

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

2011-2012 Catalog and Student Handbook

PHCC's 2011-12 Catalog and Student Handbook is available exclusively online! Programs of study, course descriptions, student activities and details about resources, policies and procedures are available at your fingertips. Paperless, cost-effective, convenient and "green," this virtual catalog supports PHCC's Quality Enhancement Program, Get eSmart, a collegewide effort that implements cutting-edge technology to better serve our students.

Please explore this catalog's "backpack" feature, a unique tool that can be used to create a customized catalog filled with the information most relative to *your* personal goals, objectives and interests. If you need assistance using the catalog, visit our [catalog tutorial page](#). Please go to the Catalog Feedback navigation link to provide comments and suggestions about how we may improve future editions. Visit the Catalog Updates navigation link to view recent catalog changes.



To access PHCC's vision and mission statements, go to [Vision, Leadership, History](#)

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. This document includes updates approved through March 2011.

For questions regarding information in the catalog, please contact catalogcontentquestions@phcc.edu.

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Information for New Applicants

- [New College and Technical Credit Students](#)
 - [College Catalog/Student Handbook](#)
 - [Student ID Cards](#)
 - [Assistance Guide](#)
-

New College and Technical Credit Students

First – Apply for Admission

Students must submit the application online with a \$25 non-refundable fee through PHCC's website at www.phcc.edu/wise/.

Then – Submit Transcripts

All degree-seeking students, College Credit 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, official transcripts from each U.S. college or university attended and official scores from external agencies as appropriate (i.e., AP, CLEP, IB, etc.) to finalize admission to PHCC. Transcripts should be sent to the Office of Admissions and Student Records, West Campus, New Port Richey. Official transcripts must arrive in a sealed envelope from each issuing agency or institution.



Apply for Federal Financial Aid/Veterans Benefits

Students are strongly encouraged to apply for federal financial aid by applying directly on line at www.fafsa.ed.gov. Any application for financial aid should be completed by at least six weeks before the deadline date when registration fees are due. Applicants for Title IV Federal Aid (e.g., Pell Grant and Stafford student loans) 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 a high school transcript, GED or, if applicable, appropriate College Placement Test (CPT/P.E.R.T.) scores. Contact one of the PHCC Financial Aid Offices or Veterans Administration advisors with any questions.

Complete or Submit 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: American College Testing (ACT), ASSET, College Placement Testing (CPT/P.E.R.T.), or Scholastic Aptitude Test (SAT). Within the first six weeks of the program,

students enrolled in most technical certificate programs must submit Test of Adult Basic Education (TABE) scores. NOTE: Test scores will become inactive after two years.

Attend Mandatory New Student Orientation

All new or transfer degree or certificate-seeking students at PHCC must attend an orientation. Orientations may be scheduled by contacting the nearest PHCC campus.

Schedule Academic Advisement Appointment

All new and transfer students must meet with an academic advisor to plan coursework. At the appointment, the advisor will review a student's test scores and provide program and course information, as well as assist the student with preparing for transfer to upper level institutions.

Register for Classes

Register online through the Web Information System for Education (WISE) or in person in the Student Development Office on any campus. Students should check the [academic calendar](#) for appropriate registration dates.

Last – Pay for Tuition and Fees

Students may pay tuition and fees online through WISE or may choose to use the Tuition Installment Plan (TIP) at www.phcc.edu/tip/. Students also may pay at the College Store on any campus (VISA/MasterCard are accepted). Separate checks are required for course fees and books.

College Catalog/Student Handbook

The College Catalog/Student Handbook is the official document that outlines the requirements and regulations for 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 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.

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 one to check out library materials.

Each student, faculty or staff member will be issued only one free card. The card is valid for the academic year in which it is issued.

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.

Assistance Guide

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

Equity Officer

Imani Asukile

District Coordinator of Multicultural Student Affairs and Equity Services

Ext. 3192

New Port Richey
Carolyn Harris

Ext. 5027

Program Coordinator, Take Stock in Children
Brooksville

Student Development

Donna Burdzinski

Ext. 3767

Associate Dean of Student Enrollment and Retention

New Port Richey

James Greig

Ext. 5010

Assistant Dean of Student Development

Brooksville

Vicki Ferguson

Ext. 1310

Assistant Dean of Student Development

Dade City

Sonia Rodriguez

Ext. 3205

Assistant Dean of Student Development

New Port Richey

Pam Medley

Ext. 4823

Assistant Dean of Student Development

Spring Hill

Debra Marvel

Ext. 3371

Director of Admissions and Student Records

New Port Richey

Greg Hlad

Ext. 3483

Director of Career and Testing Services

New Port Richey

Rebecca Shanafelt

Ext. 3302

Director of Financial Aid/Veterans Services

New Port Richey

Melissa Rushton

Ext. 3770

Information Center Coordinator

New Port Richey

Bob Bade

Ext. 3356

Associate Dean of Student Activities and Engagement

New Port Richey

James Johnson

Ext. 3342

Athletics Director

New Port Richey

Ron Thiessen

Ext. 3236

Coordinator of Disabilities Services

New Port Richey

Academic Areas

John Whitlock

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, Global Education, History, Humanities, Interdisciplinary Courses, International Studies, Learning Centers, 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 Technologies, Business Administration and Management, Computer Programming and Analysis, Correctional Officer, Criminal Justice Technology, Drafting and Design Technology, eBusiness, Fire Science, Geographical Information Systems, Industrial Management Technology, Information Technology Security, Internet Services Technology, Law Enforcement Officer, Networking Services Technology, Office Administration, Paralegal, Continuing Education, and Corporate Training)

Jayne Rothberg

Ext. 3284

Dean of Health Occupations

New Port Richey

(Dental Assisting, Dental Hygiene, EMS/EMT/Paramedic, Health Unit Coordinator, Human Services, Nursing (RN/PN), Radiography, Medical Administrative Specialist, Medical Coder/Biller, Medical Record Transcribing, Phlebotomy, Nursing Assistant, Nutrition)

Anne L. Bunch

Ext. 1361

Director of Law Enforcement and Corrections Programs

Dade City

Debra McGuigan

Ext. 3257

Director, Continuing Education

New Port Richey

Casey Dearolf

Ext. 3122

Director, Corporate Training

New Port Richey

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Message from the President

Welcome to Pasco-Hernando Community College

Enrolling at PHCC is an important, life-changing decision.

Our growing institution offers quality instruction, excellent student support services and a diverse range of student activities and events. PHCC students enjoy small class sizes, personal attention and a pleasant learning environment.

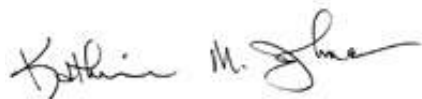
PHCC's curriculum, flexible course offerings, online class options and articulation agreements with other educational institutions endeavor to meet the needs of all students. The quality instruction offered in our modern facilities rivals the best anywhere—at tuition and fees that are among the most affordable in Florida. To support your studies, our high tech libraries offer sophisticated resources and the Teaching-Learning Centers provide academic assistance at no additional fees.

Please take some time to explore the extracurricular and intramural sports opportunities that enrich the academic and social aspects of campus life. Special events, lectures, workshops, socials, and involvement in student clubs and organizations will enhance your college experience. In fact, research demonstrates that actively involved students are happier and more successful throughout their academic studies and beyond.

If you think you can't afford college, please investigate state and federal financial aid opportunities available through our Financial Aid Office. Our PHCC Foundation also offers additional scholarships provided by the generous contributions of friends and supporters in our community.

Regardless of your age, budget, background or experience, college life can be exciting and challenging. Our dedicated team of administrators, faculty and staff are here to serve you. Please take advantage of the resources, programs and services that have been designed to help you succeed.

We hope you enjoy the PHCC experience!



Katherine M. Johnson, Ed.D.



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College Calendar

2011-2012 College Calendar

- [Fall 2011](#)
- [Spring 2012](#)
- [Summer 2012](#)

Fall 2011

	Term I 8/22–12/9	Term IA 8/22–10/17	Term IB 10/18–12/9
Academic Dates and Deadlines			
Orientation of New Students (by appointment)	----- ONGOING -----		
Web Registration for Degree/Certificate/Non-credit Students	Except from July 1–6		
with 45 or more Credit Hours	Apr 11–Aug 21	Apr 11–Aug 21	Apr 11–Oct 17
with 30 or more Credit Hours	Apr 12–Aug 21	Apr 12–Aug 21	Apr 12–Oct 17
with 15 or more Credit Hours	Apr 13–Aug 21	Apr 13–Aug 21	Apr 13–Oct 17
with 1 or more Credit Hours	Apr 14–Aug 21	Apr 14–Aug 21	Apr 14–Oct 17
On-Campus Registration for Degree/Certificate/Non-credit Students	Except from July 1–6		
with 45 or more Credit Hours	May 09–Aug 21	May 09–Aug 21	May 09–Oct 17
with 30 or more Credit Hours	May 10–Aug 21	May 10–Aug 21	May 10–Oct 17
with 15 or more Credit Hours	May 11–Aug 21	May 11–Aug 21	May 11–Oct 17
with 1 or more Credit Hours	May 12–Aug 22	May 12–Aug 21	May 12–Oct 17
Open Registration for all New, Returning Credit and Non-credit Students	----- Weekdays -----		

	May 16–Aug 21	May 16–Aug 21	May 16–Oct 17
Registration for Dual Enrollment Students	Aug 1–Aug 21	Aug 1–Aug 21	Aug 1–Oct 17
Registration Fees Due	For Students Registering through August 9		
	Aug 9	Aug 9	Aug 9
Classes Begin	Aug 22	Aug 22	Oct 18
Classes Begin Weekend College	Aug 27	Aug 27	Oct 22
Late Registration, Drop/Add	Aug 22–Aug 26	Aug 22–Aug 26	Oct 18–Oct 24
Last Day—Drop/Add	Aug 26	Aug 26	Oct 24
Last Day to Provide Documents for Residency Change	Aug 26	Aug 26	Aug 26
Last Day—Drop/Add Weekend College	Aug 29	Aug 29	Oct 25
Last Day to Use Book Authorizations	Aug 26		
Financial Aid Grant Disbursement (tentative mailing date)	Sep 12		
Last Day to Apply for Graduation and have your name appear in the commencement program	Sep 29		
Last Day to Withdraw/Change to Audit	Nov 3	Sept. 29	Nov 22
Last Day to Withdraw/Change to Audit, Weekend College	Nov 3	Sept. 30	Nov 22
Last Day of Classes	Dec 9	Oct 17	Dec 9
Last Day of Weekend College	Dec 10	Oct 15	Dec 10
Commencement	Winter—for previous Summer Term and current Fall Term Graduates		
	Dec 13	Dec 13	Dec 13
Nursing Pinning (West Campus)	Dec 13		
Holidays/No Classes:			
*No classes—Faculty and Staff attend All College Day	Labor Day–Sep 5 *All College Day–Oct 21 Veterans Day–Nov 11 Thanksgiving–Nov 24–27 Winter Break–Dec 15–Jan 2		
Faculty and Staff Dates			
Faculty Reports	Aug 16		
Grades Due by	9 p.m.–Dec 12	9 p.m.–Oct 18	9 p.m.–Dec 12
Last Day for Faculty	Dec 13		Dec 13

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Spring 2012

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	Term II 1/9-4/30	Term IIA 1/9-3/12	Term IIB 3/13-4/30
Academic Dates and Deadlines			
Orientation of New Students (by appointment)	----- ONGOING -----		
Web Registration for Degree/Certificate/Non-credit Students			
with 45 or more Credit Hours	Nov 8-Jan 8	Nov 8-Jan 8	Nov 8-Mar 12
with 30 or more Credit Hours	Nov 9-Jan 8	Nov 9-Jan 8	Nov 9-Mar 12
with 15 or more Credit Hours	Nov 10-Jan 8	Nov 10-Jan 8	Nov 10-Mar 12
with 1 or more Credit Hours	Nov 11-Jan 8	Nov 11-Jan 8	Nov 11-Mar 12
On-Campus Registration for Degree/Certificate/Non-credit Students			
with 45 or more Credit Hours	Note: Online Registration and Payment will remain open through Winter Break		
with 30 or more Credit Hours			
with 15 or more Credit Hours			
with 1 or more Credit Hours			
Open Registration for all New , Returning Credit and Non-credit Students	Except during Winter Break or Spring Break		
	Nov 15-Jan 8	Nov 15-Jan 8	Nov 15-Mar 12
Registration for Dual Enrollment Students	Dec 1-Jan 8	Dec 1-Jan 8	Dec 1-Mar 12
Registration Fees Due	For Students Registering through Jan 4		
	Jan 4	Jan 4	Jan 4
Classes Begin	Jan 9	Jan 9	Mar 13
Classes Begin Weekend College	Jan 14	Jan 14	Mar 17
Late Registration, Drop/Add	Jan 9-13	Jan 9-13	Mar 13-19
Last Day-Drop/Add	Jan 13	Jan 13	Mar 19
Last Day to Provide Documents for Residency Change	Jan 13	Jan 13	Jan 13
Last Day-Drop/Add Weekend College	Jan 17	Jan 17	Mar 19
Last Day to Use Book Authorizations	Jan 13		
Financial Aid Grant Disbursement (tentative mailing date)	Jan 30		
Last Day to Apply for Graduation and have your name appear in the	Feb 24		

commencement program			
Last Day to Withdraw/Change to Audit	Mar 29	Feb 16	Apr 17
Last Day to Withdraw/Change to Audit, Weekend College	Mar 29	Feb 16	Apr 13
Last Day of Classes	Apr 30	Mar 12	Apr 30
Last Day of Weekend College	Apr 28	Mar 10	Apr 28
Commencement	Spring—for Spring Graduates		
	May 2	May 2	May 2
Nursing Pinning (West Campus)	(ADN) May 2		
Holidays/No Classes:			
MLK Day—Jan 16 Spring Break—Feb 27—Mar 4			
Faculty and Staff Dates			
Faculty Reports	Jan 4	Jan 4	
Grades Due by	9 p.m.—May 1	9 p.m.—Mar 15	9 p.m.—May 1
Last Day for Faculty	May 2		May 2

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Summer 2012

	Term III 5/7-7/17	Term IIIA 5/7-6/18	Term IIIB 6/20-7/31
Academic Dates and Deadlines			
Orientation of New Students (by appointment)	----- ONGOING -----		
Web Registration for Degree/Certificate/Non-credit Students			
with 45 or more Credit Hours	Apr 3–May 6	Apr 3–May 6	Apr 3–Jun 19
with 30 or more Credit Hours	Apr 4–May 6	Apr 4–May 6	Apr 4–Jun 19
with 15 or more Credit Hours	Apr 5–May 6	Apr 5–May 6	Apr 5–Jun 19
with 1 or more Credit Hours	Apr 6–May 6	Apr 6–May 6	Apr 6–Jun 19
On-Campus Registration for Degree/Certificate/Non-credit Students			
with 45 or more Credit Hours	Apr 9–May 6	Apr 9–May 6	Apr 9–Jun 19
with 30 or more Credit Hours	Apr 10–May 6	Apr 10–May 6	Apr 10–Jun 19
with 15 or more Credit Hours	Apr 11–May 6	Apr 11–May 6	Apr 11–Jun 19

with 1 or more Credit Hours	Apr 12–May 6	Apr 12–May 6	Apr 12–Jun 19
Open Registration for all New , Returning Credit and Non–credit Students	----- Weekdays -----		
	Apr 13–May 6	Apr 13–May 6	Apr 13–Jun 19
Registration for Dual Enrollment Students	Apr 25–May 6	Apr 25–May 6	Apr 25–Jun 19
Registration Fees Due	For Students Registering through May 3		
	May 3	May 3	May 3
Classes Begin	May 7	May 7	Jun 20
Classes Begin Weekend College			
Late Registration, Drop/Add	May 7–10	May 7–10	Jun 20–25
Last Day–Drop/Add	May 10	May 10	Jun 25
Last Day to Provide Documents for Residency Change	May 10	May 10	May 10
Last Day–Drop/Add Weekend College			
Last Day to Use Book Authorizations	May 10	May 10	Jun 25
Financial Aid Grant Disbursement (tentative mailing date)	May 24	May 24	Jul 5
Last Day to Apply for Graduation and have your name appear in the commencement program	May 31	May 31	May 31
Last Day to Withdraw/Change to Audit	Jun 25	Jun 4	Jul 16
Last Day to Withdraw/Change to Audit, Weekend College			
Last Day of Classes	Jul 17	Jun 18	Jul 31
Last Day of Weekend College			
Commencement	No Summer Commencement Students walk in Winter Ceremony		
Nursing Pinning (West Campus)	(Practical) July 10		
Holidays/No Classes:			
	Memorial Day Observed–May 28 Independence Day–Jul 4		
Faculty and Staff Dates			
Faculty Reports			
Grades Due by	9 p.m.–Jul 18	9 p.m.–Jun 19	9 p.m.–Aug 1
Last Day for Faculty			

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District Map, College Locations, Hours of Operation, Parking

District Map



Campus Locations

Campus	Phone Number	Student Development	Financial Aid	Admissions
1 <u>East (Dade City)</u> 36727 Blanton Road Dade City, FL 33523-7599 www.phcc.edu/maps/dadecity.php	352-567-6701	Ext. 1310	Ext. 1312	Ext. 1311
<u>North (Brooksville)</u>	352-796-6726	Ext. 5010	Ext. 5120	Ext. 5011

2 11415 Ponce de Leon Boulevard
(U.S. 98 North)
Brooksville, FL 34601-8698
www.phcc.edu/maps/brooksville.php

3 **Spring Hill Campus** 352-688-8798 Ext. 4818 Ext. 4821 Ext. 4819
450 Beverly Court
Spring Hill, FL 34606

www.phcc.edu/maps/springhill.php

4 **West (New Port Richey)** 727-847-2727 Ext. 3447 Ext. 3302 Ext. 3371
District Office
10230 Ridge Road
New Port Richey, FL 34654-5199

www.phcc.edu/maps/npr.php

5 **Future site of Porter Campus at
Wiregrass Ranch**

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. Spring Hill Campus hours are as follows: Mondays and Thursdays from 8 a.m. - 10 p.m., Tuesdays and Wednesdays from 8 a.m. - 7:30 p.m and Fridays 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, anyone found on College property without authorization will 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.

For detailed hours of operation collegewide, visit phcc.edu/hours/

Traffic and Parking Regulations at PHCC

PHCC provides convenient, FREE parking at all locations. PHCC employees, students and visitors are expected to be respectful of other drivers by following College driving and parking regulations. Obeying these rules will preserve the safety of our college community and the natural beauty of our campuses. Drivers not following the regulations listed below are subject to being ticketed by local law enforcement agencies. Vehicles parked inappropriately also may be ticketed and/or towed at the owner's expense without prior warning. Avoid fines and costly towing fees by following these basic, common sense regulations.

DO:

- follow the traffic signs as posted. The speed limit for driving on any PHCC road or parking lot is 15 mph.
- watch for pedestrians. Pedestrians have the right-of-way.
- obey all official traffic signs and signals
- report accidents and other incidents involving vehicles to local law enforcement agencies promptly.
If injuries are suspected, call 911 and notify campus officials as soon as possible.

DO NOT PARK:

- within intersections, crosswalks, sidewalks or fire lanes
- anywhere official traffic signs prohibit stopping, standing or parking
- on the grass or unpaved areas, unless these areas are clearly designated as overflow parking areas
- along curbs, berms, or driving lanes, unless painted lines designate parking spaces
- in a manner that obstructs a driveway or disabled access ramp or occupies more than one designated parking space
- longer than necessary. Overnight parking is prohibited without prior approval from the campus provost or from the vice president of administration and finance at the West Campus. PHCC assumes no liability for vehicles parked on College property.

- in a disabled parking space, unless the vehicle has a valid, handicapped parking permit issued by the Department of Motor Vehicles of the state in which the vehicle is registered. Owners of vehicles parked in disabled parking spaces without a permit are subject to receiving a ticket issued by a local law enforcement agency and being towed.

Towed Vehicles

Contact the towing company identified on signs posted at the campus entrances. Make arrangements to retrieve your vehicle and be prepared to pay the associated towing and storage fees. PHCC does not establish or control the towing or storage fees charged by the local towing companies nor does the College derive any financial gain from vehicles that are towed. The sole purpose of towing is to maintain a safe and orderly campus environment.

Ticketed Vehicles

PHCC does not issue parking tickets however local law enforcement agencies patrol parking lots regularly and may ticket drivers for driving or parking infractions. Drivers with questions or concerns about ticketed vehicles should contact the issuing municipal law enforcement agency. PHCC is not empowered to appeal your ticket.

Vehicular Damage to College Property

Vehicular damage to College property will be investigated and reported to the appropriate law enforcement agency. Owners found at fault will be responsible for reimbursing the College for the cost of repairing damages.

Violation of Traffic and Parking Regulations

Students and employees found to be in violation of traffic and parking regulations also may be subject to disciplinary action and substantial fines in accordance with District Board of Trustees (DBoT) rules 6Hx19-6.13 and 6Hx19-2.59. For details on these rules, please consult the Code of Student Conduct and Disciplinary Policy and the Disciplinary Action Board rules at www.phcc.edu.

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Where to Go for Help

Academic Advising

Student Development Office

www.phcc.edu/studentdevelopment/advising.php

Academic Problems

Instructor, Academic Dean, Associate Deans, (EC/NC), Associate Provost, (SHC), Student Development Office, Teaching-Learning Center (TLC)

Academic Records

Admissions and Student Records Office

www.phcc.edu/apply

Academic Standing (Warning, Probation, Suspension, Dismissal)

Student Development Office

Accidents (Reports of)

Instructor, Associate Provost (SHC), Provost (EC or NC) or Student Development Office

Add, Drop, and Withdrawal Information

Student Development Office

Admission

Admissions and Student Records Office

www.phcc.edu/apply

AIDS Policies and Support Information

Assistant Dean of Student Development/Counselor

Books (Purchased) and Classroom Supplies

College Stores

bookstore.phcc.edu/

Books (References and Check-out)

Library

www.phcc.edu/library/

Building or Grounds Use by Student Organization

Student Activities and Associate Provost, Provosts EC/NC/SHC; Vice President of Instruction/Provost, WC

Building or Grounds Use by Non-student Groups

Associate Provost, Provosts, EC/NC/SHC; Vice President of Instruction/Provost, WC

Calendar of Student Activities

Student Activities or Student Development Office

www.phcc.edu/students/activities.php

Career Information

Career and Testing Center or Student Development Office

www.phcc.edu/careercenter

Change of Student Information

WISE or *Admissions and Student Records*

Change of Program (Major)

Advisor, Student Development Office

Continuing Education

Workforce Development Office

www.phcc.edu/noncredit

Corporate Training

Workforce Development Office

www.ed2go.com/phcc

Course Substitution

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

Clubs and Organizations

Student Activities

www.phcc.edu/students/orgs.php

Disabled Student Services

Coordinator of Disabilities Services

www.phcc.edu/ods

Discipline Issues

Assistant Dean of Student Development/Counselor

Drug-Free Campus

Associate Dean of Student Activities and Engagement

Educator Preparation Institute

Coordinator, Educator Preparation Institute

www.phcc.edu/epi

Encore Academy

Workforce Development Office

www.phcc.edu/encore/

Equity Assistance

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

www.phcc.edu/omsaes

Evaluation of Transfer Credit

Admissions and Student Records Office

Financial Aid

Financial Aid Office

www.phcc.edu/financialaid

GED Prep

Teaching-Learning Center

www.phcc.edu/academics/as/adulted.php

GED Test

Career and Testing Center

www.phcc.edu/careercenter

Gordon Rule

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

Graduation Check

Admissions and Student Records Office or Student Development Office

www.phcc.edu/ecampus/facts.php

Grievances

Instructor, Academic Deans/Associate Deans, EC/NC/SHC, Assistant Dean of Student Development/Counselor

Health Programs

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

www.phcc.edu/academics/health/

Help with Personal and Social Problems

Assistant Dean of Student Development/Counselor

www.phcc.edu/studentdevelopment/sap.php

Help with Selection of Classes or Program

Student Development Office, Advising Web Page

Help with Passing a Course

Instructor and/or Teaching-Learning Center Coordinator

Internships

Career and Testing Center

www.phcc.edu/careercenter/intern.php

Instructor Issues

Instructor, Academic Dean, Provost, Associate Provost (SHC), or Associate Dean, (EC,NC)

Job Resources

Career and Testing Center

www.phcc.edu/careercenter

Loans

Financial Aid Office

www.phcc.edu/financialaid

Lost and Found

Student Development Office

Orientation

Student Development Office

www.phcc.edu/admissions/orientation/

Paying Tuition/Fees

College Stores or WISE

www.phcc.edu/wise/

Permission to Organize a Club

Student Activities

www.phcc.edu/students/activities.php

Registration

Student Development Office

www.phcc.edu/wise/

Schedule (Course) Issues

Student Development Office

Scholarships

Financial Aid Office

scholarships.phcc.edu

Technical Assistance

Department of Academic Technology, Student Helpdesk

www.phcc.edu/ecampus/dlinfo.php

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

www.phcc.edu/careercenter

Transcripts

Admissions and Student Records Office

www.phcc.edu/admissions/records.php

Transfer to a University

Student Development Office

Tutoring and Academic Assistance

Teaching-Learning Center and/or Instructor

Veterans Benefits

Financial Aid Office, (WC), Student Development Offices, (EC, NC, SHC)

www.phcc.edu/financialaid/other.php

Victims' Advocate

Assistant Dean of Student Development/Counselor

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Student Development, Advising, Registration

- [Academic Advisement](#)
 - [Registration Process](#)
 - [Registering and Paying for Classes](#)
 - [Adding, Dropping, Auditing or Withdrawing from a Course](#)
 - [Career and Testing Services](#)
 - [Test of Adult Basic Education \(TABE\)](#)
 - [College Level Examination Program \(CLEP\)](#)
 - [Job Placement](#)
 - [Internships](#)
 - [Florida Academic Counseling and Tracking for Students \(FACTS\)](#)
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 - [Multicultural Student Affairs and Equity Services](#)
 - [Student Ombudsman](#)
-

New and Transfer Student Orientation

All new and transfer 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 attend orientation before registering for classes**. During this mandatory 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. Orientation appointments can be made by contacting the nearest PHCC campus.



Academic Advisement

[Professional college advisors](#) are available to assist students and prospective students with academic or career planning, choosing appropriate courses, and a variety of life skills. 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 advisement opportunities.

Students should meet with an academic advisor regularly to ensure 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/wise/ to add or drop classes or pay course fees by published deadline and update personal information at any time.

Students are strongly encouraged to schedule an appointment with their advisor. Veterans Administration (VA) students, for whom the program of study is closely monitored, always should schedule an appointment with their VA advisor.

For additional information on advising, please visit our [advising FAQ web page](#).

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 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.

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/wise/. Students also may register on campus. Students are cautioned they are responsible for all class schedule choices.

The beginning and ending dates for registration are published in the College Calendar, in the College Catalog/Student Handbook and in the online schedule of classes available online at www.phcc.edu/schedule/.

Registering and Paying for Classes

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 are published in the current College Catalog/Student Handbook and in the current schedule of classes available online at www.phcc.edu/schedule/.

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 drop the course officially to avoid any future penalty. Please note it is the student's responsibility to "drop" courses officially if they do not plan to attend.

Adding, Dropping, Auditing or Withdrawing from a Course

Students should note the important dates within each term 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 and the online schedule of classes published for each term.

Students who wish to add, drop, withdraw from or audit a class must follow specific procedures as authorized by the District 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/wise/. 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 they are solely responsible for any errors in registration. Students always should 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 term.

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.
- 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, 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.

- D. Pay on or before the published fee payment deadline. If you believe you have been approved for financial aid but fees remain unpaid, you first should check your WISE account to confirm your receipt of financial aid, then contact the financial aid office.

To Drop 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 records system dropping the course from the student's schedule. The staff member will return a copy of the registration form to the student, along with a printout showing the student's new class schedule.

To Withdraw from a Class

Students must:

- A. Complete a Student Initiated Withdrawal Request Form (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 cannot complete withdrawals online.

Students are cautioned that withdrawing from a course may have future financial consequences and may affect their eligibility or continued receipt of financial aid, including Florida Bright Futures. **All students receiving financial aid, Florida Bright Futures, 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](#) 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. Please note that high school students who are dual enrollment students will not be permitted to audit a course.

Courses Not Permitted for Audit:

- required college preparatory courses and
- Non-credit courses
- Career and technical courses, except with the permission of the appropriate academic dean

Career and Testing Services

Career and testing services are available on all campuses to assist current and former PHCC students with planning careers and seeking employment. The Criminal Justice Basic Abilities Test (CJBAT), Nursing Test of Essential Academics Skills (TEAS) and other required examinations are available on each campus. The Career and Testing Centers also offer the College Placement Test (CPT), Postsecondary Education Readiness Test (P.E.R.T.), and Test of Adult Basic Education (TABE).

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 Business and IT 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), vocational and career assessments and proctored distance learning examinations.

For more information about testing visit our testing [FAQ web page](#).

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 who do not meet the required minimal level of basic skills, as measured by the TABE, shall be provided with the opportunities for remediation. No student, except those exempted by statute or rule, shall be awarded a Technical Certificate until the student reaches the minimum basic skills level required for the final Occupational Completion Point (OCP) for that program or a related state, national or industry licensure exam identified by the Department of Education, Division of Career and Adult Education.

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.

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 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 awarded a certificate or diploma until they complete all course and testing requirements.

Students who have earned a college degree at the associate of applied science level or higher, who have completed or are exempt from the College-Level Academic Skills (CLAS) pursuant to Florida Statute 1008.29, or who are exempt from the Florida College Entry-Level Placement Test (FCELPT) pursuant to Florida Statute 1008.29 are exempt from this rule.

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. CLEP students will be charged a testing and service fee.

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.

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 East, North, and Spring Hill 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 also are available to assist students with improving resumes, job seeking and interviewing skills to prepare for a better career.

Internships

<http://phcc.edu/careercenter/intern.php>

Florida Academic Counseling and Tracking for Students (FACTS)

FACTS, 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) available at www.fafsa.ed.gov 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 updated frequently to provide solid and current academic information.

College Placement Testing (CPT/P.E.R.T.)

Students who intend to enter degree or college credit certificate programs shall be tested prior to the completion of registration with the CPT or P.E.R.T., which consists of tests covering reading, English, and mathematics including elementary algebra and arithmetic. 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 or P.E.R.T. 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 or P.E.R.T. must complete all required college preparatory courses by the time they complete 12 semester hours of college credit courses.

The College will accept CPT, P.E.R.T., 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: degreed 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 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/P.E.R.T. Retests

Students who request a retest of the College Placement Test (CPT or P.E.R.T.) must follow these guidelines:

- Students are permitted to retake the CPT/P.E.R.T. according to the state-mandated retake policy.

- 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 already have begun any college preparatory course can retake the CPT/P.E.R.T. only upon referral by faculty on a case-by-case basis. Students are responsible for withdrawing from their courses if the students' CPT/P.E.R.T. scores place them into higher-level courses.
- No retests of the CPT/P.E.R.T. for students enrolled in college preparatory classes will be permitted after the last date to withdraw.

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 (ADAAA) Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability, should contact the Coordinator of [Disabilities Services](#) at the West Campus or the Assistant Dean of Student Development/Counselor at any other 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 online and through the Office of Disabilities Services on the West Campus, and at the Assistant Dean of Student Development/Counselor's office at any other campus. Students requiring accommodations should meet with the Coordinator of Disabilities Services every term no later than the first two weeks of class – to discuss their needs and concerns. 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. Dual enrollment students requesting accommodations are required to meet PHCC documentation guidelines.

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 academic dean will review the request and recommend action. If the academic 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 dean may be appealed to the Vice President of Instruction/Provost, West Campus, who will make a final decision about the request.

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Child Care Services

[TodayCare](#) at PHCC on the West Campus in New Port Richey houses nearly 100 children including infants and toddlers. The center offers both full-time and part-time care. It is open from 6:30 a.m. - 10 p.m. Monday through Thursday and from 6:30 a.m. - 6 p.m. Friday when classes are in session. 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, Tenn., manages this center.

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 area. However, PHCC students receive a discount.

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 online at:

<http://phcc.edu/studentdevelopment/insurance.php>. 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/Counselor on each campus.

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 Vice President of Instruction/Provost, West Campus; or the Associate Provost of the Spring Hill Campus. In the event that the provost, vice president or associate provost 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 cell phone when on duty, and the appropriate phone number for each campus is posted in prominent locations including all classrooms. Call 911 for medical or other 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. These programs 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.

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

The Student Ombudsman is not involved with entry into limited access programs such as nursing and dental hygiene except as related to the two areas listed above. The Student Ombudsman should be contacted after a student has attempted to resolve the problem with the appropriate PHCC personnel and does not feel 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 each campus.

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

Student Policies and Responsibilities

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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](#)."



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 also may 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.

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.

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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 Disciplinary Policy.

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. For any level offense, 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.

- 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, or College official,
- e) use of computing facilities to send obscene or abusive messages,
- f) use of computing facilities to interfere with the normal operation of the College computing systems;

B.9 A second violation of any Level I Offense by the same student.

C. Level III Offenses

The following described acts of misconduct shall be referred to as “Level III Offenses.” The potential sanctions for Level III Offenses may include any one, a combination of two or more, or all of these sanctions; temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation and permanent loss of privileges, suspension (including specific conditions for readmission), and expulsion (no readmission permitted).

C.1 Illegal or unauthorized use 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/Associate 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 Associate 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.

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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 that 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.

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 visit www.phcc.edu/safety/. 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/Counselor on each of the College's campuses and can be accessed at www.phcc.edu/safety/statistics.php.

Educational and Workplace Harassment

In conformance with PHCC District Board of Trustees Rule, 6Hx19-2.56, *Educational and Workplace 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 or North campuses, Associate Provost at the Spring Hill Campus 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/Counselor at each College location.

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.

Emergencies

Fire and evacuation exits are identified in all buildings and are to be used in emergencies. In case of disaster, or threat to the campus safety and security, the President or the senior College official present may cancel classes. The Quista Alert will be utilized to contact students, staff, and faculty via email, text message and phone calls. Students are reminded to update any changes in contact information at: <http://phcc.edu/quistaalert/>. Local radio and television 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 nearest College official.

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.

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.

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 www.phcc.edu and following the links to the Florida Department of Law Enforcement's Sexual Offender and Predator website. If you are unable to access this information, please contact the Student Development Office at any campus.

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.

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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), appropriate Academic Dean (West Campus) or Associate Provost (Spring Hill Campus)
 - c. Assistant Dean of Student Development
 - d. Provost (East Campus or North Campus), Associate Provost (Spring Hill Campus), or Vice President of Student Development and Enrollment Management (West Campus)

Each official, upon receipt of an issue or concern, shall investigate the circumstances (to include interviews with the individuals involved where necessary) and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next level of responsibility, as indicated above.

2. If the issue or concern is not settled at the campus level within 10 business days, then it shall be referred in writing on the Student Petition for Grievance Resolution (SCN-26) which shall be available in the Offices of the Assistant Dean of Student Development, to the Vice President of Student Development and Enrollment Management. The Vice President of Student Development and Enrollment Management shall attempt to resolve the matter within 10 business days of receipt. If this effort is unsuccessful, then the Vice President of Student Development and Enrollment Management will forward the form to the Vice President of Instruction/Provost, West Campus who will review the prior investigation with the appropriate parties. If the Vice President of Instruction/Provost, West Campus is unable to resolve the issue, then he or she may recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.
3. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may, however, be challenged under the provisions of District Board of Trustees Rule 6Hx19-6.11, "Privacy of Student Records."
4. The student involved in a grievance resolution process may request assistance from the District Coordinator of Multicultural Student Affairs and Equity Services at any point during the process. The District Coordinator of Multicultural Student Affairs and Equity Services is not to represent the student grievant, but is only to aid the complainant in defining the issue(s) and in arranging appointments with campus officials. When such assistance is requested, the District Coordinator of Multicultural Student Affairs and Equity Services shall monitor the progress of the case to its conclusion.
5. Some decisions involving transfer or course substitution credit awarded; meeting of graduation requirements; or access to course, i.e., college-wide 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.

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, financial aid, and graduation requirements
 - Seek help from faculty when needed
 - Seek 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
-

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

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Applying to PHCC

The first step in becoming a PHCC student is to apply to the College. 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. The College admissions application can be completed and paid online at www.phcc.edu/wise/.

Because students must be admitted prior to registration for courses, applicants should apply as early as possible. All applicants, except dual enrollment applicants, will receive written notification of their admission after the application and fee are processed. For more information, contact the Admissions and Student Records Office for assistance or see the [admissions process page](#) on our website.



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 online Application for Readmission. No fee is required to apply for readmission.

Admission to Programs of Study

As part of the application process, students must declare a program of study. 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 which have differing requirements for admission: the Associate in Arts degree program, Associate in Science degree programs, Associate in Applied Science degree programs, College Credit Certificate Programs, Applied Technology Diploma programs, Advanced Technical Certificate programs, Technical Certificate programs, GED preparation, and a variety of lifelong learning courses.

Applicants must ensure that the documents required to finalize admission have been received by the Admissions and Student Records Office during the students’ 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. Official transcripts must be submitted in sealed envelopes, unless transmitted electronically from approved issuing institutions.

Admission Information

- [Admission to AA, AS, or AAS Degree Programs](#)
- [Admission to College Credit Certificate Programs](#)
- [Admission to Applied Technology Diplomas](#)
- [Admission to Technical Credit Certificate Programs](#)
- [Test of Adult Basic Education \(TABE\)](#)
- [Admission to the College as Non-Degree Seeking Students](#)
- [Admission to the College for High School Students](#)
- [Admission to the College for Transfer Students](#)
- [Admission to the College for Non-Immigrant \(F Visa or M Visa\) Students](#)
- [General Admission Requirements for Limited Access Health Programs](#)
- [Nursing Programs](#)
- [Dental Programs](#)
- [Paramedic Program](#)
- [Radiography Program](#)
- [Readmission to Limited-Access Health Programs](#)
- [Dismissal from Health Programs](#)

Residency for Tuition Purposes

Students shall be classified as either residents or nonresidents for the purpose of assessing tuition 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.

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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.

NOTE: 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

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 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 using “S” or “U” grades are not counted in computing the GPA. GPAs can be calculated by students using back2college.com/gpa.htm.

The following example is provided:

	<i>Semester Hours</i>	<i>Grade</i>	<i>Hours Attempted</i>	<i>Hours Earned</i>	<i>Grade Points</i>
<u>ENC 1101</u>	3	A	3	3	12
<u>PSY 1012</u>	3	B	3	3	9
<u>BSC 1085L</u>	1	B	1	1	3
<u>BOT 1010C</u>	4	D	4	4	4
<u>PSC 1341</u>	3	F	3	0	0
<u>POS 2112</u>	3	X	0	0	0
<u>QMB 1001</u>	3	W	0	0	0
<u>SLS 1211</u>	3	I	0	0	0
			14	11	28
Total Grade Points			28		
Divided By		=		=	
Total Hours Attempted			14		
Grade Point Average					2.0

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 major term (Fall or Spring), 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”.

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 Academic Calendar. For more information see our [FAQ on audit](#).

Final Grades

Final grades can be viewed online via WISE at www.phcc.edu/wise/ or www.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.

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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/Counselor (or designee) of their campus if they wish to continue enrollment at PHCC. The assistant dean (or designee) shall review the student's request and any documentation, and make the appropriate recommendations (regarding number of classes per semester, use of Teaching-Learning Center and/or specific tutoring, repeat of failed courses, etc.) to the Provost (or designee), or Associate 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 listed in the suspension notice mailed to the student.

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) or Associate 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: 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 no longer will 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 and Scholarships](#) portion of the College Catalog/Student Handbook.

Honors List

Students are placed on the President's Honors List when a 3.5 or higher 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.

ACCELERATION MECHANISMS

Credit-By-Exam Equivalents:

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.

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.

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). Students will be charged a testing fee.

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 student's permanent records 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.

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") already has been awarded. Credits earned through tests prepared by PHCC will appear on the student's 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. Please check with your advisor for details regarding this process.

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.

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Other Acceleration Mechanisms

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 declared and enrolled in the PHCC AAS degree program in Criminal Justice Technology. Students who have completed the Law Enforcement or Corrections Officer Program at another institution also may 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](#)
- [CJD 2009 - Criminal Justice Career Enhancement](#)

Eligible students who have completed the Corrections 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](#)
- [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 corrections 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 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 Macroeconomics](#)
- [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.

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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.

Industry Certification Credit

PHCC recognizes professional industry 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:

Adobe Certified Dreamweaver—3 credits

- [CGS 1820 Web Page Design](#)

Adobe Certified Flash—3 credits

- [CGS 2821 Graphics and Multimedia in a Web Environment](#)

Adobe Photoshop—3 credits

- [CGS 2821 - Graphics and Multimedia in a Web Environment](#)

Autodesk Certified Associate—3 credits

- [ETD 2320 Computer Aided Drafting I](#)

Certified Medical Administrative Specialist—6 technical credits

- [OTA 0609A Medical Office Procedures](#)
- [OTA 0627 Medical Secretary Clinical](#)

Certiport IC3—9 credits

- [CGS 1000 - Computer Concepts](#)
- [CGS 1100 - Microcomputer Applications](#)
- [CNT 1000 - Introduction to Networking](#)

Cisco CCENT–6 credits

- [CET 1600 Networking Fundamentals–CISCO Academy](#)
- [CET 1610 Router Technology–CISCO Academy](#)

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](#)

CIW Associate–3 credits

- [CGS 2821 - Graphics and Multimedia in a Web Environment](#)

CIW Associate Design Specialist–3 credits

- [CGS 1820 - Web Page Design](#)

CIW E-Commerce Designer–3 credits

- [CGS 1820 Web Page Design](#)

CIW Master Designer–6 credits

- [CGS 2827 - Advanced Web Page Design](#)
- [GEB 1136 - Introduction to eBusiness](#)

Comp TIA A+–6 credits

(Current CompTIA objectives)

- [CET 1179 - Microcomputer Repair Essentials](#)
- [CTS 1110 - Microcomputer Software Essentials](#)

Comp TIA Network +–6 credits

- [CNT 2700 - Advanced Networking Concepts](#)
- [CNT 1000 - Introduction to Networking](#)

Comp TIA Security+–6 credits

(Current CompTIA objectives)

- [CNT 1401 - Principles of Information, Security and Assurance](#)
- [CTS 2123 - Network Security and Intrusion Detection](#)

Microsoft Office Specialist (MOS) Bundle with Word as 1 of 3 tests passed-3 credits

- [OST 1764 Word Processing—Microsoft Word](#)

Microsoft Office Specialist (MOS) Bundle with Excel as 1 of 3 tests passed-3 credits

- [OST 2852 EXCEL for the Office](#)

National Registry of Emergency Medical Technicians (NREMT) First Responder—3 credits

- [HSC 2531 Medical Terminology](#)

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 returns originals to 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 ensure the acceptance of credits taken at other institutions. To initiate this process, students must meet with an academic advisor and/or submit the Transient Student Request Form via www.FACTS.org

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 meet 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.

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Graduation Ceremonies

Commencement ceremonies are held each year at the end of Term I and Term II. Commencement dates are located in the College Academic 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 students completing all graduation requirements in the Spring term. Students are required to purchase and 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. Prospective students at any college or university should be aware of their rights and responsibilities under the FERPA regulation available at www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

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), this document serves to notify you of the purpose for the collection and usage of your Social Security number (SSN). Pasco-Hernando Community College (PHCC) collects and uses your SSN only for the following purposes in performance of the college’s duties and responsibilities. To help protect your identity, PHCC policies and procedures prohibit the release or disclosure of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student or employee identification number. This unique ID number is used for all associated employment and educational purposes at PHCC.

Admissions

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college for this purpose, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (section 1008.386, FS). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next.

Financial aid

A student’s SSN is required for the following financial aid purposes: The United States Department of Education’s

(USDOE) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender, servicer, or guarantor. PHCC collects a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes. If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website and for reporting purposes.

Library

Student, faculty, and staff SSNs will be used by the College Center for Library Automation (CCLA), for online login authentication in the Library Information Network for Community Colleges (LINCC) system.

Outreach programs

The Take Stock in Children, College Reach-Out Program and similar programs are youth outreach (intervention) projects funded by discretionary grants from the U.S. or Florida departments of education. In order to verify a participant's project eligibility, Social Security numbers are required and later also used when submitting information for the Annual Performance Reports due to the U.S. or Florida departments of education.

Workforce programs

These programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, AWI requires all participants and their program-related activities be recorded in the Florida state system. For specific legal authority authorizing or requiring collection, please review the [Student Social Security Number Use Chart](#).

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Admission to AA, AS, or AAS Degree Programs

To be admitted to the Associate in Arts (AA), Associate in Science (AS), or Associate in Applied Science (AAS) degree programs, students must ensure 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 or AAS degree; 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 \(F Visa or M Visa\) Student Admission.](#)"

Students who have received special diplomas are not eligible for admission to degree programs.

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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, e-Business Management, e-Business Operations, e-Business Security, e-Business 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 a College Credit Certificate program does not require admission to a degree program; however, students enrolled in these programs may opt later to apply to a degree program because many of the required courses are the same.

To be admitted to a College Credit Certificate program, students must ensure the following documents have been received by the Admissions and Student Records Office:

1. a PHCC Application for Admission indicating the intent to pursue a College Credit Certificate; 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 each 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.

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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's state college system. 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 is offered for technical credit. In order to receive a diploma, students in the Medical Coder/Biller or Medical Record Transcribing programs must achieve the state designated TABE scores in math, reading and language.

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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](#)

[Cross-Over from Correctional Office to Law Enforcement Officer](#)

[Dental Assisting](#)

[Geographic Information Systems](#)

[Health Unit Coordinator](#)

[Law Enforcement Officer Cross-Over to Traditional Correctional Basic Recruit Training](#)

[Law Enforcement Officer](#)

[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](#)." Director of Law Enforcement and Correctional Programs also are limited-access programs; contact the Dean of Workforce Development, or the Director, Law Enforcement Programs directly for further admission information.

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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 who do not meet the required minimal level of basic skills, as measured by the TABE, shall be provided with opportunities for remediation. No student, except those exempted by statute or rule, shall be awarded a Technical Certificate until the student reaches the minimum basic skills level required for the final Occupational Completion Point (OCP) for that program or a related state, national or industry licensure exam identified by the Department of Education, Division of Career and Adult Education.

Each program has specific grade-level exit requirements, and the TABE is designed to test for those exit skills. PHCC administers and accepts only 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.

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 awarded a certificate or diploma until they complete all course and testing requirements.

Students who have earned a college degree at the associate of applied science level or higher, who have completed or are exempt from the College-Level Academic Skills (CLAS) pursuant to Florida Statute 1008.29, or who are exempt from the Florida College Entry-Level Placement Test (FCELPT) pursuant to Florida Statute 1008.29, are exempt from this rule.

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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 prior to being accepted to the College.

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 then may 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).

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Admission to the College for High School Students

Dual Enrollment

High school students have the opportunity to earn college 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 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 the student is enrolled in high school and simultaneously enrolls in college or specific technical credit courses, taught by PHCC, which are counted toward high school graduation. Eligible students first must gain admission to PHCC by submitting a completed Application for Admission: Dual Enrollment High School Student and official high school unweighted grade point average (GPA) documentation.

Early Admission

Public, and certain non-public (including home schools that have certified their curriculum meets State of Florida standards) high school students, may enroll at PHCC full time upon submission of a completed Application for Admission: Dual Enrollment High School Student form, official high school (unweighted) grade point average (GPA) documentation, and permission of the appropriate high school administrator. Credit earned applies toward high school graduation and college credit.

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Admission to the College for 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 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 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 approved by PHCC. This written evaluation will be at the applicant's expense.

Transfer credit for work accomplished in a non-regionally accredited institution also may 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 state 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.

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Admission to the College for Non-Immigrant (F Visa or M Visa) Students

Non-immigrant applicants who wish to be admitted to PHCC and to obtain an F Visa or an M Visa, must meet the following requirements for admission:

1. In order to be admitted to PHCC, non-immigrant (F Visa or M Visa) students must declare formally 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 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 or 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 or M Visa) students must have sufficient funds 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 or 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 an 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 plan 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 an 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 and withdrawal/change to audit dates of each term.

To apply for admission to PHCC as a non-immigrant student, students must submit an International Student Application packet. All documentation must be provided as one complete packet, including a \$40 admissions application fee in the form of a check or money order made payable to PHCC, to the West Campus in New Port Richey by the published deadline date for the term. Partial packets are not accepted.

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

Note: Immigration laws are revised frequently. A non-immigrant (F Visa or 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 at www.ice.gov.

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General Admission Requirements for Limited Access 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 is limited.

- 1. Changes to Admission Requirements:** Admission requirements and program courses may change periodically. To obtain the most current information regarding admission and graduation requirements for these programs, students should visit www.phcc.edu/admissions/index.php and meet with an advisor on a regular basis. For limited-access health programs, the College Catalog/Student Handbook used for determining program completion requirements is the one in effect at the time of initial enrollment in the health program.
- 2. Criminal Background Checks:** All hospitals and most clinical agencies require students to obtain a criminal background check. Information regarding background checks will be given to students at orientation. Background checks are paid for by the student. 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 the program successfully. Applicants with criminal histories are urged to meet with their health program coordinator for advising.

Applicants with criminal histories also must 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. Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Nursing, Florida Department of Health, Division of Medical Quality Assurance, and the Bureau of Health Care Practitioner Regulation shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

- A. Convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of: chapters 409 (Social Welfare), 817 (Fraudulent Practices), and 893 (Drug Abuse Prevention and Control), unless the sentence and any probation or pleas ended more than 15 years prior to the application.
- B. Terminated for cause from Florida Medicaid Program (unless applicant has been in good standing for the most recent five years).
- C. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

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: The American Heart Association "Basic Life Support for Health Care Providers" (PHCC course NCH 0050).
 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 acceptance into the program. Students must return a form verifying acceptance of 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/Student Handbook. Failure to register and pay fees by the date specified will result in allocation of the seat to another applicant.
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Nursing Programs

- [ADN/Generic Track](#)
 - [ADN/Transition Program \(LPN and Paramedic\)](#)
 - [Certificate in Practical Nursing](#)
-

ADN/Generic Track

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office within the following time frame:

January admission: July 15– through 4 p.m. on Sept. 15

August admission: March 1–through 4 p.m. on May 30

Note: If the application deadline falls on a day the College is closed, the application will be accepted on the next day the College is open for business.

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

Admission requirements for the ADN Generic Track program are under review and subject to change. Students are encouraged to meet with an advisor and visit www.phcc.edu/academics/health for updates.

Application and Admission Requirements:

1. Completed PHCC application and application fee.
2. Completed Associate Degree in Nursing/Generic Track application and limited access 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. Submit one valid report of scores from the Test of Essential Academic Skills (TEAS) test. TEAS test scores are valid for two years and may be repeated for a total of three times per calendar year. However, there must be at least 30 days between testing. Fourth and subsequent attempts will be invalid. The following minimum competency scores must be met to be eligible to apply to this program:
Reading: 80 percent
Math: 60 percent
Science: 60 percent
English: 70 percent
7. Copy of current driver's license. (P.O. boxes will not be used for residency preference in the selection process.) If a driver's license or equivalent is not submitted as proof of residency, the application will be processed as a non-resident application.
8. Cumulative grade point average (GPA) of 2.0 or higher.
9. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least 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](#)

Note: Once an application packet is submitted, it cannot be amended.

Selection Process

Applicants who meet minimum requirements by the deadline dates will be ranked based upon their prerequisite GPA and performance on the Test of Essential Academic Skills (TEAS) test. Residents of Pasco and Hernando counties will receive preference over out-of-district residents.

An explanation of TEAS selection criteria can be found on the “Admission Criteria” link on the [PHCC website](#) program page for the PN and RN programs.

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ADN/Transition Program (LPN and Paramedic)

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office within the following time frame:

August admission: March 1 – 4 p.m. on May 30

Note: If the application deadline falls on a day the College is closed, the application will be accepted on the next day the College is open for business.

Note: 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 visit: 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 application fee.
2. Completed Nursing Program Associate Degree in Nursing, Transition Program application (LPN or Paramedic Track) and limited access 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. Submit one valid report of scores from the Test of Essential Academic Skills (TEAS). TEAS scores are valid for two years and may be repeated for a total of three times per calendar year. However, there must be at least 30 days between testing. Fourth and subsequent attempts will be invalid. The following minimum competency scores must be met to be eligible to apply to this program:
Reading: 80 percent
Math: 60 percent
Science: 60 percent
English: 70 percent
7. Copy of current driver’s license. (P.O. boxes will not be used for residency preference in the selection process.) If a driver’s license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.
8. Copy of current Florida LPN or paramedic license.
9. Cumulative grade point average (GPA) of 2.0 or higher.
10. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least 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](#)

Note: Once an application packet is submitted, it cannot be amended.

Selection Process

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

An explanation of TEAS selection criteria can be found on the “Admission Criteria” link on the PHCC website program page for the PN and RN programs.

Certificate in Practical Nursing

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office within the following time frame:

January admission: July 15 through 4 p.m. on Sept. 15

August admission: March 1 through 4 p.m. on May 30

Note: If the application deadline falls on a day the College is closed, the application will be accepted on the next day the College is open for business.

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

Admission requirements for the Practical Nursing Certificate program are under review and subject to change. Students are encouraged to meet with an advisor or visit: www.phcc.edu/academics/health for updates.

Application and Admission Requirements:

1. Completed PHCC application and application fee.
2. Completed Practical Nursing Program application and limited access 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. Submit one valid report of scores from the Test of Essential Academic Skills (TEAS). TEAS scores are valid for two years and may be repeated for a total of three times per calendar year. However, there must be at least 30 days between testing. Fourth attempts and subsequent attempts will be invalid. The following minimum competency scores must be met to be eligible for application to this program:

Reading:	70 percent
Math:	60 percent
Science:	50 percent
English:	60 percent

Copy of current driver’s license. (P.O. boxes will not be used for residency preference in the selection process). If a driver’s license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.

Note: Once an application packet is submitted, it cannot be amended.

Selection Process

Applicants who meet minimum requirements as of the deadline dates will be ranked based upon performance on the TEAS.

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

An explanation of TEAS selection criteria can be found on the “Admission Criteria” link on the [PHCC website](#) program page for the PN and RN programs.

Transfer Procedures for Nursing Programs

Students requesting transfer into the nursing programs will be accepted on a space-available basis.

1. Submit a PHCC admissions application and application 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.
2. Schedule an appointment with an advisor for assistance with transfer procedures.
3. Once admitted to PHCC, submit a nursing program application and limited access application fee to the Admissions and Student Records Office. Students will be sent a letter of response once their nursing application has been received and processed.
4. 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

Note: A letter will be sent from the Admissions and Student Records Office advising students of their application status.

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Dental Programs

Associate in Science in Dental Hygiene

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office within the following time frame:

August admission: March 1 through 4 p.m. on May 30

Note: If the application deadline falls on a day the College is closed, the application will be accepted on the next day the College is open for business.

Note: 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 application fee.
2. Completed Dental Hygiene program application and limited-access 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. Copy of current driver's license, (P.O. boxes will not be used for residency preference in the selection process). If a driver's license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.
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. Must be completed within two years of the dental hygiene program application date.
8. Cumulative grade point average (GPA) of 2.0 or higher.
9. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least 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 Laboratory](#)

[CGS 1100 - Microcomputer Applications](#)

[PSY 1012 - Introduction to Psychology](#)

10. Completion of at least 16 hours of observation, volunteer service or work experience in dentistry, as verified by a dentist or dental hygienist. Must be completed within two years of the dental hygiene program application date.

Note: Once an application packet is submitted, it cannot be amended.

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.

Note: PHCC'S linkage agreement with Polk State College (PSC) reserves one opening per year for an eligible PSC transfer student transferring from that school. Applicants must complete all of the above requirements and submit application materials to the Admissions and Student Records Office within the following time frame:

August admission: March 1 through 4 p.m. on May 30

Note: If the application deadline falls on a day the College is closed, the application will be accepted on the next day the College is open for business.

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

Certificate in Dental Assisting

Applicants should apply when all program requirements have been met.

Application and Admission Requirements:

1. Completed PHCC application and application fee.
2. Completed Dental Assisting program application and limited-access 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. Submit valid report of scores on an approved manual dexterity test. Minimum score required is 60 percent.
5. Complete the following prerequisite course with a grade of "C" or higher:
HSC 0003-Introduction to Health Occupations
6. Official high school or college transcript (other than PHCC) indicating successful completion of HSC 0003 or its equivalent.

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.

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Paramedic Program

Certificate in Paramedics

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

Note: 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.

Application and Admission Requirements:

1. Completed PHCC application and application fee.
2. Completed Paramedic Certificate application and limited-access 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 (ex: AP, CLEP, IB, etc.).
6. Copy of current Florida EMT license.
7. Valid placement test scores (ACT, ASSET, CPT, 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 (MAT 0024) level or above or the applicant must complete Pre-Algebra (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. Copy of current driver's license, (P.O. boxes will not be used for residency preference in the selection process). If a driver's license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.
9. Cumulative grade point average (GPA) of 2.0.
10. Complete Medical Terminology ([HSC 2531](#)) with a grade of "C" or higher.

Note: Once an application packet is submitted, it cannot be amended.

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 in the next available class, which may extend to future academic years.

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Radiography Program

Associate in Science in Radiography

Completed applications, including all admission requirements, must be received by the Admissions and Student Records Office within the following time frame:

January admission: July 15 through 4 p.m. on Sept. 15

Note: If the application deadline falls on a day the College is closed, the application will be accepted on the next day the college is open for business.

Note: 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.

Application and Admission Requirements:

1. Completed PHCC application and fee.
2. Completed Radiography Program application and limited-access 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. Copy of current driver's license, (P.O. boxes will not be used for residency preference in the selection process.) If a driver's license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.
7. Cumulative grade point average (GPA) of 2.0 or higher.
8. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least a grade of "C" or higher:

[BSC 1085 Human Anatomy and Physiology I](#)

[BSC 1085L Human Anatomy and Physiology I Laboratory](#)

[BSC 1086 Human Anatomy and Physiology II](#)

[BSC 1086L Human Anatomy and Physiology II Laboratory](#)

[ENC 1101 English Composition I](#)

Note: Once an application packet is submitted, it cannot be amended.

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.

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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.

Readmission to Limited-Access Health Programs are under review and subject to change. Students are encouraged to meet with an advisor or visit www.phcc.edu/academics/health for updates.

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 frame. 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 and graduation 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 program coordinator of the next available start date. Students in a two-year program will have four years to complete all program requirements for that program. Students in a one year program will have two years to complete all program requirements for that program. If students are unable to meet this requirement they will have to reapply to the program.

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 may be required to enroll in Strategies for Student Success ([SLS 0002](#)). 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 upon 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 program coordinator of the next available start date. Students who do not earn a grade of “C” or higher in two 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.

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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 Record 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 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 toward 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 the order would endanger the patient. In such an event, the student shall consult with the instructor immediately.

All of the offenses set forth in items 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 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.
 - 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.
 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.

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

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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 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 College Placement Test (CPT), with current minimum attained score of 55 for Reading Comprehension, 60 for Sentence Skills, and 34 for Arithmetic. For the purposes of proving "Ability to Benefit," all



portions of this test must be taken at one sitting. Minimum test 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, 2011

Application processing for 2011-2012 academic year begins.

April 15, 2011

Priority awarding for 2011-2012 begins. PHCC must receive the FAFSA analysis from the processor by this date and students' Financial Aid files 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 9, 2011

Initial deadline to apply for most PHCC scholarships.

October 29, 2011

Deadline to apply for Stafford Loan for fall term ONLY.

March 9, 2012

Deadline to apply for Stafford Loan for spring term ONLY.

May 4, 2012

Deadline to apply for Stafford Loan for summer term ONLY.

June 1, 2012

Recommended last date to apply for Federal Pell Grant for 2011-2012 school year in order to receive processed Student Aid Reports (SAR) by June 30, 2012.

Note: PHCC must receive the first Student Aid Report (SAR) with the calculated expected family contribution (EFC) by June 30, 2012, or the student's 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. 2010 U.S. Income Tax record
2. W-2 forms and other records of money earned in 2010
3. 2010 records of non-taxable income such as veterans, social security, and welfare benefits
4. 2010 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 is likely to be requested at a later date.

Students may complete the 2011-2012 FAFSA or renewal application on the Department of Education's website 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.

To apply for financial aid at PHCC, students also must complete the following steps:

- Complete a PHCC Application for Admission and pay the \$25 application fee.
- Complete the FAFSA form at: www.fafsa.ed.gov. Students must submit a new FAFSA each academic year, and are strongly encouraged to apply by the dates listed in the College Catalog/Student Handbook under "[When Should a](#)

[Student Apply?](#)” Financial aid awards are not renewed automatically, students must reapply by submitting a new FAFSA for each academic year.

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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: \$12,557 (budget)
Minus \$ 2,000 (EFC)
 = \$10,557 (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 2010-2011 data: All fees are subject to change based on implementation of Florida Statute 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	\$2,633.00*	\$2,633.00*
Books and Supplies	1,350.00	1,350.00
Personal/Misc.	1,679.00**	1,679.00**
Transportation	1,800.00	1,800.00
Room & Board	<u>1,894.00</u>	<u>5,293.00</u>
	\$9,356.00	\$12,755.00*
*Non-Florida residents: add \$6,834.00 for out-of-state fees.		
**Includes allowances for Loan Fees.		

How is Need for Financial Aid Determined?

Students' financial needs are 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 students can be reasonably 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 one to two weeks after transmitting the FAFSA on line at 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 appropriate adjustments on the students' behalf. Within one to two weeks, students will receive an acknowledgement e-mail or letter confirming the changes made to the SAR. At that point, the Financial Aid Office should have received electronically the corrected SAR and then will begin completing and preparing the file for awarding. Students first should check their financial aid account on WISE to see if their Pell has been awarded. If no award is showing, then students should contact the Financial Aid Office if they have not received an award letter within six weeks after the date they completed the FAFSA.

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 been submitted formally 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 declared 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 owe 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)
- Students possess a valid Social Security number

How Will Students Receive Financial Aid?

Students will be awarded financial aid for two terms (i.e., fall and spring of each year) unless otherwise noted. Therefore, students will receive half of their awards disbursed in the fall term 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/wise/ 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 disbursed to students as soon as possible after the end of the drop/add period to the student's PHCC OneCard, presented by Higher One.

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 receive their loan disbursement after the end of the drop/add period via the PHCC OneCard, presented by Higher One. Delays in distributing disbursements may occur due to the large number being processed. However, PHCC personnel will process the disbursements 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.

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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, technical 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:

Suspension Appeal Waiver: Students initially 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 Veterans Administration (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 VA 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 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

<http://phcc.edu/financialaid/standards.php>

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 circumstances with supporting documentation to the Director of Financial Aid/Veterans Services or designee. 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 change 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)

The [Pell Grant](#) is the largest of the government's student aid programs and is the starting point for most students seeking financial aid. Awards for the 2011-2012 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 at www.fafsa.ed.gov
2. Application Period: January 2, 2011–June 30, 2012

Note: Priority awarding deadline date is April 15, 2011.

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

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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 FSEOG 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 because fund availability is limited.

How to apply

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov
2. Ensure that the College's name and code (**010652**) are correct
3. Meet the priority deadline: April 15, 2011

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) at: www.fafsa.ed.gov
2. Ensure that the College's name and code number (**010652**) are listed correctly 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 term for full-time award
4. Must complete nine credit hours for each term for 3/4 time award
5. Must complete six credit hours for each term for 1/2 time award
6. Eligibility is determined at the end of the spring term
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 code (**010652**) are listed correctly on the FAFSA

Eligibility

Students may be eligible if they:

1. 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 ³/₄ time award
4. Must complete six credit hours for each semester for ¹/₂ time award

Note: Eligibility is determined at the end of the spring term.

First Generation Matching Grant Program (FGMG)

FGMG is a need-based grant program available to degree-seeking, Florida residents, 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 at <http://scholarships.phcc.edu>

Eligibility

Students may be eligible if they:

1. 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 also would be eligible if they resided regularly 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.

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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 may be 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

Note: 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 that 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 Director of Financial Aid/Veterans Services
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 term 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 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 may be 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, AAS degrees, or
5. Enroll no less than half-time in a valid 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.

Renewal Criteria

1. Renewal applicants must have earned a minimum cumulative GPA of 2.0, 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) per term for 3/4 time enrollment, or
 - 6 credit hours (180 clock hours) per term for 1/2 time enrollment
2. Renewal eligibility is determined at the end of the second term. 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 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 Director of Financial Aid/Veterans Services
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. The number of hours students may work per week are established by the Director of Financial Aid/Veterans Services.

How to apply

1. Students may contact any 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 term. 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 also must 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 available only 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; students must meet eligibility requirements, and provide documentation of expenses. Funds are awarded on a first-come, first-served basis, contingent on the availability of funds. Students who need help with child care expenses are encouraged to contact the Financial Aid Office.

Loans

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

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 recipients will receive a fixed cost per credit hour award based upon their award level:

- Florida Academic Scholar (FAS)
- Academic Top Scholars (ATS)
- Florida Medallion Scholar (FMS)
- Florida Gold Seal Vocational Scholar (GSV)

The amount of this cost per credit hour is determined by Florida Legislative session, and may vary from year to year. No books, supplies or college preparatory courses are paid by the Florida Bright Futures program.

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 on SAT or ACT test scores, cumulative weighted high school grade point average, and successful completion of specific high school courses.
2. High school students also are 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 the Admissions and Student Records Office.
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

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 in libraries, in the campus Financial Aid Office and online.

PHCC Scholarships

The PHCC Foundation offers more than 200 endowed scholarships. Students may apply online for a Foundation scholarship at <http://scholarships.phcc.edu>. A wide variety of scholarships with many different criteria are available for students based upon optional questions on the application. The priority deadline for applying for a Foundation scholarship is the second Friday in April. The College awards 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 demonstrated financial need as established by the FAFSA. 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 Montgomery G.I. Bill (MGIB) 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 first shall complete a Veterans Deferred Payment Agreement (SVA-2) which is processed by the campus Veterans Advisor.

Under the new Chapter 33 Post 9/11 MGIB, the VA will make direct payments to the College for tuition and fees, and to the student for books and housing allowance. Chapter 33 eligible veterans may receive a deferment for payment of tuition and fees, but not for books and supplies. All veteran students are encouraged to apply for federal financial aid.

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 III 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 student's responsibility to inquire about all VA rules and regulations and to report any changes in status that affects their benefits.

Purple Heart Waivers

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. Visit the Financial Aid Office for information.

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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 Florida State College System or local school districts are not considered 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 titled "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 any PHCC 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 Florida Statutes 112.19, ; or a firefighter is killed in the line of duty as specified in Florida Statutes 112.191; 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 Florida Statutes 112.1915, the State of Florida shall waive certain educational expenses that the child or spouse of the deceased law enforcement officer, correctional officer, correctional probation officer, or firefighter, or the child of a teacher or school administrator incurs while obtaining a career certificate, an undergraduate education, or a postgraduate education. The amount waived by the state shall be an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours. The child or spouse may attend a state career center, a state community college, or a state university. The child or spouse may attend on either a full-time or part-time basis. The benefits provided to a child under these laws shall continue until the child's 25th birthday. The benefits provided to a spouse under these laws must commence within 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 Financial Aid Standards of Academic Progress are processed according to the procedures contained in the District Board of Trustees Rule, 6Hx19-6.43.)

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.
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[ARCHIVED CATALOG]

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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 and are available by visiting www.phcc.edu/admissions/fees/. 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

* 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.

Florida resident*	\$ 94.80 per credit hr.
Non-Florida resident*	\$360.50 per credit hr.

Technical Credit

† Includes post-secondary adult vocational (PSAV) courses. Includes a financial aid fee and a capital improvement fee.

Florida resident	\$ 83.92 per credit hr.
Non-Florida resident	\$335.67 per credit hr.

Continuing Education Fees

Noncredit Technical Supplemental

Continuing Workforce Education	\$6 per clock hour
Lifelong Learning (CEL)	\$6 per clock hour
Workshops	varies per workshop

Adult Education

Florida resident	\$ 30.00 per semester
Non-Florida resident	\$120.00 per semester

Fees for Repeated Courses

Subject to change based on implementation of FS 1009.285

On the third attempt of a college credit and/or preparatory course, students 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	Course Letters and Numbers	Fee
BOT 1010C	\$28	ETD 1530	\$25
BSC 1007L	\$40	ETD 2320	\$25
BSC 1085L	\$25	ETD 2340	\$25
BSC 1086L	\$25	ETD 2381	\$25
BSC 2010L	\$30	ETD 2110	\$25
BSC 2011	\$30	GIS 0090	\$62
CET 1179	\$40	GIS 0091	\$62
CET 1600	\$100	MAT 0028	\$5
CET 1610	\$100	MCB 2010L	\$28
CET 2615	\$100	NUR 1006C	\$94.70
CET 2620	\$100	NUR 1021C	\$94.70
CET 2880	\$25	NSP 1700C	\$20
CGS 1000	\$25	NUR 1200C	\$56.62
CGS 1100	\$25	NUR 1211C	\$56.62
CGS 1820	\$25	NUR 2261C	\$98.82
CGS 2108	\$25	NUR 2403C	\$67.92
CGS 2304	\$25		
CGS 2821	\$40	NUR 2460C	\$67.92
CGS 2827	\$40	OST 1100	\$25
CHM 1025L	\$25	OST 1110	\$25
CHM 2045L	\$34	OST 1764	\$25
CHM 2046L	\$60	OST 1811	\$25
CHM 2210C	\$25	OST 2335	\$25
CHM 2211C	\$25	OST 2401	\$15
CNT 2405	\$25	OST 2601	\$25
CNT 1000	\$25	OST 2621	\$25
CNT 2510	\$25	OST 2852	\$25
CNT 2700	\$40	PEL 1111	\$60
COP 1000	\$25	PEL 1121	\$70
COP 1332	\$25	PEL 1122	\$70
COP 2071	\$25	PEL 1341	\$10
COP 2801	\$25	PEL 1342	\$10
COP 1839	\$25	PEL 1441	\$5
CTS 1110	\$40	PEM 1171	\$5
CTS 2123	\$25	PEM 1172	\$5
DEH 1002L	\$186	PGY 1401C	\$20
DEH 1800L	\$245	PGY 1404C	\$20
DEH 2702L	\$30	PGY 2112C	\$20
DEH 2802L	\$245	PHY 1053L	\$25
DEH 2804L	\$245	PHY 1054L	\$25
DEH 2806L	\$245	PHY 2048C	\$25
DES 1020L	\$15	PHY 2049C	\$25

DES 1100L	\$133	REA 0017	\$5
DES 1200L	\$154	RTE 1418L	\$67.5
EMS 1119C	\$60	RTE 1458L	\$50
EMS 2620C	\$210	RTE 1503L	\$87.50
EMS 2622C	\$154	RTE 1513L	\$62.50
EMS 2624C	\$76	RTE 1523L	\$62.50
ENC 0025	\$5	THE 2925A	\$25
ETD 1100	\$10	THE 2925B	\$25
		THE 2925C	\$25

Laboratory Fees - Technical Credit Courses

Course Letters and Numbers Fee

CJK 0020	\$60
CJK 0031	\$16
CJK 0040	\$572
CJK 0051	\$50
CJK 0061	\$22
CJK 0076	\$7
CJK 0082	\$22
CJK 0212	\$42.40
CJK 0422	\$26
CTS 0022	\$8
CTS 0023	\$8
CTS 0024	\$8
CTS 0029	\$8
CTS 0050	\$25
CTS 0076	\$16
CTS 0077	\$16
CTS 0078	\$16
DEA 0744L	\$25
DEA 0751L	\$100
DEA 0755L	\$75
DEA 0757L	\$140
DEA 0758L	\$25
EEV 0317	\$8
EEV 0504	\$8
HCP 0731L	\$36
HCP 0741L	\$36
HIM 0061	\$25
HIM 0062	\$25
HIM 0063	\$25
HIM 0274	\$25
HIM 0280	\$25
HIM 0281	\$25
MEA 0200	\$20
OTA 0040	\$8
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 0000C	\$61.29
PRN 0002C	\$85.66
PRN 0120C	\$52.62
PRN 0204C	\$70.71
PRN 0205C	\$53.72
PRN 0030C	\$20

Limited Access Admission Application Fee

Certain programs have limited access admission, which means students applying for admission must complete a separate, specific application to that program. The fee for submitting a limited access program application is \$25 per program. (This application fee is in addition to the \$25 admission application fee.) The following is a list of limited-access programs:

- Correctional Officer
- Dental (Dental Assisting, Dental Hygiene)
- Law Enforcement Officer
- 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, Testing Fee: \$95.67 per course

- [PRN 0120C](#)
- [PRN 0204C](#)

PN/Nursing Courses, Testing Fee: \$170.67 per course

- [PRN 0000C](#)

RN/Nursing Courses, Testing Fee: \$75.20 per course

- [NUR 1211C](#)
- [NUR 2261C](#)
- [NUR 2460C](#)
- [NUR 2820](#)

RN/Nursing Courses, Testing Fee: \$150.20 per course

- [NUR 1021C](#)

RN/Nursing Courses, Testing Fee:

- [NUR 2403C](#) \$112.80 per course
- [NUR 1200C](#) \$187.80 per course

NHA Testing Fee:

- [HCP 0742](#) \$105.00 per course
- [HIM 0281](#)
- [OTA 0627](#) \$149.00 per course

All Applied Music Courses	\$90
Music Ensemble Courses	\$20
Application to PHCC	\$25
Application Fee to Limited Access Programs (per program)	\$25
International Student Application Fee	\$40
Career Assessment for Non-PHCC Students	\$20
College Placement Test (CPT/P.E.R.T.) Non-PHCC Students	\$20
College Placement Test (CPT/P.E.R.T.) Retake for PHCC Students	\$5
College Placement Test (CPT/P.E.R.T.) Retake Non-PHCC Students	\$20
Credit-by-Examination:	\$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	
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 (Per Test)	\$25
Test of Essential Academic Skills (TEAS)	\$50
Distance Learning Fee (Per Credit Hour)	\$12.50
Except for the following Distance Learning Courses:	
College Algebra, MAC 1105 (Per Credit Hour)	\$32.50
Intermediate Algebra, MAT 1033 (Per Credit Hour)	\$23.75

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

Library lost book/damage fee — \$15 plus the replacement cost of the book

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

Dental Assisting: DEA 0758L
Dental Hygiene: DEH 1001L, DEH 2804L
Emergency Medical Technician: EMS 1431
Health Unit Coordinator: WCL 0050
Human Services: HUS 2940
Medical Administrative Specialist: OTA 0627
Nursing Assistant, HCP 0604
Nursing – Generic, NUR 1021C, NUR 2460C, NUR 2820
Nursing – Transition: NUR 1006C (Paramedic students only), NUR 1200C (LPN's only)
Paramedic: EMS 2621
Phlebotomy, HCP 0750

Practical Nursing, PRN 0000C
Radiography, RTE 1111L, RTE 2824

Radiation monitoring badge — \$60

Dental Hygiene: DEH 1001L, DEH 2804L
Dental Assisting: DEA 0758L
Radiography: RTE 1503, RTE 1523

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College Level Examination Program (CLEP)

Test Administration Fee — \$77

A fee is charged. For further information please call 727-816-3483 or visit www.CLEP.org

College Administrative Fee — \$20

Check with your campus College Store

Payment and Financial Obligations

Students ultimately are responsible for payment of tuition, fees, books and any other expenses incurred while attending PHCC, regardless of financial assistance provided by parents, relatives or others. Students should know and understand responsibilities regarding the payment of 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 Stores or online by credit card only through PHCC's online registration system at www.phcc.edu/wise/.

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 spread over several months, depending on the term. The earlier students enroll, the more payment options available. Students should check the College academic calendar for dates and payment options. Students who choose to use TIP may enroll online by accessing the TIP at www.phcc.edu/tip/. After enrollment, students may use the MyFACTS account link to access their account online. Students must contact the Financial Services Office if any schedule changes are made 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, writer's driver's license number and state, as well as student's 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 also may 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 state 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

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

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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 also may be mailed to PHCC Financial Services, 10230 Ridge Road, New Port Richey, FL 34654 or paid online through WISE at www.phcc.edu/wise/. In order to remove restrictions from student records, payment of delinquent accounts must be made in full.

If the delinquent account has been referred to the College's collection agency, it is preferred 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 College Store.

Title IV Federal Repayment Guidelines

Students receiving Federal Title IV Financial Aid (Pell, ACG, FSEOG, William D. Ford and William D. Ford 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 his or her 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.

Florida Bright Futures Repayment Guidelines

Students receiving Florida Bright Futures must reimburse the postsecondary institution for the cost of course(s) dropped or withdrawn after the initial drop/add period. Non-refunded hours may affect the student's renewal eligibility. Please refer to the OSFA website for additional details at www.floridastudentfinancialaid.org. Review the Bright Futures information within this catalog, or visit www.phcc.edu/financialaid/fbfs.php.

Refunds of Student Tuition and Fees

No refunds shall be made to students who are withdrawn administratively for disciplinary reasons, are withdrawn administratively for non-attendance, or who withdraw from courses after the designated drop/add refund deadline, except for documented circumstances as identified in DBoT Rule 6Hx19-5.08.

1. Credit Courses

- A. A 100 percent refund of tuition and fees, with the exception of special additional fees as defined in the PHCC Catalog/Student Handbook, will be granted if the student "drops" a course before the end of the drop/add period for a term as specified in the College Calendar. Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows:
 1. death of a student, or the death of an immediate family member of the student (parent, spouse, or child), as documented by the student or the student's estate, which precludes the student from being able to complete current semester's courses.
 2. critical medical emergency of the student, or an immediate family member of the student (parent, spouse, child) 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 the current semester's courses.
 3. active duty military service, which would preclude the student from being able to complete the current semester's courses;
 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.
- B. Appeals based on the above exceptions must be in writing and submitted to the Student Development Office at any College campus. Appeals initially will be reviewed by an Assistant Dean of Student Development. Appeals based upon any of the documented extenuating circumstances identified in this Board Rule will be forwarded by the Assistant Dean of Student Development to the Associate Dean of Student Enrollment and Retention for approval or denial.
- C. Exceptions to the 100 percent refund provision are subject to federal regulations for Title IV financial aid repayments.
- D. The fee for late registration will be refunded when the only course in which the student is enrolled is canceled by the College, or in cases of administrative error, state employee tuition waivers, or other extenuating circumstances.
- E. 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 Academic Calendar, the final refund date shall be the end of the day on which 10 percent of the prescribed instructional hours in the course occurs.

2. Continuing Education/Non-Credit Courses

Except for online non-credit courses, a full refund will be issued to a student who drops any non-credit course prior to the start of the first class.

Exceptions to this policy will follow those listed in “1. Credit Courses”. Online non-credit course fees will be refunded if the student drops prior to noon of the day before the start of the first class, but will not be refunded after that time.

3. Refunds Amounting to \$1 or Less Will Not Be Returned to the Student.

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.

PHCC OneCard

Higher One, Inc. disburses financial aid balances and tuition refunds, through the PHCC OneCard. The card will be mailed automatically to all certificate and degree-seeking students after registration and payment of classes.

During card activation, students choose the method of disbursement of their funds: an ACH (automatic bank payment) to their existing bank account, a traditional paper check that will be mailed to the address on file in WISE, or to a Higher One bank account (the OneAccount) that can be opened at the time of card activation. By opting for the OneAccount, the card then becomes a debit card linked to that account. The required PHCC OneCard is not a credit card and “activation” is required by the College.

Do not discard the card. The cost to replace a Higher One Card is \$20.

Contact Information

1. Contact the Financial Aid Office regarding:
 - a. Questions concerning students’ financial aid including 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. How to pay a deferment or delinquent account;
 - d. Questions concerning delinquent accounts referred to collections;
 - e. Questions concerning a dishonored check and payment of dishonored checks.
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Student Activities and Organizations

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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. All currently enrolled 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 students' interests by planning and 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, 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.

SkillsUSA is a national, state and local organization for students interested in drafting and design careers. Members

learn the value of competition at the regional, state, and national levels. At the state and national levels, scholarships are awarded to competition winners. SkillsUSA 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 often is called “the varsity sport of the mind” and is compared to the game show “Jeopardy.” Students compete as a team against other Florida state 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 four 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 contact 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.

Citizen Scholar Program

The Citizen Scholar Program at PHCC is designed to engage students 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 receive a Citizen Scholar medallion.

Honor Societies

Lamda 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 (GPA) 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 his or her GPA returns to 3.5 or higher for two consecutive terms.

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 or her GPA.

The PHCC North Campus Chapter has been designated as Alpha Delta Epsilon, the West Campus Chapter as Alpha Epsilon Upsilon, the East Campus Chapter as Alpha Zeta Epsilon and the Spring Hill Campus Chapter as Beta Tau

Zeta.

Psi Beta

Psi Beta, a National Psychology Honor Society promotes, stimulates, encourages and recognizes general scholarship and interest in psychology. Requirements include: currently enrolled student, completion of Introduction to Psychology, 3.25 overall grade point average for all courses completed, an earned "B" or higher grade point average (3.0 or higher) in all psychology courses completed, and completion of 12 PHCC credit hours. The chapter holds various social, community and educational activities.

Tau Upsilon Alpha

Tau Upsilon Alpha is associated with the National Organization for Human Services Honor Society. Tau Upsilon Alpha is dedicated to promoting professional development and involvement for students entering the Human Services field. "Excellence in Service to Humanity" is the Society's slogan. The purpose is to honor academic excellence; to foster lifelong learning, leadership and development; and to promote excellence in service to humanity. Membership is open to any full or part-time students enrolled in the Associate Degree program at PHCC who have a major in Human Services or a closely related field, agree to abide by the National Organization for Human Services Code of Ethics, have a minimum cumulative grade point average of 3.25 and have completed at least 12 hours in courses leading to the Associates Degree. Membership applications must be submitted for review by the chapter advisor.

Clubs and Organizations

3D - Developing Drafters & Designers: brings 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.

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

Dental Hygiene Group: promotes the professional growth and development of students enrolled in the dental hygiene program.

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.

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.

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

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).

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.

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.

Men of Excellence (MOE): 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.

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.

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.

SkillsUSA: promotes drafting and design education and encourages a high degree of academic and professional achievement through regional, state and national competitions. Scholarships are awarded to top competition winners through business and industry sponsors.

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

UHURU: the Swahili word for freedom, is an organization established to develop an awareness of, and solutions to, the problems of the educational, economic, and cultural dilemmas experienced by minority people.

Veterans Club: assists veterans in their needs while in school, connects them to opportunities in the community and educates students with the experiences 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 www.phcc.edu. To inquire about starting a new club or organization, please visit a campus Student Activities Office.

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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: 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 evening students and the arts. Each event has artistic expressions in the forms 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 team building 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 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 students into a plethora of selected career paths.

PHCC Faculty and 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, contact the Office of Multicultural Student Affairs and Equity Services.

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

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

Intramural Sports & Recreation Programs

Intramural sports and recreation programs are coordinated for each campus. In the [Intramural Sports program](#), students compete against each other and sometimes even compete against PHCC faculty and staff. For information about how to become involved in intramural sports such as flag football, dodgeball, 3-on-3 basketball and softball, gaming tournaments and outdoor recreational activities, please contact your campus Student Activities Office or visit the College Website for times and locations of events.

Intercollegiate Athletics

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 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.

The PHCC Cheerleaders promote school spirit on campus and at athletic games. Team members also will have the opportunity to support additional PHCC athletic programs, host fundraisers and participate in community service projects throughout the year. The cheerleading program consists of up to 20 stunt members and non-stunting crowd cheerleaders. Please visit the College website for more information about how to become involved in the cheerleading program.

Fitness Centers

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.

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Academic Freedom

Academic Freedom for Faculty

PHCC 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 this is done objectively and in the spirit of academic inquiry, the topic is pertinent to the subject matter of the course, and the material is presented in good taste.

Faculty are encouraged to conduct research and publish materials, provided 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 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 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 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 regarding 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), also called the CPT, may obtain information regarding alternatives to traditional college-preparatory instruction, including private provider instruction, from the Student Development office 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 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. Students are not permitted to bring children to class, nor may children be left unattended on campus.

College-Level Academic Skills (CLAS) Requirements

In accordance with Florida Statutes, Chapter 1007.25, and Florida Administrative Code 6A-10.0311, the Associate in Arts (AA) degree can be awarded only to those students who have completed the following coursework:

1. Not less than six (6) semester hours of course work in communications (in two courses.)
2. Not less than six (6) semester hours of course work in mathematics (in two courses) at the level of college algebra or higher.

A grade of "C" or higher must be earned in each of the required communications and mathematics courses.

Additionally, Associate in Arts degree students must meet College-Level Academic Skills (CLAS) requirements or be granted a CLAS waiver in order to be a recipient of this degree.

Students declared into the Associate in Arts (AA) degree may meet the CLAS requirements in one of the following ways:

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CLAS Requirements

Students declared into the Associate in Arts (AA) degree may meet the CLAS requirements via submission of scores on any one of the following standardized tests: Scholastic Achievement Test (SAT-1): American College Testing (ACT) Program, Enhanced ACT Accuplacer In addition, grades in certain college courses may be used to meet the CLAS requirement, provided that the student meets the grade-point average (GPA) requirements for those courses and obtains a grade of "C" or higher in each course. Finally, students with Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Advanced International Certificate of Education

(AICE), Dantes Subject Standardized Tests (DSST) or Excelsior credit may be exempt provided they have taken all appropriate tests or they meet certain grade-point average (GPA) requirements in combination with any of the above standardized tests.

Scholastic Achievement Test (SAT-1):
American College Testing (ACT) Program, Enhanced ACT
Accuplacer

In addition, grades in certain college courses may be used to meet the CLAS requirement, provided that the student meets the grade-point average (GPA) requirements for those courses and obtains a grade of “C” or higher in each course.

Finally, students with Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), Dantes Subject Standardized Tests (DSST) or Excelsior credit may be exempt provided they have taken all appropriate tests or meet certain grade-point average (GPA) requirements in combination with any of the above standardized tests.

A. Grades in Certain College Courses

Students who have earned a combined grade point average (GPA) of 2.5 or above in the English or mathematics courses listed below, with a minimum grade of a “C” or higher in each course, may meet the CLAS requirement, as specified below. Courses transferred to PHCC from other public Florida state colleges and from the State University System will be allowed if designated by the same common course number. Courses transferred from other Florida state institutions may be used if course transfer credit, as evaluated by the Dean of Arts and Sciences and processed by the Admissions and Student Records Office, is deemed equivalent to these courses.

English/Communication:

[ENC 1101 - English Composition I](#), completed with a grade of “C” or higher; and
[ENC 1102 - English Composition II](#), or other equivalent college-level, Gordon Rule English course, completed with a grade of “C” or higher.

Mathematics/Computation:

Option 1:

MAC 1102 - Essentials of College Algebra OR any other MAC course with the last three digits being higher than 102

[MGF 1106 - Mathematics for Liberal Arts I](#)

[MGF 1107 - Mathematics for Liberal Arts II](#)

MGF 1202 - Finite Mathematics OR any other MGF course with the last three digits being higher than 202

STA 2014 - Statistical Methods OR any other STA course

Option 2:

[MGF 1106 - Mathematics for Liberal Arts I](#)

[MGF 1107 - Mathematics for Liberal Arts II](#)

MGF 1113 - Topics in College Mathematics I

MGF 1114 - Topics in College Mathematics II

Option 3:

[MGF 1106 - Mathematics for Liberal Arts I](#) OR

MGF 1113 - Topics in College Mathematics I

AND

MAC 1102 - Essentials of College Algebra, OR

[MAC 1105 - College Algebra](#)

B. 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 as listed above may use these credits to meet CLAS requirements. Students awarded AP, CLEP, or IB credits 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 course(s) in order to meet the CLAS requirement.

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

CLAS Waivers

A committee will be established by the President to consider requests for exemptions from CLAS requirements. Procedures followed by this committee and the President shall be in accordance with Section 1007.25(11)(d), Florida Statutes and 6A10-0311, Florida Administrative Code.

Waivers also may be granted by this committee for students other than those with specific learning disabilities, or for students for whom English is a second language.

A waiver of CLAS requirements granted by PHCC is transferable to other institutions.

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 at <http://phcc.edu/policies/rules.php>.

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Directed Individual Study

A student who needs a course 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.

eLearning 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. eLearning courses include fully online courses delivered using the Internet and courses that combine on-campus with online learning. eLearning 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 users to access course information, student e-mail, online tutoring services, student resources, and technical support. Students also have access to community groups in which they are a member, as well as information regarding all student activities.

Through myPHCC the College provides each enrolled student with an official e-mail account which should be checked frequently. This account is internal to the myPHCC system. A student may forward their myPHCC mail to an Internet account if desired.

Technical Requirements for eLearning Courses

Basic technical requirements for eLearning courses can be found at <http://www.phcc.edu/ecampus/dlinfo.php>. Some eCourses 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 eLearning course on a computer off-campus at a workplace should check with the 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. Additional information may be obtained from the Student Development Office.

Excess Hours Surcharge for Prospective State University Transfer Students

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as hours that go beyond 115 percent of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (115 x 120 percent).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses non-essential to the intended major, may contribute to a potential excess hours surcharge.

Internships

phcc.edu/careercenter/intern.php

Library Services

A full-service library is located on each of PHCC's campuses. The combined holdings of all libraries are 85,853 books and 3,519 audiovisual resources. In addition to print books, patrons may access more than 96,633 electronic books, and 134 electronic databases containing periodical articles, newspaper articles and full-text content of sections from

reference books. PHCC's 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 resources held in PHCC's libraries, including electronic books, and borrow library resources owned by any college library in the Florida College System.

The libraries provide full inter-campus and inter-library loan services. Copies of articles in books or journals owned by the library may be transmitted between libraries.

The library staff on each campus is trained to assist students and faculty to make full use of the library's facilities and materials. Instruction in using the library's resources is provided to any student or 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 TLC is located in the library building on each campus. The TLC assists students in becoming successful learners by providing various testing services and individualized materials for instruction. Staff provides additional assistance with regular programs and recommend materials to remedy educational deficiencies.

The TLC's offer peer-tutorial assistance for students in mathematics and English. Students also may use individualized materials to improve skills in English, reading, mathematics, spelling, and other academic areas.

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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 (CPT/P.E.R.T.)

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/P.E.R.T.), which consists of tests covering reading, English, and mathematics including elementary algebra. Additionally, based on responses to questions, the mathematics portion of the test also may include arithmetic and college-level mathematics. 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/P.E.R.T., SAT, ACT, and ACCESS 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 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/P.E.R.T. Retests

Students who request a retest of the College Placement Test (CPT/P.E.R.T.) must follow these guidelines:

- Students are permitted to retake the CPT/P.E.R.T. 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 already have begun any college preparatory course can retake the CPT/P.E.R.T. only upon referral to an advisor by their instructor on a case-by-case basis.
- No retests of the CPT/P.E.R.T. 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 (AA) degree or any student who intends to be admitted to upper-division status in a state college or university in Florida must meet the College Level Academic Skills (CLAS) requirements. 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 that 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 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 fields. 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 published 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.

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Definition of “Learning”

PHCC 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 shall be awarded upon successful completion of a planned program of 60 college credit hours and upon satisfying College Level Academic Skills (CLAS) requirements. Thirty-six (36) credit hours must be earned in General Education Requirements. The remaining 24 credit hours may consist of any courses in the Catalog/Student Handbook section under “Courses” that are 1000 or 2000 level. A grade of “C” or higher is required for all Gordon Rule courses and General Education courses whether they are being used to fulfill program or elective requirements. 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 shall 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 in courses completed at PHCC. A cumulative GPA 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 shall 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 also will prepare students for employment for mid-management positions in a variety of business environments.

b. 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 those previously or currently employed in these occupations.

c. 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 students for employment as dental hygienists.

d. 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 students 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.

e. Associate in Science in eBusiness Technology

The Associate in Science in eBusiness degree shall be awarded upon completion of 63 semester credit hours. The purpose of this program is to prepare students for employment in e-business such as computer specialists, database technicians, security specialists, Web content specialists, developers, technical, systems, and network analysts, Web security specialists, and Internet technical support specialists in Information Technology. The program also will provide supplemental training for persons previously or currently employed in the industry.

f. 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 paramedics. Instruction includes the knowledge and skills required to function under the direction of a physician, either directly or by written procedures.

g. 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 human services specialists who will serve as paraprofessionals in community agencies.

h. Associate in Science in Industrial Management Technology

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

i. 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.

j. Associate in Science in Internet 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.

k. 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.

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

An Associate in Science in Nursing degree shall be 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, graduates are 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 shall be 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.

m. Associate in Science in Office Administration

The Associate in Science in Office Administration—Legal Specialization degree shall 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.

n. Associate in Science in Paralegal Studies (Legal Assisting)

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 also is designed to provide supplemental training for persons already employed as paralegal assistants.

o. Associate in Science in Radiography

The Associate in Science in Radiography degree shall 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. Students will learn to provide the patient care and technical expertise necessary to create a radiographic image used by physicians.

Transfer Programs

The Associate in Arts (AA) degree program and the Associate in Science (AS) degree program in Business Administration, Nursing (R.N.), 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 or AS degree, must satisfy College Level Academic Skills (CLAS) requirements.

Satisfactory completion of the AA degree program 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 student's 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 in Student Development Offices or online at www.FACTS.org. Advisors are available, by appointment, to assist students in planning a program.

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. Students are responsible for course selections as they pertain to a selected program of study.

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.

Associate in Applied Science Degree

The Associate in Applied Science (AAS) degree shall 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 courses completed 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 shall be 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 those previously or currently employed in business occupations.

b. Associate in Applied Science in Criminal Justice Technology

The Associate in Applied 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

Please see program pages for descriptions.

AutoCAD Foundations
Business Management
Business Operations
Business Specialist
Computer Programmer
Computer Programming Specialist
E-Business
E-Business Security
E-Business Software
E-Business Technology
E-Business Ventures
Human Services Assistant
Information Technology Administration
Information Technology Management
Information Technology Technician
Marketing Operations
Office Management—Legal Office Systems
Office Specialist
Office Support
Paramedic
Web Development Specialist

Technical Certificate Programs

The Technical Certificate shall 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 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 from Correctional Officer To Law Enforcement Officer

The purpose of this 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 Corrections Officer program satisfactorily.

d. Cross-Over from Law Enforcement Officer To Correctional Officer

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

e. **Dental Assisting**

This 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.

f. **Geographic Information Systems**

This program is designed to prepare students for employment as a GIS technology assistant or a GIS technician. Students are introduced to the concepts of Geospatial/Geographic Information System (GIS) and Remote Sensing (RS) Technology - an organized collection of computer hardware, specialized software, and geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced (spatial) information. Students will research and learn detailed information about global and local matters related to political, environmental, commercial and other areas, through the use of specialized geospatial tools and products.

g. **Health Unit Coordinator**

This 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.

h. **Law Enforcement Officer**

This 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.

i. **Law Enforcement Officer Cross-Over to Traditional Correctional Basic Recruit Training**

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

j. **Medical Administrative Specialist**

The purpose of this 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.

k. **Nursing Assistant (Long Term Care)**

The purpose of this 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.

l. **Phlebotomy**

The purpose of this 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.

m. **Practical Nursing**

This 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 also is 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 already have received an Associate in Science degree and who are seeking an advanced specialized planning program of study to supplement the Associate in Science degree.

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 ATD program may consist of either technical credit or college credit.

a. Emergency Medical Technician

This college 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 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 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 and Design Technology, E-Business 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 Technical 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 or complete an Associate in Science degree. For more information on opportunities at PHCC, contact 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 to the program is contingent upon receiving a Status of Eligibility letter from the Florida Department of Education verifying the student's eligibility to teach in the State of Florida. Upon successful completion of a planned program of 21 institutional credits and upon passing the General Knowledge, Professional Educator and Subject Area tests, students will be eligible to apply for a Professional Teaching Certificate from the State of Florida.

Adult Education Program

PHCC provides an Adult Education program with sections in: GED (General Educational Development) preparation and ABE (Adult Basic Education) for those over the age of 18 who do not possess a high school diploma. The tuition charge for the program is \$30 per term for Florida residents and \$120 per term for non-Florida residents.

The 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 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 building 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 Teaching Assistants and/or TLC Coordinators are available to work with students individually or in small groups to answer questions and provide further guidance. Interested students should contact the TLC on their campus.

PHCC is an official [GED Test Site](#).

Continuing Education

PHCC will provide [Continuing Education](#) noncredit courses as needed to serve the community. 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.

Developmental Education Program

PHCC's [developmental education program](#) offers college preparatory (prep) courses for students whose placement test scores indicate a 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 enrolled in Elementary Algebra, Reading II, and Writing II must pass both the classwork with a grade of "C" or higher 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 Sentence Skills, Reading and/or Mathematics on the CPT/PERT can obtain information regarding alternatives to traditional college-preparatory instruction, including private provider instruction, from Student Development Offices on each campus.

Regional Linkage System

The Linkage System is a cooperative agreement among PHCC and four other Florida state 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.

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.

Admission To Linkage Programs

Linkage programs allow a limited number of PHCC students to enroll in specialized programs at other Florida state 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

State College of Florida, Manatee-Sarasota

Occupational Therapy Assistant
Physical Therapist Assistant

Polk State 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

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- [Human Services—Associate in Science](#)
- [Industrial Management Technology— Associate in Science](#)
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- [Nursing Assistant—Technical Certificate](#)
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Associate in Arts Degree—Overview

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 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 is currently conducting a review of the common prerequisites for all academic programs. For the most current information, students should meet with an academic 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. These differing requirements should be considered when students make course selections to satisfy the 36-credit hour General Education Requirement as well as the remaining 24 credit hours needed to complete the AA degree. (See (AA) degree General Education Requirements for more information.)

It is the student's responsibility to verify the transfer prerequisites and grade point average (GPA) requirements for the specific program at the selected university.

PHCC will review student files to verify completion of the degree requirements for the student's declared program of study. Upon earning the credits required to meet the 60-credit 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.

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.

Gordon Rule

Rule 6A-10.030, Florida Administrative Code, 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. A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

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

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 PHCC College Catalog/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

PHCC's faculty has 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 discipline-based writing of which the majority is assessed by faculty toward 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 10 semester hours) at the postsecondary level.

An alternate method for students to demonstrate equivalent foreign language competence is by means of credit awarded on the basis of scores on the foreign language subject matter examinations in the College Level Examination Program (CLEP) as indicated in Rule 6A-10.024(5)(b), F.A.C., 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

Any AA degree graduate from a Florida state college admitted without meeting the foreign language requirement must earn such credits prior to graduation from a state university.

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 that are parallel in content and quality to those taught within the SUS.

General Education Student Learning Outcomes

The General Education curriculum at PHCC 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) or the Postsecondary Educational Readiness Test (PERT) so they can be advised and placed in the proper communication and computation courses.

General Education Requirements for the AA Program

Additional courses may be required based on placement test scores. All students 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.

A grade of “C” or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

English/Reading Preparatory Courses (0-16 Hours)

- [ENC 0015 - Writing I](#) 4 cr.
 - [ENC 0025 - Writing II](#) 4 cr.
- and/or:
- [REA 0007 - Reading I](#) 4 cr.
 - [REA 0017 - Reading II](#) 4 cr.

Math Preparatory Courses (0-8 Hours)

- [MAT 0018 - Prealgebra](#) 4 cr.
- [MAT 0028 - Elementary Algebra](#) 4 cr.

AREA I.

Communications 9 Semester Credit Hours

The following course is required for all students:

- [ENC 1101 - English Composition I](#) 3 cr.

Note(s):

Students are encouraged to enroll in English Composition I, (ENC 1101) during the first term of their enrollment at the College.

Select one of the following courses:

- [AML 2010 - American Literature: Exploration to the Late 19th Century](#) 3 cr.
- [AML 2020 - American Literature: The Late 19th Century Through the Modern Era](#) 3 cr.

- [ENC 1102 - English Composition II](#) 3 cr.
- [ENG 2103 - World Cinema](#) 3 cr.
- [ENG 2670 - Conflict and Nonviolent Resolutions in Film](#) 3 cr.
- [ENL 2012 - British Literature: The Middle Ages through the Late 18th Century](#) 3 cr.
- [ENL 2022 - British Literature: The Late 18th Century through the Modern Era](#) 3 cr.
- [ENL 2330 - Introduction to Shakespeare](#) 3 cr.
- [LIT 1020 - Introduction to Short Fiction](#) 3 cr.
- [LIT 2110 - World Literature: The Ancient World through the Renaissance](#) 3 cr.
- [LIT 2120 - World Literature: The Renaissance through the Modern Era](#) 3 cr.
- [LIT 2203 - Poetry, Peace and Social Justice](#) 3 cr.
- [LIT 2380 - Women in Literature](#) 3 cr.

The following course is required for all students:

- [SPC 2608 - Introduction to Public Speaking](#) 3 cr.

Note(s):

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms also may 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 cr.
- [MAC 1147 - Precalculus Algebra/Trigonometry](#) 5 cr.
- [MAC 2233 - Applied Calculus](#) 4 cr.
- [MAC 2311 - Calculus and Analytic Geometry I](#) 5 cr.
- [MAC 2312 - Calculus and Analytic Geometry II](#) 5 cr.
- [MAC 2313 - Calculus and Analytic Geometry III](#) 4 cr.
- [MAP 2302 - Differential Equations](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
- [MGF 1107 - Mathematics for Liberal Arts II](#) 3 cr.
- [MTG 2206 - College Geometry](#) 3 cr.
- [STA 2023 - Introduction to Statistics](#) 3 cr.

Note(s):

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms also may 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 usually is selected by students who do not intend to major in natural sciences, engineering or health-related professions. Some courses have a co-requisite laboratory. Courses with the suffix of C, such as Botany, [BOT 1010C](#) have the lecture and laboratory combined in one course.

Category A

- [BOT 1010C - Botany](#) 4 cr.
- [BSC 1005 - Introduction to Biology](#) 3 cr.
- [BSC 1020 - Human Biology](#) 3 cr.
- [BSC 1050 - Introduction to Environmental Science](#) 3 cr.

- [BSC 1085 - Human Anatomy and Physiology I](#) 3 cr.
and
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 cr.

- [BSC 1311 - Marine Biology](#) 3 cr.

- [BSC 2010 - Biology I](#) 3 cr.
and
- [BSC 2010L - Biology I Laboratory](#) 1 cr.

- [MCB 2010 - Microbiology](#) 3 cr.
and
- [MCB 2010L - Microbiology Laboratory](#) 1 cr.

- [OCE 2001 - Introduction to Oceanography](#) 3 cr.

Category B

- [AST 1002 - Introduction to Astronomy](#) 3 cr.
- [CHM 1020 - Chemistry in Your Life](#) 3 cr.

- [CHM 1025 - Introductory Chemistry](#) 3 cr.
and
- [CHM 1025L - Introductory Chemistry Laboratory](#) 1 cr.

- [CHM 2045 - General Chemistry and Qualitative Analysis I](#) 3 cr.
and
- [CHM 2045L - General Chemistry and Qualitative Analysis I Laboratory](#) 1 cr.

- [GLY 2010 - Introduction to Geology](#) 3 cr.
- [MET 2010 - Introduction to Meteorology](#) 3 cr.

- [PHY 1053 - General Physics I](#) 3 cr.
and
- [PHY 1053L - General Physics I Laboratory](#) 1 cr.

- [PHY 2048C - General Physics I with Calculus](#) **4 cr.**
- [PSC 1121 - Survey of the Physical Sciences](#) **3 cr.**
- [PSC 1341 - Introduction to the Physical Sciences](#) **3 cr.**

Option Two.

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

- [BOT 1010C - Botany](#) **4 cr.**
- [BSC 1085 - Human Anatomy and Physiology I](#) **3 cr.**
and
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) **1 cr.**
- [BSC 1086 - Human Anatomy and Physiology II](#) **3 cr.**
and
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) **1 cr.**
- [BSC 2010 - Biology I](#) **3 cr.**
and
- [BSC 2010L - Biology I Laboratory](#) **1 cr.**
- [BSC 2011 - Biology II](#) **3 cr.**
and
- [BSC 2011L - Biology II Laboratory](#) **1 cr.**
- [CHM 1025 - Introductory Chemistry](#) **3 cr.**
and
- [CHM 1025L - Introductory Chemistry Laboratory](#) **1 cr.**
- [CHM 2045 - General Chemistry and Qualitative Analysis I](#) **3 cr.**
and
- [CHM 2045L - General Chemistry and Qualitative Analysis I Laboratory](#) **1 cr.**
- [CHM 2046 - General Chemistry and Qualitative Analysis II](#) **3 cr.**
and
- [CHM 2046L - General Chemistry and Qualitative Analysis II Laboratory](#) **1 cr.**
- [CHM 2210C - Organic Chemistry I](#) **5 cr.**
- [CHM 2211C - Organic Chemistry II](#) **5 cr.**
- [MCB 2010 - Microbiology](#) **3 cr.**
and
- [MCB 2010L - Microbiology Laboratory](#) **1 cr.**
- [PHY 1053 - General Physics I](#) **3 cr.**
and
- [PHY 1053L - General Physics I Laboratory](#) **1 cr.**
- [PHY 1054 - General Physics II](#) **3 cr.**
and

- [PHY 1054L - General Physics II Laboratory](#) 1 cr.
- [PHY 2048C - General Physics I with Calculus](#) 4 cr.
- [PHY 2049C - Physics II with Calculus](#) 4 cr.

Note(s):

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms also may 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 still must 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 I](#) 3 cr.
- [AMH 2020 - History of the United States II](#) 3 cr.
- [AMH 2070 - History of Florida](#) 3 cr.
- [AMH 2091 - Survey of African American History](#) 3 cr.
- [ANT 2000 - Introduction to Anthropology](#) 3 cr.
- [ANT 2100 - Introduction to Archaeology](#) 3 cr.
- [ANT 2410 - Introduction to Cultural Anthropology](#) 3 cr.
- [ANT 2511 - Introduction to Physical Anthropology](#) 3 cr.
- [CLP 2140 - Abnormal Psychology](#) 3 cr.
- [DEP 2002 - Child Psychology](#) 3 cr.
- [DEP 2004 - Lifespan Development](#) 3 cr.
- [DEP 2302 - Adolescent Psychology](#) 3 cr.
- [DEP 2402 - Psychology of Adulthood and Aging](#) 3 cr.
- [ECO 2013 - Principles of Macroeconomics](#) 3 cr.
- [ECO 2023 - Principles of Microeconomics](#) 3 cr.
- [EDP 2002 - Educational Psychology](#) 3 cr.
- [EUH 1000 - Western Civilization I: 700 BC to 1200 CE](#) 3 cr.
- [EUH 1001 - Western Civilization II: 1200 to 1763](#) 3 cr.
- [GEA 2000 - World Regional Geography](#) 3 cr.
- [GEA 2210 - Geography of North America](#) 3 cr.
- [HIS 2300 - War and Society](#) 3 cr.
- [INR 2002 - Introduction to International Relations](#) 3 cr.
- [ISS 2160 - Contemporary Ethnic Diversity Issues](#) 3 cr.
- [ISS 2263 - Psychosocial Aspects of the Holocaust](#) 3 cr.
- [POS 2041 - American Federal Government](#) 3 cr.
- [POS 2112 - State and Local Government](#) 3 cr.
- [PPE 2001 - Introduction to Personality](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [SOP 2640 - Consumer Psychology](#) 3 cr.
- [SOP 2721 - Cross-Cultural Psychology](#) 3 cr.
- [SOP 2772 - Human Sexuality](#) 3 cr.
- [SYG 1361 - Death in America](#) 3 cr.
- [SYG 1420 - Families in Transition](#) 3 cr.

- [SYG 2000 - Introduction to Sociology](#) 3 cr.
- [SYG 2010 - Social Problems](#) 3 cr.
- [SYG 2221 - Women in American Society](#) 3 cr.
- [SYG 2430 - Marriage and The Family](#) 3 cr.
- [SYG 2809 - Gender Violence in Global Perspectives](#) 3 cr.
- [SYO 2201 - Sociology of Religion](#) 3 cr.

Note(s):

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 cr.
- [HUM 1020 - Introduction to Humanities](#) 3 cr.
- [HUM 2210 - Humanities: The Ancient World to the Middle Ages](#) 3 cr.
- [HUM 2230 - Humanities: The Renaissance to the Modern Day](#) 3 cr.
- [MUL 1110 - Music Appreciation](#) 3 cr.
- [PHI 1630 - Applied Ethics](#) 3 cr.
- [PHI 1010 - Introduction to Philosophy](#) 3 cr.
- [PHI 2100 - Introduction to Logic](#) 3 cr.
- [REL 2000 - Introduction to Religion](#) 3 cr.
- [REL 2300 - World Religions](#) 3 cr.
- [THE 2010 - Survey of Drama: Ancient Greece to the Early Renaissance](#) 3 cr.
- [THE 2011 - Survey of Drama: High Renaissance to Present](#) 3 cr.
- [THE 2020 - Introduction to Theatre](#) 3 cr.

Note(s):

Credit earned in courses not offered by PHCC, but awarded via transfer evaluations, examinations, and other external credit mechanisms also may 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 cr.

Note(s):

Students are encouraged to enroll in Microcomputer Applications (CGS 1100), 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 cr.

Additional Information:

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 satisfy an approved College Level Academic Skills (CLAS) requirement.

Students who do not meet the foreign language requirement set by the State University System (SUS) 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](#)
- [MAC 1105](#)
- [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 (SUS) 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 Florida College System (FCS) or State University System (SUS).

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[ARCHIVED CATALOG]

Associate in Science/Associate in Applied Science—Overview

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. 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 program. Students who wish to transfer should pursue the Associate in Arts (AA) degree or the AS 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 English Composition I, (ENC 1101). A grade of “C” or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements. 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 PHCC 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 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 Division of Florida 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) R.N. 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, College Level Examination Program (CLEP) or Advanced Placement (AP), 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 whether they are being used to fulfill program or elective requirements.

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 cr.

Note(s):

Students are encouraged to enroll in English Composition I, (ENC 1101) during the first term of their enrollment at the College.

AREA II.

Social and Behavioral Sciences 3 Semester Credit Hours

Select one of the following courses:

- [AMH 2010 - History of the United States I](#) 3 cr.
- [AMH 2020 - History of the United States II](#) 3 cr.
- [AMH 2070 - History of Florida](#) 3 cr.
- [AMH 2091 - Survey of African American History](#) 3 cr.
- [ANT 2000 - Introduction to Anthropology](#) 3 cr.
- [ANT 2100 - Introduction to Archaeology](#) 3 cr.
- [ANT 2410 - Introduction to Cultural Anthropology](#) 3 cr.
- [ANT 2511 - Introduction to Physical Anthropology](#) 3 cr.
- [CLP 2140 - Abnormal Psychology](#) 3 cr.
- [DEP 2002 - Child Psychology](#) 3 cr.
- [DEP 2004 - Lifespan Development](#) 3 cr.
- [DEP 2302 - Adolescent Psychology](#) 3 cr.
- [DEP 2402 - Psychology of Adulthood and Aging](#) 3 cr.
- [ECO 2013 - Principles of Macroeconomics](#) 3 cr.
- [ECO 2023 - Principles of Microeconomics](#) 3 cr.
- [EDP 2002 - Educational Psychology](#) 3 cr.
- [EUH 1000 - Western Civilization I: 700 BC to 1200 CE](#) 3 cr.
- [EUH 1001 - Western Civilization II: 1200 to 1763](#) 3 cr.
- [GEA 2000 - World Regional Geography](#) 3 cr.
- [GEA 2210 - Geography of North America](#) 3 cr.
- [HIS 2300 - War and Society](#) 3 cr.
- [INR 2002 - Introduction to International Relations](#) 3 cr.
- [ISS 2160 - Contemporary Ethnic Diversity Issues](#) 3 cr.
- [ISS 2263 - Psychosocial Aspects of the Holocaust](#) 3 cr.
- [POS 2041 - American Federal Government](#) 3 cr.
- [POS 2112 - State and Local Government](#) 3 cr.
- [PPE 2001 - Introduction to Personality](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [SOP 2640 - Consumer Psychology](#) 3 cr.
- [SOP 2721 - Cross-Cultural Psychology](#) 3 cr.
- [SOP 2772 - Human Sexuality](#) 3 cr.
- [SYG 1361 - Death in America](#) 3 cr.
- [SYG 1420 - Families in Transition](#) 3 cr.
- [SYG 2000 - Introduction to Sociology](#) 3 cr.
- [SYG 2010 - Social Problems](#) 3 cr.
- [SYG 2221 - Women in American Society](#) 3 cr.
- [SYG 2430 - Marriage and The Family](#) 3 cr.
- [SYG 2809 - Gender Violence in Global Perspectives](#) 3 cr.
- [SYO 2201 - Sociology of Religion](#) 3 cr.

Note(s):

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 cr.
- [BOT 1010C - Botany](#) 4 cr.
- [BSC 1005 - Introduction to Biology](#) 3 cr.
- [BSC 1020 - Human Biology](#) 3 cr.
- [BSC 1050 - Introduction to Environmental Science](#) 3 cr.

- [BSC 1085 - Human Anatomy and Physiology I](#) 3 cr.
and
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 cr.

- [BSC 1311 - Marine Biology](#) 3 cr.

- [BSC 2010 - Biology I](#) 3 cr.
and
- [BSC 2010L - Biology I Laboratory](#) 1 cr.

- [CHM 1020 - Chemistry in Your Life](#) 3 cr.

- [CHM 1025 - Introductory Chemistry](#) 3 cr.
and
- [CHM 1025L - Introductory Chemistry Laboratory](#) 1 cr.

- [CHM 2045 - General Chemistry and Qualitative Analysis I](#) 3 cr.
and
- [CHM 2045L - General Chemistry and Qualitative Analysis I Laboratory](#) 1 cr.

- [CHM 2210C - Organic Chemistry I](#) 5 cr.
- [GLY 2010 - Introduction to Geology](#) 3 cr.
- [MAC 1105 - College Algebra](#) 3 cr.
- [MAC 1147 - Precalculus Algebra/Trigonometry](#) 5 cr.
- [MAC 2233 - Applied Calculus](#) 4 cr.
- [MAC 2311 - Calculus and Analytic Geometry I](#) 5 cr.
- [MAC 2312 - Calculus and Analytic Geometry II](#) 5 cr.
- [MAC 2313 - Calculus and Analytic Geometry III](#) 4 cr.
- [MAP 2302 - Differential Equations](#) 3 cr.

- [MCB 2010 - Microbiology](#) 3 cr.
and
- [MCB 2010L - Microbiology Laboratory](#) 1 cr.

- [MET 2010 - Introduction to Meteorology](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
- [MGF 1107 - Mathematics for Liberal Arts II](#) 3 cr.

- [MTG 2206 - College Geometry](#) **3 cr.**
- [OCE 2001 - Introduction to Oceanography](#) **3 cr.**
- [PHY 1053 - General Physics I](#) **3 cr.**
and
- [PHY 1053L - General Physics I Laboratory](#) **1 cr.**
- [PHY 2048C - General Physics I with Calculus](#) **4 cr.**
- [PSC 1121 - Survey of the Physical Sciences](#) **3 cr.**
- [PSC 1341 - Introduction to the Physical Sciences](#) **3 cr.**
- [STA 2023 - Introduction to Statistics](#) **3 cr.**

Note(s):

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms also may 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 still must be met.

AREA IV.

Humanities 3 Semester Credit Hours

Select one of the following courses:

- [ARH 1000 - Art Appreciation](#) **3 cr.**
- [HUM 1020 - Introduction to Humanities](#) **3 cr.**
- [HUM 2210 - Humanities: The Ancient World to the Middle Ages](#) **3 cr.**
- [HUM 2230 - Humanities: The Renaissance to the Modern Day](#) **3 cr.**
- [MUL 1110 - Music Appreciation](#) **3 cr.**
- [PHI 1630 - Applied Ethics](#) **3 cr.**
- [PHI 1010 - Introduction to Philosophy](#) **3 cr.**
- [PHI 2100 - Introduction to Logic](#) **3 cr.**
- [REL 2000 - Introduction to Religion](#) **3 cr.**
- [REL 2300 - World Religions](#) **3 cr.**
- [THE 2010 - Survey of Drama: Ancient Greece to the Early Renaissance](#) **3 cr.**
- [THE 2011 - Survey of Drama: High Renaissance to Present](#) **3 cr.**
- [THE 2020 - Introduction to Theatre](#) **3 cr.**

Note(s):

Credit earned in courses not offered by PHCC but awarded via transfer evaluations, examinations, and other external credit mechanisms also may 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 still must 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 cr.

Note(s):

Students are encouraged to enroll in Microcomputer Applications (CGS 1100), during the first term of their enrollment at the College.

Additional Information:

Each program also will 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 also may 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.

In accordance with state Rule 6A.10.0315(1), Florida Administrative Code, students entering into degree programs (including AA, AS, and AAS) shall enroll in college preparatory communication and computation courses if their placement test scores indicate a need for college preparatory coursework. Students must successfully complete required college preparatory coursework by the time they have accumulated twelve (12) hours of college credit courses, or must maintain continuous enrollment in college preparatory courses until requirements are completed while performing satisfactorily in their degree coursework.

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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 also prepares students for employment for mid-management positions in a variety of business environments.

Program Code AS-BA

- [ACG 2021 - Principles of Financial Accounting](#) 3 cr.
- [ACG 2071 - Principles of Managerial Accounting](#) 3 cr.
- [BUL 2241 - Business Law](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ECO 2013 - Principles of Macroeconomics](#) 3 cr.
- [ECO 2023 - Principles of Microeconomics](#) 3 cr.
- [GEB 1011 - Introduction to Business](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.
- [MAC 1105 - College Algebra](#) 3 cr.
- [MAC 2233 - Applied Calculus](#) 4 cr.
- [MAR 1011 - Principles of Marketing](#) 3 cr.
- [SPC 2608 - Introduction to Public Speaking](#) 3 cr.
- [STA 2023 - Introduction to Statistics](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.

Hours: 49

Note(s):

*See [Associate in Science General Education Requirements](#)

Program Options

Choose 5 of the following courses:

- [GEB 2350 - International Business](#) 3 cr.

- [MAT 1033 - Intermediate Algebra](#) 4 cr.
- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [MNA 1345 - Principles of Supervision](#) 3 cr.
- [MNA 2941 - Internship in Business](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Hours: 15 (or 16)

Total Hours: 64 (or 65)

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Business Administration—Associate in Applied Science

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 credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

PHCC offers several certificates that need to 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 need to contact the Admissions and Student Records Office to apply for certificate(s).

Program Code AAS-BA

- [ACG 2021 - Principles of Financial Accounting](#) 3 cr.
 - [BUL 2241 - Business Law](#) 3 cr.
 - [CGS 1100 - Microcomputer Applications](#) 3 cr.
 - [ECO 2013 - Principles of Macroeconomics](#) 3 cr.
 - [ENC 1101 - English Composition I](#) 3 cr.
 - [GEB 1011 - Introduction to Business](#) 3 cr.
 - [GEB 1136 - Introduction to eBusiness](#) 3 cr.
 - [GEB 2350 - International Business](#) 3 cr.
 - [MAR 1011 - Principles of Marketing](#) 3 cr.
 - [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
 - [MNA 1100 - Organizational Behavior](#) 3 cr.
 - [MNA 1345 - Principles of Supervision](#) 3 cr.
 - [OST 1100 - College Keyboarding I](#) 3 cr.
 - [OST 2335 - Business Communications](#) 3 cr.
 - [SLS 2401 - Career Enhancement](#) 1 cr.
- [Area III](#) * 3 cr.
[Area IV](#) * 3 cr.
Specialization (below)

Note(s):

*See [Associate in Applied Science General Education Requirements](#)

Management Specialization

- [ACG 2071 - Principles of Managerial Accounting](#) 3 cr.

- [BUL 2561 - Cyberlaw](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [ECO 2023 - Principles of Microeconomics](#) 3 cr.
- [MNA 2941 - Internship in Business](#) 3 cr.

Total Hours: 15

Marketing Specialization

- [ACG 2071 - Principles of Managerial Accounting](#) 3 cr.
- [MKA 1021 - Salesmanship](#) 3 cr.
- [MKA 2041 - Principles of Retailing](#) 3 cr.
- [MKA 2511 - Principles of Advertising](#) 3 cr.
- [MNA 2941 - Internship in Business](#) 3 cr.

Total Hours: 15

Total Hours: 64

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Computer and Information Technology Programs—Overview

There are four Associate in Science degrees and seven college credit certificates in Computer and Information Technology. Each of the degrees and certificates is explained as follows: each degree requires the completion of a common set of 10 core courses. This section summarizes the requirements for the Information Technology (IT) programs.

The following program core of 30 hours applies to all IT AS degree programs:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CIS 2930 - Information Technology Internship](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 30

The following 18 hours apply specifically to the Computer Programming AS degree:

- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2108 - Advanced Microcomputer Applications](#) 3 cr.
- [COP 1332 - Visual Basic .NET Programming](#) 3 cr.
- [COP 2071 - Access Programming and SQL](#) 3 cr.
- [COP 2801 - JavaScript Programming](#) 3 cr.
- [COP 1839 - Web Programming with Visual Basic .NET](#) 3 cr.

Total Hours: 18

The following 18 hours apply specifically to the Information Technology Security AS degree:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.
- [CET 2615 - Switching Basics and Intermediate Routing—CISCO Academy](#) 3 cr.
- [CET 2880 - Introduction to Computer Forensics](#) 3 cr.
- [CTS 2123 - Network Security and Intrusion Detection](#) 3 cr.
- [CNT 2405 - Firewalls and Virtual Private Networks](#) 3 cr.

Total Hours: 18

The following 18 hours apply specifically to the Internet Services Technology AS degree:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#) 3 cr.
- [CGS 2827 - Advanced Web Page Design](#) 3 cr.
- [COP 2801 - JavaScript Programming](#) 3 cr.

Total Hours: 18

The following 18 hours apply specifically to the Networking Services Technology AS degree:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.
- [CET 2615 - Switching Basics and Intermediate Routing—CISCO Academy](#) 3 cr.
- [CET 2620 - WAN Technologies—CISCO Academy](#) 3 cr.
- [CNT 2700 - Advanced Networking Concepts](#) 3 cr.
- [CTS 2123 - Network Security and Intrusion Detection](#) 3 cr.

Total Hours: 18

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Computer Programming and 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 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 Programmer certificate after 33 hours-of-study. As the certificate hours of study requirements are completed, students need to contact the Admissions and Student Records Office to apply for certificate(s).

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 30 hours applies to all IT AS degree programs:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CIS 2930 - Information Technology Internship](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 30

The following 18 hours apply specifically to the Computer Programming AS degree:

- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2108 - Advanced Microcomputer Applications](#) 3 cr.

- [COP 1332 - Visual Basic .NET Programming](#) 3 cr.
- [COP 2071 - Access Programming and SQL](#) 3 cr.
- [COP 2801 - JavaScript Programming](#) 3 cr.
- [COP 1839 - Web Programming with Visual Basic .NET](#) 3 cr.

Total Hours: 18

The following 15 hours meet the General Education Requirements:

- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area III](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.

Total Hours: 15

Note(s):

*See [Associate in Science General Education Requirements](#)

Special Program Requirements

- 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. This form is available in the Student Development Office on each campus.
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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

- [CCJ 2010 - Criminology](#) 3 cr.
- [CCJ 2940 - Field Studies](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CJC 1000 - Introduction to Corrections](#) 3 cr.
- [CJE 1000 - Introduction to Law Enforcement](#) 3 cr.
- [CJE 1300 - Police Organization and Administration](#) 3 cr.
- [CJE 1500 - Police Operations](#) 3 cr.
- [CJE 2601 - Introduction to Criminal Investigation](#) 3 cr.
- [CJL 2100 - Criminal Law](#) 3 cr.
- [DEP 2302 - Adolescent Psychology](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.
- [PHI 1630 - Applied Ethics](#) 3 cr.
- [PSC 1121 - Survey of the Physical Sciences](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [SLS 2401 - Career Enhancement](#) 1 cr.
- [SYG 2000 - Introduction to Sociology](#) 3 cr.
- Elective - See Criminal Justice Electives 9 cr.

Criminal Justice Electives:

- [CCJ 1000 - Crime and Delinquency](#) 3 cr.
- [CJE 2400 - Police Community Relations](#) 3 cr.
- [CJE 1640 - Criminalistics](#) 3 cr.
- [CJL 2062 - Rules of Evidence for Police](#) 3 cr.

Note(s):

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 to 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 Field Studies ([CCJ 2940](#)) 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.

Total Hours: 64

Credit Awarded—State Certification Exams

Law Enforcement Certification

- [CJE 1000 - Introduction to Law Enforcement](#) 3 cr.
- [CJE 1300 - Police Organization and Administration](#) 3 cr.
- [CJE 1500 - Police Operations](#) 3 cr.
- [CJE 2601 - Introduction to Criminal Investigation](#) 3 cr.
- [CJL 2100 - Criminal Law](#) 3 cr.
- [SLS 2401 - Career Enhancement](#) 1 cr.

Correctional Officer Certification

- [CCJ 1000 - Crime and Delinquency](#) 3 cr.
 - [CJC 1000 - Introduction to Corrections](#) 3 cr.
 - [CJE 1300 - Police Organization and Administration](#) 3 cr.
 - [CJL 2100 - Criminal Law](#) 3 cr.
 - [SLS 2401 - Career Enhancement](#) 1 cr.
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Criminal Justice Technology—Associate in Science

The Criminal Justice Technology Associate in Science degree program is currently under moratorium, but may be offered in the future. Please refer to the Criminal Justice Technology Associate in Applied Science Degree program.

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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.

*Prerequisites

- [BSC 1085 - Human Anatomy and Physiology I](#) 3 cr.
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 cr.
- [BSC 1086 - Human Anatomy and Physiology II](#) 3 cr.
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 cr.
- [CHM 1025 - Introductory Chemistry](#) 3 cr.
(or higher-level chemistry course)
- [CHM 1025L - Introductory Chemistry Laboratory](#) 1 cr.
(or higher-level chemistry course with lectures)
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [MCB 2010 - Microbiology](#) 3 cr.
- [MCB 2010L - Microbiology Laboratory](#) 1 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.

Note(s):

*These 22 hours of prerequisites must be completed before admission to the program and are included in the 37 hours of General Education Requirements.

Total Hours: 22

Program Code APP-DH

Professional Liability Insurance required for all DES and DEH course listings.

Freshman—Session I

- [DES 1020 - Oral Head and Neck Anatomy, Histology and Embryology](#) 4 cr.
- [DES 1020L - Oral, Head, and Neck Anatomy Laboratory](#) .5 cr.
- [DEH 1002 - Dental Hygiene I](#) 4.5 cr.
- [DEH 1002L - Dental Hygiene I Clinical](#) 2 cr.
- [DES 1200 - Dental Radiography](#) 2 cr.
- [DES 1200L - Dental Radiography Lab](#) 1 cr.
- [DES 1601 - Medical Emergencies for the Dental Professional](#) 1 cr.

Session I Total Hours: 15

Freshman—Session II

- [DEH 2400 - General and Oral Pathology](#) 3 cr.
- [DEH 1800 - Dental Hygiene II](#) 3 cr.
- [DEH 1800L - Dental Hygiene II Clinical](#) 2.5 cr.
- [DEH 2602 - Periodontics](#) 2 cr.
- [HUN 2201 - Science of Human Nutrition](#) 3 cr.

Session II Total Hours: 13.5

Freshman—Session III

- [DEH 2802L - Dental Hygiene III Clinical](#) 2.5 cr.
- [DES 1100 - Dental Materials](#) 1.5 cr.
- [DES 1100L - Dental Materials Lab](#) .5 cr.
- Elective 3 cr.

Session III Total Hours: 7.5

Sophomore—Session I

- [DEH 2702 - Community Dental Health](#) 2 cr.
- [DEH 2005 - Dental Hygiene III](#) 2 cr.
- [DEH 2804L - Dental Hygiene IV Clinical](#) 5.5 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [DEH 2300 - Pharmacology](#) 2 cr.

Session I Total Hours: 14.5

Sophomore—Session II

- [DEH 2605 - Advanced Principles of Dental Hygiene Seminar](#) 1 cr.
- [DEH 2702L - Community Dental Health Clinical](#) 1 cr.
- [DEH 2810 - Dental Hygiene IV](#) 2 cr.
- [DEH 2806L - Dental Hygiene V Clinical](#) 5.5 cr.
- [ENC 1102 - English Composition II](#) 3 cr.
- [Elective Area IV](#) 3 cr.

Session II Total Hours: 15.5

Note(s):

CPR certification is a prerequisite of this program. Students must take the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

General Education: 37 Semester Hours

Dental Hygiene Education: 51 Semester Hours

Total Hours: 88 Semester Hours

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 higher 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.

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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 and Design Technology includes a certificate in AutoCAD Foundations.

Upon completion, students need to contact the Admissions and Student Records Office to apply for certificates. Students are encouraged to complete courses in the AS degree.

Program Code AS-DDT

- [BCN 1001 - Building Construction](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [ETC 1250 - Properties of Materials](#) 3 cr.
- [ETD 1100 - Technical Drawing](#) 3 cr.
- [ETD 1530 - Architectural Drafting](#) 3 cr.
- [ETD 2218 - Introduction to Geometric Dimensioning & Tolerancing](#) 3 cr.
- [ETD 2238 - Mathematics for Drafting and CAD](#) 3 cr.
- [ETD 2320 - Computer Aided Drafting I](#) 3 cr.
- [ETD 2340 - Computer Aided Drafting II](#) 3 cr.
- [ETD 2381 - Computer Aided Drafting for Manufacturing](#) 3 cr.
- [ETD 2110 - Engineering Drafting](#) 3 cr.
- [ETD 2941 - Internship in Drafting and Design](#) 4 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [ETI 1411 - Introduction to Manufacturing](#) 3 cr.
- [MAC 1105 - College Algebra](#) 3 cr.
- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [SLS 2401 - Career Enhancement](#) 1 cr.
- Elective See Suggested Electives below 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.

Note(s):

* See [Associate in Science General Education Requirements](#)

Total Hours: 62

Suggested Electives

- [COP 1332 - Visual Basic .NET Programming](#) **3 cr.**
 - [OST 1100 - College Keyboarding I](#) **3 cr.**
 - [CGS 1820 - Web Page Design](#) **3 cr.**
 - [OST 2335 - Business Communications](#) **3 cr.**
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E-Business Technology—Associate in Science

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in e-business such as computer specialists, database technicians, security specialists, Web content specialists, developers, technical, systems, and network analysts, Web security specialists, and Internet technical support specialists in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of the Information Technology career cluster.

This program focuses on a balance of business and technology components and allows the student to gain additional skills in one of four areas of specialization: Business, Technology, Software, and Security.

Program Code AS-EB

The following program core of 30 hours applies to all IT AS degree programs:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CIS 2930 - Information Technology Internship](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 30

The following 18 hours apply specifically to the E-Business Technology AS degree:

- [BUL 2561 - Cyberlaw](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#) 3 cr.
- [CGS 2827 - Advanced Web Page Design](#) 3 cr.

- [COP 2801 - JavaScript Programming](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.

Total Hours: 18

The following 15 hours meet the General Education Requirements:

- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area III](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.

Total Hours: 15

Note(s):

*See [Associate in Science General Education Requirements](#)

Total Hours: 63

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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

- [ENC 1101 - English Composition I](#) 3 cr.
- [EMS 1119C - Emergency Medical Technology](#) 6.5 cr.
- [EMS 1431 - Emergency Medical Technology Clinical](#) 1.5 cr.
- [PHI 1630 - Applied Ethics](#) 3 cr.
- [HSC 2531 - Medical Terminology](#) 3 cr.
- [HSC 1101 - Perspectives of Health and Wellness](#) 3 cr.
- [Elective Area I, II, III, IV or V](#) * 2 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [BSC 1020 - Human Biology](#) 3 cr.

Note(s):

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 first must be accepted for admission by the Admissions Committee for Health Programs. (See [Paramedic Certificate Program](#) for further information.)

*See [Associate in Science General Education Requirements](#)

Total Hours: 31

Sophomore—Session I

- * [EMS 2620C - Paramedics I](#) 11.5 cr.
- * [EMS 2621 - Paramedics Clinical I](#) 2.5 cr.

Total: 14

Sophomore—Session II

- * [EMS 2622C - Paramedics II](#) 9 cr.
- * [EMS 2623 - Paramedics Clinical II](#) 6 cr.

Total: 15

Sophomore—Session III

- * [EMS 2624C - Paramedics III](#) 5.5 cr.
- * [EMS 2625 - Paramedic Internship](#) 7.5 cr.

Total: 13

Note(s):

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, EMTs will receive 11 advanced college credit semester hours based on emergency medical technician education and paramedics 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

Total Hours: 73

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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 Human Services Program Coordinator. Professional Liability Insurance required for HUS 2940 and HUS 2941.

Program Code AS-HS

Freshman—Session I

- * [HUS 1001 - Introduction to Human Services](#) 3 cr.
- [HUS 1540 - Principles for Understanding and Working with Families](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [SYG 2000 - Introduction to Sociology](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.

Total: 15

Freshman—Session II

- [HUS 1302 - Basic Counseling Skills](#) 3 cr.
- [CLP 2140 - Abnormal Psychology](#) 3 cr.
- [DEP 2004 - Lifespan Development](#) 3 cr.
- [ENC 1102 - English Composition II](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.

Total: 15

Sophomore—Session I

- [HUS 2400 - Substance Abuse Counseling](#) 3 cr.
- [DEP 2002 - Child Psychology](#) 3 cr.
(DEP 2402 may be substituted)
- [BSC 1020 - Human Biology](#) 3 cr.
- [HUS 2525 - Issues in Mental Health](#) 3 cr.

- [HUS 2940 - Human Services Practicum I](#) **3 cr.**

Total: 15

Sophomore—Session II

- [SYG 2010 - Social Problems](#) **3 cr.**
- [DEP 2302 - Adolescent Psychology](#) **3 cr.**
(DEP 2402 may be substituted)
- [HUS 2941 - Human Services Practicum II](#) **5 cr.**
Mathematics - Any MAC, MGF, MTG, STA listed in this College Catalog/Student Handbook or [QMB 1001](#)
- [POS 2041 - American Federal Government](#) **3 cr.**
- [PHI 1630 - Applied Ethics](#) **3 cr.**

Total: 20

Note(s):

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

Note: 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.

Total Hours: 65

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Industrial Management Technology— Associate in Science

This Industrial Management Technology program is designed for articulation for technical certificates issued at Florida technical centers and Florida state colleges. These programs are traditionally referred to as postsecondary adult programs and run on a clock-hour basis. Students completing postsecondary adult programs have the technical training needed for employment. 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 Florida state college in an industrial program such as:

Air Conditioning, Refrigeration, and Heating	(1350 hours)
Applied Welding Technology	(1170 hours)
Automotive Service Technology	(1800 hours)
Automotive Collision Repair and Refinishing	(1400 hours)
Building Construction Technology	(1050 hours)
Cabinetmaking	(1200 hours)
Carpentry	(1200 hours)
Commercial Art Technology	(1500 hours)
Commercial Foods and Culinary Arts	(1200 hours)
Computer Systems Technology	(1650 hours)
Cosmetology	(1200 hours)
Electricity	(1200 hours)
Heavy Duty Truck and Bus Mechanics	(1680 hours)
Industrial Machinery Maintenance & Repair	(1350 hours)
Interior Décor Fabrication	(1050 hours)
Interior Decorating Services	(1050 hours)
Manufacturing Technology (Machining)	(1500 hours)
Marine Service Technology	(1350 hours)
Printing and Graphic Communications	(1800 hours)
Television Production	(1650 hours)

Students must arrange to have official transcripts sent to the PHCC Admissions and Student 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 successfully complete 15 credits in the program. Upon completion of the 15 credits, students need to contact the PHCC Admissions and Student Records Office to apply for certificates.

Credits Awarded for Postsecondary Adult Programs

Program Code: AS-IMT

- 1,500 or more hours **27 cr.**
- 900 to 1,450 hour **24 cr.**

Credits will be required in the following areas:

- General Education **15 cr.**
- Industrial Management Courses **18-21 cr.**
- Articulated Credit for Technical Skills Training **24–27 cr.**
- [ACG 2021 - Principles of Financial Accounting](#) **3 cr.**
- [CGS 1100 - Microcomputer Applications](#) **3 cr.**
- [OST 2335 - Business Communications](#) **3 cr.**
- [MAR 1011 - Principles of Marketing](#) **3 cr.**
- [MGF 1106 - Mathematics for Liberal Arts I](#) **3 cr.**
- [MNA 1100 - Organizational Behavior](#) **3 cr.**

Note(s):

* See [Associate in Science General Education Requirements](#)

** Technology Electives

- [ECO 2013 - Principles of Macroeconomics](#) **3 cr.**
- [GEB 1011 - Introduction to Business](#) **3 cr.**
- [GEB 1136 - Introduction to eBusiness](#) **3 cr.**
- [GEB 2350 - International Business](#) **3 cr.**
- [MKA 1021 - Salesmanship](#) **3 cr.**
- [MNA 1345 - Principles of Supervision](#) **3 cr.**
- [OST 1100 - College Keyboarding I](#) **3 cr.**

Total Hours: 60

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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 specialist, networking specialist, and network technician. 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 toward AS degree goals. The Associate in Science degree in Information Technology Security includes a certificate in eBusiness. As the certificate is completed, students need to contact the Admissions and Student Records Office to apply for certificate(s).

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 30 hours applies to all IT AS degree programs:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CIS 2930 - Information Technology Internship](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 30

The following 18 hours apply specifically to the Information Technology Security AS degree:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.

- [CET 2615 - Switching Basics and Intermediate Routing—CISCO Academy](#) 3 cr.
- [CET 2880 - Introduction to Computer Forensics](#) 3 cr.
- [CTS 2123 - Network Security and Intrusion Detection](#) 3 cr.
- [CNT 2405 - Firewalls and Virtual Private Networks](#) 3 cr.

Total Hours: 18

The following 15 hours meet the General Education Requirements:

- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area III](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.

Total Hours: 15

Note(s):

*See [Associate in Science General Education Requirements](#)

Note(s):

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 in Web Internet Services at the Marchman Technical Center. Credit will be awarded for Computer Concepts (CGS 1000).

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. This form is available in the Student Development Office on each campus.

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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](#). Upon completion, students need to contact the Admissions and Student Records Office to apply for certificate(s). Students are encouraged to complete courses in the AS degree.

The AS degree requires the completion of 63 credit hours. It consists of 30 program core hours, 18 specialty hours, and 15 General Education hours.

Program Code AS-ISTI

The following program core of 30 hours applies to all IT AS degree programs:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CIS 2930 - Information Technology Internship](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 30

The following 18 hours apply specifically to the Internet Services Technology AS degree:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#) 3 cr.
- [CGS 2827 - Advanced Web Page Design](#) 3 cr.
- [COP 2801 - JavaScript Programming](#) 3 cr.

Total Hours: 18

The following 15 hours meet the General Education Requirements:

- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area III](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.

Total Hours: 15

Note(s):

*See [Associate in Science General Education Requirements](#)

Note(s):

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 in Web Internet Services at the Marchman Technical Center. Credit will be awarded for Computer Concepts (CGS 1000).

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. This form is available in the Student Development Office on each campus.

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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 Certified Cisco Networking Associate (CCNA) and Network+ certification exams. These exams are not offered on campus.

PHCC offers several certificates that can be earned as students work toward AS degrees. The Associate in Science degree in Networking Services Technology includes certificates in Information Technology Management and Information Technology Technician.

Upon completion, students need to contact the Admissions and Student Records Office to apply for certificate(s). Students are encouraged to complete courses in the AS degree.

The AS degree requires the completion of 63 credit hours. It consists of 30 program core hours, 18 specialty hours, and 15 General Education hours.

Program Code AS-NSTNS

The following program core of 30 hours applies to all IT AS degree programs:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CIS 2930 - Information Technology Internship](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 30

The following 18 hours apply specifically to the Networking Services Technology AS degree:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.

- [CET 2615 - Switching Basics and Intermediate Routing—CISCO Academy](#) 3 cr.
- [CET 2620 - WAN Technologies—CISCO Academy](#) 3 cr.
- [CNT 2700 - Advanced Networking Concepts](#) 3 cr.
- [CTS 2123 - Network Security and Intrusion Detection](#) 3 cr.

Total Hours: 18

The following 15 hours meet the General Education Requirements:

- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area III](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.

Total Hours: 15

Note(s):

*See [Associate in Science General Education Requirements](#)

Note(s):

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 in Web Internet Services at the Marchman Technical Center. Credit will be awarded for Computer Concepts (CGS 1000).

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. This form is available in the Student Development Office on each campus.

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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), 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326, a specialized accrediting body recognized by the United States Department of Education. (Telephone number 1-404-975-5000)

The purpose of this program is to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies and to transfer to the State University System. Upon successful completion, the graduate receives an Associate in Science Degree in Nursing and is eligible to apply to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018.

Program Code APP-NGT

*Prerequisites

- [HUN 2201 - Science of Human Nutrition](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [BSC 1085 - Human Anatomy and Physiology I](#) 3 cr.
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.

Note(s):

***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.

Total Hours: 13

August Admission

Freshman—Session I

- [BSC 1086 - Human Anatomy and Physiology II](#) 3 cr.
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 cr.
- [NUR 1021C - Fundamentals of Nursing](#) 10 cr.

Total: 14

Freshman—Session II

- [MCB 2010 - Microbiology](#) 3 cr.
- [MCB 2010L - Microbiology Laboratory](#) 1 cr.
- [NUR 1211C - Adult Nursing I/Generic Program](#) 10 cr.

Total: 14

Freshman—Session III/IIIA/IIIB

- [ENC 1101 - English Composition I](#) 3 cr.
- [PHI 1630 - Applied Ethics](#) 3 cr.

Total: 6

Sophomore—Session I

- [NUR 2460C - Maternal-Child Nursing/Generic Program](#) 10 cr.
- [DEP 2004 - Lifespan Development](#) 3 cr.

Total: 13

Sophomore—Session II

- [NUR 2261C - Adult Nursing II](#) 9 cr.
- [NUR 2714C - Adult Nursing III](#) 2 cr.
- [NUR 2820 - Nursing Role & Scope](#) 1 cr.

Total: 12

General Education and Support Courses: 30 Semester Hours

Nursing Education: 42 Semester Hours

Total Hours: 72 Semester Hours

January Admission

Freshman—Session II

- [BSC 1086 - Human Anatomy and Physiology II](#) 3 cr.
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 cr.

- [NUR 1021C - Fundamentals of Nursing](#) 10 cr.

Total: 14

Freshman—Session III/IIIA/IIIB

- [DEP 2004 - Lifespan Development](#) 3 cr.
- [MCB 2010 - Microbiology](#) 3 cr.
- [MCB 2010L - Microbiology Laboratory](#) 1 cr.

Total: 7

Freshman—Session I

- [NUR 1211C - Adult Nursing I/Generic Program](#) 10 cr.

Total: 10

Sophomore—Session II

- [NUR 2460C - Maternal-Child Nursing/Generic Program](#) 10 cr.

Total: 10

Sophomore—Session III/IIIA/IIIB

- [ENC 1101 - English Composition I](#) 3 cr.
- [PHI 1630 - Applied Ethics](#) 3 cr.

Total: 6

Sophomore—Session I

- [NUR 2261C - Adult Nursing II](#) 9 cr.
- [NUR 2714C - Adult Nursing III](#) 2 cr.
- [NUR 2820 - Nursing Role & Scope](#) 1 cr.

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 the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

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, 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 at least 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.

Professional Liability Insurance required for all NUR courses.

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

Licensed Practical Nurse—and Paramedic (Limited Access)

The Associate in Science in Nursing (R.N.) is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326, a specialized accrediting body recognized by the United States Department of Education. (Telephone number 1-404-975-5000)

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, LPNs 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

- [HUN 2201 - Science of Human Nutrition](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [MCB 2010 - Microbiology](#) 3 cr.
- [MCB 2010L - Microbiology Laboratory](#) 1 cr.
- [BSC 1085 - Human Anatomy and Physiology I](#) 3 cr.
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 cr.
- [BSC 1086 - Human Anatomy and Physiology II](#) 3 cr.
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 cr.

Note(s):

*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.

Total Hours: 21

Paramedic

Freshman—Session IIIB (Paramedics Only)

- [NUR 1006C - Nursing Fundamentals/ADN Transition](#) 6 cr.

Hours: 6

Licensed Practical Nurses and Paramedics

Sophomore—Session I

- [NUR 1200C - Adult Nursing I/ADN Transition](#) 6 cr.
- [NUR 2403C - Maternal-Child Nursing/ADN Transition](#) 7 cr.
- [DEP 2004 - Lifespan Development](#) 3 cr.

Hours: 16

Sophomore—Session II

- [NUR 2261C - Adult Nursing II](#) 9 cr.
- [NUR 2714C - Adult Nursing III](#) 2 cr.
- [NUR 2820 - Nursing Role & Scope](#) 1 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [PHI 1630 - Applied Ethics](#) 3 cr.

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 the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

An academic average of "C" or higher and a grade of "Pass" in the clinical portion must be earned in each nursing course 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 minimum 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.

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Office Administration—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 need to contact the Admissions and Student Records Office to apply for certificate(s).

Program Code AS-OST

- [ACG 2021 - Principles of Financial Accounting](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [GEB 1011 - Introduction to Business](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.
- [GEB 2350 - International Business](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [MNA 2941 - Internship in Business](#) 3 cr.
- [OST 1100 - College Keyboarding I](#) 3 cr.
- [OST 1764 - Word Processing—Microsoft Word](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.
- [OST 2401 - Administrative Office Procedures](#) 3 cr.
- [OST 2621 - Law Office Transcription](#) 3 cr.
- [PLA 1003 - Introduction to Law and Legal Ethics](#) 3 cr.
- [PLA 1201 - Civil Procedure](#) 3 cr.
- [PLA 1763 - Law Office Management](#) 2 cr.
- [SLS 2401 - Career Enhancement](#) 1 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [Elective Area II](#) * 3 cr.
- [Elective Area III](#) * 3 cr.
- [Elective Area IV](#) * 3 cr.
- Elective (See Office Administration Electives) 3 cr.

Note(s):

* 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.

Total Hours: 63

Office Administration Electives:

- [ACG 2071 - Principles of Managerial Accounting](#) **3 cr.**
 - [BUL 2241 - Business Law](#) **3 cr.**
 - [BUL 2561 - Cyberlaw](#) **3 cr.**
 - [CGS 1000 - Computer Concepts](#) **3 cr.**
 - [CGS 2108 - Advanced Microcomputer Applications](#) **3 cr.**
 - [ECO 2013 - Principles of Macroeconomics](#) **3 cr.**
 - [ECO 2023 - Principles of Microeconomics](#) **3 cr.**
 - [MAR 1011 - Principles of Marketing](#) **3 cr.**
 - [MKA 1021 - Salesmanship](#) **3 cr.**
 - [MKA 2041 - Principles of Retailing](#) **3 cr.**
 - [MKA 2511 - Principles of Advertising](#) **3 cr.**
 - [MNA 1345 - Principles of Supervision](#) **3 cr.**
 - [OST 1764 - Word Processing—Microsoft Word](#) **3 cr.**
 - [OST 2852 - EXCEL for the Office](#) **3 cr.**
 - [OST 2621 - Law Office Transcription](#) **3 cr.**
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Paralegal Studies (Legal Assisting)—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 also is 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

- [BUL 2241 - Business Law](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.

- [OST 1100 - College Keyboarding I](#) 3 cr.
- or
- [OST 1764 - Word Processing—Microsoft Word](#) 3 cr.

- [PLA 1003 - Introduction to Law and Legal Ethics](#) 3 cr.
- [PLA 1201 - Civil Procedure](#) 3 cr.
- [PLA 1260 - Evidence and Trial Practice](#) 3 cr.
- [PLA 1361 - Techniques of Interview and Investigation](#) 3 cr.
- [PLA 1303 - Criminal Law for Paralegals](#) 3 cr.
- [PLA 1763 - Law Office Management](#) 2 cr.
- [PLA 2104 - Legal Research and Writing I](#) 3 cr.
- [PLA 2114 - Legal Research and Writing II](#) 3 cr.
- [PLA 2273 - Torts](#) 3 cr.
- [PLA 2401 - Commercial Transactions](#) 2 cr.
- [PLA 2540 - Real Property Law](#) 3 cr.
- [PLA 2600 - Wills, Estates, and Trusts](#) 3 cr.
- [PLA 2800 - Family Law](#) 3 cr.
- [PLA 2940 - Paralegal Internship](#) 3 cr.
- [POS 2041 - American Federal Government](#) 3 cr.
- Elective Area III-Mathematics or Natural Sciences* 3 cr.
- Elective Area IV-Humanities* 3 cr.

Note(s):

*See [Associate in Science General Education Requirements](#)

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 1260 Evidence and Trial Practice. Please see course descriptions for other prerequisites and co-requisites.

Total Hours: 64

Suggested Additional Courses

- [BUL 2561 - Cyberlaw](#) **3 cr.**
 - [OST 2401 - Administrative Office Procedures](#) **3 cr.**
-

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Radiography—Associate in Science

This 77-credit-hour, 24-month program begins each January and contains 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 also will be eligible to apply for a temporary state license issued by the Department of Health, Bureau of Radiation Control.

The purpose of this program is to prepare individuals for transfer to the State University System and for entering the workforce as a radiographer. The radiographer is a vital member of the health care team by providing quality patient care and assisting in the diagnosis of disease and injury by using ionizing radiation. Most radiographers are employed by hospitals and diagnostic imaging centers and clinics.

Program Code APP-RAD

Prerequisites

- [BSC 1085 - Human Anatomy and Physiology I](#) 3 cr.
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 cr.
- [BSC 1086 - Human Anatomy and Physiology II](#) 3 cr.
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 cr.
- [ENC 1101 - English Composition I](#) 3 cr.

Total Hours: 11

Freshman—Session II

- [RTE 1000 - Introduction to Radiologic Science Principles](#) 2 cr.
- [RTE 1503 - Radiographic Procedures I](#) 3 cr.
- [RTE 1503L - Radiographic Procedures I Laboratory](#) 1 cr.
- [RTE 1111 - Introduction to Radiographic Patient Care](#) 2 cr.
- [RTE 1111L - Radiography Patient Care—Laboratory](#) 2 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.

Hours: 13

Freshman—Session III

- [RTE 1804 - Radiography Clinical Practicum I](#) 3 cr.
- [RTE 1418 - Principles of Radiographic Imaging and Exposure](#) 3 cr.
- [RTE 1418L - Principles of Radiographic Imaging Exposure I Laboratory](#) 1 cr.

Hours: 7

Freshman—Session I

- [RTE 1513 - Radiographic Procedures II](#) 2 cr.
- [RTE 1513L - Radiographic Procedures II Laboratory](#) 1 cr.
- [RTE 1458 - Radiographic Imaging and Exposure II with Quality Management](#) 4 cr.
- [RTE 1458L - Radiographic Imaging and Exposure with Quality Management Laboratory](#) 1 cr.
- [RTE 1814 - Radiography Clinical Practicum II](#) 4 cr.

Hours: 12

Sophomore-Session II

- [RTE 1523 - Radiographic Procedures III](#) 3 cr.
- [RTE 1523L - Radiographic Procedures III Laboratory](#) 1 cr.
- [RTE 2824 - Radiography Clinical Practicum III](#) 4 cr.
- [RTE 2782 - Pathology for Radiographers](#) 2 cr.
- [MAC 1105 - College Algebra](#) 3 cr.

Hours: 13

Sophomore—Session III

- [RTE 2834 - Radiography Clinical Practicum IV](#) 3 cr.
- [PHI 1630 - Applied Ethics](#) 3 cr.
- [RTE 2385 - Radiation Biology and Protection](#) 3 cr.

Hours: 9

Sophomore—Session I

- [RTE 2061 - Radiographic Seminar](#) 3 cr.
- [RTE 2844 - Radiography Clinical Practicum V](#) 6 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.

Hours: 12

Note(s):

Graduates interested in earning a bachelor's degree in Radiological Sciences should contact the Radiography Program Coordinator or contact an advisor for information about schools offering bachelor degrees in Radiological

Sciences.

General Education and Support Courses: 23 Semester Hours

Radiography Education: 54 Semester Hours

Total Hours: 77 Semester Hours

Special Program Requirement

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

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College Credit Certificate—Overview

In all College Credit Certificate programs, a cumulative GPA of not less than 2.0 or “C” must be achieved. After completing the specific 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.

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AutoCAD Foundations—Certificate

The purpose of this certificate 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 and Design Technology degree](#).

The courses in this certificate program also are part of the [Associate in Science degree in Drafting and Design Technology](#).

Upon completion, students need to contact the Admissions and Student Records Office to apply for certificate(s). Students are encouraged to complete courses in the AS degree.

Program Code TC-AF

- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [ETD 1100 - Technical Drawing](#) 3 cr.
- [ETD 1530 - Architectural Drafting](#) 3 cr.
- [ETD 2320 - Computer Aided Drafting I](#) 3 cr.
- [ETD 2340 - Computer Aided Drafting II](#) 3 cr.

Total Hours: 15

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

Program Code TC-SBM

Total Hours: 24

- [ACG 2021 - Principles of Financial Accounting](#) 3 cr.
 - [BUL 2241 - Business Law](#) 3 cr.
 - [CGS 1100 - Microcomputer Applications](#) 3 cr.
 - [ECO 2013 - Principles of Macroeconomics](#) 3 cr.
 - [GEB 1136 - Introduction to eBusiness](#) 3 cr.
 - [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
 - [MNA 1100 - Organizational Behavior](#) 3 cr.
 - [OST 2335 - Business Communications](#) 3 cr.
-

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Business Operations—Certificate

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions—community service coordinator, customer relations representative, department supervisor, human relations specialist or other mid-management positions in a variety of business environments.

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

Program Code TC-BO

- [ACG 2021 - Principles of Financial Accounting](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [MNA 1345 - Principles of Supervision](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 18

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Business Specialist—Certificate

The purpose of this program is to prepare students for employment in occupations such as: customer service representative, sales and services representative, merchandising specialist, or specialist positions in a variety of other business environments.

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

Program Code TC-BS

- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [MNA 1345 - Principles of Supervision](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.
- [QMB 1001 - Business Mathematics](#) 3 cr.

Total Hours: 12

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Computer Programmer—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 use 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 also are part of the Associate in Science degree in Computer Programming and Analysis. Students need to contact the Admissions and Student Records Office to apply for certificate(s). After earning certificate(s), students are encouraged to complete the courses in the AS degree.

Program Code TC-BDP

The following 33 credit hours meet the requirements for this certificate:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2108 - Advanced Microcomputer Applications](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [COP 1332 - Visual Basic .NET Programming](#) 3 cr.
- [COP 1839 - Web Programming with Visual Basic .NET](#) 3 cr.

Choose one course from the following:

- [COP 2071 - Access Programming and SQL](#) 3 cr.
- [COP 2801 - JavaScript Programming](#) 3 cr.

Total Hours: 33

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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 also are part of the Associate in Science degree in Computer Programming and Analysis. Students need to contact the Admissions and Student Records Office to apply for certificate(s). After earning certificates, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-CPS

The following 18 credit hours meet the requirements for this certificate:

- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [COP 1332 - Visual Basic .NET Programming](#) 3 cr.

Choose one course from the following:

- [COP 2071 - Access Programming and SQL](#) 3 cr.
- [COP 2801 - JavaScript Programming](#) 3 cr.
- [COP 1839 - Web Programming with Visual Basic .NET](#) 3 cr.

Total Hours: 18

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E-Business Security—Certificate

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provide technical skill proficiency, including competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The courses in this certificate program also are part of the Associate in Science degree in E-Business 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-EBSEC

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.

Total Hours: 24

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E-Business Software—Certificate

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provide technical skill proficiency, including competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The courses in this certificate program also are part of the Associate in Science degree in E-Business 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-EBSOF

- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.

Total Hours: 21

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E-Business Technology—Certificate

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, including competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The courses in this certificate program also are part of the Associate in Science degree in E-Business 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-EBTEC

- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CGS 2827 - Advanced Web Page Design](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.

Total Hours: 21

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E-Business Ventures—Certificate

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, including competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The courses in this certificate program also are part of the Associate in Science degree in E-Business 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-EBVEV

- [BUL 2561 - Cyberlaw](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#) 3 cr.
- [CGS 2827 - Advanced Web Page Design](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.

Total Hours: 24

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E-Business—Certificate

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, including competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The courses in this certificate program also are part of the Associate in Science degree in E-Business 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-EB

- [BUL 2561 - Cyberlaw](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Total Hours: 24

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Human Services Assistant—Certificate Program

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 coursework and field experiences related to the introductory principles of human behavior specific to the practice and techniques in human services. Graduates may find employment as a human service assistant, social service aide, case management aide or geriatric aide. All courses in this certificate program transfer into the AS degree in Human Services at PHCC.

Program Code TC-HSA

- [HUS 1001 - Introduction to Human Services](#) 3 cr.
- [HUS 1302 - Basic Counseling Skills](#) 3 cr.
- [HUS 2400 - Substance Abuse Counseling](#) 3 cr.
- [HUS 2525 - Issues in Mental Health](#) 3 cr.
- [HUS 2940 - Human Services Practicum I](#) 3 cr.
- [PSY 1012 - Introduction to Psychology](#) 3 cr.
- [SYG 2000 - Introduction to Sociology](#) 3 cr.
- [CLP 2140 - Abnormal Psychology](#) 3 cr.
- [ENC 1101 - English Composition I](#) 3 cr.

Note(s): A grade of “C” or higher must be attained in each course with an HUS prefix.

Total Hours: 27

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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 also are part of the Associate in Science degree in Internet Services Technology. Upon completion, students need to contact the Admissions and Student Records Office to apply for certificate(s). Students are encouraged to complete courses in the AS degree.

Program Code TC-ITAD

The following 18 hours meet the requirements for this certificate:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.

Total Hours: 18

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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 degree.

The courses in this program also are part of the Associate in Science degree in Networking Services Technology

Upon completion, students need to contact the Admissions and Student Records Office to apply for certificate(s). Students are encouraged to complete courses in the AS degree.

Program Code TC-ITM

The following 30 hours meet the requirements for this certificate:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.
- [CNT 2700 - Advanced Networking Concepts](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CTS 2123 - Network Security and Intrusion Detection](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.

Total Hours: 30

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Information Technology Technician—Certificate

The purpose of this program is to prepare students for employment as information technology specialists, network control operators, help desk specialists, network technicians, network systems specialists, network support specialists, or microcomputer technicians, or to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Networking Services Technology program.

The courses in this program also are part of the [Associate in Science degree in Networking Services Technology](#).

Upon completion, students need to contact the Admissions and Student Records Office to apply for certificate(s). Students are encouraged to complete courses in the AS degree.

Program Code TC-ITT

The following 21 hours meet the requirements for this certificate:

- [CET 1600 - Networking Fundamentals—CISCO Academy](#) 3 cr.
- [CET 1610 - Router Technology—CISCO Academy](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CTS 2123 - Network Security and Intrusion Detection](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CNT 2510 - Wireless LANs and Security](#) 3 cr.

Total Hours: 21

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Marketing Operations—Certificate

Program Code TC-MO

- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.
- [MAR 1011 - Principles of Marketing](#) 3 cr.
- [MKA 2041 - Principles of Retailing](#) 3 cr.
- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [MNA 1345 - Principles of Supervision](#) 3 cr.
- [OST 1100 - College Keyboarding I](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.

Total Hours: 24

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Office Management—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 certificate(s). After earning certificate(s), students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-OST

- [MNA 1100 - Organizational Behavior](#) 3 cr.
- [OST 1100 - College Keyboarding I](#) 3 cr. *
- [OST 2335 - Business Communications](#) 3 cr.
- [OST 2621 - Law Office Transcription](#) 3 cr.
- [PLA 1003 - Introduction to Law and Legal Ethics](#) 3 cr.
- [PLA 1201 - Civil Procedure](#) 3 cr.
- [PLA 1763 - Law Office Management](#) 2 cr.
- [SLS 2401 - Career Enhancement](#) 1 cr.
- [GEB 1136 - Introduction to eBusiness](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.

Note:

*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.

Total Hours: 27

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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 students 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 degree.

The courses in this certificate program also are part of the Associate in Science degree in Office Administration. Students need to contact the Admissions and Student Records Office to apply for certificate(s). After earning certificates, students are encouraged to complete the courses in the AS degree.

Program Code TC-OS

- [OST 1100 - College Keyboarding I](#) 3 cr. *
- [OST 1764 - Word Processing—Microsoft Word](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.
- [OST 2401 - Administrative Office Procedures](#) 3 cr.
- [OST 2852 - EXCEL for the Office](#) 3 cr.
- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.

Note(s):

*OST 1100 may be waived by satisfactorily completing OST 1110.

Total Hours: 18

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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 degree.

The courses in this certificate program also are part of the Associate in Science degree in Office Administration. Students need to contact the Admissions and Student Records Office to apply for certificate(s). After earning certificate(s), students are encouraged to complete the courses in the AS degree.

Program Code TC-OSS

- [MGF 1106 - Mathematics for Liberal Arts I](#) 3 cr.
- [OST 1100 - College Keyboarding I](#) 3 cr. *
- [OST 1764 - Word Processing—Microsoft Word](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

Note(s):

*OST 1100 may be waived by satisfactorily completing OST 1110.

Total Hours: 12

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Paramedic—Certificate

The purpose of this certificate 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](#) also is available.

Prerequisites

Admission into the Paramedic Certificate Program. (See [Paramedic Certificate Program](#).)

CPR certification is a prerequisite of this program. Students must take the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

Program Code APP-PARA

Session I

- * [EMS 2620C - Paramedics I](#) 11.5 cr.
- * [EMS 2621 - Paramedics Clinical I](#) 2.5 cr.

Total: 14

Session II

- * [EMS 2622C - Paramedics II](#) 9 cr.
- * [EMS 2623 - Paramedics Clinical II](#) 6 cr.

Total: 15

Session III

- * [EMS 2625 - Paramedic Internship](#) 7.5 cr.
- * [EMS 2624C - Paramedics III](#) 5.5 cr.

Total: 13

Note(s):

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.

Total Hours: 42

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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, website developers, webmasters, Internet support specialists or 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 to prepare them to take the A+ certification examination. These exams are not offered on campus.

The courses in the certificate program also are part of the [Associate in Science degree in Internet Services Technology](#). Upon completion, students need to contact the Admissions and Student Records Office to apply for certificates. Students are encouraged to complete courses in the AS degree.

Program Code TC-WDS

The following 36 hours meet the requirements for this certificate:

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#) 3 cr.
- [CGS 2827 - Advanced Web Page Design](#) 3 cr.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.
- [COP 2801 - JavaScript Programming](#) 3 cr.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 cr.

Total Hours: 36

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Technical Credit Certificate—Overview

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 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 Test of Adult Basic Education (TABE) 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 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 they have passed the licensure exam.

Courses in these programs are not considered 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](#)

[Cross-Over from Correctional Officer to Law Enforcement Officer](#)

[Dental Assisting](#)

[Geographic Information Systems](#)

[Health Unit Coordinator](#)

[Law Enforcement Officer Cross-Over to Traditional Correctional Basic Recruit Training](#)

[Law Enforcement Officer](#)

[Medical Administrative Specialist](#)

[Nursing Assistant](#)

[Phlebotomy](#)

[Practical Nursing](#)

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Applied Welding Technologies—Technical Certificate

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

- [PMT 0106 - Introduction and Oxyacetylene Welding 3 tech. cr.](#)
- [PMT 0112 - Advanced Specialty Oxyacetylene Welding 3 tech. cr.](#)
- [PMT 0121 - Shielded Metal Arc Welding 2.33 tech. cr.](#)
- [PMT 0126 - Advanced Shielded Metal Arc Welding 3 tech. cr.](#)
- [PMT 0164 - Fabrication of Metal Products Using SMAW 2.33 tech. cr.](#)
- [PMT 0122 - SMAW High Technology Skills 3 tech. cr.](#)
- [PMT 0130 - Introduction to MIG 1.17 tech. cr.](#)
- [PMT 0134 - MIG Welding 3 tech. cr.](#)
- [PMT 0131 - TIG Welding 3 tech. cr.](#)
- [PMT 0138 - Specialty TIG 2.84 tech. cr.](#)
- [PMT 0145 - GMAW Flux Core Arc Welding 3.33 tech. cr.](#)
- [PMT 0165 - SMAW Pipe Welding 3 tech. cr.](#)
- [PMT 0171 - Gas Tungsten Arc Pipe Welding 3 tech. cr.](#)
- [PMT 0173 - Gas Metal Arc Pipe Welding 3 tech. cr.](#)

Total Technical Credits: 39

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CMS Law Enforcement Auxiliary Officer Basic Recruit Training Program - Technical Credit Certificate

Commission-approved Auxiliary Basic Recruit Training Programs are created to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers.

Program Code PSVC-LEA

- [CJK 0031 - CMS First Aid for Criminal Justice Officers](#) 1.33 tech. cr.
- [CJK 0240 - Law Enforcement Auxiliary Introduction](#) .9 tech. cr.
- [CJK 0241 - Law Enforcement Auxiliary Patrol and Traffic](#) .63 tech. cr.
- [CJK 0242 - Law Enforcement Auxiliary Investigations](#) .57 tech. cr.
- [CJK 0422 - Dart-Firing Stun Gun](#) 0.27 tech. cr.
- [CJK 0020 - CMS-Law Enforcement Vehicle Operations](#) 1.60 tech. cr.
- [CJK 0040 - CMS-Criminal Justice Firearms](#) 2.67 tech. cr.
- [CJK 0051 - CMS-Criminal Justice—Defensive Tactics](#) 2.67 tech. cr.

Total Technical Credit Hours: 10.64

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Correctional Officer—Technical Certificate

The purpose of this program is to prepare students for entry-level employment as correctional officers. The program is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (CJSTC), in accordance with Florida Statutes.

Prerequisites

Special Program Requirements

- 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

- [CJK 0480 - Emergency Preparedness](#) **0.87 tech. cr.**
- [CJK 0101 - Interpersonal Skills II](#) **1.67 tech. cr.**
- [CJK 0102 - Correctional Operations](#) **2.13 tech. cr.**
- [CJK 0270 - Criminal Justice Legal I](#) **1.53 tech. cr.**
- [CJK 0285 - Criminal Justice Legal II](#) **0.73 tech cr.**
- [CJK 0286 - Criminal Justice Communications](#) **1.4 tech. cr.**
- [CJK 0031 - CMS First Aid for Criminal Justice Officers](#) **1.33 tech. cr.**
- [CJK 0040 - CMS-Criminal Justice Firearms](#) **2.67 tech. cr.**
- [CJK 0051 - CMS-Criminal Justice—Defensive Tactics](#) **2.67 tech. cr.**
- [CJK 0280 - Criminal Justice Officer Physical Fitness Training \(Corrections\)](#) **1.33 tech. cr.**
- [CJK 0100 - Interpersonal Skills I](#) **2.07 tech. cr.**

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 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 followed strictly.

- An applicant must take the Criminal Justice Basic Abilities Test (CJBAT) and a score of 72 or higher is needed to pass the test. A fee is charged. This test is offered through the PHCC Career and 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.
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Cross-Over from Correctional Officer to Law Enforcement Officer —Technical Certificate

The purpose of this program is to train students who want a dual certification in Law Enforcement and Corrections. To take the following courses, students must provide evidence they have completed a Correctional Officer program and passed the state examination. Upon satisfactory completion of the courses listed, students will be eligible to take the law enforcement state examination. Successful scores on both state exams enable the student to receive provisional certification as a correctional officer and as a law enforcement officer. This course is based on the CMS Application-Based Law Enforcement Basic Recruit Curriculum. Course numbers and hours currently under revision by CJSTC.

Program Code PSVC-CTL

- [CJK 0020 - CMS-Law Enforcement Vehicle Operations](#) **1.60 tech. cr.**
- [CJK 0061 - Patrol I](#) **1.94 tech. cr.**
- [CJK 0062 - Patrol II](#) **1.33 tech. cr.**
- [CJK 0071 - Criminal Investigations](#) **1.87 tech. cr.**
- [CJK 0076 - Crime Scene Investigations](#) **0.80 tech. cr.**
- [CJK 0082 - Traffic Stops](#) **0.80 tech. cr.**
- [CJK 0083 - DUI Traffic Stops](#) **0.80 tech cr.**
- [CJK 0086 - Traffic Crash Investigations](#) **1.06 tech. cr.**
- [CJK 0212 - Cross-Over Corrections to Law Enforcement High Liability](#) **0.27 tech. cr.**
- [CJK 0221 - Correctional Cross-Over to Law Enforcement Introduction and Legal](#) **1.56 tech. cr.**
- [CJK 0222 - Corrections Cross-Over to Law Enforcement Communications](#) **1.87 tech. cr.**
- [CJK 0223 - Corrections Cross-Over to Law Enforcement Human Issues](#) **1.07 tech. cr.**
- [CJK 0422 - Dart-Firing Stun Gun](#) **0.27 tech. cr.**

Total Technical Credits: 15.24

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Dental Assisting—Technical Certificate

This is a limited-access program. Refer to the [Admission to Specialized Limited Access Health Programs](#) section of this College 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 are eligible for employment as dental assistants with expanded functions and radiography skills. Proof of professional liability insurance is required.

Program Code APP-DA

Prerequisite Requirements:

- HSC 0003 Introduction to Health Occupations, 3 technical credits

This program requires passing a manual dexterity test at a minimum level of 60 percent; the test is offered at a PHCC Career Assessment and Testing Office.

Session 1

- [DEA 0758 - Preclinical Procedures for Dental Assistants](#) **2 tech. cr.**
- [DEA 0740 - Introduction to Dental Assisting](#) **1 tech. cr.**
- [DEA 0741 - Anatomy and Physiology for Dental Assistants](#) **1.5 tech. cr.**
- [DEA 0758L - Preclinical Procedures for Dental Assistants Laboratory](#) **1 tech. cr.**
- [DEA 0743 - Preventive Dentistry for Dental Assistants](#) **1.5 tech. cr.**

Hours: 7

Session 2

- [DEA 0744 - Dental Materials for Dental Assistants](#) **1 tech. cr.**
- [DEA 0744L - Dental Materials for Dental Assistants Laboratory](#) **1.5 tech. cr.**
- [DEA 0746 - Management of Dental Office Emergencies](#) **1 tech. cr.**
- [DEA 0751 - Clinical Procedures for Dental Assistants](#) **2 tech. cr.**
- [DEA 0751L - Clinical Procedures for Dental Assistants Laboratory](#) **3 tech. cr.**
- [DEA 0755 - Dental Radiography for Dental Assistants](#) **1 tech. cr.**
- [DEA 0755L - Dental Radiography for Dental Assistants Laboratory](#) **1.5 tech. cr.**
- [DEA 0136 - Oral, Head and Neck Anatomy](#) **1.5 tech. cr.**
- [DEA 0136L - Oral, Head and Neck Anatomy for Dental Assistants Laboratory](#) **1.0 tech. cr.**

Hours: 13.5

Session 3

- [DEA 0753L - Clinical Externship for Dental Assisting](#) **14.5 tech. cr.**
- [DEA 0747 - Dental Office Management for Dental Assistants](#) **1 tech. cr.**
- [DEA 0757 - Expanded Functions for Dental Assistants](#) **.5 tech cr.**
- [DEA 0757L - Expanded Functions for Dental Assistants Laboratory](#) **1.5 tech. cr.**

Hours: 17.5

Note(s):

*CPR certification is a prerequisite of this program. Students must take the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

Total Technical Credits: 41

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 (TABE) (Form 9 or 10) with a minimum 10th grade level score in Reading, Language and Mathematics. An associate degree or higher from a regionally accredited college or university also will satisfy the TABE requirements.

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Geographic Information Systems—Technical 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 those integrate with GIS. ArcGIS software is used in the labs.

Program Code TC-GIS

The following 20 hours meet the requirements for this certificate:

- [GIS 0090 - GIS Technician Assistant](#) 10 tech. cr.
- [GIS 0091 - GIS Technician](#) 10 tech. cr.

Total Hours: 20

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Health Unit Coordinator—Technical Certificate

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; ECG monitoring and performing supervised clinical duties.

Program Code PSVC-HUC

- [HSC 0003 - Introduction to Health Occupations](#) 3 tech. cr.
- [CVT 0507 - Basic Arrhythmias](#) 2 tech. cr.
- [HSC 0530 - Medical Language](#) 3 tech. cr.
- [SLS 0341 - Essentials of Health Career Success](#) 2 tech. cr.
- [WCL 0055 - Health Unit Management](#) 1.34 tech. cr.
- [WCL 0050 - Health Unit Coordinator Clinical](#) 1.33 tech. cr.
- [OTA 0101 - Keyboarding I](#) 2 tech. cr.
- [HIM 0440 - Pharmacology for Health Professionals](#) 2 tech. cr.

Total Technical Credits: 16.67

Special Program Requirements:

A completed Physical Examination Report (SAR-40-A) and Professional Liability Insurance are required for this course. An approved 4-hour AIDS seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

A grade of "C" or higher must be earned in each program course in order to receive a Technical Credit Certificate.

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Law Enforcement Officer Cross-Over to Traditional Correctional Basic Recruit Training—Technical Certificate

The purpose of this program is to train students who want a dual certification in Law Enforcement and Corrections. To take the following courses, students must provide evidence they have completed a Law Enforcement Officer program and passed the state examination. Upon satisfactory completion of the courses listed, students will be eligible to take the correctional officer state examination. Successful scores on both state exams enable the student to receive provisional certification as a correctional officer and as a law enforcement officer. This course is based on the CMS Application-Based Correctional Officer Basic Recruit Curriculum. Course numbers and hours currently under revision by CJSTC.

Program Code PSVC-LTC

- [CJK 0101 - Interpersonal Skills II](#) 1.67 tech. cr.
- [CJK 0102 - Correctional Operations](#) 2.13 tech. cr.
- [CJK 0204 - Law Enforcement Cross-Over to Correctional Introduction](#) 1.97 tech cr.
- [CJK 0480 - Emergency Preparedness](#) 0.87 tech. cr.

Total Technical Credits: 6.64

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Law Enforcement Officer—Technical Certificate

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

- [CJK 0007 - Introduction to Law Enforcement](#) 0.37 tech. cr.
- [CJK 0008 - Legal](#) 2.30 tech. cr.
- [CJK 0011 - Human Issues](#) 1.33 tech. cr.
- [CJK 0017 - Communications](#) 2.53 tech. cr.
- [CJK 0020 - CMS-Law Enforcement Vehicle Operations](#) 1.60 tech. cr.
- [CJK 0031 - CMS First Aid for Criminal Justice Officers](#) 1.33 tech. cr.
- [CJK 0040 - CMS-Criminal Justice Firearms](#) 2.67 tech. cr.
- [CJK 0051 - CMS-Criminal Justice—Defensive Tactics](#) 2.67 tech. cr.
- [CJK 0061 - Patrol I](#) 1.94 tech. cr.
- [CJK 0062 - Patrol II](#) 1.33 tech. cr.
- [CJK 0071 - Criminal Investigations](#) 1.87 tech. cr.
- [CJK 0076 - Crime Scene Investigations](#) 0.80 tech. cr.
- [CJK 0082 - Traffic Stops](#) 0.80 tech. cr.
- [CJK 0083 - DUI Traffic Stops](#) 0.80 tech cr.
- [CJK 0086 - Traffic Crash Investigations](#) 1.06 tech. cr.
- [CJK 0096 - Criminal Justice Officer Physical Fitness Training \(Law Enforcement\)](#) 2.0 tech. cr.
- [CJK 0422 - Dart-Firing Stun Gun](#) 0.27 tech. cr.

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 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 Criminal Justice Basic Abilities Test (CJBAT) and a score of 79 or higher is needed to pass the test. A fee will be charged. This test is offered through a PHCC Career and 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.
 - 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. A grade of “Pass” is required in all courses requiring the demonstration of proficiency.
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Medical Administrative Specialist—Technical Certificate

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.

Program Code PSVC-MS

- [HSC 0003 - Introduction to Health Occupations](#) 3 tech. cr.
- [HIM 0450 - Fundamentals of Body Structures and Functions](#) 2 tech. cr.
- [HSC 0530 - Medical Language](#) 3 tech. cr.
- [CTS 0050 - Introduction to Microcomputer Applications](#) 3 tech. cr.
- [OTA 0101 - Keyboarding I](#) 2 tech. cr.
- [OTA 0609A - Medical Office Procedures](#) 3 tech. cr.
- [HIM 0061 - Medical Record Transcription I](#) 5 tech. cr.
- [MEA 0200 - Examining Room Procedures](#) 3 tech. cr.
- [SLS 0341 - Essentials of Health Career Success](#) 2 tech. cr.
- [OTA 0627 - Medical Secretary Clinical](#) 3 tech. cr.
- [HIM 0434 - Fundamentals of Disease Processes](#) 2 tech. cr.
- [HIM 0440 - Pharmacology for Health Professionals](#) 2 tech. cr.
- [HCP 0741L - Practical Aspects of Phlebotomy](#) 2 tech. cr.

Total Technical Credits: 35

Special Program Requirements:

A grade of "Pass" in OTA 0627 must be earned in order to receive a technical certificate.

A completed Physical Examination Report (SAR-40-A) is required for this course. An approved 4-hour AIDS Seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

A grade of "C" or higher must be earned in each program course in order to receive a Technical Credit Certificate.

This program requires submission of valid TABE test scores.

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Nursing Assistant—Technical Certificate

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

- [HCP 0100 - Nursing Assistant](#) 2.67 tech. cr.
- [HCP 0604 - Nursing Assistant Clinical](#) 1.34 tech. cr.

Total Technical Credits: 4

Special Program Requirements:

A completed Physical Examination Report (SAR-40-A) is 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 the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

A grade of "C" or higher must be earned in each program course in order to receive a Technical Credit Certificate.

A grade of "Pass" in Nursing Assistant Clinical (HCP 0604) must be earned to receive a Technical Credit Certificate.

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Phlebotomy—Technical Certificate

The purpose of this program is to train students for employment as blood bank or plasma center donor screeners, or as phlebotomists. 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

- [HCP 0731 - Phlebotomy Theory](#) 1.5 tech. cr.
- [HCP 0731L - Phlebotomy Laboratory](#) 2 tech. cr.
- [HCP 0742 - Phlebotomy Clinical](#) 2 tech. cr.

Total Technical Credits: 5.5

Special Program Requirements

A completed Physical Examination Report (SAR-40-A) and satisfactory criminal background check is required for this course.

An approved 4-hour AIDS Seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course.

Students must take the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).

A grade of "C" or higher must be earned in each program course in order to receive a Technical Credit Certificate.

A grade of "Pass" in Phlebotomy Clinical (HCP 0742) must be earned in order to receive a Technical Credit Certificate.

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Practical Nursing—Technical Certificate

Special Program Requirements

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 also are eligible to apply for admission to the Associate Degree in Nursing Program at the ADN-LPN entry point.

Program Code APP-PN

- [PRN 0000C - Fundamentals of Nursing/PN](#) 8 tech. cr.
- [PRN 0080 - Body Structure and Function](#) 1.5 tech. cr.
- [PRN 0030C - Medication Administration/Pharmacology](#) 2 tech. cr.
- [PRN 0002C - Fundamentals of Nursing II/PN](#) 7 tech. cr.
- [PRN 0204C - Medical Surgical Nursing I](#) 8.5 tech cr.
- [PRN 0205C - Medical Surgical Nursing II](#) 8 tech cr.
- [PRN 0500C - Gerontological Nursing](#) 3.5 tech. cr.
- [PRN 0120C - Maternal-Child Nursing](#) 6.5 tech. cr.

Note(s):

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.

Total Technical Credits: 45

Special Program Requirements

A grade of “C” or higher and a grade of “Pass” in the clinical portion of PRN 0000C, PRN 0002C, PRN 0204C, PRN 0205C, PRN 0500C and PRN 0120C, 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. To receive a certificate, students must obtain satisfactory scores on the TABE test.

*CPR certification is a prerequisite of this course. Students must take the American Heart Association course “Basic Life Support for Health Care Providers” (PHCC course NCH 0050).

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Applied Technology Diploma—Overview

PHCC is authorized to offer the Applied Technology Diploma (ATD). At a Florida state 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 Florida state 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 also are ATDs, but are offered for technical credit.

Note: All programs and courses are not available on all campuses. Contact the Student Development Office to determine the program availability and location.

Medical Coder/Biller—

Upon completion of this ATD, students will earn 26 credits toward the AS degree in Health Information Management OR 26 credits into AS degree in Office Administration/Medical Administrative Specialist.

Medical Record Transcribing—

Upon completion of this ATD, students will earn 33 credits toward the AS degree in Office Administration/ Medical Administrative Specialist.

Students entering the program must take the 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 at PHCC. 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 Teaching-Learning Centers. A diploma will not be issued until the student attains satisfactory TABE scores.

Emergency Medical Technician—

Upon completion of this ATD, students will earn 11 credits toward the AS degree in Emergency Medical Services.

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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 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:

- [HSC 2531 - Medical Terminology](#) 3 cr.

Students must submit:

1. Proof of CPR certification is a prerequisite of this program. Students must take the following course: the American Heart Association—"Basic Life Support for Health Care Providers" (PHCC course NCH 0050).
 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](#) 3 cr. (prerequisite)
 - [EMS 1119C - Emergency Medical Technology](#) 6.5 cr.
 - [EMS 1431 - Emergency Medical Technology Clinical](#) 1.5 cr.

Note(s):

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.

Total Hours: 11

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Medical Coder/Biller—Applied Technology Diploma

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

- [HIM 0009 - Introduction to Health Information Technology](#) 3 tech. cr.
- [OTA 0101 - Keyboarding I](#) 2 tech. cr.
- [HSC 0530 - Medical Language](#) 3 tech. cr.
- [HIM 0450 - Fundamentals of Body Structures and Functions](#) 2 tech. cr.
- [CTS 0050 - Introduction to Microcomputer Applications](#) 3 tech. cr.
- [HIM 0280 - Coding for Medical Records I](#) 4.5 tech. cr.
- [HIM 0281 - Coding for Medical Records II](#) 4.83 tech. cr.
- [HIM 0434 - Fundamentals of Disease Processes](#) 2 tech. cr.
- [SLS 0341 - Essentials of Health Career Success](#) 2 tech. cr.
- [HIM 0440 - Pharmacology for Health Professionals](#) 2 tech. cr.
- [OTA 0609A - Medical Office Procedures](#) 3 tech. cr.
- [HIM 0274 - Health Insurance Coding and Reimbursement](#) 2 tech. cr.

Total Technical Credits: 33.33

Special Program Requirements:

An approved four-hour AIDS Seminar (PHCC course NCH 0001) and CPR certification are prerequisites of this course. Students must take the following course: the American Heart Association—"Basic Life Support for Healthcare Providers" (PHCC course NCH 0050)

A grade of "C" or higher must be earned in each program course to receive an Applied Technology Diploma.

This program requires submission of valid TABE scores.

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Medical Record Transcribing—Applied Technology Diploma

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

- [HIM 0009 - Introduction to Health Information Technology](#) 3 tech. cr.
- [OTA 0101 - Keyboarding I](#) 2 tech. cr.
- [HSC 0530 - Medical Language](#) 3 tech. cr.
- [HIM 0450 - Fundamentals of Body Structures and Functions](#) 2 tech. cr.
- [CTS 0050 - Introduction to Microcomputer Applications](#) 3 tech. cr.
- [HIM 0061 - Medical Record Transcription I](#) 5 tech. cr.
- [OTA 0611 - Keyboarding II](#) 2 tech. cr.
- [HIM 0434 - Fundamentals of Disease Processes](#) 2 tech. cr.
- [SLS 0341 - Essentials of Health Career Success](#) 2 tech. cr.
- [HIM 0062 - Medical Record Transcription II](#) 5 tech. cr.
- [HIM 0440 - Pharmacology for Health Professionals](#) 2 tech. cr.
- [OTA 0609A - Medical Office Procedures](#) 3 tech. cr.
- [HIM 0063 - Medical Record Transcription III](#) 6 tech. cr.

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 the following course: the American Heart Association—"Basic Life Support for Healthcare Providers" (PHCC course NCH 0050).

A grade of "C" or higher must be earned in each program course in order to receive an Applied Technology Diploma.

This program requires submission of valid TABE scores.

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Completer Placement Summary

	2007-08	2006-07	2005-06
Program	%	%	%
Applied Welding PSAV	100%	100%	83%
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%
Correctional Officer PSAV	97%	100%	100%
Criminal Justice Tech AS/AAS	50%	80%	100%
Crossover from Corr to Probation PSAV		100%	
Crossover From LE to Corr PSAV	100%	100%	100%
Dental Assisting PSAV	78%	93%	100%
Dental Hygiene AS	100%	71%	88%
Drafting and Design Tech AS	100%	100%	100%
Emergency Medical Service AS	100%	100%	100%
Emergency Medical Tech ATD	75%	79%	100%
Health Unit Coordinator PSAV	100%	100%	91%
Human Services AS	92%	89%	100%
Information Tech Admin CCC	100%	100%	100%
Information Technology Mgmt CCC	100%	100%	100%
Information Technology Tech CCC	100%	100%	100%
Internet Services Technology AS	100%	100%	
Law Enforcement Officer PSAV	79%	93%	98%
Legal Assisting AS	92%	94%	100%
Market Operations CCC	100%	100%	100%
Marketing Management AS	0%	100%	100%
Medical Coder ATD	78%	85%	82%

Medical Record Transcribing ATD	33%	50%	92%
Medical Administrative Specialist PSAV	100%	75%	90%
Network Administrator AS	100%	88%	100%
Nursing AS	100%	96%	99%
Nursing Assistant PSAV	96%	89%	90%
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	54%	100%	100%
Phlebotomy PSAV	83%	71%	88%
Practical Nursing PSAV	100%	98%	98%
Radiography AS	94%	86%	100%
Web Development Specialist CCC		100%	100%
Total	93%	91%	97%

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Continuing Education, Corporate Training

- [Continuing Education](#)
 - [Corporate Training](#)
 - [Encore Academy](#)
 - [Lifelong Learning Courses](#)
-

Continuing Education

PHCC will provide [Continuing Education](#) noncredit courses to serve the community as needed. 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 on-site. 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 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, which is defined as August–April for this program. Part-time residents 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 including:

1. 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. 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

Encore Academy has several conditions of enrollment and/or deadlines that apply to its membership agreement. Contact the academy manager 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.

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General Course Information

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 requirements 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 an advisor.

Students should not expect that all courses will be offered at each campus or in any given term. To determine when and where specific courses are to be offered, visit www.phcc.edu/schedule/ to access the current class schedule.

Prerequisite and Co-requisite Courses

A prerequisite is a requirement and/or course that MUST be completed successfully before a student can enroll in another course. A co-requisite is a 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 co-requisite(s) for a course are noted in the "Listing of Courses" sections. Courses in this College Catalog/Student Handbook are identified by prefixes and numbers that were assigned by the Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by 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 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 a number of postsecondary institutions. Each institution uses “SYG_010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-Level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social Problems.”

In science and 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 participating 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101.

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 that have not been designated as equivalent.

Note: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

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

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique.

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- Courses not offered by the receiving institution
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question
- Courses in the _900-_999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
- College preparatory and vocational preparatory courses
- Graduate courses
- Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from _900-_999.
- Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

The Statewide Course Numbering System makes available on its home page a report entitled Courses at Nonregionally Accredited Institutions that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

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 Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at 850-245-0427 or visiting scns.fldoe.org.

Example of Course Identifier

Course: ENC 1101					
Prefix	Level Code <i>(first digit)</i>	Century Digit <i>(second digit)</i>	Decade Digit <i>(third digit)</i>	Unit Digit <i>(fourth digit)</i>	Lab Code
ENC	1	1	0	1	
English	Lower (Freshman)	Freshman	Freshman	Freshman	No laboratory
Composition	Level at this institution	Composition	Composition Skills	Composition Skills 1	component in this course

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Course Descriptions

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Other Courses

- [MTB 2370 - Applied Math for Health Occupations](#)

Accounting, General

- [ACG 2021 - Principles of Financial Accounting](#)
- [ACG 2071 - Principles of Managerial Accounting](#)

American History

- [AMH 2010 - History of the United States I](#)
- [AMH 2020 - History of the United States II](#)
- [AMH 2070 - History of Florida](#)
- [AMH 2091 - Survey of African American History](#)
- [AMH 2930 - Special Topics/Seminars](#)

American Literature

- [AML 2010 - American Literature: Exploration to the Late 19th Century](#)
- [AML 2020 - American Literature: The Late 19th Century Through the Modern Era](#)

Animal Science

- [ANS 1003 - Introduction to Animal Science](#)

Anthropology

- [ANT 2000 - Introduction to Anthropology](#)
- [ANT 2100 - Introduction to Archaeology](#)
- [ANT 2410 - Introduction to Cultural Anthropology](#)
- [ANT 2511 - Introduction to Physical Anthropology](#)

Art History

- [ARH 1000 - Art Appreciation](#)
- [ARH 2426 - Art in Peace and War](#)

Art

- [ART 1300C - Drawing I](#)
- [ART 1301C - Drawing II](#)
- [ART 2500 - Painting I](#)

- [ART 2501 - Painting II](#)

Speech Pathology and Audiology

- [ASL 1140 - Basic American Sign Language](#)
- [ASL 1150 - Intermediate American Sign Language](#)
- [ASL 1160 - Advanced American Sign Language](#)

Astronomy

- [AST 1002 - Introduction to Astronomy](#)

Building Construction

- [BCN 1001 - Building Construction](#)

Botany

- [BOT 1010C - Botany](#)

Biological Science

- [BSC 1005 - Introduction to Biology](#)
- [BSC 1007L - Life Science Laboratory](#)
- [BSC 1020 - Human Biology](#)
- [BSC 1050 - Introduction to Environmental Science](#)
- [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](#)
- [BSC 1311 - Marine Biology](#)
- [BSC 2010 - Biology I](#)
- [BSC 2010L - Biology I Laboratory](#)
- [BSC 2011 - Biology II](#)
- [BSC 2011L - Biology II Laboratory](#)
- [BSC 2250C - Florida Flora and Fauna](#)

Business Law

- [BUL 2241 - Business Law](#)
- [BUL 2561 - Cyberlaw](#)

Criminology and Criminal Justice

- [CCJ 1000 - Crime and Delinquency](#)
- [CCJ 2010 - Criminology](#)
- [CCJ 2940 - Field Studies](#)

Computer Engineering Tech

- [CET 1179 - Microcomputer Repair Essentials](#)
- [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](#)
- [CET 2880 - Introduction to Computer Forensics](#)

Computers: General Studies

- [CGS 1000 - Computer Concepts](#)
- [CGS 1100 - Microcomputer Applications](#)
- [CGS 1820 - Web Page Design](#)
- [CGS 2108 - Advanced Microcomputer Applications](#)
- [CGS 2304 - Managing Information Technology](#)
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#)
- [CGS 2827 - Advanced Web Page Design](#)

Chemistry

- [CHM 1020 - Chemistry in Your Life](#)
- [CHM 1025 - Introductory Chemistry](#)
- [CHM 1025L - Introductory Chemistry Laboratory](#)
- [CHM 2045 - General Chemistry and Qualitative Analysis I](#)
- [CHM 2045L - General Chemistry and Qualitative Analysis I Laboratory](#)
- [CHM 2046 - General Chemistry and Qualitative Analysis II](#)
- [CHM 2046L - General Chemistry and Qualitative Analysis II Laboratory](#)
- [CHM 2210C - Organic Chemistry I](#)
- [CHM 2211C - Organic Chemistry II](#)

Comparative Politics

- [CPO 2002 - Introduction to Comparative Politics](#)

Computer and Information System

- [CIS 2930 - Information Technology Internship](#)

Corrections

- [CJC 1000 - Introduction to Corrections](#)

Criminal Justice Development

- [CJD 2009 - Criminal Justice Career Enhancement](#)

Law Enforcement

- [CJE 1000 - Introduction to Law Enforcement](#)
- [CJE 1300 - Police Organization and Administration](#)
- [CJE 1500 - Police Operations](#)
- [CJE 1640 - Criminalistics](#)
- [CJE 2400 - Police Community Relations](#)
- [CJE 2601 - Introduction to Criminal Investigation](#)

Law and Process

- [CJL 2062 - Rules of Evidence for Police](#)
- [CJL 2100 - Criminal Law](#)

Clinical Psychology

- [CLP 2140 - Abnormal Psychology](#)

Computer Networks

- [CNT 1000 - Introduction to Networking](#)
- [CNT 1401 - Principles of Information, Security and Assurance](#)
- [CNT 2405 - Firewalls and Virtual Private Networks](#)
- [CNT 2510 - Wireless LANs and Security](#)
- [CNT 2700 - Advanced Networking Concepts](#)

Computer Programming

- [COP 1000 - Introduction to Software Development](#)
- [COP 1332 - Visual Basic .NET Programming](#)
- [COP 1839 - Web Programming with Visual Basic .NET](#)
- [COP 2071 - Access Programming and SQL](#)
- [COP 2801 - JavaScript Programming](#)

Communication

- [COM 2411 - Intercultural Communication](#)

Creative Writing

- [CRW 2001 - Creative Writing I](#)
- [CRW 2002 - Creative Writing II](#)
- [CRW 2003 - Creative Writing III](#)

Computer Technology and Skills

- [CTS 1110 - Microcomputer Software Essentials](#)
- [CTS 2123 - Network Security and Intrusion Detection](#)

Dental Hygiene

- [DEH 1002 - Dental Hygiene I](#)
- [DEH 1002L - Dental Hygiene I Clinical](#)
- [DEH 1800 - Dental Hygiene II](#)

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Dental Hygiene

- [DEH 1800L - Dental Hygiene II Clinical](#)
- [DEH 2005 - Dental Hygiene III](#)
- [DEH 2400 - General and Oral Pathology](#)
- [DEH 2602 - Periodontics](#)
- [DEH 2605 - Advanced Principles of Dental Hygiene Seminar](#)
- [DEH 2702 - Community Dental Health](#)
- [DEH 2702L - Community Dental Health Clinical](#)
- [DEH 2802L - Dental Hygiene III Clinical](#)
- [DEH 2804L - Dental Hygiene IV Clinical](#)
- [DEH 2806L - Dental Hygiene V Clinical](#)
- [DEH 2810 - Dental Hygiene IV](#)
- [DES 1601 - Medical Emergencies for the Dental Professional](#)

Developmental Psychology

- [DEP 2002 - Child Psychology](#)
- [DEP 2004 - Lifespan Development](#)
- [DEP 2302 - Adolescent Psychology](#)
- [DEP 2402 - Psychology of Adulthood and Aging](#)

Dental Support

- [DEH 2300 - Pharmacology](#)
- [DES 1020 - Oral Head and Neck Anatomy, Histology and Embryology](#)
- [DES 1020L - Oral, Head, and Neck Anatomy Laboratory](#)
- [DES 1100 - Dental Materials](#)
- [DES 1100L - Dental Materials Lab](#)
- [DES 1200 - Dental Radiography](#)
- [DES 1200L - Dental Radiography Lab](#)

Economics

- [ECO 2013 - Principles of Macroeconomics](#)
- [ECO 2023 - Principles of Microeconomics](#)

Education: Foundations

- [EDF 1005 - Introduction to the Teaching Profession](#)
- [EDF 2085 - Introduction to Diversity for Educators](#)
- [EDG 1310 - Classroom Management](#)

Educational Psychology

- [EDP 2002 - Educational Psychology](#)

Education: Early Childhood

- [EEC 1003 - Introduction to Early Childhood Education](#)
- [EEC 1224 - Emergent Literacy Through the Use of Children's Literature](#)
- [EEC 1407 - Facilitating Social Development](#)
- [EEC 1601 - Observation and Assessment of Children](#)
- [EEC 2001 - Child Growth and Development](#)
- [EEC 2002 - Program Management](#)
- [EEC 2200 - Preschool Curriculum I](#)
- [EEC 2202 - Preschool Curriculum II](#)
- [EEC 2271 - Young Children with Special Needs](#)
- [EEC 2401 - Parent/Community Relationships](#)
- [EEC 2732 - Infants, Toddlers and Caregivers](#)
- [EEC 2941 - Child Care Practicum](#)

Education: Technology and Media

- [EME 2040 - Introduction to Technology for Educators](#)

Electrical/Electronic: Technical

- [EEV 0317 - Data Communication Analyst](#)
- [EEV 0504 - Computer Support Assistant](#)

Emergency Medical Services

- [EMS 1119C - Emergency Medical Technology](#)
- [EMS 1431 - Emergency Medical Technology Clinical](#)
- [EMS 2620C - Paramedics I](#)
- [EMS 2621 - Paramedics Clinical I](#)
- [EMS 2622C - Paramedics II](#)
- [EMS 2623 - Paramedics Clinical II](#)
- [EMS 2624C - Paramedics III](#)
- [EMS 2625 - Paramedic Internship](#)

English Composition

- [ENC 0015 - Writing I](#)
- [ENC 0025 - Writing II](#)
- [ENC 1101 - English Composition I](#)
- [ENC 1102 - English Composition II](#)
- [ENC 2210 - Technical Writing](#)

English: General

- [ENG 2103 - World Cinema](#)
- [ENG 2670 - Conflict and Nonviolent Resolutions in Film](#)

English Literature

- [ENL 2012 - British Literature: The Middle Ages through the Late 18th Century](#)
- [ENL 2022 - British Literature: The Late 18th Century through the Modern Era](#)
- [ENL 2330 - Introduction to Shakespeare](#)

Engineering Technology: Civil

- [ETC 1250 - Properties of Materials](#)

Engineering Technology: Drafting

- [ETD 1100 - Technical Drawing](#)
- [ETD 1530 - Architectural Drafting](#)
- [ETD 2110 - Engineering Drafting](#)
- [ETD 2218 - Introduction to Geometric Dimensioning & Tolerancing](#)
- [ETD 2238 - Mathematics for Drafting and CAD](#)
- [ETD 2320 - Computer Aided Drafting I](#)
- [ETD 2340 - Computer Aided Drafting II](#)
- [ETD 2381 - Computer Aided Drafting for Manufacturing](#)
- [ETD 2941 - Internship in Drafting and Design](#)

Engineering Technology: Industrial

- [ETI 1110 - Introduction to Quality Control](#)
- [ETI 1411 - Introduction to Manufacturing](#)
- [ETI 1998 - Industrial Management Skills I](#)
- [ETI 1999 - Industrial Management Skills II](#)
- [ETI 2622 - Concepts of Lean Six Sigma Manufacturing](#)

European History

- [EUH 1000 - Western Civilization I: 700 BC to 1200 CE](#)
- [EUH 1001 - Western Civilization II: 1200 to 1763](#)
- [EUH 1002 - Western Civilization III: 1763 to Present](#)

Experimental Psychology

- [EXP 1600 - Creative Thinking and Imagination](#)

Fire Fighting and Protection

- [FFP 1120 - Building Construction](#)
- [FFP 1505 - Fire Prevention Practices](#)
- [FFP 1540 - Private Fire Protection Systems](#)
- [FFP 1720 - Company Officer Leadership](#)
- [FFP 1740 - Fire Service Course Delivery](#)
- [FFP 1810 - Firefighting Tactics I](#)
- [FFP 1811 - Firefighting Tactics II](#)

Finance

- [FIN 1100 - Personal Finance](#)

French Language

- [FRE 1120 - Beginning French I](#)
- [FRE 1121 - Beginning French II](#)
- [FRE 2220 - Intermediate French I](#)
- [FRE 2221 - Intermediate French II](#)

Geography: Regional Areas

- [GEA 2000 - World Regional Geography](#)

- [GEA 2210 - Geography of North America](#)

General Business

- [GEB 1011 - Introduction to Business](#)
- [GEB 1136 - Introduction to eBusiness](#)
- [GEB 2350 - International Business](#)

German and Germanic Language

- [GER 1120 - Beginning German I](#)
- [GER 1121 - Beginning German II](#)

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German and Germanic Language

- [GER 2220 - Intermediate German I](#)
- [GER 2221 - Intermediate German II](#)

Gerontology

- [GEY 2000 - Introduction to Gerontology](#)

Geography-Information Science

- [GIS 0090 - GIS Technician Assistant](#)
- [GIS 0091 - GIS Technician](#)

Geology

- [GLY 2010 - Introduction to Geology](#)

History: General

- [HIS 2300 - War and Society](#)

Health Science

- [HSC 1100 - Personal and Community Health](#)
- [HSC 1101 - Perspectives of Health and Wellness](#)
- [HSC 2531 - Medical Terminology](#)

Humanities

- [HUM 1020 - Introduction to Humanities](#)
- [HUM 2210 - Humanities: The Ancient World to the Middle Ages](#)
- [HUM 2230 - Humanities: The Renaissance to the Modern Day](#)
- [HUM 2700 - Overseas Study in the Humanities](#)
- [HUM 2711 - American Studies in the Humanities](#)

Human Nutrition

- [HUN 1270 - Sports Nutrition](#)
- [HUN 2201 - Science of Human Nutrition](#)

Human Services

- [HUS 1001 - Introduction to Human Services](#)
- [HUS 1302 - Basic Counseling Skills](#)
- [HUS 1540 - Principles for Understanding and Working with Families](#)
- [HUS 2400 - Substance Abuse Counseling](#)
- [HUS 2525 - Issues in Mental Health](#)
- [HUS 2530 - The Disabled Experience](#)
- [HUS 2940 - Human Services Practicum I](#)
- [HUS 2941 - Human Services Practicum II](#)

Interdisciplinary Studies

- [IDS 2942 - Service-Learning Practicum](#)

International Relations

- [INR 1015 - World Perspectives](#)
- [INR 2002 - Introduction to International Relations](#)

Interdisciplinary Social Science

- [ISS 2160 - Contemporary Ethnic Diversity Issues](#)
- [ISS 2263 - Psychosocial Aspects of the Holocaust](#)

Journalism

- [JOU 2100 - Journalistic Writing and Reporting](#)

Library Science

- [LIS 2004 - Introduction to Internet Research](#)

Literatures

- [LIT 1020 - Introduction to Short Fiction](#)
- [LIT 2110 - World Literature: The Ancient World through the Renaissance](#)
- [LIT 2120 - World Literature: The Renaissance through the Modern Era](#)
- [LIT 2203 - Poetry, Peace and Social Justice](#)
- [LIT 2380 - Women in Literature](#)

Mathematics: Calculus and Precalculus

- [MAC 1105 - College Algebra](#)
- [MAC 1147 - Precalculus Algebra/Trigonometry](#)
- [MAC 2233 - Applied Calculus](#)
- [MAC 2311 - Calculus and Analytic Geometry I](#)
- [MAC 2312 - Calculus and Analytic Geometry II](#)
- [MAC 2313 - Calculus and Analytic Geometry III](#)

Mathematics: Applied

- [MAP 2302 - Differential Equations](#)

Marketing

- [MAR 1011 - Principles of Marketing](#)

Mathematics: General

- [MAT 0018 - Prealgebra](#)
- [MAT 0028 - Elementary Algebra](#)
- [MAT 1033 - Intermediate Algebra](#)

Microbiology

- [MCB 2010 - Microbiology](#)
- [MCB 2010L - Microbiology Laboratory](#)

Mathematics: General and Finite

- [MGF 1106 - Mathematics for Liberal Arts I](#)
- [MGF 1107 - Mathematics for Liberal Arts II](#)

Marketing Applications

- [MKA 1021 - Salesmanship](#)
- [MKA 2041 - Principles of Retailing](#)
- [MKA 2511 - Principles of Advertising](#)

Management: Applied

- [MNA 1100 - Organizational Behavior](#)
- [MNA 1345 - Principles of Supervision](#)
- [MNA 2941 - Internship in Business](#)

Military Science Leadership

- [MSL 1001 - Foundations of Officership](#)
- [MSL 1001L - Foundations of Officership-Laboratory](#)
- [MSL 1002 - Basic Leadership](#)
- [MSL 1002L - Basic Leadership-Laboratory](#)
- [MSL 2101 - Individual Leadership Studies](#)
- [MSL 2101L - Individual Leadership Studies-Laboratory](#)
- [MSL 2102 - Leadership and Teamwork](#)
- [MSL 2102L - Leadership and Teamwork-Laboratory](#)

Mathematics: Topology and Geometry

- [MTG 2206 - College Geometry](#)

Meteorology

- [MET 2010 - Introduction to Meteorology](#)

Music: Literature

- [MUL 1110 - Music Appreciation](#)

Music: Music Ensembles

- [MUN 1340 - Chamber Singers](#)

Music: Theory

- [MUT 1001 - Fundamentals of Music](#)

Nursing Practice and Theory

- [NSP 1700C - Nursing Skills Seminar](#)
- [NUR 1006C - Nursing Fundamentals/ADN Transition](#)
- [NUR 1021C - Fundamentals of Nursing](#)
- [NUR 1200C - Adult Nursing I/ADN Transition](#)
- [NUR 1211C - Adult Nursing I/Generic Program](#)
- [NUR 1522 - Fundamental Mental Health Concepts in Nursing](#)
- [NUR 2261C - Adult Nursing II](#)
- [NUR 2403C - Maternal-Child Nursing/ADN Transition](#)
- [NUR 2460C - Maternal-Child Nursing/Generic Program](#)
- [NUR 2714C - Adult Nursing III](#)
- [NUR 2820 - Nursing Role & Scope](#)

Oceanography: General

- [OCE 2001 - Introduction to Oceanography](#)

Oral Interpretation

- [ORI 1000 - Performance of Literature](#)

Office Systems Technology

- [OST 1100 - College Keyboarding I](#)
- [OST 1110 - College Keyboarding II](#)
- [OST 1764 - Word Processing-Microsoft Word](#)
- [OST 1811 - Desktop Publishing](#)
- [OST 2335 - Business Communications](#)
- [OST 2401 - Administrative Office Procedures](#)
- [OST 2601 - Machine Transcription](#)
- [OST 2621 - Law Office Transcription](#)
- [OST 2852 - EXCEL for the Office](#)

Peace Studies

- [PAX 2000 - Introduction to Peace Studies](#)

Physical Education: Object Centered

- [PEL 1111 - Beginning Bowling](#)
- [PEL 1121 - Beginning Golf](#)
- [PEL 1122 - Intermediate Golf](#)
- [PEL 1341 - Beginning Tennis](#)
- [PEL 1342 - Intermediate Tennis](#)
- [PEL 1441 - Racquetball](#)

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Physical Education: Performance Centered

- [PEM 1102 - Basic Conditioning](#)
- [PEM 1131 - Weight Training I](#)
- [PEM 1132 - Weight Training II](#)
- [PEM 1171 - Aerobic/Step Training I](#)
- [PEM 1172 - Aerobic/Step Training II](#)
- [PEM 2145 - Jogging and Distance Walking I](#)
- [PEM 2146 - Jogging and Distance Walking II](#)

Photography

- [PGY 1401C - Photography I](#)
- [PGY 1404C - Photography II](#)
- [PGY 2112C - Photography III](#)

Philosophy

- [PHI 1010 - Introduction to Philosophy](#)
- [PHI 1630 - Applied Ethics](#)
- [PHI 2100 - Introduction to Logic](#)

Physics

- [PHY 1053 - General Physics I](#)
- [PHY 1053L - General Physics I Laboratory](#)
- [PHY 1054 - General Physics II](#)
- [PHY 1054L - General Physics II Laboratory](#)
- [PHY 2048C - General Physics I with Calculus](#)
- [PHY 2049C - Physics II with Calculus](#)

Paralegal/Legal Asst/Legal Administration

- [PLA 1003 - Introduction to Law and Legal Ethics](#)
- [PLA 1201 - Civil Procedure](#)
- [PLA 1260 - Evidence and Trial Practice](#)
- [PLA 1303 - Criminal Law for Paralegals](#)
- [PLA 1361 - Techniques of Interview and Investigation](#)
- [PLA 1763 - Law Office Management](#)
- [PLA 2104 - Legal Research and Writing I](#)
- [PLA 2114 - Legal Research and Writing II](#)
- [PLA 2273 - Torts](#)
- [PLA 2401 - Commercial Transactions](#)
- [PLA 2540 - Real Property Law](#)

- [PLA 2600 - Wills, Estates, and Trusts](#)
- [PLA 2800 - Family Law](#)
- [PLA 2940 - Paralegal Internship](#)

Political Science

- [POS 2041 - American Federal Government](#)
- [POS 2112 - State and Local Government](#)

Personality

- [PPE 2001 - Introduction to Personality](#)

Physical Sciences

- [PSC 1121 - Survey of the Physical Sciences](#)
- [PSC 1341 - Introduction to the Physical Sciences](#)

Psychology

- [PSY 1012 - Introduction to Psychology](#)

Quantitative Methods in Business

- [OMB 1001 - Business Mathematics](#)

Reading

- [REA 0007 - Reading I](#)
- [REA 0017 - Reading II](#)
- [REA 1105 - College Reading Techniques](#)

Real Estate

- [REE 1040 - Real Estate Principles and Practices](#)

Religion

- [REL 2000 - Introduction to Religion](#)
- [REL 2300 - World Religions](#)

Radiologic Technology

- [RTE 1000 - Introduction to Radiologic Science Principles](#)
- [RTE 1111 - Introduction to Radiographic Patient Care](#)
- [RTE 1111L - Radiography Patient Care-Laboratory](#)
- [RTE 1418 - Principles of Radiographic Imaging and Exposure](#)
- [RTE 1418L - Principles of Radiographic Imaging Exposure I Laboratory](#)
- [RTE 1458 - Radiographic Imaging and Exposure II with Quality Management](#)
- [RTE 1458L - Radiographic Imaging and Exposure with Quality Management Laboratory](#)
- [RTE 1503 - Radiographic Procedures I](#)
- [RTE 1503L - Radiographic Procedures I Laboratory](#)
- [RTE 1513 - Radiographic Procedures II](#)
- [RTE 1513L - Radiographic Procedures II Laboratory](#)
- [RTE 1523 - Radiographic Procedures III](#)
- [RTE 1523L - Radiographic Procedures III Laboratory](#)
- [RTE 1804 - Radiography Clinical Practicum I](#)
- [RTE 1814 - Radiography Clinical Practicum II](#)

- [RTE 2061 - Radiographic Seminar](#)
- [RTE 2385 - Radiation Biology and Protection](#)
- [RTE 2782 - Pathology for Radiographers](#)
- [RTE 2824 - Radiography Clinical Practicum III](#)
- [RTE 2834 - Radiography Clinical Practicum IV](#)
- [RTE 2844 - Radiography Clinical Practicum V](#)
- [RTE 2940 - Radiography Internship 1](#)
- [RTE 2941 - Radiography Internship 2](#)
- [RTE 2942 - Radiography Internship 3](#)
- [RTE 2943 - Radiography Internship 4](#)
- [RTE 2944 - Radiography Internship 5](#)
- [RTE 2945 - Radiography Internship 6](#)
- [RTE 2946 - Radiography Internship 7](#)
- [RTE 2947 - Radiography Internship 8](#)
- [RTE 2948 - Radiography Internship 9](#)

Student Life Skills

- [SLS 1211 - Individual Discovery](#)
- [SLS 1261 - Leadership Development Studies](#)
- [SLS 1262 - Leadership Development Studies IA](#)
- [SLS 1263 - Leadership Development Studies IB](#)
- [SLS 1264 - Leadership Development Studies IC](#)
- [SLS 1265 - Exploring Leadership through Community Engagement: Leadership through Social Change](#)
- [SLS 1501 - College Success Skills](#)
- [SLS 2401 - Career Enhancement](#)

Social Psychology

- [SOP 2640 - Consumer Psychology](#)
- [SOP 2721 - Cross-Cultural Psychology](#)
- [SOP 2772 - Human Sexuality](#)

Speech Communication

- [SPC 2300 - Introduction to Interpersonal Communications](#)
- [SPC 2608 - Introduction to Public Speaking](#)
- [SPC 2716 - Race, Gender, and Ethnicity in Popular Culture](#)

Spanish Language

- [SPN 1120 - Beginning Spanish I](#)
- [SPN 1121 - Beginning Spanish II](#)
- [SPN 2220 - Intermediate Spanish I](#)
- [SPN 2221 - Intermediate Spanish II](#)

Statistics

- [STA 2023 - Introduction to Statistics](#)

Sociology: General

- [SYG 1361 - Death in America](#)
- [SYG 1420 - Families in Transition](#)
- [SYG 2000 - Introduction to Sociology](#)
- [SYG 2010 - Social Problems](#)
- [SYG 2221 - Women in American Society](#)

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Sociology: General

- [SYG 2430 - Marriage and The Family](#)
- [SYG 2809 - Gender Violence in Global Perspectives](#)

Social Organization

- [SYO 2201 - Sociology of Religion](#)

Theatre

- [THE 2010 - Survey of Drama: Ancient Greece to the Early Renaissance](#)
- [THE 2011 - Survey of Drama: High Renaissance to Present](#)
- [THE 2020 - Introduction to Theatre](#)
- [THE 2925A - Play Production I](#)
- [THE 2925B - Play Production II](#)
- [THE 2925C - Play Production III](#)

Theatre Performance and Training

- [TPP 1110 - Beginning Acting](#)
- [TPP 1111 - Intermediate Acting](#)
- [TPP 2700 - Voice Preparation for the Actor](#)

Criminal Justice Development (Technical Credit)

- [CJK 0101 - Interpersonal Skills II](#)
- [CJK 0102 - Correctional Operations](#)
- [CJK 0270 - Criminal Justice Legal I](#)
- [CJK 0480 - Emergency Preparedness](#)

Criminal Justice Basic Training (Technical Credit)

- [CJK 0007 - Introduction to Law Enforcement](#)
- [CJK 0008 - Legal](#)
- [CJK 0011 - Human Issues](#)
- [CJK 0017 - Communications](#)
- [CJK 0020 - CMS-Law Enforcement Vehicle Operations](#)
- [CJK 0031 - CMS First Aid for Criminal Justice Officers](#)
- [CJK 0040 - CMS-Criminal Justice Firearms](#)
- [CJK 0051 - CMS-Criminal Justice-Defensive Tactics](#)
- [CJK 0061 - Patrol I](#)
- [CJK 0062 - Patrol II](#)

- [CJK 0071 - Criminal Investigations](#)
- [CJK 0076 - Crime Scene Investigations](#)
- [CJK 0082 - Traffic Stops](#)
- [CJK 0083 - DUI Traffic Stops](#)
- [CJK 0086 - Traffic Crash Investigations](#)
- [CJK 0096 - Criminal Justice Officer Physical Fitness Training \(Law Enforcement\)](#)
- [CJK 0100 - Interpersonal Skills I](#)
- [CJK 0204 - Law Enforcement Cross-Over to Correctional Introduction](#)
- [CJK 0212 - Cross-Over Corrections to Law Enforcement High Liability](#)
- [CJK 0221 - Correctional Cross-Over to Law Enforcement Introduction and Legal](#)
- [CJK 0222 - Corrections Cross-Over to Law Enforcement Communications](#)
- [CJK 0223 - Corrections Cross-Over to Law Enforcement Human Issues](#)
- [CJK 0240 - Law Enforcement Auxiliary Introduction](#)
- [CJK 0241 - Law Enforcement Auxiliary Patrol and Traffic](#)
- [CJK 0242 - Law Enforcement Auxiliary Investigations](#)
- [CJK 0280 - Criminal Justice Officer Physical Fitness Training \(Corrections\)](#)
- [CJK 0285 - Criminal Justice Legal II](#)
- [CJK 0286 - Criminal Justice Communications](#)
- [CJK 0422 - Dart-Firing Stun Gun](#)

Computer Technology and Skills (Technical Credit)

- [CTS 0022 - Network Support Help Desk Assistant](#)
- [CTS 0023 - Network Support Administrator](#)
- [CTS 0024 - Senior Network Administrator](#)
- [CTS 0029 - Wireless Network Administrator](#)
- [CTS 0050 - Introduction to Microcomputer Applications](#)
- [CTS 0076 - Web Design 1](#)
- [CTS 0077 - Web Design 2](#)
- [CTS 0078 - Web Design 3](#)

Cardiovascular Technology (Technical Credit)

- [CVT 0507 - Basic Arrhythmias](#)

Dental Assisting (Technical Credit)

- [DEA 0136 - Oral, Head and Neck Anatomy](#)
- [DEA 0136L - Oral, Head and Neck Anatomy for Dental Assistants Laboratory](#)
- [DEA 0740 - Introduction to Dental Assisting](#)
- [DEA 0741 - Anatomy and Physiology for Dental Assistants](#)
- [DEA 0743 - Preventive Dentistry for Dental Assistants](#)
- [DEA 0744 - Dental Materials for Dental Assistants](#)
- [DEA 0744L - Dental Materials for Dental Assistants Laboratory](#)
- [DEA 0746 - Management of Dental Office Emergencies](#)
- [DEA 0747 - Dental Office Management for Dental Assistants](#)
- [DEA 0751 - Clinical Procedures for Dental Assistants](#)
- [DEA 0751L - Clinical Procedures for Dental Assistants Laboratory](#)
- [DEA 0753L - Clinical Externship for Dental Assisting](#)
- [DEA 0755 - Dental Radiography for Dental Assistants](#)
- [DEA 0755L - Dental Radiography for Dental Assistants Laboratory](#)
- [DEA 0757 - Expanded Functions for Dental Assistants](#)
- [DEA 0757L - Expanded Functions for Dental Assistants Laboratory](#)
- [DEA 0758 - Preclinical Procedures for Dental Assistants](#)
- [DEA 0758L - Preclinical Procedures for Dental Assistants Laboratory](#)

Health Care Providers (Assistants) (Technical Credit)

- [HCP 0100 - Nursing Assistant](#)

- [HCP 0604 - Nursing Assistant Clinical](#)
- [HCP 0731 - Phlebotomy Theory](#)
- [HCP 0731L - Phlebotomy Laboratory](#)
- [HCP 0741L - Practical Aspects of Phlebotomy](#)
- [HCP 0742 - Phlebotomy Clinical](#)

Health Information Management (Technical Credit)

- [HIM 0009 - Introduction to Health Information Technology](#)
- [HIM 0061 - Medical Record Transcription I](#)
- [HIM 0062 - Medical Record Transcription II](#)
- [HIM 0063 - Medical Record Transcription III](#)
- [HIM 0274 - Health Insurance Coding and Reimbursement](#)
- [HIM 0280 - Coding for Medical Records I](#)
- [HIM 0281 - Coding for Medical Records II](#)
- [HIM 0434 - Fundamentals of Disease Processes](#)
- [HIM 0440 - Pharmacology for Health Professionals](#)
- [HIM 0450 - Fundamentals of Body Structures and Functions](#)

Health Science (Technical Credit)

- [HSC 0003 - Introduction to Health Occupations](#)
- [HSC 0530 - Medical Language](#)

Medical Assisting Technology (Technical Credit)

- [MEA 0200 - Examining Room Procedures](#)

Office Technology Applications (Technical Credit)

- [OTA 0040 - Information Technology Assistant](#)
- [OTA 0101 - Keyboarding I](#)
- [OTA 0609A - Medical Office Procedures](#)
- [OTA 0611 - Keyboarding II](#)
- [OTA 0627 - Medical Secretary Clinical](#)

Precisions Metals Technology (Technical Credit)

- [PMT 0106 - Introduction and Oxyacetylene Welding](#)
- [PMT 0112 - Advanced Specialty Oxyacetylene Welding](#)
- [PMT 0121 - Shielded Metal Arc Welding](#)
- [PMT 0122 - SMAW High Technology Skills](#)

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Precisions Metals Technology (Technical Credit)

- [PMT 0126 - Advanced Shielded Metal Arc Welding](#)
- [PMT 0130 - Introduction to MIG](#)
- [PMT 0131 - TIG Welding](#)
- [PMT 0134 - MIG Welding](#)
- [PMT 0138 - Specialty TIG](#)
- [PMT 0145 - GMAW Flux Core Arc Welding](#)
- [PMT 0164 - Fabrication of Metal Products Using SMAW](#)
- [PMT 0165 - SMAW Pipe Welding](#)
- [PMT 0171 - Gas Tungsten Arc Pipe Welding](#)
- [PMT 0173 - Gas Metal Arc Pipe Welding](#)

Practical Nursing (Technical Credit)

- [PRN 0000C - Fundamentals of Nursing/PN](#)
- [PRN 0002C - Fundamentals of Nursing II/PN](#)
- [PRN 0030C - Medication Administration/Pharmacology](#)
- [PRN 0080 - Body Structure and Function](#)
- [PRN 0120C - Maternal-Child Nursing](#)
- [PRN 0204C - Medical Surgical Nursing I](#)
- [PRN 0205C - Medical Surgical Nursing II](#)
- [PRN 0500C - Gerontological Nursing](#)

Security/Basic “D” (Technical Credit)

- [SCY 0501 - Security/Basic “D”](#)

Student Life Skills (Technical Credit)

- [SLS 0002 - Strategies for Student Success](#)
- [SLS 0341 - Essentials of Health Career Success](#)

Ward Clerk (Technical Credit)

- [WCL 0050 - Health Unit Coordinator Clinical](#)
- [WCL 0055 - Health Unit Management](#)

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Other Courses

- **MTB 2370 - Applied Math for Health Occupations**

1 cr.

Enables students in health occupation programs to apply mathematical concepts to interpret and solve drug dosage calculation problems encountered in fields such as nursing. Includes a review of the following: basic math, conversions of the metric, apothecary, and household systems, interpretations of drug labels, charting, abbreviations, methods of calculations for oral, injectable, and intravenous drugs, and calculations for specialty areas including pediatrics and critical care. 15 class hours. Prerequisite(s): Appropriate placement test score or MAT 0018 (completed with a "C" or higher).

Accounting, General

- **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(s): ACG 2021.

American History

- **AMH 2010 - History of the United States I**

3 cr.

The study of United States history to 1865 emphasizing the European background, the Revolution, the Articles of the Confederation, the Constitution, the problems of the new republic, sectionalism, Manifest Destiny, slavery, and the Civil War. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **AMH 2930 - Special Topics/Seminars**

3 cr.

History is the study of the past, including the study of change and continuity over time. This study includes, for example, African History, American History, Asian History, European History, Latin American History, World History and General History, Historiography and Methodologies. A special field trip may be required. Special fee: registration fees plus cost of trip. 45 class hours.

American Literature

- **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(s): 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(s): ENC 1101 (completed with a grade of "C" or higher).

Animal Science

- **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.

Anthropology

- **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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): 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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Art History

- **ARH 1000 - Art Appreciation**

3 cr.

A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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

- **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(s): 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(s): ART 2500.

Speech Pathology and Audiology

- **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. Prerequisite(s): 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. Prerequisite(s): ASL 1150.

Astronomy

- **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(s): REA 0017 (Completed with a grade of "C" or higher) or appropriate placement test score.

Building Construction

- **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.

Botany

- **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.

Biological Science

- **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. Prerequisite(s): REA 0017 (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(s): REA 0017 (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. Prerequisite(s): REA 0017 (completed with grade of "C" or higher) or appropriate placement test score. Recommended prerequisite(s): 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. Prerequisite(s): [REA 0017](#) and MAT 0028 (completed with grades of “C” or higher) or appropriate placement test scores. Recommended prerequisite(s): High school biology and chemistry, or BSC 1020. Co-requisite(s): 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. Co-requisite(s): 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. Prerequisite(s): BSC 1085 and 1085L (completed with grades of “C” or higher). Co-requisite(s): 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. Prerequisite(s): BSC 1085 and BSC 1085L (completed with grades of “C” or higher). Co-requisite(s): BSC 1086.

- **BSC 1311 - 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(s): REA 0017 (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): REA 0017 and MAT 0028 (completed with a grade of "C" or higher) or appropriate test scores. Recommended prerequisite(s): BSC 1005. Co-requisite(s): BSC 2010L.

- **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(s): One year of high school biology and one year of high school chemistry. Co-requisite(s): 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. Prerequisite(s): BSC 2010 and BSC 2010L (completed with grades of "C" or higher). Co-requisite(s): 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. Prerequisite(s): BSC 2010 and BSC 2010L (completed with grades of "C" or higher). Co-requisite(s): BSC 2011.

- **BSC 2250C - Florida Flora and Fauna**

3 cr.

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(s): REA 0017.

- **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 - Cyberlaw**

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.

Criminology and Criminal Justice

- **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.

Computer Engineering Tech

- **CET 1179 - 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(s): 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(s): 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. Prerequisite(s): 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 CISCO Certified Network Associates (CCNA) examination. Lab fee required. 45 class hours. Prerequisite(s): CET 1600, CET 1610, and CET 2615.

- **CET 2880 - Introduction to Computer Forensics**

3 cr.

Introduction to computer forensics reflects the need for conducting professional computing investigations. Students will explore general computer investigations, security issues with operating systems, setup and maintenance of a computer forensics lab, use of computer forensics tools, digital evidence controls, data acquisition and analysis, e-mail investigations, and the preparation of investigation reports. Lab Fee required. 45 class hours. Prerequisite(s): CTS 1110 or A+ certification, and CNT 1000, or consent of instructor.

Computers: General Studies

- **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(s): 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(s): 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. Lab fee required. 45 class hours. Prerequisite(s): 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(s): CGS 1820.

- **CGS 2827 - 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 websites. Hands-on class projects will include implementing a Windows 2003 IIS Web Server and publishing an e-commerce based intranet website. Lab fee required. 45 class hours. Prerequisite(s): CGS 1820. Co-requisite(s): CGS 2821.

Chemistry

- **CHM 1020 - Chemistry in Your Life**

3 cr.

A non-laboratory course designed for non-science majors. This course introduces the basic concepts of chemistry and how they affect our lives. Topics covered include drugs, food additives, personal care and cosmetics, water, air, plastics and other current real-world topics. This course is not a prerequisite for limited access health programs and is not recommended for science majors. 45 class hours. Prerequisite(s): MAT 0028 and REA 0017 (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. Prerequisite(s): REA 0017 and MAT 1033 (completed with grades of "C" or higher) or appropriate placement test scores. Co-requisite(s): 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(s): MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test scores. Co-requisite(s): 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(s): 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. Co-requisite(s): 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(s): CHM 1025 or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Co-requisite(s): 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(s): CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Co-requisite(s): 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(s): CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Co-requisite(s): 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, stereochemistry, alkynes, and conjugated unsaturated systems. Lab fee required. 45 class hours and 60 laboratory hours. Prerequisite(s): 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(s): CHM 2210C (completed with a grade of "C" or higher).

Comparative Politics

- **CPO 2002 - Introduction to Comparative Politics**

3 cr.

Comparison and analysis of representative and other forms of government in Western and non-Western political systems. This course satisfies the Gordon Rule Requirement. A grade of "C" or higher must be attained. 45 class hours Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Computer and Information System

- **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." Prerequisite(s): 2.0 overall GPA in college credit courses at PHCC; 15 college-level credits at PHCC; 18 college credits (minimum) in IT courses from (CGS, CNT, COP, CET, CIS).

Corrections

- **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.

Criminal Justice Development

- **CJD 2009 - Criminal Justice Career Enhancement**

1 cr.

This course will address basic human relations as applied to the job search process and to successful and professional job performance in the law enforcement field. Topics will include preparing and updating a resume, responding to oral board interviews, setting career goals, stress management, and government practices and hiring procedures. 15 class hours

Law Enforcement

- **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.

Clinical Psychology

- **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(s): PSY 1012.

Computer Networks

- **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(s): CGS 1000 or consent of instructor.

- **CNT 1401 - Principles of Information, Security and Assurance**

3 cr.

This course introduces students to various technical and administrative aspects of information security and assurance. Topics include the history, characteristics and components of information security, business and technology needs for security, legal and ethical issues, security analysis and risk management, continuity

planning, and security design. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000 and CNT 1000.

- **CNT 2405 - Firewalls and Virtual Private Networks**

3 cr.

This course introduces students to understanding and configuring firewalls and virtual private networks. Topics include firewall planning and design, firewall configuration, packet filtering, proxy servers, designing and configuring VPSs and ongoing administration. Students will be introduced to a variety of equipment that may include CISCO PIX, Cisco VPN appliances, Checkpoint, and other internet security appliances. Lab fee required. 45 class hours. Prerequisite(s): CET 1610 and CNT 1401.

- **CNT 2510 - Wireless LANs and Security**

3 cr.

This course introduces students to wireless local area networks, hybrid wired/wireless networks, and wireless security issues and implementation. Topics include wireless LAN devices and standards, planning and deploying wireless LANs, conducting site surveys, and wireless LAN security, vulnerabilities, and implementation. Students will work with access points and wireless devices. Lab fee required. 45 class hours. Prerequisite(s): CNT 1000.

- **CNT 2700 - 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, current Linux CLI and GUI systems, basic Windows server administration, introduction to voice networks, PC and server virtualization, cloud computing, using popular design software, hardware selection considerations, and application influences. Lab fee required. 45 class hours. Prerequisite(s): CNT 1000 or CET 1600 or consent of instructor.

Computer Programming

- **COP 1000 - Introduction to Software Development**

3 cr.

This course introduces students to software development using structured programming and object oriented programming concepts. It includes techniques for algorithm development, coding, and testing using programming language software in a microcomputer environment. Students will develop software solutions to both 3D game-like problems and business problems at an introductory level. Lab fee required. 45 class hours.

- **COP 1332 - Visual Basic .NET Programming**

3 cr.

This course emphasizes the development of introductory object-oriented Visual Basic .NET applications for the Windows and web environments using forms and controls to create user interfaces. The use of properties, variables, constants, arrays, procedures, events, functions, menus, status bars, input validation, debugging, and application deployment will be covered. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000 and COP 1000 or consent of instructor.

- **COP 1839 - 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(s): COP 1332.

- **COP 2071 - Access Programming and SQL**

3 cr.

This course will cover the more advanced aspects of creating interactive applications using Visual Basic for Applications. The focus will be on accessing different database formats using the open database connectivity (ODBC) standard and SQL. Lab fee required. 45 class hours. Prerequisite(s): COP 1332 and CGS 2108.

- **COP 2801 - JavaScript Programming**

3 cr.

This course provides an understanding of structured programming concepts used to create interactive web pages and dynamic web page elements. The use of properties, variables, constants, arrays, procedures, events, functions, input validation, debugging, advanced HTML features, forms, DHTML, and animation in developing and deploying Websites will be covered. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000, CGS 1820 and COP 1000.

Communication

- **COM 2411 - 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.

Creative Writing

- **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(s): 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(s): CRW 2002.

Computer Technology and Skills

- **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 Microcomputer Repair Essentials (CET 1178) 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 the 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. 45 class hours. Prerequisite(s): CNT 1401 and (CET 1610 or CNT 2102 or Network+ certification).

Dental Hygiene

- **DEH 1002 - 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. Professional liability insurance required. 67.5 class hours. Prerequisite(s): Admission to the Dental Hygiene Program. Co-requisite(s): DEH 1002L, DES 1020, DES 1020L and DES 1200.

- **DEH 1002L - 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(s): Admission to the Dental Hygiene Program. Co-requisite(s): DEH 1002.

- **DEH 1800 - Dental Hygiene II**

3 cr.

This course is a continuation of DEH 1002. Topics include 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. Prerequisite(s): DEH 1002 and DEH 1002L. Co-requisite(s): DEH 1800L, DEH 2400, and DEH 2602.

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[ARCHIVED CATALOG]

Course Descriptions

[Contract All Courses](#) |

Dental Hygiene

- **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 professional liability insurance required. 112.5 clinical hours. Additional campus/laboratory hours may be required.

Prerequisite(s): DEH 1002 and DEH 1002L. Co-requisite(s): 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. Professional liability insurance required. 30 class hours. Prerequisite(s): DEH 2802L and DES 1100. Co-

requisite(s): DEH 2804L, DEH 2702 and DEH 2300.

- **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 condition of the mouth, teeth, and their supporting structures, and the relationship to systemic disturbances. Professional liability insurance required. 45 class hours. Prerequisite(s): DEH 1002, DES 1020, and DES 1200. Co-requisite(s): DEH 1800 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. Professional liability insurance required. 30 class hours. Prerequisite(s): DEH 1002, DES 1020, and DES 1200. Co-requisite(s): DEH 1800 and DEH 2400.

- **DEH 2605 - Advanced Principles of Dental Hygiene Seminar**

1 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. Professional liability insurance required. 15 class hours. Prerequisite(s): DEH 2005 and DEH 2804L. Co-requisite(s): DEH 2806L.

- **DEH 2702 - Community Dental Health**

2 cr.

This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be responsible for assessing, planning, implementing, and evaluating procedures in community oral health programs. Students will develop an understanding of the relationship between the community's overall health and resources and its effect on dental health. Professional liability insurance required. 30 class hours. Prerequisite(s): DEH 2802L and DES 1100. Co-requisite(s): DEH 2804L and DEH 2300.

- **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 professional liability insurance required. 45 clinical hours. Prerequisite(s): DEH 2702. Co-requisite(s): 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, recognition and treatment of acute gingival conditions, and techniques in dietary counseling for the prevention of oral diseases. Proficiency in skills already acquired will be emphasized. Student achievement in this course is graded as "Pass/Fail." Lab fee and professional liability insurance required. 112.5 clinical hours. Prerequisite(s): DEH 1800 and DEH 1800L. Co-requisite(s): DES 1100.

- **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. Student achievement in this course is graded according to the scale outlined in the grading section of the syllabus. Lab fee and professional liability insurance required. 247.5 clinical and laboratory hours. Prerequisite(s): DEH 2802L and DES 1100. Co-requisite(s): DEH 2005, DEH 2702 and DEH 2300.

- **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 professional liability insurance required. 247.5 clinical and laboratory hours. Prerequisite(s): 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. Professional liability insurance required. 30 class hours. Prerequisite(s): DEH 2005, DEH 2804L, DEH 2300, DEH 2702. Co-requisite(s): DEH 2806L, DEH 2605, and DEH 2702L.

- **DES 1601 - Medical Emergencies for the Dental Professional**

1 cr.

This course is designed to provide students with an understanding of basic medical emergencies they may encounter in a dental office environment. Emphasis will be placed on recognition, treatment, and prevention techniques. Professional liability insurance is required. 15 class hours. Prerequisite(s): Admission to the dental hygiene program. Co-requisite(s): DEH 1002.

Developmental Psychology

- **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(s): 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(s): 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(s): 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(s): PSY 1012.

Dental Support

- **DEH 2300 - Pharmacology**

2 cr.

This course introduces the use of drugs and anesthesia in dentistry. Drugs 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 pharmacological needs are discussed. Special emphasis is placed on the applications of pharmacology to dental hygiene practice. Legal aspects are addressed also. Professional liability insurance required. 30 class hours. Prerequisite(s): DES 1100 and DEH 2802L. Co-requisite(s): DEH 2005 and DEH 2804L.

- **DES 1020 - Oral Head and Neck Anatomy, Histology and Embryology**

4 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. 60 class hours. Prerequisite(s): Admission to the Dental Hygiene Program. Co-requisite(s): DES 1020L, DEH 1002, and DEH 1002L.

- **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 professional liability insurance required. 22.5 laboratory hours. Prerequisite(s): Admission to the Dental Hygiene Program. Co-requisite(s): DES 1020, DEH 1002, and DEH 1002L.

- **DES 1100 - Dental Materials**

1.5 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. 22.5 class hours. Prerequisite(s): DEH 1800. Co-requisite(s): DES 1100L.

- **DES 1100L - Dental Materials Lab**

.5 cr.

Laboratory hands-on experience including, but not limited to, all requirements to meet the state of Florida's Expanded Function Certificate. This lab experience is completed with equipment and materials in the onsite dental laboratory. Student achievement in this course is graded as "Pass/Fail". Lab fee and professional liability insurance required. 22.5 laboratory hours. Lab fee required. Co-requisite(s): DES 1100.

- **DES 1200 - Dental Radiography**

2 cr.

This course covers the fundamental principles of dental radiography. The history, principles and radiation physics, radiation biology, radiation safety, radiographic quality assurance and imaging theory are explained. Alternative imaging modalities and receptors (electronic/digital imaging) are included. The use of film, various types of radiographic equipment, techniques and interpretation of diagnostically acceptable radiographs are explained. 30 class hours. Prerequisite(s): Admission to the Dental Hygiene program. Co-requisite(s): DES 1200L.

- **DES 1200L - Dental Radiography Lab**

1 cr.

In this laboratory course, emphasis is placed on proficiency in exposing diagnostically acceptable radiographs.

Laboratory sessions provide experience in the use of various types of X-ray machines, various exposure projections and techniques, processing, equipment maintenance and operation, mounting and critiquing dental radiographs. Students' achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Lab fee required. Prerequisite(s): Admission to the Dental Hygiene program. Co-requisite(s): DES 1200.

Economics

- **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. Prerequisite(s): ENC 0025, REA 0017, and MAT 0028 (completed with a grade of "C" or higher) or appropriate test scores.

- **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. Prerequisite(s): ENC 0025, REA 0017, and MAT 0028 (completed with a grade of "C" or higher) or appropriate test scores.

Education: Foundations

- **EDF 1005 - Introduction to the Teaching Profession**

3 cr.

This course is a survey course including historical, sociological, and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet. 45 class hours. Prerequisite(s): REA 0017 or appropriate placement test score.

- **EDF 2085 - Introduction to Diversity for Educators**

3 cr.

Designed for the prospective educator, this course provides the opportunity to explore issues of diversity,

including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or Internet. 45 class hours. Prerequisite(s): REA 0017 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.

Educational Psychology

- **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(s): PSY 1012.

Education: Early Childhood

- **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 1224 - Emergent Literacy Through the Use of Children's Literature**

3 cr.

This course focuses on the early childhood teacher's role in promoting emergent literacy in infants, toddlers, and preschoolers. Essential building blocks that contribute to later success in school can be mastered by children in a preschool setting that provides a literacy-rich environment. Early reading achievement and success in learning to

read are influenced by the quality of children's early experiences with print and language. Further emphasis is placed on picture books and other literary materials suitable for infants and young children. 45 class hours.

- **EEC 1407 - Facilitating Social Development**

3 cr.

This course focuses on the social development and behavior of the young child. A child-centered philosophy utilizing positive guidance skills is presented with opportunities for practice and implementation. Further emphasis is placed on types of communication, limit setting, and classroom management, along with an investigation of play, self-esteem, stress and prosocial skills among other topics. 45 class hours.

- **EEC 1601 - Observation and Assessment of Children**

3 cr.

This course covers techniques for observing and recording the behavior of young children. Students study the interpretation of authentic assessments as applied to educating the young child from a developmental perspective. Emphasis is on the use of various types of informal measurements along with the appropriate use of standardized assessments. Issues of professionalism including confidentiality, anti-bias, and ethical behaviors are addressed. 45 class hours.

- **EEC 2001 - Child Growth and Development**

3 cr.

This course will introduce students to the theoretical foundations of child growth and development and the practical application of theory to child development education practice. Students will receive an overview of the key concepts and theories underlying the factors of child development. Physical, cognitive, psychosocial and emotional factors will be covered. 45 class hours.

- **EEC 2002 - Program Management**

3 cr.

This course emphasizes managing all available resources to ensure the effective operation of a child care early childhood education program. A systematic approach for planning, organizing, record keeping, and staff management is applied. It is designed to prepare students to effectively lead programs for young children. Students who also successfully complete this course will meet one of the educational requirements for the Foundational Level Child Care and Education Administration credential and one of the educational requirements for the Advanced Level Administration Credential as defined by the State of Florida. 45 class hours.

- **EEC 2200 - Preschool Curriculum I**

3 cr.

This course is designed to examine the principles and methods for developing a program for young children including curriculum design, and materials and equipment for learning activities. Emphasis is placed on identification, selection, and application of activities, trends, and key concepts in an integrated approach. 45 class hours. Prerequisite(s): EEC 2001 and EEC 1407.

- **EEC 2202 - Preschool Curriculum II**

3 cr.

This course is designed to explore the value and purpose of creative experiences in the development of 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(s): 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(s): 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 parent-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. Prerequisite(s): EEC 1000 and EEC 1601.

- **EEC 2941 - Child Care Practicum**

3 cr.

This course consists of a 135 clock hour supervised laboratory practicum in an approved child care facility. The practicum will emphasize curriculum activities, case studies, child observation methods and the application of developmental theories to practice. The practicum site, supervision and goals must be approved by the child care center operations program manager. The final grade will be based upon completion of training objectives, observation(s), along with the supervisor's evaluation and final report. Prerequisite(s): Completion of 18 credits in EEC courses. 15 hours of planned instruction.

Education: Technology and Media

- **EME 2040 - Introduction to Technology for Educators**

3 cr.

This course is an application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology will be covered. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards. 45 class hours. Prerequisite(s): REA 0017 or appropriate placement test score and ENC 1101 (completed with a grade of "C" or higher).

Electrical/Electronic: Technical

- **EEV 0317 - Data Communication Analyst**

6 tech. cr.

This course continues the study of network support services. The content includes Network security. After successful completion of this course, students will have met Occupational Completion Point G, Data Communications Analyst, SOC Code 15-1081. Lab fee required. 150 hours of instruction. Prerequisite(s): CTS 0022, CTS 0023, CTS 0024, CTS 0029, EEV 0504 and OTA 0040.

- **EEV 0504 - Computer Support Assistant**

6 tech. cr.

This course is designed to develop competencies needed for employment in network support positions. The content includes instruction in basic hardware configuration, hardware and software troubleshooting, operating systems, and computer networking. After successful completion of Networking 1, students will have met Occupational Completion Point B, Computer Support Assistant, SOC Code 15-1041. Lab fee required. 150 hours of instruction. Prerequisite(s): OTA 0040.

Emergency Medical Services

- **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 professional liability insurance required. 60 class hours and 112 lab hours. Prerequisite(s): HSC 2531 (with a grade of "C" or higher) Co-requisite(s): 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." Professional liability insurance and criminal background check required. 45 clinical hours. Prerequisite(s): HSC 2531 and current CPR certification. Co-requisite(s): 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 Coordinator to continue in the Paramedic Program. Lab fee and professional liability insurance required. 128 lecture class and 112 lab hours. Additional laboratory hours may be required. Prerequisite(s): Admission to the Paramedics Certificate Program. Co-requisite(s): 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. Professional liability insurance fee required. 80 clinical hours. Prerequisite(s): Admission to Paramedics Certificate Program. Co-requisite(s): 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 professional liability insurance required. 96 class hours and 96 lab hours. Additional laboratory hours may be required. Prerequisite(s): EMS 2620C, EMS 2621 and successful completion of American Heart Association Advanced Cardiac Life Support as part of EMS 2620C. Co-requisite(s): 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. Professional liability insurance required. 192 clinical hours. Prerequisite(s): EMS 2621. Co-requisite(s): 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 professional liability insurance required. 52 class and 72 lab hours. Additional lab hours may be required. Prerequisite(s): EMS 2622C and EMS 2623. Co-requisite(s): 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. Professional liability insurance required. Prerequisite(s): ACLS Certification and EMS 2623. Co-requisite(s): EMS 2624C.

English Composition

- **ENC 0015 - 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” or higher, four compensatory credits will be earned. This course does not apply toward a degree. 60 class hours. Prerequisite(s): Appropriate placement test score.

- **ENC 0025 - 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 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” or higher, four compensatory credits will be earned. This course does not apply toward a degree. Testing fee. 60 class hours. Prerequisite(s): ENC 0015.

- **ENC 1101 - English Composition I**

3 cr.

This course is designed to develop effective written communication skills for academic and professional use. It includes practice in the selection, restriction, organization, and development of topics and reinforces the student’s facility with sentence structure, diction, and mechanics. Students must show competency in utilizing research skills and documenting printed and electronic sources through composing a documented paper or a short research assignment. Selected writing samples are examined as models of form and as sources of ideas for the student’s own writing. Conferences provide individual instruction. Students will be required to use a computer to compose essays in this class. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 0025 and REA 0017 (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 enhance their knowledge of 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(s): 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(s): ENC 1101

(completed with a grade of “C” or higher).

English: General

- **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), and 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(s): 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 nonviolent 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(s): ENC 1101 (completed with a grade of “C” or higher.)

English Literature

- **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(s): 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(s): ENC 1101 (completed with a grade of "C" or higher.)

- **ENL 2330 - Introduction to Shakespeare**

3 cr.

This course provides an opportunity for guided reading, analysis, and discussion of Shakespeare's plays and poems. Students read and view plays representative of Shakespeare's mastery of a variety of dramatic genres as well as the plays' dominant themes, motifs, and imagery. Students also learn the structure and other defining features of Shakespearean sonnets. The course includes instruction in Shakespeare's life and development as an artist, the Elizabethan worldview, the Elizabethan theater, and Renaissance as well as modern criticism of Shakespeare's work. The plays and poems of Shakespeare reflect the ethos of Elizabethan England but possess a universal relevance that transcends time and place. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

Engineering Technology: Civil

- **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.

Engineering Technology: Drafting

- **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. Prerequisite(s): BCN 1001, ETD 1100, and ETD 2320 or consent of instructor.

- **ETD 2110 - 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. Prerequisite(s): BCN 1001 and ETD 2320.

- **ETD 2218 - Introduction to Geometric Dimensioning & Tolerancing**

3 cr.

This is an introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ANSI/ASME Y 14.5M. Topics include symbols, datum referencing, form tolerancing, orientation and runout tolerancing, profile tolerancing, and positional tolerancing. 45 class hours. Prerequisite(s): 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. Prerequisite(s): ETD 1100 and CGS 1100.

- **ETD 2340 - Computer Aided Drafting II**

3 cr.

This course provides a study of the use of blocks, attributes, customizing of AutoCAD, the generation of 3-D drawings and models, as well as other selected advanced techniques. Lab fee required. 45 class hours.

Prerequisite(s): 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(s): 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(s): CGS 1100, ETD 1100, ETD 1530, ETD 2320, ETD 2350 and ETD 2540.

Engineering Technology: Industrial

- **ETI 1110 - Introduction to Quality Control**

3 cr.

This course provides an introduction to quality control and continuous improvement. Students will not only learn the principles and practices of quality control, but also the tools and techniques used in quality operations. Topics such as Statistical Process Control (SPC), benchmarking, fundamentals of statistics, acceptance sampling, control charts, and other quality issues and tools will be presented. 45 class hours. Prerequisite(s): STA 2023.

- **ETI 1411 - Introduction to Manufacturing**

3 cr.

This course is designed for students with little or no knowledge of manufacturing processes. This course will

cover topics related to current manufacturing processes of metals, polymers, ceramics, and composites. Students will gain an understanding of the value added to material by changing its form and the methods used to achieve the form. 45 class hours.

- **ETI 1998 - Industrial Management Skills I**

3 cr.

Students who complete an industrial program at a technical center or community college of 900 clock hours to 1,450 clock hours may be issued credit for this course. The course is designed for students who have attained a skill level in their field and now are interested in learning management skills. Prerequisite(s): 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(s): Technical Certificate in a 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(s): STA 2023.

European History

- **EUH 1000 - Western Civilization I: 700 BC to 1200 CE**

3 cr.

This course is a survey of the major political, economic and social trends in the period dating from approximately 700 BCE to the 1200 CE. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **EUH 1001 - Western Civilization II: 1200 to 1763**

3 cr.

This course is a survey of the major political economic and social trends in the period dating from approximately 1200 to 1763. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **EUH 1002 - Western Civilization III: 1763 to Present**

3 cr.

This course is a survey of the major political, economic and social trends in the period dating from approximately 1763 to the present. This course satisfies the Gordon Rule Requirement. A grade of "C" or higher must be attained. 45 class hours Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Experimental Psychology

- **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.

Fire Fighting and Protection

- **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, standpipe 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 students 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(s): FFP 1810.

Finance

- **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.

French Language

- **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(s): 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. Prerequisite(s): 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. 60 class hours. Prerequisite(s): FRE 2220.

Geography: Regional Areas

- **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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

General Business

- **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.

German and Germanic Language

- **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(s): GER 1120 or consent of instructor.

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

Course Descriptions

[Contract All Courses](#) |

German and Germanic Language

- **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(s): 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(s): GER 2200.

Gerontology

- **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 0090 - GIS Technician Assistant**

10 tech. cr.

This hands-on course provides step-by-step instructions that start with learning the program basics; like launching a map, viewing and editing metadata, to creating new shapefiles, and eventually to building a local map with data downloaded from the Internet. While learning these valuable skills, students will be using the same geospatial tools that GIS Technicians in the industry are using. Students will use remote sensing applications and data to develop skills that will allow them to take images and convert them to data that they will use for different types of analyses. The types of analyses will include using data in image analysis, feature extraction, vegetation mapping and change detection, and image enhancement. Lab fee and special fee required. 300 hours of instruction. Prerequisite: OTA 0040 or consent of instructor.

- **GIS 0091 - GIS Technician**

10 tech. cr.

This project-based, capstone course challenges students to apply all skills and techniques learned in the previous course to create a GIS and Remote Sensing project using all parts of the process including problem identification, data collection using GPS units, determining the appropriate type of analysis to be conducted or type of product to address the problem statement, performing the analysis, creating a solution, and formally presenting the project to interested stakeholders. Each project integrates project planning, geographic problem solving, GIS/RS tools and software applications, project management, data creation, data manipulation, data analysis, report, and presentations. Lab fee and special fee required. 300 hours of instruction. Prerequisite: GIS 0090

Geology

- **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(s): REA 0017 (Completed with a grade of "C" or higher) or appropriate placement test score.

History: General

- **HIS 2300 - War and Society**

3 cr.

This course is an examination of the ways in which societies have organized for war and how societies are changed by war. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Health Science

- **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.

Humanities

- **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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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 electives 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.

Human Nutrition

- **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(s): BSC 1020 or BSC 1085.

Human Services

- **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(s): 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(s): HUS 1001. Co-requisite(s): 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(s): 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(s): 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 include developmental disorders, mental disorders, sensory disabilities, motor disabilities, and chronic, temporary, and progressive conditions are explored. The course emphasizes the obstacles faced by disabled persons and the steps that must be taken to increase opportunities for participation in all aspects of society. 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. Topics and activities in the course include interviewing skills, visits to community agencies, resume preparation, demonstration of counseling skills, and completion of written assignments. Professional liability insurance required. Prerequisite(s): 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. Topics and activities in the course include visits to community agencies, resume preparation, demonstration of counseling skills, and completion of written assignments. Prerequisite(s): HUS 2940.

Interdisciplinary Studies

- **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.

International Relations

- **INR 1015 - World Perspectives**

3 cr.

An interdisciplinary study of the international system, major world regions and problems. This course satisfies the Gordon Rule Requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **INR 2002 - Introduction to International Relations**

3 cr.

A study of the basic paradigms and actors and trends of the international system. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Interdisciplinary Social Science

- **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. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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 20th 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(s): Appropriate placement test scores or ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course).

Journalism

- **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 copy-reading both news and feature stories. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

Library Science

- **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.

Literatures

- **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(s): ENC 1101 (completed with a grade of “C” or higher).

- **LIT 2110 - World Literature: The Ancient World through the Renaissance**

3 cr.

This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasized are the intellectual and moral issues in literature that unite humankind despite diversity in time, place, and language. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): 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(s): 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(s): 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(s): ENC 1101 (completed with a grade of "C" or higher).

Mathematics: Calculus and Precalculus

- **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(s): 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(s): 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(s): 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(s): 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(s): 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(s): MAC 2312 (completed with a grade of "C" or higher).

Mathematics: Applied

- **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(s): MAC 2312 completed with a grade of "C" or higher.

Marketing

- **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.

Mathematics: General**• MAT 0018 - 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 0028 - 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(s): MAT 0018 (completed with a grade of "C" or higher) or appropriate placement test score.

• MAT 1033 - Intermediate Algebra**4 cr.**

This course is designed to prepare students for entry into MAC 1105. Topics include real number properties and subsets; linear and quadratic equalities and inequalities, operations with polynomials, rational expressions, exponents and radicals; graphing first degree equations and inequalities; radical and absolute value equations; systems of two linear equations. 60 class hours. Prerequisite(s): MAT 0028 (completed with a grade of "C" or higher) or appropriate placement test score.

Microbiology**• MCB 2010 - Microbiology****3 cr.**

A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their relationships to other organisms. 45 class hours. Prerequisite(s): BSC 2010 and BSC 2010L, or BSC 1085

and BSC 1085L (completed with grades of “C” or higher). Co-requisite(s): MCB 2010L.

- **MCB 2010L - Microbiology Laboratory**

1 cr.

A laboratory investigation into the biology of microbial organisms. Topics include microbial morphology, physiology and genetics. Lab fee required. 30 laboratory hours. Prerequisite(s): BSC 2010 and BSC 2010L, or BSC 1085 and BSC 1085L (completed with grades of “C” or higher). Co-requisite(s): MCB 2010.

Mathematics: General and Finite

- **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(s): 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(s): MAT 1033 (completed with a grade of “C” or higher) or appropriate placement test score.

Marketing Applications

- **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.

Management: Applied

- **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." Prerequisite(s): ACG 2021, CGS 1100, GEB 1011, GEB 1136, MAR 1011, OST 1100.

Military Science Leadership

- **MSL 1001 - Foundations of Officership**

1 cr.

Examines the unique duties and responsibilities of officers, organization and role of the Armed Forces, review skills pertaining to fitness and communication, analyze Armed Forces 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 Armed Forces, review skills pertaining to fitness and communication, analyze Armed Forces 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. Co-requisite(s): 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. Co-requisite(s): MSL 2102.

Mathematics: Topology and Geometry

- **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(s): MAT 1033 (completed with a grade of “C” or higher) or appropriate placement test score.

Meteorology

- **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(s): REA 0017 (completed with a grade of “C” or higher) or appropriate placement test score.

Music: Literature

- **MUL 1110 - Music Appreciation**

3 cr.

A general survey of music and its composers, with extensive listening in order to develop an intelligent understanding and appreciation of the world’s great music. This course is open to all students. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of “C” or higher for each course).

Music: Music Ensembles

- **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.

Music: Theory

- **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.

Nursing Practice and Theory

- **NSP 1700C - Nursing Skills Seminar**

2 cr.

This is a review course to assist the student in retaining cognitive, psychomotor and affective nursing skills attained during the first year of the nursing program. The roles of the nurse as provider of care, communicator, teacher, manager and member of profession are reviewed. Lab fee required. 22.5 contact lecture hours. 22.5 lab hours. Prerequisite(s): NUR 1021C, NUR 1211C and NUR 1200C.

- **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 profession are introduced and provide the framework for clinical application and evaluation. Lab fee required. Additional lab time may be required. Professional liability insurance fee required. LPNs admitted to the ADN Transition program are exempt from taking this course. 45 class, 50 lab and 85 clinical hours. Prerequisite(s): Admission to the ADN Transition program and Paramedic Licensure.

- **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. Professional liability insurance fee required. 70 lecture hours, 75 laboratory hours. Additional campus laboratory hours may be required. 165 clinical hours, and simulation hours. Prerequisite(s): 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 co-requisite(s): BSC 1086, BSC 1086L.

- **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. Lab fee required. Professional liability insurance fee required - LPN students only. 45 class, 50 lab and 85 clinical hours. Prerequisite(s): Admission to the ADN Transition program and LPN Licensure or completion of NUR 1006C (Paramedics only). Co-requisite(s): 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. Professional liability insurance required. 75 lecture hours, 30 skills laboratory hours, and 12 clinical simulation lab hours. Additional laboratory hours may be required. 183 clinical hours. Prerequisite(s): NUR 1021C, BSC 1086, BSC 1086L. Pre or co-requisite(s): 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(s): Admission to the AS Degree Nursing Program. Co-requisite(s): NUR 2820, PHI 1630, and ENC 1101.

- **NUR 2261C - Adult Nursing II**

9 cr.

This course is required of all students in both the ADN Generic and Transition Program. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or more commonly occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 80 lecture hours, 123 clinical hours, 33 laboratory hours, and 12 clinical simulation lab hours. Additional campus laboratory hours may be required. Professional liability insurance required. Prerequisite(s): NUR 2460C or NUR 2403C.

- **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. Lab Fee required. Additional lab time may be required. Proof of professional liability required. 50 class, 24 lab and 121 clinical hours and 20 clinical simulation lab hours. Prerequisite(s): NUR 1200C. Co-requisite(s): 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. Additional campus laboratory hours may be required. Professional liability insurance fee required. 70 lecture hours, 182 clinical hours, 46 skills laboratory hours, and 12 clinical simulation laboratory hours. Prerequisite(s): NUR 1021C and NUR 1211C. Co-requisite(s): 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. Students' performance in this course is grade as "Pass/Fail". Professional liability insurance required. 7.5 lecture hours, 67.5 clinical hours. Prerequisite(s): NUR 2261C. Co-requisite(s): NUR 2820, PHI 1630, and 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. Professional liability insurance required. Lab fee required. 15 class hours. Co-requisite(s): NUR 2261C or NUR 2714C.

Oceanography: General

- **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(s): REA 0017 (completed with a grade of "C" or higher) or appropriate placement test score. Recommended prerequisite(s): PSC 1311 or PSC 1341.

Oral Interpretation

- **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.

Office Systems Technology

- **OST 1100 - College Keyboarding I**

3 cr.

This course is designed for students with little or no keyboarding experience. This course will include the correct techniques and basic skills in keyboarding. Students will produce basic business documents using current software. Lab fee required. 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(s): OST 1100 or consent of instructor.

- **OST 1764 - Word Processing—Microsoft Word**

3 cr.

This course develops the skills necessary to use Word software. Students will create, edit, format, and print various business documents. Students are expected to come to this course with knowledge of document formatting. Lab fee required. 45 class hours.

- **OST 1811 - Desktop Publishing**

3 cr.

This course introduces the student to the desktop publishing features of current software. Emphasis in the course will be on publications that office support personnel would produce such as flyers, newsletters, bulletins, brochures, and covers for reports. A student enrolling in this course should have a working knowledge of the advanced applications of the current software. Lab fee required. 45 class hours. Prerequisite(s): 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(s): 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(s): 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(s): OST 1100 or OST 1764 or consent of instructor.

- **OST 2621 - Law Office Transcription**

3 cr.

This course emphasizes development of competent machine transcription skills as applied to the legal field. The student will produce mailable letters, court and non-court documents. This course includes a comprehensive program of basic language arts skills, which consist of grammar, punctuation, spelling, proofreading, and editing. Lab fee required. 45 class hours. Prerequisite(s): OST 1100 or OST 1764 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.

Peace Studies

- **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. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Physical Education: Object Centered

- **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(s): 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(s): 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.

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

Course Descriptions

[Contract All Courses](#) |

Physical Education: Performance Centered

- **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(s): PEM 1171, step training experience, or consent of instructor.

- **PEM 2145 - Jogging and Distance Walking I**

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.

- **PEM 2146 - Jogging and Distance Walking II**

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.

Photography

- **PGY 1401C - Photography I**

3 cr.

A course designed to give the student an introduction to photography through the use of the digital camera. Instruction is given on the photographic process (software and hardware), lighting, printing of photographs, criticism and history of photography. Lab fee required. A digital camera is required. 30 lecture hours and 30 laboratory hours.

- **PGY 1404C - Photography II**

3 cr.

This course is a continuation of PGY 1401C, including more in-depth involvement with cameras, composition, iconography, criticism, reasoning, and creativity. Instruction is given on the digital photographic process (software and hardware), lighting, printing of photographs, criticism, and history of photography. Lab fee required. A digital camera is required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): PGY 1401C or consent of instructor.

- **PGY 2112C - Photography III**

3 cr.

This course describes the principles and techniques of communicating information, ideas, moods, and feelings through the creation of images on photographic film or plates, and may prepare individuals to be professional photographic artists. Course includes instruction in camera and equipment operation and maintenance, film

and plate developing, light and composition, films and printing media, color and special effects, photographic art, photographic history, and applications to the photography of various subjects. Lab fee required. A digital camera is required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): PGY 1404C or consent of instructor.

Philosophy

• **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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Physics

- **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(s): REA 0017 (completed with a grade of “C” or higher) or appropriate placement test score. Pre or co-requisite(s): MAC 1147. Co-requisite(s): 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 co-requisite(s): MAC 1147. Co-requisite(s): 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(s): MAC 1147, PHY 1053 and PHY 1053L (completed with grades of “C” or higher). Co-requisite(s): PHY 1054L.

- **PHY 1054L - General Physics II Laboratory**

1 cr.

A laboratory investigation into fundamental concepts of physics. Topics include electricity, magnetism, optics and modern physics. Lab fee required. 30 laboratory hours. Prerequisite(s): MAC 1147, PHY 1053 and PHY 1053L (completed with grades or “C” or higher). Co-requisite(s): 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(s): 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(s): PHY 2048C with a grade of "C" or higher.

Paralegal/Legal Asst/Legal Administration

- **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 1260 - 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(s): 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(s): 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. 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. 45 class hours. Prerequisite(s): 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 co-requisite(s): 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. Prerequisite(s): Completion of PLA 2104 and PLA 2114, 21 credits in PLA courses and recommendation of Coordinator.

Political Science

- **POS 2041 - American Federal Government**

3 cr.

A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and a study of the U.S. Constitution. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **POS 2112 - State and Local Government**

3 cr.

A study of state, county, and municipal government with emphasis on the newer trends in local government. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Personality

- **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(s): PSY 1012.

Physical Sciences

- **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. Prerequisite(s): REA 0017 and MAT 0028 (completed with grades of "C" or higher) or appropriate placement test score.

- **PSC 1341 - Introduction to the Physical Sciences**

3 cr.

A non-laboratory course intended for non-science majors. The course provides an introduction to physics and chemistry. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe I course.) 45 class hours. Prerequisite(s): REA 0017 and MAT 0028 (completed with grades of "C" or higher) or appropriate placement test scores.

Psychology

- **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, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each

course).

Quantitative Methods in Business

- **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.

Reading

- **REA 0007 - 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" or higher, four compensatory credits will be earned. This course does not apply toward a degree. 60 class hours. Prerequisite(s): Appropriate placement test score.

- **REA 0017 - 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" or higher, four compensatory credits will be earned. This course does not apply toward a degree. Testing fee. 60 class hours. Prerequisite(s): REA 0007. 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.

Real Estate

- **REE 1040 - Real Estate Principles and Practices**

4 cr.

A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. It will familiarize 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.

Religion

- **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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Radiologic Technology

- **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. Professional liability insurance required. 30 class hours. Prerequisite(s): 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. Professional liability insurance required. 30 class hours. Prerequisite(s): 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. Professional liability insurance fee required. 120 clinical hours. Prerequisite(s): Admission to Radiography. Co-requisite(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. Professional liability insurance required. 45 class hours. Prerequisite(s): RTE 1000. Co-requisite(s): 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 professional liability insurance required. 45 lab hours. Prerequisite(s): RTE 1000. Co-requisite(s): 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. Professional liability insurance required. 60 lecture hours. Prerequisite(s): RTE 1418. Co-requisite(s): RTE 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 professional liability insurance required. 45 lab hours. Prerequisite(s): RTE 1418L. Co-requisite(s): 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 professional liability insurance required. 45 class hours. Prerequisite(s): Admission to the Radiography program. Co-requisite(s): 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 professional liability insurance required. 45 lab hours. Prerequisite(s): Admission to the Radiography program. Co-requisite(s): 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. Professional liability insurance required. 30 class hours. Prerequisite(s): RTE 1503. Co-requisite(s): RTE 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 professional liability insurance required. 45 lab hours. Prerequisite(s): RTE 1503. Co-requisite(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 professional liability insurance required. 45 class hours. Prerequisite(s): RTE 1513. Co-requisite(s): 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 professional liability insurance required. 45 lab hours. Prerequisite(s): RTE 1513. Co-requisite(s): 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. Professional liability insurance required. 180 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 240 clinical hours. Prerequisite(s): RTE 1804 and RTE 1418.

- **RTE 2061 - Radiographic Seminar**

3 cr.

This course prepares the student to take the national credentialing examination (ARRT) 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. Professional liability insurance required. 45 class hours. Prerequisite(s): 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 radiation on the body, factors altering the body's response to radiation, and the monitoring of radiation exposure.

Professional liability insurance required. 45 class hours. Prerequisite(s): 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.

Professional liability insurance required. 30 class hours. Prerequisite(s): 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 Practicums I and 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. Professional liability insurance fee required. 300 clinical hours. Prerequisite(s): 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 Practicums I, II, and 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. Professional liability insurance required. 225 clinical hours. Prerequisite(s): 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 Practicums I–IV. Professional liability insurance required. 450 clinical hours.

Prerequisite(s): 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. Professional liability insurance required. 60 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 120 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 180 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 60 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 120 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 180 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 60 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 120 clinical hours. Prerequisite(s): 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. Professional liability insurance required. 180 clinical hours. Prerequisite(s): Successful completion of first year in program AND permission of Program Coordinator.

Student Life Skills

- **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 1262 - Leadership Development Studies IA**

1 cr.

This course is the first of three courses that focus on the development of leadership ability. This course assists the student in developing an awareness of and understanding of basic leadership styles as well as developing a personal leadership style. The course will explore in detail servant leadership and the ethical and moral responsibilities of leadership. 15 class hours.

- **SLS 1263 - Leadership Development Studies IB**

1 cr.

This course is the second of three courses that focus on the development of leadership ability. This course assists the student in understanding the critical link between a leader's vision and his or her ability to communicate its essence powerfully. The course will provide the student with exercises and activities that help the student to understand the importance of effective teambuilding. The course will focus on the processes of decision making and guiding a group through conflict. 15 class hours. Prerequisite(s): SLS 1262 or permission of instructor.

- **SLS 1264 - Leadership Development Studies IC**

1 cr.

This course is the third of three courses that focus on the development of leadership ability. This course assists the student in understanding the importance of effective goal setting and techniques of goal-setting. The course will provide the student with an understanding of how to initiate change and overcome resistance to change. The course will focus on empowerment as a critical concept of effective leadership. The course will provide a brief overview of the history of leadership studies. 15 class hours. Pre or co-requisite(s): SLS 1262 or SLS 1263 or permission of instructor.

- **SLS 1265 - Exploring Leadership through Community Engagement: Leadership through Social Change**

3 cr.

This course focuses on leadership experience through supervised service learning and community involvement. The course includes leadership, community leadership models, community dynamics, and community activities. It also includes participation in a community and/or college service learning project. 45 class hours. Prerequisite(s): SLS 1261 or SLS 1262, SLS 1263 and SLS 1264.

- **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.

Social Psychology

- **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(s): 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(s): 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(s): PSY 1012 or SYG 2000 or consent of instructor.

Speech Communication

- **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, and 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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Spanish Language

- **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(s): 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(s): 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(s): SPN 2200.

Statistics

- **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(s): MAT 1033 (completed with a grade of "C" or higher) or satisfactory placement test score.

Sociology: General

- **SYG 1361 - Death in America**

3 cr.

This course probes mortality, its psychological and social consequences, and the problems it poses for modern Americans. Combining history and recent research findings, the course illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood, and the impact of the threat of world holocaust. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **SYG 2000 - Introduction to Sociology**

3 cr.

The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours.

Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **SYG 2010 - Social Problems**

3 cr.

American society is viewed as a social system whose ideology and values produce conditions defined by its members as social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours.

Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **SYG 2221 - Women in American Society**

3 cr.

This course will examine the changing status and roles of women in American society since the turn of the century. Traditional and contemporary sources of gender identity and roles will be explored. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

Course Descriptions

[Contract All Courses](#) |

Sociology: General

- **SYG 2430 - Marriage and The Family**

3 cr.

A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relationships, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

- **SYG 2809 - Gender Violence in Global Perspectives**

3 cr.

This course uses an international perspective to examine issues relevant to gender violence in its multiple forms. Discussions will address the history of domestic violence, current theories and research on the causes of violence in intimate domestic relationships, past and current responses, and intervention and prevention models to address this worldwide problem. By understanding the multiple approaches for addressing gender violence, students will acquire the knowledge of culturally competent intervention and prevention strategies. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of "C" or higher for each course).

Social Organization

- **SYO 2201 - Sociology of Religion**

3 cr.

This course is designed to explore the role of religion in society. Religion will be viewed not only as a fundamental institution within the social structure, but also as a meaning system (a set of symbols, values, myths, and rituals) and belonging system (a set of networks and emotional bonds between people) that affect social processes. The focus of the course will be on the influence that various religions have on the society in which they exist and, in turn, on the effect of that social structure and culture on the religion. Students will develop a sociological awareness of the complexity of the interrelationships between religion and society. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours.

Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of “C” or higher for each course).

Theatre

- **THE 2010 - Survey of Drama: Ancient Greece to the Early Renaissance**

3 cr.

This course is an historical survey of Western Drama from the Golden Age of Greece to the High Renaissance in England. Students read well-known plays of each period. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of “C” or higher for each course).

- **THE 2011 - Survey of Drama: High Renaissance to Present**

3 cr.

This course is an historical survey of Western Drama from the High Renaissance in England to the Modern Period in America. Students read well-known plays of each period, including popular contemporary pieces. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (completed with a grade of “C” or higher for each course).

- **THE 2020 - Introduction to Theatre**

3 cr.

This course is an introductory theatre course that encompasses theatre history, theatre as a form of art, and script analysis. It also deals with the various and separate aspects that come together to form a theatrical production. The student may be required to attend theatrical productions. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): Appropriate placement test scores or ENC 0025 and REA 0017 (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. Prerequisite(s): THE 2020 or consent of instructor.

- **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(s): THE 2925A.

- **THE 2925C - Play Production III**

3 cr.

This course is a continuation of THE 2925B Play Production II. Lab fee required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): THE 2925B.

Theatre Performance and Training

- **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(s): 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(s): TPP 1110 or consent of the

instructor.

Criminal Justice Development (Technical Credit)

- **CJK 0101 - 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.

- **CJK 0102 - 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.

- **CJK 0270 - Criminal Justice Legal I**

1.53 tech. cr.

This course provides an introductory overview of the criminal justice system. The foundation and basic components of law are studied, with specific focus on officer application. Court procedure and testimony are examined and civil and criminal liability of officers are studied. Specific topics for correctional officers include history and philosophy of corrections and inmate rights and responsibilities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 46 hours of instruction.

- **CJK 0480 - Emergency Preparedness**

0.87 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.

Criminal Justice Basic Training (Technical Credit)

- **CJK 0007 - Introduction to Law Enforcement**

- **0.37 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(s): 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(s): 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(s): 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(s): Acceptance into Law Enforcement Academy.

- **CJK 0020 - CMS-Law Enforcement Vehicle Operations**

- **1.60 tech. cr.**

- Criminal Justice Vehicle Operations is a course designed to better prepare prospective officers to apply all applicable vehicle operations knowledge and techniques. Lab fee required. 48 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0031 - CMS First Aid for Criminal Justice Officers**

- **1.33 tech. cr.**

Criminal Justice First Aid of Criminal Justice Officers is a course for prospective officers to apply all applicable first responder knowledge and techniques to emergency situations. Lab fee required. 40 hours of instruction. Prerequisite(s): 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(s): 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(s): Acceptance into Law Enforcement or Corrections Academy.

- **CJK 0061 - Patrol I**

1.94 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. Lab fee required. 58 hours of instruction. Prerequisite(s): 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(s): 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(s): Acceptance into Law Enforcement Academy.

- **CJK 0076 - Crime Scene Investigations**

0.80 tech. cr.

This course introduces students to the process of performing a crime scene investigation. Lab fee required. 24 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0082 - Traffic Stops**

0.80 tech. cr.

This course introduces students to the basic rules for conducting safe effective traffic stops. Lab fee required. 24 hours of instruction. Prerequisite(s): Acceptance into Enforcement Academy.

- **CJK 0083 - DUI Traffic Stops**

0.80 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(s): 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(s): 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(s): Acceptance into Law Enforcement Academy.

- **CJK 0100 - Interpersonal Skills I**

2.07 tech. cr.

The importance of courtesy as it pertains to correctional officers performing daily activities is addressed. The needs of mentally disordered persons, retarded persons and handicapped persons are recognized. Intervention techniques for suicide and other crisis situations are studied. Stress recognition and reduction strategies are also included. Objectives are address as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be addressed. 62 hours of instruction.

- **CJK 0204 - Law Enforcement Cross-Over to Correctional Introduction**

1.97 tech cr.

This course provides an overview of the criminal justice system. The foundation and basic components of law are studied with specific focus on officer application. Topics include history and philosophy of corrections, ethical and professional behavior, prisoner rights and responsibilities, and elements of crimes. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 59 hours of instruction. Prerequisite(s): Completion of Law Enforcement Academy.

- **CJK 0212 - Cross-Over Corrections to Law Enforcement High Liability**

0.27 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(s): Completion of Correctional 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(s): Completed Correctional Officer Program.

- **CJK 0222 - Corrections 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(s): Completed Correctional Officer Program.

- **CJK 0223 - Corrections 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(s): Completed Correctional Officer Program.

- **CJK 0240 - Law Enforcement Auxiliary Introduction**

- **.9 tech. cr.**

- This is one of eight required courses in the Criminal Justice Standards and Training Commission approved Auxiliary Basic Recruit Training Program which has been created to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers. All topics have been adapted from the Florida CMS Law Enforcement Basic Recruit Training Program and include introduction to law enforcement, legal topics, communication and human issues. 27 hours of instruction.

- **CJK 0241 - Law Enforcement Auxiliary Patrol and Traffic**

- **.63 tech. cr.**

- This is one of eight required courses in the Criminal Justice Standards and Training Commission approved Auxiliary Basic Recruit Training Program which has been created to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers. All topics have been adapted from the Florida CMS Law Enforcement Basic Recruit Training Program and include introduction to patrol responsibilities, officer safety issues, incident command responsibilities, proper procedures for directing traffic and implementing traffic stops. 19 hours of instruction.

- **CJK 0242 - Law Enforcement Auxiliary Investigations**

- **.57 tech. cr.**

- This is one of eight required courses in the Criminal Justice Standards and Training Commission approved Auxiliary Basic Recruit Training Program which has been created to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers. All topics have been adapted from the Florida CMS Law Enforcement Basic Recruit Training Program and include introduction to securing, managing, and investigating crime scenes; proper procedures for interviewing suspects, witnesses and victims; and recognizing and investigating various crimes. 17 hours of instruction.

- **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 correctional 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(s): Acceptance into Correctional Officer Academy.

- **CJK 0285 - Criminal Justice Legal II**

0.73 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.

- **CJK 0286 - 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 0422 - Dart-Firing Stun Gun**

0.27 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.

Computer Technology and Skills (Technical Credit)

- **CTS 0022 - Network Support Help Desk Assistant**

6 tech. cr.

This course focuses on understanding network terminology and protocols, local-area networks, wide-area networks, OSI models, cabling, cabling tools, routers, router programming, Ethernet, IP addressing and network standards. After successful completion of Networking 2, Infrastructure, students will have met Occupational Completion Point C, Network Support Help Desk Assistant, SOC code 15-1071. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504 and OTA 0040.

- **CTS 0023 - Network Support Administrator**

6 tech. cr.

This course continues the study of network support services. The content includes IT management skills, troubleshooting and diagnostic techniques; network design, devices, topographies, protocols and standards; e-

mail and Internet activities, network traffic control and security, and WAN vs. LAN technologies. After successful completion of Networking 3, students will have met Occupational Completion Point D, Network Support Administrator, SOC code 15-1071. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504, CTS 0022 and OTA 0040.

- **CTS 0024 - Senior Network Administrator**

6 tech. cr.

This course continues the study of network support services. The student will learn to install, configure, and maintain large networks. Student will also be able to demonstrate proficiency in defining, configuring and troubleshooting the following protocols: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, Transparent and Translational Bridging installation After successful completion of Networking 4, Infrastructure, students will have met Occupational Completion Point E, Senior Network Administrator, SOC Code 15-1081. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504, CTS 0022, CTS 0023 and OTA 0040.

- **CTS 0029 - Wireless Network Administrator**

6 tech. cr.

This course continues the study of network support services. The content includes wireless networking technologies, implementation, management and security. After successful completion of Networking 5, students will have met Occupational Completion Point F, Wireless Network Administrator, SOC Code 15-1081. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504, CTS 0022, CTS 0023, CTS 0024 and OTA 0040.

- **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(s): OTA 0101 or consent of the instructor.

- **CTS 0076 - Web Design 1**

12 tech. cr.

This course is designed to provide a basic overview of the Internet, Intranet, and WWW. The content includes operating systems; basic HTML commands; navigation of the Internet, Intranet, and Web; and Web page design. Lab fee required. 300 hours of instruction. Prerequisite(s): OTA 0040.

- **CTS 0077 - Web Design 2**

12 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. Lab fee required. 300 hours of instruction. Prerequisite(s): CTS 0076 and OTA 0040.

- **CTS 0078 - Web Design 3**

12 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. Lab fee required. 300 hours of instruction. Prerequisite(s): CTS 0076, CTS 0077 and OTA 0040. SOC Code 15-1099.04.

Cardiovascular Technology (Technical Credit)

- **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. Prerequisite(s): HSC 0530.

Dental Assisting (Technical Credit)

- **DEA 0136 - Oral, Head and Neck Anatomy**

1.5 tech. cr.

Study of the gross anatomy, structure and morphology of the head and soft tissues of the oral cavity. Includes the microscopic anatomy of the teeth and supporting structures. Primary and permanent dentition, nomenclature and tooth morphology are included. Proof of liability insurance required. 45 class hours. Prerequisite(s): DEA 0741 Co-requisite(s): DEA 0751, DEA 0751L and DEA 0136L

- **DEA 0136L - Oral, Head and Neck Anatomy for Dental Assistants Laboratory**

1.0 tech. cr.

Primary and permanent dentition, nomenclature and tooth morphology will be taught using anatomical models and teeth. Lab fee and professional liability insurance required. Student achievement in this course is graded as "Pass/Fail." 30 laboratory hours. Prerequisite(s): DEA 0741. Co-requisite(s): DEA 0751, DEA 0751L, and DEA 0136.

- **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(s): Admission to the Dental Assisting Program and successful completion of HSC 0003. Co-requisite(s): DEA 0743.

- **DEA 0741 - Anatomy and Physiology for Dental Assistants**

1.5 tech. cr.

This course introduces dental assisting students to basic concepts of human anatomy and physiology, including structures of the oral cavity. 45 class hours. Prerequisite(s): Admission to the Dental Assisting Program and successful completion of HSC 0003. Co-requisite(s): DEA 0740.

- **DEA 0743 - Preventive Dentistry for Dental Assistants**

1.5 tech. cr.

This course is designed to introduce dental assisting students 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. 45 class hours. Prerequisite(s): HSC 0003. Co-requisite(s): DEA 0740, DEA 0741, DEA 0758 and DEA 0758L.

- **DEA 0744 - 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. 30 class hours. Prerequisite(s): DEA 0758 and DEA 0758L. Co-requisite(s): DEA 0744L

- **DEA 0744L - Dental Materials for Dental Assistants Laboratory**

1.5 tech. cr.

This course provides practical 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 and professional liability insurance required. Student achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Prerequisite(s): DEA 0758, DEA 0758L, DEA 0740. Co-requisite(s): DEA 0744.

- **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(s): 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. Prerequisite(s): DEA 0746 and DEA 0751. Co-requisite(s): DEA 0753, DEA 0753L, DEA 0757, and DEA 0757L.

- **DEA 0751 - Clinical Procedures for Dental Assistants**

2 tech. cr.

This course provides a structured, supervised, and effective introduction to chairside assisting skills. Professional liability insurance required. 60 class hours. Prerequisite(s): DEA 0758. Co-requisite(s): DEA 0755.

- **DEA 0751L - Clinical Procedures for Dental Assistants Laboratory**

3 tech. cr.

This course provides a structured, supervised and effective introduction to chairside assisting skills. Laboratory fee and professional liability insurance required. Student achievement in this course is graded as "Pass/Fail." 90 laboratory hours. Prerequisite(s): DEA 0758 and DEA 0758L. Co-requisite(s): DEA 0751.

- **DEA 0753L - Clinical Externship for Dental Assisting**

14.5 tech. cr.

Provides the student with practical experience in community dental offices and clinics under the supervision of faculty and dentists. Experiences include chair side assisting, dental office reception, radiography, client instruction, and campus seminars. Professional liability insurance required. Student achievement in this course is graded as "Pass/Fail." 435 clinical hours. Prerequisite(s): DEA 0751, DEA 0751L. Co-requisite(s): DEA 0747 and DEA 0757 and DEA 0757L.

- **DEA 0755 - Dental Radiography for Dental Assistants**

1 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. 30 class hours. Prerequisite(s): DEA 0741.

- **DEA 0755L - Dental Radiography for Dental Assistants Laboratory**

1.5 tech. cr.

The laboratory component gives the student an opportunity to develop proficiency in exposing diagnostically acceptable X-rays. Laboratory fee and professional liability insurance required. Student achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Prerequisite(s): DEA 0741, DEA 0758 and DEA 0758L. Co-requisite(s): DEA 0755.

- **DEA 0757 - Expanded Functions for Dental Assistants**

.5 tech cr.

The expanded function course is designed to provide the dental assisting student with the knowledge and skills needed to satisfy the requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Proof of professional liability insurance is required. 15 class hours. Prerequisite(s): DEA 0744, DEA 0744L, DEA 0751, DEA 0751L. Co-requisite(s): DEA 0747, DEA 0757L and DEA 0754L.

- **DEA 0757L - Expanded Functions for Dental Assistants Laboratory**

1.5 tech. cr.

The expanded functions laboratory course is designed to provide the dental assisting student with the knowledge and skills needed to satisfy the requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. This is a hands on experience. Lab fee and professional liability insurance is required. Student achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Prerequisite(s): DEA 0744, DEA 0744L, DEA 0751 and DEA 0751L. Co-requisite(s): DEA 0747, DEA 0757 and DEA 0753L.

- **DEA 0758 - Preclinical Procedures for Dental Assistants**

2 tech. cr.

This course introduces dental assisting students to clinical skills and procedures. Topics include an 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. 60 class hours. Prerequisite(s): Admission to Dental Assisting Program and successful completion of HSC 0003.

- **DEA 0758L - Preclinical Procedures for Dental Assistants Laboratory**

1 tech. cr.

This course introduces the practical application of clinical skills and procedures. Principles and application of infection control and sterilization are included. Lab fees and professional liability insurance required. Student achievement in this course is graded as "Pass/Fail". 30 laboratory hours. Prerequisite(s): HSC 0003. Co-requisite(s): DEA 0758.

Health Care Providers (Assistants) (Technical Credit)

- **HCP 0100 - Nursing Assistant**

2.67 tech. cr.

This course will provide the student with the knowledge required to work as a nursing assistant in a health care facility. Topics include safety and security procedures, emergency procedures, infection control, blood borne diseases, nutrition, restorative, the biological, psychological and social support of patients with an emphasis on the geriatric patient. The scientific method and basic math skills to include traditional and metric measurements of time, temperature, distance, capacity, and mass/weight are emphasized. 80 hours of instruction.

- **HCP 0604 - Nursing Assistant Clinical**

1.34 tech. cr.

This course will provide 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. Professional liability insurance fee required. 40 hours of clinical instruction. Prerequisite(s): A completed Physical Examination Report (SAR-40-A), an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take the following course: the American Heart Association – “Basic Life Support for Health Care Providers” (PHCC course NCH 0050).

- **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 substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills. 45 hours of instruction.

- **HCP 0731L - Phlebotomy Laboratory**

2 tech. cr.

This course is designed to teach blood collection by venipuncture and skill practice. Laboratory practice includes handling, labeling, transporting and logging in of specimens as well as demonstration of the correct infection control techniques and donor room techniques. Lab fee required. 60 hours of instruction. Co-requisite(s): HCP 0731.

- **HCP 0741L - Practical Aspects of Phlebotomy**

2 tech. cr.

This course is for students in the Medical Administrative Specialist program of study. It is designed to teach blood collection by venipuncture and skill practice. Laboratory 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(s): HSC 0530 or HIM 0450.

- **HCP 0742 - Phlebotomy Clinical**

2 tech. cr.

This course includes 60 hours of clinical experience which includes capillary/veni-puncture techniques, handling, labeling, transporting and logging in of specimens as well as the use of correct infection control and donor room techniques. Professional liability insurance fee required. Prerequisite(s): HCP 0731 and HCP 0731L, current CPR certification, approved four-hour AIDS seminar, and a completed Physical Examination Report (SAR-40-A).

Health Information Management (Technical Credit)

- **HIM 0009 - Introduction to Health Information Technology**

3 tech. cr.

This course introduces students to health informatics and information management. Content includes knowledge of the health care delivery system, communication skills, legal and ethical responsibilities, HIPAA and health records, terminology related to health informatics. Other topics include developing leadership and teamwork skills and the application of critical thinking skills in a variety of presented scenarios. 90 hours of instruction.

- **HIM 0061 - Medical Record Transcription I**

5 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. 150 hours of instruction. Prerequisite(s): OTA 0101 or equivalent or consent of instructor and HSC 0534.

- **HIM 0062 - Medical Record Transcription II**

5 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. 150 hours of instruction. Prerequisite(s): HIM 0061, a valid CPR card and an approved four-hour AIDS seminar.

- **HIM 0063 - Medical Record Transcription III**

6 tech. cr.

This course is a continuation of study of the types of medical reports and their components. Qualitative and quantitative control standards, phraseology, and language of various medical specialties will be included. Students will progress from intermediate to advanced transcription, and the transition from student to professional is further emphasized. The course includes a 30-hour cooperative learning experience at a job site. These hours may differ from scheduled class time. Lab fee required. 180 hours of instruction. Prerequisite(s): HIM 0062, a valid CPR card and a current approved four-hour AIDS seminar.

- **HIM 0274 - Health Insurance Coding and Reimbursement**

2 tech. cr.

This course will introduce students to health insurance coding and reimbursement methods. Emphasis will be placed on the history of health care reimbursement, managed care plans, governmental regulations, HCPCS codes, Prospective Payment Systems, CMS-1500, and using the Claim Management option in Medisoft. Special fee required. 60 hours of instruction. Co-requisite(s): HIM 0281.

- **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(s): HSC 0530.

- **HIM 0281 - Coding for Medical Records II**

4.83 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 to enhance the students' knowledge of the work environment. Lab fee required. 145 hours of instruction. Prerequisite(s): 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(s): HSC 0530.

- **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(s): HSC 0530.

- **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(s): HSC 0530.

Health Science (Technical Credit)

- **HSC 0003 - Introduction to Health Occupations**

3 tech. cr.

This course introduces students to skills and procedures common to health occupations. Content includes knowledge of the health care delivery system, communication skills, legal and ethical responsibilities, basic first aid and emergency care, wellness and disease. Other topics include developing leadership and teamwork skills and the application of critical thinking skills in a variety of presented scenarios. 90 hours of instruction.

- **HSC 0530 - Medical Language**

3 tech. cr.

This course is directed toward the learning of medical terminology needs for medical personnel or others interested in related health occupations. The learning of the medical language is organized according to each body system and includes basic word structure, prefixes, suffixes, and applicable medical abbreviations. The definition, spelling, and pronunciation of corresponding medical terms will also be included. 90 hours of instruction.

Medical Assisting Technology (Technical Credit)

- **MEA 0200 - Examining Room Procedures**

3 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 are also included. Lab fee required. 90 hours of instruction. Prerequisite(s): HSC 0530 and HSC 0003.

Office Technology Applications (Technical Credit)

• OTA 0040 - Information Technology Assistant

6 tech. cr.

This course is designed to provide an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic Web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHTML, and XML Web commands and design; emerging technologies, and Web page design. After successful completion of this course, students will have met Occupational Completion Point A, Information Technology Assistant, SOC Code 15-1041. Lab fee required. 150 hours of instruction.

• 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. Prerequisite(s): 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(s): 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. Prerequisite(s): 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.

Precisions Metals Technology (Technical Credit)

- **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(s): 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(s): PMT 0164.

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Course Descriptions

[Contract All Courses](#) |

Precisions Metals Technology (Technical Credit)

- **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(s): 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(s): 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(s): 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(s): 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(s): 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(s): 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(s): 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(s): PMT 0134 or consent of instructor.

Practical Nursing (Technical Credit)

- **PRN 0000C - 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. Professional liability insurance fee is required. Computerized testing fee. 85 hours class hours, 45 hours lab and 110 hours clinical instruction. Prerequisite(s): Admission to Practical Nursing Program and current CPR Certification. Co-requisite(s): 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. Proof of professional liability insurance is required. 55 hours class hours, 20 hours lab and 135 hours clinical instruction. Prerequisite(s): PRN 0000C. Co-requisite(s): PRN 0030C.

- **PRN 0030C - 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. 45 class hours. 15 lab hours. Prerequisite(s): PRN 0000C and PRN 0080; or NUR 1020C. Co-requisite(s): 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(s): Admission to the Practical Nursing Program. Co-requisite(s): PRN 0000C.

- **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. Proof of professional liability insurance required. Testing fee. 80 class, 17 laboratory and 98 clinical hours. Prerequisite(s): 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. Proof of professional liability insurance is required. Testing fee. Lab fee required. 65 hours classroom, 35 hours Lab and 155 hours clinical instruction. Prerequisite(s): 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. Proof of professional liability insurance is required. Lab fee required. 60 hours classroom, 25 hours lab and 155 hours clinical instruction. Prerequisite(s): 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. Proof of professional liability insurance is required. 15 hours classroom and 90 hours clinical instruction. Prerequisite(s): PRN 0002C and PRN 0030C.

Security/Basic "D" (Technical Credit)

- **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.

Student Life Skills (Technical Credit)

- **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(s): 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.

Ward Clerk (Technical Credit)

- **WCL 0050 - Health Unit Coordinator Clinical**

1.33 tech. cr.

This course provides health unit coordinator students clinical experiences in a hospital health unit. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance fee required. 40 hours of clinical instruction. Prerequisite(s): Successful completion of all other courses required in the program and a completed Physical Examination Report (SAR-40-A), a valid CPR card and an approved four-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(s): HSC 0530 and OTA 0101.

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Vision, Leadership, History

- [College Vision and Mission Statements](#)
 - [Leadership](#)
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-

Vision and Mission

College Vision Statement

Pasco-Hernando Community College (PHCC) is a dynamic, learning-centered educational institution, with a faculty and staff 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 in enhancing their knowledge, skills, abilities and attitudes, and in developing as individuals and as citizens of a global society. PHCC will provide:

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

Leadership

- [District Board of Trustees](#)
- [PHCC Foundation](#)
- [Administration](#)

PHCC—Past, Present and Future

The Early Days

In the mid 1960s, community leaders lobbied to bring publicly supported higher education to Pasco and Hernando counties. In 1967, the Florida Legislature founded Pasco-Hernando Community College—the 28th and final link to the state’s system of community colleges. Shortly afterward, a 100-acre parcel on Blanton Road in Dade City was purchased for \$125,000 to establish PHCC’s first location, now known as the East Campus.

Dr. Milton O. Jones, a St. Petersburg Junior College dean, was named PHCC’s first president in 1972. Charged with serving a diverse, 1,200 square mile district, Dr. Jones and 11 dedicated employees worked around the clock to establish the new college, holding classes in schools, storefronts, churches, libraries and neighboring Saint Leo University.

Expanding Higher Education

PHCC’s East Campus was dedicated by Florida Gov. Reuben Askew in 1975. The West Campus in New Port Richey was established in 1977 on 140 acres of pristine property donated by rancher Alric C.T. Pottberg. PHCC secured 100 acres on U.S. 98 in Brooksville for the North Campus, the first Hernando County location, in 1977. The Spring Hill Center was opened in 1979 to serve central and western Hernando County and closed to make way for the permanent Spring Hill Campus located on U.S. 19. The new nine-building Spring Hill campus opened in the fall of 2010 with a first time enrollment of 1,500 students.

Three Leaders, One Vision

Each PHCC president developed resources, fostered community involvement and inspired academic excellence. Dr. Jones retired in 1994 after 22 years of service. Dr. Robert W. Judson, Jr., a vice president with two decades of tenure at PHCC, then became the first African-American community college president in Florida. Upon Dr. Judson’s retirement in 2005, Dr. Katherine M. Johnson, president of North Carolina’s Nash Community College was named PHCC’s third president. Under Dr. Johnson’s current leadership, the Spring Hill Campus was established and property was donated by the Porter family to build the college’s fifth location in southeast Pasco County. The Porter Campus at Wiregrass Ranch in Wesley Chapel is expected to open in 2013.

Community Connections

After nearly four decades of service, thousands of PHCC graduates live and work in Pasco and Hernando counties, including physicians, attorneys, college professors, teachers, nurses, law enforcement officers and countless other professionals. With an operating budget of \$38 million, PHCC employs more than 400 faculty and staff members and currently serves approximately 17,000 students annually.

The District Board of Trustees (DBoT) is comprised of nine Pasco and Hernando county community leaders appointed by the governor of Florida. The PHCC Foundation, with \$34 million in assets, supports scholarships, program enhancements and faculty and staff development. Community and business leaders are appointed by the DBoT to serve on Advisory Boards and provide guidance on curriculum and program development.

More than 50 clubs and organizations engage students in a variety of activities, including community service projects and intramural sports. The College’s intercollegiate athletic program features men’s baseball and basketball and women’s softball, volleyball, and cross country.

PHCC’s “Open Door” policy and our mission to provide affordable, quality higher education has contributed to the college’s growth and success—and lies at the heart of our mission to meet the evolving needs of the communities we serve.

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

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PHCC Foundation

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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, facilities,

student recruitment and retention, academic programs, and technology. For the cultural and social enrichment of the community, the Foundation sponsors a Performing Arts Series.

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

The Foundation also has 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 has orchestrated the effort, with the West Pasco Dental Association, to raise a quarter-of-a-million dollars to create a dental hygiene program that 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 <http://scholarships.phcc.edu> 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	Marion Steffey Schmidt
American Association of University Women/Irene Fund	Marjorie ("Mitzi") A. Sugg Memorial
American Association of University Women/Mary Lou Knight	Marjorie Kennedy Wilson
American Association of University Women/Peterson-Lipke	Mark and Helen St. Clair
American Business Women's Association Palm Chapter	Marlowe Hernando Health
Agnes E. and Alexander V. Lucas Memorial	Mary E. Pearson
Alex and Dorothy Acey	Masaryktown Community
Alfred A. McKethan	Meghan E. Grey
Alfred H. and Doris E. Jansen	Myrtle ("Chris") North, R.N.
Alric and Mary Pottberg	New Port Lincoln-Mercury
American Data & Computer Products, Inc.	New Port Richey Noon Optimists Club
Anclote Earth Science Club	Nicholaas Verstraten
Andy and Barry Jaap Memorial	North Campus Trees
Andy Oravec	NAIFA North Suncoast
Anna F. and Frederick O. Vincent	North Suncoast Chapter of the Florida Institute of CPA's
Anne F. Bucy	Omar Ergle Memorial
Bank of America	Orange Blossom Classic Chevy Club
Barnett Bank	Otto and Elaine Weitzenkorn
Benjamin L. Matzek Memorial	Pam Lampert Memorial
Briggs Hopper Hall American Legion	Pasco County Bar Association Memorial
Auxiliary Zephyr Unit 118	Pasco County Medical Society Alliance
Brooksville Garden Club	Pasco High Alumni
Brooksville Kiwanis Club	Pasco Regional Medical Center Auxiliary Susan Gail Riley
Brooksville Kiwanis Foundation Betty Jo Deen	Pasco Regional Medical Center Vonnie Roberts
Brooksville Kiwanis Foundation Bicentennial	Paul Hlavac/Holy Trinity Lutheran Church
Brooksville Kiwanis Foundation Bristol/Imhoff	PHCC North Campus Trees
Brooksville Kiwanis Foundation Deen Family	PHCC Performing Arts Center Volunteers
Brooksville Lions Club	PHCC Tech Prep
Brooksville Regional Hospital Auxiliary	PHCC Tribute Phi Beta Lambda Business Organization
Brooksville Woman's Club	Phi Theta Kappa
Bruce Sutherland Memorial	Philip R. Bailey Memorial
	Physicians' Memorial
	Pilot Club of Brooksville

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 Hernando County
 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
 Dorothy B. Davidson
 Dr. Bharat Desai and Meena Desai
 Dr. Felisha R. Barker Memorial
 Dr. John and Nancy Kelso
 Dr. Michael D. Head Memorial
 Dr. Milton O. Jones, Ph.D.
 Dr. Richard C. Braun Memorial
 Dr. Robert W. and Ellen Judson
 E.H. Browning, Jr.
 Earl R. and Edna M. Oehenschlager
 East Pasco Medical Center Foundation
 Edith and J. Wesley Richards
 Edward K. Roberts
 Elizabeth A Koerner Memorial
 Elizabeth H. Bailey Memorial
 Embarq
 Everett and Eleanor Geller
 Florida Suncoast MOAA
 Ford W. Bowers and Donna J. Bowers
 Fotta-Hillen
 Frances J. Hancock Memorial
 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 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 Healthcare Foundation
 Hernando Healthcare Foundation, Radiography
 Hernando Mining Association
 Hernando REALTORS American Dream
 Holiday Rotary Club
 Human Services Club
 Irene and Jack Van Balen

Pilot Club of Zephyrhills
 R. Kay Anderson
 Raynes-Parker
 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 D. Maeser
 Robert Jordan Memorial
 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/George Gunter
 Rotary Club of New Port Richey Tech Prep
 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
 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
 Wesley Chapel Sunrise Rotary Club Charlie Moore
 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

Jack Linville Memorial
James and Christene Yant
James ("Doc" "Tex") Hollingsworth Memorial
James Edward Starling
Jeffrey and Kathleen Kinnunen
Joan Kohr Memorial
John and Martha Ayers
Joseph and Julia Evessa
Joseph and Susan Cristofaro
Joseph J. Evessa/Voiture Locale 1576, 40/8
Judy Case
Julius R. Mantey/First Baptist Church of
New Port Richey
Junior Service League of New Port Richey
Kiwanis Club of Dade City
Kiwanis Club of Spring Hill
Kiwanis Club of Zephyrhills
Kiwanis Club of Zephyrhills/Jack Weidlich
Kristine Smith Ullrich
L.C. Hawes, Sr., Methodist Church
Land O' Lakes Board of Realtors
Land O' Lakes Rotary Club Advanced Technology
Larmon Memorial
Law Enforcement Roundtable
Leadership Pasco Lee Ann
Larmon Memorial
Legal Assisting
Lois E. Trotter
Mae A. Simpson
Margaret Moore Johnston
Marian G. Bailey Memorial
Marion E. Kress

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

Pasco-Hernando 2011-2012 Catalog and Student Handbook Community College

[ARCHIVED CATALOG]

Glossary of College Terms

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A

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., 2010-2011.

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. It is a prerequisite to orientation. There is a 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 Florida State 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. The 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.

Attempted Hours (Credits): The number of college credits (hours) 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."

C

Catalog/Student Handbook: An online document published annually. It contains the college calendar, policies, procedures, regulations, programs, and course descriptions. This document 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.

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 Credit Certificate: A college credit program designed to prepare students to enter technical areas. College Credit Certificate programs, which vary in length, are part of AS degrees.

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.

Co-requisite: 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.

Course Substitution: 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 and 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.

D

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 online schedule of classes and the College Catalog/Student Handbook. Fees are refunded only for classes dropped during the drop/add period and not after that period ends.

F

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.

G

GED Prep: Instruction designed to prepare students to pass the General Education Development (GED) exam.

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.

L

Late Registration: Registration during the drop/add period for the term; begins on the first day of classes in a term and requires payment of special \$20 late fee. Academic progress may be hindered by starting late in a course.

Library: This location houses print, nonprint and electronic resources to assist students with academic endeavors and personal enrichment.

M

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.

P

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 test 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 form 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 an advisor to find out specific purge dates for each term.

R

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.

S

Schedule: The online list of courses offered each term, usually available about two weeks before registration begins.

Semester Hour: The official unit of measure of college credit work. Used in all Florida public colleges and universities; equates to one credit hour in AA, AS and AAS degree programs.

Semester-Session-Term: Used interchangeably. See Academic Year.

T

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

Technical Certificate Program: Designed to provide certain job-entry skills in a short period of time. Program lengths vary. Enrollment in technical certificate programs does not result in college credit.

Tuition: Cost of courses, based on the number of credit hours attempted plus any special course fees. Tuition is classified as in-state matriculation or out-of-state tuition.

Transcript: The official educational record sent directly from a high school or previous college to PHCC's Office of Admissions and Student Records. Also, the official educational record sent directly from PHCC to another college or to the requesting student. A signed request form is mandatory when asking that transcripts be sent from PHCC.

V

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

W

WISE (Web Information System for Education): Pasco-Hernando Community College's web portal that allows students to use the Internet to access important student services such as: applying for admission, registering for courses, printing class schedules, checking grades, reviewing unofficial transcripts, paying fees and other obligations, viewing financial aid awards, reviewing any restrictions on their record, reviewing degree audits and more. New and first-term transfer students must meet with an advisor before using WISE 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; withdrawal may be initiated by a student or instructor by completion of forms provided by the Office of Student Development and will result 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.

[ARCHIVED CATALOG]

Catalog Updates

This catalog update page will display changes that are made to the catalog every month. All of these changes have been made in the catalog, but are highlighted on this page for quick reference. If you have any additional questions about the catalog, please contact the Information Center.

Helpful hint: Use the “find” function while viewing PDF files below to quickly retrieve information.

April 2011 Updates

Description of Update	Additional Information	Effective Term
2011-12 Catalog/Handbook published	N/A	Fall 2011

May 2011 Updates

Description of Update	Additional Information	Effective Term
Criminal Justice Technology- Associate in Applied Science. Program Code AAS-CJJ. Added course CJL 2100 to program requirements.	Administrative Approval	Spring 2011
Dental Assisting - Technical Certificate Program Code APP-DA. Corrected Total Credits to: 41 (to include prerequisite)	Administrative Approval	Summer 2011
Cross-Over from Correctional Officer to Law Enforcement officer. Technical Credit Program Code PSVC-CTL. Corrected Total Technical Credits to read: 15.24	Administrative Approval	Spring 2011
CGS 2827 - Advanced Web Page Design Prerequisite Change to: CGS 1820 Corequisite Change to: CGS 2821	May DBoT Curriculum Approvals	Fall 2011

June 2011 Updates

Description of Update	Additional Information	Effective Term
DEH 2802L, DES 1100L Revised Course Description/Learning Outcomes DES 1100, Update course Objectives only	June DBoT Curriculum Approvals	Fall 2011
NUR 1021C, NUR 1200C, PRN 0000C Testing Fee Change	June DBoT Curriculum Approvals	Fall 2011
Excess Hours Surcharge for Prospective State University Transfer Students	Updated per Section 1009.286, Florida Statutes revised July 1, 2011	Effective, July 1, 2011

July 2011 Updates

Description of Update	Additional Information	Effective Term
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Tuition and Fees updated	July DBoT Approval	Fall 2011
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September 2011 Updates

Description of Update	Additional Information	Effective Term
DES 1601 Corequisite change	September DBoT Curriculum Approvals	Fall 2011

November 2011 Updates

Description of Update	Additional Information	Effective Term
New Course: THE 2925C	November DBoT Curriculum Approvals - Pending Approval	Fall 2011
New Courses: CJK 0240, CJK 0241, CJK 0242 New Technical Credit Program: CMS Law Enforcement Auxiliary Officer		Spring 2012
DEH 1800L and DEH 2802L		Spring 2012
