

*Find yourself here...*

College Calendar

College Glossary

District Map

Fees and Expenses

Admissions

Student Records

Financial Aid



**ACHIEVEMENT**

2009–2010  
**CATALOG**  
STUDENT HANDBOOK

PASCO-HERNANDO  
**PHCC**  
COMMUNITY COLLEGE

Scholarships  
Student Development  
Academic Policies  
Academic Programs  
Course Descriptions  
Directory

# 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 \$25 non-refundable fee to any PHCC campus. The application is also available online and can be submitted through PHCC's website at [www.phcc.edu](http://www.phcc.edu) or Florida Academic Counseling and Tracking for Students (FACTS) at [www.facts.org](http://www.facts.org).

#### Step 2 - 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.

#### Step 3 – Apply for Federal Financial Aid/ Veterans Benefits

Students are encouraged to apply for federal financial aid by applying directly on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Any application for financial aid should be completed well in advance. Applicants for Title IV Federal Aid (e.g., Pell Grant) must submit either high school transcripts or GED scores indicating successful program completion to the Admissions and Student Records Office at the West Campus, New Port Richey. Students in eligible technical credit programs must submit appropriate College Placement Test (CPT) scores. Contact one of the PHCC Financial Aid Offices or Veterans Administration advisors with any questions.

#### Step 4 – Placement Testing

Students planning to enroll in degree programs and/or college-level English and math courses must submit placement test scores no more than two 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.

#### Step 5 – 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. At orientation, students will learn about PHCC programs and policies.

#### Step 6 – Academic Advisement

All students are strongly encouraged to meet with an academic advisor at mid-term to plan course work for the following semester. At the appointment, the advisor will review a student's test scores (if applicable) and provide program and course information, as well as assist the student with preparing for transfer to upper level institutions.

#### Step 7 – Registration

Students should check the PHCC Catalog/Student Handbook, Schedule of Classes or website at [www.phcc.edu](http://www.phcc.edu) for appropriate registration dates.

#### Step 8 – Paying for Courses/Fees

Students may pay course fees online through the Web Information System for Education (WISE) or the tuition installment plan (TIP) at [www.phcc.edu](http://www.phcc.edu). Students may also pay at the College Store on any campus (VISA/MasterCard are accepted). Separate checks may be required for course fees and books.

Campus	Phone Number	Student Development	Financial Aid	Admissions
East (Dade City)	352 567-6701	Ext. 1310	Ext. 1312	Ext. 1311
North (Brooksville)	352 796-6726	Ext. 5010	Ext. 5120	Ext. 5011
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

## Table of Contents

Welcome to Pasco-Hernando Community College .....	3
District Board of Trustees .....	4
Administration .....	5
Foundation Board of Directors .....	6
Endowed Scholarships .....	7
History of Pasco-Hernando Community College.....	9
Accreditation Status.....	10
College Vision and Mission Statement.....	10
Directory .....	11
Where to go for Help.....	12
District Map .....	13
College Calendar .....	14
Admissions and Student Records .....	16
Fees and Expenses .....	31
Refund Policies .....	35
Financial Aid and Scholarships .....	36
Student Development and Advising.....	47
Academic Policies .....	62
Academic Programs .....	68
Associate in Arts (AA) Degree Program .....	75
General Education Requirements .....	75
Associate in Science (AS) and Associate in Applied Science (AAS)	
Degree Programs .....	80
Degree Requirements .....	81
Applied Technology Diploma .....	83
Technical Credit Certificate Programs .....	83
Business Programs .....	85
Health Programs .....	93
Computer and Information Technology Programs.....	103
Public Service Programs .....	112
Completer Placement Summary .....	117
Course Descriptions .....	120
Faculty, Administrators and Staff Directory .....	163
Glossary of College Terms .....	172
Index .....	174

# PASCO-HERNANDO COMMUNITY COLLEGE

**Bulletin 6Hx19-8  
2009-2010**

Volume XXXVI

Published by:

Pasco-Hernando Community College



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## **District Office**

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

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## **East Campus**

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

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## **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

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## **Spring Hill Center**

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

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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.

## **Accreditation Status**

*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.*

***The College reserves the right to make changes in rules, calendar, fees, and offerings as circumstances may require. Accurate through February 2009.***

## 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. We pride ourselves 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.

PHCC's doors are 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 H. 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*

Bonnie Clark  
*Dean of Arts and Sciences*

Mary Crew  
*Dean of Workforce Development*

Jayne Rothberg  
*Dean of Health Occupations*

Paul Wright  
*Dean of Institutional Technology*

Robert Bade  
*Associate Dean of Student Activities and Engagement*

Donna Burdzinski  
*Associate Dean of Student Enrollment and Retention*

Brian Horn  
*Associate Dean of Administration & Finance/Comptroller*

Michael Malizia  
*Associate Dean of Institutional Research and Assessment*

Jim Thigpen  
*Associate Dean, East Campus*

Edwin Goolsby  
*Associate Dean, North Campus*

Janice L. Cessna  
*Director of Management Information Services*

Lucy Miller  
*Director of Marketing and Public Relations*

### District Board of Trustees

#### Rule 6Hx9-1.18, District-Wide Service

Pasco-Hernando Community College shall be committed to serving the entire district with a comprehensive educational program of high quality, emphasizing college parallel programs, career/technical opportunities, continuing education courses, and lifelong learning opportunities through multiple campuses, sites and alternative delivery systems. All employees of the College shall be available to perform their duties at any location within the College's service district.

## District Board of Trustees

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

### Chair



*Thomas E. Weightman*

### Vice Chair



*John S. Church*



*Judy R. Parker*



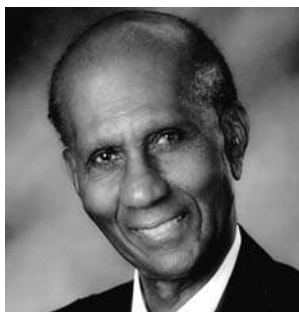
*Jeanne M. Gavish*



*S.K. Rao Musunuru, M.D.*



*Deborah G. Kilgore*



*Irvin Homer*



*Gary L. Worthley*



*Wilton E. Simpson*

## *Pasco-Hernando Community College Administration*



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 of Student Development  
and Enrollment Management*



Randall H. 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*

## ***PHCC Foundation Board of Directors***

### **Officers**

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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.

Ronald J. May, C.F.P.

Ronald G. Thornton

Donald K. Vierling, M.D.

Thomas Weightman

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Judy Case

Judge Wayne Cobb

Wayne Coulter, P.A.

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

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Tom Barnette

John D. Couris

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Leonard H. Johnson, Esq.

Susan Kessel

Seth Mann

Corvin Morris

George Psetas

Steve Rector

Frank Rygiel

Larry M. Starnes

N. John Stewart Jr., P.A.

Nina Vaznelis, P.A.

### **Executive Director**

Arla Altman

## **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 provides support for scholarships, salaries, library resources, faculty and staff development, construction and renovation, student recruitment and retention, academic programs and technology. For the cultural and social enrichment of the community, the Foundation also sponsors a Performing Arts Series.

The Foundation has a flourishing endowment. Approximately 200 named, endowed funds provide over 500 scholarships each year to Pasco and Hernando county students.

The Foundation has also addressed critical shortages of trained health care professionals in the community. It established partnerships with local hospitals to provide 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 supports employee leadership and training opportunities as well as faculty sabbaticals. The Withlacoochee River Electric Cooperative, St. Petersburg Times and Bank of America have funded endowed faculty chairs.

Students interested in scholarships should apply online at the PHCC website or contact the Financial Aid Office. Donors interested in establishing scholarships may contact Arla Altman, Executive Director of the PHCC Foundation.



## Endowed Scholarships

Endowed funds established through the Foundation may be matched by the Dr. Philip Benjamin Matching Grant Program for Community Colleges. 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 that 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  
 Brooksville Garden Club  
 Brooksville Kiwanis Club  
 Brooksville Kiwanis Foundation Bicentennial  
 Brooksville Kiwanis Foundation Bristol/Imhoff  
 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  
 Diane Rowden  
 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. Oehlenschlager  
 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  
 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 Mining Association  
 Hernando REALTORS American Dream  
 Holiday Rotary Club  
 Human Services Club  
 Jack Linville Memorial  
 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  
 Meghan E. Grey  
 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 Memorial  
 PHCC North Campus Trees  
 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  
 Raynes-Parker  
 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 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

## The History of the College

Pasco-Hernando Community College (PHCC) – the final link in Florida’s system of 28 community colleges – was established in 1967 by the State Legislature to serve a district that spans 1,200 square miles. The District Board of Trustees (DBoT), appointed by the Governor, establishes College policy, providing guidance to the institution. The Board consists of five Pasco County representatives and four Hernando County representatives.

PHCC’s first president, Dr. Milton O. Jones, began his tenure at PHCC in June 1972. Dr. Jones led the College for 22 years until his retirement in 1994. Dr. Robert W. Judson, Jr., then a vice-president with more than two decades of employment at PHCC – took the helm in 1994, making history as the first African American community college president in Florida. After more than ten years as president, Dr. Judson retired in January 2005. Dr. Katherine M. Johnson, a former president at Nash Community College in North Carolina, became PHCC’s current president on January 18, 2005.

The College began offering classes in August 1972 in storefronts and rented facilities while plans progressed for the first campus in Dade City. In 1975, the East Campus was dedicated by Governor Reuben Askew. The campus is home to the Charles E. Conger Library and the Public Service Technology Building, which houses the College’s law enforcement program. The administration/classroom building in Dade City was dedicated to the retiring Dr. Judson in 2005 – having been completely renovated with the addition of new classrooms, computer labs and office space. A new welding classroom and facilities building is slated to open in the fall of 2009. Wireless Internet access is available throughout the campus.

Construction began in 1973 on the West Campus, located on 140 acres in New Port Richey. As the west Pasco population boomed, the College kept pace. Campus facilities include the Alric Pottberg Library, the Health Occupations Building, the Rose and Leonard Case Business Technology Building and a full-service Career and Testing Center. The College’s District Offices were relocated to the West Campus in 1998. In 2006, the newly renovated G-Building was named after benefactor Anne F. Bucy. The multi-million dollar Conference and Instructional Center, the most recent addition to the campus, was dedicated in October 2008. The Center provides wireless classrooms and computer labs, faculty offices, community meeting space and facilities for the College’s university partners. The West Campus also features athletic facilities, including a field house, baseball and softball fields plus tennis courts.

The North Campus – established in 1977 – is located on 100 acres of pristine property in Brooksville. Campus facilities include the Alfred McKethan Library and the administration/classroom building. Major renovations to update and modernize all of the original campus buildings were completed in 2001.

The Spring Hill Center, a small facility established in 1979, serves the growing population in southwestern Hernando County. The facility was remodeled and expanded in 1988. Land for a future, permanent Spring Hill Center along U.S. Highway 19 near Hunter’s Lake was acquired in 2001. Construction on this property is scheduled to begin in 2009 with completion planned for fall of 2010. The College also plans to establish a new center in southeastern Pasco County. PHCC expects its new Wesley Chapel location to open within the next five years.

The College’s current and proposed campuses and centers place each location within easy reach of 95 percent of population in both counties. The multi-campus concept has proven successful for the state’s newest community college. Established with course offerings in 24 areas of study, PHCC academic programs and services have evolved to address postsecondary educational needs, employment forecasts and the changing community interests of the residents of Pasco and Hernando counties.

The *2009-10 PHCC Catalog/Student Handbook* lists nearly 60 areas of study. PHCC’s comprehensive curriculum includes the Associate in Arts degree that guarantees graduates the opportunity to transfer, at the junior level, to one of the state’s 11 public universities. Options abound for Associate in Science degrees and students may select from more than 40 career and technical programs as well as a growing menu of online and distance learning courses. Other programs include Adult Basic Education/GED programs, Adult and Continuing Education programs, economic development initiatives, and community instructional services that promote cultural enrichment and personal development.

Established with just 12 full-time employees, PHCC now employs over 300 full-time faculty and staff and is one of the larger employers in Pasco and Hernando counties. In 2008, PHCC was honored as one of the area’s best places to work by the Pasco Hernando Workforce Board on behalf of Career Central. The budget also has grown substantially over the past years. The initial appropriation to PHCC by the legislature provided an operating budget of \$36,492. In comparison, the 2008-09 budget is approximately \$31 million.

PHCC is committed to meeting the needs of business and industry in our district. To promote this idea, the DBoT has appointed citizen technical advisory committees. Members of these committees are prominent business and industry representatives who advise the College about curriculum issues and other ways in which PHCC can improve its programs and services.

PHCC also has been a national leader in the development of private support for the College. In 1975, a group of citizens organized to form the Pasco-Hernando Community College Foundation, Inc. The PHCC Foundation is a non-profit, direct support organization that raises funds to provide services and student and staff support for programs not fully funded by the legislature. With more than \$33 million in assets, the Foundation is impressive for an institution of PHCC’s size.

In 1991, PHCC began an intercollegiate athletic program. Currently, PHCC fields five intercollegiate teams: men’s baseball and basketball and women’s softball, volleyball, and cross country.

Commencements, perhaps the most important days in any academic year at PHCC, are celebrated in May and December. As of fall 2008, more than 20,000 students have earned associates degrees and certificates at PHCC.

Graduates enjoy a placement rate of 95 percent within their chosen career fields. PHCC alumni have been successful in business, industry, health, public service and education.

For over 37 years, PHCC has provided outstanding academic programs and services to the residents of Pasco and Hernando counties. Its open-door admissions policy and reasonable tuition and fees promote an accessible and friendly environment.

Welcome to Pasco-Hernando Community College!

## Accreditation Status

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.

## 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 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 familiar with 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.



Kevin Conin

## Directory

Contact any PHCC academic advisors for clarification of any term or concept included in this Catalog/Student Handbook.

### Equity Officer

**Imani Asukile** Ext. 3192  
*District Coordinator of Multicultural Student Affairs and Equity Services*  
 New Port Richey

**Shauna Kincade** Ext. 5027  
*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

**Sonia Rodriguez** Ext. 3205  
*Assistant Dean of Student Development*  
 New Port Richey

**James Greig** Ext. 5009  
*Assistant Dean of Student Development*  
 Brooksville

**Vicki Ferguson** 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

**Melissa Rushton** Ext. 3770  
*Information Center Coordinator*  
 New Port Richey

### Financial Assistance Areas

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

### Academic Areas

**Jayme Rothberg** Ext. 3284  
*Dean of Health Occupations*  
 New Port Richey  
*(Dental Assisting, Dental Hygiene, EMS/Paramedic, Health Unit Coordinator, Human Services, Nursing (RN/PN), Radiography, Medical Administrative Specialist, Medical Coder, Medical Record Transcribing, Medical Secretary/Examining Room Assistant, Nursing Assistant, Nutrition)*

**Bonnie Clark** Ext. 3325  
*Dean of Arts and Sciences*  
 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, Continuing Education, and Corporate Training)*

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

**Rafael Sanchez** Ext. 5050  
*Director, Spring Hill Center*  
 Spring Hill

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

**Anne Arto** Ext. 3122  
*Director, Corporate Training*  
 New Port Richey

## **Where To Go For Help**

### **Academic Advising**

*Student Development Office*

### **Academic Problems**

*Instructor, Teaching Learning Center (TLC), Academic Dean, 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**

*College Stores*

### **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)**

*Advisor, Student Development Office*

### **CLAST**

*Career and Testing Center or Student Development Office*

### **Continuing Education**

*Workforce Development Office*

### **Corporate Training**

*Workforce Development Office*

### **Course Substitution**

*Advisor, 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*

### **Encore Academy**

*Workforce Development Office*

### **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**

*Teaching Learning Center*

### **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 Teaching Learning Center Coordinator*

### **Internships**

*Career and Testing Center*

### **Instructor Issues**

*Instructor, Appropriate Academic Dean or Provost*

### **Job Resources**

*Career and Testing Center*

### **Loans**

*Office of Financial Aid*

### **Lost and Found**

*Student Development Office*

### **Orientation**

*Student Development Office*

### **Paying Tuition Fees**

*College Stores 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**

*Instructor, Student Development Office*

**Transfer to a University**

*Student Development Office*

**Tutoring and Academic Assistance**

*Teaching-Learning Center and/or Instructor*

**Office of Veterans Benefits**

*Financial Aid Office*

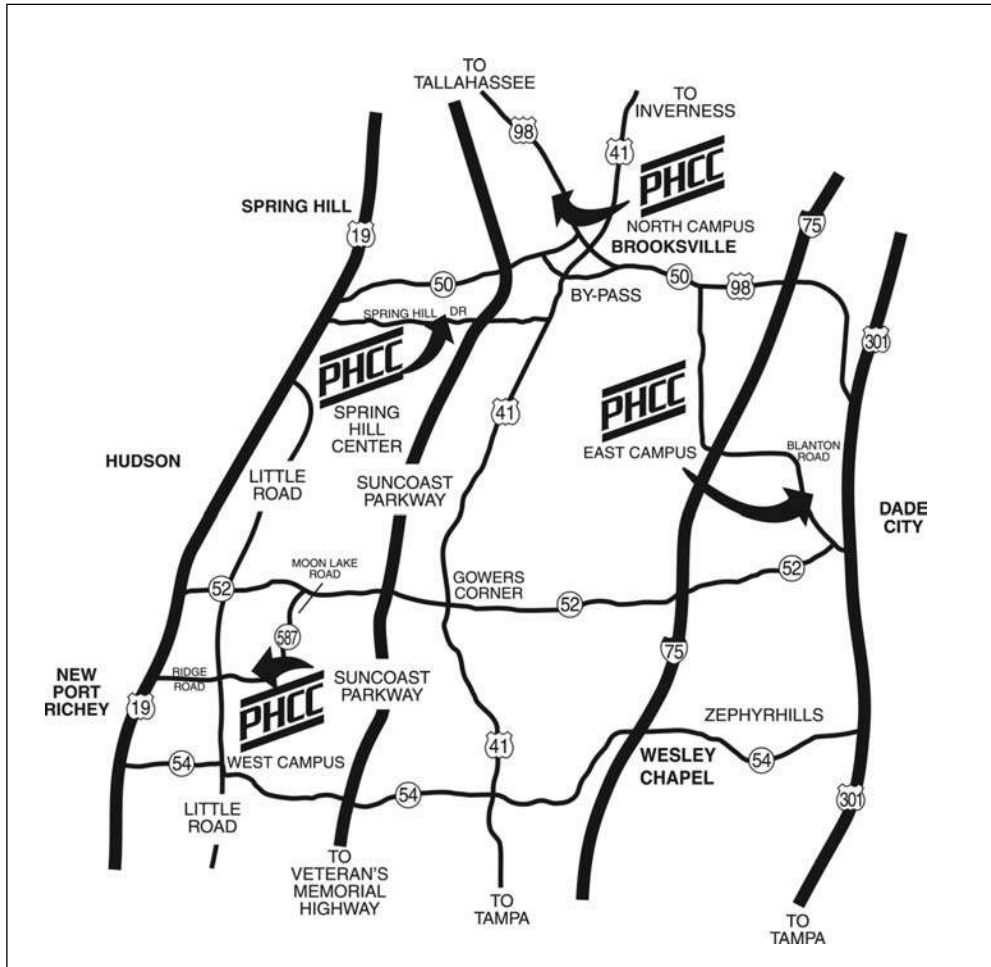
**Victims' Advocate**

*Assistant Dean of Student Development*

**Withdrawal from College**

*Student Development Office*

**District Map**



# 2009-2010 College Calendar

	FALL 2009		
	Term I 8/24-12/12	Term IA 8/24-10/19	Term IB 10/21-12/12
<b>Academic Dates and Deadlines</b>			
Orientation of New Students (by appointment)	O N G O I N G		
<b>Web Registration</b> for Degree/Certificate/ Non-credit Students	<b>Except from July 1-6</b>		
with 45 or more Credit Hours	Apr 13-Aug 23	Apr 13-Aug 23	Apr 13-Oct 20
with 30 or more Credit Hours	Apr 14-Aug 23	Apr 14-Aug 23	Apr 14-Oct 20
with 15 or more Credit Hours	Apr 15-Aug 23	Apr 15-Aug 23	Apr 15-Oct 20
with 1 or more Credit Hours	Apr 16-Aug 23	Apr 16-Aug 23	Apr 16-Oct 20
<b>On-Campus Registration</b> for Degree/Certificate/ Non-credit Students	<b>Except from July 1-6</b>		
with 45 or more Credit Hours	May 11-Aug 23	May 11-Aug 23	May 11-Oct 20
with 30 or more Credit Hours	May 12-Aug 23	May 12-Aug 23	May 12-Oct 20
with 15 or more Credit Hours	May 13-Aug 23	May 13-Aug 23	May 13-Oct 20
with 1 or more Credit Hours	May 14-Aug 23	May 14-Aug 23	May 14-Oct 20
<b>Open Registration</b> for all <b>New</b> , Returning Credit and Non-credit Students	W e e k d a y s		
Registration for Dual Enrollment Students	May 18-Aug 23	May 18-Aug 23	May 18-Oct 20
Registration Fees Due	Jul 15-Aug 23	Jul 15-Aug 23	Jul 15-Oct 20
	For Students Registering through August 10		
	Aug 10	Aug 10	Aug 10
Classes Begin	Aug 24	Aug 24	Oct 21
Classes Begin Weekend College	Aug 29	Aug 29	Oct 24
Late Registration, Drop/Add	Aug 24-Aug 28	Aug 24-Aug 28	Oct 21-Oct 27
Last Day—Drop/Add	Aug 28	Aug 28	Oct 27
Last Day to Provide Documents for Residency Change	Aug 28	Aug 28	Aug 28
Last Day—Drop/Add Weekend College	Aug 31	Aug 31	Oct 27
Last Day to Use Book Authorizations	Aug 28		
CLAST Registration Deadline	Sep 4		
Financial Aid Grant Disbursement (tentative mailing date)	Sep 11		Nov 2
CLAST Review	Sep 19		
Last Day to Apply for Graduation and have your name appear in the commencement program	Sep 30		
CLAST Test Administration	Oct 3		
Last Day to Withdraw/Change to Audit	Nov 5	Oct 1	Nov 24
Last Day to Withdraw/Change to Audit Weekend College	Nov 5	Oct 1	Nov 24
Last Day of Classes	Dec 12	Oct 19	Dec 12
Last Day of Weekend College	Dec 12	Oct 17	Dec 12
Commencement	Winter—for previous Summer Term and current Fall Term Graduates		
	Dec 15	Dec 15	Dec 15
Nursing Pinning (West Campus)	Dec 15		
<b>Holidays/No Classes:</b>			
*No classes—Faculty and Staff report to West Campus	Labor Day-Sep 7 *All College Day- Oct 20 Veterans Day- Nov 11 Thanksgiving- Nov 26-29 Winter Break- Dec 17-Jan 3	Labor Day-Sep 7	*All College Day- Oct 20 Veterans Day- Nov 11 Thanksgiving- Nov 26-29 Winter Break- Dec 17-Jan 3
<b>Faculty and Staff Dates</b>			
Faculty Reports	Aug 18		
Grades Due by	9:00 pm-Dec 14	9:00 pm-Oct 20	9:00 pm-Dec 14
Last Day for Faculty	Dec 15		Dec 15



SPRING 2010		
Term II 1/11-5/3	Term IIA 1/11-3/15	Term IIB 3/16-5/3
<b>Academic Dates and Deadlines</b>		
ONGOING		
Nov 10-Jan 10	Nov 10-Jan 10	Nov 10-Mar 15
Nov 11-Jan 10	Nov 11-Jan 10	Nov 11-Mar 15
Nov 12-Jan 10	Nov 12-Jan 10	Nov 12-Mar 15
Nov 13-Jan 10	Nov 13-Jan 10	Nov 13-Mar 15
<b>Note: Online Registration and Payment will remain open through Winter Break</b>		
Except during Winter Break or Spring Break		
Nov 17-Jan 10	Nov 17-Jan 10	Nov 17-Mar 15
Nov 23-Jan 10	Nov 23-Jan 10	Nov 23-Mar 15
For Students Registering through Jan 5		
Jan 5	Jan 5	Jan 5
Jan 11	Jan 11	Mar 16
Jan 16	Jan 16	Mar 20
Jan 11-15	Jan 11-15	Mar 16-19
Jan 15	Jan 15	Mar 19
Jan 15	Jan 15	Jan 15
Jan 19	Jan 19	Mar 22
Jan 15		
Jan 22		
Jan 29		Mar 27
Feb 6		
Feb 26		
Feb 20		
Mar 31	Feb 18	Apr 16
Mar 31	Feb 18	Apr 16
May 3	Mar 15	May 3
May 1	Mar 13	May 1
Spring—for Spring Graduates		
May 5	May 5	May 5
(ADN) May 5		
<b>Holidays/No Classes:</b>		
MLK Day-Jan 18 Spring Break-Mar 1-7	MLK Day-Jan 18 Spring Break-Mar 1-7	
<b>Faculty and Staff Dates</b>		
Jan 6	Jan 6	
9:00 pm-May 4	9:00 pm-Mar 16	9:00 pm-May 4
May 5	Mar 16	May 5

SUMMER 2010		
Term III 5/10-7/19	Term IIIA 5/10-6/21	Term IIIB 6/23-8/3
<b>Academic Dates and Deadlines</b>		
ONGOING		
Apr 6-May 9	Apr 6-May 9	Apr 6-Jun 22
Apr 7-May 9	Apr 7-May 9	Apr 7-Jun 22
Apr 8-May 9	Apr 8-May 9	Apr 8-Jun 22
Apr 9-May 9	Apr 9-May 9	Apr 9-Jun 22
Apr 12-May 9	Apr 12-May 9	Apr 12-Jun 22
Apr 13-May 9	Apr 13-May 9	Apr 13-Jun 22
Apr 14-May 9	Apr 14-May 9	Apr 14-Jun 22
Apr 15-May 9	Apr 15-May 9	Apr 15-Jun 22
Week days		
Apr 16-May 9	Apr 16-May 9	Apr 16-Jun 22
Apr 27-May 9	Apr 27-May 9	Apr 27-Jun 22
For Students Registering through May 7		
May 7	May 7	May 7
May 10	May 10	Jun 23
May 10-13	May 10-13	Jun 23-29
May 13	May 13	Jun 29
May 13	May 13	May 13
May 13	May 14	Jun 29
May 7	May 7	May 7
May 27	May 27	
May 22	May 22	
May 27	May 27	May 27
Jun 5	Jun 5	
Jun 28	Jun 7	Jul 20
Jul 19	Jun 21	Aug 3
No Summer Commencement Students walk in Winter Ceremony		
(Practical) TBA		
Memorial Day- May 31 Independence Day- observed Jul 5	Memorial Day- May 31 Independence Day- observed Jul 5	
9:00 pm-Jul 20	9:00 pm-Jun 22	9:00 pm-Aug 4

# Admissions and Student Records

## Applying to PHCC

The first step in becoming a PHCC student is to apply to the College. The College admissions application can be completed and paid online at [www.phcc.edu](http://www.phcc.edu). An application can also be obtained by submitting the Request for Information form supplied in the back of this catalog, or it can be picked up from the Admissions and Student Records Office on any PHCC campus. All applicants for college courses (except those applying for admission as high school dual enrollment students—see “Admission to the College for High School Students”) must submit an application and the non-refundable \$25 application fee to any one of the addresses listed below.

### East Campus

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

### North Campus

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

### West Campus

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

For more information, contact the Admissions and Student Records Office for assistance. Because students must be admitted prior to registration for courses, applicants should 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 do not register 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; and
2. an official high school transcript indicating graduation with a standard high school diploma or a Certificate of Completion-CPT eligible (excluding limited access degrees); 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 visa/M visa) 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 College Credit 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 College Credit 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 a College Credit 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; and
2. an official high school transcript indicating graduation with a standard high school diploma or a Certificate of Completion-CPT eligible (excluding limited access certificates); or an official transcript of GED scores indicating receipt of a high school equivalency diploma; and
3. 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 “General Admission Requirements for Health Programs.” Students who have received special diplomas are not eligible for admission to some College Credit Certificate programs.

## Admission to Applied Technology Diplomas

The Applied Technology Diploma (ATD) is designed to prepare students for entry-level employment and for advanced standing into an AS 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 AS degree, the credit awarded will be college credit. PHCC offers three ATDs—Medical Coder/Biller, Emergency Medical Technician, and Medical Record Transcribing. Emergency Medical Technician is offered for college credit and Medical Coder/Biller and Medical Record Transcribing are offered for technical credit. In order to receive a diploma, students in the Medical Coder/Biller 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 students for entry-level jobs 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 Administrative Specialist  
 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 and Correctional Officer are also limited access programs; contact the Dean of Workforce Development, or the Director, Law Enforcement Programs 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/Biller, Medical Record Transcribing, Medical Administrative Specialist, and Practical Nursing) shall complete an entry-level basic skills examination within the first six 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 determine 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 of 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 Non-Degree Seeking Students**

U.S. citizens or permanent residents who are 18 years of age or older and who do not plan 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 plan 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, and students who have earned a baccalaureate degree are exempt from the 15 credit hour limit.

#### **College students seeking transient student admission**

Students enrolled at another postsecondary institution may be admitted as non-degree seeking 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 is 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.

#### **Early admission**

Public, and certain non-public (including home schools that have certified that their curriculum meets State of Florida standards) 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 and 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.

Credits transferred from any institution will be used when calculating students' cumulative grade point average. 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 met 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, students who have 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.

#### **Admission of Non-Immigrant (F Visa/M Visa) Students**

College 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 an F Visa or M Visa, must meet the following requirements for admission as outlined in the College's Board rule 6Hx19-6.25:

1. In order to be admitted to PHCC, non-immigrant (F Visa/M Visa) 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 approved 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 approved by PHCC. These evaluations must be supplied at the applicant's expense.

2. Prior to admission, non-immigrant (F Visa/M Visa) 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 iBT (Internet based) .
3. Non-immigrant (F visa/M visa) 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 arrange for their own housing and transportation in advance of enrollment.

4. Non-immigrant (F Visa/M Visa) 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 an F Visa 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 must secure the approval of the Admissions and Student Records Office.

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 an F Visa 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.

To apply for admission to PHCC as a non-immigrant student, students must request an international student application packet. All documentation must be provided as one complete packet to the West Campus by the published deadline date for the term. Partial packets are not accepted.

<b>Entrance Terms</b>	<b>Deadline Dates</b>
Fall (August)	June 15
Spring (January)	November 1
Summer (May)	March 15

*Note: Immigration laws are frequently revised. A non-immigrant (F Visa/M Visa) student is responsible for understanding 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](http://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 required to submit a separate limited access application for each program for which they choose to apply. Applications will be accepted during the open application period. There is a \$25 non-refundable application fee for each limited access application submitted. Students are eligible to register for limited access health program courses only after having been accepted to that program.

Human services, emergency medical technician, health unit coordinator, medical administrative specialist, nursing assistant, medical coder/biller, 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 these courses 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, students are 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 for by the student and must be completed prior to a clinical site assignment. Clinical agencies have the right to deny students access to their agency based on past criminal history. Should this occur, the health program coordinator will attempt to find an alternate clinical placement; however, this is not always possible. Applicants 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 coordinator 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. These students are advised 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 students 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 Physical Examination Report or Health Examination Report provided by the program staff (SAR 40 or SAR 40-A). Failure to submit the exam by the date specified by the health program coordinator will result in denial of access to clinical experiences, which may affect students' ability to achieve course objectives.
4. **Dental assisting and dental hygiene applicants:** In addition to the physical examination requirement, all students accepted into the dental programs are required to have a complete dental examination certifying good oral health, free of dental caries and gum disease. This exam must be completed by a dentist within six months of being accepted in the program.

5. **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:  
 American Heart Association "Basic Life Support for Health Care Providers" (PHCC course NCH 0050).  
 American Red Cross "Professional Rescuer CPR"  
 American Safety and Health Institute "CPR for Professionals"  
 National Safety Council "Professional Rescuer CPR."
6. **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 in the program. Students 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.
7. **Registration and fees:** Students 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 p.m. on the following dates:

January admission: July 15 – September 15  
 August admission: March 1 – May 30

Admission requirements for the ADN Generic Track program are under review and are subject to change. Students are encouraged to meet with an advisor or check online at [www.phcc.edu/academics/health/](http://www.phcc.edu/academics/health/) for updates.

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

#### Application and admission requirements:

1. Completed PHCC application and fee.
2. Completed Associate Degree in Nursing – Generic Track application and application fee.
3. 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. Official scores from external agencies as appropriate for prerequisite courses (ex: AP, CLEP, IB, etc.).

6. 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.
7. Applicants may submit only one valid set of scores from the Nursing Entrance Test (NET) from Educational Resources, Inc., taken within the past two years, per completed application. A composite score of 60 percent or above is required.
8. Copy of current driver’s license. (P.O. boxes will not be used for residency preference in the selection process.)
9. Have a cumulative grade point average of 2.0 or higher.
10. 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**

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

**ADN/Transition Program (LPN and Paramedic)**

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office, West Campus March 1 through 4 p.m. on May 30. Students who fail to attend the term for which limited access admission is granted must reapply to the program.

Admission requirements for the LPN/Paramedic Transition Program are under review and are subject to change. Students are encouraged to meet with an advisor or check online at: [www.phcc.edu/academics/health/](http://www.phcc.edu/academics/health/) 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 the summer term.

**Application and admission requirements**

1. Completed PHCC application and fee.
2. Completed Nursing Program Associate Degree in Nursing, Transition Program application (LPN or Paramedic Track) and application fee.
3. 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. Official scores from external agencies as appropriate for prerequisite courses (ex: AP, CLEP, IB, etc.).
6. 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.
7. Applicants may submit only one valid set of scores from the Nursing Entrance Test (NET) from Educational Resources, Inc.
8. Copy of current driver’s license. (P.O. boxes will not be used for residency preference in the selection process.)
9. Copy of current Florida LPN or paramedic license.
10. Have a cumulative grade point average of 2.0 or higher.
11. 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**

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

**Certificate in Practical Nursing**

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

- January admission: July 15–September 15  
 August admission: March 1–May 30

Admission requirements for the Practical Nursing Certificate program are under review and subject to change. Students are encouraged to meet with an advisor or check online at: [www.phcc.edu/academics/health/](http://www.phcc.edu/academics/health/) for updates.

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

**Application and admission requirements**

1. Completed PHCC application and fee.
2. Completed Practical Nursing Program application and application fee.

3. 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. Applicants may submit only one valid set of scores from the Nursing Entrance Test (NET) from Educational Resources, Inc., taken within the past two years, per completed application. A minimum composite score of 60 percent is required.
5. Copy of current driver's license. (P.O. boxes will not be used for residency preference in the selection process.)

#### Selection process

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

#### Transfer Procedures for Nursing Programs

1. Students requesting transfer into the nursing programs will be accepted on a space available basis.
2. Submit a PHCC admissions application and fee, 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. Submit official scores from external agencies as appropriate for prerequisite courses (i.e., AP, CLEP, IB, etc.). Students are required to meet current PHCC program prerequisite course requirements for consideration of transfer.
3. Schedule an appointment with an advisor for assistance with transfer procedures.
4. Once admitted to PHCC, submit a nursing program application and fee to the Admissions and Student Records Office. Upon receipt of the nursing application, students will be sent a letter of response.
5. After receiving notification from the Admissions and Student Records Office that all requirements have been met, students should make an appointment with the Associate Dean of Nursing to determine if transfer status is possible. Students should bring a syllabus from each nursing course completed within the last five years (courses older than five years cannot be used for advanced standing). If advanced standing is granted, students 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 percent 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.

6. Letter will be sent from the Admissions and Student Records Office advising students of their application status.

### Dental Programs

#### 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 March 1 through 4 p.m. on May 30. Students who fail to attend the term for which admission is granted must reapply to the program.

#### Application and admission requirements

1. Completed PHCC application and fee.
2. Completed Dental Hygiene program application and fee.
3. 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. Official scores from external agencies as appropriate for prerequisite courses (i.e., AP, CLEP, IB, etc.).
6. 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.
7. Meet one of the following:
  - a. Applicants who are practicing dental assistants must submit their EFDA certificate, or
  - b. A minimum score of 60 percent on an approved Manual Dexterity Test.
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
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
10. 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 p.m. on May 30.

**Selection process**

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

**Certificate in Dental Assisting**

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

**Application and admission requirements**

1. Completed PHCC application and fee.
2. Completed Dental Assisting Program application and application fee.
3. 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. A minimum score of 60 percent on an approved Manual Dexterity test.
5. Scores from the Test of Adult Basic Education (TABE) Level A for program acceptance.

**Selection process**

Applicants who meet admission requirements will be selected on a first-qualified, first-admitted basis. Eligible applicants will be placed in 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 in which admission is offered must reapply to the program.

**Other Health Programs**

**Certificate in Paramedic**

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

**Application and admission requirements**

1. Completed PHCC application and fee.
2. Completed Paramedic Certificate application and fee.
3. 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. Official scores from external agencies as appropriate for prerequisite courses (ex: AP, CLEP, IB, etc.).
6. Copy of current Florida EMT license.

7. 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.
8. Cumulative grade point average of 2.0.
9. 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 fire departments in Pasco or Hernando Counties and those who are residents of Pasco or Hernando Counties. 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 to the program.

**Associate in Science in Radiography**

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office, West Campus from July 15 through 4 p.m. on September 15. Students who fail to attend the term for which admission is granted must reapply to the program.

**Application and admission requirements**

1. Completed PHCC application and fee.
2. Completed Radiography Program application and application fee.
3. 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. Official scores from external agencies as appropriate for prerequisite courses (i.e., AP, CLEP, IB, etc.).
6. 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.
7. Have a cumulative grade point average of 2.0 or higher.

8. 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
CGS 1100	Microcomputer Applications

### Selection process

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

## 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 and application fee to the Admissions and Student Records Office during the posted application time frames. 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. This form is submitted to the coordinator of the appropriate health program. Courses may be repeated only with the recommendations of the coordinator of the health program and the Dean of Health Occupations. If the request is approved, students 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 re-enter the clinical sequence of courses. Students will be notified by the coordinator 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 re-enter the health program, students must enroll in SLS 0002, Strategies for Student Success. After satisfactory completion of SLS 0002, students must request to repeat the health program course by submitting a Student Request to Repeat Health Program Course form. This form is submitted to the coordinator of the appropriate health program. Courses may be repeated only with the recommendations of the coordinator of the health program and the Dean of Health Occupations. If the request is approved, students 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 coordinator 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 re-enroll in the health program.

## 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 Hygiene, Dental Assisting, Medical Coder/Biller, Medical Records Transcribing, Health Unit Coordinator, Medical Administrative Specialist, 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 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 or 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.
- c. The faculty member may recommend formally to the coordinator 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 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 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 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.

All of the offenses set forth in items two through seven 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 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 of the program or the associate dean/dean in the absence of the coordinator, immediately. Upon receiving notice of the suspension, the coordinator 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 of the program shall proceed according to paragraph B.2 below.

3. Upon receiving a formal recommendation from a faculty member that a student be terminated from further participation in clinical activities, the coordinator 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 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: Students 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.

#### **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.

Application to change Florida residence 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 College adheres to Florida Statute 1009.21.

### Classification of Students

Students will be classified in accordance with the following criteria:

#### Degree- or certificate-seeking

Students enrolled in credit courses who have provided the Admissions and Student Records Office with all the required admission credentials and have been accepted into their declared programs.

#### Freshman

Students enrolled in college credit courses who have completed 29 or less credit hours of college work.

#### Sophomore

Students enrolled in college credit courses who have completed 30 or more credit hours of college work.

#### Unclassified

Students who have enrolled but have not declared a program such as dual enrollment or transient students and those who seek teacher recertification or personal enrichment.

#### Full-time

Students registered for 12 or more credit hours in a fall, spring, or summer term.

#### Part-time

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

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

### Grading System

PHCC uses the grading system shown below:

Grade	Grade Points	Definition
A	4	Excellent
B	3	Good
C	2	Average
D	1	Poor
F	0	Failure

### Other Grade Designations

Other Grade Designations	Definition
N	No Credit
Students in college preparatory courses who fail to pass the state exit examination will be awarded a grade of "N".	
NR	Not Reported
A grade of "NR" is used as a temporary placeholder until an official grade is recorded.	
I	Incomplete
A grade of "I" is automatically changed to a grade of "F" if not made up within the timeframe established on the "Agreement for Completion of Coursework" form (summer sessions excluded).	
P	Passed
W	Withdrew
*S	Satisfactory
*U	Unsatisfactory
X	Audit
**SP	Showing progress

\* 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. The following example is provided:

	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
<b>Total Grade Points</b>				<b>28</b>	
<b>Grade Point Average</b>		<b>=</b>		<b>=</b>	<b>2.0</b>
<b>Total Hours Attempted</b>			<b>14</b>		

## Incomplete Grades

In the rare circumstances in which students have 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 set by the faculty member or before the end of the next term (excluding Summer Term), 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. Incomplete grades may not be awarded for audit, non-credit, and third attempt courses.

## Audit

Students 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 the 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 for whom college preparatory courses are required may not audit these classes.

## Final Grades

Final grades can be viewed online via WISE at [www.phcc.edu](http://www.phcc.edu) or [FACTS.org](http://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. Students will be evaluated for academic progress at the end of fall, spring, and summer semesters. In determining academic progress, college credits and preparatory credits including transfer credits will be used.
2. Students must maintain a 2.0 cumulative grade point average for all hours attempted. “Attempted” means all credit hours students are enrolled in after the drop/add date.

**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:** Students 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:** Students 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 appeals:** Students 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 students’ request and any documentation, and make the appropriate recommendations (regarding number of classes per semester, use of Teaching Learning Center 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 date 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, students 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, which requests current grade information from students’ instructors.

**Academic dismissal:** If, after being placed in a suspension waiver status, students who do not meet the re-enrollment conditions established by the provost will be dismissed from the College for one major term (fall or spring). After being dismissed for one full semester, students are eligible to return to PHCC. Students 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 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 receive 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 an appeal is approved by the campus Financial Aid Office or until 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**

Students are placed on the President's Honors List when a 3.5 of a possible 4.0 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.

Any student graduating with AA, AS, or AAS degrees 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 non-refundable charge will be assessed for each examination.

Students must complete a credit-by-examination within the term they applied.. Credit-by-examination cannot be granted in any course for which a grade (including "I", "X", or "W") has already been awarded. Credits earned through tests prepared by PHCC will appear on the students' permanent record. Students 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 program residency requirements.

### **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 students are admitted to the College. CLEP credit will appear on the students' permanent record without indication of a grade. Credits earned through CLEP do not satisfy the program residency requirements. 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 students who present minimum qualifying scores on one or more of the Advanced Placement (AP) program examinations of the College Entrance Examination Board as outlined in 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 Equivalents**

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 to students admitted and enrolled in PHCC's Associate in Science degree ADN/Transition Program. Please review the program descriptions for further details.

### **Law Enforcement Credit**

Upon recommendation of the Director of Law Enforcement and Corrections and the Dean of Workforce Development, a maximum of 16 credit hours may be awarded based on successful completion of a PHCC Law Enforcement Officer Program and 13 credit hours for the Correctional Officer Program. To be awarded credit, students must be both declared and enrolled in the PHCC AAS 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 state 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, students must declare into and complete 15 credits in the Criminal Justice Technology Program. All credits awarded will be awarded upon submission and approval of a Petition for the Award of Law Enforcement Credit and the appropriate documentation to the Director of Law Enforcement and Corrections 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 its 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 Certified Credit Union Executive (CCUE) designation. 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 25 percent of the program residency requirement and present official verification of the CCUE certification to an advisor. Advisors 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. Credits will appear on students' permanent records as earned credit only, without a grade assigned.

### International Association of Administrative Professionals

PHCC recognizes the Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP) designation. 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 25 percent of the program residency requirement and present official verification of the CPS certification to an advisor. Advisors 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 students' permanent record as earned credit only, without grades assigned.

### Technology Certification Credit

PHCC recognizes 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:

#### Certification–A+–6 credits (Current CompTIA objectives)

CET 1178	Microcomputer Repair Essentials
CTS 1110	Microcomputer Software Essentials

#### Certification–Cisco CCENT–6 credits

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

#### Certification–Network +–6 credits

CET 2750	Advanced Networking Concepts
CGS 1263	Introduction to Networking

#### Certification–Credit for IC3–9 credits

CGS 1000	Computer Concepts
CGS 1100	Microcomputer Applications
CGS 1263	Introduction to Networking

#### Certification–Cisco CCNA–12 credits (current certification)

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

#### Certification–Security+–6 credits (Current CompTIA objectives)

CNT 1354	Principles of IT Security & Assurance
CIS 2350	Network Security and Intrusion Detection

Students must fulfill 25 percent of the program residency requirement before requesting credit. Students will attach the original certificate to the Petition for Certification Credit form and forward it to the Director of Admissions and Student Records. The College retains copies of the certificates and return originals to the students. The credit will appear on students' permanent records as earned credit only, without grades assigned.

### Transient Student Requests

PHCC students may be enrolled at another postsecondary institution concurrent with their PHCC enrollment by securing written permission in advance. This procedure is necessary to assure the acceptance of credits taken at other institutions. To initiate this process, students must meet with an academic advisor.

### Graduation Application

Students should initiate the graduation application process by the deadline date in the official College Calendar for the term in which program requirements will be completed. The graduation application has a non-refundable \$15 fee per program. The application remains active for three consecutive terms. After three consecutive terms, students must reapply and repay the graduation application fee.

Students have the option of choosing a catalog year. Students may select the current year's academic catalog or the academic catalog from either of the two previous years provided that the students were enrolled in courses at the College during the selected catalog year and meets all graduation requirements.

Students must earn at least 25 percent of the credit hours required for the degree, certificate or diploma through instruction offered by the College.

To be eligible for a second degree, certificate or diploma, students must fulfill all the requirements of the additional program, submit another graduation application and pay an additional graduation application fee.

## Graduation Ceremonies

Commencement ceremonies are held each year at the end of Term I and Term II. Commencement dates are published in the calendar section of the College Catalog/Student Handbook. Term I Commencement is for those students who graduated in the previous Summer term and for those students completing all graduation requirements in the Fall term. Term II Commencement is for those students completing all graduation requirements in the Spring term. Students are required to wear a College cap and gown in order to participate in Commencement ceremonies.

## Restrictions on release of transcripts, diplomas and certificates

Transcripts, diplomas and certificates will not be released until student financial obligations are met. Such financial obligations include, but are not limited to, library accounts, deferred payments, and Title IV financial aid overpayments. Students who have financial obligations outstanding will not be allowed to register until the obligations are paid.

## Family Education Rights and Privacy Act (FERPA)

### Rights and Responsibilities

The right to privacy is a major concern for students, faculty and staff at Pasco-Hernando Community College.

Prospective students at any college or university should be aware of their rights and responsibilities under the FERPA regulation.

#### 1. What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) states what information can and cannot 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 authorizes 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 “Eligible Students.” If “Eligible Students” choose to have information released to their parents or another third party, students must provide written authorizations to the Admissions and Student Records Office. Students must specify exactly what information can be released, and the name of the person to whom it can be released. A blanket release authorization is not permitted unless it is in the form of a special or general power of attorney. Each time parents or third parties request information, students are required to provide a separate authorization for that release.

## Privacy of Student Records and 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 Social Security numbers.

PHCC collects Social Security numbers for use in performance of the College’s duties and responsibilities. To protect students’ identities, PHCC will secure Social Security numbers from unauthorized access. PHCC will never release Social Security numbers to unauthorized parties, and students at PHCC will be issued student identification numbers. Students identification numbers are used for all educational purposes at Pasco-Hernando Community College including registration, access of online records, etc.

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

In addition to federal reporting requirements, the public school system in Florida uses Social Security numbers as student identifiers. 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 approval of the District Board of Trustees and State Legislature in accordance with FS 1009.23.*

### Course Fees

Fees for registration are due prior to the purge date as published in the College Catalog/Student Handbook and schedule of classes. Thereafter, fees are due by the end of the business day on which students register. 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.

#### College Credit and College Preparatory Credit

Florida resident*	\$74.16/credit hr.
Non-Florida resident*	\$279.90/credit hr.

#### Technical Credit

Florida resident †	\$64.13/credit hr.
Non-Florida resident †	\$256.48/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

#### Noncredit Technical Supplemental

Florida resident ‡	\$4.12/clock hour
Lifelong Learning (CEL)	varies/course
Workshops	varies/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	\$31.52/credit hr.
Non-Florida resident	\$126.07/credit hr.

### 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 which is 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.

### 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 2750.....	\$40
CET 2880.....	\$25
CGS 1000.....	\$25
CGS 1100.....	\$25
CGS 1263.....	\$25
CGS 1820.....	\$25
CGS 2108.....	\$25
CGS 2287.....	\$25
CGS 2821.....	\$40
CGS 2825.....	\$40
CHM 1025L.....	\$25
CHM 2045L.....	\$34
CHM 2046L.....	\$60
CHM 2210C.....	\$25
CHM 2211C.....	\$25
CIS 1354.....	\$25
CIS 2350.....	\$25
CIS 2356.....	\$25
COP 1332.....	\$25
COP 2333.....	\$25
COP 2801.....	\$25
COP 2808.....	\$25
CTS 1110.....	\$40
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
ENC 0010.....	\$5
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.....	\$60
MAT 0012K.....	\$62
MAT 0012X.....	\$62
MAT 0024 .....	\$5
MAT 0024K.....	\$45
MAT 1033K.....	\$45
MCB 2010L.....	\$28
MUN 1450 .....	\$20
MVK 1111A.....	\$20
MVK 1111B.....	\$20
NUR 1006C.....	\$74
NUR 1021C.....	\$74
NUR 1092C.....	\$20
NUR 1200C.....	\$74
NUR 1211C.....	\$74
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
REA 0002.....	\$5
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 0061 .....	\$25
HIM 0062 .....	\$25
HIM 0063 .....	\$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

**Limited Access Admissions Application Fee**

Certain programs have limited access admission, which means students wishing to be admitted must complete a separate, specific application to that program. The fee for submitting a limited access program application is \$25 per program. The following is a list of limited access programs:

- Corrections
- Dental (Dental Assisting, Dental Hygiene)
- Law Enforcement
- Nursing (RN, PN, Transition)
- Paramedic
- Radiography

**Special Additional Fees**

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

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 .....\$25  
 Application Fee to Limited Access Programs .....\$25 per program  
 International Student Application Fee to PHCC .....\$40  
 Career Assessment for Non-PHCC Students.....\$20  
 College Placement Test (CPT) Non-PHCC Students .....\$20  
 College Placement Test (CPT) Retake for PHCC Students .....\$5  
 College Placement Test (CPT) Retake Non-PHCC Students .....\$20  
 College Level Academic Skills Test (CLAST) PHCC Students .....\$25  
 College Level Academic Skills Test (CLAST) Retake for PHCC Students .....\$15  
 College Level Academic Skills Test (CLAST) Non PHCC Students .....\$50  
 College Level Academic Skills Test (CLAST) Retake for Non-PHCC Students.....\$50  
 Credit-by-Examination, PHCC College Credit Courses .....\$30 per credit hour

Criminal History Check (if required)..... \$60  
 Criminal Justice Basic Abilities Test (CJBAT)  
 PHCC student .....\$50  
 Non-PHCC student .....\$55

\*GED Test or GED Retake Per Section

*A fee is charged, for further information, please call 727-816- 3483 or check with your campus College Store.*

Graduation Application .....\$15  
 Commencement participation fee (Includes Cap & Gown).....\$30  
 Late Registration.....\$20  
 Pay-for-print service .....10 cents a copy  
 Replacement of ID Card .....\$10  
 Manual Dexterity Test or Retake .....\$15  
 Test of Adult Basic Education (TABE) Non-PHCC Students .....\$20  
 Test Proctoring.....\$25 Per Test  
 Distance Learning Fee.....\$12.50 Per Credit Hour  
 Except for the following Distance Learning Courses:

College Algebra, MAC 1105X .....\$32.50 Per Credit Hour

Intermediate Algebra, MAT 1033X .....\$23.75 Per Credit Hour

Nursing Entrance Test (NET)  
 PHCC Students .....\$25  
 Non-PHCC Students .....\$50

Nursing Entrance Test (NET) Retake  
 PHCC Students .....\$25  
 Non-PHCC Students .....\$50

**College Level Examination Program (CLEP)**

Test Administration  
 A fee is charged. For further information please call 727-816-3483 or visit [www.CLEP.org](http://www.CLEP.org)

Test Center Fee  
 A fee is charged. Check with your campus College Store

Encore Academy Club Fee (Per Year) .....\$175

Library lost book/damage fee (plus cost of replacement book) .....\$15

Individual professional liability insurance for health occupation programs ..... \$23

- Dental Assisting
- Dental Hygiene
- Emergency Medical Services/Paramedic
- Emergency Medical Technician
- Health Unit Coordinator
- Human Services
- Medical Administrative Specialist
- Nursing

Nursing Assistant  
Phlebotomy  
Practical Nursing  
Radiography

Radiation monitoring badge.....\$60  
*Required for Radiography courses RTE 1503, RTE 1523*

## Payment and Financial Obligations

Students are ultimately responsible for payment of their tuition, fees, books, and any other expenses incurred while attending PHCC, regardless 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 Store locations or online by credit card only through PHCC's online registration system at [www.phcc.edu](http://www.phcc.edu).

## Tuition Installment Plan (TIP)

The College offers a Tuition Installment Plan (TIP) for 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 students enroll, the more payment options they have. Students should check the enrollment calendar for dates and payment options. Students who choose to use TIP may enroll online by accessing the "TIP" link on the College's website ([www.phcc.edu](http://www.phcc.edu)). After enrollment, students may use the MyFACTS account link to access their account online. Students must contact the Financial Services Office if any changes are made to their schedule that will affect their agreement.

## 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 students' ID number.

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

1. If classes have not started, students will be dropped from their classes.
2. After classes have begun, restrictions will be placed on students' files.

If students have 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, students' check-writing privileges to the College will be revoked for a period of five years. Any unpaid check 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 832.08 will be charged on all returned checks and students may also be liable for any collection fees.

## Payment by Deferment

Deferments will be granted to veterans 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. Students are 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 employers or other agencies are paying for students' tuition and fees through direct payment to the College, students should present original letters of authorization signed by third party sponsors to the Financial Aid Office. PHCC will not accept letters of authorization that are contingent upon students achieving a passing grade, completing courses or letters that states that the employees will be reimbursed for their fees. Any fees that remain unpaid by third party sponsors will be the students' responsibility and will be subject to the restrictions and collection practices described below if not paid in a timely manner.

## Payment by Financial Aid

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

## Unpaid Financial Obligations (Delinquent Accounts)

Delinquent student accounts are sufficient cause to prevent future registration for classes at the College, issuance of diplomas or certificates to which students may otherwise be entitled and the release of transcripts and grades.

Outstanding balances owed to PHCC, may be referred to a collection agency. If this action should occur, students may be responsible for 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 College Store via cash, check, money order, Visa or MasterCard. Payments may also be mailed to PHCC Financial Services, 10230 Ridge Road, New Port Richey, FL 34654 or paid online through WISE at [www.phcc.edu](http://www.phcc.edu). To remove the restriction from the students' records, 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 College Stores.

## 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 percent of the term. Failure to do so may result in the student being required to pay back all or a portion of their Title IV Financial Aid funds to the federal government and/or to PHCC. This will result in delinquent student accounts and will be processed accordingly.

## Refund Policies

### College and Technical Credit Courses

A 100 percent refund of fees, not including any special additional fees or application fees, will be granted for courses students drop before the end of the designated drop/add period. The Financial Services Office will begin processing refunds 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 by the drop/add deadline date for that session. 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 student's 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 medical emergency of the student or an immediate family member of the student of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete current semester's classes;
3. Active duty military service, 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 percent refund provision are subject to Federal regulations for Title IV financial aid repayments.

The fee for late registration shall not be refunded unless the only courses in which students are enrolled are canceled by the College, administrative error, state employee 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 percent of the prescribed instructional hours in the course occurs.

No refunds will be made to students who:

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

### Continuing Education/Non Credit Courses

Full refunds will be given to students who drop from any non-credit class before the starting time of the first class. No refund

will be provided for conferences, institutes, workshops, seminars, or special training programs after the published starting date.

### College Store Refunds

The College Store will accept textbook returns for refunds during registration, drop/add, and the week immediately following the end of the drop/add period. Store 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 students have outstanding balances 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.

### Online Non-Credit Courses

Full refunds will be issued to students who drop from any online non-credit class prior to noon of the day before the start date of the first 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.

### Higher One Card

Effective August 2009, students will receive all financial refunds and aid balances via the PHCC Higher One Card. This card will be mailed to students' home addresses (current mailing addresses on file with the College). Students must VERIFY the accuracy of their address online through WISE to ensure receipt of refunds.

Registered credit students will receive Higher One Cards. To receive refunds or financial aid balances, students must activate their Higher One Cards. During card activation, students will choose how to receive their refunds. For faster access to funds, students may choose to have funds deposited directly into their bank account or into their Higher One account.

*DO NOT DISCARD THE CARD. The cost to replace a Higher One Card is \$20.00.*

### Whom to Contact

1. Contact the Financial Aid Office for the following:
  - a. Questions concerning students' financial aid to include eligibility for financial aid, disbursement dates, amount of aid available, eligibility for deferment of tuition and fees;
  - b. Questions concerning students' deferment not being paid by Pell, student loan or other scholarship;
  - c. Deferment due dates.
2. Contact the Financial Services Office for the following:
  - a. Questions concerning students' accounts not being paid by a third party;
  - b. Verification of students' delinquent accounts;
  - 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 students can afford to pay.

Students and their families have the primary responsibility for financing their higher education. However, the Financial Aid Office at PHCC can assist by showing where students may be able to obtain grants, loans, scholarships, and part-time employment and by showing students 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 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. Courses taken outside of declared programs of study may not be covered by federal financial aid funds.

Students seeking entry into a technical credit program and who have not completed high school with a standard high school diploma or 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 students are eligible to receive financial aid via this method unless they have obtained the minimum scores before classes begin.

## When Should a Student Apply?

If students plan to 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, 2009

Application processing for 2009-2010 academic year begins

### April 15, 2009

Priority awarding for 2009-2010 begins. PHCC must receive the FAFSA analysis from the processor by this date and students' Financial Aid file must be complete and error free for students 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 15 will be considered in order of the date received, provided funds are available.

### April 10, 2009

Initial deadline to apply for most PHCC scholarships.

### October 29, 2009

Deadline to apply for Stafford Loan for fall term ONLY.

### March 10, 2010

Deadline to apply for Stafford Loan for spring term ONLY.

### May 5, 2010

Deadline to apply for Stafford Loan for summer term ONLY.

### June 2, 2010

Recommended last date to apply for Federal Pell Grant for 2009-2010 school year in order to receive processed Student Aid Reports by June 30, 2010.

Note: PHCC must receive the first Student Aid Report (SAR) with the calculated expected family contribution (EFC) by June 30, 2010, or the students' last day of attendance, whichever comes first.

## What are the Application Procedures?

If classified as "dependents", student and parent financial records must be made available for financial aid purposes, including:

1. 2008 U.S. Income Tax record
2. W-2 forms and other records of money earned in 2008
3. 2008 records of non-taxable income such as veterans, social security, and welfare benefits
4. 2008 business, farms, investments and other asset records (excluding principal residence)

Students 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.

Students may complete the 2009-2010 FAFSA or renewal application on the Department of Education's web site ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

**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 \$25 application fee.
- Complete the FAFSA form (available online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

Students must reapply each year, and are strongly encouraged to apply by the dates listed in this catalog under "when should a student apply?" 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 (AA/AS/AAS/ATD or approved Technical Certificate).

- Average cost of books and supplies.
- Average room and board allowance (living expenses) based on whether or not the students live with parents.
- Reasonable miscellaneous expenses such as transportation and personal expenses related to education.

To determine need as in the example below:

**Example:** \$11,346 (budget)  
minus \$2,000 (EFC) = \$9,346 (need)

The following figures are estimated expenses based on the average costs of most credit programs at 15 credit hours per term for two semesters (nine months) using 2008-2009 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 and Fees	\$2,225.00*	\$2,225.00*
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
	\$8,167.00	\$11,346.00*

\*Non-Florida residents: add \$6,172.00 for Out-of-state fees.  
\*\*Includes allowances for Federal Family Education Loan Fees.

### How is Need for Financial Aid Determined?

Students' 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 students and their families can contribute. The formula takes into account income, some assets, family size, number of family members in college, and other factors.

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

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

### How Do Students Know Whether They Qualify for Financial Aid?

Approximately two to four weeks after transmitting the FAFSA over the Internet ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)), students will receive a Student Aid Report (SAR), or SAR Acknowledgement. If any corrections are required to the SAR, students 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 appro-

priate adjustments on the students' behalf. Within two to three weeks, students 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 students qualify for financial aid, award letters describing the types and amounts of aid are sent to the students provided that:

- All required forms and documents have formally been submitted to the Financial Aid Office.
- Students have been formally accepted for admission to the college as degree/certificate seeking students.
- Students enroll 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.
- Students must enroll in courses toward their program of study.
- Except as otherwise noted, students enroll for at least six hours per semester.
- Students are neither in default on a student loan nor owes a refund on a grant.
- Students make satisfactory academic progress each semester.
- Students meet the U.S. citizenship and the Selective Service registration requirements.
- Students have submitted to the Admissions and Student Records Office an official transcript of their 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) 55 (reading comprehension), 60 (sentence skills), 34 (arithmetic) or Wonderlic Basic Skills Test attainment of a minimum verbal 200 quantitative 210 scores.
- Students possess a valid Social Security number.

Students requesting 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](http://www.phcc.edu/financialaid) or in the Financial Aid Office at any PHCC campus. A separate application for a Federal Student Loan is required. Students should use the link available at: [www.phcc.edu/financialaid](http://www.phcc.edu/financialaid) and follow the application instructions.

### How Will Students Receive Their 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 should check their WISE accounts at [www.phcc.edu](http://www.phcc.edu) to see if their financial aid has been awarded.

## When Is Financial Aid Received?

Students may use their 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 students' awards for the term. Once these deductions have been made by the Financial Services Office, the balance of the grant awards will be paid to students as soon as possible after drop/add.

Students 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. Students receiving a federal loan will be mailed checks after the 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. First-time, first-year borrowers at PHCC cannot receive the initial disbursement of their first loan until 30 days after the first day of classes in the term to which the initial disbursement applies (a federal mandate).

Work-study funds will be paid bi-weekly (based upon hours worked) at the state 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.

### Financial Aid Standards of Academic Progress

1. All financial aid students will be evaluated for academic progress at the end of fall, spring, and summer semesters. In determining academic progress, all attempted college credit, vocational credit, and preparatory credit will be used (including transfer credits). "Attempted" means all credit hours including withdrawals or audits, for which students are enrolled after the drop/add date for course enrollment.
2. All Title IV financial aid students will be required to complete at least 67 percent of all hours attempted and to maintain a cumulative 2.00 GPA for all courses attempted. Students' financial aid standards of academic progress will be calculated and fall under the following categories:

**Good Standing:** Students are in good financial aid standing when the requirements listed above are met.

**Financial Aid Warning:** Students will be placed on financial aid warning at the end of the first term in which the standards outlined above have not been met.

**Financial Aid Probation:** Students 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.

**Financial Aid Suspension:** Students 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.

**Suspension Appeal Waiver:** Students who initially are denied financial aid due to unsatisfactory progress or an inadequate completion rate (less than 67 percent successful completion of all courses attempted), or who have attempted 150 percent of their program length may submit a written appeal with appropriate supporting documentation to the campus Financial Aid office.

### Veterans Progress

Students receiving VA benefits will be evaluated on their standards of academic progress (SAP). Veterans are expected to progress at a rate that will permit graduation within the approved length of the program based upon the training time paid by VA. Failure to comply with these provisions may result in the termination of educational benefits by the VA.

In the event that a student receiving veterans' benefits stops attending, withdraws, audits, or fails a class, the College is required to notify the VA of the veterans' last date of attendance. Faculty are required to note on the grade roster the last date of attendance for any VA student who does not successfully complete a course. Veterans' benefits may cease or be reduced based upon their class attendance.

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.

## Financial Aid Appeals Process

### Suspension Appeal Waiver:

All financial aid students will be evaluated for academic progress at the end of fall, spring, and summer semesters. In determining academic progress, all attempted college credit, vocational credit, and college preparatory credit will be used (including transfer credits). "Attempted" means all credit hours including withdrawals or audits, for which students are enrolled after the drop/add date for course enrollment.

### Financial Aid Warning and Probation Procedures:

The Financial Aid Academic Progress List is generated by the College Student Record System (CSRS) each semester once the Standards of Academic Progress have been evaluated. Students placed onto financial aid warning or probation will be notified of their financial aid status and encouraged to meet with their financial aid advisor. Financial aid advisors will advise students regarding appropriate methods of improving their financial aid standard of academic progress. Students on financial aid warning or probation may register, using their Title IV financial aid to pay for their classes.

### Financial Aid Suspension Procedures:

Students initially placed onto Financial Aid Suspension will be notified in writing of their financial aid status and informed that they may submit a written appeal with appropriate supporting documentation to the financial aid advisor at their campus if they wish to continue receiving financial aid at PHCC.



The appeal must:

- A. be in writing;
- B. identify the mitigating or extenuating circumstances that warrant an appeal;
- C. have attached supporting documentation, such as medical verification, accident reports, etc. to support the request for an appeal.

The financial aid advisor will review the written appeal and supporting documentation, make the appropriate recommendations for approval or denial of the appeal, and will enter this appeal information into CSRS, sending the student written notification of their appeal status. If approved, students will be provided with the conditions upon which the approval is contingent; if denied, students will be advised of their rights to a second appeal to the Director of Financial Aid/Veteran's Services, whose decision is final.

Students on a previously approved financial aid suspension appeal may continue to receive financial aid as long as they meet the conditions of their appeal. Students on an approved appeal do not need to request an additional appeal unless their financial aid standard of academic progress status changes due to reaching 150 percent of their program of study. These students will be required to submit a new appeal with appropriate supporting documentation regarding their 150 percent of program.

### Appeals for the State of Florida

In the event an appeal involves financial aid offered by the state of Florida, students must provide letters 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 Students Reduce Their Course Loads?

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

**Category 1** occurs when students withdraw from or audit all classes and never attend any class. Awards in this category will be cancelled to reflect nonattendance and zero funding. Students will be in institutional overpayment of funds received.

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

**Category 3** occurs when students withdraw from, audit or stop attending all classes prior to completing more than 60 percent 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 percent of the semester.

**Late applicants** who submit 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 do 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 2009-2010 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 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Application Period: January 2, 2009–June 30, 2010.

**Note: Priority awarding deadline date is April 15, 2009.**

#### Eligibility

Students are eligible if they:

1. Are admitted to the College as regular students.
2. Enroll in an eligible degree or certificate program.
3. Are a U.S. citizen, national or permanent resident, and have met selective service registration requirements.
4. Are making satisfactory academic progress.
5. Are neither in default nor overpayment on student loans or other aid.
6. Have financial need based on the federal need analysis.

### Academic Competitiveness Grant

#### Eligible students

Eligible students 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, students must:

1. Be a U.S. citizen;
2. Be a Federal Pell Grant recipient;
3. Be enrolled full time in a degree program;
4. Be enrolled in the first or second academic year of their program of study at a two-year or four-year degree-granting institution;

5. 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 students 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.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is a campus-based program 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.
2. Ensure that the College's name and code (010652) are correct.
3. Meet the priority deadline: April 15, 2009.

#### **Eligibility:**

Students are eligible if they:

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

### **Florida Student Assistance Grant (FSAG)**

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](http://www.fafsa.ed.gov).
2. Ensure that the College's name and code number (010652) are correctly listed on the FAFSA.

#### **Eligibility:**

Students are eligible if they:

1. Are a U.S. citizen or permanent resident.
2. Enroll for a minimum of six credit hours per semester in an eligible AA, AS, or AAS degree program.
3. Have been a resident of Florida for at least 12 consecutive months.
4. Demonstrate financial need as defined by the state.

5. Are neither in default nor overpayment on student loans or other aid.
6. Transfer students must have a 2.0 GPA.

#### **Criteria for Continuing Eligibility:**

1. Must maintain 2.0 GPA.
2. Withdrawals can affect students' 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 nine credit hours for each semester for 3/4 time award.
5. Must complete six 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.

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

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. Ensure that the College's name and school code (010652) are listed correctly on the FAFSA.

#### **Eligibility:**

1. Students are eligible if they are 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 six semester credits)
3. Are neither in default nor overpayment on student loans or other aid.
4. Demonstrate financial need as defined by the state.
5. Have a 2.0 cumulative GPA.

#### **Criteria for continuing eligibility:**

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

## First Generation Matching Grant Program (FGMG)

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.

### How to apply:

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

### Eligibility:

1. Students are eligible if they are Florida residents and U.S. citizens or eligible non-citizens.
2. Enroll for a minimum of six credit hours per term as a degree-seeking student.
3. Are neither in default nor overpayment on student loans or other aid.
4. Have not previously received a baccalaureate degree.
5. Students are considered "first generation" if neither of the students' parents earned a college degree at the baccalaureate level or higher. Students would also be eligible if they regularly resided with and received support from only one 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 cumulative GPA.
2. Must complete six 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.

## Federal Work Study Program (Federal/FWSP)

Part-time employment may be awarded to students with financial need as part of their financial aid award. This type of aid is classified as "self-help." Students must earn the funds they receive 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 about available FWSP positions at the Financial Aid Office. If hired, students will complete additional employment documents.

### Eligibility:

Students are eligible if they:

1. Are admitted to the College as regular students.
2. Enroll in an eligible degree or certificate program for at least six credit hours toward the program of study.
3. Are a U.S. citizen, national or permanent resident, and have met Selective Service registration requirements.
4. Have financial need as determined through the FAFSA.
5. Are maintaining satisfactory academic progress.
6. Are 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 students are awarded work-study, they should contact the Financial Aid Office on their home campus for job information.
2. Students will be paid bi-weekly at the state's minimum wage rate.
3. Students and supervisors will establish a schedule which is satisfactory to both parties.
4. Students are expected to work scheduled hours.
5. To reduce the workload, students must notify the supervisor and the campus financial aid advisor.
6. Students may not work more than 20 hours per week without prior approval from the Financial Aid Director.
7. Students must maintain a satisfactory standard of job performance.
8. Students must maintain satisfactory academic progress.
9. Students must remain enrolled in at least six credit hours during the semester for which they receive a work study award.

## Federal Work Experience Program (FWEP)

The Florida Work Experience Program (FWEP) is a need-based program providing eligible Florida students work experiences to complement and reinforce their educational and career goals. FWEP is a decentralized state of Florida program, which means that each participating college, university, community college, career center operated by a district school board, and educator preparation institute determines application procedures, deadlines, student eligibility, and award amount.

### How to apply

1. Students will demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA).
2. Students may inquire to the campus Financial Aid Office about available FWEP positions. Students will complete additional employment documents once hired.

### Initial Eligibility Requirements

Students are eligible if they:

1. Are Florida residents and U.S. citizens or eligible non-citizens. Students' residency and citizenship status are determined by the postsecondary institution.
2. Are neither in default nor overpayment on student loans or other aid.
3. Have not previously received a baccalaureate degree.
4. Enroll for a minimum of six credit hours per term toward an AA/AS degree program, or
5. Enroll no less than half-time in a career certificate program consisting of no less than 450 clock hours (15 credit hours).
6. Maintain the equivalent of a cumulative grade point average (GPA) of 2.0 on a 4.0 scale.

### Renewal Criteria

1. Renewal applicants must have earned a minimum cumulative GPA of 2.0 on a 4.0 scale, and during the academic year earned:
  - 12 credit hours (360 clock hours) per term for full-time enrollment, or
  - 9 credit hours (270 clock hours) for three-quarter time enrollment, or
  - 6 credit hours (180 clock hours) for half-time enrollment.
2. Renewal eligibility is determined at the end of the second semester. Credit hours earned during the previous summer can be counted toward the total number of credit hours required for renewal.
3. Demonstrate financial need by completing an error free FAFSA each academic year.

### Conditions and Terms

1. If students are awarded FWEP, they should contact the Financial Aid Office on their home campus for job information.
2. Students will be paid bi-weekly at the state's minimum wage rate.
3. Students and supervisors will establish a schedule which is satisfactory to both parties.
4. Students are expected to work scheduled hours.
5. To reduce the workload, students must notify the supervisor and the campus financial aid advisor.
6. Students may not work more than 20 hours per week without prior approval from the Financial Aid Director.
7. Students must maintain a satisfactory standard of job performance.

### 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:

Students are eligible if they enroll for at least six 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 help with child care expenses may receive assistance to 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 higher 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:**

1. Complete the Free Application for Federal Student Aid (FAFSA).
2. Complete the online application by going to [www.phcc.edu](http://www.phcc.edu) under Admissions, select Financial Aid, then select Federal Family Educational Loans. Scroll down to locate the Loans Funds Comparison Tool. Students may choose and apply online for any lender on the preferred lender list. Should a preferred lender not appear on the list, contact the Financial Aid Office for further assistance.
3. If students are borrowing at PHCC for the first time, then they must complete an Entrance Loan Interview at [www.phcc.edu/financialaid](http://www.phcc.edu/financialaid).
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:**

Students are eligible if they:

1. Enroll for at least six credit hours toward their program of study per semester.
2. Enroll in an eligible degree or certificate program of study.
3. Are a U.S. citizen, national or permanent resident.
4. Are neither in default nor overpayment of other aid received.
5. Have a minimum of 2.0 CGPA and completion ratio of 67 percent and has not exceeded 150 percent of the credit hours in their program of study.
6. Meet eligibility requirements of the lender.
7. Have an official high school diploma or GED on file with

the Admissions and student records office or passing CPT/Wonderlic scores.

8. Have transferred all regionally accredited coursework from previous colleges attended.
9. Have not exceeded the maximum amount of loan eligibility for grade level. The Financial Aid Office can provide students with information regarding this maximum loan eligibility.

**As authorized by section 682.603(c)34 C.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, students 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 students withdraw, graduate, or drop below half-time status.
2. Refer to PHCC's website for the current interest rate at [www.phcc.edu/financialaid](http://www.phcc.edu/financialaid).
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.

**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
<b>INDEPENDENT STUDENTS (BASE)</b>		
0-29 successfully completed credits/hours within program of study .....	\$3500*	\$6000*
30 or more successfully completed credits/hours within program of study.....	\$4500*	\$6000*
<b>Combined Subsidized and Unsubsidized Stafford Loans</b>		
<b>DEPENDENT STUDENTS</b>		
0-29 successfully completed credits/hours within program of study .....	\$3500*	\$2000*
30 or more successfully completed credits/hours within program of study.....	\$4500*	\$2000*

*\*federal parameters*

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:**

Students' parents may be eligible if students:

1. Enroll for at least six credit hours toward the program of study per semester.
2. Enroll in an eligible degree or certificate program of study.
3. Are a U.S. citizen, national or permanent resident.
4. Are neither in default nor overpayment of other aid received.
5. Are in good academic standing.
6. Meet eligibility requirements of the lender.
7. Have an official high school diploma or GED or passing CPT/ Wonderlic scores on file with the Admissions and Student Records Office.
8. Have transferred all regionally accredited coursework from previous colleges attended.

#### **Determination of Awards:**

Parents of dependent students 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. Refer to PHCC's website for the current interest rate at [www.phcc.edu/financialaid](http://www.phcc.edu/financialaid).

## **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 percent of tuition costs plus an amount established by the Florida Legislature in the General Appropriations Act for college-related expenses prorated by terms and hours. No college preparatory classes are paid by the Florida Academic Scholars Scholarship.
2. The Florida Medallion Scholarship will pay 100 percent tuition for students seeking AA, AS, AAS degrees. No books, supplies or college preparatory classes are paid by the Florida Medallion 100 percent Scholarship.
3. The Florida Medallion Scholarship for students seeking technical certificates and The Florida Vocational Gold Seal Award programs pay for 75 percent of tuition costs. No books,

supplies or college preparatory classes are paid by the Florida Medallion and Vocational Gold Seal scholarships.

#### **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.

#### **Eligibility:**

All Students must:

1. Be a U.S. citizen, national or permanent resident.
2. Be a Florida resident as determined by Admissions and Student Records.
3. Enroll in an eligible degree or certificate program.
4. Enroll for at least six credit hours per term, not to exceed 45 credit hours annually. Remedial (college preparatory) classes are not eligible. Students enrolled in one college credit course and one college preparatory course would not be eligible unless an additional college credit or technical course was added to their schedule.
5. Not have been found guilty of, or pled nolo contendere to, a felony charge.
6. Activate the award within three years of graduation.

#### **Criteria for continued eligibility:**

Renewal students:

1. Complete six 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.

## **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 a variety of scholarships to students who have demonstrated scholastic achievement, special artistic achievement, athletic ability and/or participation in college-related activities. The College also offers scholarships based on determined financial need. For more information, contact the Financial Aid Office or Student Development Office on any campus.

## Veterans 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 veteran students to apply for benefits. The VA will not pay benefits for classes outside of students' programs of study. See the Campus Veterans Advisor for assistance with your initial application, any changes in your program and to initiate enrollment certification to the VA.

The VA pays most entitlements directly to students. In turn, students must pay for tuition, fees, books, and supplies. Veterans who are eligible to receive benefits under M.G.I.B. Chapter 30, 32, 35, or Chapter 1606/1607, are 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. Veterans who receive deferments 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 veterans who enroll 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 may be paid for by the VA. The Campus Veterans Advisor is the students' link to VA. The advisor 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 their 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 they meet the following criteria:

1. Students are admitted as degree or certificate seeking students.

2. A current, and at the time of decoration, Florida resident.
3. Submit a DD-214 form issued at the time of separation from service, as documentation that they received the Purple Heart or other superior combat decoration.

This waiver is applicable for 110 percent of the number of required credit hours of the degree or certificate program for which the students are 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 drop/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 edu-

cation. 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 five 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 monies 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, 6Hx19-6.09.)

1. Students should first attempt to resolve a financial aid grievance locally through discussion with a campus financial aid advisor. If the grievance cannot be settled at the campus level, the student may appeal, in writing, to the Director of Financial Aid/Veterans Services.
2. Students 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 students are dissatisfied with the decision of the Director of Financial Aid/Veterans Services, students 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, the Associate Dean of Student Enrollment and Retention 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 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 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 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 Advisement

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](http://www.phcc.edu) to add or drop classes, pay course fees, and update personal information.

Most students, except for first-time students and those who have not met the Standards of Academic Progress (SAP) are eligible to use the WISE online registration available at [www.phcc.edu](http://www.phcc.edu). Students may also register on campus. **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, should always schedule an appointment with their academic advisor.

The College will adhere to the dates published in the current College Catalog/Student Handbook, published annually, in the Schedule of Classes booklet, and the online Schedule of Classes which are 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 Admissions and Student Records Office and in the Student Development offices at any campus. The beginning and ending dates for registration are published in the College Calendar, in the College Catalog/Student Handbook, in the Schedule of Classes booklet, and in the online schedule of classes available online at [www.phcc.edu](http://www.phcc.edu).

After submitting a PHCC application, new students must:

1. Schedule an orientation appointment.
2. Schedule a Florida College Entry-Level Placement Test (FCELP) / CPT or TABE testing appointment (if not previously tested or if test scores are more than two years old), if applicable.
3. Apply for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (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 selected.
5. Register online via WISE 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 (WISE) or in the College Store on any campus.
7. Purchase the required books and supplies.

Students may register and pay for classes at any 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 fee payment deadline for each semester. These deadlines can be found at the beginning of the current College Catalog/Student Handbook or in the current schedule of classes available as a booklet or online at [www.phcc.edu](http://www.phcc.edu).

Students who do not pay for courses and whose financial aid does not cover the cost of these courses may be dropped from those courses and will be required to re-register if they should wish to take these courses. Students who have changed their mind about taking a course or who believe their financial aid will not cover the amount of the course should officially drop the course to avoid any future penalty. Please note that it is the student's responsibility to officially "drop" courses which they do not plan to attend.

Students should note the important dates within each semester for registration, add/drop, last date to withdraw from or audit a course and dates when fees are due. The College will adhere to the dates published in the current College Catalog/Student Handbook, published annually, in the Schedule of Classes booklet, and the online schedule of classes published for each term.

### 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 unsatisfied. Students may access their individual degree audit by visiting WISE, [www.facts.org](http://www.facts.org), or by requesting a copy of their degree audit from an advisor or the Admissions and Student Records Office. 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, the peaceful pursuit of an education, and 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 Accreditation
- The College's admissions requirements, including limited access programs
- 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
- Standards of academic progress requirements and their implications for course work and financial aid
- The College's refund policy
- The College's policies and procedures
- Academic and other support services availability
- Student activities availability
- Campus crime statistics
- Graduation rates
- Transfer rates
- Job placement rates
- Emergency procedures
- College operational hours
- The accommodations provided under the Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Services Act of 1973
- Complaint and 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 the 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, update that information when necessary, and be the sole author of their applications
- 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 students' 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 and 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 procedures. 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 them 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 at any campus
  - d. Provost (East Campus or North Campus) or Associate Dean of Student Enrollment and Retention (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 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 documented on the Student Petition for Grievance Resolution form available in the Office of Student Development. This form will be forwarded to the Vice President of Student Development and Enrollment Management who shall attempt to resolve the matter within 10 business days of receipt. If this effort is unsuccessful, then this official will forward the form to the Vice President of Instruction/Provost, West Campus who will review the prior investigation with the appropriate parties. If this official 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 a grievance resolution process may request assistance from the District Coordinator of Multicultural Student Affairs and Equity Services at any point during the process. This individual will not represent the student grievant, but will only 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 Student Ombudsman (Assistant Dean of Instructional Services).

6. All grievance proceedings 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 in 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 purposes of harassment, embarrassment or to disrupt the orderly operation of the College may be subject to disciplinary action.

## Code of Student Conduct and Disciplinary Policy

The purpose of Board Rule 6Hx19-6.13 is to establish the Pasco-Hernando Community College Code of Student Conduct and student discipline policy.

### I. Code of Student Conduct

The following acts of misconduct are 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. All formal complaints alleging a violation of this rule shall be subject to the Student Disciplinary Procedures established pursuant to this rule and set forth in Internal Management Memorandum (IMM) #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. The President, a Vice President or Provost may impose a sanction of temporary suspension, including specific conditions for readmission, against a student in circumstances in which there is reasonable concern for safety, or when the student poses a threat to himself/herself or to another student, or employee. Such temporary suspension shall not exceed ten class days and may only be extended upon a specific finding by a disciplinary committee that the student continues to pose a threat.

- 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 or 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 that 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's 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 State or Federal 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. The President, a Vice President or Provost may impose a sanction of temporary suspension against a student in circumstances in which there is reasonable concern for safety, or when the student poses a threat to himself/herself, or to another student or employee. Such temporary suspension shall not exceed ten class days and may only be extended upon a specific finding by a disciplinary committee that the student continues to pose a threat.

- 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 sales, 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 Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization for which the acts do not result in bodily injury to any person;
- B.6 Violation of a county ordinance or State or Federal misdemeanor offense law that results in minor bodily injury;
- B.7 Violation of a State or Federal felony offense law;
- B.8 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 telecommunication 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, of 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.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). The President, a Vice President or Provost may impose a sanction of temporary suspension against a student in circumstances in which there is reasonable concern for safety, or when the student poses a threat to himself/herself, or to another student or employee. Such temporary suspension shall not exceed ten class days and may only be extended upon a specific finding by a disciplinary committee that the student continues to pose a threat

- C.1 Illegal or unauthorized use or possession of firearms, fireworks, explosives, chemical agents, or other weapons or dangerous materials;
- C.2 Any action that causes, is intended to or attempts to cause a fire, explosion, including bomb threats, or any intentionally false reporting of a fire, or any tampering with the safety equipment or other 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, exploitative 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 bodily injury or death 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.

## Student Disciplinary Procedures

The following student disciplinary procedures, as outlined in Internal Management Memorandum #6-15, address complaints of a violation of the Code of Student Conduct.

### I. Informal Complaints:

1. A verbal complaint not placed in written form may be addressed within three working days and disposed of by the Assistant Dean of Student Development, the Campus Provost and/or the Associate Dean of Student Enrollment and Retention in an informal manner.

### II. Formal Complaints

2. All formal complaints will be referred to the Assistant Dean of Student Development for investigation, mediation, and possible resolution. Any student, faculty member, staff member, or College administrator may file a formal complaint against a student alleging a violation of the Code of Student Conduct. To be treated as a formal complaint, the complaint must be in writing and signed by the complainant.

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 will take one of the following actions:

- a. Determine that no or insufficient grounds exist to believe that a violation occurred and dismiss the complaint; or:
- b. Determine that sufficient grounds exist to believe that a violation occurred and proceed. If the alleged violation is a Level I Offense (as described in DBOT Rule 6Hx19-6.13), then the Assistant Dean of Student Development will attempt to mediate a mutually agreeable resolution 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; or:
- c. Determine that sufficient grounds exist to substantiate that the violation which allegedly occurred was of a Level 2 or 3 Offense, and request appointment of a Disciplinary Committee to conduct a formal hearing of the complaint. Prepare a detailed 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:
  - a. was involved in the alleged violation or:
  - b. has previously counseled the accused student or the complainant about the matter to the extent that it would be inappropriate for the Assistant Dean of Student Development 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.

### III. Disciplinary Committee Process:

4. If the matter is not resolved by the Assistant Dean of Student Development in accordance with item 2 above, or is a Level 2 or 3 Offense, then a Disciplinary Committee will 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.**

The Committee shall consist of the following members:

Associate Dean of Student Activities and Engagement, Chair

Provost or Academic Dean or Campus Associate Dean (1)

Instructional Personnel (1)

Assistant Dean of Student Development or Advisor (1)

Student (1) (Preferably a Student Government Association (SGA) Officer)

5. In the event that the Associate Dean of Student Activities and Engagement:
  - a. was involved in the alleged violation incident or in the mediation of the alleged offense, or:
  - b. has been involved in the mediation of the alleged offense; then,
  - c. 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 the Disciplinary Committee
6. The Chairperson of the Disciplinary Committee will schedule a date, time, and location 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 Associate Dean of Student Enrollment and Retention shall send the accused student, via certified mail, and first class 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 may, at the student's request, 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 initially investigated the complaint will make arrangements for the presentation of witnesses and evidence to the Disciplinary Committee. The Disciplinary Committee members and the accused student will be permitted to question each witness and to inspect all documentation and other evidence. The accused student 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 hearing and reviewing 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's Code of Student Conduct, and what, if any, sanction(s) should be imposed. The College Equity Officer shall not be excluded during the deliberation and voting process.
9. The decisions of the Disciplinary Committee shall be placed in writing. This decision is final. 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. The Chair of the Disciplinary Committee shall send a copy of the Committee's recommendation to the Vice President of Student Development & Enrollment Management.
 

If the Disciplinary Committee's recommendation is for student suspension or expulsion, the Vice President of Student Development and Enrollment Management will discuss this recommendation with the President for approval and final imposition before notifying the Chair of the Disciplinary Committee to send the final decision to the student via certified mail and first class mail.
10. 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.

## 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 electronic 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."

## Anti-Hazing Policy

The purpose of Board Rule 6Hx19-6.34 is to prohibit conduct defined as hazing activities, establish the College's process of communicating this information to students and establish policy for addressing alleged hazing incidents.

The College shall not tolerate hazing, as defined below, at or on any College property or at any College-sponsored or College-affiliated event, regardless of its location.

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes including but not limited to initiation or *admission* into or affiliation with any organization operating under the sanction of the College, hereafter referred to as a "College organization." Hazing includes but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, 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 student and also includes 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 student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this Board Rule, any activity as described above upon which the initiation or admission into or affiliation with a College organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
2. This rule shall apply to students and to College organizations and clubs, including acting through other persons associated with a College organization or club who are not students.
3. Violations of this Board Rule by individual students and/or clubs/organizations as a whole shall be enforced in accordance with District Board of Trustees Rule 6Hx19-6.13, *Code of Student Conduct and Disciplinary Policy* and 6Hx19-6.32 *Chartering of and Suspension of a Student Club/Organization* as appropriate.
4. All College organizations and clubs are required to include this Board Rule in the by-laws of such organization or club.
5. The College shall provide each student with a copy of this Board Rule and penalties by publication in the official Pasco-Hernando Community College Catalog/Student Handbook.

## Hours of Operation

Most administrative offices are open Monday through Friday from 8 a.m. - 4:30 p.m. The offices of Student Development, Admissions and Student Records, Financial Aid, Career and Testing Center, College Store, and Information Center hours of operation are: Monday through Thursday from 8 a.m. - 7:30 p.m., and Friday from 8 a.m. - 4:30 p.m.

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.

## Library operating hours

The libraries of the North Campus and the East Campus are open Monday through Thursday from 8 a.m. - 9 p.m., and Friday from 8 a.m. - 4:30 p.m. The West Campus library in New Port Richey is open Monday through Thursday from 8 a.m. - 9 p.m., and Friday through Saturday from 8 a.m. - 4:30 p.m.

## Office of Disabilities Services hours

The Office of Disabilities Services hours vary by campus. Dial extension 3473 or 3236 for current office hours.

## Teaching Learning Centers operating hours

The Teaching Learning Centers at North Campus and East Campus are open Monday through Thursday from 8:00 a.m. - 7:30 p.m., and Friday from 8 a.m. - 4:30 p.m.

The West Campus Teaching-Learning Center in New Port Richey is open Monday through Thursday from 8 a.m. - 9 p.m., and Friday through Saturday from 8 a.m. - 4:30 p.m.

Summer hours of operation may be different.

## Orientation

During mandatory new student 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, College 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 Services

Career and testing services are available on all three campuses to assist current and former PHCC students with planning careers and those seeking employment. The Criminal Justice Basic Abilities Test (CJBAT), Nursing Entrance Test (NET) and other required examinations are available on each campus. The West Campus Career and Testing Center also offers the Florida College Entry-Level Placement Test (FCELPT) and Test of Adult Basic Educational Skills (TABE) to students on a walk-in basis.

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 students with assistance in identifying their 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; CHOICES (computerized career assistance), and proctored distance learning examinations. At the West Campus only, the computerized College Placement Test (CPT) and Test of Adult Basic Education (TABE) tests are administered on a walk-in basis. Services are available at the North and East campuses by appointment.

## Florida Academic Counseling and Tracking for Students (FACTS)

Florida Academic Counseling and Tracking for Students ([www.facts.org](http://www.facts.org)) is a free statewide 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 bachelor's 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 may register online using the WISE system at [www.phcc.edu](http://www.phcc.edu). New students and Veterans Affairs students must meet with their advisor and obtain approval to register before being allowed to register online. Students using the 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 receives financial aid 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 fee payment 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 staff.
- C. The staff member will input the information into the College student records system dropping the course 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 Withdraw from a Class

### Students must:

- A. Complete a student initiated withdrawal request (SCN-3), which can be obtained from any Student Development Office.
- B. Follow the instructions 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 Class

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.

Courses not permitted for audit:

- required college preparatory courses and
- non credit courses

## Regional Linkage System

The Linkage System is a cooperative agreement among PHCC and four other community colleges in the Tampa Bay area. 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. These programs have limited enrollments. Currently, 12 different quota-based linkage programs are available. These programs and their home institutions include:

### Hillsborough Community College

Dental Hygiene

Diagnostic Medical Sonography Technology

Nuclear Medicine

Radiation Therapy

Respiratory Care

### Manatee Community College

Occupational Therapy Assistant

Physical Therapist Assistant

### Polk Community College

Cardiovascular Technology

Diagnostic Medical Sonography Technology

Occupational Therapy Assistant

Physical Therapy Assistant

Respiratory Care

## St. Petersburg College

Dental Hygiene

Physical Therapist Assistant

Respiratory Care

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 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.

### Disabilities Services

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 accommodations 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 six 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 child care 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 a.m. until 10 p.m. on Monday through Thursday and from 7 a.m. until 6 p.m. on Friday when classes are in session. At other times, it is open from 7 a.m. to 6 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 campuses. The Job Post Database is available to assist students 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 campus administration.

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 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.

## 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.

## Crime and Emergency 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 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.

## 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.

## Campus Security Officers

The College contracts with a private security firm to provide onsite security patrols during evening hours and when the college is closed. The security officers are reachable via cellular telephone when on duty and the appropriate phone number for each campus is posted in prominent locations including all classrooms. As is stated earlier, however, 911 should be the first number to call during times of medical or other urgent emergencies.

## **Crime Awareness and Prevention Programs**

As part of the mandatory new student orientation program, 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 program 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.

## **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.

## **Alcohol and Illegal Drugs Policy**

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.

## **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](http://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.

The College maintains and makes available crime statistics in accordance with the federal Crime Awareness and Campus Security Act of 1990 and Florida Statutes, Chapter 1006.67. The College's crime statistics for the past three years are available through the Assistant Dean of Student Development on each of the College's campuses and can be accessed on the College's Web site at <http://phcc.edu/safety/statistics.php>.

## **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](http://www.phcc.edu) and following the links to the Florida Department of Law Enforcement's Sexual Offender and Predator website. 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.

## **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 an office of Multicultural Student Affairs and Equity Services. This office will process complaints alleging discrimination on the basis of any of the above areas. The responsibilities of the District Coordinator of Multicultural Student Affairs and Equity Services 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.

## **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. student access to courses
- b. credit granted toward the degree

This office is not involved with entry into limited access programs such as nursing and dental hygiene except as related to the two 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 the Student Ombudsman by completing a Student Ombudsman Form. This form is available in the Student Development Office on any campus.

## Student Activities

The mission of the Student Activities Office is to enhance the curricular experience of students, by providing quality programming designed to develop life and leadership skills and promote citizenship and personal growth in an enjoyable atmosphere. At the same time, PHCC also recognizes the proven need for fun and play in promoting healthy learning and student retention.

PHCC offers a wide range of student clubs/organizations, activities and opportunities for students.

### Student Government Association (SGA)

Each campus has a Student Government Association (SGA). SGA represents the voice of the students on campus and at the district and state levels. Students at PHCC are automatically members of SGA!

The purpose of SGA is to promote active, responsible, and cooperative citizenship through participation and self-government. The SGA strives to promote campus events in harmony with student interest by planning and actually participating in campus events.

There are many exciting ways for students to share their talents with PHCC through the SGA such as the formal dance committee, sporting events on campus (dodge ball, etc.), scrapbooking, photography, polling the needs and desires of students, and even assisting with promoting events.

### Competitive Organizations

**Delta Epsilon Chi (DECA)** is the junior collegiate organization under National DECA which offers opportunities for students to participate in activities to help build a successful career in marketing, merchandising, sales, and management. Competitions are held on the state and national levels.

**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. PBL members participate in leadership training, service, social and fund raising activities.

### 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 compared to the game show Jeopardy. Students compete as a team against other community colleges.

### PHCC Student Ambassador Program

Student ambassadors are a dynamic group of students who assist the College in special activities such as PHCC College Nights; commencement ceremonies, and other PHCC-sponsored events. Working through the Student Activities Offices on all three campuses, ambassadors serve as a vital link between the College and prospective students, current students and community visitors. Selection for the Ambassador program takes place during the summer. For more information regarding the program and how to apply, please visit any Student Activities Office.

### Mobius

*Mobius* is the award-winning literary and arts magazine created and edited exclusively by the students of PHCC. The magazine contains art, writings, and photos generated by the student body.

## Honor Societies

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

### 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 student's 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 percent of currently enrolled students, an earned B or better grade in all psychology courses completed and 12 overall completed semester hours at PHCC. The chapter holds various social community and educational activities.

## Clubs and Organizations

**3D - Developing Drafters & Designers'** purpose is to bring awareness and appreciation to the artistry and profession of drafting and related fields.

**Campus Crusade for Christ (CCC)** provides an opportunity for students of like faith to gather and promote friendships through Christian fellowship.

**The Chess Club** creates on-campus opportunities for students, faculty and staff to engage in this fun, mind-expanding activity.

**The Dental Hygiene group** promotes the professional growth and development of the students enrolled in the dental hygiene program.

**The Drama Club** produces plays and other artistic performances on campus. Students gain experience working on productions from the pre-production planning stage to the final performance and strike.

**Earth Awareness Organization** provides a heightened awareness of the environment through education and planned activities.

**The Film Club** creates a viable outlet for those interested in video/film production and technology and to benefit those involved in the advancement of their skills.

**The Human Rights Awareness Organization** educates members, peers and the community about human rights issues and action oriented education in association with Amnesty International.

**The Human Services Club** provides a medium for cooperation and communication among area human service/mental health professionals, faculty and students. It also helps student members with career development and placement. Members of the Human Services Club may choose to belong to the Southern Organization for Human Services Education (SOHSE).

**The International Club** encourages and promotes interest in ethnic cultures of all people, fostering friendly relations and mutual respect between people of different ethnic cultures and sponsoring multicultural activities.

**The Legal Eagles Club** promotes paralegal education and encourages a high degree of academic, ethical and professional achievement through the sponsorship of educational programs and attendance at professional seminars in cooperation with the legal profession.

**The Men of Excellence** promotes and supports the academic and personal development of college students. Membership in this organization assists students with leadership skills and provides connections to the campus community.

**The Nightingale Nursing Club** aids in the preparation of nursing students and pre-nursing students for the assumption of professional responsibilities and is open to all students. Nightingales provide programs and activities that are representative of current professional interests.

**People Accepting Challenges Together (PACT)** and **Courage and Strength Together (CAST)** serves 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 Radiography Club** operates with the Lambda Nu Radiography Honor Society to foster and recognize academic scholarship within the field of radiologic science. Members travel to conferences and sponsor a variety of activities on campus.

**True Anime & Gaming (TAG)** provides an outlet for students to gather together and experience the world of anime and gaming.

**UHURU**, the Swahili word for 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 Veterans Club** assists veterans in their needs while in school, connects them to opportunities in the community and educates students with the experiences that veterans can share with them.

**WoMen's Resource Group** exists to promote equity, education, intellectual growth, individual worth, resources, and development of opportunities for women. This group hosts events such as a Women's Resource Festival, and other awareness activities for the campus and community.

**Science Club** enriches students' education in the scientific method by education, networking, community service and fun science related activities.

Not all clubs listed are active on all campuses. To obtain more information about any of these clubs and organizations, please visit a campus Student Activities Office or visit the College website. To inquire about starting a new club or organization, please visit a campus Student Activities Office.

## Student Activity Programs

Each campus offers a variety of monthly programs to meet the needs of a wide range of students. These programs are outlined below:

**Kids and Sibs**—A monthly program for students with children or siblings to involve the children in their college lives. These events range from on-campus Build-Your-Bear or Halloween events to off campus events such as roller skating and bowling.

**Cares Community Service Program**—A monthly program for students to become active in the community. Projects are two to four hours in length, ranging from Habitat for Humanity to an egg hunt for children.

**Disturbing the Peace**—A monthly event that focuses on night students and the arts. Each event has artistic expressions in the form of music, dance, painting, crafting, and many other creative outlets.

**Leadership Development**—A monthly focus on honing leadership skills for career development or individual discovery. Activities include leadership retreats, experiential teambuilding activities, and workshops on a variety of leadership topics.

## Office of Multicultural Student Affairs and Equity Services

The Office of Multicultural Student Affairs and Equity Services provides a variety of services that exist to perpetuate the academic, social, and personal development of students from a multitude 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 relationship 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.

### Cultural Activities

The Office of Multicultural Student Affairs and Equity Services also coordinates programs and activities such as the Men of Excellence Program, Dr. Martin Luther King Lecture Series, Black History events, cultural fairs, cultural movie and book discussions and cultural artistic programs.

### Pre-Collegiate Programs

Pasco-Hernando Community College's K-12 partnerships are valuable in providing access and postsecondary educational opportunities to minority and underrepresented students. PHCC currently conducts annual programs in Take Stock in Children (TSIC), Center of Excellence (COE), and College Reach-Out Program (CROP). For more information regarding these programs, please contact the Office of Multicultural Student Affairs and Equity Services Office.

## 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.

## College Store Services

College Store 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. Students planning to purchase books, pay tuition, fines and/or other obligations may do so at each College Store 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 Athletics Director.

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.

In addition, all campuses have a fitness center. Fitness center usage is free to all currently enrolled students. For more information regarding the fitness centers, please contact the Student Activities Office at East and North Campus or the athletics staff at the West Campus.



# Academic Policies

## Academic Freedom

### Academic Freedom for Faculty

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

The College's 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.

Faculty are encouraged to conduct research and publish materials, provided that these activities do not interfere with the performance of assigned duties. Faculty are entitled to express opinions as citizens outside the classroom. However, the faculty should clearly indicate that these are personal opinions that may not represent the viewpoint of the College. Faculty shall have the primary responsibility in the selection of textbooks, quality, and effectiveness of the College's curriculum.

### 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.

Students are free to present issues in the classroom that may be of a debatable or controversial nature and to debate issues raised by the faculty member; 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. Students should not suffer academic penalty as a result of exercising this freedom.

The President shall establish procedures for review of allegations by faculty or students of abridgment of academic freedom. These procedures shall, at a minimum, ensure fair and impartial review of the allegations and additional due process safeguards.

## 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.

## 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.

## 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 children to class nor may children be left unattended on campus.

## 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. 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, 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.

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, Teaching Learning Center (TLC), West Campus Career and Testing Center, and available for purchase in the campus college stores.



## 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, ENL 2012, ENL 2022, ENL 2330, LIT 2110, LIT 2120, LIT 2380, HUM 1020, HUM 2210, HUM 2230, ARH 1000, MUL 1110, PHI 1010, PHI 1630, PHI 2100, REL 2000, REL 2300, THE 2010, THE 2011, 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

#### English Language Skills

- Word Choice
- Sentence Structure
- Grammar, Spelling, and Punctuation
- Reading Literal Comprehension
- Critical Comprehension

#### Mathematics

- Arithmetic
- Algebra
- Geometry and Measurement
- Logical Reasoning

## Alternatives to CLAST

Students declared into the Associate in Arts degree (AA) 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 and a minimum grade of “C” in each course 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 division dean and recorded

on students’ transcripts 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 and a minimum grade of “C” in each course 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 and a minimum grade of “C” in each course 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 division dean and recorded on students’ transcripts 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 and a minimum grade of “C” in each course 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, a corresponding component of the National Teachers Examination series, or a similar test for admission to a state approved teacher education preparation program.

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 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.

## Copyright Compliance and Intellectual Property Policies

The College has developed comprehensive policies covering copyright compliance and intellectual property. District Board of Trustees Rule 6Hx19-1.29, Copyright Compliance, indicates that the College's students, faculty, administration, and staff are expected to comply with all laws regarding copyright and to act in good faith when using copyrighted materials. District Board of Trustees Rule 6Hx19-1.38, Intellectual Property, states that the College supports and encourages its employees and students to develop scholarly and creative works, educational materials, and products. These forms of intellectual property may be subject to copyright laws and may generate royalty income. This Board Rule defines and applies the respective rights of the College, its students, faculty, administration, and staff regarding intellectual property. The College's policies pertaining to copyright compliance and intellectual property can be viewed in their entirety at <http://phcc.edu/policies/rules.php>.

### 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 11 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. Content and standards 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.

### 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.

MyPHCC is the College'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.

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

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.

In addition to personal computers, students may use the computers at PHCC's campus computer labs and libraries. Public libraries or cyber-cafes also provide computer access. 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 24/7/365 technical assistance contact the Academic Technology Helpdesk at: 727-816-3732 or click on the technical support link on your myPHCC homepage or go to <http://support.phcc.edu>.

### 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.

### Internships

Internships are required in several Workforce Development programs and are elective in several others. Internships may consist of on-the-job training, special projects, research, or a combination of these activities. Instructors will develop specific requirements and methods of evaluation to best fit the academic and work needs of students. Each internship 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. Students' performance in internships is graded as "Pass/Fail".

### Admission to the Internship in Business and Information Technology Internship Programs

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, CIS, CTS)
- hold a minimum of 2.0 GPA in college credit courses\*

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

If students have met all requirements for participation, they 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. Program deadlines are in mid-June for Fall and in mid-October for Spring terms. Student performance in this internship is graded as "Pass/Fail."

### Library Services

A full-service library is located on each of PHCC's campuses. The combined holdings of all three libraries are approximately 83,000 volumes. In addition to print books, patrons may access over 83,000 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) online 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.

The West Campus library houses an art gallery, featuring monthly shows with a variety of themes exhibited for the benefit of students, faculty, and the community.

### **Teaching-Learning Center (TLC)**

A Teaching Learning Center (TLC) is located in the Library on each campus. The TLC 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 Teaching Learning Centers offer peer-tutorial assistance for students in mathematics and English. Students may also use individualized materials to improve skills in English, reading, mathematics, spelling, and other academic areas. Additionally, the TLCs contain materials that relate to the College Level Academic Skills Test (CLAST).

### **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 accommodations for religious observance, practice, and belief. Such accommodations 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.

### **College Placement Testing**

Students who intend to enter degree or college credit certificate programs shall be tested prior to the completion of registration with the College Placement Test (CPT), which consists of tests covering reading, English, and mathematics including elementary algebra. Minimum cut-off scores have been established by Florida Administrative Code 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.

College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory coursework:

1. College preparatory students who are deficient in mathematics may not enroll in any mathematics courses or other courses that require mathematics skills that are beyond the skill level of the student.
2. College preparatory students who are deficient in English and/or reading skills may not enroll in English or humanities courses or other courses that require communication skills that are beyond the skill level of the student.
3. College preparatory students who are deficient in all three areas may enroll in college-level courses such as orientation courses, college success courses, or other courses that are not dependent on college-level computation and communication skills.

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

The College will accept 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 Academy members; non-degree seeking and students who audit college-credit courses.

### **CPT Retests**

Students who request a retest of the College Placement Test (CPT) must follow these guidelines:

- Students are permitted to retake the college-level placement test one time after 24 hours have elapsed since the initial test was administered.
- Students requesting an additional retake must wait a minimum of 30 days before the next retest will be administered.
- Students requesting to retake the test will be charged a fee for each additional retake.
- Students who have already begun any college preparatory course can only retake the CPT upon referral by faculty on a case-by-case basis. Referring faculty will withdraw the students from their courses if the students' CPT scores place them into higher level courses.
- No retests of the CPT for students enrolled in college preparatory classes will be permitted after the last date to withdraw.

### **Program Selection**

Each degree-seeking or certificate-seeking student who enrolls at PHCC must select a program of study from the Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree or from one of the College Credit Certificates. Students who plan to earn an Associate in Arts degree (AA) 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.

## Technical Credit Certificate and Applied Technology Diploma Students

To comply with Florida Administrative Code 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/Biller 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 Teaching Learning Center. After remediation, the students will be given another opportunity to achieve the required TABE score. However, the TABE exit requirement is waived for students who pass the state licensure examination in their field. 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. Students 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. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, students 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 students earned "D" or "F" grades. Exceptions may be granted only through an academic appeals process.
2. Students' course grades may be forgiven twice.
3. If students repeat 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, W, 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

Students 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 be assessed the total cost of instruction.

#### 2. College Preparatory Courses

Students will be permitted only three attempts per course including the original grade, repeat grades, and withdrawals within each college preparatory skill area. Students will not be permitted a fourth attempt in a college preparatory course. When registering for a third attempt, students will be assessed 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.

## 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 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. Individuals 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 percent 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**. This program prepares 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 degree 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 to 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 (AAS) 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 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 percent 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 AAS 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.

**College Credit Certificate Programs, AS 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 percent 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. 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. 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. 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. 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. 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. 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. 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. 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. Nursing Assistant (Long Term Care)**

The purpose of this four 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. 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. 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 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 (AAS) degree, 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/Biller**

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.

### Career Pathways Consortium

PHCC, the District School Board of Pasco County, and the District School Board of Hernando County are consortium partners for Career Pathways, a national movement to prepare students for careers in emerging technologies. High school students enrolled in Career Pathways programs of study can benefit from the partnership through dual enrollment and articulation agreements between the College and the school district. Generally, Career Pathways students at PHCC will have completed a high school program of study leading to an Associate in Arts degree 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, Networking Services Technology, Nursing, Office Administration, Paralegal, or Radiography.

PHCC Career Pathways 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. Career Pathways 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 (EPI)**

Approved by the Florida Department of Education, the Educator Preparation Institute (EPI) is designed for students who currently hold a baccalaureate or higher degree (non-education major). Admission into the program is contingent upon receiving a Status of Eligibility letter from the Florida Department of Education verifying students' 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 Teaching Learning Centers (TLCs), which are located in the library on each campus.

A computer-based program provides tutorials in the general education subjects of writing, social studies, science, literature, and mathematics. In addition, Adult Education tutors are available to work with students individually or in small groups to answer questions and provide further guidance. Interested students should contact the Teaching Learning Center (TLC) on their campus. There are no charges for this program for those students who meet the previously stated criteria.

PHCC is an official GED Test 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.

## **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. Members may enroll in an additional 24 contact hours, fall or spring term, if the members do 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 West Campus at 727-816-3439 for more information about the program.

### 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.

### Transfer Program

The Associate in Arts (AA) degree program and the Associate in Science (AS) degree program in Business Administration, Nursing (RN), and Radiography are preparatory programs 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 students 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 students' choice at a higher level institution have been met. For this reason, students who expect to transfer to a senior institution are 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 students.

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, students 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 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 credit hours of humanities course work.
3. Three credit hours of social and behavioral sciences course work.
4. Six 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. Students taking any course that is identified in the *PHCC College Catalog/Student Handbook* as a Gordon Rule course must fulfill the writing requirements of that course whether they are taking the course to fulfill General Education requirements or as an elective.

### 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 ten 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 (FCBSET). Credits earned in college preparatory courses do not apply toward degrees or certificates.

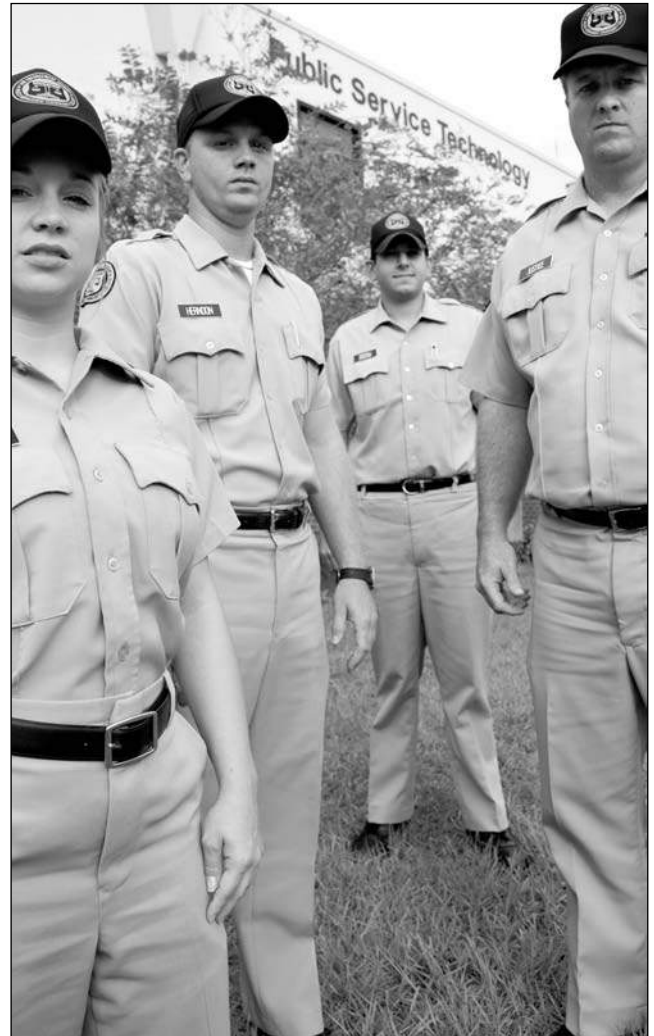
Students who do not achieve satisfactory scores in Communications, Reading and/or Mathematics on the Florida College Entry Level Placement Test (FCELPT) can obtain information regarding alternatives to traditional college-preparatory instruction, including private provider instruction, from Student Development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

### 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.

### Citizen Scholar Program

The Citizen Scholar Program at PHCC is designed to encourage students 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.



## Associate in Arts Degree

PHCC provides programs of instruction consisting of college credit courses offered to freshmen and sophomores who intend to transfer to a Baccalaureate Degree program. 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 State University System (SUS) programs. The Board of Governors of the State University System in conjunction with FACTS.org currently is conducting a review of the common prerequisites for all academic programs. For the most current information, students should meet with an advisor. Students are strongly encouraged to schedule regular advising appointments to discuss their AA progression.

Some college/university 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. See Associate in Arts (AA) Degree General Education Requirements for more information.

It is the students' responsibility to verify the transfer prerequisites and grade point average (GPA) requirements for the specific program at the university of their choice.

Pasco-Hernando Community College will review students' files for completion of the degree requirements for the student's declared program of study. Upon earning the credits required to meet the 60 credit Associate in Arts (AA) degree, students will be graduated. Students who graduate cannot continue to receive Title IV financial aid and/or Florida Bright Futures while completing the transfer courses.

Students must pass the College Level Academic Skills Test (CLAST) for English, Essay, Reading, and Mathematics or qualify for the CLAST Alternative.

Students must complete two years of foreign language in high school or 8-10 semester hours of college-level foreign language for admission to a public university in Florida.

Intermediate Algebra (MAT 1033) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit.



## 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 general education 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 students 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 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 students should understand and be able to do as a result of what they 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 (FCELPT) so that they can be advised and placed in the proper communication and computation courses.

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## General Education Requirements for the AA Program

Additional courses may be required based on placement test scores. All students who are required to enroll in college preparatory courses must satisfy college preparatory requirements before completing 12 credit hours.

Note: College preparatory courses are not considered to be college credit courses, and do not count toward a degree.

### English/Reading Preparatory Courses (0-16 Hours)

ENC 0001 Writing I	4
ENC 0010 Writing II	4
and/or:	
REA 0001 Reading I	4
REA 0002 Reading II	4

### Math Preparatory Courses (0-8 Hours)

MAT 0012 Prealgebra	4
MAT 0024 Elementary Algebra	4

All courses used to meet general education requirements must be completed with a grade of “C” or above.

**AREA I.**

**Communications.....9 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 2608 Introduction to Public Speaking 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 I requirement. Courses must begin with the following prefixes: AML, ENC, ENG, ENL, or LIT. The credit hour requirement noted above must still be met.

**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

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: MAC, MAP, MGF, MTG, or STA. The credit hour requirement noted above must still be met.

**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 3  
 BSC 1085L Human Anatomy and Physiology I Laboratory (1)  
 4BSC 1312 Marine Biology 3

BSC 2010 Biology I (3) and BSC 2010L Biology I Laboratory (1) 4  
 MCB 2010 Microbiology (3) and MCB 2010L Microbiology Laboratory (1) 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 (1) 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 (1) 4  
 PHY 2048C Physics I with Calculus 4  
 PSC 1121 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	2091	Survey of African-American History	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

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 V 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 VI**

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

**The following course is required for all students:**

#CGS 1100	Microcomputer Applications	3
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*#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.*

**All courses used to meet general education requirements must be completed with a grade of "C" or higher.**

**Electives .....24**

Sixty hours of college-level work are 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 PHCC College Catalog/Student Handbook.

Students must satisfy all college preparatory requirements before completing 12 credit hours. Note: Students who receive an AA degree must pass all sections of the CLAST or satisfy an approved CLAST alternative.

Students who do not meet the foreign language requirement set by the state university system of Florida (See "Foreign Language Requirement") are 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

Students are urged to select electives relevant to their 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.



Kevin Cronin

## Associate in Science Degree/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 a college credit 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.

### 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 percent 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 students should understand and be able to do as a result of what they 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.

### AS, AAS and College Credit Certificate Programs

PHCC is authorized to award the Associate in Science (AS) degree, Associate in Applied Science (AAS) degree, and College Credit 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. Individuals 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 percent 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 College Credit Certificate programs, a cumulative GPA of not less than 2.0 or “C” must be achieved. After completing the specified number of hours in a College Credit 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.

#### Health Programs Accreditation

The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation (CODA).

The Emergency Medical Services Program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

The Nursing (Associate Degree) RN Program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

## 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 percent 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.

A grade of "C" or higher is required for all General Education courses.

The General Education requirements for the AS Degree and the AAS Degree are:

**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**

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

**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 2091	Survey of African-American History	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

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 Sciences .....3 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	1121	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.**

**Humanities .....3 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
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*#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.

## 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/Biller and Medical Record Transcribing are also ATDs, but are offered for technical credit.

### Medical Coder/Biller—

26 credits toward AS degree in Health Information Management OR 26 credits into AS degree in Office Administration/Medical Administrative Specialist.

### Medical Record Transcribing—

33 credits toward AS degree in Office Administration/Medical Administrative Specialist.

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.

A minimum of 25 percent 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/Biller or Medical Record Transcribing, students must achieve the state required TABE 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.

### Emergency Medical Technician—

11 credits toward AS degree in Emergency Medical Services.

All programs and courses are not available on all campuses. Contact the Student Development Office to determine whether the program desired is offered on a particular campus.

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## Technical Credit Certificate 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 percent 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, students must achieve the state-required TABE (Test of Adult Basic Education) score. TABE remediation is provided in the Teaching Learning Centers 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 test passing score 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 students 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 Officer
- Medical Administrative Specialist
- Nursing Assistant
- Phlebotomy
- Practical Nursing

## Program Areas of Study

The following AS/AAS degrees, College Credit Certificate Programs, Applied Technical Diplomas and Technical Credit Certificate Programs offered at PHCC are listed below in the order they appear:

### Business

Business Administration AS to BS Transfer Program—Associate in Science .....	85
Business Administration Industrial Quality—Associate in Science.....	85
Business Administration with Specializations in Management and Marketing—AAS.....	86
Management Specialization—AAS-BAMS.....	86
Marketing Specialization—AAS-BAS .....	86
Business Management Certificate .....	86
Business Operations Certificate .....	87
Business Specialist Certificate.....	87
Marketing Operations Certificate.....	87
eBusiness—Associate in Science .....	87
Business Management in eBusiness—Certificate.....	88
Business Operations in eBusiness—Certificate.....	88
Business Specialist in eBusiness—Certificate .....	88
Industrial Management Technology—Associate in Science.....	89
Office Administration—Associate in Science .....	90
Office Management Certificate.....	90
Office Specialist Certificate .....	91
Office Support Certificate .....	91
Office Administration—Legal Specialization—Associate in Science.....	92
Office Management Legal Specialization Certificate .....	92

### Health

The Care of the Monitored Patient—Advanced Technical Certificate .....	93
Dental Assisting—Technical Certificate Program.....	93
Dental Hygiene—Associate in Science.....	94
Emergency Medical Services—Associate in Science.....	95
Paramedic—Certificate Program .....	95, 100
Emergency Medical Technician—Applied Technology Diploma.....	96
Health Unit Coordinator—Technical Certificate Program.....	96
Medical Administrative Specialist—Technical Certificate Program.....	97
Medical Coder/Biller—Applied Technology Diploma.....	97
Medical Record Transcribing—Applied Technology Diploma.....	98
Nursing Assistant—Technical Certificate Program.....	98
Nursing (R.N.) Generic Program—Associate in Science .....	98-99
Nursing (R.N.) —Associate in Science—ADN Transition Program .....	100
Phlebotomy—Technical Certificate Program.....	101
Practical Nursing—Technical Certificate Program.....	101
Radiography—Associate in Science.....	102

### Industry and Technology

Computer Programming & Analysis—Associate in Science.....	104
Computer Programming—Certificate.....	105
Computer Programming Specialist—Certificate .....	105
Information Technology Security—Associate in Science.....	106
eBusiness Security Certificate .....	106
Internet Services Technology—Associate in Science.....	107
Information Technology Administration—Certificate .....	108
Web Development Specialist—Certificate .....	108
Networking Services Technology—Associate in Science.....	109
Information Technology Management—Certificate .....	109
Information Technology—Certificate .....	110
Drafting and Design Technology—Associate in Science.....	110
AutoCAD Foundations—Certificate .....	111
Geographical Information Systems—Certificate.....	111
(Applied) Welding Technologies—Technical Certificate Program.....	111

### Public Service

Corrections Officer—Technical Certificate Program.....	112
Cross-Over Corrections to Law Enforcement—Technical Certificate Program.....	112
Criminal Justice Technology—Associate in Applied Science .....	113
Human Services—Associate in Science .....	114
Human Services Assistant—Certificate .....	114
Law Enforcement Officer—Technical Certificate Program.....	115
CMS Law Enforcement To Traditional Corrections Basic Recruit Cross-Over Training Program—Technical Certificate Program .....	115
Cross-Over Correctional Probation to Corrections—Technical Certificate Program.....	115
Paralegal—Associate in Science .....	116

### Business Administration AS to BS Transfer Program—Associate in Science

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 2608	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: 49**

#### Program Options

##### Choose 5 of the following courses:

GEB 2350	International Business	3
MAT 1033	Intermediate Algebra	4
MNA 1100	Organizational Behavior	3
MNA 1345	Principles of Supervision	3
MNA 2941	Internship in Business	3
OST 2335	Business Communications	3

**Hours: 15 (or 16)**

**Total Hours: 64 (or 65)**

*\*See Associate in Science General Education Requirements*

### Business Administration Industrial Quality—Associate in Science

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: 66**

## Business Administration with Specializations in Management and Marketing—AAS

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

## Business Management Certificate

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.

## 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**



### 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.

### 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

### Marketing Operations Certificate

#### 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

### eBusiness—Associate in Science

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

#### 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**

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**

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**

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

## Business Management in eBusiness —Certificate

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.

## Business Operations in eBusiness —Certificate

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.

## Business Specialist in eBusiness—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-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**

### 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**

### 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**



## Industrial Management Technology— Associate in Science

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 Student Records Office.

## Credits Awarded for Postsecondary Adult Programs

Program Code: AS-IMT

<b>Program Hours</b>	<b>Credits</b>
1,500 or more hours	27
900 to 1,450 hour	24

Credits will be required in the following areas:

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



## Office Administration—Associate in Science

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	3
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

## Office Management Certificate

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.

Elective	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

### 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.

### Office Specialist Certificate

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.*

### Office Support Certificate

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.*



## Office Administration—Legal Specialization—Associate in Science

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.



## Office Management—Legal Specialization Certificate

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 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.

### 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.

## The Care of the Monitored Patient— Advanced Technical Certificate

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 students for monitored area in which nurses are in high demand.

## Dental Assisting—Technical Certificate Program

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**

### 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**

*\*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 Co-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.



## Dental Hygiene—Associate in Science

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
<b>Freshman—Session I</b>		
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 Co-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.



## Emergency Medical Services— Associate in Science

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
<b>Freshman</b>		
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
		<b>Total Hours: 31</b>

A grade of “C” or higher in EMS 1119C and HSC 2531 and a grade of “Pass” in EMS 1431 must be earned in order to continue in the program.

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.)

## Paramedic—Certificate Program

*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

<sup>1</sup>See Associate in Science General Education Requirements

Course	Listing	Credit Hours																														
<b>Sophomore—Session I</b>																																
*EMS 2620C	Paramedics I	11.5																														
*EMS 2621	Paramedics Clinical I	2.5			<b>Total: 14</b>	<b>Sophomore—Session II</b>			*EMS 2622C	Paramedics II	9	*EMS 2623	Paramedics Clinical II	6			<b>Total: 15</b>	<b>Sophomore—Session III</b>			*EMS 2624C	Paramedics III	5.5	*EMS 2625	Paramedics Internship	7.5			<b>Total: 13</b>	<b>Total Hours: 73</b>		
		<b>Total: 14</b>																														
<b>Sophomore—Session II</b>																																
*EMS 2622C	Paramedics II	9																														
*EMS 2623	Paramedics Clinical II	6			<b>Total: 15</b>	<b>Sophomore—Session III</b>			*EMS 2624C	Paramedics III	5.5	*EMS 2625	Paramedics Internship	7.5			<b>Total: 13</b>	<b>Total Hours: 73</b>														
		<b>Total: 15</b>																														
<b>Sophomore—Session III</b>																																
*EMS 2624C	Paramedics III	5.5																														
*EMS 2625	Paramedics Internship	7.5			<b>Total: 13</b>	<b>Total Hours: 73</b>																										
		<b>Total: 13</b>																														
<b>Total Hours: 73</b>																																

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.

Upon acceptance and enrollment into this program, EMT's will receive 11 advanced college credit semester hours based on emergency medical technician education and paramedic's will receive 42 advanced college credit semester hours based on paramedic education, for the Associate in Science in Emergency Medical Services program only.

*\*Courses include computer competencies*

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																														
<b>Session I</b>																																
*EMS 2620C	Paramedics I	11.5																														
*EMS 2621	Paramedics Clinical I	2.5			<b>Total: 14</b>	<b>Session II</b>			*EMS 2622C	Paramedics II	9	*EMS 2623	Paramedics Clinical II	6			<b>Total: 15</b>	<b>Session III</b>			*EMS 2625	Paramedics Internship	7.5	*EMS 2624C	Paramedics III	5.5			<b>Total: 13</b>	<b>Total Hours: 42</b>		
		<b>Total: 14</b>																														
<b>Session II</b>																																
*EMS 2622C	Paramedics II	9																														
*EMS 2623	Paramedics Clinical II	6			<b>Total: 15</b>	<b>Session III</b>			*EMS 2625	Paramedics Internship	7.5	*EMS 2624C	Paramedics III	5.5			<b>Total: 13</b>	<b>Total Hours: 42</b>														
		<b>Total: 15</b>																														
<b>Session III</b>																																
*EMS 2625	Paramedics Internship	7.5																														
*EMS 2624C	Paramedics III	5.5			<b>Total: 13</b>	<b>Total Hours: 42</b>																										
		<b>Total: 13</b>																														
<b>Total Hours: 42</b>																																

## Paramedic—Certificate Program—Continued

A grade 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.*

## Emergency Medical Technician— Applied Technology Diploma

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**

A grade of “C” or higher in EMS 1119C and HSC 2531 and a grade of “Pass” in EMS 1431 must be earned in order to receive a Certificate of Completion. Students are then eligible to apply to take the Florida EMT Certification exam.

*Proof of Professional Liability Insurance required for EMS courses.*

## Health Unit Coordinator— Technical Certificate Program

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 0644	Legal & Ethical Aspects in Health Care	2	
HIM 0440	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.”

**Medical Administrative Specialist—  
Technical Certificate Program**

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 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	0644	Legal & Ethical Aspects in Health Care	2
CTS	0050	Introduction to Microcomputer Applications	3

**Medical Coder/Biller—  
Applied Technology Diploma**

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 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

OTA	0101	Keyboarding I	2
OTA	0609A	Medical Office Procedures	3
HIM	0061	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	0434	Fundamentals of Disease Processes	2
HIM	0440	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."*

HSC	0534	Medical Language II	2
HSC	0644	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	0434	Fundamentals of Disease Processes	2
SLS	0341	Essentials of Health Career Success	2
HIM	0440	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."

## Medical Record Transcribing— Applied Technology Diploma

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

## Nursing Assistant— Technical Certificate Program

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**

## Nursing (R.N.) Generic Program— Associate in Science

*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.

HSC	0534	Medical Language II	2
HSC	0644	Legal & Ethical Aspects in Health Care	2
HIM	0061	Medical Record Transcription I	4
OTA	0611	Keyboarding II	2
HIM	0434	Fundamentals of Disease Processes	2
SLS	0341	Essentials of Health Career Success	2
HIM	0062	Medical Record Transcription II	4
HIM	0440	Pharmacology for Health Professionals	2
OTA	0609A	Medical Office Procedures	3
HIM	0063	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."

### 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."*

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.

**Nursing (R.N.) Generic Program—Continued****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 1021C	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/III A/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 1021C	Fundamentals of Nursing	10

**Total: 14***Freshman—Session III/III A/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
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**Total: 10***Sophomore—Session II*

NUR 2460C	Maternal-Child Nursing/Generic Program	10
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**Total: 10***Sophomore—Session III/III A/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 Associate Dean 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.

## Nursing (R.N.)—Associate in Science— ADN Transition Program

### Licensed Practical Nurse—and Paramedic

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, for the Associate in Science In Nursing (R.N.) – ADN Transition Program only.

#### Program Code APP-NLT(LPN)/APP-NPT (Para)

##### \*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.*

## Paramedic

Course	Listing	Credit Hours
<i>Freshman—Session IV (Paramedics Only)</i>		
NUR 1006C	Nursing Fundamentals/ADN Transition	6
PHI 1630	Applied Ethics	3
ENC 1101	English Composition I	3

**Hours: 12**

## Licensed Practical Nurse and Paramedic

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**

<i>Sophomore—Session II</i>		
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 Associate Dean 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.

## Phlebotomy—Technical Certificate Program

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 0750	Phlebotomy Clinical		2

**Total Technical Credits: 5.5**

## Practical Nursing— Technical Certificate Program

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, graduates are 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. Graduates are 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 0030	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**

## 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."*

**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.*

## Radiography—Associate in Science

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 graduates will earn an AS degree in Radiography and are eligible to apply to take the American Registry of Radiologic Technologist (ARRT) credentialing examination. Graduates 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 bachelor's degree in Radiological Sciences are eligible to apply for admission to the University of Central Florida (UCF). Contact a PHCC advisor for information regarding transferring credits earned in the radiography program to UCF.

### Special Program Requirements

A grade of "C" or higher must be earned in each RTE prefix course in order to complete the Radiography Program successfully and graduate.



## 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 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
CTS 1110	Microcomputer Software Essentials	3
OST 2335	Business Communications	3
<b>Total Hours</b>		<b>33</b>

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
<b>Total Hours</b>		<b>18</b>

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
CNT 2405	Firewalls and Virtual Private Networks	3
CTS 2123	Network Security and Intrusion Detection	3
<b>Total Hours</b>		<b>18</b>

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
<b>Total Hours</b>		<b>18</b>

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
<b>Total Hours</b>		<b>18</b>



## Computer Programming & Analysis— Associate in Science

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 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
CTS 1110	Microcomputer Software Essentials	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 Development Office on each campus.



Kevin Cronin

### 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:		3
COP 2333	Access Programming & SQL	
COP 2801	JavaScript Programming	

**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:		3
COP 2333	Access Programming & SQL	
COP 2801	JavaScript Programming	
COP 2808	Web Programming with VB.NET	

**Total Hours 18**



## Information Technology Security— Associate in Science

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 Admissions and Student 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 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
CTS 1110	Microcomputer Software Essentials	3
OST 2335	Business Communications	3

**Total Hours 33**

## eBusiness 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 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 Development Office on each campus.*

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
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
CTS 1110	Microcomputer Software Essentials	3

**Total Hours 24**

## Internet Services Technology— Associate in Science

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 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.**



Kevin Cronin

### 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 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
CTS 1110	Microcomputer Software Essentials	3
OST 2335	Business Communications	3
<b>Total Hours</b>		<b>33</b>

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
<b>Total Hours</b>		<b>18</b>

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
<b>Total Hours</b>		<b>12</b>

*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 Development Office on each campus.*

## 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 Admissions and Student 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**

## 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.

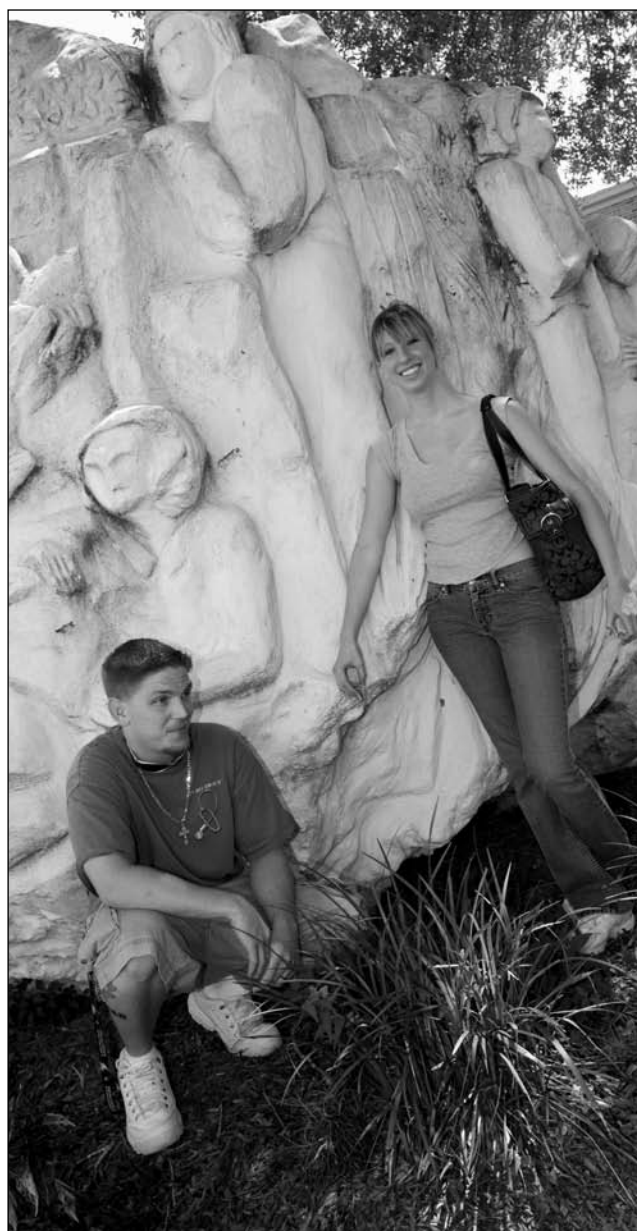
The courses in the certificate program are also part of the Associate in Science degree in Internet Services Technology. As the certificate is completed, students can contact the Admissions and Student Records Office to receive their certificate. After receiving the certificate, students are encouraged 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 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
CTS 1110	Microcomputer Software Essentials	3

**Total Hours 36**



## Networking Services Technology—Associate in Science

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 Admissions and Student 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 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
CTS 1110	Microcomputer Software Essentials	3
OST 2335	Business Communications	3
<b>Total Hours</b>		<b>33</b>

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
<b>Total Hours</b>		<b>18</b>

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
<b>Total Hours</b>		<b>12</b>

*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 Development Office on each campus.*

## 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
<b>Total Hours</b>		<b>30</b>

## Information Technology—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**

## Drafting and Design Technology—Associate in Science

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 Admissions and Student Records Office to receive their certificate.

### 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



Kevin Cronin



**AutoCad Foundations—Certificate**

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

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-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**

**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
CTS 1110	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**



**(Applied) Welding Technologies—Technical Certificate Program**

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**

## Corrections Officer— Technical Certificate Program

The purpose of this program is to prepare students for entry-level employment as corrections officers. The program is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (CJSTC) 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 corrections or 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 0741	Emergency Preparedness		0.86
CJD 0750	Interpersonal Skills 2		1.67
CJD 0752	Correctional Operations		2.13
CJD 0770	Criminal Justice Legal 1		1.54
CJD 0771	Criminal Justice Legal 2		0.73
CJD 0772	Criminal Justice Communications		1.40
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 0280	Criminal Justice Officer Physical Fitness Training		1.33
CJK 0283	Interpersonal Skills I		2.07

**Total Technical Credits: 18.40**

### Special Program Requirements:

CJSTC regulations must be met. Students 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/CJBAT) 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 percent 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, cadets will be eligible to take the state exam to receive provisional certification as a correctional officer.



## Cross-Over Corrections to Law Enforcement— Technical Certificate Program

The purpose of this program is to train students who want a dual certification in Law Enforcement and Corrections. In order to take the following courses, students must provide evidence they have completed a Corrections 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 corrections 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 0020	CMS Law Enforcement Vehicle Operations		1.60
CJK 0061	Patrol I		1.93
CJK 0062	Patrol II		1.33
CJK 0071	Criminal Investigations		1.87
CJK 0076	Crime Scene Investigations		0.80
CJK 0082	Traffic Stops		0.80
CJK 0083	DUI Traffic Stops		0.80
CJK 0086	Traffic Crash Investigations		1.06
CJK 0212	Cross-Over Corrections to Law Enforcement CMS High Liability		0.27
CJK 0221	Correctional Crossover to Law Enforcement Introduction		1.56
CJK 0222	Correctional Crossover to Law Enforcement Communications		1.87
CJK 0223	Correctional Crossover to Law Enforcement Human Issues		1.07
CJK 0422	Dart-Firing Stun Gun		0.27

**Total Technical Credits: 15.23**

## Criminal Justice Technology— Associate in Applied Science

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.

### Program Code AAS-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 State Officer Certification Examination. A maximum of 13 credits will be awarded for students who pass the Florida Corrections State 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 corrections 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



## Human Services—Associate in Science

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
		<b>Total: 15</b>

### *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
		<b>Total: 15</b>

## Human Services Assistant—Certificate

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.

### *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
		<b>Total: 16</b>

### *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	
QMB 1001		3
POS 2041	American Federal Government	3
PHI 1630	Applied Ethics	3
		<b>Total: 19</b>

**Total Hours: 65**

A grade of “C” or higher must be attained in each course with an “HUS” prefix

*\*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.*

### 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**

A grade of “C” or higher must be attained in each course with an “HUS” prefix.

**Law Enforcement Officer—  
Technical Certificate Program**

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 (CJSTC) 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 0011	Human Issues		1.33
CJK 0017	Communications		2.53
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 0061	Patrol I		1.94
CJK 0062	Patrol II		1.33
CJK 0071	Criminal Investigations		1.87
CJK 0076	Crime Scene Investigations		0.80
CJK 0082	Traffic Stops		0.80
CJK 0083	DUI Traffic Stops		0.80
CJK 0086	Traffic Crash Investigations		1.06
CJK 0096	Criminal Justice Officer Physical Fitness Training		2.00
CJK 0422	Dart-Firing Stun Gun		0.27

**Total Technical Credits: 25.67**

**Special Program Requirements:**

The CJSTC 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 percent 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/CJBAT) 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, cadets will be eligible to take the State Exam to receive provisional certification as a Law Enforcement Officer.



**CMS Law Enforcement To Traditional  
Corrections Basic Recruit Cross-Over Training  
Program—Technical Certificate 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 students to receive provisional certification as a corrections officer and as a law enforcement officer.

**Program Code PSVC-LTC**

Course	Listing	Technical Hours	Credit
CJD 0741	Emergency Preparedness		0.87
CJD 0750	Interpersonal Skills 2		1.67
CJD 0752	Correctional Operations		2.13
CJK 0204	Crossover CMS Law Enforcement to Traditional Corrections Introduction		1.97

**Total Technical Credits: 6.64**

**Cross-Over Correctional Probation to  
Corrections—Technical Certificate Program**

Note: For the 2009-10 academic year, this program is on moratorium.

## Paralegal—Associate in Science

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	
	or	
OST 1711	Word Processing—WordPerfect	
	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.



## Completer Placement Summary

Program	2006-07	2005-06	2004-05
	%	%	%
Applied Welding PSAV	100%	83%	100%
Autocad Foundations Tech CCC	100%	100%	100%
Business Administration AAS	100%	100%	100%
Business Administration AS	100%	100%	100%
Business Management CCC	100%	100%	100%
Business Operations CCC	100%	100%	100%
Business Specialist CCC	100%	100%	100%
Computer Programming AS	100%	100%	100%
Computer Programming CCC	100%	100%	100%
Computer Programming Spec CCC	100%	100%	100%
Corrections Officer PSAV	100%	100%	100%
Criminal Justice Tech AS/AAS	80%	100%	100%
Crossover from Corr to Probation PSAV	100%		
Crossover From LE to Corr PSAV	100%	100%	100%
Dental Assisting PSAV	93%	100%	100%
Dental Hygiene AS	71%	88%	100%
Drafting and Design Tech AS	100%	100%	100%
Emergency Medical Service AS	100%	100%	100%
Emergency Medical Tech ATD	79%	100%	86%
Health Unit Coordinator PSAV	100%	91%	100%
Human Services AS	89%	100%	100%
Information Tech Admin CCC	100%	100%	100%
Information Technology Mgmt CCC	100%	100%	
Information Technology Tech CCC	100%	100%	
Internet Services Technology AS	100%		
Law Enforcement Officer PSAV	93%	98%	98%
Legal Assisting AS	94%	100%	92%
Market Operations CCC	100%	100%	100%
Marketing Management AS	100%	100%	100%
Medical Coder ATD	85%	82%	71%
Medical Record Transcribing ATD	50%	92%	83%
Medical Administrative Specialist PSAV	75%	90%	100%
Network Administrator AS	88%	100%	
Nursing AS	96%	99%	100%
Nursing Assistant PSAV	89%	90%	89%
Office Administrator AS	100%	100%	100%
Office Management CCC	100%	100%	100%
Office Specialist CCC	100%	100%	100%
Office Support CCC	100%	100%	100%
Paramedic PSAV	100%	100%	100%
Phlebotomy PSAV	71%	88%	92%
Practical Nursing PSAV	98%	98%	100%
Radiography AS	86%	100%	93%
Web Development Specialist CCC	100%	100%	
<b>Total</b>	<b>91%</b>	<b>97%</b>	<b>96%</b>

# Course Prefixes by Subject

## College Credits

<u>Course</u>	<u>Prefix</u>
Accounting, General	ACG
American History	AMH
American Literature	AML
Animal Science	ANS
Anthropology	ANT
Art	ART
Art History	ARH
Astronomy	AST
Biological Science	BSC
Botany	BOT
Building Construction	BCN
Business Law	BUL
Chemistry	CHM
Clinical Psychology	CLP
Communication	COM
Computer and 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 and 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 and 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 and Protection	FFP
French Language	FRE
General Business	GEB
Geography: Regional Areas	GEA
Geography-Information Science	GIS
Geology	GLY

German and 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 and Precalculus	MAC
Mathematics: General	MAT
Mathematics: General and Finite	MGF
Mathematics: Topology and 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 and 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 and Audiology	ASL
Statistics	STA
Student Life Skills	SLS
Theatre	THE
Theatre Performance and Training	TPP

## Technical Credits

<u>Course</u>	<u>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 Subjects by Prefix

### College Credits

Prefix	Course
ACG	Accounting, General
AMH	American History
AML	American Literature
ANS	Animal Science
ANT	Anthropology
ARH	Art History
ART	Art
ASL	Speech Pathology and Audiology
AST	Astronomy
BCN	Building Construction
BOT	Botany
BSC	Biological Science
BUL	Business Law
CCJ	Criminology and Criminal Justice
CET	Computer Engineering Tech
CGS	Computers: General Studies
CHM	Chemistry
CIS	Computer and 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 and 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 and Protection
FIN	Finance
FRE	French Language
GEA	Geography: Regional Areas
GEB	General Business
GER	German and 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 and Precalculus
MAP	Mathematics: Applied
MAR	Marketing
MAT	Mathematics: General
MCB	Microbiology
MGF	Mathematics: General and Finite
MKA	Marketing Applications
MNA	Management: Applied
MSL	Military Science Leadership
MTG	Mathematics: Topology and 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 and 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 and Training

### Technical Credits

Prefix	Course
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 33 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."

### 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 the sciences and certain 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 the 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 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 Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving 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 equivalency and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the \_900-999 series
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Applied courses in the performing arts (Art, Dance, Theatre, Music, and Interior Design)
- 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 contacting the Statewide Course Numbering System office at 850-245-0427 or online at <http://scns.fldoe.org>.

#### Example of Course Identifier

**Course: SYG 1010**

<b>Prefix</b> <i>(first digit)</i>	<b>Level Code</b>	<b>Century Digit</b> <i>(second digit)</i>	<b>Decade Digit</b> <i>(third digit)</i>	<b>Unit Digit</b> <i>(fourth digit)</i>	<b>Lab Code</b>
<b>SYG</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	
Sociology General Sociology	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No laboratory component in this course

# College Credit and College Preparatory Course Descriptions

## 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 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 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 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 2091

### Survey of African American History

3 cr.

A survey of the social and cultural development of African 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).

## 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 require-

ment. 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 a variety of exercises. 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 students to observe the criminal justice system in operation. Students 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 students, the agencies, and the instructors/coordinators. Students will be expected to keep a daily log of activities. 45 class hours.

**CET 1178****Microcomputer Repair Essentials 3 cr.**

This course introduces students 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, students 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: CGS 1000 or CGS 1100 or consent of instructor.

**CET 1600****Networking Fundamentals—Cisco Academy 3 cr.**

This course is designed to prepare students 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 CNT 1000, 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. Prerequisite: CET 1600, relevant industry experience or consent of instructor.

**CET 2615****Switching Basics and Intermediate Routing—Cisco Academy 3 cr.**

This course is designed to prepare students 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 (CCNA) 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 students 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 CCNA 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. Prerequisites: CTS 1110 or A+ certification, and CNT 1000, or consent of instructor.

**CGS 1000****Computer Concepts 3 cr.**

This course will provide students with an overview of the field of information technology. Upon satisfactory completion of the course, students 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 information technology applications, information literacy and research process course. No previous experience with a computer is assumed. This course will provide a general introduction to software applications, information systems, and the research process. Students will understand how to utilize the essential aspects of various information systems and applications to locate, evaluate, and effectively use information. The course will cover the Windows environment, word processing, electronic spreadsheets, databases, presentation graphics, and the Internet. Lab fee required. 45 class hours.

**CGS 1820****Web Page Design 3 cr.**

A course for the beginner and the advanced user of Web authoring software. Students 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. Prerequisites: 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. Prerequisites: 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 students 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 academic supervision and work assignments. 90 (minimum) work-based hours are required in this course. Students' performance in this course is graded as "Pass/Fail." 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, 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.

**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 students 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 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 criminal 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. Prerequisites: 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: CNT 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 ongo-

ing 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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, events, 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. Prerequisites: 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 1110**

##### **Microcomputer Software Essentials 3 cr.**

This course emphasizes the use of the current Windows operating systems to configure, troubleshoot, optimize, diagnose, conduct preventive maintenance, 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. It is recommended that students pursuing CompTIA A+ Certification or in a program that requires both CET 1178 and CTS 1110 take the CET 1178 (Microcomputer Repair Essentials) course first. Lab fee required. 45 class hours.

#### **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. 45 class hours. Prerequisites: 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. Prerequisites: 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. Students are provided with the concept of principles of asepsis, sterilization techniques, 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. Students' 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. Students' 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 emergency 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. Prerequisites: 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 re-

sponsible 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 students 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. Students' 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 planing, dietary analysis, and pharmacologic agents. The care of patients with special dental needs is addressed. Students' 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 students 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 students' 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 students 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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours.

**ECO 2023****Principles of Microeconomics 3 cr.**

This course 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. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 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.

**EDF 2085****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.

**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.

**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. Prerequisites: 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 young children's creative abilities using art, music, dance, play and drama. Children'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 select 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. Prerequisites: 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. Prerequisites: 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 students 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. Students' 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. Students' 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. Students' 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. Students' 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 percent) or higher, four 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 students' 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. Students entering this class are expected to have a knowledge of sentence structure, grammar, and punctuation. Upon successful completion of both this course and the Florida College Basic Skills Exit Test (Exit Test) with a grade of "C" (70 percent) 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. Prerequisites: 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, and 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 or-

ganization, 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 students to both read and prepare construction drawings using computer aided drafting software. Students will work with plans, elevations, sections, and details as applied to wood, masonry, and concrete structures in accordance with building code requirements using AutoCAD and Chief Architect software. Lab fee required. 45 class hours. Prerequisites: BCN 1001, ETD 1100, and 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. Prerequisites: ETD 1100 and ETD 2320.

### **ETD 2238**

#### **Mathematics for Drafting and CAD 3 cr.**

This course will provide students 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) and 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. Prerequisites: ETD 1100 and CGS 1100.

### **ETD 2350**

#### **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 exercises, students 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 procedures required in the engineering professions. These procedures include drainage calculations (estimates of cut and fill); heating and cooling calculations (Florida energy code calculations); bending, shear and deflection of beams; bending and compression in columns; foundation design; electrical load calculations; pipe sizing; and plumbing riser diagrams. Lab fee required. 45 class hours. Prerequisites: BCN 1001 and ETD 2320.

### **ETD 2941**

#### **Internship in Drafting and Design 4 cr.**

The purpose of this course is to provide students 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: 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 in related field.

**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 in related field.

**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 : STA 2023.

**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 students' 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 firefighting. 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 firefighting 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 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 Officers may evaluate the effectiveness of their 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 students 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 Geographic Information Systems (GIS). The course will discuss different types of GIS 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. Prerequisites: CGS 1000 and CGS 1100.

**GIS 2060****Advanced GIS Concepts 3 cr.**

This course is a continuation of Introduction to (GIS). The course will expand the students' knowledge of GIS software. Students will continue their study of the US Global Positioning System (GPS) system and Remote Sensing, integrating these technologies with ArcGIS software as well as explore ArcGIS 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 Introduction 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. Students 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. Students 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 humanities before, during, and after the tour and field experiences in the humanities area during the tour. Students 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.**

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. Prerequisite: HUS 1001 or PSY 1012 or consent of instructor.

### **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. Students 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 three 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. Students are required to purchase Professional Liability Insurance through the PHCC College Store 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 five 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. Students are required to purchase Professional Liability Insurance through the PHCC College Store 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. Prerequisites: 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.**

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. Prerequisite: ENC 1101 (completed with a grade of "C" or higher).

### **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. Students should have a full service Internet account, including e-mail or have access through a corporate or educational institution. Students 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 Compo-

sition 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; quadric 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 Florida College Basic Skills Exit Test (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; graph-

ing 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. Prerequisites: 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. Prerequisites: 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.

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.

Provides the Laboratory setting for MSL 1001.

**MSL 1002**  
**Basic Leadership** 1 cr.

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.

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.

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.

Provides the laboratory setting for MSL 2101. Corequisite: MSL 2101.

**MSL 2102**  
**Leadership and Teamwork** 1 cr.

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.

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. Prerequisites: 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. Eight 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. Eight 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. Eight 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. Eight 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. Eight 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. Eight 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. Eight 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. Eight 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 1006C**

**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 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 liability required. LPN's admitted to the ADN Transition program are exempt from taking this course. Prerequisites: Admission to the ADN Transition program and Paramedic Licensure. Corequisite: PHI 1630, ENC 1101.

**NUR 1021C**

**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 eight 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 1092C  
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. Prerequisites: NUR 1211C and NUR 1200C.

**NUR 1170  
Spirituality in Nursing 2 cr.**

This course will teach students 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: NUR 1021C.

**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. Prerequisites: Admission to the ADN Transition program and LPN Licensure or completion of NUR 1006C (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 1021C, 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 AS Degree Nursing Program.

**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 pro-

vide 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 1021C 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 nine 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. Prerequisite: 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,

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. Headset required. 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 pluralism, 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. Prerequisites: 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 students 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 students' 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.**

Instruction in the principles of weight training. Emphasis is placed on muscular strength development, nutrition, and diet. 7 class and 24 laboratory hours.

**PEM 1171****Aerobic/Step Training I 1 cr.**

A fitness activity course that combines step training, strengthening, and cardiovascular conditioning. This activity is based on the principle of aerobic activity. Lab fee required. 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 students 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 course is an introduction to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. The course covers understanding arguments, fundamental questions, and particular issues in logic, metaphysics, epistemology, and axiology. Topics are drawn from Western and non-Western traditions, from ancient to contemporary times. Emphasis is placed on applications of philosophy to the theoretical foundations and methods of other disciplines. 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 ENC 0010 and REA 0002 (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. Prerequisites: MAC 1147, PHY 1053 and PHY 1053L (completed with grades of "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 students 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. Students 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. Students 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, 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, 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. Students 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. Students 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 students 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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 1121****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. Prerequisites: 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. Prerequisites: REA 0002 and 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 students 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, intel-

ligence, 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. Prerequisites: 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 students' reading skills in the four areas of vocabulary, flexibility, comprehension, and study skills. This course must be completed with a grade of "C" (70 percent) or higher, four 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 students' critical reading skills. The course will help refine students' literal comprehension skills and, in addition, develop critical reading skills that are needed in college course work. This course and the Florida College Basic Skills Exit Test (Exit Test) must be completed with a grade of "C" (70 percent) 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.

**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 signifi-

cantly, 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 students with law and its provisions under which the registrant will operate. Satisfactory completion of this course permits students 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. Students 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. Proof of professional liability insurance required. 30 class hours. Prerequisite: Admission to the Radiography program.

### **RTE 1111L**

#### **Radiography Patient Care—Laboratory**

**2 cr.**

This course enables students to demonstrate the patient care techniques taught in RTE 1111 at the clinical setting. Proof of professional liability insurance required. 120 clinical hours. Prerequisite: 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 students 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 students 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 students 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. Proof of liability insurance required. 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. Lab fee and proof of professional liability insurance required. 45 lab hours. Prerequisite: 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. Special fee for radiation monitoring badge and 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. Students 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. Students 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. Students are expected to continue to refine those skills related to objectives listed in Clinical Practicum I. Students 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 students 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 students with fundamental principles of radiobiology and radiation protection. Topics include early and late effects of radiation exposure, basic interactions of ionizing ra-

diation 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. Students are expected to continue to refine those skills related to objectives listed in Clinical Practicum's I & II. Students 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. Students are expected to continue to refine those skills related to objectives listed in Clinical Practicum's I, II, & III. Students 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 students for employment as a competent radiographer. Students are 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. Proof of professional liability insurance required. 60 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 120 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 180 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 60 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 120 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 180 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 60 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 120 clinical hours. Prerequisites: 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. Proof of professional liability insurance required. 180 clinical hours. Prerequisites: 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 students 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 2608****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: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course).

**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: Appropriate placement test scores or ENC0010 and REA0002 (completed with a grade of "C" or higher for each course).

**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. Content 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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 Course Descriptions

### 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 0772

#### Criminal Justice

#### 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 0007

#### Introduction to

#### Law Enforcement

**0.36 tech. cr.**

This course is designed to introduce students to the academy, graduation requirements, and recruit expectations during their academy attendance. It will help the students understand the components of the criminal justice system and the proper use of the chain of command in an organization. It will assist students in learning Constitutional Law and Florida Statutes. It will enable the students to understand the Police Code of Ethics. 11 hours of instruction. Prerequisite: Acceptance into Law Enforcement Academy.

### CJK 0008

#### Legal

**2.30 tech. cr.**

This course is designed to enhance the knowledge of the student on the legal system in the United States. This includes the importance of the U.S. Constitution, the elements of a crime according to Florida Statutes, case law, and the use of force to law enforcement officers in conducting their duties. 69 hours of instruction. Prerequisite: Acceptance into 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: Acceptance into 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, interpersonal communication skills, radio and telephone procedures, as well as practical exercises. Lab fee required. 76 hours of instruction. Prerequisite: Acceptance into 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: Acceptance into 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: Acceptance into Law Enforcement 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 Recruits will attain proficiency in marksmanship and the safe use, handling, and maintenance of certain firearms. Lab fee required. 80 hours of instruction. Prerequisite: Acceptance into Law Enforcement 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: Acceptance into Law Enforcement or Corrections Academy.

**CJK 0061**  
**Patrol I** 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. Lab fee required. Prerequisite: Acceptance into 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: Acceptance into Law Enforcement Academy.

**CJK 0071**  
**Criminal Investigations** 1.87 tech. cr.  
This course introduces students to the process of investigating specific offenses. 56 hours of instruction. Prerequisite: Acceptance into Law Enforcement Academy.

**CJK 0076**  
**Crime Scene Investigations** .80 tech. cr.  
This course introduces students to the process of performing a crime scene investigation. 24 hours of instruction. Lab fee required. Prerequisite: Acceptance into Law Enforcement Academy.

**CJK 0082**  
**Traffic Stops** .80 tech. cr.  
This course introduces students to the basic rules for conducting safe effective traffic stops. 48 hours of instruction. Lab fee required. Prerequisite: Acceptance into Enforcement Academy.

**CJK 0083**  
**DUI Traffic Stops** .80 tech. cr.  
This course introduces the student to the proper procedures of a DUI traffic stop. Laws pertaining to intoxication and drug use will be covered. Students will practice scenarios that include procedures to conduct proper field investigation. 24 hours of instruction. Prerequisite: Acceptance into Law Enforcement Academy.

**CJK 0086**  
**Traffic Crash Investigations** 1.06 tech. cr.  
This course introduces students to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash. 32 hours of instruction. Prerequisite: Acceptance into Law Enforcement Academy.

**CJK 0096**  
**Criminal Justice Officer Physical Fitness Training (Law Enforcement)** 2.0 tech. cr.  
This course is designed to introduce students to physical conditioning, aerobic capacity, and wellness conditioning and training. It will help students to better understand the need for a police officer to maintain physical conditioning and how an officer needs to possess those basic skills to perform the physical tasks required of criminal justice officers. Students' achievement is graded as "Pass/Fail." 60 hours of instruction. Prerequisite: Acceptance into Law Enforcement Academy.

**CJK 0204**  
**Cross-Over CMS Law Enforcement to Traditional Corrections 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: Completion of Law Enforcement Academy.

**CJK 0212**  
**Cross-Over Corrections to Law Enforcement High Liability** .27 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. Students 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: Completion of Corrections Officer Academy.

**CJK 0221**  
**Correctional Cross-over to Law Enforcement Introduction and Legal** 1.56 tech. cr.  
This course will introduce the student to the differences between criminal and civil incidents and the proper response to each. This course includes landlord-tenant disputes, repossessions, towing of vehicles, and child custody disputes. 47 hours of instruction. Prerequisite: Completed Correctional Officer Program.

**CJK 0222**  
**Correctional Cross-over to Law Enforcement Communications** 1.87 tech. cr.  
This course will introduce the student to basic radio procedures. The course will cover the oral brevity codes and the phonetic alphabet. In different scenarios, the student will demonstrate the proper voice, speech control, and preparation of a radio message. 56 hours of instruction. Prerequisite: Completed Correctional Officer Program.

**CJK 0223**  
**Correctional Cross-over to Law Enforcement Human Issues** 1.07 tech. cr.  
This course will introduce the student to the proper response to crisis situations. The course content will include the legal responsibilities and the options available to the officer, recognizing the signs and symptoms of individuals with disabilities, assessing suicide risk, and responding to crises with the elderly and juveniles. 32 hours of instruction. Prerequisite: Completed Correctional Officer Program.

**CJK 0280**  
**Criminal Justice Officer Physical Fitness Training (Corrections)** 1.33 tech. cr.  
This course is designed to introduce students to physical conditioning, aerobic capacity, and wellness conditioning and training. It will help students to better understand the need for a corrections officer to maintain physical conditioning and how an officer needs to possess those basic skills to perform the physical tasks required of criminal justice officers. Students' achievement is graded as "Pass/Fail." 40 hours of instruction. Prerequisite: Acceptance into Corrections Officer Academy.

**CJK 0283**  
**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. Inter-

vention 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.

### **CJK 0422**

#### **Dart-Firing Stun Gun .27 tech. cr.**

This course will introduce law enforcement students 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 students 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. Prerequisite: OTA 0101 or consent of the instructor.

### **CTS 0070**

#### **Web Design I 3 tech. cr.**

This course is designed to provide a basic overview of the Internet, Intranet, and the Web. The content includes operating systems; basic HTML commands; navigation of the Internet, Intranet, and Web; and Web page design. After successful completion of Web Design 1 and 2, students will have met Occupational Completion Point - Data Code B, Assistant Web Designer – SOC Code 15-1031. 60 hours of instruction. Prerequisite: CTS 0050.

### **CTS 0071**

#### **Web Design II 3 tech. cr.**

This course provides advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications. After successful completion of Web Design 1 and 2, students will have met Occupational Completion Point - Data Code B, Assistant Web Designer – SOC Code 15-1099.04. 60 hours of instruction. Prerequisites: CTS 0050 and CTS 0070.

### **CTS 0072**

#### **Web Design III 3 tech. cr.**

This course provides advanced concepts in HTML, design, and Internet tools. After successful completion of Web Design 3 and 4, students will have met Occupational Completion Point - Data Code C, Web Designer, SOC Code 15-1099.04. 60 hours of instruction. Prerequisites: CTS 0050, CTS 0070, and CTS 0071.

### **CTS 0073**

#### **Web Design IV 3 tech. cr.**

This course provides advanced concepts in web site promotion, interactive web site development, and using scripting languages as they relates to the web site. After successful completion of Web Design 3 and 4, students will have met Occupational Completion Point - Data Code C, Web Designer, SOC Code 15-1099.04. 60 hours of instruction. Prerequisites: CTS 0050, CTS 0070, CTS 0071 and CTS 0072.

### **CTS 0074**

#### **Web Design V 3 tech. cr.**

This course is designed to present an overview of e-commerce, introduce scripting and increase proficiency in audiovisual techniques. After successful completion of Web Design 5 and 6, students will have met Occupational Completion Point - Data Code D, Senior Web Designer – SOC Code 15-1099.04. 60 hours of instruction. Prerequisites: CTS 0050, CTS 0070, CTS 0071, CTS 0072, and CTS 0073.

### **CTS 0075**

#### **Web Design VI 3 tech. cr.**

With the completion of this course students will be able to plan, design, implement and promote a business web site using both individual and team talents. Students will demonstrate proficiency with industry standard software. After successful completion of Web Design 5 and 6, students will have met Occupational Completion Point - Data Code C, Senior Web Designer – SOC Code 15-1099.04. 60 hours of instruction. Prerequisites: CTS 0050, CTS 0070, CTS 0071, CTS 0072, CTS 0073, and CTS 0074.

### **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 dental assisting students 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 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 dental assisting students 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 dental assisting students 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 students 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. Students' 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. Students' achievement is graded as "Pass/Fail." Labo-

ratory 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 students 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 dental assisting students 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. Corequisite: DEA 0740.

**EEV 0570****Networking I 3 tech. cr.**

The course teaches important fundamentals of computer networking and communications. Students will study networking terminology, hardware componentry, local and wide area networking (LAN/WAN) concept and design, IP addressing and subnet masking, cabling techniques, network topologies, and the open systems interconnection (OSI) model of layered network communications. 60 hours of instruction. Prerequisite: CTS 0050.

**EEV 0571****Networking II 3 tech. cr.**

This course extends the concepts from Network Support Services I. Study and lab work will center on networking, networking terminology and protocols, standards, LANs, WANs, OSI modeling, Ethernet and token ring topologies, fiber distributed

data interface (FDDI), TCP/IP addressing, dynamic routing, routing, and the network administrators role and function. Particular emphasis will be given to the use of decision-making and problem solving techniques in applying science, mathematics, communications and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, safety, maintenance, and use of networking software, tools, equipment, and all local, state, and federal safety, building, and environment codes and regulations. 60 hours of instruction. Prerequisites: CTS 0050 and EEV 0570.

**EEV 0572****Networking III 3 tech. cr.**

This course extends the concepts from Network Support Services I and II. Study and lab work will center on building, configuring and troubleshooting an Ethernet TCP/IP LAN which includes hosts, hubs, routers, switches, and all necessary cabling, as well as the configuration of switches to create a virtual LAN (VLAN), developing an IP address scheme for WANS and LANS, configuring networks to run RIP and IGRP, configuring standard and extended access lists on router interfaces and configuring and monitoring Novell IPX routing. 60 hours of instruction. Prerequisites: CTS 0050, EEV 0570 and EEV 0571.

**EEV 0573****Networking IV 3 tech. cr.**

This course extends the concepts from Network Support Services I, II, and III. Study and lab work will center on the identification and use of WAN-related router commands, configuring routers to implement basic WAN functions, configuring and verifying PPP, ISDN, and frame relay on the routers, and complete preparations for passing the skills-based CCNA exam. 60 hours of instruction. Prerequisites: CTS 0050, EEV 0570, EEV 0571, and EEV 0572.

**EEV 0591****Networking V 3 tech. cr.**

This course scalable networks is part of the CISCO Academy CCNP series. The course includes advanced routing protocols (OSPF, EIGRP, and BGP), route summarization, routing protocol redistribution, static and default routing, advanced access lists, troubleshooting, VLSM, and IP address planning. Hands-on exercises are an integral part of this class. 60 hours of instruction. Prerequisites: CTS 0050, EEV 0570, EEV 0571, EEV 0572 and EEV 0573.



**EEV 0592****Networking VI****3 tech. cr.**

This course is part of the CISCO Academy CCNP series. The course includes frame relay, ISDN, NAT, dialer profiles, rotary groups, X.25, queuing, accessing a router through a modem, security techniques, PPP, load sharing, and back techniques. Hands-on exercises are an integral part of this class. 60 hours of instruction. Prerequisites: CTS 0050, EEV 0570, EEV 0571, EEV 0572, EEV 0573, and EEV 0591.

**HCP 0100C****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 students 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 interfering sub-

stances; 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.

**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. Headset 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. Prerequisites: 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. Prerequisites: HIM 0062, a valid CPR card, and a current approved four-hour AIDS seminar.

**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. Prerequisites: HIM 0280, a valid CPR card, and an 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.

**HSC 0003  
Fundamentals of Allied  
Health Occupations 2 tech. cr.**  
This course introduces students 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 0005 Career Enhancement  
Health .33 tech. cr.**  
This course is designed to enhance students' knowledge of the work environment through the study of field employment culminating in a job-based activity. Students' achievement in this course is based on "Pass/Fail." 10 hours of instruction. Corequisite: HIM 0281 or consent of the instructor.

**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 students 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 Medical Administrative Specialist students 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. Prerequisites: HSC 0534 and HSC0003.

**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 Medical Secretary students 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. Students 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. Prerequisites: 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 students 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. Prerequisites: Admission to Practical Nursing Program and current CPR Certification. Corequisite: 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 practical nursing students 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 practical nursing students 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 practical nursing students 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 practical nursing students 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. Prerequisite: 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. Prerequisites: 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 Agriculture and Consumer Services, Division of Licensing, to become a Class "D" Security Officer. 40 hours of instruction.

**SLS 0002****Strategies for Student Success****2 tech. cr.**

This course is designed to develop and strengthen students 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 health unit coordinator students clinical experiences in a hospital health unit. Students achievement in this course is graded as "Pass/Fail." Professional liability insurance required. 40 hours of clinical instruction. Prerequisites: 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 students 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.



**Directory**

**Faculty**

**Adams, Jean M.**, Professor, Biological Science; B.S., Auburn University; M.Ed., Georgia State University; M.S., University of South Florida.

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**Allen, Carol A.**, Professor Emerita, Language Arts; B.A., West Virginia Wesleyan College; M.A., Wayne State University.

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**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.

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**Sumner, Terry**, Instructor, Welding; Certificate, Southeastern Indiana Vocational School.

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**Templeton, J. Patrick**; Professor Emeritus; Physical Science/Chemistry; B.A., Central Methodist; M.S., Eastern Michigan University.

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**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.

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**Woodard, Gregory**, Assistant Professor, Physical Science; B.S., Polytechnic Institute of New York; M.S., Andrews University.

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*(Accurate through January 2009)*

## Administrators and Staff

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**Altman, Arla S.**, Dean of Institutional Advancement/Executive; Director of the Foundation; B.A., Kirkland College; Ed.M., SUNY at Buffalo.

**Anderson, Deborah**, Senior Office Assistant, Financial Aid.

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**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.

**Bade, Robert E.**, Associate Dean of Student Activities and Engagement; B.A., Eckerd College; M.A., John F. Kennedy University.

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**Barrett, Tinamarie**, Nursing Programs Lab Assistant; A.S.N., St. Petersburg College.

**Bartilucci, Lillian**, Student Development Assistant I.

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**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.

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*(Accurate through January 2009)*

## Glossary of College Terms

**Academic Year:** The school year; comprised of Term I (August-December), Term II (January-May), and Term III (May-August). A catalog is issued for each academic year; e.g., 2009-2010.

**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 \$25.

**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 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.

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

**Associate in Arts (AA) 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 (AAS) 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 AAS degree.

**Associate in Science (AS) Degree:** A degree planned to prepare students to transfer to specific Bachelor's degree programs and for job entry upon completion; program lengths vary for AS 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 AS 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 AA degree and junior-level standing at Florida public universities.

**CLAST Alternatives:** AA 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 conversation with a professionally-trained staff member about educational goals, career choices or personal concerns; available to all students upon request. Professional, confidential mental health counseling is provided at no charge to currently enrolled students who are seeking assistance with personal problems. Students should talk with the assistant dean of student development at their campus for a referral to an off-site licensed mental health counselor.

**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 AA, AS, and AAS 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 Teaching Learning Center 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 AA 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.

**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 AA, 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 the Catalog/Student Handbook to find out specific purge dates for each term.

**Registration:** Not to be confused with advisement; a process by which students enroll in courses. Students are enrolled officially only when all tuition and applicable fees are paid.

**Schedule of Classes:** The list of courses offered each term, available at [www.phcc.edu](http://www.phcc.edu) via WISE.

**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 AA, AS and AAS degree programs.

**Semester-Session-Term:** Used interchangeably; see Academic Year.

**Teaching-Learning Center:** Location for academic assistance for students needing individualized help with classes, general skills review, or encouragement. Located in the library on each campus.

**Technical Credit 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.

**WISE (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.

# Index

## A

Academic Advisement	inside front cover, 47
Academic Appeals	27
Academic Dismissal	27
Academic Freedom	62
Academic Policies	62
Academic Programs	68
Academic Suspension	27
Academic Year	172
Accreditation Status	2, 10
Administration	3, 5
Admission	16, 20
ADN/Transition Program (LPN and Paramedic)	21
Applied Technology Diplomas	17
Associate in Applied Science (AAS)	16
Associate in Arts (AA)	16
Associate in Science (AS)	16
Associate in Science in Dental Hygiene	22
Associate in Science in Radiography	23
Associate in Science in Registered Nursing	20, 21
Certificate in Dental Assisting	23
Certificate in Paramedics	23
Certificate in Practical Nursing	21
College Credit Certificate Programs	17
Health Programs	19
New Applicants	inside front cover
Non-Degree Seeking Students	18
Non-Immigrant (F Visa/M Visa) Students	18, 19
Technical Credit Certificate Programs	17
Advanced Placement (AP)	28
Advanced Technical Certificates	71
Advisement	47, 172
Alcohol and Illegal Drugs Policy	58
Application	inside front cover, 16, 172
Applied Technology Diploma	67, 71, 83, 172
Applied Welding Technologies	70
Armed Services Educational Experiences	28
Articulation	172
Associate in Applied Science Degrees	69, 80, 172
Requirements	81, 82
Associate in Arts Degree	16, 68, 75-79, 172
Associate in Science Degrees	16, 68, 80, 81, 172
Athletics and Recreation	61
Attendance	62
Audit a Class	27, 55, 172
AutoCad Foundations—Certificate	111

## B

Bureau of Indian Affairs (BIA)	41
Business Administration	68, 70, 84
Business Administration AS to BS Transfer Program—Associate in Science	85
Business Administration Industrial Quality—Associate in Science	68, 85
Business Administration with Specializations in Management and Marketing—AAS	86
Business Certificates	86-88

## C

Calendar	14, 15
Care of the Monitored Patient—Advanced Technical Certificate	71, 93
Career and Testing Services	54
Career Pathways Consortium	71
Certified Credit Union Executive (CCUE)	29
Cheating and Plagiarism	53
Child Care Assistance	42, 56
CHOICES Career Exploration	172
Citizen Scholar Program	74
Class Attendance	62
Classification of Students	26
CLAST	62, 66, 73, 75, 79, 172
Clock Hour	172
Clubs and Organizations	59, 60
CMS Law Enforcement To Traditional Corrections Basic Recruit Cross-Over Training Program—Technical Certificate	115
Code of Student Conduct and Disciplinary Policy	49
College Catalog/Student Handbook	10
College Credit Certificate Programs	70, 80
College Level Examination Program (CLEP)	28, 74, 172
College Mission Statement	10
College Placement Test (CPT)	inside front cover, 54, 66
College Preparatory Courses	74, 76
College Store	61
College Vision Statement	10
Commencement	30
Completer Placement Summary	117
Computer and Information Technology Programs	103-110
Computer Programming and Analysis—Associate in Science	68, 104
Computer Programming—Certificates	105, 106, 108-110

Continuing Education	72, 172
Copyright Compliance and Intellectual Property Policies	64
Corequisite	120, 172
Corporate Training	72
Corrections Officer—Technical Certificate	70, 112, 115
Course Descriptions	120-122
College Credit and College Preparatory Courses	122-154
Technical Credit Courses	155-162
Course Equivalencies	120
Course Prefixes	118, 119
Course Substitution	172
Course Transferability	72
Credit-by-Examination	28, 172
Credit Hour	172
Crime and Emergency Reporting Policies	57
Crime Awareness and Prevention Programs	58
Criminal Background Checks	20
Criminal Justice Technology—Associate in Applied Science	113
Cross-Over Correctional Probation to Corrections—Technical Certificate	115
Cross-Over Corrections to Law Enforcement—Technical Certificate	112
Counseling	172

## D

Deferment of Fees	42
Degree Audits	47
Delinquent Accounts	34
Dental Hygiene—Associate in Science	22, 68, 94
Dental Assisting—Technical Certificate	23, 70, 93
Directed Individual Studies	64
Directory	11, 163
Administrators and Staff	166-171
Faculty	163-165
Disabilities Services	56
Disciplinary Procedures	51
District Board of Trustees	3, 4
District Map	13
Drafting and Design Technology—Associate in Science	68, 110
Drop/Add a Class	55, 172
Dual enrollment	18
Early admission	18



**E**

E-Learning .....64

East Campus, Dade City .....9

eBusiness Security Certificate .....106

eBusiness Technology—Associate  
in Science .....68

Educator Preparation Institute (EPI) .....72

Emergencies .....56

Emergency Medical Services—  
Associate in Science .....23, 68, 95

Emergency Medical Technician—  
Applied Technology Diploma .....71, 96

Paramedic—Certificate .....23, 95

Encore Academy .....72

Endowments .....8

Equity .....11

Equivalent Courses .....121

**F**

FACTS.org .....inside front cover, 54, 75

Family Education Rights and Privacy Act  
(FERPA) .....30

Federal Security Report .....57

Fees and Expenses .....31-33, 47

Financial Aid .....inside front cover, 36, 172

Academic Competitiveness Grant .....39

Federal Plus Loans .....43

Federal Stafford Loans .....36, 42

Federal Supplemental Educational  
Opportunity Grant (FSEOG) .....40

Federal Work Experience Program  
(FWEP) .....41

Federal Work Study Program  
(Federal/FWSP) .....41

First Generation Matching Grant Program  
(FGMG) .....41

Florida Student Assistance Grant – Career  
Education (FSAG-CE) .....40

Florida Student Assistance Grant  
(FSAG) .....40

Grievance Process .....46

Pell Grant .....39

Rights and Responsibilities .....46

Student Assistant Work Program  
(SAWP) .....42

Financial Aid Appeals Process .....38

Financial Assistance Programs/Awards .....39

Florida Bright Futures Program .....44

Foreign Language Requirement .....73

Foundation .....6

Full-Time Student .....172

**G**

GED .....inside front cover, 72, 172

General Education Requirements for the AA,  
AS and AAS Degrees .....75, 76, 79, 81

General Education Student Learning  
Outcomes .....76, 80

Geographical Information Systems—  
Certificate .....111

Glossary of College Terms .....172

Gordon Rule .....73, 81, 173

Grade Changes .....27

Grade Point Average .....26, 173

Grading System .....26

Graduation Application .....29, 173

Graduation Ceremonies .....30

**H**

Harassment .....57

Hazing Policy .....53

Health and Health Insurance Information .....57

Health Programs .....19, 24, 84

Accreditation .....80

Dismissal .....24

Readmission .....24

Health Unit Coordinator— Technical  
Certificate .....70, 96

Help for Students .....12

Higher One Card .....35

History of the College .....9

Honor Societies .....59

Honors List .....28

Hours of Operation .....54

Human Services Assistant—Certificate .....114

Human Services—Associate in  
Science .....68, 114

**I**

Incomplete Grades .....27

Industrial Management Technology—  
Associate in Science .....69, 89

Industry and Technology Programs .....84

Information Technology Administration—  
Certificates .....108-110

Information Technology Security—  
Associate in Science .....69, 106

International Association of Administrative  
Professionals .....29

International Baccalaureate (IB) Credit .....28

Internet Services Technology—Associate  
in Science .....69, 107

Internships .....65

**J**

Job Placement .....56

**L**

Law Enforcement Credit .....28

Law Enforcement Officer—  
Technical Certificate .....70, 115

Library .....54, 65

Lifelong Learning Courses .....73

Linkage Programs .....55

**M**

Matriculation .....173

Medical Administrative Specialist—  
Technical Certificate .....70, 97

Medical Coder/Biller—Applied Technology  
Diploma .....71, 97

Medical Record Transcribing—Applied  
Technology Diploma .....71, 98

Multicultural Student Affairs and Equity  
Services .....58, 61

myPHCC .....64, 173

**N**

Networking Services Technology—  
Associate in Science .....69, 109

North Campus, Brooksville .....9

Notification of Social Security Number  
Collection and Use .....30

Nursing Programs .....20, 98-101

Nursing (R.N.)—ADN/Generic Track—  
Associate in Science .....20, 69, 98, 99

Nursing (R.N.)—ADN/Transition  
(LPN and Paramedic)—  
Associate in Science .....21, 100

Licensed Practical Nursing (LPN)—  
Technical Certificate .....21, 98, 101

Nursing Assistant—Technical  
Certificate .....70, 98

Nursing Credit .....28

Transfer Procedures .....22

**O**

Office Administration—Associate in  
Science .....69, 90

Office Administration—  
Legal Office Systems Specialization—  
Associate in Science .....69, 92

Office Administration—Legal Specialization—  
Associate in Science .....92

Office Management Certificates .....90-92

Office of Multicultural Student Affairs and  
Equity Services .....61

Orientation,  
New Student .....inside front cover, 54

**P**

Paralegal—Associate in Science	69, 116
Paramedic—Certificate	23, 95, 96
Part-Time Student	173
Phlebotomy—Technical Certificate	71, 101
Placement Testing	inside front cover, 54
Practical Nursing— Technical Certificate	71, 101
Prerequisite and Corequisite Courses	120
Privacy of Student Records and Directory Information	30
Program Areas of Study	16, 84
Program Declaration	173
Program Selection	66
Public Service Programs	84
Purge Date	173

**R**

Radiography— Associate in Science	23, 69, 102
Readmission	16
Refund Policies	35
Registration Late	inside front cover, 47, 173 173
Religious Holidays	66
Residency for Tuition Purposes	25, 26
ROTC	74

**S**

Schedule of Classes	inside front cover, 173
Scholarships	7, 36, 44, 45
Security Officers	57
Semester Hour	173
Sexual Misconduct	57
Sexual Offender/Predator Notification Procedures	58
Spring Hill Center	9
Standards of Academic Progress Academic Financial Aid	27 27 38
State Employee Fee Waivers	45
Student Activities	60
Student Ambassador Program	59
Student and Public Complaints	48
Student Development	11, 47
Student Government Association (SGA)	59
Student Grievance Complaints	49
Student ID Cards	61
Student Ombudsman	58
Student Records	16
Student Responsibilities	47, 48
Student Rights	47, 48

**T**

Teaching-Learning Center	66, 173
Technical Credit Certificate Programs	67, 70, 83, 173
Technology Certification Credit	29
Test of Adult Basic Education (TABE) inside front cover, 17, 54	inside front cover, 17, 54
Title IV Federal Repayment Guidelines	34
Transcripts	inside front cover, 16, 173
Transfer Program	73
Transfer Students	18
Transient Student	29
Tuition	See Registration.
Tuition Installment Plan (TIP) inside front cover, 34	inside front cover, 34
Tutoring	66

**V**

Veterans Benefits	inside front cover, 45, 173
Veterans Progress	38

**W**

Web Development Specialist—Certificate	108
Welding Technologies— Technical Certificate	111
West Campus, New Port Richey	9
WISE	inside front cover, 47, 173
Withdraw from a Class	55, 173



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