing—Microsoft Word	3
PLA 1003	Introduction to Law and Legal Ethics	3
PLA 1361	Techniques of Interviewing and Investigation	3
PLA 1201	Civil Procedure	3
PLA 1263	Evidence and Trial Practice	3
PLA 1303	Criminal Law for Paralegals	3
PLA 1763	Law Office Management	2
PLA 2104	Legal Research and Writing I	3
PLA 2114	Legal Research and Writing II	3
PLA 2273	Torts	3
PLA 2401	Commercial Transactions	2
PLA 2540	Real Property Law	3
PLA 2600	Wills, Estates and Trusts	3
PLA 2800	Family Law	3
PLA 2940	Paralegal Internship	3
POS 2041	American Federal Government	3
QMB 1001	Business Mathematics	3
Elective	Area III*	3
Elective	Area IV*	3

Total Hours: 64

*See Associate in Science General Education Requirements

Suggested Additional Courses:

BUL 2561	Legal Issues in Information Technology
CGS 1100	Microcomputer Applications
OST 2401	Administrative Office Procedures

Students pursuing the AS degree in Paralegal should complete PLA 1003 Introduction to Law 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 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 AS 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.

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

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.

Program Code APP-RAD**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
CGS	1100 Microcomputer Applications	3

Total Hours: 11

Proof of Professional Liability Insurance required for all RTE courses.

Course	Listing	Credit Hours
<i>Freshman—Session II</i>		
RTE	1000 Introduction to Radiologic Science Principles	2
RTE	1503 Radiographic Procedures I	3
RTE	1503L Radiographic Procedures I Laboratory	1
RTE	1111 Introduction to Radiographic Patient Care	2
RTE	1111L Radiography Patient Care—Laboratory	2
ENC	1101 English Composition I	3

Hours: 13*Freshman—Session III*

RTE	1804 Radiography Clinical Practicum I	3
RTE	1418 Principles of Radiographic Imaging & Exposure I	3
RTE	1418L Principles of Radiographic Imaging & Exposure I Laboratory	1

Hours: 7*Freshman—Session I*

RTE	1513 Radiographic Procedures II	2
RTE	1513L Radiographic Procedures II—Laboratory	1
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

Hours: 12*Sophomore—Session II*

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
MAC	1105 College Algebra	3

Hours: 13*Sophomore—Session III*

RTE	2834 Radiography Clinical Practicum IV	3
PHI	1630 Applied Ethics	3
RTE	2385 Radiation Biology and Protection	3

Hours: 9*Sophomore—Session I*

RTE	2061 Radiographic Seminar	3
RTE	2844 Radiography Clinical Practicum V	6
PSY	1012 Introduction to Psychology	3

Hours: 12**General Education and Support Courses:****23 Semester Hours****Radiography Education: 54 Semester Hours****Total Hours: 77 Semester Hours**

Graduates interested in earning a BS 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 complete the Radiography Program successfully 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 PHCC. 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, Phlebotomy students and Law Enforcement and Corrections 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) or CPT, may not be required to complete a TABE test.

Additionally, students who complete a Technical Certificate or Applied Technology Diploma program requiring state licensure for employment can exempt the TABE testing requirement by passing the state licensure exam. To receive an exemption, students must petition the Director of Admissions and Student Records in writing and provide official documentation indicating that they have passed the licensure exam.

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
Correctional Officer
Dental Assisting
Health Unit Coordinator
Law Enforcement/Basic Recruit
Medical Secretary/Examining Room Assistant
Nursing Assistant
Phlebotomy
Practical Nursing

Applied Technology Diploma

PHCC is authorized to offer the Applied Technology Diploma (ATD). At a community college, the ATD may be offered either for technical credit or for college credit. Students entering an ATD must have a standard high school diploma or a GED. The purpose of the ATD is to allow the student to gain advanced standing toward an A.S. degree. When the ATD program articulates into an A.S. degree, the credit awarded will be college credit. These A.S. degrees may be offered at any community college. The ATDs listed below are offered for technical credit at PHCC. EMT is also an ATD, but is offered for college credit.

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 diploma. Only those courses that are part of the program are included in computing the GPA for applied technology diploma programs.

In order to receive a diploma in Medical Coder or Medical Record Transcribing, 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. A diploma will not be issued until the student reaches satisfactory TABE scores.

Applied Technology Diploma in:

Medical Coder—26 credits into AS degree in Health Information Management OR 26 credits into AS degree in Office Systems Technology/Medical Office Systems Specialization

Medical Record Transcribing—33 credits into AS degree in Office Systems Technology/Medical Office Systems Specialization

Students entering the program must take the Test of Adult Basic Education (TABE) and achieve the state-required scores in order to receive their certificate.

Applied Technology Diploma— Medical Coder

This program is accredited by the National HealthCareer Association. Students who complete this program are eligible to sit for the certification examination which is administered at PHCC.

The purpose of this program is to prepare students for entry level 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, pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, and employability skills.

Program Code ATD-COD

Course	Listing	Technical Hours	Credit
HSC 0003	Fundamentals of Allied Health Occupations	2	
OTA 0101	Keyboarding I	2	
HSC 0530	Medical Language I	2	
HIM 0450	Fundamentals of Body Structures and Functions	2	
CTS 0050	Introduction to Microcomputer Applications	3	
HSC 0534	Medical Language II	2	
HSC 0641	Legal & Ethical Aspects in Health Care	2	
HIM 0280	Coding for Medical Records I	4.5	
HIM 0281	Coding for Medical Records II	4.5	
HIM 0433	Fundamentals of Disease Processes	2	
SLS 0341	Essentials of Health Career Success	2	
HIM 0442	Pharmacology for Health Professionals	2	
OTA 0609A	Medical Office Procedures	3	
HSC 0001	Career Enhancement—Health	.33	

Total Technical Credits: 33.33

Special Program Requirements:

**Both an approved 4-hour AIDS Seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take one of the following courses: the American Heart Association—“Basic Life Support for Healthcare Providers” (PHCC course NCH 0050), the American Red Cross—“Professional Rescuer CPR”, the American Safety and Health Institute—“CPR for Professionals” or the National Safety Council—“Professional Rescuer CPR”.*

Applied Technology Diploma— Medical Record Transcribing

This program is accredited by the National HealthCareer Association. Students who complete this program are eligible to sit for the certification examination which is administered at PHCC.

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.

Program Code ATD-MRT

Course	Listing	Technical Hours	Credit
HSC 0003	Fundamentals of Allied Health Occupations		2
OTA 0101	Keyboarding I		2
HSC 0530	Medical Language I		2
HIM 0450	Fundamentals of Body Structures and Functions		2
CTS 0050	Introduction to Microcomputer Applications		3
HSC 0534	Medical Language II		2
HSC 0641	Legal & Ethical Aspects in Health Care		2
HIM 0031	Medical Record Transcription I		4
OTA 0611	Keyboarding II		2
HIM 0433	Fundamentals of Disease Processes		2
SLS 0341	Essentials of Health Career Success		2
HIM 0032	Medical Record Transcription II		4
HIM 0442	Pharmacology for Health Professionals		2
OTA 0609A	Medical Office Procedures		3
HIM 0033	Medical Record Transcription III		6

Total Technical Credits: 40

Special Program Requirements:

**Both an approved 4-hour AIDS Seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Healthcare Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR".*

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.

Program Code PSVC-WLD

Course	Listing	Technical Credit Hours
PMT 0106	Introduction and Oxyacetylene Welding	3
PMT 0112	Advanced Specialty Oxyacetylene Welding	3
PMT 0121	Shielded Metal Arc Welding	2.33
PMT 0126	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 Technical Credits: 39

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 before an Academy start date, candidates should have completed all requirements for the Academy. 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.

Program Code APP-CO

Course	Listing	Technical Hours	Credit
CJD 0770	Criminal Justice Legal I		1.54
CJD 0771	Criminal Justice Legal 2		0.73
CJD 0772	Criminal Justice Communications		1.40
CJD 0773	Interpersonal Skills I		2.07
CJD 0750	Interpersonal Skills 2		1.67
CJK 0051	CMS Criminal Justice Defensive Tactics		2.67
CJK 0040	CMS Criminal Justice Firearms		2.67
CJK 0031	CMS First Aid for Criminal Justice Officers		1.33
CJD 0741	Emergency Preparedness		0.86
CJD 0752	Correctional Operations		2.13
CJK 0280	Criminal Justice Officer Physical Fitness Training		1.33

Total Technical Credits: 18.40

Special Program Requirements:

Criminal Justice Standards and Training Commission Regulations must be met. Each student must attend all training sessions, except for absences approved by the training center director or his designee. 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. An applicant must take the Florida Criminal Justice Basic Abilities Test (FBAT/FCJBAT) and a score of 72 or above is needed to pass the test. A fee is charged. This test is offered through the PHCC Testing Center. A list of required supplies will be given at orientation. An academic average of 80% 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 a 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 and passed the state examination. Upon satisfactory completion of the courses listed, students will be eligible to take the law enforcement state examination. Successful scores on both state exams enable the student to receive provisional certification as a correctional officer and as a law enforcement officer. This course is based on the CMS Application-Based Law Enforcement Basic Recruit Curriculum. *Course numbers and hours currently under revision by CJSTC.*

Program Code PSVC-CTL

Course	Listing	Technical Hours	Credit
CJK	0221	Correctional Crossover to Law Enforcement	
		Introduction and Legal	1.57
CJK	0222	Correctional Crossover to Law Enforcement	
		Communications	1.87
CJK	0223	Correctional Crossover to Law Enforcement	
		Human Issues	1.07
CJK	0061	Patrol I	1.93
CJK	0062	Patrol II	1.33
CJK	0076	Crime Scene Investigations	0.80
CJK	0071	Criminal Investigations	1.87
CJK	0081	Traffic Stops	1.60
CJK	0086	Traffic Crash Investigations	1.06
CJK	0020	CMS Law Enforcement	
		Vehicle Operations	1.60
CJK	0422	Dart-Firing Stun Gun	0.27
CJK	0040	CMS Criminal Justice	
		Firearms	2.67

Total Technical Credits: 17.64

Technical Certificate Program—Dental Assisting

This is a limited access program. Refer to the Admission to Specialized Limited Access Health Programs section of this Catalog/Student Handbook for admission requirements.

The purpose of this program is to prepare students for employment as dental assistants and dental auxiliaries. The program meets all competencies required by the Florida Department of Education for Dental Assistants. Graduates of this program may apply to take the Certified Dental Assistant Examination given by the Dental Assisting National Board. Graduates are eligible for employment as dental assistants with expanded functions and radiography skills. Proof of professional liability insurance is required.

Program Code APP-DA

Course	Listing	Technical Hours	Credit
<i>Session 1A</i>			
*DEA	0758C	Preclinical Procedures for Dental Assisting	3
DEA	0740	Introduction to Dental Assisting	1
DEA	0741	Anatomy and Physiology for Dental Assistants	1
DEA	0744C	Dental Materials for Dental Assistants	1

Hours: 6

<i>Session 1B</i>			
DEA	0743	Preventive Dentistry for Dental Assistants	1
DEA	0746	Management of Dental Office Emergencies	1
DEA	0751C	Clinical Procedures for Dental Assisting	2
DEA	0755C	Dental Radiography for Dental Assistants	2

Hours: 6

<i>Session 2A</i>			
DEA	0747	Dental Office Management for Dental Assistants	1
DEA	0750C	Expanded Functions I for Dental Assistants	1
DEA	0753L	Clinical Externship I for Dental Assisting	4

Hours: 6

<i>Session 2B</i>			
DEA	0757C	Expanded Functions II for Dental Assistants	1
DEA	0754L	Clinical Externship II for Dental Assisting	5

Hours: 6

Total Technical Credits: 24

**CPR certification is a prerequisite of this program. Students must take one of the following courses: the American Heart Association—“Basic Life Support for Health Care Providers” (PHCC course NCH 0050), the American Red Cross—“Professional Rescuer CPR”, the American Safety and Health Institute—“CPR for Professionals” or the National Safety Council—“Professional Rescuer CPR”.*

Special Program Requirements:

A grade of “C” or higher and a grade of “Pass” 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, Dental Programs Coordinator and the Dean of Health Occupations and approval of the Vice President of Instruction/Provost, West Campus, and if space is available. In order to receive a certificate, students must obtain satisfactory scores on the Test of Adult Basic Education (Form 9 or 10) with a minimum grade of 10th grade in Reading, Language and Mathematics or an Associate Degree or higher from an accredited college or university will satisfy the TABE requirements.

Technical Certificate Program—Health Unit Coordinator

The purpose of this program is to prepare students for employment as health unit coordinators, also known as ward clerks or unit secretaries. 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.

Program Code PSVC-HUC

Course	Listing	Technical Hours	Credit
HSC 0003	Fundamentals of Allied Health Occupations	2	
CVT 0507	Basic Arrhythmias	2	
HSC 0530	Medical Language I	2	
HSC 0534	Medical Language II	2	
HSC 0641	Legal & Ethical Aspects in Health Care	2	
HIM 0442	Pharmacology for Health Professionals	2	
SLS 0341	Essentials of Health Career Success	2	
WCL 0055	Health Unit Management	1.34	
WCL 0050	Health Unit Coordinator Clinical	1.33	

Total Technical Credits: 16.67

Special Program Requirements:

A completed Physical Examination Report (SAR-40-A) and a Professional Liability Insurance card are required for this course. Both an approved 4-hour AIDS seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR".

Technical Certificate Program— Law Enforcement Officer

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 before an Academy start date, candidates should have completed all requirements for the Academy. 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.

Program Code APP-LEB

Course	Listing	Technical Hours	Credit
CJK 0007	Introduction to Law Enforcement	0.37	
CJK 0008	Legal	2.30	
CJK 0017	Communications	2.53	
CJK 0011	Human Issues	1.33	
CJK 0061	Patrol I	1.94	
CJK 0062	Patrol II	1.33	
CJK 0076	Crime Scene Investigations	0.80	
CJK 0071	Criminal Investigations	1.87	
CJK 0081	Traffic Stops	1.60	
CJK 0086	Traffic Crash Investigations	1.06	
CJK 0020	CMS Law Enforcement Vehicle Operations	1.60	
CJK 0031	CMS First Aid for Criminal Justice Officers	1.33	

CJK 0040	CMS Criminal Justice Firearms	2.67
CJK 0051	CMS Criminal Justice Defensive Tactics	2.67
CJK 0422	Dart-Firing Stun Gun	0.27
CJK 0096	Criminal Justice Officer Physical Fitness Training	2.0

Total Technical Credits: 25.67

Special Program Requirements:

The Criminal Justice Standards and Training Commission regulations must be met. Each student must attend all training sessions, except for absences approved by the training center director or his designee. 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 80% or higher is required for all academic tests administered during each academy course. The grade of "Pass" is required in all courses requiring the demonstration of proficiency. An applicant must take the Florida Criminal Justice Basic Abilities Test (FBAT/FCJBAT) and a score of 79 or above is needed to pass the test. A fee is charged. This test is offered through the PHCC Testing Center. 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— CMS Law Enforcement To Traditional Correctional Basic Recruit Cross-Over Training Program

The purpose of this program is to train students who want dual certification in CMS Basic Law Enforcement and Traditional Basic Corrections. In order to enroll in the following courses, students must provide evidence that they have completed the CMS Law Enforcement Basic Recruit program. Upon satisfactory completion of the courses listed, students will be eligible to take the state exam. Successful scores on both state exams enable the student to receive provisional certification as a corrections officer and as a law enforcement officer.

Program Code PSVC-LTC

Course	Listing	Technical Hours	Credit
CJK 0204	Law Enforcement Crossover to Correctional Introduction	1.97	
CJD 0750	Interpersonal Skills 2	1.67	
CJD 0741	Emergency Preparedness	0.87	
CJD 0752	Correctional Operations	2.13	

Total Technical Credits: 6.64

Technical Certificate Program— Cross-Over Correctional Probation to Corrections

The purpose of this program is to train students who want dual certification in Correctional Probation and Basic Corrections. In order to enroll in the following courses, students must provide evidence that they have completed the Correctional probation program. Upon satisfactory completion of the courses listed, students will be eligible to take the state exam. Successful scores on both state exams enable the student to receive provisional certification as a corrections officer and as a correctional probation officer. *Course numbers and hours currently under revision by CJSTC*

Program Code PSVC-PTC

Course	Listing	Technical Hours	Credit
CJK	0277 Correctional Probation Crossover to Correctional Legal and Communications		0.53
CJK	0278 Correctional Probation Crossover to Correctional Interpersonal Skills I		1.17
CJK	0279 Correctional Probation Crossover to Correctional Interpersonal Skills 2		1.17
CJD	0741 Emergency Preparedness		0.87
CJD	0752 Correctional Operations		2.13
CJK	0040 CMS Criminal Justice Firearms		2.67

Total Technical Credits: 8.54

Technical Certificate Program—Medical Administrative Specialist

This program is accredited by the National HealthCareer Association. Students who complete this program are eligible to sit for the certification examination which is administered at Pasco-Hernando Community College. The purpose of this program is to prepare students for employment as medical secretaries 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 is required.

Program Code PSVC-MS

Course	Listing	Technical Hours	Credit
HSC	0003 Fundamentals of Allied Health Occupations		2
HIM	0450 Fundamentals of Body Structures and Functions		2
HSC	0530 Medical Language I		2
HSC	0534 Medical Language II		2
HSC	0641 Legal & Ethical Aspects in Health Care		2
CTS	0050 Introduction to Microcomputer Applications		3
OTA	0101 Keyboarding I		2
OTA	0609A Medical Office Procedures		3

HIM	0031	Medical Record Transcription I	4
MEA	0200	Examining Room Procedures	2
SLS	0341	Essentials of Health Career Success	2
OTA	0627	Medical Secretary Clinical	3
HIM	0433	Fundamentals of Disease Processes	2
HIM	0442	Pharmacology for Health Professionals	2
HCP	0741L	Practical Aspects of Phlebotomy	2

Total Technical Credits: 35

Special Program Requirements:

A grade of "Pass" in the clinical portion must be earned in order to receive a technical certificate.

**A completed Physical Examination Report (SAR-40-A) and a Professional Liability Insurance card are required for this course. Both an approved 4-hour AIDS seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR".*

Technical Certificate Program— Nursing Assistant

The purpose of this program is to provide the knowledge and skills required to pass the written and skills portion of the State of Florida Certified Nursing Assistant (CNA) exam and enter the workforce as a CNA in a health care facility. Students, who successfully complete this program, are eligible to take the state exam. 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).

Program Code PSVC-NA

Course	Listing	Technical Hours	Credit
+HCP	0100C Nursing Assistant		2.67
+HCP	0604 Nursing Assistant Clinical		1.34

Total Technical Credits: 4

Special Program Requirements:

A grade of "Pass" in the clinical portion must be earned in order to receive a technical certificate.

**A completed Physical Examination Report (SAR-40-A) and a Professional Liability Insurance card are required for this course. Both an approved 4-hour AIDS seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR".*

Technical Certificate Program— Phlebotomy

This program is accredited by the National Health Career Association. Students who complete this program are eligible to sit for the certification examination which is administered at Pasco-Hernando Community College.

The purpose of this program is to train students for employment as blood bank or plasma center donor screeners or as phlebotomists. Proof of professional liability insurance is required. Employment skills are included. Availability of clinical sites may restrict entry into the Phlebotomy courses. 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).

Program Code PSVC-PT

Course	Listing	Technical Hours	Credit
HCP 0731	Phlebotomy Theory		1.5
HCP 0741L	Practical Aspects of Phlebotomy		2
HCP 0750C	Phlebotomy Clinical		2

Total Technical Credits: 5.5

Special Program Requirements

A grade of "Pass" in the clinical portion must be earned in order to receive a technical certificate.

**A completed Physical Examination Report (SAR-40-A) and a Professional Liability Insurance card are required for this course. Both an approved 4-hour AIDS seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take one of the following courses: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross—"Professional Rescuer CPR", the American Safety and Health Institute—"CPR for Professionals" or the National Safety Council—"Professional Rescuer CPR".*

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 apply 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.

Program Code APP-PN

Course	Listing	Technical Hours	Credit
PRN 0001C	Fundamentals Nursing/PN		8
PRN 0080	Body Structure and Function		1.5
PRN 0030C	Medication Administration/ Pharmacology		2.0
PRN 0002C	Fundamentals of Nursing II/PN		7
PRN 0204C	Medical Surgical Nursing I		8.5
PRN 0205C	Medical Surgical Nursing II		8.0
PRN 0500C	Gerontological Nursing		3.5
PRN 0120C	Maternal-Child Nursing		6.5

Total Technical Credits: 45

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 nursing faculty Director of Nursing, Dean of Health Occupations and approval of the Vice President of Instruction/Provost, West Campus, and if space is available. In order to receive a certificate, students must obtain satisfactory scores on the TABE test.

**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 Definition by Subject Matter

College Credits

<u>Definition</u>	<u>Course Prefix</u>
Accounting, General	ACG
American History	AMH
American Literature	AML
Animal Science	ANS
Anthropology	ANT
ArtART	
Art History	ARH
Astronomy	AST
Biological Science	BSC
Botany	BOT
Building Construction	BCN
Business Law	BUL
Chemistry	CHM
Clinical Psychology	CLP
Communication	COM
Computer & Information System	CIS
Computer Engineering Tech	CET
Computer Networks	CNT
Computer Programming	COP
Computer Technology and Skills	CTS
Computers: General Studies	CGS
Corrections	CJC
Creative Writing	CRW
Criminal Justice Development	CJD
Criminology & Criminal Justice	CCJ
Dance	DAN
Dental Hygiene	DEH
Dental Support	DES
Developmental Psychology	DEP
Economics	ECO
Education: Early Childhood	EEC
Education: Foundations	EDF
Education: General	EDG
Education: Technology & Media	EME
Educational Psychology	EDP
Emergency Medical Services	EMS
Engineering Tech: Drafting	ETD
Engineering Tech: Industrial	ETI
Engineering Technology: Civil	ETC
English Composition	ENC
English Literature	ENL
English: General	ENG
European History	EUH
Experimental Psychology	EXP
Finance	FIN
Fire Fighting & Protection	FFP
French Language	FRE
General Business	GEB
Geography: Regional Areas	GEA
Geography-Information Science	GIS

Geology	GLY
German & Germanic Language	GER
Gerontology	GEY
Health Science	HSC
History: General	HIS
Human Nutrition	HUN
Human Services	HUS
Humanities	HUM
Interdisciplinary Social Science	ISS
Interdisciplinary Studies	IDS
International Relations	INR
Journalism	JOU
Law and Process	CJL
Law Enforcement	CJE
Library Science	LIS
Literatures	LIT
Management: Applied	MNA
Marketing	MAR
Marketing Applications	MKA
Mathematics: Applied	MAP
Mathematics: Calculus & Precalculus	MAC
Mathematics: General	MAT
Mathematics: General & Finite	MGF
Mathematics: Topology & Geometry	MTG
Microbiology	MCB
Military Science Leadership	MSL
Music: Brasses	MVB
Music: Keyboard	MVK
Music: Literature	MUL
Music: Music Ensembles	MUN
Music: Percussion	MVP
Music: Strings	MVS
Music: Theory	MUT
Music: Voice	MVV
Music: Woodwinds	MVW
Nursing Practice & Theory	NUR
Oceanography: General	OCE
Office Systems Technology	OST
Oral Interpretation	ORI
Ornamental Horticulture	ORH
Paralegal/Legal Asst/Legal Administration	PLA
Peace Studies	PAX
Personality	PPE
Philosophy	PHI
Photography	PGY
Physical Education: Object Centered	PEL
Physical Education: Performance Centered	PEM
Physical Sciences	PSC
Physics	PHY
Political Science	POS
Psychology	PSY
Quantitative Methods in Business	QMB
Radiologic Technology	RTE
Reading	REA
Real Estate	REE

Religion	REL
Social Organization	SYO
Social Psychology	SOP
Sociology: General	SYG
Spanish Language	SPN
Speech Communication	SPC
Speech Pathology & Audiology	ASL
Statistics	STA
Student Life Skills	SLS
Theatre	THE
Theatre Performance & Training	TPP

Technical Credits

<u>Definition</u>	<u>Course Prefix</u>
Cardiovascular Technology	CVT
Computer Technology and Skills	CTS
Criminal Justice Basic Training	CJK
Criminal Justice Development	CJD
Criminal Justice Technology	CJT
Dental Assisting	DEA
Health Care Providers (Assistants)	HCP
Health Information Management	HIM
Health Science	HSC
Medical Assisting Technology	MEA
Office Technology Applications	OTA
Practical Nursing	PRN
Precisions Metals Technology	PMT
Security/Basic "D"	SCY
Student Life Skills	SLS
Ward Clerk	WCL

Course Definition by Prefix

College Credits

Course

Prefix Definition

ACG	Accounting, General
AMH	American History
AML	American Literature
ANS	Animal Science
ANT	Anthropology
ARH	Art History
ART	Art
ASL	Speech Pathology & Audiology
AST	Astronomy
BCN	Building Construction
BOT	Botany
BSC	Biological Science
BUL	Business Law
CCJ	Criminology & Criminal Justice
CET	Computer Engineering Tech
CGS	Computers: General Studies
CHM	Chemistry
CIS	Computer & Information System
CJC	Corrections
CJD	Criminal Justice Development
CJE	Law Enforcement
CJL	Law and Process
CLP	Clinical Psychology
CNT	Computer Networks
COM	Communication
COP	Computer Programming
CRW	Creative Writing
CTS	Computer Technology and Skills
DAN	Dance
DEH	Dental Hygiene
DEP	Developmental Psychology
DES	Dental Support
ECO	Economics
EDF	Education: Foundations
EDG	Education: General
EDP	Educational Psychology
EEC	Education: Early Childhood
EME	Education: Technology & Media
EMS	Emergency Medical Services
ENC	English Composition
ENG	English: General
ENL	English Literature
ETC	Engineering Technology: Civil
ETD	Engineering Tech: Drafting
ETI	Engineering Tech: Industrial
EUH	European History
EXP	Experimental Psychology
FFP	Fire Fighting & Protection

FIN	Finance
FRE	French Language
GEA	Geography: Regional Areas
GEB	General Business
GER	German & Germanic Language
GEY	Gerontology
GIS	Geography-Information Science
GLY	Geology
HIS	History: General
HSC	Health Science
HUM	Humanities
HUN	Human Nutrition
HUS	Human Services
IDS	Interdisciplinary Studies
INR	International Relations
ISS	Interdisciplinary Social Science
JOU	Journalism
LIS	Library Science
LIT	Literatures
MAC	Mathematics: Calculus & Precalculus
MAP	Mathematics: Applied
MAR	Marketing
MAT	Mathematics: General
MCB	Microbiology
MGF	Mathematics: General & Finite
MKA	Marketing Applications
MNA	Management: Applied
MSL	Military Science Leadership
MTG	Mathematics: Topology & Geometry
MUL	Music: Literature
MUN	Music: Music Ensembles
MUT	Music: Theory
MVB	Music: Brasses
MVK	Music: Keyboard
MVP	Music: Percussion
MVS	Music: Strings
MVV	Music: Voice
MVW	Music: Woodwinds
NUR	Nursing Practice & Theory
OCE	Oceanography: General
ORH	Ornamental Horticulture
ORI	Oral Interpretation
OST	Office Systems Technology
PAX	Peace Studies
PEL	Physical Education: Object Centered
PEM	Physical Education: Performance Centered
PGY	Photography
PHI	Philosophy
PHY	Physics
PLA	Paralegal/Legal Asst/Legal Administration
POS	Political Science
PPE	Personality
PSC	Physical Sciences
PSY	Psychology

QMB	Quantitative Methods in Business
REA	Reading
REE	Real Estate
REL	Religion
RTE	Radiologic Technology
SLS	Student Life Skills
SOP	Social Psychology
SPC	Speech Communication
SPN	Spanish Language
STA	Statistics
SYG	Sociology: General
SYO	Social Organization
THE	Theatre
TPP	Theatre Performance & Training

Technical Credits

Course

Prefix Definition

CJD	Criminal Justice Development
CJK	Criminal Justice Basic Training
CJT	Criminal Justice Technology
CTS	Computer Technology and Skills
CVT	Cardiovascular Technology
DEA	Dental Assisting
HCP	Health Care Providers (Assistants)
HIM	Health Information Management
HSC	Health Science
MEA	Medical Assisting Technology
OTA	Office Technology Applications
PMT	Precisions Metals Technology
PRN	Practical Nursing
SCY	Security/Basic "D"
SLS	Student Life Skills
WCL	Ward Clerk

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 numbering system is used by all public postsecondary institutions in Florida and by thirty-three participating 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 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

Course: SYG 1010

Prefix <i>(first digit)</i>	Level Code	Century Digit <i>(second digit)</i>	Decade Digit <i>(third digit)</i>	Unit Digit <i>(fourth digit)</i>	Lab Code
SYG	1	0	1	0	
Sociology General Sociology	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 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 the 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.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category 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

Section 1007.24(7) Florida Statutes, states:

Any student who 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 statewide course designation and numbering system, shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions 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 statewide course numbering system. Credits awarded pursuant to this subsection 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
- F. Courses not offered by the receiving institution
- G. For courses at Non-Regionally accredited institutions, courses offered prior to the transfer date of the course

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 Instruction/Provost, West Campus at PHCC or the Florida Department of Education, Office of Articulation, 1401 Turlington Bldg., Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System Office at (850) 245-0427 or Suncom 205-0427.



College Credit & College Preparatory Courses

ACG 2021

Principles of Financial Accounting 3 cr.

This course is an introduction to accounting concepts and principles followed in preparation of financial external reports. Emphasis is on principles and procedures applicable to the accounting cycle, asset valuation, income determination, liability measurement, and owner's equity. 45 class hours

ACG 2071

Principles of Managerial Accounting 3 cr.

The emphasis of this course is 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 managerial accounting. 45 class hours Prerequisite: ACG 2021.

AMH 1056

The Civil War and Reconstruction 3 cr.

This course describes and analyzes the history of America's greatest crisis, from its origins during the early 19th century through the Reconstruction of the South in 1877. Also addressed will be the aspects of slavery, states' rights, emancipation, military conflict, sectional reconciliation and remembrance. The course also includes political, military, social, economic, and cultural dimensions of the conflict in equal proportions. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be obtained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

AMH 2047

U.S. Military History 3 cr.

The course surveys American military history chronologically from 1607 to the present. It traces the beginnings of a uniquely American military and focuses not only on wars, leaders, and strategy, but on such topics as civilian attitudes towards a standing army, soldier motivation, defense funding, and antiwar movements. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

AMH 2051

War and Society 3 cr.

This course is designed to provide students with an understanding of the relationship between war and society. It will focus on the rationale used by presidents and dictators for fighting wars as well as the roles of diplomats and generals in causing or preventing conflict. This course will also examine the experience of war from the perspective of civilians, soldiers, and the military institutions as participants. The course is designed to examine war as a "crucible" in that it produces far-reaching impacts in society and culture. Finally, this course will use the case study method in the examination of war and society by focusing on three critical issues in American history, i.e. the internment of Japanese – Americans, the role of women in war, and the Vietnam War as examined in the My Lai Massacre and the subsequent court-martial of Lt. William L. Calley, Jr. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

AMH 2062

History of the South 3 cr.

This course explores the political, cultural, and economic history of the South. Major themes include the founding of the South from an environmental perspective, the Antebellum Era, the Confederacy and the

Lost Cause, Reconstruction, the Jim Crow Era, the South during the Great Depression, and the struggle for Civil Rights. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

AMH 2090

History of Women in the U.S. 3 cr.

This course introduces students to the history and contributions of women in United States history. The course will focus on the history of women's work, family, and political lives in the development of the United States from colonial times to the present. Readings will address the significance and contributions of native, European, African, Mexican, and Asian American women. Their experiences will be examined in the context of social, economic, and political changes that occurred within the United States from colonial times to present. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

AMH 2445**History of the American West 3 cr.**

This course provides students with an understanding of the process of exploration and development of the American West. This region represents an experiment that enabled settlers to advance their ideas, express their individualism, and contribute to the nation's growth. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

AML 2010**American Literature: Exploration to the Late 19th Century 3 cr.**

This course provides a survey of culturally significant literary texts from the Exploration through the late 19th century. By reading selections from an updated and expanded canon, including works by women and minorities, students gain awareness of the multicultural origins and development of American literature. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher) or consent of instructor.

AML 2020**American Literature: The Late 19th Century Through the Modern Era 3 cr.**

This course provides a survey of the major movements and representative authors in American Literature from the late 19th century through the modern era, including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

ANS 1003**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. 45 class hours

ANT 2000**Introduction to Anthropology 3 cr.**

This course is an overview of anthropology with emphasis on the traditional subfields of archaeology, biological anthropology, linguistics and cultural anthropology. Included is the study of human physical evolution through the fossil record and man's place in nature. The development of culture is examined from pre-historic times to the present. An emphasis is placed on the better understanding of our culture through the comparison of different cultures throughout the world. Topics include archaeology, human variation, folklore, kinship, and religion. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course).

ANT 2100**Introduction to Archaeology 3 cr.**

This course is designed to provide an examination of the historical background and methodology of archaeology and its significance today; how archaeologists make and study the finds to illuminate the past; the study of archaeological concepts and procedures; and how archaeologists describe cultures as part of time and space to interpret the prehistoric past. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ANT 2000.

ANT 2410**Introduction to Cultural Anthropology 3 cr.**

A study of the nature of culture, personality, and social organization of humans. Emphasis is placed on the customs of preliterate people. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course).

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course).

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course).

ARH 2426**Art in Peace and War 3 cr.**

This course examines a variety of art works to determine the relationship between sociopolitical agendas and art forms. This course explores the use of art as a communication device to distinguish the artistic expressions which individuals and organizations have incorporated to deliver a political message. 45 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. 30 lecture hours and 30 laboratory hours

ART 1301C**Drawing II 3 cr.**

A continuation of ART 1300C. 30 lecture hours and 30 laboratory hours. Prerequisite: ART 1300C.

ART 2500**Painting I 3 cr.**

Studio problems in painting involving contemporary styles, techniques, and materials of painting. 30 lecture hours and 30 laboratory hours

ART 2501**Painting II 3 cr.**

A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. 30 lecture hours and 30 laboratory hours. Prerequisite: ART 2500.

ASL 1140
Basic American Sign Language 4 cr.
 This is an introduction to American Sign Language (ASL) as used in the deaf community. There will be general discussion of ASL structure and an introduction to a variety of manual communication systems and philosophies. Emphasis will be on building a basic vocabulary of approximately 300 signs and the manual alphabet. 60 class hours.

ASL 1150
Intermediate American Sign Language 4 cr.
 This course is a continuation of the basic course, expands the student's signing skills, and explores ASL idioms. 60 class hours. Prerequisites: ASL 1140.

ASL 1160
Advanced American Sign Language 4 cr.
 This course is a continuation of Intermediate American Sign Language and is designed to develop signing skills to an advanced level. 60 class hours. Prerequisites: ASL 1150.

AST 1002
Introduction to Astronomy 3 cr.
 This course provides an exploration of our universe through descriptive studies of our solar system, planets, stars, constellations, black holes, galaxies, quasars, cosmology, galactic space program, energy problems, and discussion about the possibility of extraterrestrial life. Emphasis is placed on the appreciation of astronomy through scientific reasoning, methodology, and precision, and on the importance of astronomy as an integral part of the everyday life of the individual. 45 class hours. Prerequisite: REA 0002 (Completed with a grade of "C" or higher) or appropriate placement test score.

BCN 1001
Building Construction 3 cr.
 This course is planned to acquaint the student with the terminology, methods, documentation, procedures, materials, sequences, operations, and types of construction. The course is intended as an introductory course for Drafting and Design Technology majors. 45 class hours

BOT 1010C
Botany 4 cr.
 A survey of the plant kingdom. This lecture/laboratory course is designed to acquaint the biology or science major with basic biological principles as they apply to the various aspects of the plant kingdom. Particular emphasis will be placed on plant evolution. Lab fee required. 45 class hours and 30 laboratory hours

BSC 1005
Introduction to Biology 3 cr.
 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. 45 class hours. Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test score.

BSC 1007L
Life Science Laboratory 1 cr.
 This is a laboratory experience to accompany BSC 1005, BSC 1020, or BSC 1050 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 2010L, BSC 1011L, MCB 2010L, BSC 1085L, or BSC 1086L. Lab fee required. 30 laboratory hours

BSC 1020
Human Biology 3 cr.
 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. 45 class hours. Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score.

BSC 1050
Introduction to Environmental Science 3 cr.
 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. 45 class hours. Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test score. Recommended prerequisite: PSC 1311 or PSC 1341.

BSC 1085
Human Anatomy and Physiology I 3 cr.
 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. 45 class hours. 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 1020. Corequisite: BSC 1085L.

BSC 1085L
Human Anatomy and Physiology I Laboratory 1 cr.
 This course provides laboratory support for the concepts taught in BSC 1085. Laboratory fee required. 30 laboratory hours. Corequisite: BSC 1085.

BSC 1086
Human Anatomy and Physiology II 3 cr.
 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. 45 class hours. Prerequisites: BSC 1085 and 1085L (completed with grades of "C" or higher). Corequisite: BSC 1086L.

BSC 1086L
Human Anatomy and Physiology II Laboratory 1 cr.
 This course provides laboratory support for the concepts taught in BSC 1086. Lab fee required. 30 laboratory hours. Prerequisites: BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: BSC 1086.

BSC 1312
Marine Biology 3 cr.
 Marine Biology is a survey of the organisms and habitats found in the marine ecosystem. This course will provide an overview of the ecology, adaptations, and behavioral strategies that are needed by marine organisms in order to survive the physical and chemical nature of the marine environment. 45 class hours. Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score.

BSC 2010
Biology I 3 cr.
 An introduction to the biology of plants and animals. Topics include chemical foundations, cell biology 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. 45 class hours. Prerequisite(s): REA0002 and MAT0024 (completed with a grade of "C" or higher) or appropriate test scores. Recommended prerequisite: BSC1005 Corequisite(s): BSC2010L.

BSC 2010L
Biology I Laboratory 1 cr.
 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. 30 laboratory

hours. Prerequisite: One year of high school biology and one year of high school chemistry. Corequisite: BSC 2010.

**BSC 2011
Biology II** 3 cr.

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. 45 class hours. Prerequisites: BSC 2010 and BSC 2010L (completed with grades of "C" or higher). Corequisite: BSC 2011L.

**BSC 2011L
Biology II Laboratory** 1 cr.

A continuation of BSC 2010L. 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. 30 laboratory hours. Prerequisites: BSC 2010 and BSC 2010L (completed with grades of "C" or higher). Corequisite: BSC 2011.

**BSC 2250C
Florida Flora and Fauna** 3 cr hrs

This course will acquaint students with the major ecosystems of Florida. Through a combination of online activities and field trips, students will become familiar with the biological and environmental aspects of upland, wetland, freshwater, and marine habitats of the Sunshine State. Students will be expected to participate in activities that possibly include hiking, wading, and swimming. 45 class hours. Prerequisite: REA 0002.

**BUL 2241
Business Law** 3 cr.

Business law considers the nature and source of laws, courts, and courtroom procedures. It discusses legal principles regarding crimes and torts with emphasis on contracts, personal property, and bailments and sales. Relevant portions of the Uniform Commercial Code are also reviewed. 45 class hours

**BUL 2561
Legal Issues in Information
Technology** 3 cr.

This course will examine the various developing legal issues in the use of business information technology, including an examination of constitutional rights, intellectual property, and employment law. Other topics studied during the course are freedom of speech, privacy, privileged communications, copyright, and trademark. These issues and others will be examined as they relate to business operations in today's complex electronic world. 45 class hours

**CCJ 1000
Crime and Delinquency** 3 cr.

This course provides a general overview of the causes of juvenile delinquency and the theories for prevention and treatment. 45 class hours

**CCJ 2010
Criminology** 3 cr.

This course provides a general orientation of the major theories of crime and criminal behavior including violent crime and organized crime. Other topics include crime statistics and the public's perception of crime. 45 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. 45 class hours

**CET 1178
Microcomputer Repair
Essentials** 3 cr.

This course introduces the student to the latest skills needed from today's computer support professional. The course is based on the objectives of the CompTIA A+ Essentials exam. Upon completion of the course, the student will have knowledge of basic computer hardware and operating systems. The skills covered are installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, preventive maintenance, security, and soft skills. Lab fee required. 45 class hours. Prerequisite(s) CGS 1000 or CGS 1100 or consent.

**CET 1600
Networking Fundamentals—
Cisco Academy** 3 cr.

This course is designed to prepare a student to apply and understand the basics of networking hardware. Instruction includes the OSI model and industry standards; network topologies; IP addressing, including subnet masks; and basic network design. Students will install and operate simple-routed LAN, routed WAN and switched LAN and LAN networks. This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking, and to prepare students for the CISCO Certified Network Associate examination. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000, CGS 1100, and CGS 1263, or consent of instructor.

**CET 1610
Router Technology—
Cisco Academy** 3 cr.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes networking, network terminology and protocols, network standards, local area networks (LANS), wide area networks (WANS), Open System Interconnection (OSI) models, Ethernet, Token ring Fiber Distributed Data Interface (FDDI), Transmission Control Protocol/Internet Protocol (TCP/IP), Addressing Protocol dynamic routing, routing, and the network administrator's function. Students will successfully implement beginning router configurations, demonstrate an understanding of routed and routing protocols and the fundamentals of LAN switching. This is the second of four semester courses designed to prepare students for the CISCO Certified Network Associate examination. Lab fee required. 45 class hours. Prerequisites: CET 1600, relevant industry experience or instructor consent.

**CET 2615
Switching Basics and
Intermediate Routing—
Cisco Academy** 3 cr.

This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. Instruction includes networking, network terminology and protocols, network standards, local area networks (LANS), LAN segmentation, segmentation techniques, Internet Protocol (IP) and Internet Protocol Extended (IPX) addressing, Fast Ethernet, the Spanning Tree Protocol and virtual LANS. Students progress to completing advanced router configurations in the lab; they will demonstrate an understanding of LAN switching and virtual area networks (VLANS) advanced LAN and LAN switched design, Network management techniques and threaded case studies. This is the third of four semester courses designed to prepare students for the Cisco Certified Network Associate examination. Lab fee required. 45 class hours. Prerequisites: CET 1600 and CET 1610.

CET 2620
WAN Technologies—
Cisco Academy 3 cr.
 This course is designed to prepare a student to apply and understand the advanced principles, applications and implementation of networking hardware. Instruction includes networking, protocols, network standards, advanced network design projects, advanced network management projects, wide area network (WAN) theory and design, WAN technology, Frame Relay, integrated system digital network (ISDN), network trouble shooting, and threaded case studies. This is the fourth of four semester courses designed to prepare students for the Cisco Certified Network Associate examination. Lab fee required. 45 class hours. Prerequisites: CET 1600, CET 1610, and CET 2615.

CET 2880
Introduction to Computer
Forensics 3 cr.
 Introduction to computer forensics reflects the need for conducting professional computing investigations. Students will explore general computer investigations, security issues with operating systems, setup and maintenance of a computer forensics lab, use of computer forensics tools, digital evidence controls, data acquisition and analysis, e-mail investigations, and the preparation of investigation reports. Lab Fee required. 45 class hours. Prerequisite: CGS 1565 or A+ certification, and CNT 1000, or instructor consent.

CGS 1000
Computer Concepts 3 cr.
 This course will provide the student with an overview of the field of Information Technology. Upon satisfactory completion of the course, the student will have a basic understanding of systems and their applications. Lab fee required. 45 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. 45 class hours

CGS 1565
Microcomputer Software
Essentials 3 cr.
 This course builds on the skills and knowledge of the CET 1178 -Microcomputer Repair Essentials course. While expanding on hardware skills, this course emphasizes the use of the current Windows operating systems to configure, troubleshoot, optimize, diagnose, conduct preventive main-

tenance, and secure modern computers in a mobile or corporate environment. The course is based on the objectives of the CompTIA A+ 220-602 and 220-603 exams. Lab fee required. 45 class hours. Prerequisite(s): CET 1178.

CGS 1820
Web Page Design 3 cr.
 A course for the beginner and the advanced user of Web authoring software. The student will learn the various concepts and elements required to create web pages. Topics will include HTML, embedded media, hypermedia, frames, forms, the use of scripting languages, Web authoring components, design basics and functionality considerations. Lab fee required. 45 class hours. Prerequisite: CGS 1100.

CGS 2108
Advanced Microcomputer
Applications 3 cr.
 This is an advanced personal computer applications course. The student will cover more complex aspects for the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics, and contemporary issues. Lab fee required. 45 class hours. Prerequisite: CGS 1100.

CGS 2304
Managing Information
Technology 3 cr.
 This course introduces students to processes and methodologies for managing information technology in a business or organizational setting. Topics include project management technology context, integration management, scope management, time management, cost management, quality management, human resource management, communication management, risk management, procurement management, decision making, team building, an overview of the systems life cycle, understanding business processes as they relate to IT, and recognizing emerging technologies. 45 class hours. Prerequisite: CGS 1100.

CGS 2821
Graphics and Multimedia
in a Web Environment 3 cr.
 This course introduces students to web images, animations, and site styles. Topics include creating, manipulating and optimizing graphics for web deployment, file conversions, web color, backgrounds, site styles, multimedia animation, video and audio capture techniques, and managing web graphics for consistent communications. Popular graphic and animation authoring tools such as Adobe Photoshop and Macromedia Fireworks/Flash will be used for lab exercises. Lab fee required. 45 class hours. Prerequisite: CGS 1820.

CGS 2825
Advanced Web Page Design 3 cr.
 This course builds upon web design skills learned in CGS 1820 and CGS 2821. Topics include creating and managing a web server, shopping cart technology, database integration, automation technologies, client/server scripting, and server platform benefits and limitations. Students will use a variety of web authoring/development tools to create dynamic web sites. Hands-on class projects will include implementing a Windows 2003 IIS Web Server and publishing an e-commerce based intranet web site. Lab fee required. 45 class hours. Prerequisite: CGS 2821.

CHM 1020
Chemistry in Your Life 3 cr.
 A non-laboratory course designed for non-science majors. This course introduces the basic concepts of chemistry and how they affect our lives. Topics covered include drugs, food additives, personal care and cosmetics, water, air, plastics and other current real-world topics. This course is not a prerequisite for limited access health programs and is not recommended for science majors. 45 class hours. Prerequisite(s): MAT 0024 and REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score.

CHM 1025
Introductory Chemistry 3 cr.
 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. 45 class hours. Prerequisites: REA 0002 and MAT 1033 (completed with grades of "C" or higher) or appropriate placement test scores. Corequisite: CHM 1025L.

CHM 1025L
Introductory Chemistry
Laboratory 1 cr.
 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. 30 laboratory hours. Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test scores. Corequisite: CHM 1025.

CHM 2045
General Chemistry and Qualitative Analysis I 3 cr.

An introduction to fundamental concepts in chemistry. Topics include measurement, nomenclature, atomic theory, chemical equations and calculations, periodicity, gases, thermochemistry and chemical bonding. 45 class hours. 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.

CHM 2045L
General Chemistry and Qualitative Analysis I Laboratory 1 cr.

A laboratory investigation into concepts, periodicity, thermochemistry, chemical bonding and gases. Lab fee required. 30 laboratory hours. 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.

CHM 2046
General Chemistry and Qualitative Analysis II 3 cr.

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. 45 class hours. Prerequisite: CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Corequisite: CHM 2046L.

CHM 2046L
General Chemistry and Qualitative Analysis II Laboratory 1 cr.

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. 30 laboratory hours. Prerequisite: CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Corequisite: CHM 2046.

CHM 2210C
Organic Chemistry I 5 cr.

A study of carbon compounds with emphasis on alkanes-cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereo-chemistry, alkynes, and conjugated unsaturated systems. Lab fee required. 45 class hours and 60 laboratory

hours. Prerequisite: CHM 2046 and CHM 2046L (completed with grades of "C" or higher) or permission of instructor.

CHM 2211C
Organic Chemistry II 5 cr.

A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. Lab fee required. 45 class hours and 60 laboratory. Prerequisite: CHM 2210C (completed with a grade of "C" or higher).

CIS 2930
Information Technology Internship 3 cr.

This course is a planned work-based experience that will provide the student with an opportunity to enhance workplace skills through a supervised practical experience related to their Information Technology career objective. An internship agreement will be developed to include academics supervision and work assignments. 90 (minimum) work-based hours are required in this course. Prerequisites: 2.0 Overall GPA in college credit courses at Pasco-Hernando Community College; 15 college-level credits at Pasco-Hernando Community College; 18 college credits (minimum) in IT courses from (CGS, COP, CET, CEN, CDA, CIS). Program deadlines are in mid-June for Fall and in mid-October for Spring terms.

CJC 1000
Introduction to Corrections 3 cr.

This course provides the student an overview of the historical development of correctional institutions and their functions. Topics include: inmate adjustment to incarceration, the effects of institutionalization, rehabilitation programs and the different types of incarceration. In addition, a site visit to a correctional facility is usually included. 45 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. 15 class hours

CJE 1000
Introduction to Law Enforcement 3 cr.

This course provides the student an overview of the historical and philosophical background of law enforcement. The course examines the organization, purpose, and functions of law enforcement and other agencies' involved in the administration of criminal justice in the United States. This course also includes brief career orientation. 45 class hours

CJE 1300
Police Organization and Administration 3 cr.

This course provides the student with an overview of 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. 45 class hours

CJE 1500
Police Operations 3 cr.

This course provides an overview of the principles of organization and administration as they apply to police operations. Topics include the responsibilities and activities of the many units and divisions within a law enforcement agency. 45 class hours

CJE 1640
Criminalistics 3 cr.

This course introduces the students to the responsibilities of the crime laboratory and its procedures, functions and duties. Crime scene procedures and techniques for locating, preserving and securing evidence will be explained. Selected laboratory techniques and procedures, such as the comparison and identification of tool markings, blood, hair, fibers, drugs, chemicals, photographs, firearms and documents will be emphasized. 45 class hours

CJE 2400
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. 45 class hours

CJE 2601
Introduction to Criminal Investigation 3 cr.

A theoretical survey of the methods and techniques used by contemporary Law Enforcement agencies in crime investigation and its role in society. The course will include studies of such aspects as the discovery of evidence and its preservation and marking, fingerprinting, identification, identification of homicide, burglary, robbery and narcotics. 45 class hours

CJL 2062**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. 45 class hours

CJL 2100**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. 45 class hours

CLP 2140**Abnormal Psychology 3 cr.**

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

CNT 1000**Introduction to Networking 3 cr.**

This is an introductory networking course. This course will cover the basic concepts and techniques of developing a microcomputer network system. Topics include common networking components, topologies, protocols, hardware and software, overview of design and Windows server generation, creation of user accounts and security, and daily maintenance requirements. Lab fee required. 45 class hours. Prerequisite: CGS 1000 or consent of instructor.

CNT 1401**Principles of Information****Security and Assurance 3 cr.**

This course introduces students to various technical and administrative aspects of information security and assurance. Topics include the history, characteristics and components of information security, business and technology needs for security, legal and ethical issues, security analysis and risk management, continuity planning, and security design. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000 and CNT 1000.

CNT 2102**Advanced Networking****Concepts 3 cr.**

This course introduces students to advanced networking concepts and network design. Topics include coverage of advanced LAN and WAN network design criteria, in-depth TCP/IP protocol suite, Ethernet

networks, introduction to voice networks, wireless network design and implementation, using popular design software, hardware selection considerations, and application influences. Lab fee required. 45 class hours. Prerequisite: CCNT 1000 or CET 1600, or consent of instructor.

CNT 2405**Firewalls and Virtual Private Networks****3 cr.**

This course introduces students to understanding and configuring firewalls and virtual private networks. Topics include firewall planning and design, firewall configuration, packet filtering, proxy servers, designing and configuring VPSs and ongoing administration. Students will be introduced to a variety of equipment that may include CISCO PIX, Cisco VPN appliances, Checkpoint, and other internet security appliances. Lab fee required. 45 class hours. Prerequisite(s): CET 1610 and CNT 1401.

CNT 2510**Wireless LANs and Security 3 cr.**

This course introduces students to wireless local area networks, hybrid wired/wireless networks, and wireless security issues and implementation. Topics include wireless LAN devices and standards, planning and deploying wireless LANs, conducting site surveys, and wireless LAN security, vulnerabilities, and implementation. Students will work with access points and wireless devices. Lab fee required. 45 class hours. Prerequisite: CNT 1000.

COM 2460**Intercultural Communication 3 cr.**

This course explores intercultural communication in intercultural relationships in our public and private lives. Emphasis will be on the study of verbal and nonverbal communication patterns, and communication competence in negotiating intercultural relationships. 45 class hours

COP 1000**Introduction to Software Development****3 cr.**

This course introduces students to software development using structured programming and object oriented programming concepts. It includes techniques for algorithm development, coding, and testing using programming language software in a microcomputer environment. Students will develop software solutions to both 3D game-like problems and business problems at an introductory level. Lab fee required. 45 class hours

COP 1332**Visual Basic .NET Programming****3 cr.**

This course emphasizes the development of introductory object-oriented Visual Basic .NET applications for the Windows and

Web environments using forms and controls to create user interfaces. The use of properties, variables, constants, arrays, procedures, events, functions, menus, status bars, input validation, debugging, and application deployment will be covered. Lab fee required. 45 class hours. Prerequisite: CGS 1000 and COP 1000 or consent of instructor.

COP 2333**Access Programming and SQL 3 cr.**

This course will cover the more advanced aspects of creating interactive applications using Visual Basic for Applications. The focus will be on accessing different database formats using the open database connectivity (ODBC) standard, and SQL. Lab fee required. 45 class hours. Prerequisite(s): COP 1332 and CGS 2108.

COP 2801**JavaScript Programming 3 cr.**

This course provides an understanding of structured programming concepts used to create interactive web pages and dynamic web page elements. The use of properties, variables, constants, arrays, procedures, variables, functions, input validation, debugging, advanced HTML features, forms, DHTML, and animation in developing and deploying web sites will be covered Lab fee required. 45 class hours. Prerequisite(s): CGS 1000, CGS 1820 and COP 1000.

COP 2808**Web Programming with Visual Basic .NET****3 cr.**

This course emphasizes the development of Visual Basic .NET applications for the Web environment utilizing Active Server Pages .NET (ASP .NET) classes and techniques. The use of SQL data sources, cookies, server controls, validation controls, user controls, state management, security, and web services will also be covered. Lab fee required. 45 class hours. Prerequisite: COP 1332.

CRW 2001**Creative Writing I****3 cr.**

Students have the opportunity to experiment with various forms of writing, such as the short story, poetry, essays, and magazine articles. Discussion of the student's work and analysis of contemporary fiction are included. 45 class hours

CRW 2002**Creative Writing II****3 cr.**

Students will focus on the genre(s) of their choice (short story, poetry, novel). Student writings will be critiqued by the instructor and by fellow students. Marketing techniques will be emphasized. 45 class hours. Prerequisite: CRW 2001.

CRW 2003**Creative Writing III****3 cr.**

Students have the opportunity to develop further their writing projects begun in CRW 2002. For example, students may work toward the completion of a novel, play, short story or poetry collection. Student projects will be critiqued by the instructor and by fellow students. Marketing techniques will be emphasized. 45 class hours. Prerequisite: CRW 2002.

CTS 2123**Network Security and Intrusion Detection****3 cr.**

This course reflects an integrated classroom and laboratory experience in the fundamentals of computer network security and intrusion detection. Instruction will examine the principles and mechanisms of network security, intrusion detection and auditing. Topics include TCP/IP protocol, traffic analysis, security audits, filters and rules for network monitoring, intrusion infrastructure, controlling systems and data access, issues of common operating systems, and future directions in intrusion detection. This course prepares students to take the CompTIA Security+ certification exam. Lab Fee Required. Lab fee required. 45 class hours. Prerequisite(s): CNT 1401 and (CET 1610 or CNT 2102 or Network+ certification).

DAN 2100**Dance in Art and Education****3 cr.**

This course is designed to introduce students to dance as a multicultural art form that has flourished from ancient to contemporary times. Course content includes some dance history, the role of dance in creating and reflecting culture, the aesthetics of dance as a performing art, connections between dance and health, and functional applications of dance in education and therapy. Through selected readings, written assignments, library research, lecture, discussion, concert attendance, and expressive movement, students gain an appreciation of diverse types of dance, such as ballet, modern, jazz, ethnic/folk, ballroom and social, street, and video styles. This course satisfies the Gordon Rule writing requirement. A grade "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

DEH 1001**Dental Hygiene I****4.5 cr.**

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 tech-

niques, obtaining medical/dental histories, medical and dental emergencies, the pathology of plaque and stain, effective plaque control programs, comprehensive dental charting, periodontal screening record and comprehensive periodontal charting. Proof of professional liability insurance required. 67.5 class hours. Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001L, DES 1020, DES 1020L, and DES 1200C.

DEH 1001L**Dental Hygiene I Clinical****2 cr.**

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. 90 campus laboratory hours. Additional laboratory hours may be required. Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DEH 1001.

DEH 1800**Dental Hygiene II****3 cr.**

This course is a continuation of DEH 1001. Topics include dental office emergencies, plaque control, polishing techniques, treatment planning, patient scheduling, desensitization of root surfaces and nutritional counseling. Proof of professional liability insurance is required. 45 class hours. Prerequisites: DEH 1001 and DEH 1001L. Corequisites: DEH 1800L, DEH 2400, and DEH 2602.

DEH 1800L**Dental Hygiene II Clinical****2.5 cr.**

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 and proof of professional liability insurance required. 112.5 clinical hours. Additional campus/laboratory hours may be required. Prerequisites: DEH 1001 and DEH 1001L. Corequisite: DEH 1800.

DEH 2005**Dental Hygiene III****2 cr.**

This course expands concepts from previous dental hygiene courses in the development, assessment, and evaluation of patient care. Emphasis will be placed on the identification, care, and management of patients with special needs, ultrasonic instrumentation, gingival curettage, root planing and advanced instrumentation will be addressed. Continuation of medical emer-

gency management and procedures is also incorporated in discussions. Proof of professional liability insurance is required. 30 class hours. Prerequisites: DEH 2802L, DES 1100C, DEH 1800, DEH 1800L, DEH 2400, and DEH 2602. Corequisite: DEH 2804L, DEH 2702 and DES 2050.

DEH 2400**General and Oral Pathology****3 cr.**

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. Proof of professional liability insurance required. 45 class hours. Prerequisites: DEH 1001, DEH 1001L, DES 1020, DES 1020L, DES 1200C. Corequisites: DEH 1800, DEH 1800L and DEH 2602.

DEH 2602**Periodontics****2 cr.**

This course covers the etiology, classification, diagnosis, treatment, and maintenance of the periodontal patient. Content related to implantology is included. Proof of professional liability insurance required. 30 class hours. Prerequisites: DEH 1001, DEH 1001L, DES 1020, DES 1020L and DES 1200C. Corequisites: DEH 1800, DEH 1800L and DEH 2400.

DEH 2605**Advanced Principles of Dental Hygiene Seminar****1.0 cr.**

Application of theory to selected case studies with an emphasis on diagnosis and treatment of periodontal disease. Review of the relationship between systemic diseases and periodontal diseases and its impact on treatment. Proof of professional liability insurance required. 15 class hours. Prerequisite(s): DEH 2005 and DEH 2804L. Corequisite(s): DEH 2806L.

DEH 2702**Community Dental Health****2 cr.**

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 community oral health programs. Students will develop an understanding of the relationship between the community's overall health and resources and its effect on dental health. Proof of professional liability insurance required. 30 class hours. Prerequisites: DEH 2802L and DES 1100C. Corequisites: DEH 2804L and DES 2050.

DEH 2702L**Community Dental Health Clinical****1 cr.**

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 and proof of professional liability insurance required. 45 clinical hours. Prerequisite: DEH 2005, DEH 2802L, DES 1100C. Corequisites: DEH 2605 and DEH 2806L.

DEH 2802L**Dental Hygiene III Clinical****2.5 cr.**

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 and proof of professional liability insurance required. 112.5 clinical hours. Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DES 1100C.

DEH 2804L**Dental Hygiene IV Clinical****5.5 cr.**

This course provides an ongoing and expanded clinical experience including proficiency in oral prophylaxis, radiographic techniques, expanded functions, root planning, dietary analysis, and pharmacologic agents. The care of patients with special dental needs is addressed. Student achievement in this course is graded according to the scale outlined in the Grading section of the syllabus. Lab fee and proof of professional liability insurance required. 247.5 clinical and laboratory hours. Prerequisites: DEH 2802L, and DES 1100C. Corequisites: DEH 2005, DEH 2702 and DES 2050.

DEH 2806L**Dental Hygiene V Clinical****5.5 cr.**

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. Dental office management skills are applied in the clinical setting. Lab fee and proof of professional liability insurance required. 247.5 clinical and laboratory hours. Prerequisite: DEH 2804L.

DEH 2810**Dental Hygiene IV****2 cr.**

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. Proof of professional liability insurance required. 30 class hours. Prerequisites: DEH 2005, DEH 2804L, DES 2050, DEH 2702. Corequisites: DEH 2806L, DEH 2605, and DEH 2702L.

DEP 2002**Child Psychology****3 cr.**

This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

DEP 2004**Lifespan Development****3 cr.**

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

DEP 2302**Adolescent Psychology****3 cr.**

This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial, and educational growth of the adolescent. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

DEP 2402**Psychology of Adulthood and Aging****3 cr.**

This course focuses on the biopsychosocial changes encountered by people as they grow older—from the end of adolescence to the end of life. Students will study research

techniques, biological and psychological theories, genetic determinants, cognitive processes, personality, social forces, psychopathology, and death. The course will emphasize the role of research on critical issues of later-life change. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

DES 1020**Oral Head and Neck Anatomy, Histology and Embryology****5 cr.**

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. It includes 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 teeth and supporting structures. Special emphasis is placed on the hard and soft structures associated with the oral cavity. Tooth morphology is included. 75 class hours. Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DES 1020L, DEH 1001, and DEH 1001L.

DES 1020L**Oral, Head, and Neck Anatomy Laboratory****.5 cr.**

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 and proof of professional liability insurance required. 22.5 laboratory hours. Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DES 1020, DEH 1001, and DEH 1001L.

DES 1100C**Dental Materials****2 cr.**

This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry. Students will gain the knowledge and theory necessary to perform expanded duties. It introduces the use of pit and fissure sealants, treatment of dentinal hypersensitivity, pulp vitality, orthodontic debonding, amalgam polishing, and rubber dam placement. Hands-on experience with equipment and materials is provided in the campus laboratory. Laboratory fee. Proof of professional liability insurance required. 22.5 lecture hours and 22.5 laboratory hours. Prerequisites: DEH 1800, DES 1800L, DEH 2602, and DEH 2400. Corequisites: DEH 2802L.

DES 1200C**Dental Radiography 3 cr.**

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 and proof of professional liability insurance required. 30 class hours and 45 laboratory hours. Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001 and DEH 1001L.

DES 2050**Pharmacology 2 cr.**

This course introduces the use of drugs and anesthesia in dentistry. Drug classes, actions, interactions, and adverse effects 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. Special emphasis is placed on the applications of pharmacology to dental hygiene practice. Legal aspects are addressed also. Proof of professional liability insurance required. 30 class hours. Prerequisites: DES 1100C and DEH 2802L. Corequisites: DEH 2005 and DEH 2804L.

ECO 2013**Principles of Macroeconomics 3 cr.**

An introductory course in macroeconomic principles and analysis. Areas covered include: aggregate supply and aggregate demand, national income accounting, unemployment, inflation, recession, economic growth and full employment output and income. The course also covers money and banking, monetary policy, fiscal policy, consumption and business fluctuations. 45 class hours

ECO 2023**Principles of Microeconomics 3 cr.**

This is a course that deals with supply and demand, markets and prices; market structures; business organization and production; distribution of income among the factors of production; international trade; economic systems and consumer theory. 45 class hours

EDF 1005**Introduction to Education with Field Experience 3 cr.**

This course is a survey of the historical, sociological, and philosophical foundations of education and an orientation to professional education which includes the Code of Ethics of the teaching profession. Field experience: 15 hours of observation are required in a classroom setting. 45 class hours. Prerequisite: REA 0002 or appropriate placement score.

EDG 1310**Classroom Management 3 cr.**

The study of classroom management principles and applications, including individual behavior management and group dynamics techniques. 45 class hours

EDG 2701**Teaching Diverse Populations with Field Experience 3 cr.**

An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. The course focuses on providing prospective teachers with knowledge about students in American schools who are from different ethnic, racial, cultural, and/or linguistic backgrounds or who represent other categories of diversity and the elimination of barriers to cultural understanding. Field experience: 15 hours of observation required in appropriately diverse settings. 45 class hours. Prerequisite: REA 0002 or appropriate placement test score.

EDP 2002**Educational Psychology 3 cr.**

This course is designed to examine the branch of psychology that specializes in understanding teaching and learning in educational contexts. Students will be exposed to topics such as: cognitive, social, physical development; socio-cultural teaching approaches; classroom management principles; motivation; standardized testing; and assessment. Students will also explore current and critical issues in educational psychology. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

EEC 1003**Introduction to Early Childhood Education 3 cr.**

This course is designed to provide an overview of the important elements of education and care for young children from birth through age eight. This course includes the history, types and guidelines for early childhood educational programs. Observational techniques, child growth and development, guidance and curriculum design germane to early childhood are introduced. Students will be exposed to current issues and trends in the early childhood education profession. 45 class hours

EEC 1008**Emergent Literacy Through the Use of Children's Literature 3 cr.**

This course focuses on the early childhood teacher's role in promoting emergent literacy in infants, toddlers, and preschoolers. Essential building blocks that contribute to later success in school can be mastered by children in a preschool setting that provides

a literacy-rich environment. Early reading achievement and success in learning to read are influenced by the quality of children's early experiences with print and language. Further emphasis is placed on picture books and other literary materials suitable for infants and young children. 45 class hours

EEC 1407**Facilitating Social Development 3 cr.**

This course focuses on the social development and behavior of the young child. A child-centered philosophy utilizing positive guidance skills is presented with opportunities for practice and implementation. Further emphasis is placed on types of communication, limit setting, and classroom management, along with an investigation of play, self-esteem, stress and prosocial skills among other topics. 45 class hours

EEC 1601**Observation and Assessment of Children 3 cr.**

This course covers techniques for observing and recording the behavior of young children. Students study the interpretation of authentic assessments as applied to educating the young child from a developmental perspective. Emphasis is on the use of various types of informal measurements along with the appropriate use of standardized assessments. Issues of professionalism including confidentiality, anti-bias, and ethical behaviors are addressed. 45 class hours

EEC 2001**Child Growth and Development 3 cr.**

This course will introduce students to the theoretical foundations of child growth and development and the practical application of theory to child development education practice. Students will receive an overview of the key concepts and theories underlying the factors of child development. Physical, cognitive, psychosocial and emotional factors will be covered. 45 class hours

EEC 2002**Program Management 3 cr.**

This course emphasizes managing all available resources to ensure the effective operation of a child care early childhood education program. A systematic approach for planning, organizing, record keeping, and staff management is applied. It is designed to prepare students to effectively lead programs for young children. Students who also successfully complete this course will meet one of the educational requirements for the Foundational Level Child Care and Education Administration credential and one of the educational requirements for the Advanced Level Administration Credential as defined by the State of Florida. 45 class hours

EEC 2200**Preschool Curriculum I 3 cr.**

This course is designed to examine the principles and methods for developing a program for young children including curriculum design, and materials and equipment for learning activities. Emphasis is placed on identification, selection, and application of activities, trends, and key concepts in an integrated approach. 45 class hours. Prerequisite(s): EEC 2001 and EEC 1407.

EEC 2202**Preschool Curriculum II 3 cr.**

This course is designed to explore the value and purpose of creative experiences in the development of the young child's creative abilities using art, music, dance, play and drama. The child's acquisition of math and science concepts through discovery learning is examined. Emphasis is placed on presentation of activities through an integrated approach. 45 class hours. Prerequisite: EEC 2200.

EEC 2271**Young Children with Special Needs 3 cr.**

This course introduces students to the special needs of young children, from birth through age five, within the context of their families, using observation techniques for identifying and making appropriate referrals. The content also includes possible causes for developmental delays, disabilities or established conditions; a historical overview of federal laws, biases and attitudes of children with disabilities; the importance of early identification and critical periods of development, as well as general information about specific disabling conditions such as sensory impairments, health problems, chronic illness, physical, cognitive, communication, behavioral, neurological disorders and learning disabilities. 45 class hours. Prerequisite: EEC 1003.

EEC 2401**Parent/Community Relationships 3 cr.**

This course covers methods for meeting the needs of parents and children using child care facilities. Students survey the resources available in the community along with the procedures to link families in need with these services. Special emphasis is placed on nurturing the parents-child-teacher relationship and maximizing parent involvement in their children's life at school. 45 class hours

EEC 2732**Infants, Toddlers and Caregivers 3 cr.**

This course is designed to provide essential healthcare information that professionals use in caring for infants and toddlers. It also includes information to help caregivers se-

lect and use curriculum appropriately in an individualized manner for each child in their care. Students learn to give special attention to the sequence of development of children while recognizing differences in their rates of development. A holistic emphasis of this course focuses on curriculum which provides for the physical, emotional, social, cognitive and language development of infants and toddlers. 45 class hours. Prerequisite(s): EEC 1000 and EEC 1601.

EEC 2941**Child Care Practicum 3 cr.**

This course consists of a 135 clock hour supervised laboratory practicum in an approved child care facility. The practicum will emphasize curriculum activities, case studies, child observation methods and the application of developmental theories to practice. The practicum site, supervision and goals must be approved by the child care center operations program manager. Final grade will be based upon completion of training objectives, observation(s), along with the supervisor's evaluation and final report. Prerequisite: Completion of 18 credits in EEC courses. 15 hours of planned instruction

EME 2040**Introduction to Educational Technology 3 cr.**

The purpose of this course is to introduce the student to appropriate applications of technology to the educational setting. Topics include hardware, productivity tools, graphics applications, presentation, and multimedia software and electronic communication. 45 class hours. Prerequisites: REA 0002 or appropriate placement test score and ENC 1101 (completed with a grade of "C" or higher).

EMS 1119C**Emergency Medical Technology 6.5 cr.**

This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/ Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated clinical laboratory setting. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee and proof of professional liability insurance required. 60 class hours and 112 lab hours. Prerequisite: HSC 2531 (with a grade of "C" or higher) Corequisite: EMS 1431.

EMS 1431**Emergency Medical Technology Clinical 1.5 cr.**

This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Prior to participating in the clinical experiences, students must be Basic Life Support Certified, must meet the age requirements of local EMS agencies, and must submit the health record as required by the program. Student performance in this course is graded as "Pass/Fail." Proof of professional liability insurance and criminal background check required. 48 clinical hours. Prerequisite: HSC 2531 and current CPR certification. Corequisite: EMS 1119C.

EMS 2620C**Paramedics I 11.5 cr.**

This course presents advanced theory and lab experience in the pharmacology, airway/breathing, circulation/cardiovascular and communicable disease modules prescribed by the 1998 National Standard Curriculum. The American Heart Association Advanced Cardiac Life Support (ACLS) is included and must be successfully completed within the structure of EMS 2620C and to the satisfaction of the EMS Program Medical Director to continue in the Paramedic Program. Lab fee and proof of professional liability insurance required. 128 lecture class and 112 lab hours. Additional laboratory hours maybe required. Prerequisite: Admission to the Paramedics Certificate Program. Corequisite: EMS 2621.

EMS 2621**Paramedics Clinical I 2.5 cr.**

Supervised clinical experiences are provided in phlebotomy, intravenous therapy, respiratory therapy, dialysis, operating room, home health care, with the Medical Examiner's office and the program's Medical Director. Student achievement is graded as "Pass/Fail". This course includes computer competencies. 80 clinical hours. Proof of professional liability insurance required. Prerequisites: Admission to Paramedic Certificate Program. Corequisite: EMS 2620C.

EMS 2622C**Paramedics II 9 cr.**

This course continues advanced theory and lab experience in the respiratory emergencies, gynecology/obstetrics, neonate/pediatrics, toxicology, endocrinology, gastrointestinal and genitourinary and geriatric modules prescribed by the 1998 National Standard Curriculum. Lab fee and proof of professional liability insurance required. 96 class hours and 96 lab hours. Additional laboratory hours may be required. Prerequisites: EMS 2620C, EMS 2621 and successful completion of American Heart Association Advanced Cardiac Life Support as part of EMS 2620C. Corequisite: EMS 2623.

EMS 2623**Paramedics Clinical II** **6 cr.**

Term I clinical assignments are repeated and broadened to include Advanced Life Support rescue units, hospital critical care units, labor and delivery, pediatrics and extrication. Student achievement is graded as "Pass/Fail." This course includes computer competencies. Proof of professional liability insurance required. 192 clinical hours. Prerequisite: EMS 2621. Corequisite: EMS 2622C.

EMS 2624C**Paramedics III** **5.5 cr.**

This course continues advanced theory and lab experiences in the communication/documentation, medico-legal, behavioral, ambulance operations, rescue awareness, roles, responsibilities and ethics modules prescribed by the 1998 National Standard Curriculum. Final comprehensive written and practical examinations must be successfully completed at the end of the course. Lab fee and proof of professional liability insurance required. 52 class and 72 lab hours. Additional lab hours may be required. Prerequisites: EMS 2622C and EMS 2623. Corequisite: EMS 2625.

EMS 2625**Paramedic Internship** **7.5 cr.**

Supervised practice on Advanced Life Support rescue units is provided with a required minimum of 20 ALS contacts. Paramedic preceptors, faculty and the Medical Director participate in supervision of the student. This course includes computer competencies. Student performance is graded as "Pass/Fail." Additional hours may be required to satisfy minimum ALS contacts. 240 clinical hours. Proof of professional liability insurance required. Prerequisites: ACLS Certification and EMS 2623. Corequisite: EMS 2624C.

ENC 0001**Writing I** **4 cr.**

This college preparatory course provides a review of grammar skills and an introduction to paragraph writing. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Further emphasis is placed on the construction of well-organized paragraphs. Laboratory work on various related topics is 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. 60 class hours. Prerequisite: Appropriate placement test score.

ENC 0010**Writing II** **4 cr.**

This college preparatory course is designed to improve the student's ability to write paragraphs and short essays. Grammar skills are reviewed briefly, but emphasis is placed on well constructed, logically-sound writing that enables the student to meet college-level writing requirements, such as the Gordon Rule. A student entering this class is expected to have a knowledge of sentence structure, grammar, and punctuation. Upon successful completion of both this course and the exit test with a grade of "C" (70%) or higher, four compensatory credits will be earned. This course does not apply toward a degree. Testing fee. 60 class hours. Prerequisite: Appropriate placement test score.

ENC 1101**English Composition I** **3 cr.**

This course is designed to develop effective written communication skills for academic and professional use. It includes practice in the selection, restriction, organization, and development of topics and reinforces the student's facility with sentence structure, diction, and mechanics. Students must show competency in utilizing research skills and documenting printed and electronic sources through composing a documented paper or a short research assignment. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. Students will be required to use a computer to compose essays in this class. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course) or appropriate placement test scores

ENC 1102**English Composition II** **3 cr.**

Students will become familiar with the principles and practices of research and will demonstrate proficiency in following prescribed methods of library research and MLA documentation in the research paper. The student will also gain through literature an appreciation of the interrelatedness of culture and art. Through exposure to at least two of the four genres (novel, poetry, drama, short story), students will be able to articulate their critiques and analyses of the literature. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

ENC 2210**Technical Writing** **3 cr.**

This course prepares students to write effectively for careers in the technological community. Students will write memoranda, resumes, proposals, feasibility, and progress reports. The course is directly applicable to the student in business administration, health, hospitality, law enforcement, and many other business and technical fields. Assignments are related to the individual interest of the student. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

ENG 2103**World Cinema** **3 cr.**

This course introduces students to films of renowned directors from around the world, such as Godard (France), Oshuma (Japan), Yimou (China), deSica (Italy), Imamura (Japan). Some comparative studies will be made to American filmmakers, including Van Sant, Mamet, Scorsese, and Solondz. Emphasis will be on cultural diversity through moral, spiritual, philosophical, & intellectual themes. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher.)

ENG 2670**Conflict and Nonviolent Resolutions in Film** **3 cr.**

This course examines the use of nonviolence to resolve conflict within and between nation states through film. The use of non-violent conflict resolution is explored in diverse cultures and subcultures through the exploration of social and political ideologies, ethical issues, and moral and spiritual dilemmas. Foreign and domestic film will be studied for fictional and realistic scenarios, which offer nonviolent resolutions to war, civil and domestic conflicts, and terrorism. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the

Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher.)

ENL 2012

British Literature: The Middle Ages through the Late 18th Century 3 cr.

This course consists of the critical study of selected works of British Literature from the Middle Ages through the late 18th century, including such authors as Chaucer, Donne, Johnson, Milton, Pepys, Defoe, Swift, and Goldsmith. The historical and cultural context of each work will be examined as essential to the understanding and appreciation of the work. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

ENL 2022

British Literature: The Late 18th Century through the Modern Era 3 cr.

This course consists of the critical study of selected works of British literature from the late 18th century through the modern era, including such authors as Byron, Wordsworth, Austen, Dickens, Conrad, Lawrence, Larkin, and Gordimer. The historical and cultural context of each work will be examined as essential to the understanding and appreciation of the work. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" higher).

ENL 2330

Introduction to Shakespeare 3 cr.

This course provides an opportunity for guided reading, analysis, and discussion of Shakespeare's plays and poems. Students read and view plays representative of Shakespeare's mastery of a variety of dramatic genres as well as the plays' dominant themes, motifs, and imagery. Students also learn the structure and other defining features of Shakespearean sonnets. The course includes instruction in Shakespeare's life and development as an artist, the Elizabethan worldview, the Elizabethan theater, and Renaissance as well as modern criticism of Shakespeare's work. The plays and poems of Shakespeare reflect the ethos of Elizabethan England but possess a universal relevance that transcends time and place. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

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. 45 class hours

ETD 1100

Technical Drawing 3 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. 45 lecture hours

ETD 1530

Architectural Drafting 3 cr.

This course prepares the student to both read and prepare construction drawings using computer aided drafting software. The student will work with plans, elevations, sections, and details as applied to wood, masonry, and concrete structures in accordance to building code requirements using AutoCAD and Chief Architect. Lab fee required. 45 class hours. Prerequisite: ETD 2320 or consent of instructor.

ETD 2218

Introduction to Geometric Dimensioning & Tolerancing 3 cr.

This is an introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ANSI/ASME Y 14.5M. Topics include symbols, datum referencing, form tolerancing, orientation and runout tolerancing, profile tolerancing, and positional tolerancing. 45 class hours. Prerequisite: ETD 1100 and ETD 2320.

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). 45 class hours

ETD 2320

Computer Aided Drafting I 3 cr.

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. 45 class hours. Prerequisite: ETD 1100 and CGS 1100.

ETD 2340

Computer Aided Drafting II 3 cr.

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. 45 class hours. Prerequisite: ETD 2320.

ETD 2381

Computer Aided Drafting for Manufacturing 3 cr.

This course provides a comprehensive survey of 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. Lab fee required. 45 class hours. Prerequisite: ETD 2320.

ETD 2540

Engineering Drafting 3 cr.

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 pro-

cedures 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. 45 class hours. Prerequisite: BCN 1001 and ETD 2320.

ETD 2941
Internship in Drafting and Design 4 cr.

The purpose of this course is to provide the student with 120 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. 60 class hours. Prerequisite: ETD 2540.

ETI 1110
Introduction to Quality Control 3 cr.

This course provides an introduction to quality control and continuous improvement. Students will not only learn the principles and practices of quality control, but also the tools and techniques used in quality operations. Topics such as Statistical Process Control (SPC), benchmarking, fundamentals of statistics, acceptance sampling, control charts, and other quality issues and tools will be presented. 45 class hours. Prerequisite(s): STA 2023.

ETI 1411
Introduction to Manufacturing 3 cr.

This course is designed for students with little or no knowledge of manufacturing processes. This course will cover topics related to current manufacturing processes of metals, polymers, ceramics, and composites. Students will gain an understanding of the value added to material by changing its form and the methods used to achieve the form. 45 class hours.

ETI 1998
Industrial Management Skills I 3 cr.

Students who complete an industrial program at a technical center or community college of 900 clock hours to 1,450 clock hours may be issued credit for this course. The course is designed for students who have attained a skill level in their field and now are interested in learning management skills. Prerequisite: Technical Certificate.

ETI 1999
Industrial Management Skills II 27 cr.

Students who complete an industrial program at a technical center or community college of 1,500 or more clock hours may be issued credit for this course. The course is designed for students who have attained a skill level in their field and now are interested in learning management skills. Prerequisite: Technical Certificate.

ETI 2622
Concepts of Lean Six Sigma Manufacturing 3 cr

This course is an overview of Lean Six Sigma initiatives. Students will learn the value of using data to identify and eliminate process problems. Various projects will require students to redefine roles and procedures within a group in order to continuously generate the results wanted. This course is not a certification course, but a summary of the components of a Lean Six Sigma program. 45 class hours. Prerequisite(s): STA 2023. Dental Hygiene

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. 45 class hours

FFP 1120
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. 45 class hours

FFP 1505
Fire Prevention Practices 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. 45 class hours

FFP 1540
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, stand-pipe systems, and special agent fixed extinguishing systems, along with fire detection and alarm systems. 45 class hours

FFP 1720
Company Officer Leadership 3 cr.

Designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics. 45 class hours

FFP 1740**Fire Service Course Delivery 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. 45 class hours

FFP 1810**Firefighting Tactics 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. 45 class hours

FFP 1811**Firefighting Tactics II 3 cr.**

This course will cover advanced tactics and strategy to be used at a major or unusually difficult fire scene. The principles to be utilized on the fire ground for maximum manpower and equipment use will be studied, along with fire ground administration for all types of fire and emergency situations. Emphasis will be placed on developing skills required during crisis situations. 45 class hours. Prerequisite: FFP 1810

FIN 1100**Personal Finance 3 cr.**

This course gives the student an overview of the important areas of managing finances. Topics include: buying on credit, borrowing money, using bank services, and selecting insurance coverage for the home and auto. In addition, the pros and cons of home ownership versus renting will be discussed. Students will learn sources of investment information and the issues of investing in stocks and bonds. Income tax, Social Security, and Medicare will be reviewed. Retirement planning topics such as annuities, estate planning, wills and estates will also be covered. 45 class hours

FRE 1120**Beginning French I 4 cr.**

The purpose of this course is 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. 60 class hours

FRE 1121**Beginning French II 4 cr.**

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. 60 class hours. Prerequisite: FRE 1120 or consent of instructor.

FRE 2220**Intermediate French I 4 cr.**

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. 60 class hours. Prerequisites: FRE 1121, two years of high school French, or the equivalent.

FRE 2221**Intermediate French II 4 cr.**

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. Prerequisite: FRE 2220. 60 class hours

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

GEA 2210**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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. 45 class hours

GEB 1136**Introduction to eBusiness 3 cr.**

This course is designed to introduce students to the multi-faceted aspects of electronic business operations. This course provides a framework for students to use in the analysis and formulation of electronic business solutions. Electronic business is an area that impacts many different disciplines of study, such as accounting, business law, information systems, marketing, and management. 45 class hours.

GEB 2350**International Business 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. 45 class hours

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. 60 class hours

GER 1121**Beginning German II 4 cr.**

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. 60 class hours. Prerequisite: GER 1120 or consent of instructor.

GER 2220**Intermediate German I 4 cr.**

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. 60 class hours. Prerequisite: GER 1121, two years of high school German, or the equivalent.

GER 2221**Intermediate German II 4 cr.**

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. 60 class hours. Prerequisite: GER 2200.

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. 45 class hours

GIS 2040**Introduction to GIS 3 cr.**

This is an introductory course that covers the basic concepts of GIS. The course will discuss different types of GIS's and their capabilities; GIS data collection and input; GIS data types and basic mapping concepts. The course includes a hands-on introduction to ArcGIS software. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000 and CGS 1100.

GIS 2060**Advanced GIS Concepts 3 cr.**

This course is a continuation of Introduction to Geographic Information Systems. The course will expand the students' knowledge of GIS software. Students will continue their study of the US GPS system and Remote Sensing, integrating these technologies with ArcGIS software as well as explore ArcGIS's Spatial Analyst Extension. The course assignments are project-based activities resulting in high quality maps. Lab fee required. 45 class hours. Prerequisite: GIS 2040.

GIS 2147**Applications of GIS, GPS, and Remote Sensing 3 cr hrs**

This is the final course in GIS and brings together all the concepts learned in Intro-

duction and Advanced GIS courses. It integrates the three technologies of Geographic Information System (GIS), Global Positioning Systems (GPS) and Remote Sensing for solving real world problems. This is a project based course. The student will be required to prepare and present a complete GIS project. Lab fee required. 45 class hours. Prerequisite: GIS 2060.

GLY 2010**Introduction to Geology 3 cr.**

This course is a survey course designed for the non-science student. It provides an introduction to the study of the physical, chemical and geological processes that produce earth materials and landforms. Topics include: Earth materials, their formation and distribution; landforms and the processes that create and alter them; fossils and time; and the theory of the plate tectonics. 45 class hours. Prerequisite: REA 0002 (Completed with a grade of "C" or higher) or appropriate placement test score.

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. 45 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. 45 class hours

HSC 2531**Medical Terminology 3 cr.**

This course is directed toward the learning of medical language including word structures, prefixes, and suffixes. The learning of the medical language is organized according to body systems, providing an overview of the anatomy, physiology, and disease processes of those systems to facilitate student understanding of specific terminology. Body systems addressed are the urinary, nervous, digestive, cardiovascular, respiratory, musculoskeletal, and reproductive. 45 class hours

HUM 1020**Introduction to Humanities 3 cr.**

This is an overview of the humanities with emphasis on the traditional elements of the various humanistic disciplines. Included is the study of the development of human creative expression from prehistoric times to the present. An emphasis is placed on the interrelationships of the arts and major artistic movements. Topics may include music, painting, sculpture, architecture, religion, philosophy, dance, drama, poetry, film and development of major ideas and ideals. Students may be asked to participate in or attend an event that expresses one or more of the humanistic disciplines. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be obtained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

HUM 2210**Humanities: The Ancient World to the Middle Ages 3 cr.**

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 satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

HUM 2230**Humanities: The Renaissance to the Modern Day 3 cr.**

A study of Western Culture from the Renaissance to the present. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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 Associate Degree. This course does not satisfy the humanities requirement for a degree. Special fee: registration fees plus cost of trip. 45 class hours.

HUM 2711

American Studies in the Humanities

3 cr.

This course offers students a study/travel program centered around the city or 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 and/or non-western civilization through on-site study of great works of art, architecture, music, drama, religion, history, and philosophy. This credit applies toward elective for the Associate Degree and does not satisfy the Humanities requirement towards the Associate Degree. Special Fee. Registration fees plus cost of trip. 45 class hours

HUN 1270

Sports Nutrition

3 cr.

This course presents the scientific principles of human nutrition as they relate to athletics, exercise, and health. Specific nutritional requirements for physically active individuals throughout the lifespan will be addressed. This course does not meet the nutrition requirement for the dental hygiene or nursing programs. 45 class hours

HUN 2201

Science of Human Nutrition

3 cr.

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. 45 class hours. Recommended Prerequisite: BSC 1020 or BSC 1085.

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. 45 class hours

HUS 1302

Basic Counseling Skills

3 cr.

Prerequisite: HUS 1001 or 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. 45 class hours

HUS 1540

Principles for Understanding and Working with Families

3 cr.

This course presents family theories most often used by Human Service workers as the framework for understanding how to work with various family constellations and concerns. The student will learn how theory and practice can be used in the development of family/worker collaboration and application of family-centered practice. Students will learn the history of systems theory and understand the influence of family systems on the development of problem behaviors. Students will learn and practice skills for empowering families to assess their strengths, concerns, and priorities and to make a plan to meet their needs and resolve their own problems. 45 class hours. Prerequisite: HUS 1001. Corequisite: HUS 1302.

HUS 2400

Substance Abuse Counseling

3 cr.

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. 45 class hours. Prerequisite: HUS 1302 or PSY 1012 or consent of instructor.

HUS 2525

Issues in Mental Health

3 cr.

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. 45 class hours. Prerequisite: HUS 1302 or PSY 1012 or consent of instructor.

HUS 2530

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 in-

clude 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. 45 class hours

HUS 2940

Human Services Practicum I

3 cr.

Practicum 1 is a 3 credit hour course that incorporates classroom learning as well as experience serving in a community agency. The course is a requirement for both the Human Services Assistant Certificate and for the Associates Degree. The course includes 15 hours of classroom and 60 hours of field experience. The student is required to purchase Professional Liability Insurance through the PHCC bookstore prior to beginning any hours at the assigned placement. Topics and activities in the course include interviewing skills, visits to community agencies, resume preparation, demonstration of counseling skills, and completion of written assignments. Prerequisites: HUS 1001, HUS 1302, and PSY 1012.

HUS 2941

Human Services Practicum II

5 cr.

Practicum 2 is a 5 credit hour course that incorporates classroom learning as well as experience serving in a community agency. The course is a requirement for the Associates Degree. Practicum 2 continues the learning experience begun in Practicum 1. The course includes 15 hours of classroom and 120 hours of field experience. The student is required to purchase Professional Liability Insurance through the PHCC bookstore prior to beginning any hours at the assigned placement. Topics and activities in the course include visits to community agencies, resume preparation, demonstration of counseling skills, and completion of written assignments. Prerequisites: HUS 2940.

IDS 2942

Service-Learning Practicum

3 cr.

This course is a three-credit-hour field experience of organized service designed to provide students with the opportunity to actively participate in a community service placement organization (service-learning partner) and complete a series of reflective and analytical exercises relevant to the service-learning experience. Students will be encouraged to think critically about civic engagement, become more knowledgeable about the relevant content area through the context of their field experience, and make a valuable contribution to the community. Students will be required to participate in a

minimum of 90 contact hours of planned instructional activities and at least four one-on-one reflection conferences with the instructor.

INR 2002

World Perspectives:

An Introduction

to International Relations

3 cr.

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

ISS 2160

Contemporary Ethnic Diversity Issues

3 cr.

This course is designed to provide an examination of the meaning and significance of multiculturalism and ethnic diversity. Students will study different cultural and ethnic groups and learn about issues involved in ethnicity and multiculturalism. Students will be exposed to concepts such as: culture, sociocultural theory, diversity consciousness, identity assimilation, pluralism, stereotypes, prejudice, discrimination, conflict and diversity skills. Students will also be exposed to historical, political, economic, sociological and psychological components of multiculturalism. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

ISS 2263

Psychosocial Aspects of the Holocaust

3 cr.

This interdisciplinary course is designed to introduce the student in some depth to one of the major events of the twentieth century and to explore the social, psychological, ethical and moral, religious, cultural, artistic and personal implications of the Nazi extermination of six million Jews and five million other Europeans in the name of racial purity. The course provides the opportunity to explore the nature of good and evil as reflected in acts of prejudice, intolerance and hatred as well as acceptance and celebration of human diversity. The course will include fieldtrips. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

JOU 2100

Journalistic Writing and Reporting

3 cr.

Prerequisite: ENC 1101 (completed with a grade of "C" or higher). An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyreading both news and feature stories. 45 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

LIT 1020

Introduction to Short Fiction

3 cr.

This course will introduce students to the elements of short fiction: setting, plot, point of view, character development and theme and to the history of short stories as a discrete literary genre. Students will gain an understanding and appreciation of technique and style in stories of various genres, time periods, and cultures. Critical reading and writing skills will be enhanced with both oral and written assignments. Students will come away from the course with a good understanding of how fiction works. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

LIT 2110

World Literature:

The Ancient World through the Renaissance

3 cr.

This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasized are the intellectual and moral issues in literature that unite humankind despite diversity in time, place, and language. Because this course may be taken as an alternative to English Composition II, students will be expected to

demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

LIT 2120

World Literature:

The Renaissance

through the Modern Era

3 cr.

This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Renaissance through the modern era. Emphasized are the intellectual and moral issues in literature that unite humankind despite diversity in time, place, and language. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

LIT 2203

Poetry, Peace and Social Justice

3 cr.

Students will examine issues relevant to peace and social injustice by critically analyzing the thematic development and concerns of poems dealing with these issues. Students will examine how the use of poetic technique and form helps convey the poet's thematic concerns. Through an analysis of selected poems, students will consider the causes of war and social injustice as well as the alternatives. Emphasis will be on poems that reflect culturally diverse perspectives. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

LIT 2380**Women in Literature** 3 cr.

This course will introduce students to writings by and about women in order to explore and define the diverse attitudes, historical contributions, ethical problems and human issues as they emanate from women in both the American culture as well as other cultures. Students will study readings in fiction, poetry, essays, and drama written by and about women. The assigned works will both illustrate traditional images of women and reflect changes in these images brought about in recent years by the women's movement. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: ENC 1101 (Completed with a grade of "C" or higher).

MAC 1105**College Algebra** 3 cr.

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. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 45 class hours. Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or appropriate placement test score.

MAC 1147**Precalculus Algebra/Trigonometry** 5 cr.

Topics include review of properties and graphs of functions, polynomial and rational functions, conic sections, circular and trigonometric functions, trigonometric identities and equations, solutions of triangles, polar equations and parametric equations. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 75 class hours. Prerequisite: MAC 1105 (completed with a grade of "C" or higher), or appropriate placement test score.

MAC 2233**Applied Calculus** 4 cr.

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. 60 class hours. Prerequisite: MAC 1105 (completed with a grade of "C" or higher).

MAC 2311**Calculus and Analytic Geometry I** 5 cr.

This course is designed for students who plan to major in mathematics, computer science, engineering, or natural sciences. Topics include: limits and continuity; rules of differentiation; derivatives of algebraic and trigonometric functions, applications of derivatives, the Fundamental Theorem of Calculus, integration, and applications of integration. If used to meet the requirements of the AA degree, a grade of "C" or higher must be obtained. 75 class hours. Prerequisite: MAC 1147 (completed with a grade of "C" or higher).

MAC 2312**Calculus and Analytic Geometry II** 5 cr.

This course is designed for students who plan to major in mathematics, computer science, engineering, or natural sciences. Topics include: Integration of logarithmic, exponential, hyperbolic, inverse trigonometric, and inverse hyperbolic functions; L'Hospital's Rule; techniques of integration such as integration by parts, trigonometric substitution, partial fractions, and rationalizing substitutions; improper integrals; applications of integration; introduction to differential equations; Taylor's Formula; sequences and series; polar coordinates; and parametric equations. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 75 class hours. Prerequisite: MAC 2311 (completed with a grade of "C" or higher).

MAC 2313**Calculus and Analytic Geometry III** 4 cr.

This course is designed for students who plan to major in mathematics, computer science, engineering, or natural 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; and Green's Theorem. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 60 class hours. Prerequisite: MAC 2312 (completed with a grade of "C" or higher).

MAP 2302**Differential Equations** 3 cr.

This course studies ordinary differential equations of the first order, linear differential equations of the nth order, systems of linear differential equations, power series solutions and Laplace Transforms. 45 hours. Prerequisite: MAC 2312 with a grade of "C" or higher.

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. 45 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. 60 class hours

MAT 0024**Elementary Algebra** 4 cr.

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 state exit test must be completed with a grade of "C" or higher. This course does not apply toward a degree. Testing fee. 60 class hours. Prerequisite: MAT 0012 (completed with a grade of "C" or higher) or appropriate placement test score.

MAT 1033**Intermediate Algebra** 4 cr.

This course is designed to prepare students for entry into MAC 1105. Topics include real number properties and subsets; linear and quadratic equalities and inequalities, operations with polynomials, rational expressions, exponents and radicals; graphing first degree equations and inequalities; radical and absolute value equations; systems of two linear equations. 60 class hours. Prerequisite: MAT 0024 (completed with a grade of "C" or higher), or appropriate placement test score.

MCB 2010**Microbiology 3 cr.**

A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their relationships to other organisms. 45 class hours. Prerequisite: BSC 2010 and BSC 2010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: MCB 2010L.

MCB 2010L**Microbiology Laboratory 1 cr.**

A laboratory investigation into the biology of microbial organisms. Topics include microbial morphology, physiology and genetics. Lab fee required. 30 laboratory hours. Prerequisite: BSC 2010 and BSC 2010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: MCB 2010.

MET 2010**Introduction to Meteorology 3 cr**

A descriptive introduction to the atmosphere, its structure, composition and major processes. Main topics will include composition, heating and cooling, temperature, pressure and winds, weather systems, storms, forecasting, climate and climate change. 45 class hours. Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score.

MGF 1106**Mathematics for Liberal Arts I 3 cr.**

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. 45 class hours. Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or appropriate placement test score.

MGF 1107**Mathematics for Liberal Arts II 3 cr.**

Topics include: mathematical models, graph theory, number systems, voting techniques, legislative apportionment, financial mathematics, and the history of mathematics. If used to meet the requirements of the AA degree, a grade of "C" or higher must be obtained. 45 class hours. Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or appropriate placement test score.

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. 45 class hours

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. 45 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. 45 class hours

MNA 1100**Organizational Behavior 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. 45 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. 45 class hours

MNA 2941**Internship in Business 3 cr.**

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 90 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." 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. Program deadlines are in mid-June for Fall and mid-October for Spring terms.

MSL 1001**Foundations of Officership 1 cr hr**

Examines the unique duties and responsibilities of officers, organization and role of the army, review skills pertaining to fitness and communication, analyze Army values and expected ethical behavior.

MSL 1001L**Foundations of Officership—Laboratory 1 cr hr**

Provides the Laboratory setting for MSL 1001.

MSL 1002**Basic Leadership 1 cr hr**

Presents fundamental Leadership concepts and doctrine, practice basic skills that underline effective problem solving, examine the officer experience.

MSL 1002L**Basic Leadership—Laboratory 1 cr hr**

Examines the unique duties and responsibilities of officers, organization and role of the army, review skills pertaining to fitness and communication, analyze Army values and expected ethical behavior.

MSL 2101**Individual Leadership Studies 1 cr hr**

Develops knowledge of self, self-confidence, and individual leadership skills, develop problem solving and critical thinking skills, apply communication, feedback, and conflict resolution skills.

MSL 2101L**Individual Leadership Studies—Laboratory 1 cr hr**

Provides the laboratory setting for MSL 2101. Corequisite: MSL 2101.

MSL 2102**Leadership and Teamwork 1 cr hr**

Focuses on self development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills.

MSL 2102L**Leadership and Teamwork—Laboratory 1 cr hr**

Provides the laboratory setting for MSL 2102. Corequisite: MSL 2102.

MTG 2206

College Geometry 3 cr.

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. 45 class hours. Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score.

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. 30 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, MUN 1340E, and MUN 1340F). 30 laboratory hours

MUN 1450

Piano Ensemble 1 cr.

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. 30 laboratory hours. Prerequisite: Consent of instructor.

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. 45 class hours

MUT 1121

Music Theory I 4 cr.

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. 45 lecture hours and 30 laboratory hours. Prerequisite: MUT 1001.

MUT 1122

Music Theory II 4 cr.

The purpose of Music Theory II is to provide a continuation of Music Theory I with emphasis on further development of musical skills. 45 lecture hours and 30 laboratory hours. Prerequisite: MUT 1121.

MUT 2126

Music Theory III 4 cr.

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. 45 lecture hours and 30 laboratory hours. Prerequisite: MUT 1122.

MUT 2127

Music Theory IV 4 cr.

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. 45 lecture hours and 30 laboratory hours. Prerequisite: MUT 2126.

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.

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. 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).

- MVB 1011A Trumpet
- MVB 1012A Horn
- MVB 1013A Trombone
- MVB 1014A Baritone Horn
- MVB 1015A Tuba
- MVK 1011A Piano
- MVK 1013A Organ
- MVP 1011A Percussion
- MVS 1011A Violin
- MVS 1012A Viola
- MVS 1013A Cello
- MVS 1014A String Bass
- MVS 1015A Harp
- MVS 1016A Guitar
- MVV 1011A Voice
- MVW 1011A Flute
- MVW 1012A Oboe
- MVW 1013A Clarinet
- MVW 1014A Bassoon
- MVW 1015A Saxophone

Applied Music II—Preparatory 1 cr.

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. 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).

- MVB 1011B Trumpet
- MVB 1012B Horn
- MVB 1013B Trombone
- MVB 1014B Baritone Horn
- MVB 1015B Tuba
- MVK 1011B Piano
- MVK 1013B Organ
- MVP 1011B Percussion
- MVS 1011B Violin
- MVS 1012B Viola

MVS 1014B String Bass
 MVS 1015B Harp
 MVS 1016B Guitar
 MVV 1011B Voice
 MVW 1011B Flute
 MVW 1012B Oboe
 MVW1013B Clarinet
 MVW 1014B Bassoon
 MVW 1015B Saxophone

Applied Music III—Preparatory 1 cr.

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. 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).

MVB 2021A Trumpet
 MVB 2022A Horn
 MVB 2023A Trombone
 MVB 2024A Baritone Horn
 MVB 2025A Tuba
 MVK 2021A Piano
 MVK 2023A Organ
 MVP 2021A Percussion
 MVS 2021A Violin
 MVS 2022A Viola
 MVS 2023A Cello
 MVS 2024A String Bass
 MVS 2025A Harp
 MVS 2026A Guitar
 MVV 2021A Voice
 MVW 2021A Flute
 MVW 2022A Oboe
 MVW 2023A Clarinet
 MVW 2024A Bassoon
 MVW 2025A Saxophone

Applied Music IV—Preparatory 1 cr.

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. 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).

MVB 2021B Trumpet
 MVB 2022B Horn
 MVB 2023B Trombone
 MVB 2024B Baritone Horn
 MVB 2025B Tuba

MVK 2021B Piano
 MVK 2023B Organ
 MVP 2021B Percussion
 MVS 2021B Violin
 MVS 2022B Viola
 MVS 2023B Cello
 MVS 2024B String Bass
 MVS 2025B Harp
 MVS 2026B Guitar
 MVV 2021B Voice
 MVW 2021B Flute
 MVW 2022B Oboe
 MVW 2023B Clarinet
 MVW 2024B Bassoon
 MVW 2025B Saxophone

Applied Music I—Principal 1 cr.

This course is designed for those students whose performance level upon entrance is at or above the freshman music major level. Special fee \$90. One half-hour private lesson per week. Attendance at and/or performance in recital each semester may be required. 8 laboratory hours. 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. Note: Applied Music courses are designed for those students who plan to major in music and may NOT be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

MVB 1311A Trumpet
 MVB 1312A Horn
 MVB 1313A Trombone
 MVB 1314A Baritone Horn
 MVB 1315A Tuba
 MVK 1311A Piano
 MVK 1313A Organ
 MVP 1311A Percussion
 MVS 1311A Violin
 MVS 1312A Viola
 MVS 1313A Cello
 MVS 1314A String Bass
 MVS 1315A Harp
 MVS 1316A Guitar
 MVV 1311A Voice
 MVW 1311A Flute
 MVW 1312A Oboe
 MVW 1313A Clarinet
 MVW 1314A Bassoon
 MVW 1315A Saxophone

Applied Music II—Principal 1 cr.

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. 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.

MVB 1311B Trumpet
 MVB 1312B Horn
 MVB 1313B Trombone
 MVB 1314B Baritone Horn
 MVB 1315B Tuba
 MVK 1311B Piano
 MVK 1313B Organ
 MVP 1311B Percussion
 MVS 1311B Violin
 MVS 1312B Viola
 MVS 1313B Cello
 MVS 1314B String Bass
 MVS 1315B Harp
 MVS 1316B Guitar
 MVV 1311B Voice
 MVW 1311B Flute
 MVW 1312B Oboe
 MVW 1313B Clarinet
 MVW 1314B Bassoon
 MVW 1315B Saxophone

Applied Music III—Principal 1 cr.

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. 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.

MVB 2321A Trumpet
 MVB 2322A Horn
 MVB 2323A Trombone
 MVB 2324A Baritone Horn
 MVB 2325A Tuba
 MVK 2321A Piano
 MVK 2323A Organ
 MVP 2321A Percussion
 MVS 2321A Violin
 MVS 2322A Viola
 MVS 2323A Cello
 MVS 2324A String Bass
 MVS 2325A Harp
 MVS 2326A Guitar
 MVV 2321A Voice
 MVW 2321A Flute
 MVW 2322A Oboe

MVW 2323A Clarinet
 MVW 2324A Bassoon
 MVW 2325A Saxophone

Applied Music IV—Principal 1 cr.
 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. 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.

MVB 2321B Trumpet
 MVB 2322B Horn
 MVB 2323B Trombone
 MVB 2324B Baritone Horn
 MVB 2325B Tuba
 MVK 2321B Piano
 MVK 2323B Organ
 MVP 2321B Percussion
 MVS 2321B Violin
 MVS 2322B Viola
 MVS 2323B Cello
 MVS 2324B String Bass
 MVS 2325B Harp
 MVS 2326B Guitar
 MVV 2321B Voice
 MVW 2321B Flute
 MVW 2322B Oboe
 MVW 2323B Clarinet
 MVW 2324B Bassoon
 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. 30 laboratory hours

MVK 1111B Class Piano II 1 cr.
 This class is a continuation of MVK 1111A. Special fee \$20.00. 30 laboratory hours. Prerequisite: MVK 1111A.

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. 30 laboratory hours

MVV 1111B Class Voice II 1 cr.
 A continuation of MVV 1111A. Open to all students. 30 laboratory hours

MVV 1510A Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 1011A. Vocal Repertoire is a corequisite of all Applied Voice courses.

MVV 1510B Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 1011B. Vocal Repertoire is a corequisite of all Applied Voice courses.

MVV 1510D Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 2021A. Vocal Repertoire is a corequisite of all Applied Voice courses.

MVV 1510E Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 2021B. Vocal Repertoire is a corequisite of all Applied Voice courses.

MVV 2520A Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 1311A. Vocal Repertoire is a corequisite of all Applied Voice courses.

MVV 2520B Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 1311B. Vocal Repertoire is a corequisite of all Applied Voice courses.

MVV 2520D Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 2321A. Vocal Repertoire is a corequisite of all Applied Voice courses.

MVV 2520E Vocal Repertoire Class 1 cr.
 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 propertment. 15 laboratory hours. Corequisite: MVV 2321B.

NUR 1020C Fundamentals of Nursing 10 cr.
 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 required. 70 lecture hours, 157 clinical hours, simulation 8 and 75 laboratory hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required. Prerequisites: CGS 1100, PSY 1012, BSC 1085, BSC 1085L and HUN 2201 (must be completed satisfactorily prior to being considered for admission to the Nursing Program). Pre or corequisite: BSC 1086, BSC 1086L.

NUR 1030C Nursing Fundamentals/ADN Transition 6 cr.
 This course is required for paramedics entering the ADN Transition program. This course validates and expands on knowledge and skills obtained in previous health-care and general education courses. 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 profession are introduced and provide the framework for clinical application and evaluation. Lab fee required. Additional lab time may be required. 45 class, 50 lab and 85 clinical hours. Proof of professional lia-

bility required. LPN's admitted to the ADN Transition program are exempt from taking this course. Prerequisite: Admission to the ADN Transition program and Paramedic Licensure. Corequisite: PHI 1630, ENC 1101.

**NUR 1170
Spirituality in Nursing 2 cr.**

This course will teach the student how to become aware of their own spirituality; understand the benefits of spiritual self knowledge and the impact on patient care; recognize spiritual distress in self; and identify coping skills for the nurse. 30 class hours. Prerequisite(s): NUR 1020C.

**NUR 1200C
Adult Nursing I/ADN Transition 6 cr.**

This course is required for all students entering the ADN Transition program. This course introduces the application of the nursing process to nursing care in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs. The roles of the nurse as provider of care, communicator, teacher, manager and member of profession provide the framework for clinical application and evaluation. Additional lab time may be required. 45 class, 50 lab and 85 clinical hours. Lab Fee required. Proof of professional liability required. Prerequisite: Admission to the ADN Transition program and LPN Licensure or completion of NUR 1030C (Paramedics only). Corequisite: DEP 2004.

**NUR 1211C
Adult Nursing I/Generic Program 10 cr.**

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. 75 lecture hours, 183 clinical hours, 30 skills laboratory hours, and 12 clinical simulation lab hours. Additional laboratory hours may be required. Proof of professional liability insurance required. Prerequisites: NUR 1020C, BSC 1086, BSC 1086L. Pre or corequisite: MCB 2010 and MCB 2010L.

**NUR 1522
Fundamental Mental Health Concepts in Nursing 1 cr.**

This course introduces the student to basic mental health concepts in nursing practice. Emphasis is placed on the conceptual basis of mental health. The self, communication, stress, coping, crisis intervention and nursing assessment of the mental health client. 15 class hours. Prerequisite: Admission to the A.S. Degree Nursing program.

**NUR 1930C
Nursing Skills Seminar 2 cr.**

This is a review course to assist the student in retaining cognitive, psychomotor and affective nursing skills attained during the first year of the nursing program. The roles of the nurse as provider of care, communicator, teacher, manager and member of profession are reviewed. Lab fee required. 22.5 contact lecture hours. 22.5 lab hours. Prerequisite(s): NUR 1211C and NUR 1200C.

**NUR 2060C
Advanced Health & Physical Assessment 2 cr.**

This course provides the knowledge and skills to perform 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. 25 class hours and 15 hours of lab instruction

**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. 30 class hours

**NUR 2261C
Adult Nursing II 9 cr.**

This course is required of all students in both the ADN Generic and Transition Program. 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 required. 80 lecture hours, 123 clinical hours, 33 laboratory hours, and 12 clinical simulation lab hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required. Prerequisite: NUR 2460C or NUR 2403C. Corequisite: NUR 2820, PHI 1630, ENC 1101.

**NUR 2276C
Nursing Care of the Monitored Patient 6 cr.**

This course is one of the specialty tracks for the Advanced Technical Certificate Program for Registered Nurses. The focus is on the knowledge and skills to care for patients with conditions requiring monitoring. Lab fee required. 45 class hours, 20 lab hours, 70 clinical hours. Proof of professional liability insurance required.

**NUR 2403C
Maternal-Child Nursing/ADN Transition 7 cr.**

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 provider of care, communicator, teacher, manager and member of profession provide the framework for clinical application and evaluation. 50 class, 24 lab and 121 clinical hours and 20 clinical simulation lab hours. Lab Fee required. Additional lab time may be required. Proof of professional liability required. Prerequisite: NUR 1200C. Corequisite: DEP 2004.

**NUR 2460C
Maternal-Child Nursing/Generic Program 10 cr.**

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 required. 70 lecture hours, 182 clinical hours, 46 skills laboratory hours, and 12 clinical simulation laboratory hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required. Prerequisites: NUR 1020C and NUR 1211C. Corequisite: DEP 2004.

**NUR 2714C
Adult Nursing III 2 cr.**

This course is required of all students in both the ADN Generic and Transition Programs. This is a concentrated clinical course in an acute care setting. The course emphasizes a broad, in-depth application of the nursing process in the clinical management of groups of patients. The roles of the nurse as provider of care, communicator, teacher, manager and member of profession provide the framework for clinical application and evaluation. 7.5 lecture hours, 67.5 clinical hours. Proof of professional liability required Prerequisite: NUR 2261C. Corequisite: NUR 2820, PHI 1630, ENC 1101.

NUR 2820**Nursing Role & Scope 1 cr.**

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. Client 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 Adult Nursing II course. 12 class hours and 9 clinical management simulation lab hours. Proof of professional liability insurance required. Corequisite: NUR2261C or NUR 2714C.

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. 30 class hours

OCE 2001**Introduction to Oceanography 3 cr.**

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. 45 class hours. Prerequisites: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. Recommended prerequisite: PSC 1311 or PSC 1341.

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. 45 class hours

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. 45 class hours

OST 1100**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. 45 class hours

OST 1110**College Keyboarding II 3 cr.**

This course is a continuation of OST 1100. Students will use current software for advanced practice in business document production and skill-building applications. Lab fee required. 45 class hours. Prerequisite: OST 1100 or consent of instructor.

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. 45 class hours

OST 1764**Word Processing—Microsoft Word XP 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. 45 class hours

OST 1811**Desktop Publishing 3 cr.**

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. 45 class hours. Prerequisite: OST 1110 or consent of instructor.

OST 2335**Business Communications 3 cr.**

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. Lab fee required. 45 class hours. Prerequisite: OST 1100 or consent of instructor.

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

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 current software for document production. Lab fee required. 45 class hours. Prerequisite: OST 1100 or consent of instructor.

OST 2601**Machine Transcription 3 cr.**

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. 45 class hours. Prerequisite: OST 1110 or OST 1711 or OST 1764 or consent of instructor.

OST 2621**Law Office Transcription 3 cr.**

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, and good business grooming and employability skills. Students will use word processing software for document production. 45 class hours. Prerequisite: OST 1100 or consent of instructor.

OST 2852**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. 45 class hours

PAX 2000**Introduction to Peace Studies 3 cr.**

This course provides an in-depth exploration of the interdisciplinary field of peace studies from various liberal arts disciplines, including literature, art, history, political science, anthropology, philosophy, ethics, psychology, sociology, science and religious studies. Students will examine the theoretical and practical application of peace pedagogy to micro and macro systemic conflicts and alternative conflict resolution. This course will introduce critical analysis skills relevant to such complex concepts as: empathy and apathy, divisiveness and consensus, chaos and order, hostility and compassion, self-interest and altruism, acceptance/tolerance and ostracism/aggressiveness, and cognitive inflexibility and compromise. Students will also explore contemporary thinking relevant to plu-

ralism, peace-building, social justice, human rights, environmental stability and reconciliation. The course includes service-learning, critical discussions of readings, and relevant classroom projects. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. 7 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. 7 class hours and 24 laboratory hours

PEL 1122
Intermediate Golf 1 cr.
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. 7 class hours and 24 lab hours. Prerequisite: PEL 1121 or consent of instructor.

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. 7 class hours and 24 laboratory hours

PEL 1342
Intermediate Tennis 1 cr.
A continuation of tennis skill practice, with an emphasis on strategy. Singles or doubles tourney play. Lab fee required. 7 class hours and 24 laboratory hours. Prerequisite: PEL 1341 or consent of instructor.

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. 7 class hours and 24 laboratory hours

PEM 1102
Basic Conditioning 1 cr.
This course is an instruction in principles of aerobic exercise and weight training. The emphasis is on cardiovascular endurance and muscular strength development. 7 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. 7 class hours and 24 laboratory hours

PEM 1132
Weight Training II 1 cr.
A continuation of PEM 1131. Emphasis is placed on muscular strength development, nutrition, and diet. 7 class and 24 laboratory hours. Prerequisite: PEM 1131.

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. 7 class hours and 24 laboratory hours

PEM 1172
Aerobic/Step Training II 1 cr.
A combination of creative power/step training and cardiovascular movements for the improvement of cardiorespiratory endurance. Lab fee required. 7 class hours and 24 laboratory hours. Prerequisite: PEM 1171, step training experience, or consent of instructor.

PEM 2145
Jogging and Distance Walking 1 cr.
This course is the study and practice of walking, jogging, running and its effects on body systems. Emphasis is on cardiopulmonary training; secondary emphasis is on general fitness. 7 class hours and 24 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. 30 lecture hours and 30 laboratory hours. An SLR 35 millimeter camera is required for this class.

PGY 1410C
Photography II 3 cr.
A continuation of PGY 1401C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories, and darkroom techniques. Lab fee required. 30 lecture hours and 30 laboratory hours. An SLR 35 millimeter camera is required for this class. Prerequisite: PGY 1401C or consent of instructor.

PHI 1010
Introduction to Philosophy 3 cr.
This introductory survey of perennial issues in human existence provides a rich evaluation of meaning. A critical examination is conducted of the fundamental assumptions, terminology, and schools of thought addressing the issues in metaphysics, logic, epistemology and axiology (ethics and aesthetics). Discussion as well as lecture will focus on both classical and contemporary readings, such as Plato, Aristotle, Augustine, Aquinas, Descartes, Locke, Berkeley, Hume, Kant, Nietzsche, Wittgenstein and Sartre. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

PHI 1630
Applied Ethics 3 cr.
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 satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

PHI 2100
Introduction to Logic 3 cr.
This course provides students with instruction in the principles of valid reasoning and critical thinking. Topics include deduction, induction, categorical propositions, categorical syllogisms, informal fallacies, construction and evaluation of arguments, the relationship between logic and language, and the difference between traditional and symbolic logic. Students learn to construct and evaluate arguments effectively, to distinguish between valid and invalid arguments, and to reason with accuracy, clarity, and completeness. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

PHY 1053**General Physics I 3 cr.**

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. 45 class hours. Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. Pre or corequisite: MAC 1147. Corequisite: PHY 1053L.

PHY 1053L**General Physics I Laboratory 1 cr.**

A laboratory investigation into fundamental concepts of physics. Topics include mechanics, heat and sound. Lab fee required. 30 laboratory hours. Pre or corequisite: MAC 1147. Corequisite: PHY 1053.

PHY 1054**General Physics II 3 cr.**

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. 45 class hours. Prerequisite: MAC 1147, PHY 1053 and PHY 1053L (completed with grades of "C" or higher). Corequisite: PHY 1054L.

PHY 1054L**General Physics II Laboratory 1 cr.**

A laboratory investigation into fundamental concepts of physics. Topics include electricity, magnetism, optics and modern physics. Lab fee required. 30 laboratory hours. Prerequisite(s): MAC 1147, PHY 1053 and PHY 1053L (completed with grades or "C" or higher). Corequisite: PHY 1054.

PHY 2048C**General Physics I with Calculus 4 cr.**

This is a calculus-based general physics course intended for those students majoring in engineering or the physical sciences. Topics include mechanics, heat and sound. A laboratory component reinforces course concepts and principles. Lab fee required. 45 class hours and 30 laboratory hours. Prerequisite: MAC 2311 with a grade of "C" or higher.

PHY 2049C**Physics II with Calculus 4 cr.**

This is a calculus-based general physics course intended for those students majoring in engineering or the physical sciences. Topics include electricity, magnetism, light and selected topics in modern physics. A laboratory component reinforces course concepts and principles. Lab fee required. 45 class hours and 30 laboratory hours. Prerequisite: PHY 2048C with a grade of "C" or higher.

PLA 1003**Introduction to Law and Legal Ethics 3 cr.**

An overview of the training, functions, and career opportunities for paralegals. This course examines the roles of the lawyer and paralegal in modern society, the ethical standards applicable to the law profession, and surveys the various areas of law that will be covered by the student in the Paralegal Program. 45 class hours

PLA 1201**Civil Procedure 3 cr.**

A study of the structure of state and federal civil judicial systems, including the state and federal rules of civil procedure. This course includes written examinations and the drafting of basic civil litigation documents. 45 class hours

PLA 1263**Evidence and Trial Practice 3 cr.**

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. 45 class hours. Prerequisite: PLA 1201 or consent of instructor.

PLA 1303**Criminal Law for Paralegals 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. 45 class hours

PLA 1361**Techniques of Interview and Investigation 3 cr.**

A course designed to sharpen communication skills and acquaint the student with the techniques of skillful investigation. 45 class hours. Prerequisite: PLA 1003 or consent of instructor.

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. 30 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. 45 class hours

PLA 2114**Legal Research and Writing II 3 cr.**

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 an appellate brief and present an appellate argument. Lab fee required. 45 class hours. Prerequisite: PLA 2104 or consent of instructor.

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. 45 class hours

PLA 2401**Commercial Transactions 2 cr.**

A practical skills course where students review and prepare transactional documents associated with real estate and business transactions, and prepare basic tax returns. 30 class hours. Pre or corequisite: PLA 2540 or consent of instructor.

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. 45 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. 45 class hours

PLA 2800**Family Law 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. 45 class hours

PLA 2940**Paralegal Internship 3 cr.**

This course is a planned work-based experience that will provide the student with an opportunity to enhance workplace skills through a supervised practical experience related to their paralegal career objective. The student will submit an application for the internship to the Paralegal Program Coordinator prior to registering 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 90 hours of field experience together with at least three conferences with the instructor. Prerequisite: Completion of PLA 2104 and PLA 2114, 21 credits in PLA courses and recommendation of Coordinator.

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

PPE 2001

Introduction to Personality 3 cr.

This course is designed to provide an examination of the significant features of the major theories 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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012 .

PSC 1311

Survey of the Physical Sciences 3 cr.

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 1050, or OCE 2001. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe II course.) 45 class hours. Prerequisite: REA 0002 and MAT 0024 (completed with grades of "C" or higher) or appropriate placement test score.

PSC 1341

Introduction to the Physical Sciences 3 cr.

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.) 45 class hours. Prerequisite: REA 0002 MAT 0024 (completed with grades of "C" or higher) or appropriate placement test scores.

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. 45 class hours

REA 0001

Reading I 4 cr.

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" (70%) or higher, four (4) compensatory credits will be earned. This course does not apply toward a degree. 60 class hours. Prerequisite: Appropriate placement test score.

REA 0002

Reading II 4 cr.

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, four (4) compensatory credits will be earned. This course does not apply toward a degree.

Testing fee. 60 class hours. Prerequisite: Appropriate placement test score.

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. 45 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. 15 class hours

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.) 63 class hours

REL 2000

Introduction to Religion 3 cr.

This course offers an introduction to the nature of religious belief and practice. It will provide students with an understanding of what religion is, of the universal forms of religion and of the basic contemporary and classic sources of religious experience. Discussions of the sacred and holy, symbolism, myth, doctrine, ritual, death and the self, the problem of evil, the anatomy of faith, and the social aspects of religion will be addressed. Analysis of influential scholarship in the academic study of religion and the exploration and application of the diversity of religious experience will be explored. This course satisfies the Gordon Rule writing requirement. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

REL 2300**World Religions****3 cr.**

This course is designed to provide a comparative study and exploration of the world's religions. Students will reflect on the nature of religious experience and on the main themes and forms through which religious experience finds expression. Dimensions of human involvement, the historical context, ritual practices, the meaning of human existence, the dialogue process, and appreciation of diversity will be addressed. Indigenous traditions, Hinduism, Buddhism, Confucianism, Jainism, Sikhism, Taoism, Shinto, Christianity, Judaism, Islam, new religious movements, and challenges to religion will be explored. This course satisfies the Gordon Rule writing requirement. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

RTE 1000**Introduction to Radiologic Science Principles****2 cr.**

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. Proof of professional liability insurance required. 30 class hours. Prerequisite: Admission to the Radiography program.

RTE 1111**Introduction to Radiographic Patient Care****2 cr.**

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. 30 class hours. Prerequisite: Admission to the Radiography program.

RTE 1111L**Radiography Patient Care—Laboratory****2 cr.**

This course enables the student to demonstrate the patient care techniques taught in RTE 1111 at the clinical setting. Proof of professional liability insurance required. Special fee required. 120 clinical hours. Prerequisite(s): Admission to Radiography. Corequisite(s): RTE 1111.

RTE 1418**Principles of Radiographic Imaging and Exposure****3 cr.**

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. Proof of professional liability insurance required. 45 class hours. Prerequisite: RTE 1000. Corequisite: RTE 1418L.

RTE 1418L**Principles of Radiographic Imaging Exposure I Laboratory****1 cr.**

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 and proof of professional liability insurance required. 45 lab hours. Prerequisite: RTE 1000. Corequisite: RTE 1418.

RTE 1458**Radiographic Imaging and Exposure II with Quality Management****4 cr.**

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. Proof of professional liability insurance required. 60 lecture hours. Prerequisite: RTE 1418. Corequisite: 1458L.

RTE 1458L**Radiographic Imaging and Exposure with Quality Management Laboratory****1 cr.**

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 and proof of professional liability insurance required. 45 lab hours. Prerequisite: RTE 1418L. Corequisite: RTE 1458.

RTE 1503**Radiographic Procedures I****3 cr.**

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. Special fee for radiation monitoring badge and proof of professional liability insurance required. 45 class hours. Prerequisite: Admission to the Radiography program. Corequisite: RTE 1503L.

RTE 1503L**Radiographic Procedures I Laboratory****1 cr.**

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 and proof of professional liability insurance required. 45 lab hours. Prerequisite: Admission to the Radiography program. Corequisite: RTE 1503.

RTE 1513**Radiographic Procedures II****2 cr.**

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. 30 class hours. Prerequisite: RTE 1503. Corequisite 1513L.

RTE 1513L**Radiographic Procedures II—Laboratory****1 cr.**

This course utilizes the practical application of knowledge learned in RTE 1513 in the energized laboratory. Students will gain experience in positioning skills through simulation procedures and by producing quality radiographs using x-ray phantoms. Proof of liability insurance required. Lab fee and special fee required. 45 lab hours. Prerequisite(s) RTE 1503. Corequisite(s) RTE 1513.

RTE 1523**Radiographic Procedures III****3 cr.**

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. Proof of professional liability insurance required. 45 class hours. Prerequisite: RTE 1513. Corequisite: RTE 1523L.

RTE 1523L**Radiographic Procedures III Laboratory****1 cr.**

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 and proof of professional liability insurance required. 45 lab hours. Prerequisite: RTE 1513. Corequisite: RTE 1523.

RTE 1804**Radiography Clinical Practicum I****3 cr.**

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. 180 clinical hours. Proof of professional liability insurance required. Prerequisite: RTE 1111L.

RTE 1814**Radiography Clinical Practicum II****4 cr.**

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. Proof of professional liability insurance required. 240 clinical hours. Prerequisites: RTE 1804 and RTE 1418.

RTE 2061**Radiographic Seminar****3 cr.**

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. Proof of professional liability insurance required. 45 class hours. Prerequisite: RTE 2385.

RTE 2385**Radiation Biology and Protection****3 cr.**

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. Proof of professional liability insurance required. 45 class hours. Prerequisite: RTE 1458.

RTE 2782**Pathology for Radiographers****2 cr.**

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. Proof of professional liability insurance required. 30 class hours. Prerequisite: RTE 1513.

RTE 2824**Radiography Clinical Practicum III****4 cr.**

This course is a continuation of RTE 1814. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's 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. Proof of professional liability insurance fee required. 300 clinical hours. Prerequisite: RTE 1814.

RTE 2834**Radiography Clinical Practicum IV****3 cr.**

This course is a continuation of RTE 2824. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's 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. Proof of professional liability insurance required. 225 clinical hours. Prerequisites: RTE 2824 and RTE 2782.

RTE 2844**Radiography Clinical Practicum V****6 cr.**

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 Practicum's I-IV. Proof of professional liability insurance required. 450 clinical hours. Prerequisites: RTE 2834 and RTE 2385.

RTE 2940**Radiography Internship 1****1 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 60 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2941**Radiography Internship 2****2 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 120 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2942**Radiography Internship 3****3 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 180 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2943**Radiography Internship 4****1 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 60 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2944**Radiography Internship 5****2 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 120 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2945**Radiography Internship 6****3 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 180 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2946**Radiography Internship 7 1 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 60 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2947**Radiography Internship 8 2 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 120 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

RTE 2948**Radiography Internship 9 3 cr.**

This is an elective course that allows students to obtain work experiences in their chosen profession. 180 clinical hours. Prerequisite: Successful completion of first year in program AND permission of Program Coordinator.

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. 45 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. 45 class hours

SLS 1501**College Success 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. 45 class hours

SLS 2401**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. 15 class hours

SOP 2640**Consumer Psychology 3 cr.**

This course addresses the psychological components contributing to satisfaction and dissatisfaction in buying and selling transactions. The consequences of such transactions, as they affect the environment in which we live as well as society in general, are examined. The interface between business, labor, government, and the consumers as all four groups are involved in consumer affairs are analyzed objectively. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

SOP 2721**Cross-Cultural Psychology 3 cr.**

This course examines the interplay between human culture and psychology. Students will examine the complex variations in human behavior across cultures and ethnic groups, with particular emphasis on the following topics: ethnic identity, intercultural (verbal and nonverbal) communication, gender, cognition, motivation, emotion, development, cultural conflict, psychopathology, conflict resolution and social relationships. This course will also emphasize theoretical and methodological issues and explore the application of psychology to current cross-cultural problems and issues. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012.

SOP 2772**Human Sexuality 3 cr.**

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: PSY 1012 or SYG 2000 or consent of instructor.

SPC 2300**Introduction to Interpersonal Communications 3 cr.**

This course provides an introduction to study of interpersonal communication, emphasizing skill in identifying and choosing the approach that is most appropriate and effective in a given communication situation. Emphasis on interpersonal relationships, language, nonverbal communication. 45 class hours.

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. 45 class hours. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

SPC 2716**Race, Gender, and Ethnicity in Popular Culture 3 cr.**

Given that diversity often leads to conflict, it is the goal of this course, first, to examine portrayals of race, gender, and ethnicity in popular culture in an effort to understand how such portrayals reflect and/or shape our experience of diversity, and second, to critique these portrayals as they foster a cultural climate inimical to peace and social justice. These goals will be achieved through the study of the popular media including television, advertising, popular music, comic art, and film that comprise the predominant cultural environment common to most Americans. 45 class hours. Prerequisite: ENC 1101.

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. 60 class hours

SPN 1121**Beginning Spanish II 4 cr.**

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. Con-

tent will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 60 class hours. Prerequisite: SPN 1120 or consent of instructor.

SPN 2220
Intermediate Spanish I 4 cr.
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. 60 class hours. Prerequisite: SPN 1121, two years of high school Spanish, or the equivalent.

SPN 2221
Intermediate Spanish II 4 cr.
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. 60 class hours. Prerequisite: SPN 2200.

STA 2023
Introduction to Statistics 3 cr.
A study of fundamental statistical methods including the basic concepts of probability, measures of center and variation, sampling techniques, the basic statistical distributions, confidence intervals, hypothesis testing, linear correlation and regression, and non-parametric statistics. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 45 class hours. Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or satisfactory placement test score.

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

SYG 2809
Gender Violence in Global Perspectives 3 cr.
This course uses an international perspective to examine issues relevant to gender violence in its multiple forms. Discussions will address the history of domestic violence, current theories and research on the causes of violence in intimate domestic relationships, past and current responses, and intervention and prevention models to address this worldwide problem. By understanding the multiple approaches for addressing gender violence, students will acquire the knowledge of culturally competent intervention and prevention strategies. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

SYO 2200
Sociology of Religion 3 cr.
This course is designed to explore the role of religion in society. Religion will be viewed not only as a fundamental institution within the social structure, but also as a meaning system (a set of symbols, values, myths, and rituals) and belonging system (a set of networks and emotional bonds between people) that affect social processes. The focus of the course will be on the influence that various religions have on the society in which they exist and, in turn, on the effect of that social structure and culture on the religion. Students will develop a sociological awareness of the complexity of the interrelationships between religion and society. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

THE 2010**Survey of Drama: Ancient Greece to the Early Renaissance 3 cr.**

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

THE 2011**Survey of Drama: High Renaissance to Present 3 cr.**

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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

THE 2020**Introduction to 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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course)

THE 2925A**Play Production I 3 cr.**

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. 30 lecture hours and 30 laboratory hours. Corequisite: TPP 1111.

THE 2925B**Play Production II 3 cr.**

This course is a continuation of THE 2925A Play Production I. Lab fee required. 30 lecture hours and 30 laboratory hours. Prerequisite: THE 2925A.

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. 30 lecture hours and 30 laboratory hours

TPP 1111**Intermediate Acting 3 cr.**

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. 30 lecture hours and 30 laboratory hours. 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.

TPP 2700**Voice Preparation for the Actor 3 cr.**

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. 30 lecture hours and 30 laboratory hours. Prerequisite: TPP 1110 or consent of the instructor.

Technical Credit Courses**CJD 0741****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 0770**Criminal Justice****Legal I****1.54 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
Criminal Justice
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 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 address 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 0798
Cross-Over Training
Correctional Probation To
Correctional I 1.67 tech cr.
This course provides an overview of the communication and interpersonal skills needed by an officer to understand problems often encountered with inmates in the correctional facility. Topics include report writing, juvenile and youthful offenders, suicide prevention and intervention, inmate societies and supervision techniques. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 50 hours of instruction. Prerequisite: Correctional Probation Academy.

CJD 0799
Cross-Over Training
Correctional Probation To
Correctional 2 1.20 tech cr.
This course provides an overview of the legal responsibilities of correctional offices. The foundation and basic components of law are studied wth an emphasis on officer application. Topics include custody responsibility, philosophies of corrections, history and evolution of laws, arrest laws and courtroom demeanor and testimony. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 36 hours of instruction. Prerequisite: Correctional Probation Academy.

CJK 0007
Introduction to
Law Enforcement 0.37 tech. cr.
This course is designed to introduce the student to the academy, graduation requirements, and recruit expectations during their academy attendance. 11 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0008
Legal 2.30 tech. cr.
This course is designed to help the student to understand the components of the Criminal Justice System and the proper use of the chain of command in an organization. It will assist the student in learning Constitutional Law and Florida Statutes. It will enable the student to understand the Police Code of Ethics. 69 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0011
Human Issues 1.33 tech. cr.
Criminal Justice Human Issues is a course designed to enhance awareness and understanding of human diversity issues and to provide skills to enable new officers to effectively interact with people of diverse populations. 40 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0017
Communications 2.53 tech. cr.
Criminal Justice Communications is a course which covers the entire police report writing process. Topics include interviewing and interrogation, IPC skills, radio and telephone procedures, as well as practical exercises. Lab fee required. 76 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0020
CMS-Law Enforcement
Basic Recruit Academy—
Vehicle Operations 1.60 tech. cr.
Criminal Justice Vehicle Operations is a course designed to better prepare prospective officers to apply all applicable vehicle operations knowledge and techniques. Lab fee required. 48 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0031
CMS First Aid for Criminal
Justice Officers 1.34 tech. cr.
Criminal Justice First Aid of Criminal Justice Officers is a course for prospective officers to apply all applicable first responder knowledge and techniques to emergency situations. Lab fee required. 40 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy, or Corrections Academy.

CJK 0040
CMS-Criminal Justice
Firearms 2.67 tech. cr.
Criminal Justice Firearms includes firearms safety procedures; use of deadly force; basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun and semiautomatic rifle/carbine, including component parts and their function. It also covers the common types of ammunition for handguns, shotguns, or rifles. The recruit will attain proficiency in marksmanship and the safe use, handling, and maintenance of certain firearms. Lab fee required. 80 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy, or Corrections Academy.

CJK 0051
CMS-Criminal Justice—
Defensive Tactics 2.67 tech. cr.
Criminal Justice Defensive Tactics is a course to better prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with Recommended Response to Resistance Matrix. Lab fee required. 80 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy, or Corrections Academy.

CJK 0061
Patrol 1.93 tech. cr.
Criminal Justice Law Enforcement Patrol is a course to enable the student to perform basic tasks and procedures associated with responding to commonly encountered patrol situations including: observing activity, interacting with citizens, handling traffic and escort assignments, responding to a call for service or alarm, searching grounds and/or buildings, approaching and interacting with a suspect, making an arrest, transporting and processing a prisoner, as well as completing the appropriate documentation and/or reports of these activities. 58 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0062
Patrol II 1.33 tech. cr.
This course is a continuation of CJK 0061, Patrol I. 40 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0071
Criminal
Investigations 1.87 tech. cr.
Criminal Justice Law Enforcement Investigating Offenses is a course to introduce the student to the process of investigating specific offenses. 56 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0076**Crime Scene****Investigations****.80 tech. cr.**

Criminal Justice Law Enforcement Investigations is a course to introduce the student to the process of performing a crime scene investigation. 24 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0081**Traffic Stops****1.60 tech. cr.**

Criminal Justice Law Enforcement Traffic Stops is a course to introduce the student to the basic rules for conducting safe effective traffic stops. 48 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0086**Traffic Crash****Investigations****1.07 tech. cr.**

Traffic Crash Investigations is a course to introduce the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash. 32 hours of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0096**Criminal Justice Officer Physical Fitness Training****(Law Enforcement)****2.0 tech. cr.**

Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 60 hour of instruction. Prerequisite(s): Accepted in Law Enforcement Academy.

CJK 0204**Cross-Over CMS Law Enforcement to Traditional Correctional Introduction****1.97 tech cr.**

This course provides an overview of the criminal justice system. The foundation and basic components of law are studied with specific focus on officer application. Topics include history and philosophy of corrections, ethical and professional behavior, prisoner rights and responsibilities, and elements of crimes. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 50 hours of instruction. Prerequisite: Law Enforcement Basic Academy.

CJK 0211**Cross-Over Corrections to Law Enforcement Introduction****3.1 tech. cr.**

This course is part of the curriculum for the Cross-Over Corrections to Law Enforcement Program. This course provides the student with knowledge of the components of the criminal justice system and the basic provisions of the U.S. Constitution and the law enforcement officer's responsibility to defend

and comply with the Constitution. This course covers the professional response while working within a diverse community; mentally retarded persons, those person(s) who abuse alcohol and other substances, persons who have physical disabilities, and the elderly population. The student will be provided the most accurate and efficient way to take notes, thus ensuring that information is complete, organized, and legible, and thereby documenting the facts of a situation or incident in a final report. The factors and techniques affecting the success of an interview to be used by a law enforcement officer are discussed. The problem solving model SECURE in a law enforcement response is studied. 94 hours of instruction. Prerequisite(s): Completed Correctional Officer Program.

CJK 0212**Cross-Over Corrections to Law Enforcement High Liability****.26 tech. cr.**

This course is part of the curriculum for the Cross-Over Corrections to Law Enforcement Program. This course provides first aid techniques to apply in medical emergencies. The student will study ammunition parts and nomenclature for the pistol and shotgun. Basic techniques for clearing malfunctions for a semiautomatic pistol, and rifle will be provided. 8 hours of instruction. Prerequisite(s): Completed Correctional Officer Program.

CJK 0213**Cross-Over Corrections to Law Enforcement Tactical Application****1.3 tech. cr.**

This course is part of the curriculum for the Cross-Over Corrections to Law Enforcement Program. This course will familiarize the student with the court process, court procedures, steps to take in preparing to give testimony and techniques or giving credible testimony. The student will be provided with information required to identify common types of bombs, and weapons of mass destruction. The basic techniques of crowd control management will be covered. 40 hours of instruction. Prerequisite(s): Completed Correctional Officer Program.

CJK 0280**Criminal Justice Officer Physical Fitness Training (Corrections)****1.33 tech. cr.**

Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 40 hour of instruction. Prerequisite(s): Accepted in Correctional Officer Academy.

CJK 0272**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

CJK 0422**Dart-Firing Stun Gun****.27 tech. cr.**

This course will introduce the law enforcement student to the basics of both the stun gun and the dart-firing stun gun and will provide some fundamental knowledge on this emerging tool in criminal justice. Lab fee required. 8 hours of instruction

CTS 0050**Introduction to Microcomputer Applications****3 tech. cr.**

This course introduces the student to basic tasks associated with computer application. It will cover aspects of the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics, and the Internet. Lab fee required. 90 hours of instruction. Prerequisites: OTA 0101 or consent of the instructor.

CVT 0507**Basic Arrhythmias****2 tech. cr.**

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. Corequisite: HCP 0604 or HSC 0530 or consent of instructor.

DEA 0740**Introduction to Dental****Assisting****1 tech. cr.**

This is course designed to introduce the role and function of the dental assistant as a member of the health care delivery team. Topics include the history and development of dentistry; legal and ethical responsibilities; communication and interpersonal relationships; and concepts of wellness and disease. Basic concepts of infection control are also included. 30 class hours. Prerequisite: Admission to Dental Assisting Program.

DEA 0741**Anatomy and Physiology for Dental Assistants****1 tech. cr.**

This course introduces the dental assisting student to basic concepts of human anatomy and physiology, including structures of the oral cavity. Topics include primary and permanent dentition;

nomenclature and tooth morphology; embryology and histology of the oral cavity; and an introduction to oral disease. 30 class hours. Prerequisite: Admission to the Dental Assisting Program.

DEA 0743
Preventive Dentistry for Dental Assistants 1 tech. cr.

This course is designed to introduce the dental assisting student to the theories and mechanisms of preventative dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included. 30 class hours. Prerequisites: DEA 0740 and DEA 0741.

DEA 0744C
Dental Materials for Dental Assistants 1 tech. cr.

This course provides knowledge of composition, properties, reactions, clinical significance and application of materials commonly used in dentistry. Hands-on experience with equipment and materials will be provided in the campus laboratory. Laboratory fee required. 10 class hours and 20 lab hours. Prerequisite: Admission to Dental Assisting Program.

DEA 0746
Management of Dental Office Emergencies 1 tech. cr.

This course prepares the dental assisting student to recognize and manage medical emergencies in the dental office. The basic pharmacology of drugs commonly used in dentistry will be included. 30 class hours. Prerequisite: Admission to Dental Assisting Program.

DEA 0747
Dental Office Management for Dental Assistants 1 tech. cr.

This course includes the elements of efficient office management, scheduling, personnel interactions, recall systems, insurance forms and procedures, resume and letter writing. The uses of computers in the dental office will also be covered. 30 class hours. Prerequisites: DEA 0740 and DEA 0751C.

DEA 0750C
Expanded Functions I for Dental Assistants 1 tech. cr.

The two expanded function courses are designed to provide the dental assisting student with the knowledge and skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Topics in the first course include the dental dam, matrix and wedge and coronal polish. Lab fee required. 10 lab hours and 20 clinical hours. Proof of professional liability insurance required. Prerequisites: DEA 0751C and DEA 0755C.

DEA 0751C
Clinical Procedures for Dental Assisting 2 tech. cr.

This course provides a structured, supervised, introductory chairside assisting experience in the PHCC Dental Clinic and in dental offices in the community. Laboratory fee required. Proof of professional liability insurance required. 15 class hours, 35 laboratory hours, and 10 clinical hours. Prerequisite: DEA 0758C. Corequisite: DEA 0755C.

DEA 0753L
Clinical Externship I for Dental Assisting 4 tech. cr.

This course provides the student with practical experience in community dental offices and clinics under the supervision of faculty and dentists. Experiences include chairside assisting, dental office reception, radiography, client instruction, and campus seminars. The full range of office assisting duties is experienced. Student achievement is graded as "Pass/Fail." 120 clinical hours. Laboratory fee required. Proof of professional liability insurance required. Prerequisite: DEA 0751C. Corequisite: DEA 0747 and DEA 0750C.

DEA 0754L
Clinical Externship II for Dental Assisting 5 tech. cr.

Experiences in dental offices will provide an opportunity to improve communication skills and to increase manual dexterity, speed and efficiency. The full range of office assisting duties is experienced. Student achievement is graded as "Pass/Fail." Laboratory fee required. Proof of professional liability insurance required. 150 clinical hours. Prerequisites: DEA 0753L and DEA 0750C. This course is a continuation of DEA 0753L.

DEA 0755C
Dental Radiography for Dental Assistants 2 tech. cr.

This course covers the fundamentals of x-ray production; components of the x-ray machine; radiation safety; film positioning; darkroom procedures and technical factors. The laboratory component gives the student an opportunity to develop proficiency in exposing diagnostically acceptable x-rays. Lab fee required. 15 class hours and 45 lab hours. Prerequisite: DEA 0741.

DEA 0757C
Expanded Functions II for Dental Assistants 1 tech. cr.

A continuation of DEA 0750C. Topics include cavity liners, cement bases, suture removal, gingival retraction, enamel sealants and bleaching techniques. Lab fee required. 10 lab hours and 20 clinical hours. Proof of professional liability insurance required. Prerequisites: DEA 0750C and DEA 0753L.

DEA 0758C
Preclinical Procedures for Dental Assisting 3 tech. cr.

This course introduces the dental assisting student to clinical skills and procedures. Topics include and introduction to chairside assisting; patient assessment and data recording; safety and security procedures; and instruments and equipment used in the dental office. Principles of infection control and sterilization are included. Proof of professional liability insurance required. 30 class hours and 60 clinical hours. Prerequisite: Admission to Dental Assisting Program. Corequisites: DEA 0740.

HCP 0100
Nursing Assistant 2.67 tech. cr.

This course will provide the student with the knowledge required to work as a Nursing Assistant in a health care facility. Topics include safety and security procedures, emergency procedures, infection control, blood borne diseases, nutrition, restorative, the biological, psychological and social support of patients with an emphasis on the geriatric patient. The scientific method and basic math skills to include traditional and metric measurements of time, temperature, distance, capacity, and mass/weight are emphasized. 80 hours of instruction

HCP 0604
Nursing Assistant Clinical 1.34 tech. cr.

This course will provide the student with the skills required to work as a Nursing Assistant in a health care facility. Topics include communication skills, legal-ethical responsibilities, providing safety, physical comfort, personal care, nutrition, infection control, and other skills relevant to nurse assisting. Emphasis is placed on caring for the adult patient. 40 hours of clinical instruction. Prerequisites: A completed Physical Examination Report (SAR-40-A), a professional liability insurance card, an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take one of the following courses: the American Heart Association – "Basic Life Support for Health Care Providers" (PHCC course NCH 0050), the American Red Cross – "Professional Rescuer CPR", the American Safety and Health Institute – "CPR for Professionals" or the National Safety Council – "Professional Rescuer CPR".

HCP 0731
Phlebotomy Theory 1.5 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 inter-

fering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills. 45 hours of instruction

HCP 0741L

Practical Aspects of Phlebotomy

2 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. 60 hours of instruction. Prerequisite: MEA 0200. (Medical Secretary/Examining Room Assistants.

HCP 0750

Phlebotomy Clinical

2 tech. cr.

This course includes 60 hours of clinical experience which includes capillary/venipuncture techniques, handling, labeling, transporting and logging in of specimens as well as the use of correct infection control and donor room techniques. Prerequisite: HCP 0741L and HCP 0731 (Phlebotomy majors) or HCP 0604 (Patient Care Technician majors), a current CPR card, an approved 4-hour AIDS seminar, a completed Physical Examination Report (SAR-40-A), and a current professional insurance liability card.

HIM 0061

Medical Record Transcription I

4 tech. cr.

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. Prerequisites: OTA 0101 or equivalent or consent of instructor and HSC 0534.

HIM 0062

Medical Record Transcription II

4 tech. cr.

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. Prerequisite: HIM 0061, a valid CPR card, and an approved four-hour AIDS seminar.

HIM 0063

Medical Record Transcription III

6 tech. cr.

This course is a continuation of 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 includes a 30-hour cooperative learning experience at a job site. These hours may differ from scheduled class time. Lab fee required. 180 hours of instruction. Prerequisite: HIM 0062, a valid CPR card, and a current approved four-hour AIDS seminar.

HIM 0434

Fundamentals of Disease Processes

2 tech. cr.

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. Prerequisite: HSC 0534.

HIM 0440

Pharmacology for Health Professionals

2 tech. cr.

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. Prerequisite: HSC 0534.

HIM 0450

Fundamentals of Body Structures and Functions

2 tech. cr.

This course is designed to provide the allied health student with a fundamental understanding of the human body structures and function. The major topics include the basic body systems. 60 hours of instruction. Prerequisite: HSC 0534.

HIM 0280

Coding for Medical Records I

4.5 tech. cr.

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 edition, Clinical Modification (ICD-9-CM) statistical classification system used in physicians' offices, hospitals and other medical facilities. Lab fee required. 135 hours of instruction. Prerequisite: HSC 0534

HIM 0281

Coding for Medical Records II

4.5 tech. cr.

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 edition 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. 135 hours of instruction. Prerequisite: HIM 0280, a valid CPR card, and an approved four-hour AIDS seminar.

HSC 0001

Career Enhancement Health

.33 tech. cr.

This course is designed to enhance the student's knowledge of the work environment through the study of field employment culminating in a job-based activity. Student achievement in this course is based on "Pass/Fail." 10 hours of instruction. Corequisites: HIM 0281, or consent of the instructor.

HSC 0003

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, blood borne pathogens. 60 hours of instruction

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 including basic word structure, terms pertaining to the body, suffixes and prefixes. The following body systems are discussed: cardiovascular, respiratory, digestive, nervous, and musculoskeletal. 60 hours of instruction

HSC 0534

Medical Language II

2 tech. cr.

This course is a continuation of HSC 0530 and includes genitourinary systems, blood and lymphatic systems, integumentary, sense organs, the endocrine system, radiology, nuclear medicine, and pharmacology. 60 hours of instruction. Prerequisite: HSC 0530.

HSC 0644**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 0200**Examining Room Procedures 2 tech. cr.**

This course is designed to provide the Medical Secretary 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. Prerequisite: HSC 0534.

OTA 0101**Keyboarding I 2 tech. cr.**

This course is designed to teach basic keyboarding/typewriting skills on the computer using word-processing software applications. It includes instruction of the alphabetic and numeric keys, proper technique, typing practice, document production and storage, document revision, and organization of files. Proper technique will be emphasized. Lab fee required. 60 hours of instruction

OTA 0609A**Medical Office Procedures 3 tech. cr.**

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. Prerequisites: OTA 0101 or consent of instructor, and HSC 0530.

OTA 0611**Keyboarding II 2 tech. cr.**

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. Prerequisite: OTA 0101 or consent of instructor.

OTA 0627**Medical Secretary Clinical 3 tech. cr.**

This course is designed to provide the Medical Secretary 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. 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.

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.**

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. Prerequisite: PMT 0106 or consent of instructor.

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.**

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. Prerequisite: PMT 0164.

PMT 0126**Advanced Shielded Metal Arc Welding 3 tech. cr.**

A continuation of PMT 0121. An advanced course in welding principles of SMAW. Lab fee required. 90 hours of instruction. Prerequisite: PMT 0121 or consent of instructor.

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.**

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. Prerequisite: PMT 0130 or consent of instructor.

PMT 0138**Specialty TIG 2.84 tech. cr.**

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. Prerequisite: PMT 0131 or consent of instructor.

PMT 0145**GMAW Flux Core Arc Welding 3.33 tech. cr.**

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. Prerequisite: PMT 0134 or consent of instructor.

PMT 0164**Fabrication of Metal Products
Using SMAW 2.33 tech. cr.**

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. Prerequisite: PMT 0126 or consent of instructor.

PMT 0165**SMAW Pipe Welding 3 tech. cr.**

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. Prerequisite: PMT 0122 or consent of instructor.

PMT 0171**Gas Tungsten Arc Pipe
Welding 3 tech. cr.**

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. Prerequisite: PMT 0138 or consent of instructor.

PMT 0173**Gas Metal Arc Pipe
Welding 3 tech. cr.**

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. Prerequisite: PMT 0134 or consent of instructor.

PRN 0001C**Fundamentals of Nursing/
PN 8 tech. cr.**

This course introduces the student to health care occupations, nurse assisting and practical nursing. Fundamental concepts such as basic health needs, roles of the nurse and basic nursing principles and skills are emphasized. Purchase of a laboratory skills kit is required. Lab fee is required. 85 hours class hours, 45 hours lab and 110 hours clinical instruction. Proof of professional liability insurance is required. Computerized testing fee. Prerequisite: Admission to Practical Nursing Program and current CPR Certification. Corequisites: PRN 0080.

PRN 0002C**Fundamentals of Nursing II/
PN 7 tech. cr.**

Maslow's hierarchy of needs, nursing principles and the Roles of the Nurse (Provider of Care, Communicator and Member of a Profession), are further explored as the approach to the care of clients with alterations of oxygenation, nutrition and hydration, mobility, comfort and safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. Lab fee is required. 55 hours class hours, 20 hours lab and 135 hours clinical instruction. Proof of professional liability insurance is required. Prerequisite: PRN 0001C. Corequisite: PRN 0030C.

PRN 0030**Medication Administration/
Pharmacology 2 tech. cr.**

This course is designed to introduce the practical nursing student to basic pharmacological principles and concepts and as an elective review for ADN students. The content includes medical math, pharmacologic concepts and legal and ethical considerations. 60 class hours. Prerequisites: PRN 0001C and PRN 0080; or NUR 1020C. Corequisites: PRN 0002C, Practical Nursing students only.

PRN 0080**Body Structure and
Function 1.5 tech. cr.**

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. 45 class hours. Prerequisite: Admission to the Practical Nursing Program. Corequisite: PRN 0001C.

PRN 0120C**Maternal-Child
Nursing 6.5 tech. cr.**

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 class, 17 laboratory and 98 clinical hours. Proof of professional liability insurance fee required. Testing fee. Prerequisite: PRN 0002C.

PRN 0204C**Medical Surgical
Nursing I 8.5 tech. cr.**

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, and cancer are included. 65 hours classroom, 35 hours Lab and 155 hours clinical instruction. Proof of professional liability insurance is required. Testing fee. Lab fee required. Prerequisites: PRN 0002C and PRN 0030C.

PRN 0205C**Medical Surgical
Nursing II 8 tech. cr.**

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. Nursing principles are emphasized. Concepts specific to the care of clients with disease/disorders of the immune, cardiovascular, endocrine, immune, reproductive musculoskeletal, integumentary, digestive, and the urinary systems are included. 60 hours classroom, 25 hours lab and 155 hours clinical instruction. Proof of professional liability insurance is required. Lab fee required. Prerequisites: PRN 0204C.

PRN 0500C**Gerontological
Nursing 3.5 tech. cr.**

This course examines the Practical Nurse's role when caring for older adults in long-term care. Cultural diversity, legal/ethical considerations, and the communication process are examined to provide holistic care to aging clients. Interpersonal and communication skills, and critical thinking are employed. This course explores the normal aging process with emphasis on promoting, maintaining and restoring health in older adults. Leadership skills such as delegating to nursing assistants and team reports, plus effective communication and time management skills are presented. 15 hours classroom and 90 hours clinical instruction. Proof of professional liability insurance is required. Prerequisite: PRN 0002C and PRN 0030C.

SCY 0501**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

SLS 0001**Strategies for Student****Success****2 tech. cr.**

This course is designed to develop and strengthen student skills essential to success in Health Programs. Reading comprehension strategies for technical reading will be emphasized. A review of basic mathematical skills and concepts will be included. Personal development is emphasized in the areas of acquiring and practicing learning strategies, identifying learning styles and exploring career options. 60 hours of instruction. Prerequisite: Consent of instructor.

SLS 0341**Essentials of Health Career****Success****2 tech. cr.**

This course is designed to teach communication and career enhancement skills as applied to healthcare settings. Topics include reading comprehension, listening skills, verbal and nonverbal communication, presentation skills, proper punctuation, grammar and spelling, math symbols, and using reference materials as practiced in the healthcare field. The healthcare job search process will also be addressed. 60 hours of instruction

WCL 0050**Health Unit****Coordinator Clinical 1.33 tech. cr.**

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. 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.

WCL 0055**Health Unit****Management****1.34 tech. cr.**

This course introduces the student to the work practices and clerical duties required in a hospital health unit. Patient admission, transfers, and discharge procedures; coordinating medications for administration by other hospital personnel and maintenance of patients’ records will be presented. 40 hours of instruction. Prerequisite HSC 0534.



Faculty, Administrators and Staff

Adams, Jean M., Professor, Biological Science, Biological Science/Department Chair, Science; B.S., Auburn University; M.Ed., Georgia State University; M.S., University of South Florida

Adams, Michael P., Dean of Health Occupations; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.S., Michigan State University; Ph.D., University of South Florida

Akers, Brian P., Professor, Biological Science; B.A., Western Michigan University; M.A., Western Michigan University; Ph.D., Southern Illinois University at Carbondale

Aldrich, Scott D., Plant Manager

Allen, Carol A., Professor Emerita, Language Arts; B.A., West Virginia Wesleyan College; M.A., Wayne State University

Allen, Jennifer L., Science Lab Coordinator/Supervisor; A.S., Jamestown Community College; B.S., Coastal Carolina University

Alleyne, Lizan, Adjunct Faculty, Dual Enrollment, Mathematics; B.A., City College of New York; M.S., Brooklyn College

Altman, Arla S., Dean of Institutional Advancement/Executive Director of the Foundation; B.A., Kirkland College; Ed.M., SUNY at Buffalo

Amburgey, Deborah G., Professor, Language Arts; B.A., University of South Florida; M.A., University of South Florida

Anderson, Deborah, Senior Office Assistant, Financial Aid

Anderson, Sandra E., Assistant Director of Admissions and Student Records; B.A., SUNY College at Fredonia; M.S., Florida State University

Arca, S. Ahmy, Advisor, Health Programs; B.A., University of South Florida

Arto, Anne M., Director of Corporate Training; B.A., College of Saint Rose; M.S., Florida State University

Asukile, Imani D., District Coordinator of Multicultural Student Affairs and Equity Services; B.A., Morris Brown College; M.P.A., Clark Atlanta University

Ausse, Henry J., Computer/Network Support Specialist; A.A.S., Milwaukee Area Technical College

Austad, Judy E., Student Development Assistant I

Bacheller, John D., III, Instructor, Biological Science; B.A., University of South Florida; M.S., University of South Florida

Bade, Robert E., Associate Dean of Student Activities and Engagement; B.A., Eckerd College; M.A., John F. Kennedy University

Badger, Gail A., Financial Aid Specialist; A.A.S., Pasco-Hernando Community College

Baker, Jacquelyn L., Assistant Professor, Nursing (PN) (Evening/Weekend Program); B.S.N., Florida State University; M.S.N., University of Phoenix

Baker, Paul M., Adjunct Faculty, Emergency Medical Services

Balon, Michelle J., Assistant Dean of Instructional Services; B.A., State University of New York at Fredonia; M.S., State University of New York at Buffalo; Ed.D., Nova Southeastern University

Baricko, Stephen A., UBCI Building Inspector

Barnett, Troy M., Network Security Manager; A.A. University of Louisville; B.S., Western Kentucky University

Bartilucci, Lillian, Student Development Assistant I

Baynar, Janice M., Administrative Assistant I, Dean of Institutional Technology

Beard, Timothy L., Vice President of Student Development and Enrollment Management; A.A., Florida A & M University; B.S., Florida State University; M.S., Florida State University; Ph.D., Florida State University

Beard, Wendy G., Learning Lab Coordinator; B.S., Florida State University; M.S., Florida State University

Beermann, Michelle D., Assistant Professor, Mathematics; A.A., Pensacola Junior College; B.A., Troy State University; M.S., University of West Florida

Bell, Carmine J., Professor, Language Arts; B.S., Xavier University; M.A., John Carroll University; M.A., University of South Florida; Ph.D., University of Virginia

Bellamy, Cynthia L., Executive Administrative Assistant; A.A., Pasco-Hernando Community College

Bellas, Elizabeth, Developmental Education/English for Academic Purposes (EAP)/Instructor; B.A., Stetson University; M.S., Nova Southeastern University

Bennett, Gwendolyn R., Senior Office Assistant, Financial Aid

Berghoff, Linda M., Adjunct Faculty, Art; B.F.A., Temple University; M.F.A., Temple University

Bethea, Noel J., Adjunct Faculty, College Prep., English; B.A., Flagler College; M.S., Nova Southeastern University

Beyer, Hans J., Adjunct Faculty, Mathematics; B.S., Purdue University; M.S., Purdue University

Bloom, Cheryl A., Senior Office Assistant, Library

Blossom, Bonnie L., Adjunct Faculty, College Prep., English; B.A., University of South Florida

Blum, Clifford W., Adjunct Faculty, Law Enforcement

Bobbie, Elizabeth H., Financial Aid Specialist; A.S., Pasco-Hernando Community College

Boettcher, Courtney A., Writer/Marketing Coordinator; B.S., University of Wisconsin at Madison

Bohanan, Leetta, Senior Office Assistant, Library (1/2 Time)

Bohart, Kimberly L., Science Lab Coordinator/Supervisor; A.A., Manatee Community College; B.S., University of Tampa

Boleman, Michael T., Courier

Bomgardner, Mark D., Network/Telecommunications Technician; A.S., Pasco-Hernando Community College

Booker, Barbara B., Instructor, Language Arts; A.S., Pasco-Hernando Community College; B.S., University of South Florida; M.A., University of South Florida

Borawski, Beverly L., Associate Professor, Speech; B.A., Western Michigan University; M.A., University of South Florida

Bowman, Robert J., Jr., Athletics Director/Instructor; B.S., Florida Southern College; M.Ed., Rollins College; Ed.S., University of Southwest Louisiana

Bowlin, Ann L., Adjunct Faculty, Education; A.A., Pasco-Hernando Community College; B.S., University of South Florida; M.A., University of South Florida

Brady, Diane L., Adjunct Faculty, College Prep., Mathematics; A.A., SUNY at Farmingdale; B.S., University of Tampa

Branscomb, Mary A., Senior Office Assistant, Student Development; A.A., Pasco-Hernando Community College

Brantley, Katherine G., Advisor; B.S., Florida State University; M.A., University of South Florida

Braun, Keith V., Director of Facilities; A.A.B., Lakeland Community College; B.A., University of Phoenix

Brennan, Frank, Adjunct Faculty, English/Psychology; B.A., St. Charles Borromeo Seminary; M.A., Villanova University; Ed.D., Temple University

Brice, Jeanine L., Associate Professor, Nursing (ADN); A.A., College of Southern Maryland; B.S.N., University of Maryland; M.S.N., Bowie State University

Brick, Peter O., Adjunct Faculty, Legal Assisting; B.S., University of Connecticut; J.D., Stetson University College of Law

Brockett, David E., Assistant Maintenance Supervisor

Brooks, Gayle W., Dean Emerita; B.S., University of Tampa; M.A., University of South Florida

Browne, Jean G., Nursing Programs Lab Assistant; B.S.N., University of Alberta

Bryan, Jacalyn E., Evening Reference Librarian (Part-time); B.A., Mary Washington College; M.A., Columbia University; M.A., University of South Florida

Bubello, Karen J., Financial Aid Specialist; A.A., Pasco-Hernando Community College

Buffington, Edith M., Senior Office Assistant, Accounts Payable/Purchasing

Buglione, Ralph A., Safety & Risk Management Specialist; B.S.E., University of Wisconsin at Whitewater

Bullard, Debra K., Director of Admissions and Student Records; A.A., Hillsborough Community College; B.S., University of Phoenix; M.A., University of Phoenix

Bunting, Ann, Professor, Language Arts; B.A., Queens College; M.A., Queens College; J.D., Brooklyn Law School; Ph.D., University of South Florida

Burbano, Juan R., Professor, Mathematics; B.A., St. Leo College; M.A., University of South Florida; Ed.D., Nova University

Burdzinski, Donna R., Associate Dean of Student Enrollment and Retention; B.A., Purdue University; M.S., Purdue University

Burdzinski, Kenneth R., Vice President of Administration and Finance; B.B.A., Eastern Michigan University; M.B.A., Baldwin-Wallace College

Butcher, John W., II, Adjunct Faculty, Paramedics; A.S., Pasco-Hernando Community College; A.D.N., Pasco-Hernando Community College

Bute, Ann M., Instructor, Nursing (PN); B.S.N., Rutgers University

Butler, Douglas A., Associate Director of Libraries; B.A., University of South Florida; M.A., University of South Florida

Calandro, Sylva, Adjunct Faculty; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.Ed., University of South Florida

Callow, Elizabeth K., Professor, Nursing (ADN); A.A.S., College of Staten Island; B.S., College of Staten Island; M.S. University of South Florida; Ed.D., Nova Southeastern University

Cameron, Jr., Donald J., Adjunct Faculty, Economics; Adjunct Faculty, Economics; B.B.A., Baruch College of CCNY; M.A., Trinity College

Cameron, Kristen S., Associate Professor Emerita, Nursing (ADN); A.S., Pasco-Hernando Community College; B.S.N., Florida Southern College; M.S., University of South Florida

Canetta, Lisa A., Financial Aid Specialist; A.S., Pasco-Hernando Community College

Capaz, Nelson, Professor, Information Technology Programs/Department Chair, Information Technology; B.A., University of South Florida; M.B.A., Nova University; Ph.D., University of South Florida

Carlson, Michael R., Adjunct Faculty, Radiography; B.A., Luther Rice Seminary

Carr, Jason A., Instructor, Chemistry/Physical Science; A.A., Manatee Community College; B.A., New College of Florida; Ph.D., University of South Florida

Carter, Margaret A., Adjunct Faculty, Health-Technical; A.A.S., Nassau Community College

Carufel, Kathleen, Store Associate

Cessna, Janice L., Director of Management Information Services; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., St. Leo University; M.S., Regis University

Chamberlain, Linda L., Associate Professor, Human Services/Program Coordinator; B.A., University of Texas; M.S., Angelo State University; Psy.D., University of Denver

Cheek, Gary L., HVAC Supervisor

Cherry, Shirley G., Instructor, Mathematics; A.A., Pasco-Hernando Community College; B.S., University of South Florida; M.A., University of South Florida

Chroninger, Betty J., Adjunct Faculty, Language Arts; B.A., Hillsdale College; M.A., University of South Florida

Clark, Bonnie M., Dean of Arts and Sciences; B.A., Mercyhurst College; M.S., Gannon University

Cloukey, Linda L., Staff Assistant, Library

Coleman, Georgia D., Bookstore Manager

Coleman, William S., Instructor, Dental Assisting

Collins, John D., Auxiliary Services Manager; A.A., St. Petersburg Junior College; B.S., Florida State University

Connell, Karen L., Programmer/Analyst II, A.S., Mount Wachusett Community College

Cook, Jerilynn, Administrative Assistant I, Dean of Arts & Sciences; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.A., St. Leo University

Cook, Jill N., Financial Services Assistant I

Cook, Michael E., Assistant Dean of Student Development/Counselor; B.S., Jackson State University; M.S., Jackson State University

Cooksey, Melanie, Associate Director of Libraries; B.A., Florida State University; M.L.S., Florida State University; M.L.A., University of South Florida

Cooper, Darlene R., Adjunct Faculty, Mathematics; B.S., St. Lawrence University; M.A., Arizona State University

Cox, Theresa, Senior Office Assistant, Accounts Payable

Cozart, Carla C., Professor, Nursing (ADN); A.D.N., Hillsborough Community College; B.S.N., University of South Florida; M.S.N., Medical University of South Carolina; Ph.D., University of Florida

Crabtree, Joshua C., Coordinator of Educator Preparation Institute; A.A., Hillsborough Community College; B.A., University of South Florida; M.Ed., University of South Florida

Craig, Barbara M., Associate Professor, Nursing (ADN); B.S.N., Florida State University; M.S.N., University of South Florida

Crew, Mary B., Dean of Workforce Development; A.A., Tallahassee Community College; B.S., Florida State University; M.S., Florida State University

Cronin, Kevin F., Human Patient Simulator and Emergency Care Simulator Laboratory Assistant/Technician; A.S., Hillsborough Community College

Cummines, Chenell M., Adjunct Faculty, Chemistry, Dual Enrollment; B.A., University of South Florida; M.Ed., University of South Florida

Curtis, Jennifer J., Administrative Assistant I, Dean of Workforce Development; A.S., Pasco-Hernando Community College; A.A.S., Pasco-Hernando Community College

Daprile, Douglas M., Adjunct Faculty, Emergency Medical; A.A., Pasco-Hernando Community College, A.S., Pasco-Hernando Community College

Davenport, Betty S., Executive Assistant to the District Board of Trustees

Davey, Kellyanne E., Adjunct Faculty, Psychology; B.A., University of Southern Maine; M.S., Chestnut Hill College

Daviero, Vincent J., Instructor, Business Administration; B.A., Baldwin-Wallace; M.B.A. Baldwin-Wallace

Davis, Eva S., Advisor; A.S., Pasco-Hernando Community College; B.A., St. Leo University; M.Ed., Saint Leo University

Davis, Karen S., Associate Professor, Language Arts; B.A., St. John's University; M.A., Rutgers University

Deisler, Judith A., Professor, Language Arts/Department Chair, Communications/Humanities; B.Ed., University of Toledo; M.A., University of Toledo

DeLaRosa, Noemi, Adjunct Faculty, Spanish; B.A., World University; M.A., University of Puerto Rico; Ph.D., Tulane University

DeLeon, Yvonne, Associate Professor Emerita, Business Administration/Office Administration; A.A., Hillsborough Community College; B.A., University of South Florida; M.A., University of South Florida

DeMaio, Nancy E., Instructor, Nursing (ADN); A.S., Edison Community College; B.S.N., University of Phoenix; M.S.N., University of Florida

DeVito, John, Groundskeeper/Custodian (1/2 Time)

DeVito, Victoria, Advisor; B.A., Trenton State College

Dick, Charles J., Jr., Professor, Biological Science; B.S., University of Alabama; M.S., Long Island University

Dickinson, Mark A., Instructor, Technical Health; A.A.S., Kent State University

Dilts, Virginia R., Senior Office Assistant, Corporate Training

Docter, Julie, Adjunct Faculty, Dual Enrollment, Mathematics; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.Ed., University of South Florida

Dodge, Rhonda M., Executive Assistant to the President; A.S., Pasco-Hernando Community College

Dodson, Jennifer L., Adjunct Faculty, Dual Enrollment, French; B.A., University of South Florida; M.A., Florida State University

Dohm, David C., Adjunct Faculty, Psychology; B.A., University of South Florida; M.S., Nova Southeastern University

Dolan, Catherine E., Adjunct Faculty, Radiography; A.S., Manatee Community College

Donatello, Charlene S., Senior Office Assistant, Learning Lab (1/2 Time); A.A., Pasco-Hernando Community College; B.A., University of Tampa

Donato, Marjorie, Adjunct Faculty, College Prep., Reading; B.A., SUNY College at Fredonia; M.S., College of New Rochelle; Ed.D., Nova University

Dotson, Brenda G., Executive Administrative Assistant

Downing, Richard B., Professor, Language Arts; B.A.E., University of Florida; M.A., University of South Florida; Ph.D., University of South Florida

Driscoll, James L., Adjunct Faculty, Law Enforcement; B.S., New York Institute of Technology

Duncan, Debra L., Encore Academy Administrative Assistant; A.S., Pasco-Hernando Community College

Durgen, Olena V., Learning Lab Coordinator; B.S., Simferopol State University in Ukraine

Eason, Larry E., Professor, Biological Science; B.A., University of Florida; M.A., University of South Florida; Ph.D., University of Florida

East, Gary N., Adjunct Faculty, College Prep., English; A.A., Hannibal-LaGrange College; B.S., Southwest Baptist College; M.A., University of Missouri

Eberts, John J., Adjunct Faculty, Sociology; B.A., Pennsylvania State University; M.Ed., Pennsylvania State University; M.A., St. John's University

Eden, Jacqueline U., Assistant Director of Career and Testing Services; A.A., Hillsborough Community College; B.S., University of South Florida; M.B.A., Saint Leo University

Ellerbee, T. Elaine, Laboratory Technician, Computer Labs; A.S., Pasco-Hernando Community College

Ellis, William L., Jr., Assistant Professor, Biological Science; B.S., University of Florida; M.S., University of South Carolina; Ph.D., University of South Florida

Fairbanks, Lisa A., Senior Office Assistant, Disabilities Services

Faison, Kelvin T., Assistant Professor, Psychology; A.A., Gulf Coast Community College; B.A., Florida A&M University; M.Ed., Texas Southern University

Fanning, Michael F., Laboratory Technician, Computer Labs; A.S. Pasco-Hernando Community College; B.A., St. Leo College; M.Ed., University of South Florida

Fay, Michele K., Executive Administrative Assistant

Fede, Sarah J., Associate Professor, Mathematics; A.A., Pasco-Hernando Community College; B.S., University of South Florida; M.A., University of South Florida

Feehan, Brian P., Adjunct Faculty, Political Science; A.A., Lake -Sumter Community College; B.A., University of South Florida; M.A., University of South Florida

Feliciano, Carmen A., Adjunct Faculty, Spanish; B.A., Columbia University; M.B.A., University of New York

Fenimore, Mary J., Director of Nursing; A.A.S., Bronx Community College; B.S., Long Island University; M.A., Teachers College, Columbia University; Ed.D., Nova Southeastern University

Ferguson, Vicki J., Assistant Director of Financial Aid/Veterans Services ; A.A., Pasco-Hernando Community College; B.A., Saint Leo College; M.A., St. Leo University

Fey, John V., Coordinator of Student Activities ; A.A., Pasco-Hernando Community College; B.S., International College; M.S., International College

Fiene, Maria L., Advisor/Financial Aid; B.F.A., Eastern Michigan University

Flow, Jenette, Professor, Humanities/ Language Arts; B.A., University of South Florida; M.A., University of South Florida; Ed.D., University of South Florida

Floyd, Thomas D., Dean Emeritus; B.S., Florida A&M University; M.N.S., University of South Dakota; Ph.D., University of Florida

Fones, Raymond W., Adjunct Faculty, College Prep., English; B.A., University of South Florida; M.A., University of South Florida

Ford, Kenneth A., Adjunct Faculty, Chemistry/Physical Science; B.S., Manhattan College; M.S., Long Island University

Foskey, William H., II, Campus Maintenance Mechanic I

Foster, Sadye P., Adjunct Faculty, Dual Enrollment, English; A.A., Lake-Sumter Community College; B.A., Florida State University; M.A., Florida State University; Ph.D., Florida State University

Friend, James M., Help Desk Technician

Friend, Vivian M., Director of Human Resources; B.A., University of South Florida

Fussell, Timothy O., Adjunct Faculty, Emergency Medical Services; A.S., Pasco-Hernando Community College

Garcia, Patricia M., Instructor, Nursing (ADN); A.S., Miami Dade College; B.S., Florida Atlantic University; M.S.N., University of Phoenix

Gartner, Arthur F., Groundskeeper/ Custodian

Gasque, Jeanne F., Advisor; B.S., Florida Southern College; M.S., International College

Geyvandov, Artem M., Systems Manager; B.S., Azerbaijan Institute of Oil and Chemistry

Giannet, Emmanuel S., Adjunct Faculty, Spanish; M.Ed., Universidad Inca Garcilaso De La Vega

Giannet, Stanley M., Provost; A.A., Thomas Edison State College; B.A., University of the State of New York; M.A., Universidad Inca Garcilaso De La Vega; Ph.D., Walden University

Gilbert, Marcia T., Financial Services Manager/Foundation; A.A., St. Petersburg Junior College; B.S., University of South Florida; M.Acc., University of South Florida; C.P.A.

Glover, Barbara J., Senior Office Assistant; B.S., Gordon College

Goolsby, Edwin G., Associate Dean; A.A., B.S., University of South Florida; M.B.A., University of South Florida; M.S., University of South Florida

Gosen, Brad R., Adjunct Faculty, Dental Hygiene; D.D.S., University of Michigan

Gradwell, Edward H., Groundskeeper/ Custodian

Gramlich, Steven, Associate Professor, Information Technology Programs; B.A., Washington University; M.A.T., Webster University

Grant, Sheila L., Senior Office Assistant, Learning Lab

Green, Ronnie P., Campus Facilities Coordinator

Greig, James J., Assistant Dean of Student Development/Counselor; A.S., Pasco-Hernando Community College; A.A., St. Leo University; B.A., St. Leo University; M.B.A., St. Leo University

Griffith, Daniel T., Director of Law Enforcement and Corrections Programs; B.S., University of Maryland; M.A., George Washington University

Gumbiner, Jane H., Assistant Professor, Mathematics; B.S., Auburn University; M.A., University of South Florida

Gyuris, Imola L., Adjunct Faculty, Dual Enrollment, Spanish; B.A., Universidad de Venezuela; M.A., University of South Florida

Hall, J. Michael, Professor/Coordinator of Dental Programs; B.S., University of North Dakota; D.D.S., University of Oklahoma

Hammock, Jenny, Senior Office Assistant, Admissions & Student Records

Hannah, C. Wayne, Student Records and Admissions Specialist; A.A., St. Petersburg Junior College; A.A.S., St. Petersburg Junior College; B.S., University of South Florida

Hanson, Diana S., Senior Office Assistant, Library

Hardie, Merle B., District Maintenance/Multi Trades

Harres, Burton H., Jr., Vice President of Instruction/Provost; B.S., Southeast Missouri State University; M.S., Indiana University; Ph.D., University of Florida

Harrison, Richard L., Assistant Professor, Information Technology Programs/Department Chair, Business Technology; B.A. Southern Illinois University; M.ISM, Keller Graduate School of Management

Harrison, Vana S., Administrative Assistant I, College Attorney/Director of Governmental Affairs (1/2 Time)

Haywood, Bertha F., Adjunct Faculty, Mathematics, Dual Enrollment; B.S.Ed., Ohio University; M.Ed., Miami University

Head, Cynthia L., Associate Professor, Mathematics; B.S., Southwest Missouri State College; M.A., University of Arkansas

Helfrich, David C., Professor Emeritus, Psychology; B.M., University of Rochester; M.Ed., University of Florida; Ph.D., University of Georgia

Hendrickson, Carol V., Adjunct Faculty, Health – Technical; B.S., Empire State College; M.S., SUNY at New Paltz

Hennessy, Thomas J., Adjunct Faculty, Law Enforcement; A.A., Pasco-Hernando Community College; B.A., University of South Florida

Henton, M. Lois, Professor, Language Arts; A.A., Housatonic Community College; B.S., Southern Connecticut State College; M.A., University of South Florida; Ph.D., Capella University

Hice, Christal A., Coordinator of Scholarship & Donor Relations; B.A., Texas Tech University

Hlad, Gregory M., Director of Career and Testing Services and Institutional Test Administrator/GED Chief Examiner; B.Ed., University of Miami

Hoke, Joyce, Professor, Information Technology Programs; B.A., Eastern Illinois University; M.B.A., University of South Florida

Holbrook, Taryl A., Adjunct Faculty, Interdisciplinary; B.A., Ohio State University; B.S., Ohio State University; M.A., Ohio State University; Ph.D., Ohio State University

Holdsworth, Deborah A., Senior Office Assistant, Faculty Support

Holland, Mary E., Senior Office Assistant, Nursing/Learning Laboratory

Hollister, Cyril W., Custodian/Groundskeeper

Holmes, Charlene L., Senior Office Assistant, Student Development

Honaker, Catherine M., Senior Office Assistant, Theatre; A.S., Pasco-Hernando Community College

Honaker, Roy E., Bookstore Manager/Textbook Manager

Hoover, Katherine D., Health Laboratory Assistant; B.A., Western Michigan University; M.A., Western Michigan University

Horn, Brian S., Associate Dean of Administration and Finance/Comptroller; B.S., Indiana University; M.B.A., Indiana University

Hull, Carolee M., Senior Office Assistant (1/2 Time); B.S., Colorado State University

Huss, Kelly M., Adjunct Faculty, Business; B.S., University of Florida; B.S., University of South Florida; M.B.A., St. Leo University

Hyde, Barbara J., Senior Office Assistant, Financial Aid

Igor, Hilda, Senior Office Assistant, Athletics; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College

Imperatore, Jean M., Adjunct Faculty, Mathematics; B.S.Ed., Ohio University; M.Ed., University of South Florida

Ingham, William H., Senior Office Assistant, Inventory Control; A.S., Pasco-Hernando Community College

Jex, Niesha L., Senior Office Assistant, Student Development (1/2 Time)

Johnson, Katherine M., President; A.A. Florida Community College at Jacksonville; B.A., University of West Florida; M.Ed., University of Montevallo; Ed.D., Florida Atlantic University

Johnson, Linda S., Senior Office Assistant, Accounting/Payroll

Jones, Carol A., Coordinator of Educator Preparation Institute; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A.Ed., University of Phoenix

Jones, Milton O., President Emeritus; B.M., Stetson University; M.R.E., New Orleans Baptist Theological Seminary; M.S.M., New Orleans Baptist Theological Seminary; Ph.D., Florida State University; Post-Doctoral Fellow, American Council of Education

Jordan, Jocelynn T., Adjunct Faculty, College Prep., Reading; B.S., Florida Southern College

Joyce, Audrey J., Adjunct Faculty, Humanities, B.A., University of California; M.A., University of California; Ph.D., University of South Florida

Judson, Robert W., Jr., President Emeritus; B.S., Florida A&M University; M.Ed., Florida A&M University; Ed.D., University of Florida

Kalinowski, Catherine A., Adjunct Faculty, History, Dual Enrollment; B.A., University of South Florida; M.A., University of South Florida

Kamleiter, Julia, Adjunct Faculty, Dual Enrollment, French; B.S., Old Dominion University; M.A., University of South Florida

- Kelly, Jamie A.**, Administrative Assistant I, Dean of Health Occupations
- Kelly, Laura B.**, Advisor; B.S., University of West Florida
- Kern, Donald, A.**, Adjunct Faculty, History; B.A., Franklin and Marshall College; M.A., Millersville University
- Kersey, Connie J.**, Senior Office Assistant, Educator Preparation Institute; A.A., Pasco-Hernando Community College
- Kielar, Karen L.**, Graphic Artist; B.F.A., Rochester Institute of Technology
- Kielar, Marcia R.**, Recruiter/Promoter Specialist; A.A., Pasco-Hernando Community College; A.S., Pasco-Hernando Community College; B.S., University of Central Florida
- Kincaid, Shauna P.**, Information Center Representative; A.A., Pasco-Hernando Community College; B.S., Hodges University
- King, John R.**, Senior Office Assistant, Admissions & Student Records
- Kingsley, Denise M.**, Adjunct Faculty, Medical Terminology
- Kneiss, Kathleen J.**, Administrative Assistant I, Associate Dean of Student Activities and Engagement; A.S., Pasco-Hernando Community College
- Knight, Jean E.**, Adjunct Faculty, Biological Science; B.A., University of South Florida; M.A., University of South Florida
- Kosuda, Kathleen L.**, Evening Reference Librarian; A.A., Fulton Montgomery Community College; B.A., SUNY at Albany; M.L.S., SUNY at Albany; M.L.A., University of South Florida
- Kraft, Theresa A.**, Staff Assistant, Library
- Kranz, Carla M.**, Professor, Humanities; B.A., Slippery Rock State College; M.M., University of South Florida
- Krauer, Andrew K.**, Campus Maintenance Mechanic I
- LaMarca-Frankel, Constance A.**, Professor, Humanities; B.A., Hofstra University; M.F.A., University of Wisconsin
- Lambert, Billie J.**, Assistant Professor, Nursing (PN); B.S.N., Virginia Commonwealth University
- Lamie, Rita A.**, Advisor; A.A., University System of New Hampshire; B.A., University System of New Hampshire; M.S., International College
- Lamonda, Kathleen M.**, Adjunct Faculty, Health; B.S., New York University; M.A., New York University
- Langone, Melissa M.**, Assistant Professor, Nursing (ADN); A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S.N., University of South Florida; M.S.N., University of South Florida; Ph.D., Touro University International
- Lavicka, Catherine L.**, Instructor, Nursing (ADN); A.S., St. Petersburg College; B.A., University of South Florida; B.S.N., University of South Florida; M.S.N., University of Tampa
- Layton, Patricia A.**, Senior Office Assistant, Admissions & Student Records
- LeBlanc, Colleen**, Advisor; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., University of South Florida
- Lederer, Karen**, Associate Professor, Information Technology Programs; B.A., Eckerd College; M.S., University of Southern Mississippi
- Ledman, Janis Z.**, Adjunct Faculty, Dual Enrollment, English; B.A., University of South Florida; M.A., Pan American University
- Lefevre, James B.**, Instructor/Coordinator, Law Enforcement & Corrections Programs; B.S., Georgia State University
- Lehmann, Dawn J.**, Senior Office Assistant, Library
- Leichtfuss, Irwin W. Jr.**, Adjunct Faculty, Dental Programs; D.D.S., Marquette University
- Le May, Gloria J.**, Adjunct Faculty, Language Arts; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.L.A., University of South Florida
- Lepore, Pamela A.**, Senior Office Assistant, Facilities/Plant Operations
- Lewis, Carol A.**, Senior Accountant; A.A., Pasco-Hernando Community College; B.A., Saint Leo University; M.B.A., Saint Leo University
- Lewis, Robert L.**, Groundskeeper/Custodian
- Linacre, Richard T.**, Groundskeeper/Custodian (1/2 Time)
- Lischak, Tina O.**, Instructor, Radiography; A.S., St Petersburg College
- Long, Michael E.**, Assistant Professor, History/Political Science/Department Chair, Social & Behavioral Sciences; B.A., University of Charleston; M.S., Central Michigan University
- Lopez, Ana C.**, Assistant Director of Libraries; A.A. Miami Dade College; B.A., University of Florida; M.A., University of South Florida
- Lopinto, Anthony F.**, Adjunct Faculty, Fire Science; A.S., Pasco-Hernando Community College
- Lotz, Karen S.**, Health Laboratory Assistant; A.A., Pasco-Hernando Community College; A.S., Pasco-Hernando Community College; B.S., Southern Adventist University
- Low, Donna S.**, Assistant Professor, Dental Programs; B.S., Old Dominion University; M.S., Florida State University
- Lundquist, Ellen C.**, Administrative Assistant I, Instructional Services
- Lyons, Christine E.**, Senior Office Assistant, Library; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College
- Lyons, Sandre L.**, Coordinator of Student Activities; A.A., Pasco-Hernando Community College; B.A., University of South Florida
- Magoulis, Bill**, Professor Emeritus, Business Administration; B.S., Fairleigh Dickinson University; M.B.A., Fairleigh Dickinson University; Ed.D., University of Northern Colorado; C.P.A.
- Maitland, T. Neil**, Adjunct Faculty, Physical Science; B.S., Eastern Michigan University; M.S., Eastern Michigan University; M.A., Eastern Michigan University

Malizia, Michael, Associate Dean of Institutional Research and Assessment; A.B., The University of Michigan; M.F.A., University of California

Manners, Tammy S., Adjunct Faculty, Psychology; B.A., St. Leo University; M.S., Capella University

Manning, Mary C., Athletic Trainer/Instructor; B.S., Central Michigan University; M.A., Wayne State University

Manning, Paul D., Store Associate/Bookstore Receiving

Marschner, Patricia V., Senior Office Assistant, Admissions and Student Records; A.A.S., Pasco-Hernando Community College

Maryland-London, Ruth E., Adjunct Faculty, Nutrition; B.S., Southern University and A. & M. College; M.S., Hunter College of the City University of New York; M.A., Empire State College

Masinick, Mary J., Information Center Representative; A.A., Macomb County Community College

Mason, Russell W., Adjunct Faculty, Micro Applications; A.A., St. Petersburg Jr. College; B.A., University of Texas at Arlington; M.S., Naval Postgraduate School

Massias, Lydia A., Professor, Nursing (ADN); B.S.N., Barry University; M.S., University of South Florida

Matheny, Susan M., Assistant Dean of Developmental Education; B.S., Millersville State College; M.A., Long Island University

May, Jacqueline M., Adjunct Faculty, English; B.A., University of South Florida, M.A., University of South Florida

May, John L., Professor, Physical Science/Chemistry; A.A., St. Petersburg Junior College; B.S., University of Florida; Ph.D., University of South Florida

Mayer, Paul E., Jr., Adjunct Faculty, Chemistry/Physical Science; B.S., Beaver College; M.A., Princeton University

Mayler, David J., Jr., Programmer/Analyst II

McClanahan, JoAnn, Assistant Professor, Mathematics; B.S. Indiana University; M.S., Indiana State University

McDermott, Caryn G., Adjunct Faculty, English, Dual Enrollment; B.A., SUNY at Binghamton; M.A., University of Florida

McDowell, Darcy J., Senior Office Assistant, Admissions & Student Records; A.A., Pasco-Hernando Community College

McGrotty, Nancy A., Senior Office Assistant, Career Assessment Facilitator; A.S., Pasco-Hernando Community College

McGuigan, Debra J., Senior Office Assistant, Continuing Education

McKamy, Kay E., Professor, Language Arts; B.A., Western Illinois University; M.A., Western Illinois University

McLaughlin, James D., Campus Maintenance Mechanic I

Medley, Pamela J., Advisor, ; B.A., Miami University; M.S., Miami University

Meotti, Marc R., Computer Operator

Mercer, Cynthia, Webmaster; B.S., Barton College

Messick, Deborah K., Senior Office Assistant, Library; A.A., Pasco-Hernando Community College; B.A., Saint Leo University

Meyer, Maryanne B., Adjunct Faculty, Office Systems Technology; B.A., University of South Florida

Miller, Barbara E., Store Associate

Miller, Linda A., Manager of Budget and Financial Operations; B.A., Florida State University

Miller, Michele E., Benefits & Human Resources Specialist; A.S., Pasco-Hernando Community College

Miller, Wayne R., Director of Plant Operations

Mirabella, Regina M., Associate Professor, Nursing (ADN); A.S., Kingsborough Community College; B.S.N., University of Phoenix; M.S.N., University of Phoenix

Mobbs, Christine M., Senior Office Assistant, Learning Lab

Molina, Kimberly L., Assistant Comptroller; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., University of South Florida; C.P.A.

Montgomery, Catherine, Adjunct Faculty, Dual Enrollment, English; B.A., Youngstown State University; M.A., Clarion University of Pennsylvania

Morey, Catherine A., Payroll/Accounting Specialist; A.A.S., SUNY at Delhi

Motroni, Carl J., Adjunct Faculty, Business-Technical; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.S., Nova Southeastern University

Mulieri, Patricia M., Professor Emerita, Language Arts; A.A., State University of New York; B.A., State University of New York; M.S., Hofstra University; Ed.D., Nova University

Mull, Bradley L., Supervisor, College Services; A.A., Pasco-Hernando Community College

Myers, Jonathan E., Director of Network Services; B.S., Franklin University; M.Ed., University of South Florida

Nail, Kenneth R., Professor Emeritus, Marketing Management/Business Administration; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.S., Nova University

Nappier, Shelley J., Administrative Assistant III, Dean of Institutional Advancement/ Executive Director of the Foundation

Nastelli, Deborah A., Assistant Professor, Dental Programs; A.A.S., Northern Virginia Community College; B.L.S., Mary Washington College; M.S.H.A., Virginia Commonwealth University

Neff, Mike, Adjunct Faculty, Business Administration/Legal Assisting; A.S., Nassau Community College; B.S.L., Western State University College of Law of San Diego; J.D., Western State University College of Law of San Diego

Newsome, Dwight H., Professor, Mathematics/Department Chair, Mathematics; B.A., University of South Florida; M.A., University of South Florida; Ph.D., University of South Florida

- Nichol, Christopher A.**, Adjunct Faculty, Biological Science; A.S., Onondaga Community College; B.S., State University of New York; M.A., Western Connecticut State University
- Nickels, Frank L.**, Professor Emeritus, Office Administration/ Business Administration; B.A., University of South Florida; M.B.E., University of Mississippi; M.B.A., Nova University; Ed.D., Nova University
- O'Berry, Cheryl W.**, Professor, Office Administration/Education; A.A., Pasco-Hernando Community College; B.A., St. Leo College; M.A., University of South Florida
- Oesch, Gary R.**, Associate Professor, Psychology; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A., University of West Florida; Ed.D., University of South Florida
- O'Grady, Carol J.**, Director of Continuing Education; B.A., Dowling College; M.A., Adelphi University
- Oles, Patricia H.**, Professor, Nursing (ADN); B.S.N., Rutgers University; M.S.N., Seton Hall University
- Oliver, James E.**, Adjunct Faculty, Biological Science; B.S., Florida Atlantic University; B.A. Florida Atlantic University; M.S., Florida Atlantic University
- Olsen, Timothy G.**, Adjunct Faculty, Paramedic
- O'Neil, Paula S.**, Adjunct Faculty, Business/Information Technology; B.S., Southwest Missouri State University; M.S., National-Louis University
- O'Neill, Richard E.**, Adjunct Faculty, Economics; B.A., St. Joseph's University; M.A., University of Pennsylvania
- Osborne-Richards, Mandy L.**, Instructor, Nursing (PN); A.D.N., Delaware Technical College; B.S.N., Wilmington College
- Padgett, Sheri Lynn**, Adjunct Faculty, English; B.S., Florida State University; M.A., University of West Florida
- Pak, Penny R.**, Assistant Professor, Nursing (ADN); B.S.N., SUNY at Buffalo; M.S.N., University of Phoenix
- Pakhomova, Maya G.**, Multimedia Instructional Specialist; B.A., The University of the Arts
- Pappas, Susan M.**, Adjunct Faculty, Sociology; B.A., Pacific Lutheran University; M.A., Pacific Lutheran University; Ph.D., University of South Florida
- Paracka, Richard J.**, Computer/ Network Support Specialist; A.A.S., SUNY at Alfred; B.S., SUNY at Brockport
- Parisi, Judith D.**, Adjunct Faculty, Dental Hygiene; A.A.S., Union County Technical Institute
- Park, Sheridan R.**, Instructor, Office Administration; B.A., University of Evansville; M.S., Indiana University
- Paskins, Janet L.**, Associate Professor, Psychology; B.S., Ball State University; M.A., Ball State University
- Pavlica, Melody C.**, Instructor, Nursing (PN); A.A.S., University of Toledo; B.S., Saint Leo University
- Penegor, Lorinda R.**, Assistant Professor, Information Technology Programs; A.A., Edison Junior College; B.A., St. Leo College
- Perez, Gabriela**, Administrative Assistant III, Provost; A.S., Pasco-Hernando Community College
- Perry, Valerie P.**, Senior Office Assistant, Law Enforcement Programs
- Phillips, H. Michael**, Adjunct Faculty, College Prep., Mathematics; B.A., Eastern Michigan University
- Phillips, Patti L.**, Instructor, Paralegal/Program Coordinator; B.A., College of Charleston; J.D., Stetson University College of Law
- Planer, Susan K.**, Senior Office Assistant, Placement Facilitator
- Plant, John M.**, Instructor, Drafting and Design Technology; B.S., Florida Southern College; M.A., University of South Florida
- Poland, Peri**, Developmental Education/English for Academic Purposes (EAP)/Instructor; B.A., New College; M.A., University of South Florida
- Poley, Graciella**, Instructor, Mathematics; B.S., Universidad Adventista De Las Antillas; M.A., Andrews University
- Porter, Mary Ellen**, Adjunct Faculty, Health; A.S., Pasco-Hernando Community College; B.S.E., Martin Luther College
- Powell, Barbara A.**, Associate Professor, Sociology; B.A., William Carey College; M.A., State University of New York
- Prescott, Frederick M.**, Instructor, Mathematics; A.S., Moraine Valley Community College; B.A., Saint Xavier University; M.S.T., University of Florida
- Prezioso, William J.**, Senior Computer/Network Support Specialist; A.S., Pasco-Hernando Community College
- Price, Misty R.**, Instructor, Accounting; A.A., Pasco-Hernando Community College; B.A. University of South Florida; M.A., Auburn University; C.P.A.
- Prince, Cynthia S.**, Laboratory Technician, Computer Lab Security; A.S., Pasco-Hernando Community College; B.S. Hodges University
- Prockno, Christine D.**, Senior Office Assistant, Health Occupations
- Pruett, Jeffrey J.**, Telecommunications Coordinator
- Purrenhage, Ingrid L.**, Senior Office Assistant, Library; B.A., Mount Holyoke College
- Quesinberry, Deborah**, Adjunct Faculty, Dental Programs; A.S., Cape Cod Community College; B.A.S., St. Petersburg College
- Raulerson, Joy A.**, Advisor; A.A., St. Petersburg Junior College; B.S., Florida State University; M.S., Florida State University
- Rawlins, Robbin R.**, Assistant Professor, Nursing (ADN) (Evening/ Weekend Program); B.S.N., Seton Hall University; M.S.N./M.B.A., University of Phoenix
- Ray, Melissa N.**, Developmental Education/English for Academic Purposes (EAP)/Instructor; B.A., University of Illinois; M.A., University of Illinois

Reddig, Heather L., Science Lab Coordinator/Supervisor; A.A., St. Petersburg College; A.S., St. Petersburg College; B.S., University of Florida

Reddish, Kimberly A., Adjunct Faculty, Educational Technology; B.A., University of South Florida; M.Ed., University of South Florida

Reichow, Elizabeth A., Staff Assistant, Library; A.S., Hennipen Community College

Remley, Amy H., Adjunct Faculty, Biological Science; B.S., University of South Florida; M.S., University of South Florida

Rice, Karen C., Adjunct Faculty, Health Related; B.A., Eastern Kentucky University; M.A., Georgetown College

Richardson, Lisa A., Adjunct Faculty, Reading; B.A., University of Florida; M.Ed., National-Louis University

Rivera, Angelica S., Adjunct Faculty, Spanish, Dual Enrollment; B.A., University of Puerto Rico; M.A., Seton Hall University

Roberts, Pamela R., Student Development Assistant I

Rocco, Patricia A., Administrative Assistant III, Provost

Rodgers, Charles R., Director of Libraries; B.A., University of South Florida; M.A., University of South Florida

Rodriguez, Gloria E., Senior Office Assistant, Faculty Support

Rodriguez, Sonia B., Information Center Coordinator; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., International College; M.S., Hodges University

Rosenberg, Michael, Assistant Professor, Director, EMS; A.S., Pasco-Hernando Community College; B.S.N., University of South Florida

Rothberg, Jayme S., Associate Professor/Coordinator, Radiography; A.S., Hillsborough Community College; A.A., Hillsborough Community College; B.A., University of South Florida; M.S., University of Saint Francis

Rothman, Lynn, Director of Marketing & Public Relations; B.S., Temple University; M.A., University of South Florida

Rubenstein, Paul J., Adjunct Faculty, Dental Hygiene; B.S., City College of the City University of New York; D.M.D., Washington University School of Dental Medicine

Ruggieri, Paul, Adjunct Faculty, Business Administration; B.S., The College of Staten Island; M.B.A., Baruch College; Ed.D., Nova Southeastern University

Rushton, Melissa A., Senior Information Center Representative; A.A., Pasco-Hernando Community College

Russo, Barbara M., Institutional Research and Assessment Specialist; B.A., Queens College, City College of New York; M.S., International College

Ryan, Thomas A., Co-curricular Specialist/Instructor; B.S., St. Joseph's College; M.S., Nova University

Sadusky, Michael J., Professor, Psychology; B.A., St. John's University; M.A., St. John's University; M.A., University of South Florida

Samuels, Kellei B., Director of Grants and Research; B.A., Jackson State University; M.A., Mississippi State University

Sandoe, Cheryl N., Assistant Dean of Academic Technology; A.A., Palm Beach Community College; B.S., University of South Florida; M.S., University of South Florida; Ph.D., University of South Florida

Santella, Linda C., Senior Office Assistant, Human Resources

Santomenno, Laura J., Staff Assistant, Dental Programs

Scaglione, Donald E., Adjunct Faculty, Legal Assisting; B.A., University of South Florida; J.D., South Texas College of Law

Scharber, Deborah L., Staff Accountant; A.A., Pasco-Hernando Community College; B.A., University of South Florida

Schauer, Irene E., Director of Spring Hill Center; A.A., Gaston College; B.A., The University of North Carolina; M.A.T., Antioch College; M.Ed., Wright State University

Schildbach, Susan, Adjunct Faculty, Dual Enrollment, Spanish; B.A., State University College at Oneonta; M.S., Long Island University

Schnake, Gregory W., Instructor/Coordinator, Law Enforcement & Corrections Programs; B.S., Southern Illinois University at Carbondale

Schneider, Maria T., Senior Office Assistant, Admissions & Student Records; A.A., Hostos Community College

Schneider, Robert J., Adjunct Faculty, Psychology; B.A., University of Connecticut; M.A., University of Alabama; Ph.D., University of Alabama

Schroeder, Stephen C., College Attorney/Director of Governmental Affairs; A.A., St. Petersburg Junior College; B.A., University of South Florida; J.D., Stetson University College of Law

Scripko, Cheryl A., Information Processing Supervisor

Scurlock, Scott B., Instructor, EMS/Paramedics; A.S., St. Petersburg Junior College

Sekelsky, Geraldine D., Assistant Professor, Nursing (PN); A.S., Pasco-Hernando Community College; B.A., St. Leo College; M.S.N., University of Phoenix

Shanafelt, Rebecca S., Director of Financial Aid/Veteran Services; B.S., Lee University

Shea, Judy A., Senior Office Assistant, Faculty Support

Shimer, Carol A., Professor, Nursing (ADN); B.S., Fairleigh Dickinson University; M.S., Russell Sage College; Ed.D., Nova Southeastern University

Silianoff, Steven G., District Maintenance Mechanic

Simmens, Clarissa, Advisor/Financial Aid; A.A., Delaware County Community College; B.A., Temple University

- Sirois, Margaret**, Adjunct Faculty, Biological Science; A.A.S., Camden County College; B.S., Rowan University; M.S., Rutgers University; Ed.D., Nova Southeastern University
- Smith, C. Diane**, Advisor, Financial Aid ; A.A., Pasco-Hernando Community College; B.S., St. Leo College
- Smith, Gail S.**, Adjunct Faculty, Medical Records Transcription
- Smith, Linda S.**, Adjunct Faculty, Technical Health
- Smith, Patti A.**, Bookstore Manager; A.S., Pasco-Hernando Community College
- Soash, Ellen F.**, Instructor, Mathematics; B.S., Florida Southern College; M.Ed., University of South Florida
- Solomon, Joseph F.**, Adjunct Faculty, College Prep., Mathematics; B.A., University of South Florida; M.A., University of South Florida
- Solovan-Gleason, Donna F.**, Adjunct Faculty, Dental Hygiene; B.S., West Liberty State College; M.S., The University of Michigan; Ph.D., Ohio State University
- Spaziani, Eric P.**, Professor, Biological Science; B.A., SUNY at Plattsburgh; M.S., University of South Florida; Ph.D., University of South Florida
- Staggs, Heather L.**, Coordinator of Accounts Receivable; A.A., Pasco-Hernando Community College
- Stanley, Michael**; Adjunct Faculty, Speech; B.S., Nova Southeastern University; M.A., Florida State University
- Stormes, Barbara K.**, Adjunct Faculty, College Prep., English; B.S., Ball State University; M.A., Ball State University
- Stout, Dale H.**, Assistant Plant Manager
- Stovall, Randall H.**, Provost; B.S., University of Texas at Arlington; M.A., University of Texas at Arlington; Ph.D., Oklahoma State University
- Strasser, Deborah**, Human Resources Assistant I; A.S., Pasco-Hernando Community College
- Street, Danny L.**, Groundskeeper/Custodian
- Suarez, Barbara H.**, Adjunct Faculty, Radiography; A.S., St. Petersburg College
- Summers, H. Kenneth**, Professor, Biological Science; B.S., Howard University; M.A., University of South Florida; D.D.S., Howard University
- Sumner, Terry**, Instructor, Welding; Certificate, Southeastern Indiana Vocational School
- Sward-Upshur, Susan L.**, Adjunct Faculty, Nursing; A.A.S., SUNY at Farmingdale; B.S.N., Molloy College; M.P.A., Long Island University
- Sweda, Edwin J.**, Learning Lab Coordinator; B.S., University of Memphis; M.A., University of Memphis
- Swihart, Marianne**, Assistant Director of Nursing; A.S., St. Petersburg Junior College; B.S.N., University of Tampa; M.Ed., National Louis University; M.S.N., University of Phoenix
- Taclik, Magdalen**, Office Supervisor/Head Cashier
- Tadlock, Gerry**, Instructor, Nursing (PN); B.A., University of Akron; M.S.N., University of Akron
- Taylor, Randy W.**, Custodian/Groundskeeper
- Templeton, J. Patrick**, Professor Emeritus; Physical Science/Chemistry; B.A., Central Methodist; M.S., Eastern Michigan University
- Tessaro, Catherine S.**, Advisor; A.A., Pasco-Hernando Community College; B.A., St. Leo University
- Thiessen, Reinhardt, III**, Coordinator of Disabilities Services; A.A., Rockland Community College; B.A., University of Wisconsin; M.S., University of Wisconsin
- Thigpen, Duncan J., III**, Associate Dean; A.A., Lake-Sumter Community College; B.S., Florida State University; M.Ed., University of South Florida
- Thomas, Frances L.**, Store Associate
- Thompson, Michelle L.**, Laboratory Technician, Computer Labs; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., University of South Florida; M.Ed., University of South Florida
- Thomson, M. Stacey**, Instructor, Chemistry/Physical Science; A.A., Hillsborough Community College; B.S., University of South Florida; Ph.D., University of South Florida
- Thorne, Gail F.**, Mathematics Laboratory Coordinator; B.S., Florida State University
- Tijerino, Concepcion M.**, Senior Office Assistant, Multicultural Student Affairs and Equity Services (1/2 Time)
- Tillett, Jeffrey R., Sr.**, Plant Manager
- Tisdale, Robert H.**, Adjunct Faculty, Physical Science; B.A., University of South Florida; B.S., University of South Florida; M.S., University of South Florida
- Toscano, Helen A.**, Senior Office Assistant, Learning Lab
- Tsourakis, Nick G.**, Evening Reference Librarian; B.A., Eckerd College; M.A., University of South Florida
- Tucci, Joseph A.**, Campus Maintenance Mechanic I
- Urbanski, James A.**, Adjunct Faculty, Humanities; B.A., De Paul University; M.M., De Paul University
- Usman, Ramesh K.**, Adjunct Faculty, Biological Science; M.Sc., Kanpur University
- Velazquez, David**, Assistant Director of Human Resources; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A., University of Phoenix
- Vella-Murray, Rosa M.**, Advisor/Financial Aid; B.S., Saint Leo University
- Villa, Wendy A.**, Financial Aid Assistant II
- Wachtel, Jacqueline K.**, Head Coach-Cross Country; B.A., Ohio University
- Wane, Daryle L.**, Associate Professor, Nursing (ADN); B.A., Brooklyn College; B.S., SUNY, Downstate Medical Center; M.S., University of South Florida

Warren, Earlene A., Adjunct Faculty, Technical Health; A.A.S., Jamestown Community College; A.S., Jamestown Community College; B.S., Daemen College

Weinstein, Alan S., Adjunct Faculty, Law Enforcement; A.A., St. Petersburg Junior College; B.A., University of South Florida

Weltman, David W., Computer/Network Support Specialist

Wermann, Louis L., III, Senior Office Assistant, Learning Lab; A.A., Pasco-Hernando Community College

Werthmiller, Janice L., Senior Office Assistant (1/2 Time); A.S., Community College of Alleghany County

West, Elizabeth H., Senior Office Assistant, Arts & Sciences

Wetherington, Jason M., Instructor, Mathematics; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A., University of South Florida

White, Christopher J., Groundskeeper/Custodian

White, Daniel L., Groundskeeper/Custodian

White, Jessica M., Coordinator of Student Activities; B.A., Siena Heights University

Whitfield, Gail G., Financial Aid Assistant II

Whitney, Kimberly Z., Co-Curricular Specialist/Instructor; B.S., Kansas State University

Whittaker, Debra B., Purchasing Agent; A.A., Pasco-Hernando Community College; B.A., Eckerd College

Whittinghill, Frederick L., Professor, Business/Accounting; B.S.C., DePaul University, M.B.A., University of Chicago

Wiatrowski, Jennifer, Assistant Professor, Biological Sciences; B.S., Beloit College; M.S., Western Illinois University

Wilbanks, Sandra R., Instructor/Coordinator, Technical Health; A.D.N., Central Piedmont Community College Health Programs

Wilke, Richard D., Adjunct Faculty, Emergency Medical Services; A.S., Pasco-Hernando Community College

Williams, Denise F., Adjunct Faculty, Dual Enrollment, Spanish; B.A., University of Puerto Rico; M.A., University of South Florida

Wilson, Thomas L., Adjunct Faculty, Business Administration; B.B.A., Marshall University; M.B.A., Marshall University

Wilt, Christopher L., Production Engineer

Winterling, Stephen A., Co-curricular Specialist/Instructor; B.A., University of South Florida; M.S., Florida State University

Witherell, Maria R., Associate Professor, Mathematics; B.A., Queens College; M.S., Queens College

Wollam, Michael B., Professor Emeritus, Biological Science; B.S., Florida Atlantic University; M.A., University of South Florida

Wood, Tara N., Evening Reference Librarian; B.A., University of South Florida; M.A., University of South Florida

Wood, Terry J., Senior Office Assistant, Accounts Receivable

Woodard, Gregory, Assistant Professor, Physical Science; B.S., Polytechnic Institute of New York; M.S., Andrews University

Wrench, Phyllis H., Instructor, Office Administration; B.A., Florida State University; M.S., International College

Wright, Paul G., Dean of Institutional Technology; B.A., Missouri Southern State College; B.A., University of Florida; L.L.M., University of Florida; J.D., University of Florida

Wyatt, Ranita E., Instructor, Economics; A.S., Amarillo College; B.S., West Texas State University; M.A., West Texas State University

Xiggores, Melinda, Administrative Assistant I, Associate Dean of Student Enrollment and Retention

Yancy, Bobby E., Computer/Network Support Specialist; A.S., Pasco-Hernando Community College

York, J. Arlene, Advisor; B.A., New York University

Yuninger, Sharon A., Staff Assistant, Health Occupations

Zilay, Alicia L., Adjunct Faculty, Psychology; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.S., Nova Southeastern University

Zupo, Patrick J., Groundskeeper/Custodian

(Accurate through January 2008)

Index

A	
Academic Advising	51
Academic Dishonesty: Cheating and Plagiarism	55
Academic Grade Relief	32
Academic Programs	75
Additional Degrees/Certificates/ Diplomas	32
Admission	
Dual Enrollment/Transient Student	20
Non-Degree Seeking Student	20
Transfer Procedures	20
Admission Process	18
Admission to	18
AA, AS, AAS Programs	18
ADN/Generic Track	22
ADN/Transition Program	23
Applied Technology Diplomas	19
Associate in Science in Dental Hygiene	24
Associate in Science in Radiography	25
Associated Certificate Programs	19
Certificate in Dental Assisting	24
Certificate in Paramedics	25
Certificate in Practical Nursing	23
Health Programs	22
Readmission to Limited Access Health Programs	25
Technical Credit Certificate Programs	19
Admission to Linkage Programs	60
Admission to the Internship in Business Program	70
Advanced Placement (AP)	30
Alternatives to CLAST	73
Alternatives to Traditional College-Preparatory Instruction	67
Applied Technology Diploma	
Medical Coder	112
Medical Record Transcribing	112
Applying to PHCC	18
Armed Services Educational Experiences	31
Associate in Arts Degree Program	81
Athletics and Recreation	66
Audit	29
Auditing a Course	60
AutoCad Foundations Certificate	103
B	
Biotechnology Associate in Science Degree	90
Bookstore Refunds	38
Bookstore Services	66
Bureau of Indian Affairs (BIA)	45
Business Administration	
AAS Degree Program	91
AS to BS Transfer Program	91
Business Management Certificate	92
Business Specialist Certificate	92
Marketing Operations Certificate	92
Business Administration E-Business	
AS Degree Program	92
Business Specialist Certificate	93
Industrial Quality AS Degree	94
Management Certificate Program	93
Operations Certificate Program	93
C	
Calendar, 2008-2009	4
Career and Testing	59
Certificate and Applied Technology Diploma Application	32
Certified Credit Union Executive (CCUE)	31
Child Care Assistance	46
Child Care Services	61
Citizen Scholar Program	69
Class Attendance	69
Classification of Students	28
Code of Conduct	53
College Brain Bowl Team	64
College Level Examination Program (CLEP)	30
College Operating Hours/ Campus Security	56
College-Level Academic Skills Test (CLAST) Requirement	70
Common Placement Testing Program	67
Communication and Computation Skills Tested on the CLAST	71
Computer Adaptive Test for CLAST (CAT-CLAST)	71
Computer and Information Technology Programs	95
Computer Programming & Analysis AS Degree	95
Computer Programming Certificate	96
Computer Programming Specialist Certificate	96
E-Business Security Certificate	97
Geographical Information Systems Certificate	101
Information Technology Administration Certificate	99
Information Technology Management Certificate	100
Information Technology Security AS Degree	97
Information Technology Technician Certificate	100
Internet Services Technology AS Degree	98
Networking Services Technology AS Degree	99
Web Development Specialist Certificate 99	
Course Definition	
by Prefix	120
by Subject Matter	119
Course Descriptions	
College Credit & College Preparatory Courses	123
Credit-By-Exam Equivalents	30
Crime Statistics	62
Criminal Justice	
Criminal Justice Technology AAS Degree Program	77
D	
Deferment of Fees	45
Delinquent Accounts	37
Delta Epsilon Chi (DECA)	64
Dental Hygiene	
Associate in Science Degree	102
Directed Individual Study	69
Disciplinary Policy	55
Disciplinary Procedures	57
Dismissal from Health Programs	56
District Coordinator of Multicultural Student Affairs and Equity Services	64
District Map	17
Drafting and Design Technology Associate in Science Degree	103
Drama Club	65
Dropping a Course	59
Drug-Free College Program	63
E	
E-Learning and myphcc	68
Emergencies	61
Emergency Medical Services Associate in Science Degree	103
Emergency Medical Technician Applied Technology Diploma	104
Endowed Scholarships	13
F	
Faculty, Administrators and Staff	163
Federal Family Education Loans	46
Federal Pell Grant	43
Federal Plus Loans	47
Federal Security Report	62
Federal Stafford Loans	46

Federal Supplemental Educational Opportunity Grant (FSEOG)43
 Federal Work Study Program (FWSP)45
 Fees and Expenses34
 FERPA (Family Education Rights and Privacy Act)33
 Financial Aid
 Determining Need40
 Grievance Process50
 Rights and Responsibilities50
 Student Eligibility39
 First Generation Matching Grant Program (FGMG)44
 Florida Academic Counseling and Tracking for Students (FACTS)59
 Florida Bright Futures Program47
 Application and Selection48
 Eligibility48
 Florida Student Assistance Grant FSAG43
 Florida's Statewide Course Numbering System121

G

Glossary of College Terms6
 Grading System28
 Graduation Application32
 Graduation Ceremonies32

H

Harassment62
 Hazing55
 Health and Health Insurance Information62
 Honors List30
 Human Services
 Associate in Science Degree105
 Human Services Assistant Certificate ..105
 Human Services Club65

I

Industrial Management Technology AS Program94
 International Association of Administrative Professional31
 International Baccalaureate (IB) Credit30
 Internet/Online Courses69

J

Job Placement61

L

Lambda Nu65
 Law Enforcement Credit30
 Learning Laboratory70
 Library Services70

N

National Student Nurse Association (NSNA)65
 Nightingale Nursing Club65
 Notification of Social Security Number Collection and Use33
 Nursing (R.N.)
 ADN Transition Program107
 Advanced Technical Certificate107
 Associate in Science Degree106
 Nursing Credit30

O

Observance of Religious Holidays69
 Office Administration
 Associate in Science Degree108
 Legal Specialization AS Degree108
 Office Management Certificate Program109
 Office Management Legal Specialization Certificate Program109
 Office Specialist Certificate Program109
 Office Support Certificate Program110
 Office of Multicultural Student Affairs and Equity Services66
 On-Line Non-Credit Courses38
 Orientation59

P

Paralegal Associate in Science Degree110
 Paramedic Certificate Program104
 Payment and Financial Obligations36
 PHCC Cares65
 PHCC Foundation Board of Directors12
 PHCC Scholarships48
 Phi Beta Lambda (PBL)65
 Phi Theta Kappa65
 Prerequisite and Corequisite Courses121
 Privacy of Student Records/Directory Information33
 Psi Beta65

R

Radiography
 Associate in Science Degree110
 Readmission to PHCC18
 Refund Policies37
 Regional Linkage System60
 Residency for Tuition Purposes26

S

Scores on Certain Placement Tests and Grades in Certain College Courses73
 Services for Students With Disabilities61
 Sexual Misconduct62
 Standards of Academic Progress29
 Student Activities64

Student Ambassadors Program66
 Student Assistant Work Program (SAWP) 45
 Student Government Association (SGA)64
 Student Grievance Complaints52
 Student ID Cards66
 Student Ombudsman 64
 Student Publications66
 Student Rights and Responsibilities51
 Student Use of College Facilities64
 Students with AP, CLEP or IB Credit74

T

Technical Certificate Programs
 Applied Welding Technologies113
 CMS Law Enforcement To Traditional Correctional Basic Recruit Cross-Over Training Program115
 Correctional Officer113
 Cross-Over Correctional Probation to Corrections116
 Cross-Over Corrections to Law Enforcement114
 Dental Assisting114
 Health Unit Coordinator114
 Law Enforcement Officer115
 Medical Administrative Specialist116
 Nursing Assistant116
 Phlebotomy117
 Practical Nursing117
 Technical Credit Certificate and Applied Technology Diploma Students67
 Technical Credit Courses155
 Technical Credit Programs111
 Technology Certification credit31
 Test of Adult Basic Education (TABE)19
 Title IV Federal Repayment Guidelines37

U

UHURU Club66
 University Parallel Programs84
 Unpaid Financial Obligations37

V

Veteran's Benefits49
 Veterans Progress42

W

Withdrawal, Forgiveness, and Allowable Number of Attempts for College Credit Courses68
 Withdrawing from a Course60

