Information for New Applicants

Your interest in Pasco-Hernando Community College is appreciated!
Our staff are here to assist in your educational and career planning.

NEW College & Technical Credit Students

Step 1 – Application For Admission
Students must submit the application with a $20 non-refundable fee to their nearest PHCC campus. Our application is available at PHCC's website (www.phcc.edu) or can be submitted online via FACTS at www.facts.org.

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

Step 3 – New Student Orientation (Mandatory)
All new degree/certificate-seeking students at PHCC must schedule an orientation time and an advisement appointment by contacting the Office of Student Services either in person or by phone at the numbers listed below. At orientation, students will learn about PHCC programs and policies.

Step 4 – Advisement & Registration
At the advisement appointment, the advisor will review a student's test scores (if applicable) and provide program and course information. Students should check the PHCC Catalog/Student Handbook for appropriate registration dates. Separate checks may be required for course fees and books; VISA/MasterCard are accepted at the West Campus, New Port Richey; East Campus, Dade City; and North Campus, Brooksville. Students may also pay course fees on-line by going to the PHCC website (www.phcc.edu) and following the instructions.

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

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

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

PASCO-HERNANDO
COMMUNITY COLLEGE

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

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

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

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

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

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

PASCO-HERNANDO COMMUNITY COLLEGE

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

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

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

The college reserves the right to make changes in rules, calendar, fees, and offerings as circumstances may require. Accurate through February 2003.

Table of Contents

Welcome to Pasco-Hernando Community College

As a student-centered learning institution, our top priority is you. At PHCC, we strive to provide you with quality instruction and state-of-the-art curriculum to help you achieve your professional goals. At PHCC you'll attend small classes taught by dedicated, highly-trained faculty who will take a personal interest in your academic development. We are continually expanding our curriculum to provide the most up-to-date training in high-demand fields so you can be successful.

PHCC is constantly creating new programs, new services and new methods of delivering instruction to fit your personal and professional needs, whether you are a traditional college-age student or a working adult. To that end, PHCC offers evening classes, a Weekend College program and a growing online curriculum.

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

Dr. Robert W. Judson, Jr.

Administration

Robert W. Judson, Jr.
President

Paul J. Szuch
Vice President of Educational Services

Sherry C. Thomas-Dertke
Vice President

Kenneth R. Burdzinski
Vice President of Business Services

Burton H. Harres, Jr.
Provost, North Campus

Marion D. Bullock
Provost, East Campus

Gayle W. Brooks
Dean of Workforce Programs

Alfonsa James
Dean of Student Services

Dorothy G. Cutler
Dean of Technology

Stephen C. Schroeder
College Attorney & Coordinator, Legal Assisting Program/Legislative Liaison

Janice L. Cessna
Director of Management Information Services

Thomas D. Floyd
Associate Dean of Educational Services, West Campus

Michael P. Adams
Associate Dean of Health, Mathematics and Science

Stanley M. Giannet
Associate Dean of Arts, Letters and Social Sciences

Resolution

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

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

4

2003- 2004 College Calendar

Activity	Term I Fall	Term IA Fall (8 weeks)	Term IB Fall (8 weeks)
Orientation of New Students (by appointment)	ONGOING		
Registration of all New, Returning Credit and Non-credit Students	April 14-August 20	April 14-August 20	April 14-October 15
Fall Registration Fees Due For Students Registering Through August 5	August 5	August 5	August 5
Faculty Reports	August 18		
Classes Begin	August 21	August 21	October 16
Late Registration, Drop/Add	August 21-29	August 21-29	October 16-23
Last Day - Drop/Add	August 29	August 29	October 23
Last Day to Use Book Authorizations	August 29		
CLAST Registration Deadline	September 5		
Financial Aid Grant Disbursement (tentative mailing date)	September 10		
Applications Due for End of Term Graduation	September 19		
CLAST Review	September 20		
CLAST Test Administration	October 4		
Last Day to Withdraw or Change to Audit	November 10	September 29	December 1
Last Day of Classes	December 17	October 15	December 17
Last Day for Faculty (grades turned in by noon)	December 18		
Graduation (for previous Summer Term and Current Fall Term graduates)	December 18		
Practical Nursing Pinning (West Campus)	December 19		

No Classes				
	Labor Day	September 1		
	All College Day	October 22		October 22
	Veteran's Day	November 11		
	Thanksgiving	Nov. 27-Nov. 30		Nov. 27-Nov. 30
College Closed:	Labor Day	September 1	September 1	
	Veterans Day	November 11		November 11
	Thanksgiving	Nov. 27-Nov.30		Nov. 27-Nov.30
	Winter Break	Dec. 20-Jan. 4		Dec. 20-Jan 4

APRIL 2003						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2003						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2003						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2003						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2003						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2003-2004 College Calendar

Activity	Term II Spring	Term IIA Spring (8 weeks)	Term IIB Spring (8 weeks)
Orientation of New Students (by appointment)	ONGOING		
Registration of all New, Returning Credit and Non-credit Students *(Weekdays except during Winter Break)*	Nov. 12-January 9	Nov. 12-January 9	Nov. 12-March 15
Staff Returns	January 5	January 5	
Registration Fees Due for Students Registering through January 6	January 6	January 6	January 6
Faculty Reports	January 8		
Classes Begin	January 12	January 12	March 16
Late Registration, Drop/Add	January 12-16	January 12-15	March 16-19
Last Day - Drop/Add	January 16	January 15	March 19
Last Day to Use Book Authorizations	January 20		
CLAST Registration Deadline	January 23		
Financial Aid Grant Disbursement *(tentative mailing date)*	January 30		
Applications Due for End of Term Graduation	February 6		
CLAST Review	February 7		
CLAST Test Administration	February 21		
Last Day to Withdraw or Change to Audit	April 6	February 13	April 22
Last Day of Classes	May 10	March 15	May 10
Last Day for Faculty *(grades turned in by noon)*	May 11		
Graduation (for Spring Term graduates)	May 11		
ADN Nursing Pinning Ceremony	May 12		

		Term II Spring	Term IIA Spring (8 weeks)
No Classes:	Martin Luther King	January 19	January 19
	Spring Break	March 8-14	March 8-14
College Closed:	Martin Luther King	January 19	January 19
	Spring Break	March 8-14	March 8-14

SEPTEMBER 2003						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2003						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2003						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2003						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2004						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PASCO-HERNANDO COMMUNITY COLLEGE

2003-2004 College Calendar

Activity	Term III Summer (12 weeks)	Term IIIA Summer (6 weeks)	Term IV Summer (6 weeks)
Orientation of New Students (by appointment)	ONGOING		
Registration of all New, Returning Credit and Non-credit Students *(Weekdays)*	April 14-May 12	April 14-May 12	April 14-June 27
CLAST Registration Deadline	May 7	May 7	May 7
Summer Registration Fees Due for Students Registering Through May 6	May 6	May 6	May 6
Faculty Reports	May 12	May 12	June 25
Classes Begin	May 13	May 13	June 28
Late Registration, Drop/Add	May 13-17	May 13-17	June 28-30
Last Day - Drop/Add	May 17	May 17	June 30
Last Day to Use Book Authorizations	May 17	May 17	June 30
Applications Due for End of Term Graduation	July 7	May 27	July 7
CLAST Review	May 22	May 22	
Financial Aid Grant Disbursement *(tentative mailing date)*	May 27	May 27	July 12
CLAST Test Administration	June 5	June 5	
Last Day to Withdraw or Change to Audit	July 14	June 14	July 27
Practical Nursing Pinning (West Campus)	July (TBA)		
Last Day of Classes	August 9	June 24	August 9
Last Day for Faculty *(grades turned in by noon)*	August 10	June 25	August 10

No Classes:

	Term III	Term IIIA	Term IV
Memorial Day	May 31	May 31	
Term III Break	June 25		
Independence Day	July 5		July 5

College Closed:

	Term III	Term IIIA	Term IV
Memorial Day	May 31	May 31	
Independence Day	July 5		July 5

FEBRUARY 2004

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22	23	24	25	26	27	28
29	30					

MARCH 2004

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2004

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

MAY 2004

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2004

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dictionary of College Terms

Academic Year - the school year; composed of Term I (August-December), Term II (January-May), and Term III (May-August). A catalog is issued for each academic year; e.g., 2003-2004.

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

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

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

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

Associate In Applied Science (A.A.S.) Degree - a degree planned to prepare students for job entry upon completion; usually NOT designed for transfer; program lengths vary by A.A.S. degree.

Associate In Science- (A.S.) Degree - a degree planned to prepare students to transfer to specific B.S. degree programs and for job entry upon completion; program lengths vary for A.S. degrees.

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

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

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

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

Changing Program - 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.

Choices - a computerized career exploration program located in the Learning Lab (housed in each library, also available in WC Testing Center); assists students in making career choices and in identifying different forms of financial assistance. Student should talk with an advisor about the Guidebook available for the Choices software program.

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

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

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

Clock Hours - the unit of study for technical or non-credit courses; in technical areas, a technical credit equals 30 clock hours in class during the term; two technical credits equal 60 clock hours.

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

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

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

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

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

Drop/Add - usually refers to the short period after terms/or classes begin when a student may drop or add classes; dates are published in the term schedule of classes and the College catalog. Fees are refunded only for classes dropped during the Drop/Add period and not after the period ends.

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

Financial Aid - sources of monetary assistance for students seeking to enroll in a college or university. Typically, financial aid includes such help as grants, loans, and on-campus employment.

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

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

Gordon Rule - the state requirement to complete a total of 24,000 written words of composition in communication, humanities, and social and behavioral science courses at PHCC and a minimum of six semester hours of math at the level of college algebra or higher. Required for awarding of the A.A. degree and junior standing at the 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. See this document for explanation and importance.

Graduation Application - the form necessary to obtain a degree or certificate; due at registration in student's last term.

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

Learning Lab - place for academic assistance for students needing individualized help with classes, general skills review, or encouragement. Located in the library on each campus.

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

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

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

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

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

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

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

Semester-Session-Term - used interchangeably; see Academic Year.

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

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

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

Veterans Benefits - financial assistance from the government to certain qualifying veterans and dependents of veterans to aid educational training toward a career.

Web Registration or W.I.S.E. (Web Information System for Education) - allows students to use the internet to register for courses, add courses, drop courses, and pay fees. Students registering for the first time (new or first-term transfer students) are not allowed to use this registration and fee-paying system. These students must schedule an appointment with a PHCC Academic Advisor to register.

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

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

Whom to See About What

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

Administration - College-Wide

Dr. Paul Szuch   Ext. 3490
Vice President of Educational Services;
New Port Richey

Dr. Sherry Thomas-Dertke Ext. 3435
Vice President; Student Ombudsman
District Office,
New Port Richey

Dr. Burt Harres   Ext. 5001
Provost, North Campus
Brooksville

Dr. Marion Bullock   Ext. 1301
Provost, East Campus;
Dade City

Ms. Gayle Brooks   Ext. 3264
Dean of Workforce Programs
New Port Richey

Mr. Alfonsa James   Ext. 3212
Dean of Student Services
New Port Richey

Dr. Thomas D. Floyd   Ext. 3213
Associate Dean of Educational Services
New Port Richey

Academic Areas

Dr. Michael Adams   Ext. 3320
Associate Dean of Health, Mathematics and
Science
New Port Richey
(Biological Sciences, Chemistry, College Prep Math, Dental Assisting, Dental Hygiene, EMS/Paramedic, Environmental Science, Human Services, Mathematics, Nursing (RN/PN), Physical Education, Physical Sciences, Physics, and Radiography)

Ms. Gayle Brooks   Ext. 3264
Dean of Workforce Programs
New Port Richey
(Business Administration & Management, Computer Information System Analysis, Computer Programming and Analysis, Criminal Justice, Drafting and Design Technology, Fire Science, Internet Services Technology, Legal Assisting, Networking Services Technology, Office Systems Technology, Technical Credit Certificates, and Continuing Education)

Dr. Stanley Giannet   Ext. 3325
Associate Dean of Arts, Letters and Social
Sciences/Performing Arts Center/Learning
Labs
New Port Richey
(Anthropology, Art, College Prep English and Reading, Drama/Theater, Education, English, Foreign Languages, Geography, History, Humanities, Interdisciplinary Courses, Music, Philosophy, Political Science, Psychology, Reading, Religious Studies, Sociology, and Speech)

Mr. Daniel Griffith   Ext. 3388
Director of Law Enforcement Programs
Dade City

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

Ms. Debra Davidson   Ext. 3259
Director of Adult Education, New Port
Richey

Equity Officer

Mr. Imani Asukile   Ext. 1235
District Coordinator of Equity/College
Reachout Program
Dade City

Student Services

Dr. Michelle Balon   Ext. 3447
Assistant Dean of Student Services
New Port Richey

Dr. Mary Ann Searle   Ext. 5010
Assistant Dean of Student Services
Brooksville

Ms. Bonnie Clark   Ext. 1310
Assistant Dean of Student Services
Dade City

Mr. Michael Malizia   Ext. 3371
Director of Admissions and Student Records
New Port Richey

Mr. Bob Bade   Ext. 3356
Coordinator of Student Activities
New Port Richey

Mr. Bobby Bowman   Ext. 3342
Athletic Director
New Port Richey

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

Mr. Greg Hlad   Ext. 3483
Career Assessment and Testing Manager
New Port Richey

Ms. Phyllis Wrench   Ext. 3334
Placement Center Coordinator
Internships, Job Placement
New Port Richey

Financial Assistance Areas

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

Financial Aid Services	
North Campus	Ext. 5120
East Campus	Ext. 1312
West Campus	Ext. 3463
Veterans Services	
North Campus	Ext. 5009
East Campus	Ext. 1229
West Campus	Ext. 3289

Where To Go For Help

Academic Problems
Advisor

Academic Records
Admissions and Student Records Office

Academic Standing (Warning, Probation, Suspension)
Advisor or Admissions and Student Records Office

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

Add, Drop, and Withdrawal Information
Student Services

Admission
Admissions and Student Records Office

AIDS Policies and Support Information
Assistant Dean of Student Services

Books (Purchased) and Classroom Supplies
Campus Bookstore

Books (References and Check-out)
Library

Building or Grounds Use by Student Organization
Student Activities and Provosts EC/NC; VP of Educational Services/WC

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

Calendar of Student Activities
Student Activities or Student Services

Career Information
Career Center (WC) or Advisors

Change of Address
Admissions and Student Records or Student Services Office

Change of Program (Major)
Student Services Office

CLAST
Career Center or Advisor

Course Substitution
Advisor or for students with disabilities, Coordinator of Disabilities Services

Clubs and Organizations
Student Activities

Disabled Student Services
Coordinator of Disabilities Services

Discipline Issues
Assistant Dean (NC, EC)/Dean of Student Services, (WC)

Dropping a Course
Advisor

Drug-Free Campus
Dean of Student Services

Equity Assistance
Equity Office

Evaluation of Transfer Credit
Admissions and Student Records Office

Financial Aid
Office of Financial Aid or Student Services

GED Prep
Learning Lab

Gordon Rule
Instructor, (Communications, Humanities, Social/Behavioral Sciences, Mathematics), Advisor or Student Services

Graduation Check
Admissions and Student Records Office or Student Services Office

Grievances
Instructor, Associate Academic Dean/ Deans,Assistant Dean of Student Services

Health Programs
Associate Dean Health, Mathematics and Science Division, Advisor or Admissions and Student Records Office

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

Help with Selection of Classes or Program
Advisor in Student Services

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

Honors Program
Ms. Connie LaMarca-Frankel or Advisor

Internships
Career Center

Instructor Issues
Appropriate Associate Dean/ Dean or Provost

Job Placement
Career Center

Loans
Financial Aid Office or Student Services

Lost (Geographically) or Unsure Where to Go
Student Services Office

Lost and Found
Student Services Office

Mathematics and Science Information
Associate Dean Health, Mathematics and Science, or Advisor

Non-Credit Courses
Student Services or Continuing Education Coordinator

Orientation
Student Services

Paying Tuition Fees
Campus Bookstores or Web Site www.phcc.edu

Permission to Organize a Club
Student Activities

Remediation Help
Learning Labs and/or Instructor

Registration
Student Services Office

Schedule (Course) Issues
Advisor or Student Services Office

Scholarships
Financial Aid Office

Standards of Progress Issues
Advisor or Student Services Office

Technical Credit Programs
Dean of Workforce Programs, Admissions and Student Records Office, Advisor

Testing
Career Center or Student Services Office

Transcripts
Admissions and Student Records Office

Transfer between Courses
Student Services Office

Transfer to a University
Advisor or Student Services Office

Veteran's Benefits
Financial Aid Office or Student Services

Victims' Advocate
Assistant Dean of Student Services

Withdrawal from College
Student Services Office

Withdrawal from a Course
Student Services Office and Instructor

PHCC Foundation Board of Directors

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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 from Pasco and Hernando counties growing quickly to become a leading community college foundation with assets of over $20 million.

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

The Foundation has a flourishing endowed scholarship program. Today, over 180 named, endowed funds provide over 450 scholarships each year to Pasco and Hernando county students. This includes the offer of scholarship support to the top 10% of graduating seniors from the district's public high schools.

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

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

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

Endowed Scholarships

Endowed scholarships established through the Foundation are matched by the Dr. Philip Benjamin Academic Improvement Trust Fund. Endowed scholarships exist in perpetuity and the principal remains intact. The interest income that is generated and any possible capital appreciation are used to fund the scholarships. We applaud the generosity of the individuals and organizations that created the endowed scholarships listed alphabetically by fund name below.

A. Catherine Tice
AAUW/Irene
AAUW/Mary Lou Knight
ABWA Palm Chapter
Alex and Dorothy Acey
Alfred A. McKethan
Alric and Mary Pottberg
Andy Oravec
Anna and Frederick Vincent
Anne F. Bucy
Bank of America
Barry Jaap
Betty Jo Dean/Brooksville Kiwanis Foundation
Bill Van Sickle Memorial/Seven Springs Rotary
Briggs-Hopper-Hall Zephyr Unit 118 American Legion Auxiliary
Brooksville Garden Club
Brooksville Kiwanis Foundation, Bristol/Imhoff
Brooksville Regional Hospital Auxiliary
Brooksville Woman's Club
Bruce Sutherland
C.A. Collie Clayton
Carol Gunn Heasley
Cathy Glassman Memorial/Hudson High
Charles E. Conger
Chester Posnanski Voiture 1576, 40/8
Community United Methodist Church
Dade City Woman's Club Ruth Touchton
David Dewey Trompeter
Debra J. Hay
Deen Family
Des and Mickey Little/Rotary Club of New Port Richey
Dingus
Dixon Family
Earl R. and Edna M. Oehlenschlager Foundation for Florida's Community Colleges
James "Doc" Hollingsworth Memorial

Judy Case
Julius R. Mantey
Junior Service League of New Port Richey
Kiwanis Club of Brooksville
Kiwanis Club of Dade City
Kiwanis Club of the Nature Coast
Kiwanis Club of Spring Hill
Kiwanis Club of Zephyrhills
Kiwanis Club of Zephyrhills/Jack Weidlich
Kristine Smith Ullrich
L.C. Hawes, Sr. Methodist Church
Leadership Pasco
Lee Ann Larmon
Lois E. Trotter
Mae A. Simpson
Margaret Moore Johnston
Marian G. Bailey
Marion E. Kress
Marjorie A. Sugg
Marjorie Kennedy Wilson
Mark and Helen St. Clair
Marlowe Health
Mary E. Pearson
Masaryktown Community
Navy Capt. Robert C. Kennedy
New Port Lincoln Mercury
New Port Richey Noon Optimist Club
Nicholaas Verstraten
North Campus Bicentennial
North Suncoast FICPA
North Suncoast Association of Life Underwriters
Omar Ergle
Orange Blossom Classic Chevy Club
Otto and Elaine Weitzenkorn
Pasco County Bar Association
Pasco County Medical Society Alliance
Pasco High Alumni
Paul Hlavac/Holy Trinity Lutheran Church
Performing Arts Center Volunteers
Peterson-Lipke/AAUW
Phi Theta Kappa
Philip R. Bailey
Physicians' Memorial
Pilot Club of Brooksville
Pilot Club of Zephyrhills
R. Kay Anderson
Regency Communities
Regional Healthcare
Regional Medical Center Bayonet Point

Rev. James and Vienna Barnhardt
Richard and Eileen Cooper
Richard Stanaback Memorial
Ridgewood High Athletic Boosters Club
River Ridge Presbyterian Church
Robert D. Maeser
Rosanne M. Weber Memorial
Rose and Leonard Case
Rotary Club of Brooksville
Rotary Club of Dade City
Rotary Club of Holiday
Rotary Club of Land O' Lakes/Wesley Chapel
Rotary Club of Land O' Lakes/Wesley Chapel and Tech Prep
Rotary Club of New Port Richey
Rotary Club of New Port Richey/George Gunter
Rotary Club of Seven Springs
Rotary Club of Spring Hill
Rotary Club of West Hernando
Rotary Club of Zephyrhills
Rotary Club of Zephyrhills Daybreak
Rotary Club of Zephyrhills Tech Prep
Ruth and W. P. Murphy
St. Petersburg Times/Roy Bain
Sheriff Thomas A. Mylander
Skilled Health Services Hernando County
Skilled Health Services Pasco County
Southtrust Banking Corporation Foundation
Spring Hill Art League
Staff and Faculty
Suncoast Sampler
SunTrust/Nancy Wilkes
Susan Gail Riley/Pasco Regional Medical Center Auxiliary
Tampa Bay Downs
Tampa Electric Company
Tech Prep
United Telephone
Upper Suncoast Chapter, The Retired Officers Association
Volunteers of New Port Richey Hospital
W. A. and Aletha Jones
West Pasco Chamber of Commerce
West Pasco Chamber of Commerce Tech Prep
West Pasco Dental Association
West Pasco La Sertoma
William and Madeline Carney
William Ardeen North/Rotary Club of New Port Richey
William Moyse Memorial
Woody Wynell Walls

College Administrators

Dr. Paul J. Szuch
Vice President of Educational Services

Dr. Sherry C. Thomas-Dertke
Vice President

Mr. Kenneth R. Burdzinski
Vice President of Business Services

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

Dr. Marion D. Bullock
Provost, East Campus

Ms. Gayle W. Brooks
Dean of Workforce Programs

Mr. Alfonsa James
Dean of Student Services

Ms. Dorothy G. Cutler
Dean of Technology

Mr. Stephen C. Schroeder
*College Attorney and Coordinator,
Legal Assisting Program/Legislative
Liaison*

Pasco-Hernando Community College

History of the College

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

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

The first phase of construction of the East (Dade City) Campus began in 1973 and was completed in August 1975. Since that time, the Charles E. Conger Library and physical education facilities have become operational. The Public Service Technology Building opened in July of 2002. The East Campus will undergo a major renovation beginning in 2003-2004.

In 1973 a 140-acre site was chosen near New Port Richey for the West Campus. Initial construction began in July 1975 and was finished one year later. Subsequent campus additions include the Alric C. T. Pottberg Library, the Performing Arts Center, increased classroom space, and the Physical Fitness Center. The new Milton O. Jones Hall, a new Student Services Center, was completed in 1996. A Health Programs Building was completed in 1997. New computer laboratories opened in 1998 in the Rose and Leonard Case Business Technology Building. Also, the District Administration Office relocated from the East Campus to the West Campus during 1998. Groundbreaking for a childcare center on the West Campus began in March 2003. The center is expected to open in fall 2003.

One hundred acres north of Brooksville were selected in 1974 for the North Campus location. First phase construction was completed in the summer of 1977. The Alfred A. McKethan Library, the Occupational Laboratory Building, and physical education facilities have been added. Renovation of this campus was completed in May 2001. In addition, a small center was located in the growing Spring Hill area

of Hernando County in 1979. This facility was remodeled and expanded in 1988. Property that will be used for a larger Spring Hill Center that will be built in future years was purchased in 2001.

In February of 1985, a center was opened at Gowers Corner in central Pasco County, primarily for the PHCC public service programs. These programs moved to Dade City when the Public Service Building opened in July 2002.

Accreditation Status

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

College Vision Statement

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

College Mission Statement

Statement of Purpose

Pasco-Hernando Community College serves the educational needs and interests of our community. As a comprehensive, multi-campus community college, PHCC provides an accessible, diverse learning environment rich with opportunities for students to attain academic success and cultural growth, to build and expand their knowledge and skills, and develop both as individuals and as citizens of our world.

Objectives

PHCC will provide:

A. The first two years of successful postsecondary instruction that lead to the baccalaureate degree;

B. A variety of career and technical education programs that prepare students for employment in current business, industry, and service occupations;

C. College preparatory instruction, adult education/GED preparation, and continuing education that enhance and update the knowledge and skills of individuals;

D. Services for students that enhance their opportunities for learning and success;

E. Educational training and develop partnerships that promote and support economic development and serve the community;

F. Learning opportunities for cultural enrichment and personal development;

G. An environment that fosters high ethical standards, openness, trust, respect, and fairness among all members of the College community.

College Catalog/Student Handbook

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

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

Student Rights and Responsibilities

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

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

District Map
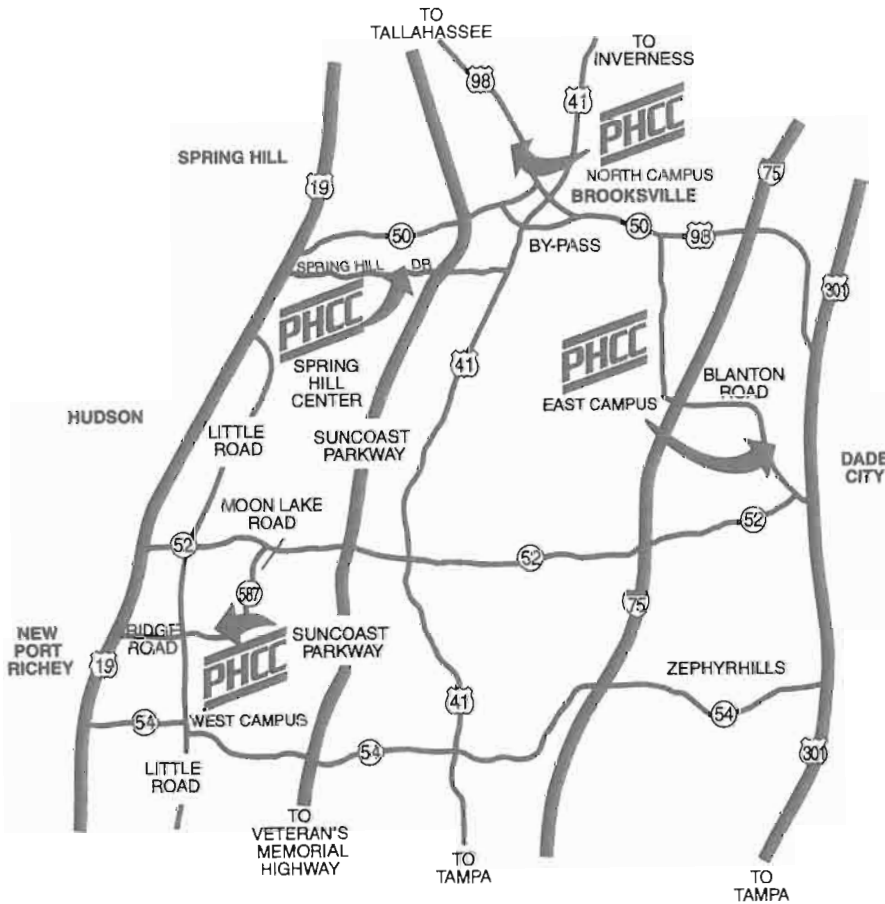
East Campus
36727 Blanton Road
Dade City 33523-7599
(352) 567-6701
(352) 518-7740 fax

North Campus
11415 Ponce de Leon Boulevard
(U.S. 98 North)
Brooksville 34601-8698
(352) 796-6726
(352) 797-7491 fax

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

Spring Hill Center
11245 Spring Hill Drive
Spring Hill 34609
(352) 688-8798
(352) 796-6726 ext. 5050 (ask for fax)

Admission Process

Applying to PHCC

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

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

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

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

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

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

Readmission to PHCC

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

Admission to Programs of Study

As part of the application process, each student is asked to declare an educational goal. Students can apply for admission to a program of study or can indicate their intent to be non-degree seeking on their PHCC Application for Admission form, or they can subsequently complete a Program Declaration form through our Student Services Office. (Applicants to Limited Access programs must complete additional steps - see "Admissions to Limited Access Programs.") PHCC offers the following programs, which have differing requirements for admission: the Associate in Arts Degree program, Associate in Science Degree programs, Associate in Applied Science Degree, Associated Certificate programs, Applied Technology Diploma programs, Advanced Technical Certificate programs, and Technical Certificate programs and GED preparation.

It is the responsibility of the applicant to ensure that the documents required to finalize admission have been received by the Admissions and Student Records Office, New Port Richey campus during the student's first term of enrollment. Home schooled graduates will be required to submit documents in the same manner as any other high school graduate. No subsequent registration will be allowed until all documents have been received. All transcripts and test scores should be sent directly from the issuing institutions; official GED scores must come from the Florida Department of Education in Tallahassee or the appropriate out-of-state testing agency. Docu-ments submitted in anything other than a sealed envelope from the issuing institution will not be accepted. Request forms for documents from other institutions can be obtained from the Admissions and Student Records Office on any campus.

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

To be admitted to the AA, AS, or AAS degree programs, students must ensure that the following documents have been received by the Admissions and Student Records Office, New Port Richey campus:

1. a PHCC Application for Admission form indicating the intent to pursue an AA/AS/AAS degree program or, if no program is indicated on the PHCC Application, a Program Declaration form signed by the appropriate advisement staff; and

2. an official high school transcript indicating graduation and receipt of a Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma; and

3. an official transcript from each college or university attended.

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

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

Admission to Associated Certificate Programs

PHCC offers the following college credit certificate programs associated with AS degree programs: Business Management, Business Operations, Business Specialist, eBusiness Management, eBusiness Operations, eBusiness Specialist, Information Technology Support

Specialist, Information Technology Analyst, Computer Programming, Computer Programming Specialist, Cisco, Information Technology Administration, Microsoft, Novell, Information Technology Management, Information Technology Technician, AutoCAD Foundations, Marketing Operations, Office Management, Office Management-Legal Specialization, Office Specialist, Office Support, and Paramedic (a limited access health program). Admission to an associated certificate program does not require admission to a degree program; however, students enrolled in these programs may later opt to apply to a degree program since many of the required courses ate the same.

To be admitted to an Associated Certificate program, students must ensure that the following documents have been received by the Admissions and Student Records Office, West Campus:

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

2. an official transcript from each college or university attended.

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

Admission to Applied Technology Diplomas

The Applied Technology Diploma (ATD) is designed to prepare the student for entry-level employment and for advanced standing into an A.S. degree at any community college. At a community college, the ATD may be offered either for technical credit or for college credit. Students entering an ATD must have a standard high school diploma or a GED. When the ATD program articulates into an A.S. degree, the credit awarded will be college credit. These A.S. degrees may be offered at any community college. PHCC offers

three ATDs – Medical Coder, Emergency Medical Technician, and Medical Record Transcribing. Emergency Medical Technician is offered for college credit and Medical Coder and Medical Record Transcribing are offered for technical credit. In order to receive a diploma, the student must achieve the state designated TABE scores in Math, Reading, and Communication.

Admission to Technical Credit Certificate Programs

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

Applied Welding Technologies

Correctional Officer

Corrections to Law Enforcement Crossover

Cosmetology

Dental Assisting

Fire Fighting

Health Unit Coordinatot

Law Enforcement/Auxiliary Officer

Law Enforcement/Basic Recruit

Law Enforcement to Corrections Crossover

Medical Secretarial/Examining Room Assistant

Nursing Assistant

Patient Care Technician

Phlebotomy

Practical Nursing

Dental Assisting and Practical Nursing are limited access health ptograms; admission requirements for these programs are listed in the section "Admission to Specialized Limited Access Health Programs." Fire Fighting and Law Enforcement are also limited access programs; contact the Dean of Workforce Programs (WC), Continuing Education Coordinator (EC), or Director, Law Enforcement Program (EC) directly for further admission information. Students who have received special diplomas are not eligible for admission to limited access certificate programs.

Test of Adult Basic Education (TABE)

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

Students who complete a Technical Certificate or Applied Technology Diploma program requiring state licensure for employment can exempt the TABE testing requirement by passing the state licensure exam. To receive an exemption, students must petition the Director of Admissions and Student Records in writing and provide official documentation indicating that they have passed the licensure exam.

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

Admission to the College as a Non-Degree Seeking Student

Applicants who do not wish to follow a program of study, or those students who are at least 18 years of age but do not meet the requirements for entry into degree or specific certificate programs, may be admitted to the College as non-degree seeking students upon submission of the PHCC application form and fee. If needed, PHCC encourages these students to obtain a GED high school equivalency diploma.

U.S. citizens or permanent residents who are 18 years of age or older and have not previously attended college are eligible for admission as non-degree seeking students upon submission of the PHCC application form and fee. U.S. citizens or permanent residents who are under the age of 18 must also submit an official high school transcript indicating graduation or official GED scores indicating receipt of a high school equivalency diploma.

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

Dual Enrollment and Transient College (or University)

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

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

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

High school students have the opportunity to earn college credit or technical credit at PHCC by applying for admission as dual enrollment students. Students from Pasco or Hernando County public schools, and students from non-public schools (including home schools that have certified that their curriculum meets State of Florida standards) may become eligible for dual enrollment if their school has a formal articulation agreement with PHCC. High school dual enrollment means that the student is enrolled in high school and at the same time enrolls in college or specific technical credit courses, taught by PHCC, which also can be counted toward high school graduation. Eligible students must first gain admission to PHCC by submitting a completed Application for Admission: Dual Enrollment High School Student form. Additionally, before courses begin each semester, dually enrolled students must also submit a Dual Enrollment permission form signed by the high school principal.

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

Early Admission

Public, and certain non-public, high school students, may enroll at PHCC full-time upon submission of a completed Dual Enrollment Application form and with the permission of the appropriate high school administrator. This permission must be obtained by completion of a Dual Enrollment permission form signed by the high school principal, with each PHCC registration. Credit earned applies toward high school graduation as well as toward college credit.

Credit Bank

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

Admission of Transfer Students

Upon submission of the PHCC Application for Admission form and fee, applicants transferring from other colleges or universities will be accepted to the College in accordance with all Standards of Academic Progress. Students who are placed on academic warning or probation as a result of their transfer credit evaluation will not be permitted to register at PHCC until they have had an interview with an advisor. Students who are placed on academic suspension as a result of their transfer credit evaluation must petition the Academic Appeals Committee for approval to enroll.

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

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

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

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

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

International Student Admission

PHCC faculty and staff welcome International Students and believe that their experience at PHCC will be academically, culturally, and socially rewarding. International applicants who wish to be admitted to PHCC and to obtain a student (F-1) Visa, must meet the following requirements for admission:

1. In order to be admitted to PHCC, international students must formally declare their intent to enter an Associate in Arts or Associate in Science degree program and must be eligible for admission to that program. The student must submit official transcripts indicating grades for the final four years of secondary school and graduation or successful completion of a U.S. General Education Development (GED) Test. Also, official transcripts must be submitted from all postsecondary institutions attended. All documents must include an original or certified copy and a certified English translation if the document is written in a language other than English.

   Transcripts from international institutions will be reviewed for credit only if accompanied by a written evaluation of the transcript from an external agency as recommended by the College. These evaluations must be supplied at the applicant's expense.

2. Prior to admission, international 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,

   b. graduation from a U.S. high school, or

   c. completion of a U.S. GED in English or a score of 550 or above on the Test of English as a Foreign Language (TOEFL).

3. International students must have sufficient funds available to cover any expenses that may be incurred. Certification that there are available funds to cover all expenses must be received by the Admissions and Student Records Office prior to admission and before an I-20 form will be released.

   PHCC does not provide, supervise, or recommend student housing. In addition, the college has multi-campuses and a center that range from one-half hour to one hour's driving time be-tween each. Students should decide where they wish to live relative to any one campus/center. Public transit is very limited, and the college does not offer intercampus transportation. Therefore, international students should arrive several weeks in advance of enrollment to arrange for their own housing and transportation.

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

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

5. Continued enrollment at PHCC is contingent upon maintenance of visa status as defined by Federal and State laws and rules established by the U.S. Immigration and Naturalization Service (INS). 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.

6. Enrollment of international students holding an "F" (student) 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 INS following the drop/add date of the term.

Admission to Specialized Limited Access Health Programs

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

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

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

The Physical Therapist Assistant program is a joint program with St. Petersburg College. Students who meet all the application and admission requirements may submit an "Application to Limited Enrollment Health Programs, SPC/PHCC" (with the $10 fee) at any time to St. Petersburg College. Applicants will be admitted on a first-qualified, first-admitted basis. Eligible applicants will be placed on a waiting list for the next available class.

Nursing Programs

Application and Admission Requirements

Applicants may submit an application at any time. No decision will be made on admission, however, until all admission requirements have been completed.

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

ADN/Generic Track

1. Completed PHCC application form and fee.

2. Completed Nursing Program, Associate Degree in Nursing - Generic Track application.

3. An official high school transcript indicating graduation and receipt of Stan-

dard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.

4. Official transcript from each college and university attended other than PHCC.

5. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.

6. Have a cumulative, all-college grade-point average of 2.0 or higher.

7. Have a grade point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher:

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

ADN/LPN Track

1. Completed PHCC application form and fee.

2. Completed Nursing Program, Associate Degree in Nursing, RN-LPN Track application.

3. An official high school transcript indicating graduation and receipt of Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a

high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.

4. Official transcript from each college and university attended other than PHCC.

5. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.

6. Copy of current Florida LPN license. PHCC LPN graduates will be permitted to complete the application process and will be assigned a starting date contingent upon receiving a Florida LPN license. Students must have a valid Florida license prior to the start of classes for the assigned term to begin the ADN/LPN program.

7. Have a cumulative, all-college grade-point average of 2.0 or higher.

8. Have a grade-point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher:

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

ADN/Paramedic Track

1. Completed PHCC application form and fee.

2. Completed Nursing Program, Associate Degree in Nursing, RN-Paramedic Track application.

3. An official high school transcript indicating graduation and receipt of Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.

4. Official transcript from each college and university attended other than PHCC.

5. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.

6. Copy of current Florida Paramedic license.

PHCC Paramedic graduates will be permitted to complete the application process and will be assigned a starting date contingent upon receiving a Florida Paramedic license. Students must have a valid Florida license prior to the start of classes for the assigned term to begin the ADN/Paramedic program.

7. Have a cumulative, all-college grade-point average of 2.0 or higher.

8. Have a grade-point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher.

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

Certificate in Practical Nursing

1. Completed PHCC application form and fee.

2. Completed Practical Nursing Program application.

3. An official high school transcript indicating graduation and receipt of Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.

4. A composite score of 50 or above on the NET test from Educational Resources, Inc.

Transfer Procedures for Nursing Programs

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

Bring the following items:

  a. copy of transcript from previous nursing school

  b. syllabi of each nursing course completed within the last 5 years (courses older than 5 years cannot be used for advanced placement).

  c. checklist of skills completed from previous nursing program

While the above documents are being reviewed, the student should complete #2 and #3 immediately.

2. Submit College application, all official college transcripts and pay application fee.

3. Submit completed nursing program application, meeting all admission requirements for the specific nursing program. (see College Catalog/Student Handbook section on "Admission to Specialized Limited Access Health Programs".)

4. Submit to the Director of Nursing the following:

  a. letter of request for advanced placement in the nursing program by means of transfer.

  b. copy of letter of acceptance into PHCC's Nursing Program upon receipt from the admission's office.

  c. letter of recommendation from the Director of Nursing of the previous nursing school attended.

5. A letter will be sent from the Director of Nursing advising the student of the status of advanced placement.

  a. if advanced placement is not granted, the student may start the specific nursing program from the beginning at the indicated date on the acceptance letter.

  b. if advanced placement is granted, the student must contact the nursing department and:

1. complete a skills evaluation with a pass/safe (copy of skills may be obtained in the nursing office).

2. score a grade of 70% or better on an exam of basic nursing knowledge and/or medical/surgical concepts.

3. complete recommended remediation, if any.

4. complete a physical exam form.

5. provide copy of current CPR card.

Dental Programs

Application and Admission Requirements

Applicants may submit an application at any time. No decision will be made on admission, however, until all admission requirements have been completed.

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

Associate in Science in Dental Hygiene

1. Completed PHCC application form and fee.

2. Completed Dental Hygiene Program application.

3. Resident of Pasco or Hernando County.

4. An official high school transcript indicating graduation and receipt of Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.

5. Official transcript from each college and university attended other than PHCC.

6. Meet one of the following:

  a. Applicants who are practicing dental assistants must submit their EFDA certificate, *or*

  b. submit a report of scores on an approved Manual Dexterity Test with a minimum score of 60%.

7. Have a cumulative, all-college grade-point average of 2.0 or higher.

8. Have a grade-point average of 2.5 or higher in the following prerequisite courses and complete each with a grade of "C" or higher:

BSC 1085	Human Anatomy and Physiology I
BSC 1085L	Human Anatomy and Physiology I Laboratory
BSC 1086	Human Anatomy and Physiology II
BSC 1086L	Human Anatomy and Physiology II Laboratory
CHM 1025	Introductoty Chemistry (or higher level chemistry course)
CHM 1025L	Introductory Chemistry Laboratory (or higher level chemistry lab)
ENC 1101	English Composition I (or ENC 1121H/ Honors)
MCB 2010	Microbiology
MCB 2010L	Microbiology Lab

9. Completion of at least 16 hours of observation, volunteer service or work experience in dentistry, as verified by a dentist or dental hygienist.

PHCC has a linkage agreement with Polk Community College to reserve one opening per year for students transferring from that school. Applicants must complete all the above requirements

Certificate in Dental Assisting

1. Completed PHCC application form and fee.

2. Completed Dental Assisting Program application.

3. An official high school transcript indicating graduation and receipt of Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.

Certificate in Paramedics

Application and Admission Requirements

Applicants may submit an application at any time. No decision will be made on admission, however, until all admission requirements have been completed.

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

1. Completed PHCC application form and fee.

2. Completed Paramedic Certificate application.

3. An official high school transcript indicating graduation and receipt of Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a

high school senior. A complete official transcript must be submitted after graduation and prior to enrollment in the program.

4. Official transcript from each college and university attended other than PHCC.

5. Copy of current Florida EMT license.

6. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work in English or reading, if indicated by the placement scores. The mathematics score must be at the Elementary Algebra level or above or completion of MAT 0012 with a grade of "C" or higher. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and/or mathematics with grades of "C" or above.

7. Have a cumulative, all-college grade-point average of 2.0.

8. Complete HSC 2531 Medical Terminology with a grade of "C" or higher.

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

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

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

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

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

Upon completion of the program, the student is awarded an Associate in Science in

Physical Therapist Assistant degree. A state licensing examination is given by the Florida Board of Physical Therapy Practice.

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

Accreditation

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

Progression Requirements

1. Admission to SPC and PHCC.

2. Submission of an SPC "Intent to Participate Form" and all required documents.

3. All transcripts from high schools (or GED) and college(s) currently or previously attended must be received. Students who have completed an A.A. or B.A. degree are not required to submit high school transcripts.

4. Completion of the placement test and remedial work if required.

5. A minimum 2.5 GPA on a 4.00 scale in a minimum of 12 credit hours in Physical Therapist Assistant general education and support courses (see 7).

6. Completion of a minimum of 8 hours of observation, volunteer service, or work experience in a Physical Therapy Department (Physical Therapy experience/observation must be verified by a signed statement from a Physical Therapist or Physical Therapist Assistant).

7. Completion of:

   BSC 1085 Human Anatomy and Physiology I and BSC 1085L Human Anatomy and Physiology I Lab with grades of "C" or higher,

8. Prior to acceptance and enrollment into this program, applicants must pass

a background check and drug screening (See Special Application and Admission Requirements for Health Related Programs – SPC catalog).

Admission Procedures

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

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

Additional Requirements

1. Within three (3) months prior to enrolling in the first specialty course, each student admitted to this program must have a physical examination by a licensed physician or advanced RN practitioner that verifies satisfactory health status. Immunizations, tests, and health verification must be included. This may be required on an annual basis at the discretion of the program director.

2. Program requirements are subject to change; Students should check with a counselor, advisor, or the program direcror.

3. Students transferring from another Physical Therapist Assistant or other health-related program must be in good standing in such program. (Exceptions will be handled by the campus Executive Officer's office at the Health Education Center.)

Special Progress Requirements

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

2. In order to enroll in any course within the major with prerequisites, a grade of "C" or higher must have been earned in all prerequisite PHT courses. All special application and admission requirements for health-re-

lated programs (6Hx23-4.53, SPC, DBOT) apply to the Physical Therapist Assistant Program.

Special Graduation Requirements

1. A grade of "C" or higher in all courses within the major in this program.

2. Student must satisfactorily complete an end-of-program competency assessment examination.

3. Student must achieve a cumulative 2.0 GPA for all course work.

4. Student must complete the last year of course work within the major at SPC/PHCC.

Estimated Additional Fees

Freshman Year

Uniforms and Shoes $120.00

Liability/Clinical Accidental Insurance
                            $23.00

Sophomore Year

Liability/Clinical Accidental Insurance
                            $23.00

Associate in Science in Radiography

Application and Admission Requirements

Applicants may submit an application at any time. No decision will be made on admission, however, until all admission requirements have been completed.

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

1. Completed PHCC application form and fee.

2. Completed Radiography Program application.

3. An official high school transcript indicating graduation and receipt of Standard High School diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma. A partial transcript of all completed courses will be accepted if the applicant is currently enrolled as a high school senior. A complete official

transcript must be submitted after graduation and prior to enrollment in the program.

4. Official transcript from each college and university attended other than PHCC

5. Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of any college preparatory work, if indicated by the placement scores. Test scores may be exempted if the applicant has completed transferable, college-level coursework in English, reading and mathematics with grades of "C" or above.

6. Completion of eight hours of observation, volunteer service or work experience in a Radiology Department, verified by a Registered Radiographer (A.R.R.T.).

7. Have a cumulative, all-college grade-point average of 2.0 or higher.

8. Complete each of the following courses with a grade of "C" or higher:

BSC 1085	Human Anatomy and Physiology I
BSC 1085L	Human Anatomy and Physiology I Laboratory
BSC 1086	Human Anatomy and Physiology II
BSC 1086L	Human Anatomy and Physiology II Laboratory

Acceptance Procedures for Specialized Limited Access Health Programs

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

1. Receipt of the written statement of acceptance or rejection of the admission offer in the District Records OfficeNew Port Richey Campus, by the date specified in the letter of notification.

2. Certification of good health by submission of results of a physical examination conducted by a physician or a registered nurse practitioner by the date specified by the appropriate health program office.

3. Successful completion of the American Heart Association" Basic Life Support

for Health Care Providers Course (8 hours) or the American Red Cross Professional Rescuer-CPR Course required by the date specified in the letter of notification (for the Nursing, Paramedic, and Dental Hygiene programs).

4. Registration and payment of fees at the time and place specified by the Health Programs Office.

Failure to comply with any of the above procedures may result in the allocation of the space to another candidate.

Admission to Linkage Programs

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

Hillsborough Community College (HCC)

Diagnostic Medical Sonography Technology*

Nuclear Medicine Technology*

Occupational Therapy Assistant*

Opticianry*

Radiation Therapy*

Respiratory Care

Manatee Community College (MCC)

Dental Hygiene

Occupational Therapy

Physical Therapist Assistant

Respiratory Care*

Polk Community College (PCC) Occupational Therapy Assistant

Physical Therapist Assistant

St. Petersburg College (SPC)

Dental Hygiene

Funeral Services

Health Information Services

Medical Laboratory Technology*

Physical Therapist Assistant

Respiratory Care*

Veterinary Technology

*These programs have limited enrollments.

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

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

Residency for Tuition Purposes

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

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

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

1. A person or, if that person is a dependent child, his/her parent or parents must have established legal residence in Florida and must have maintained legal residence in Florida for at least 12 months immediately prior to his/her qualification.

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

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

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

(2) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he/she seeks the in-state tuition rate.

(3) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for five (5) consecutive years prior to enrolling or reregistering at the institution of higher education at which residence status for tuition purposes is sought.

(4) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant

evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when the person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(5) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month duration requirement of this section.

(6) A person shall not lose his/her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his/her parent's or parents' serving, in the Armed Forces outside this state.

(7) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his/her resident tuition status because he/she or, if he/she is a dependent child, his/her parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and

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

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

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

(a) Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses and dependent children, and active members of the Florida National Guard who qualify under SR 250.10 (7) and (8) for the tuition program.

(b) Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.

(c) United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

(d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and state institutions of higher education, as defined in Florida Statute 228.041, and their spouses and dependent children.

(e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

(g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

(h) McKnight Doctoral Fellows and Finalists who are U.S. citizens.

(i) United States citizens living outside the U.S. who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate-level education program which leads to a Florida teaching certificate.

(j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.

(k) The State Board of Education shall by rule designate classifications of students as residents or nonresidents for tuition purposes at public community colleges and universities.

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

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

26

Tech Prep Consortium

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

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

State Employee Fee Waivers

As of January 7, 2003, employees of the State of Florida are eligible for a waiver of tuition and fees for college-credit courses. All other fees, including the application fee and laboratory fees will be charged. Only full-time employees within the executive, legislative, and judicial branches of state government are eligible for fee waivers. Persons employed by the state university system, the community college system or local school districts are not considered to be employees of the State of Florida and are not eligible for fee waivers.

State employees will follow the established admission and registration process, as described in the current Catalog/Student Handbook, for enrolling in college-credit courses. State employees will complete PHCC's established registration process in person and complete the State of Florida form entitled "State Employee Tuition Waiver Program – Intent to Apply." The State Employee Tuition Waiver Program – Intent to Apply form and the completed PHCC registration forms must be submitted to the Financial Aid Office at East Campus, North Campus, or West Campus for approval and for the waiver of tuition and applicable fees. 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 HealthPrograms
- All CISCO Academy courses
- All Microsoft and Novell courses
- Any other college-credit course taught by a third party

Fees and Expenses

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

Course Fees

Fees for Registration are payable by the date published in the catalog/student handbook for each term and on the day of registration after that date each term. Fees may be paid by cash, check, Visa or MasterCard. Fees may be paid online through PHCC's online registration system.

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

College Credit* and College Preparatory Credit

Florida Resident** $ 52.02/credit hr.

Non-Florida Resident**

$192.67/credit hr.

Technical Credit†

‡Florida Resident $47.61/credit hr.

‡Non-Florida Resident

$189.75/credit hr.

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

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

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

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

Continuing Education Fees

Non-Credit Technical Supplemental

Florida Resident‡ $3.48/clock hour

Lifelong Learning (CEL) varies/course

Workshops varies/workshop

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

Adult Education·

Florida Resident $23.46/credit hr.

Non-Resident $94.19/credit hr.

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

Repeated Courses

College Preparatory and College Credit Courses

Students enrolling in a college preparatory course after the second attempt and college credit students enrolling in the same college credit course after the second attempt will be charged the full cost of instruction. The full cost of instruction has been determined to be equivalent to the out-of-state (non-Florida resident) fees. Previous enrollments in college preparatory courses before Fall Term 1997 at PHCC will not apply in calculating student fees. Previous enrollments in college-credit courses before Fall Term 1997 at PHCC will neither apply in calculating student fees nor in counting attempts of college-credit courses.

Laboratory Fees

Laboratory (Courses Below)		$5
COS 0920	HSC 1149L	

Laboratory (Courses Below)		$10
COS 0070	COS 0700	
COS 0301	COS 0870	
COS 0400	CSP 0006	
COS 0590	ETD 1100C	
COS 0644		

Laboratory (Courses Below)		$15
DEA 0753L	HCP 0760	
DEA 0754L	HIM 0031	
DEA 0757C	HIM 0032	
ETD 2200C	HIM 0033	
HIM 0280	OST 2401	
HIM 0281	OTA 0609A	
OST 2335		

Laboratory (Courses Below)		$20
ART 2510	PGY 1410C	
ART 2520	PMT 0106	
PGY 1401C	PMT 0112	
PMT 0122	PMT 0121	
CSP 0920	PMT 0130	
CSP 0921	PMT 0131	
HCP 0741L	PMT 0134	
MEA 0200	PMT 0135	
MVK 1111A	PMT 0138	
MVK 1111B	PMT 0145	
NUR 1001C	PMT 0164	
NUR 1020C	PMT 0165	
NUR 1520C	PMT 0171	
NUR 1710C	PMT 0173	
NUR 1991C	PRN 0001C	
NUR 2060	PRN 0120C	
NUR 2276C	PRN 0204C	
	PRN 0205C	
NUR 2412C	RTE 1418L	
NUR 2460C	RTE 1458L	
NUR 2994C	RTE 1503L	
NUR 2996C	RTE 1513C	
	RTE 1523L	

Laboratory (Courses Below)		$25
BOT 1010C	DEH 2702L	
BSC 1007L	DEH 2802L	
BSC 1010L	DEH 2804L	
BSC 1011L	DEH 2806L	
BSC 1085L	DES 1020L	
BSC 1086L	DES 1100C	
DES 1200C		
CEN 2513	ETD 1530	
CET 1178C		
CET 2750	ETD 2300C	
CGS 0002	ETD 2350C	
CGS 1000	ETD 2381	
CGS 1100	ETD 2540	
CGS 1565	MCB 2010L	
CGS 2108	OST 1100	
CGS 2263	OST 1110	
CGS 2820	OST 1711	
CGS 2821	OST 1764	
CGS 2827	OST 1811	
CHM 1025L	OST 2311	

CHM 2045L	OST 2601	
CHM 2046L	OST 2621	
CHM 2210C	OST 2852	
CHM 2211C	OTA 0101	
COP 1332	OTA 0611	
COP 2120	PHY 1053L	
COP 2220	PHY 1054L	
COP 2333	THE 2925A	
COP 2800	THE 2925B	
DEA 0744C		
DEA 0750C		
DEA 0751C		
DEA 0755C		
DEH 1001L		
DEH 1800L		

Laboratory (Courses Below)		$55
EMS 1119C	EMS 2622C	
EMS 2620C	EMS 2624C	

Laboratory (CISCO Academy - Courses Below)	$100
CET 1600	
CET 1610	
CET 2615	
CET 2620	

All Applied Music Courses	$90
Music Ensemble Courses	$20
MUN 1450	

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

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

Law Enforcement Courses	$50
CJD 0104	
CJD 0254	
CJD 0704	

Fire Fighter Courses	$50
FFP 0010	

Fire Fighter Courses	$80
FFP 0020	

Law Enforcement Courses	$100
CJD 0723	

Law Enforcement Courses	$160
CJD 0705	

Testing

Correctional Officer Academy and Law Enforcement Academy

Criminal Justice Basic Abilities Test (CJBAT) (Non-refundable)	$40

College Prep Testing (Courses below) ENC 0010, MAT 0024, REA 0002	$5

Testing (Retakes FCELPT)	$5

PN/Nursing Courses	$60
PRN 0001C	
PRN 0120C	
PRN 0204C	

RN Nursing Courses		$56
NUR 1020C	NUR 1520C	
NUR 2460C	NUR 2720C	
NUR 2412C	NUR 2994C	
NUR 2995C	NUR 1001C	
NUR 1710C	NUR 1991C	
NUR 2711C	NUR 2996C	

Special Additional Fees

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

Application to PHCC	$20
CLAST for Visitors from Private Institutions	$50
Credit-by-Examination, Courses PHCC, *per examination*	$30 Credit
Criminal History Check *(if required)*	$45
Diploma/Certificate	$10
Cap and Gown	$25
Diploma/Certificate and Cap & Gown	$35
Florida Real Estate Examination	$7
Late Registration	$20
Replacement of ID Card	$10
NLN –PN Pre-Admission Nursing Examinations	$25
NET Test	$18.50
Fire Fighting Bunker Gear Rental	$100
Writing Validation (CLEP)	$30
CLEP Test Center Service Fee	$12
Senior Citizen AcademyClub Fee	$150
Internet Courses (except LIS 2004I = $15)	$25
TV Courses	$30
Library Lost Book/Damage Fee *plus cost of replacement book*	$15
Returned Check	$25
Radiation Monitoring Badge	$46

Required for Radiography Courses RTE 1503, RTE 1523

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

Cosmetology
Dental Assisting
Dental Hygiene
Emergency Medical Services/ Paramedic
Emergency Medical Technician
Health Unit Coordinator
Human Services
Medical Secretarial/ ExaminingRoom Assistant
Nursing
Nursing Assisting
Patient Care Technician
Phlebotomy
Practical Nursing
Radiography

Payment and Financial Obligations

PHCC accepts cash, personal checks, as well as Visa and MasterCard credit cards for payment of tuition, fees, books and other expenses.

If a student has had two personal checks returned to the College by the bank due to non-payment (NSF, account closed, etc.), any subsequent payments to the College for tuition and fees, books and other expenses must be made by cash, cashier's check, money order, or credit card. Any unpaid check which has not been redeemed by the student is classified as a delinquent financial obligation and will be handled as such.

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

Deferments will be granted 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. All deferments must be paid on the 61st day from the first day of classes in the term issued with the exception of mini-terms. Payment of deferments for mini-terms is due no later than 10 days prior to the end of class. The student is responsible for the payment of the deferment and will be subject to restrictions and collection practices associated with delinquent student accounts.

Students at PHCC should know and understand their responsibilities regarding the payment of financial obligations.

The following is a summary of a student's basic financial responsibilities:

1. A student is ultimately responsible for the payment of his/her tuition, fees, books, and any other expenses incurred while attending PHCC, irrespective of any financial assistance provided by parents, relatives or others.

2. A student may incur expenses such as tuition, fees, books and other costs that are paid by a third part agreement, (e.g. JEP, Department of Vocational Rehabilitation, Goodwill, etc.). Those expenses must be authorized by the third party in advance of enrolling at PHCC. If a student incurs charges not authorized by the third party, those expenses will be the responsibility of the student.

3. A student who owes money to the college will have his/her academic and financial records placed in a hold status until the amount due is paid in full. If a student's record is placed on hold, the student will not be able to register for future classes, will not receive his/her grades, will not have his/her transcript released, and will not receive any diplomas or certificates he/she may otherwise be entitled.

4. A veteran, who is eligible for VA education benefits, under provisions within the Florida Statues, will be granted a 60 day deferment for tuition and fees. A VA student is entitled to this deferment only once during an academic year. Since the VA benefits are paid directly to the student, the student is responsible for payment of this deferment to the College.

5. A student is responsible for adhering to the College's requirement for the acceptance of personal checks and the returned check policy.

Delinquent Student Accounts

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

Who to Contact

Question	Who to Contact
Questions concerning a student's financial aid to include eligibility for financial aid, disbursement dates, amount of aid available, eligibility for deferment of tuition and fees	The Financial Aid Office of the student's home campus
Questions concerning a student's deferment not being paid by Pell or by a student loan	The Financial Aid Office of the student's home campus
Questions concerning a student's account not being paid by a third party	The PHCC Business Office
Deferment due dates	The Financial Aid Office of the student's home campus
Verification of a student's delinquent account	The PHCC Business Office should be contacted if the account has not been sent to the collection agency. If the account has been sent to the collection agency, the student must contact the collection agency directly.
To pay off a deferment	All payments can be made at any of the three main campus bookstores by cash, check, money order, Visa or MasterCard. Payments may also be mailed to PHCC, Business Office, 10230 Ridge Rd, New Port Richey, Florida 34564
To pay off an account which has been referred to the College's collection agency	Payment in full of an account that has been referred to PHCC's collection agency may be made at any of the College bookstores. However, partial payment of an account referred to the College's collection agency must be made directly to the collection agency.
Question concerning a dishonored check and its redemption	The PHCC Business Office should be contacted if the account has not been sent to the collection agency. If the account has been sent to the collection agency, the student must contact the collection agency directly.

Microsoft Courses

Windows 2000 Program *Microsoft MCSE Requires a Total of 6 Certification Exams*

Credit Hours	SCNS#	MS Course #	Description	Cert Exam #.	PHCC (Resident) $50.13 hr	PHCC Lab Fees	ACT Lab Fees	ACT Special Fees*	Total
1.5	CEN 1322	MS 2151	MS Windows 2000 Network and Operating Systems Essentials	70-210 and 70-215	$75.20	$20.00	$440.00	$440.00	$975.20
3.0	CEN 1305	MS 2152	Supporting MS Windows 2000 Professional and Server		$150.39	$20.00	$715.00	$715.00	$1,600.39
3.0	CEN 1321	MS 2153	Supporting MS Windows 2000 Network Infrastructure	70-218	$150.39	$20.00	$715.00	$715.00	$1,600.39
3.0	CEN 2320	MS 2154	Implementing and Administering MS Windows 2000 Directory Services	70-217	$150.39	$20.00	$715.00	$715.00	$1,600.39
10.5		**SECTION ONE TOTAL**			$526.37	$80.00	$2,585.00	$2,585.00	$5,776.37
Section Two									
1.5	CEN 1325	MS 1561	Designing a MS Windows 2000 Directory Services Infrastructure	70-219	$75.20	$20.00	$440.00	$440.00	$975.20
1.0	CEN 2324	MS 2010	Designing a MS Windows 2000 Migration Strategy	70-222	$50.13	$20.00	$372.50	$372.50	$815.13
2.0	CEN 2327	MS 1562	Designing a MS Windows 2000 Networking Services Infrastructure	70-221	$100.26	$20.00	$600.00	$600.00	$1,320.26
4.5		**SECTION TWO TOTAL**			$225.59	$60.00	$1,412.50	$1,412.50	$3,110.59
15.0		**Program Total – MS Windows 2000 Primary Courses**			$751.96	$140.00	$3,997.50	$3,997.50	$8,886.96

* ACT Special Fees Includes: MOC, Scenario Lab, Exam Study, 1 exam voucher per course.

Novell Courses

IntranetWare and NetWare Programs *Netware 5 CNE Requires a Total of 6 Exams*

Credit Hours	SCNS#	Vendor #	Description	Exam Number	PHCC (Resident) $50.13 hr	PHCC Lab Fees	ACT Lab Fees	Act Special Fees	Course Total
IntranetWare 4.11 Core Requirements									
NetWare 5 Core Requirements									
3.0	CEN 1509	N 560	NetWare 5 Administration	50-639	$150.39	$20.00	$835.50	$835.50	$1,841.39
3.0	CEN 1510	N 570	Advanced NetWare 5 Administration	50-640	$150.39	$20.00	$749.63	$749.63	$1,669.65
2.0	CEN 2523	N 545	NDS Design & Implementation	50-634	$100.26	$20.00	$499.75	$499.75	$1,119.76
2.0	CDA 1522	N 200	Networking Technologies	50-147 or 50-632	$100.26	NA	$499.75	$499.75	$1,099.76
3.0	CET 2496	N580	NetWare Service & Support	50-635	$150.39	$20.00	$749.63	$749.63	$1,669.65
2.0	CEN 2506	N 555	IntranetWare: Integrating Windows NT	50-636 or 50-644	$100.26	$20.00	$499.75	$499.75	$1,119.76
2.0	CEN 1541	N 770	Securing Intranets with Border Manager	50-642	$100.26	$20.00	$499.75	$499.75	$1,119.76
2.0	CEN 1508	N 730	Network Management Using Manage Wise	50-641	$100.26	$20.00	$499.75	499.75	$1,119.76

Withdrawals and Refunds for Microsoft and Novell Courses

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

Students wishing a full refund of the ACT Lab Fee and Special Fee must withdraw before the beginning of the first class period and before obtaining course materials. ACT Lab Fees will not be refunded if the student attends the class and receives course materials for any course. Also, the ACT Lab Fee will not be refunded if the courseware has been opened or damaged, even if the student did not attend the class.

Students enrolled for 10% or fewer of the instructional class (excluding Scenario Lab and Certification Review hours) who withdraw will be entitled to a refund of ACT Special Fees. Special Fees will not be refunded for students who are enrolled in less than 10% of a section of a course. Refer to the Refund Tables in the PHCC/ACT policy manual regarding the amounts to be refunded for the prepaid block of courses.

Refund Policies

College and Technical Credit Courses

A 100% refund of fees, not including the special additional fees, will be granted for a course a student drops before the end of the designated drop/add period. The Business Office will begin issuing these refunds after the add/drop period. All refunds to students will be reduced by or applied to any outstanding balance owed to the College.

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

1. Death of the student, or the death of an immediate family member of a student (spouse or children), as documented by the student or his/her estate, which prohibits the student's ability to complete current semester classes;

2. Illness, sickness, or accident of the student of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete current semester classes;

3. Mandatory military service, such as necessitated by a declared national emergency, or authorized military call to action, which would preclude the student from being able to complete the current semester classes;

4. Course/class cancellation by the College;

5. Cases of administrative or College error;

6. Other circumstances as may be approved by the President or a designee.

Appeals based on the above exceptions must be in writing and submitted to the Dean of Students.

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

All financial aid students will be subject to a repayment of all or a portion of their financial aid award as determined by Federal Title IV regulations.

The fee for late registration shall not be refunded, except in instances in which the only course(s) in which the student is enrolled is (are) canceled by the College.

For courses that start at a time other than the beginning of a regular term and for which the drop/add dates are not specified in the College calendar, the final refund date shall be the end of the day on which 10% of the prescribed number of instructional hours in the course occurs.

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

MSNA-MSNE/CNA-CNE Courses

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

Continuing Education/ Non-Credit Courses

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

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

Bookstore Refunds

The College Bookstore will accept textbook returns for refunds during registration, drop/add, and the week immediately following the end of the drop/add periods. Bookstore personnel cannot issue a refund if the textbook has been written in, is damaged in any way, or **without the original** cash **register receipt.** If the student has an outstanding balance owed to the College, then any refund for books or supplies will be applied to or reduced by the outstanding balance owed to the College.

On-Line Non-Credit Courses

A full refund will be issued to a student who drops from any on-line non-credit class prior to noon of the day before the start date of class. No refunds will be given after this time.

Financial Aid and Scholarships

What is Financial Aid?

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

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

General Student Eligibility for Financial Aid

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

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

When Should a Student Apply?

If a student thinks he/she may attend college this year, then the time to apply is NOW.

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

January 2, 2003
Application processing for 2003-2004 academic year begins

April 1, 2003
Priority Awarding for 2003-2004 begins. PHCC must receive the FAFSA analysis from the processor by this date and the student's Financial Aid file must be complete for the student to receive top consideration. Priority awarding includes the following funds: Pell, Federal Supplemental Educational Opportunity Grant (FSEOG), Florida Student Assistance Grant (FSAG), and Federal Work Study (FWS). Files completed after April 1 will be considered in order of the date received, provided funds are available.

April 11, 2003
Initial deadline to apply for most PHCC scholarships.

November 3, 2003
Deadline to apply for Stafford Loan for Fall Term ONLY.

March 20, 2004
Deadline to apply for Stafford Loan for Spring Term ONLY.

May 15, 2004
Deadline to apply for Stafford Loan for Summer Term ONLY.

June 1, 2004
Recommended last date to apply for Federal Pell Grant for 2003-2004 school year in order to receive processed Student Aid Reports by June 29, 2004.
Note: A student must submit the first student aid report (SAR) with the calculated expected family contribution (EFC) by June 26, 2004, or the student's last day of attendance, whichever comes first.

What are the Application Procedures?

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

1. 2002 U.S. Income Tax Record

2. W-2 Forms and other records of money earned in 2002

3. Records of non-taxable income such as veterans, social security, and welfare benefits

4. Business, farms, investments and other asset records (excluding principal residence)

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

There are three different methods of applying for Financial Aid:

- Students may complete the 2003-2004 FAFSA paper application and mail it to the Federal Processing Center or

- Students may complete the 2003-2004 FAFSA Renewal paper application and mail it to the Federal Processing Center or

- Students may complete the 2003-2004 FAFSA or Renewal application on the Internet. Students applying through the Department of Education's Web site (www.fafsa.ed.gov) are required to print the signature page, affix the signatures requested and mail to the Federal Processing Center.

Students are required to complete only one of the methods above to apply for federal financial assistance.

The College's Title IV Code Number is 010652.

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

- Complete an Application for Admission.
- Complete the FAFSA.
- If you have questions about the financial aid application process, please call the campus nearest your home.

Students must reapply each year. Financial aid awards are not renewed automatically. The following dates apply to the 2004-2005 academic year:

January 2, 2004
Application period begins

April 1, 2004
Priority awarding deadline
for financial aid

April 12, 2004
Initial deadline for most scholarships

How Much Will it Cost to Attend PHCC?

Cost of Attendance

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

Average tuition and fee charges for a full-time student based on the educational objective (A.A./A.S./A.A.S. or approved Technical Certificate).

Average books and supply expenses.

Average room and board allowance (living expenses) based on whether or not the student lives with parent(s).

Reasonable miscellaneous expenses such as transportation and personal expenses related to education.

To determine need as in the example below:

Example: $9,647 (budget) minus $2,000 (EFC) = $7,647 (need)

The following figures are estimated expenses based on the average costs of most credit programs at 15 credit hours per term for 2 semesters (9 months) using 2002-2003 data:

	Students Living with Parents	Students Not Living with Parents
Tuition & Fees	$1,561.00*	$1,561.00*
Books and Supplies	700.00	700.00
Personal/Misc.	1,571.00**	1,571.00**
Transportation	1,114.00	1,114.00
Room & Board	1,719.00	4,806.00
	$6,665.00	$9,752.00

*Non-Florida Residents - add $4219.00 for Out-of-State Fees.
**Includes allowances for Federal Family Education Loan Fees.

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

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

How is Need for Financial Aid Determined?

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

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

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

How Does a Student Know Whether He/She Qualifies?

Approximately 4-6 weeks after mailing the Free Application for Federal Student Aid (FAFSA) to the processor, or 2-4 weeks after transmitting the FAFSA over the Internet (www.fafsa.ed.gov), the student will receive a Student Aid Report (SAR), or SAR Acknowledgement. The student should submit the SAR to the campus Financial Aid Office, even if the SAR says he/she is not eligible to receive a Federal Pell grant, since the College may be able to offer the student other aid based on the information contained on the SAR. If any corrections are required to the SAR, the student should submit the SAR and the documentation to validate the changes needed to the Financial Aid Office. The Financial Aid Office will then transmit to the Federal Processing Center the appropriate adjustments on behalf of the student. Within 2-3 weeks, the student will receive an Acknowledgement Letter confirming the changes made to the SAR. At that point, the Financial Aid Office should

have received electronically the corrected SAR and will then begin completing and preparing the file for awarding.

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

- All required forms and documents have formally been submitted.

- The student has been formally accepted for admission to the college as a degree/certificate seeking student.

- The student enrolls in an eligible program leading to a degree or certificate. Students must be enrolled in a certificate program that is at least 16 technical credit hours in length for it to qualify as an eligible program of study.

- Except as otherwise noted, the student enrolls for at least 6 hours per semester.

- The student is neither in default on a student loan nor owes a refund on a grant.

- The student makes satisfactory academic progress.

- The student meets the U.S. citizenship and the Selective Service registration requirements.

- The student needs to submit to the Admissions and Student Records Office an official transcript of his/her high school diploma for the AA, AS or AAS degree programs or received a passing score on all sections of the TABE Test for Technical Credit Programs. Passing scores for F.A. are minimum grade level score of 9 (reading), 9 (mathematics) and 8 (language) with Level A Version 7 or 8.

- The student must have a valid Social Security number.

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

How Will I Receive My Financial Aid?

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

When Is Financial Aid Received?

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

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

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

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. See Standards of Financial Aid Progress in the Academic Policies Section.

What If A Student Reduces His/Her Course Load?

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

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

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

Category 3 occurs when a student withdraws from, audits or stops attending all classes prior to completing more than 60% of the semester at PHCC. A proportional amount of the Federal Title IV funds received may require repayment. This procedure is referred to as "Title IV Repayment" which is a federal U.S. Department of Education Regulation. The same repayment calculation would apply to students receiving all "F" grades who do not complete 60% of the semester.

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

What Is The College's Refund Policy?

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

Financial Assistance Programs/Awards

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

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

Federal Pell Grant

This is the largest of the government's student aid programs and is the starting point for most students seeking financial aid. Awards for the 2003-2004 academic year will depend on the level of program funding.

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

1. Complete the Free Application for Federal Student Aid and mail to the processor or complete the FAFSA on the Internet.

2. Return the Student Aid Report (SAR), which is sent from the federal processor, to the campus Financial Aid Office.

3. Application Period: January 2, 2003 - June 30, 2004.

Note: Priority awarding deadline date is April 1, 2003.

Eligibility
A student is eligible if he/she:

1. Is admitted to the college as a regular student.

2. Enrolls in an eligible degree or certificate program.

3. Is a U.S. citizen, national or permanent resident, and has met registration requirements.

4. Is making satisfactory academic progress.

5. Is neither in default nor overpayment on student loans or other aid.

6. Has financial need based on the federal need analysis.

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

Determination of Awards:
Awards are based upon the following criteria:

1. The Expected Family Contribution on the SAR.

2. The Student's Cost of Attendance.

3. The Student's Enrollment for the semester.

Criteria for Continued Eligibility:

1. Continued satisfaction of eligibility requirements.

2. Reapply each year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

How to Apply:

1. Complete the Free Application for Federal Student Aid and mail to processor or complete the FAFSA on the Internet.

2. Insure that the college name and code are correct.

3. Meet the priority deadline: April 1, 2003.

Florida Student Assistance Grant (FSAG)

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

How to Apply:

1. Complete the Free Application for Federal Student Aid (FAFSA).

2. Insure that college name and code number are correct.

3. Apply during the application period: January 2 to April 1, 2003.

Eligibility:
A student is eligible if he/she:

1. Is a U.S. citizen or permanent resident.

2. Enrolls for a minimum of 12 credit hours per semester in an eligible A.A., A.S. or A.A.S. degree progtam.

3. Has been a resident of Florida for at least 12 consecutive months.

4. Demonstrates financial need as defined by the state.

5. Transfer students must have a 2.0 CGPA.

Criteria for Continuing Eligibility:

1. Must maintain 2.0 CGPA.

2. Must complete 12 credit hours for each semester.

3. Eligibility is determined at the end of the spring semester.

4. Credit hours earned the previous summer can be counted toward the total number of credit hours required.

Bureau of Indian Affairs (BIA)

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

Federal Work Study Program (FWSP)

Part-time employment may be awarded to a student with financial need as part of his/her financial aid award. This type of aid is classified as "self-help." The student must earn the funds he/she receives through this program. Priority is given to continuing students who had Federal Work Study awarded the previous year.

How to Apply:

1. Application procedures are the same as those for the Supplemental Grant (FSEOG).

2. Students may inquire to the campus Financial Aid Office about available FWSP positions. Students will complete additional employment documents once hired.

Eligibility:

A student is eligible if he/she:

1. Is admitted to the college as a regular student.

2. Enrolls in an eligible degree or certificate program for at least 6 credit hours.

3. Is a U.S. citizen, national or permanent resident, and has met Selective Service registration requirements.

4. Has financial need.

5. Is maintaining satisfactory academic progress.

6. Is neither in default nor overpayment on previous aid received.

7. Renewal placements are contingent upon reapplying for Federal Financial Assistance.

Conditions and Terms:

1. If a student is awarded work-study, he/she should contact the Financial Aid Office on his/her home campus for job information.

2. The student will be paid bi-weekly at the federal minimum wage rate.

3. The student and the supervisor will establish a schedule which is satisfactory to both parties.

4. The student is expected to work scheduled hours.

5. To reduce the workload, the student must notify the supervisor and the campus financial aid advisor.

6. A student may not work more than 15 hours per week without prior approval from the Financial Aid Director.

7. A student must maintain a satisfactory standard of job performance.

8. A student must maintain satisfactory academic progress.

9. A student must remain enrolled in at least 6 credit hours during the semester for which he/she receives a work study award.

Student Assistant Work Program (SAWP)

This is an institutional work program that enables a limited number of students to work part-time on-campus. Special skills are usually required. Students are selected based upon their qualifications for job openings. Hours worked per week are established by the Vice President and the assigned department.

How to Apply:

1. Students may inquire to any campus Financial Aid Office about available Student Assistant positions.

2. Students will complete additional employment documents once hired.

Eligibility:

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

Deferment of Fees

Eligible students who are enrolled at least half-time may request a deferment of registration fees (excluding application and late registration fees) and deferment of necessary books, if the Financial Aid Office has received preliminary information indicating they are eligible for state and/or federal aid. Federal student loans must also be approved by the guarantee agency. Deferments will be granted for up to 60 days from the first day of classes, but not beyond 10 days before the end of the term to which the fees apply.

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

Child Care Assistance

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

PHCC also has a federal grant, the Child Care Access Means Parents in Schools (CCAMPIS) grant. This grant will help defray the cost of child care for qualified, needy students who enroll their children in the child care center that is scheduled to be open on the West Campus in the fall of 2003. Information is available on the PHCC website or by calling the Office of the Vice President at extension 3435.

Federal Family Education Loans

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

Federal Stafford Loans

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

- Subsidized loan: A need-based loan in which interest is paid by the federal government during the in-school grace, and deferment periods.

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

How to Apply:

Forms are available at each campus financial aid office.

1. Complete the Free Application for Federal Student Aid (FAFSA).

2. Complete a Loan Request Statement (LRS).

3. If a student is borrowing at PHCC for the first time, the student must complete an Entrance Loan Interview.

4. PHCC participates in Electronic Funds Transfer (EFT) with several lenders (banks). Student Loan funds are received from each lender on an ongoing basis, once the loans are guaranteed. While EFT may expedite the loan process, students should not rely on these funds until the monies are actually processed and received by the student.

Eligibility:
A student is eligible if he/she:

1. Enrolls for at least 6 credit hours per semester.

2. Enrolls in an eligible degree or certificate program of study.

3. Is a U.S. citizen, national or permanent resident.

4. Is neither in default nor overpayment of other aid received.

5. Must have a minimum of 2.0 CGPA and completion ratio of 67% and not have exceeded 150% of the credit hours in his/her program of study.

6. Have not exceeded the aggregate loan limits established by PHCC. These include outstanding loans received prior to attending PHCC.

7. Meets eligibility requirements of the lender.

8. Has an official high school diploma or a GED on file with the Admissions and Student Records Office or passing TABE scores.

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

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

Determination of Maximum Academic Year Awards:

Type of Student	Subsidized Loan	Unsubsidized Loan
INDEPENDENT STUDENTS		
0-29 successfully completed credits/hours	$2625*	$4000*
30 or more successfully completed credits/hours	$3500*	$4000*
	Combined Subsidized and Unsubsidized Stafford Loans	
DEPENDENT STUDENTS		
0-29 successfully completed credits/hours	$2625*	
30 or more successfully completed credits/hours	$3500*	

*federal parameters
Aggregate lending limits have been established as follows:

INDEPENDENT STUDENT	
Subsidized	$6,125
Unsubsidized	$8,000
Total	$14,125
DEPENDENT STUDENT	
Subsidized and/or Unsubsidized	$6,125
Total	$6,125

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

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

Terms of the Loan:

1. Repayments of the Stafford Loan begin six months after a student withdraws, graduates, or drops below half-time status.

2. The current rate for new borrowers is variable, not to exceed 8.25%. Specific interest rate information will be provided by the lender.

3. Maximum repayment time is 10 years from the start of the repayment period.

Sample Repayment Schedule					
Loan Amount	# of Payments	6%	7%	8%	9%
		Amount of Payments			
$2,625	60	$51	$52	$53	$54
$3,500	75	$56	$58	$59	$61
$5,000	120	$56	$59	$61	$64
$8,500	120	$94	$99	$103	$108
$10,000	120	$112	$117	$122	$127
$15,000	120	$167	$175	$182	$191

Federal Plus Loans

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

How To Apply:

Forms are available from participating lending institutions.

1. Complete the FAFSA.

2. Complete the appropriate loan application and submit it to the Financial Aid Office.

3. Parents must reapply each year.

Eligibility:

A student's parent is eligible if the student:

1. Enrolls for at least 6 credit hours per semester.

2. Enrolls in an eligible degree or certificate program of study.

3. Is a U.S. citizen, national or permanent resident.

4. Is neither in default nor overpayment of other aid received.

5. Is in good academic standing.

6. Meets eligibility requirements of the lender.

7. Has an official high school diploma or a GED or passing TABE scores on file with the Admissions Office.

Determination of Awards:

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

Selection of Recipients:

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

Terms of the Loan:

1. Repayment of the parent loan begins 60 days after the disbursement date.

2. The current interest rate is variable, not to exceed 9%, and begins to accrue at the time of disbursement.

Florida Bright Futures Program

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

1. The Florida Academic Scholars program pays for 100% of tuition costs and up to $300 for books and supplies. No college preparatory classes are paid by the Florida Academic Scholars Scholarship.

2. The Florida Merit Scholarship and The Florida Vocational Gold Seal Award programs pay for 75% of tuition costs. No books, supplies or college preparatory classes are paid by the Florida Merit and Vocational Gold Seal scholarships.

How to Apply and Selection of Students:

New Students:

1. High school seniors are selected to receive one of the scholarships based upon SAT or ACT test scores, cumulative weighted high school grade-point average, and successful completion of specific high school courses.

2. High school students are also required to complete a Student Authorization Form and return it to their high school guidance counselors.

3. Upon graduation, high school graduates are sent tentative award letters from the Florida Department of Education (FDOE). Students are to maintain all notifications received from the FDOE in case the documents are needed by PHCC's Financial Aid Office to activate the scholarship award.

Renewal Students:

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

Eligibility:

All Students:

1. Be a U.S. citizen, national or permanent resident.

2. Be a Florida resident.

3. Earn a high school diploma or its equivalent.

4. Enroll in an eligible degree or certificate program (Florida Vocational Gold Seal only).

5. Enroll for at least 6 credit hours per term and not to exceed 45 credit hours annually.

6. Not have been found guilty of, or pled nolo contendere to a felony charge.

7. Activate the award within three years of graduation.

8. Additional requirements may be instated by the Florida Department of Education. Check with your advisor.

Criteria For Continued Eligibility:

Renewal Students:

1. Complete 6 credit hours for one-term enrollment and 12 credit hours for two-term enrollment.

2. Florida Academic Scholars require a 3.0 cumulative grade-point average.

3. Florida Vocational Gold Seal and Florida Merit Scholarship programs require a 2.75 cumulative grade-point average.

Additional Information:

All Students:

1. Contact the Florida Department of Education at:

   Internet address:
   www.brightf@fldoe.org

   Telephone: 1-888-827-2004

2. Contact the nearest PHCC Financial Aid Office.
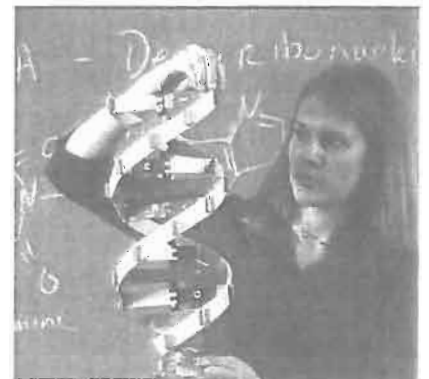
Scholarships

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

Private scholarships are forms of financial assistance provided by businesses, clubs, organizations, agencies, private donors, and others. Scholarship information can be found under numerous headings in libraries, usually in the reference section; in the campus Financial Aid Office; and through electronic Internet services.

PHCC Scholarships

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

Veteran's Benefits

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

The VA pays most entitlements directly to the student. In turn, the student must pay for tuition, fees, books, and supplies. A veteran who is eligible to receive benefits under Chapter 30, 32, 34, 35, or Chapter 1606, is entitled to one deferment each academic year for payment of tuition only. Deferments are not available for other fees, books, and supplies. Each veteran who receives a deferment shall first complete a Veterans Deferred Payment Agreement (SVA-2) which is processed by the Campus Veterans Advisor.

The deferment starts with the first day of classes and is good for 60 days. If the session is for less than 60 days, the deferment shall be limited to 10 days prior to the last day of the term. An exception will be made for a veteran who enrolls in Term IIIA and Term IV. In this case, the 60-day deferment will extend into Term IV. 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. (Refer to PHCC Board of Trustees Rule 6Hx19-6.08.)

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

Financial Aid Grievance Process

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

1. Students should first attempt to resolve a financial aid grievance locally through discussion with a campus Financial Aid advisor. If the grievance can not be settled at the campus-level, the student may appeal, in writing, to the Director of Financial Aid.

2. The student will be required to submit a written statement regarding the nature of the appeal to the Director of Financial Aid. The Director of Financial Aid shall respond to the appeal within 10 working days of its receipt in the Financial Aid Office.

3. In the event the student is dissatisfied with the decision of the Director of Financial Aid, the student may submit a written request for a review to the Dean of Student Services.

4. Upon the receipt of the request for review by the Dean of Student Services, he/she shall review the matter as soon as possible and shall receive testimony and/or evidence from the student, witness, and/or any other sources of relevant information.

5. The Dean of Student Services shall carefully and thoroughly consider all of the relevant information and testimony available to him/her and then shall issue findings on the matter. The findings shall be placed in written form and shall be forwarded to the student and to the President. The President, or his/her designee, shall take final action on the matter based upon the findings of the Dean of Student Services.

Financial Aid Rights and Responsibilities

Students - You Have the Right to Ask a School:

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.

- What the deadlines are for submitting applications for each of the financial aid programs available.

- What is the cost of attending, and what are the policies regarding refunds for students who drop out.

- What criteria are used to select financial aid recipients.

- How financial need is determined. This process includes how expenses (i.e., for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous costs) impact your budget.

- What resources (e.g., parental contribution, other financial aid, your assets) are considered in the calculation of your need.

- To explain how much of your financial need, as determined by the institution, has been met.

- To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.

- What portion of the financial aid you receive must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, the length of time allowed to repay the loan, and when repayment is to begin.

- How the school determines whether you are making satisfactory progress, and what happens if you are not.

Students - You Have a Responsibility to:

- Review and consider all information about a school's program before you enroll.

- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receiving financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

- Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.

- Read and understand all forms that you are asked to sign, and keep copies of them.

- Accept responsibility for all agreements you sign.

- If you have a loan, notify the lender immediately of changes in your name, address, or school status.

- Perform in a satisfactory manner the work that is agreed upon in accepting a 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), and process aid checks within a reasonable period of time.

- Notify the Financial Aid Office immediately of changes in name, address, or enrollment.

Student Services & Advising

Advising (Including Computer-Assisted Advising)

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

The Computer Assisted Advising Program (CAAP) is a program that matches a student's academic history against a specific PHCC major program for a specified catalog year to determine which course requirements have been met and which are still unmet. Students may request a copy of the CAAP, from an advisor. The State of Florida has implemented a similar system for all degrees and majors within Florida's postsecondary educational institutions. Students are encouraged to see their advisor before registration begins each term to obtain the maximum benefit from the advising opportunities.

Orientation

All students who wish to register for courses at PHCC for the first time and are seeking either a degree, a diploma, or a technical certificate must schedule an appointment for an orientation session. Students should make an appointment by contacting the Student Services Office at the campus of their choice. Orientation sessions. Appointments are available during day and evening hours. Advising appointments are made following the orientation. Early advisement and registration help ensure the best selection of courses. Although only new students are required to attend orientation, it is strongly recommended that students returning after a year or more absence from PHCC attend the orientation session also. Early advisement and registration help ensure the best selection of sections of courses. Continuing students who are in good academic standing with PHCC may use the online registration system to add classes, drop classes, pay course fees, make name changes, and update addresses. During orientation, students will be given important information about registering for classes,

adding and dropping courses, college withdrawal requirements, how to take tests, and a general overview of academic policies and procedures. At orientation, students have the opportunity to ask questions and to get answers. An orientation via a CD is being developed.

Career Center - Testing, Career Assessment, and Job Placement

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

Florida Academic Counseling and Tracking for Students (FACTS)

The State of Florida, working in conjunction with all public colleges in Florida, has established a state-wide advising network that will assist students with information about the different majors at each school; the requirements for graduation for each major at each school; and, eventually, information about admissions requirements and financial aid will be available via FACTS. Students are encouraged to visit this site (www.facts.org) regularly to review added features that may provide helpful information.

Registration Process

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

After submitting a PHCC application, new students should:

1. Schedule an orientation appointment.

2. Schedule a Florida College Entry-Level Placement Test (FCELPT) or TABE testing appointment (if not previously tested or if test scores are more than two years old).

3. Make an appointment to speak to an academic advisor to discuss educational objectives and establish an educational plan.

4. Complete a registration form indicating all the sections of classes that are required or that they wish to take for the term.

5. Have the course information placed into the College records by registering in any Student Services Office. Information about the amount of fees due and the deadline for fee payment will be detailed on the completed registration form.

6. Pay the required tuition and fees by the published deadline. Fees may be paid online using PHCC's online registration and payment system.

7. Purchase the required books and supplies.

8. Attend classes regularly.

Continuing students should meet with an academic advisor regularly to ensure that they are continuing on the right path toward completing their educational plan.

Students are encouraged to complete the advising appointment as early as possible and to adhere to the dates published in the current College Catalog/Student Handbook, published annually, and in the Schedule of Classes, published for the term. Almost all students, except for first-

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

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

The beginning and ending dates for registration are published in the College Calendar. Students who register for television courses should check their course syllabus for deadlines, drop/add and audit/withdrawal dates.

Adding, Dropping, Auditing or Withdrawing From a Course

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

To Add a Class:

Students must:

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

B. Take the completed registration form to an advisor or an Express Registration clerk. Students using the online registration system may skip this step.

C. The appropriate official will input the information into the College record,

adding the course to the student's schedule. The College employee will return the registration form to the student for his or her information. The form will contain the amount of any additional fees due and the deadline to pay the additional fees. If the online registration system is being used, all data are input by the student. If the student is a financial aid student and no fee is shown, then the fees were paid by financial aid. If a fee continues to be indicated, then the financial aid student should contact the Financial Aid Office immediately or be prepared to pay the fee.

D. Pay by the published deadline.

To Drop a Class:

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

B. Take the completed registration form to an advisor or an Express Registration clerk. Students using the online registration system may drop a course without completing a SAR-5.

C. The PHCC official will input the information into the College records and eliminate the course from the student's schedule. Also, the official will return the registration form to the student for his or her information. The form will contain information about any refund due to the student or to the student's account. Students using the online registration system will enter their own data.

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

To Withdraw from a Course:

Students must:

A. Complete a Student Initiated Withdrawal Request (SCN-3), which can be obtained from any Student Services Office.

B. Follow the instructions contained on the back of the form.

C. Take the form to the instructor for his/her signature and counsel.

D. Return the signed form to the Student Services Office to be input into the College record.

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

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

To Audit a Course:

Students who wish to audit a course may do so at the time they register each term or before the end of the "Withdrawal" period each term. The course fees for an audited class are the same as the fees for taking the course for college credit. Students who register for "audit" classes during the registration period, including the drop/add period, will not have these "audit" classes paid for by Financial Aid.

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

Services for Students With Disabilities

PHCC is an equal access college and does not discriminate against persons with disabilities. PHCC, in compliance with Title II of the Americans with Disabilities Act (ADA), makes every reasonable effort to accommodate persons with disabilities. If a student requires any special services or accommodation because of a disability, he/she should contact the Assistant Dean of Student Services at North or East campus or the Coordinator of Disabilities Services at the West Campus and complete a Self-Identification of Disability form. The College requires documentation of a student's disability before providing accommodations for such disability. Guidelines for the documentation of a disability are available through the office of Disabilities Services on the West Campus, and at the Assistant Dean of Student Services office on North or East campus. Students requiring accommodations should meet with the Coordinator of Disabilities Services every semester – no later than the first two weeks of class – to discuss their needs.

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 PHCC Course Substitution Form. This form should be completed with the Coordinator of Disabilities Services in consultation with an academic advisor. The appropriate Associate Dean/Dean will review the request and recommend action. If the Associate Dean/Dean recommends approval, the Vice President of Educational Services must review the request for final approval. Denials of course substitution requests by the Associate Dean/Dean may be appealed to the Vice President of Educational Services, who will make a final decision about the request.

Unmet Financial Obligations

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

Child Care Services

In March 2003, the college began contruction of a childcare center on West Campus in New Port Richey that will house nearly 100 children, including infants and toddlers. The center is expected to open in August 2003 and to offer both full-time and part-time care. It should be open from 7:00 a.m. until 10:00 p.m. on Monday through Thursday and from 7:00 a.m. until 6:00 p.m. on Friday when classes are in session. At other times, it should be open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Children of PHCC students will have first priority, with PHCC faculty and staff having second priority. If there is space, the center may be open to the general public. An experienced, commercial childcare provider, TodayCare, based in Nashville, Tennessee was chosen by competitive process to manage this center.

In order to ensure the highest level of excellence, this center will seek accreditation from the National Association for the Education of Young Children (NAEYC). Prices should be comparable to quality day care centers in the local area. However, PHCC students will receive a discount. There also are some federal grant funds from the Child Care Access Means Parents in Schools (CCAMPIS) grant for eligible, needy students to help defray the costs of on-campus day care. For information about childcare at PHCC or about this federal grant, contact the Office of the Vice President by calling your closest campus and dialing extension 3435.

Job Placement

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

Emergencies

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

Any emergency situation observed by a student should be reported immediately to the Office of the Provost on the East and North Campuses; the appropriate Vice President on the West Campus; or the Center Director if at the Spring Hill Center.

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

Health and Health Insurance Information

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

Sexual Misconduct

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

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

1. Any sexual assault that is alleged to have occurred on college-owned or -controlled property, or immediately adjacent to such property, including any assault that originated with an abduction from such property.

2. Any sexual assault that is alleged to have occurred at or during a college-

sponsored activity and which involves any student, employee, volunteer, or visitor of the college as alleged victim or perpetrator.

3. Any sexual assault that is alleged to involve an employee or volunteer of the college as the perpetrator.

4. Any sexual assault that is alleged to have, or appears to have, a connection to the college operations, activities, facilities, employees, students, volunteers, or visitors such that the incident may pose a continuing danger to the college community.

5. Any sexual assault in which the alleged or apparent victim has specifically requested that a college official notify the local law enforcement agency.

Harassment

In conformance with State Board Rule Chapter 6A-19 and PHCC Board Rule 6Hx19-2.56, "Educational and Work Environment," harassment within the educational and work environment in any form will not be condoned or tolerated by the college, whether directed toward employers, employees, or students. Harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career. A complaint of alleged harassment should be lodged with the Provost on the East and North Campuses or a Vice President, on the West Campus.

Crime Statistics

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

Federal Security Report

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

I. Reporting Policies

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

II. Access to Campus Facilities

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

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

III. Campus Law Enforcement

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

IV. Crime Awareness and Prevention Programs

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

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

V. Off-Campus Criminal Activity

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

VI. Policy Concerning Alcohol and Illegal Drugs

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

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

The college provides drug and alcohol abuse educational programs in conformity

Three-Year Criminal History , 1999, 2000, 2001			
	East Campus *(including GC)*	West Campus	North Campus *(including SH)*
Crime			
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	1
Motor Vehicle Theft	0	0	0
Liquor Law	0	0	0
Drug Law	0	0	0
Weapon Law	0	0	0
Totals	1	0	1

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

VII. Criminal Activity Occurrence Statistics

PHCC has experienced very little criminal activity on its campuses and at its centers since its inception in 1972. The following statistics reflect this nearly crime-free environment for the calendar years 1999, 2000 and 2001.

VIII. Sexual Offender/Predator Notification Procedures

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

Drug-Free College Program

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

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

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

Code of Conduct and Disciplinary Policy

I. Code of Conduct

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

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

A.   Level I Offenses

The following described acts of misconduct shall be referred to as "Level I Offenses." The potential sanctions for Level I offenses may include any one, a combination of two or more, or all of these sanctions: written warning, tem-

porary loss of privileges, written reprimand, monetary restitution, and/or work/service restitution.

A.1 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcoholic beverages except as expressly permitted by law and College regulations; or public intoxication;

A.2 Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which does not exceed $100;

A.3 Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting or procuring another person to breach the peace; and the use of indecent or abusive language;

A.4 Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name;

A.5 Unauthorized or fraudulent use of the College name, seal, emblem, nickname, or motto;

A.6 Unauthorized use of College property;

A.7 Disruption or interference with teaching, administration, disciplinary proceedings, or other College functions, activities, or operations;

A.8 Violation of a College rule, a county ordinance or a Federal or

State misdemeanor offense involving no bodily injury to any person;

A.9 Unauthorized entry and/or occupancy of College facilities, including unauthorized possession, duplication, or use of keys to any College facility;

A.10 Trespass on College grounds;

A.11 Conspiracy or solicitation to commit an unlawful act or to violate any College rule;

A.12 At least three or more incidences of violation of traffic rules while on College property;

A.13 Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties;

A.14 Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;

A.15 Permitting another to use his or her College identification card, impersonating another, or misrepresenting being authorized to act on behalf of another;

A.16 Knowingly instituting a false charge against another.

B. **Level II Offenses**

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

B.1 Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or conduct that threatens or endangers the health and safety of any person;

B.2 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances except as expressly permitted by law;

B.3 Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which equals or exceeds $100;

B.4 Acts of dishonesty, including, but not limited to the following:

a. Cheating, plagiarism, or other forms of academic dishonesty,

b. Furnishing false information to a College official or faculty member,

c. Forgery, alteration, or misuse of any College document, record, or instrument of identification;

d. Tampering with the election of any College recognized student organization;

B.5 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 Federal or State misdemeanor offense law which results in minor bodily injury;

B.7 Violation of a federal or state 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 telecommunications equipment or software,

b. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with College computer use policies,

c. Introduction of viruses or other destructive software in College computer facilities,

d. Use of computing facilities to interfere with the work of another student, faculty member, or College official,

e. Use of computing facilities to send obscene or abusive messages,

f. Use of computing facilities to interfere with the normal operation of the College computing systems;

B.9 Illegal or unauthorized possession of firearms, fireworks, explosives, chemical agents, or other weapons or dangerous materials;

B.10 A second violation of any Level I Offense by the same student.

C. Level III Offenses

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

C.1 Illegal or unauthorized use of firearms, fireworks, explosives, chemical agents, or other weapons or dangerous materials;

C.2 Any action that causes or attempts to cause a fire, explosion, including bomb threats, or any intentionally false reporting of a fire, or any tampering with the safety devices or the failure to leave College buildings during a fire alarm;

C.3 The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, or disability;

C.4 Battery or physical abuse of any person resulting in bodily injury;

C.5 Sexual assault in any form, including attempted or acquaintance rape, exploitive behavior, obtaining sexual favors through psychological coercion, attempts to embarrass or intimidate, or to obtain sexual favors through the inducement of alcohol or chemical drugs;

C.6 Any Level I Offense or Level II Offense that results in death or bodily injury to any person;

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

C.8 A third violation of any Level I Offense by the same student.

II. Disciplinary Policy

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

Academic Dishonesty: Cheating and Plagiarism

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

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

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

1. Asking for or giving another student information during a test;

2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;

3. Using materials prohibited by the instructor during a test;

4. Either impersonating another student during a test or having another person assume one's identity during a test

5. Changing answers on a previously graded test in order to have a grade revised;

6. Stealing examination materials;

7. Copying material, either exactly or in essence, and not providing appropriate documentation;

8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;

9. Allowing someone else to compose or rewrite a student's assignment;

10. Stealing, buying, selling, or otherwise providing research papers.

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

Hazing

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

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college, hereafter referred to as "college organization." Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual. Hazing shall include

any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity not with-standing.

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

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

4. Violations of this rule may subject an individual student to the following penalties:

   a. Minor violations disciplinary probation; and

   b. Major or repeated minor violations suspension or dismissal.

5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this rule shall be penalized as follows:

   a. Minor violations probation from operating as a college organization; and

   b. Major or repeated violations suspension in accordance with District Board of Trustees Rule 6Hx19-6.32, or rescission of the authority for such organization to operate on college property or operate under the sanction of the college.

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

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

7. All college organizations are required to include the above anti-hazing rule in the bylaws of such organization.

College Operating Hours/ Campus Security

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

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 IMM #6-16, "Procedures for Student Dismissal from Health Programs" listed below. These programs include Registered Nursing, Practical Nursing, Emergency Medical Services, Emergency Medical Technician, Paramedics, Radiography, Dental, Medical Coder, Medical Records Transcribing, Health Unit Coordinator, Patient Care Technician, Medical Secretarial/Examining Room Assistant, Human Services, Phlebotomy, Nursing Assistant, or any other College-related health program for any of the behavior described in Part A of this section. The College shall follow the procedures set forth in Part B of this section. Students shall have the right to proceed as described in under Part C of this section.

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

1. A student shall not engage in any offense described in the "Code of Conduct" as established pursuant to Board Rule 6Hx19-6.13, "Code of Student Conduct and Student Disciplinary Policy," and described in the College Catalog/Student Handbook.

2. A student shall not endanger a patient's/client's life by:

   a. Violating standard safety practices in the care of patients;

   b. Delaying care that is within the student's realm or of ability and/or knowledge;

   c. Performing skills or procedures that are beyond the realm of the student's ability and/or knowledge;

3. A student shall not enter any restricted or unauthorized area of a clinical site.

4. A student shall not violate the confidentiality of a patient/client.

5. A student shall not display aggressive behavior directed at any College staff member, hospital staff member, medical director, physician, patient/client or student. Such behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself, others, or property.

6. A student shall not engage in dishonest behavior defined as untruthful, untrustworthy, or unreliable communications or action, relating to clinical activities or to patient/client care.

7. Refusing to follow an order from any physician, hospital staff member, licensed practitioner or College instructor, unless the student reasonably believes that the order would endanger the patient. In such an event, the student shall consult with the instructor immediately.

All of the offenses set forth in items 2 through 7 above shall constitute Level III offenses as established by the College pursuant to Board 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 Board Rule 6Hx19-6.13 and the College Catalog/Student Handbook shall constitute a Level III offense if it occurs at a clinical site or in connection with the performance of clinical activities.

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

1. In the event that a College faculty member receives a report or personally observes that a student has committed an act described in Part A of this rule, the faculty member may take any of the following actions:

   a. The faculty member may notify the student of the report or the observation and warn the student of the possibility of dismissal from the program if the behavior should recur; in such event, the instructor shall immediately notify the program Coordinator/Director of the behavior and the warning given;

   b. If the faculty member believes that the student may be unsafe to continue performing clinical activities, then the faculty member may suspend the student immediately from any further participation in clinical activities for the remainder of the day and for the following day, if necessary. The faculty member shall notify the Coordinator/Director of the program or the Associate Dean/Dean in the absence of the Coordinator/Director, immediately. Upon receiving notice of the suspension, the Coordinator/Director of the program shall notify the Associate Dean/Dean immediately. The student shall be notified, in writing, of the remedial measures/lessons required for return to the clinical activity. The Coordinator/Director of the program shall proceed according to paragraph B.2 below.

   c. The faculty member may recommend formally to the Coordinator/Director of the program that the student be suspended temporarily from participation in clinical activities pending remediation in the clinical laboratory of the skill or skills determined to be unsafe. The Coordinator/Director will proceed in accordance with Part B, 2 below.

2. Upon receiving a formal recommendation from a faculty member that a student be temporarily suspended temporarily from participation in clinical activities pending remediation in the clinical laboratory of the skill or skills determined to be unsafe, the Coordinator/Director of the program shall review the circumstances of the reported behavior with the faculty member and student and may review the circumstances with anyone else who may have information about the incident and shall render a decision either to approve or deny the suspension. If practicable, the decision should be rendered three days following the date of the recommendation. If the Coordinator/Director of the program approves the suspension, then the faculty member and the student shall receive written notice of the suspension along with specific information concerning the skill or skills to be remediated in the clinical laboratory. Pending review by the Coordinator/Director, the student may attend laboratory and classes.

3. Upon receiving a formal recommendation from a faculty member that a student be terminated from further participation in clinical activities, the Coordinator/Director of the program and the Dean/Associate Dean, shall review the circumstances of the reported behavior with the faculty member and student and may review the circumstances with anyone else who may have information about the incident and shall render a decision either to forward the recommendation to the Dean of Student Services for appointment of a Disciplinary Board pursuant to rules established by the College pursuant to Board Rule 6Hx19-6.13, or to deny the recommendation, or to impose temporary suspension and require remediation in lieu of termination. If the Coordinator/Director of the program and the Dean/Associate Dean decide to forward the recommendation for formal disciplinary action, then the student shall be suspended temporarily from participation in clinical activities pending final action pursuant to procedures established by the College pursuant to Board Rule 6Hx19-6.13.

Part C: Student's Rights

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

Disciplinary Procedures

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

1. Any student, faculty member, staff member or College administrator my file a formal complaint against a student alleging a violation of the code. To be treated as a formal complaint, the complaint must be in writing and signed by the complainant. Any verbal complaint not placed in written form may be handled and disposed of by the campus Provost and/or the Dean of Student Services in any informal manner that they deem to be appropriate.

2. All formal complaints will be referred to the Assistant Dean of Student Services for investigation, mediation, and possible resolution. After interviewing the accused student and all appropriate witnesses to the matter, and reviewing documentary and other evidence related to the matter, the Assistant Dean may take the following actions:

   a. Determine that no or insufficient grounds exist to believe that a violation occurred and dismiss the complaint;

   b. If the alleged violation is a Level I Offense, then mediate a mutually agreeable resolution with the (as described in DBoT Rule 6Hx19-6.13 and in the "Code of Student Conduct and Disciplinary Policy" section of this catalog/student handbook) 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 Dean of Student Services (mediation is available for Level I offenses only);

   c. Determine that sufficient grounds exist to believe that a violation occurred and request appointment of a Disciplinary Board to conduct a formal hearing of the complaint. Prepare a report, including a summary of the complaint and the issues involved, and a list of potential witnesses and other persons believed to have information about the complaint.

3. In the event that the Assistant Dean of Student Services was involved either in the alleged violation incident, or previously counseled the accused student or the complainant about the matter to the extent that it would be inappropriate for the Assistant Dean to investigate or mediate the complaint, then the Dean of Student Services will appoint an Assistant Dean of Student Services from another campus to handle the complaint.

4. If the matter is not resolved by the Assistant Dean of Student Services in accordance with item 2 above, then a Disciplinary Board may be appointed by the Dean of Student Services, using, as much as possible, members who have no prior knowledge of or involvement with the alleged violation incident. The Board shall consist of the following members:

   Dean of Student Services, Chair
   Provost or Dean
   or Associate Dean (1)
   Instructional Personnel (1)
   Assistant Dean of Student Services
   or Advisor (1)
   Student (1)

5. In the event that the Dean of Student Services was involved either in the alleged violation incident or in the mediation of the alleged offense, or if the Dean of Student Services rejected a proposed mediated sanction for such alleged offense; then the Dean of Student Services shall not serve on the Disciplinary Board hearing the complaint of such alleged offense. In the place of the Dean of Student Services, the Vice President of Educational Services will serve as Chairperson of that Disciplinary Board.

6. The Chairperson of the Disciplinary Board will schedule a date and time for the Disciplinary Board to convene to hear the complaint, taking into consideration the class schedule of the accused student and the availability of potential witnesses and Disciplinary Board members. If at all possible, the hearing should take place within 10 business days following the referral of the matter to the Dean of Student Services. The accused student will be sent, via certified mail, a summary of the complaint; a tentative list of potential witnesses; a notice of the date, time and location of the hearing; and a copy of the rules that govern the hearing. The accused student will be informed that the College Equity Officer will be available to assist the student with understanding and following the College disciplinary procedures. While the Equity Officer will not represent the student at the hearing, the Equity Officer shall attend the hearing to provide procedural assistance to the student. The student may also have any other person present at the hearing, but this person shall be an observer only and shall not participate in the hearing.

7. The Assistant Dean of Student Services who investigated the complaint initially will make arrangements for the presentation of witnesses and evidence to the Disciplinary Board. The Disciplinary Board members and the accused student will be permitted to question each witness and to inspect all documentary and other evidence. The accused student violator will be allowed to present any witness statements and any other evidence that the student believes to be relevant to the matter. The hearing will be tape-recorded and the tape shall remain the property of the College. The accused student shall be given a copy of the tape recording upon written request.

8. At the conclusion of all the evidence, including testimony, the accused student will be given the opportunity to make a closing statement. After the closing statement, the Disciplinary Board will decide, by majority vote, outside the presence of the accused student and any other non-Disciplinary Board members, whether the student violated the College disciplinary code, and what, if any, sanction(s) should be imposed. The College Equity Officer shall not be excluded during the deliberation and voting process. A recommendation for suspension or expulsion of the student must be referred to the President for approval and final imposition. The Board may impose all other sanctions.

9. The decisions of the Disciplinary Board shall be placed in writing, and the Chair shall send a copy to the Vice President of Educational Services for a review of whether College procedures were followed and whether the investigation/evidence was appropriate for the decision. With the concurrence of the Vice President of Educational Services, the Chair of the Disciplinary Board will send the results to the student via certified mail. If the Vice President of Educational Services does not concur with the decision of the Disciplinary Board, then he or she may ask the Disciplinary Board to reconvene within five business days to reconsider its decision based on his or her specific reasons. When a resolution is reached, then the Chair of the Disciplinary Board will notify the student via certified mail.

10. If the student should decide to appeal the decision of the Disciplinary Board, either as to the determination that violation occurred or whether the sanction imposed is appropriate, then the student shall write a letter of appeal to the Vice President. The letter of appeal must be postmarked or hand-delivered with 15 days following the date the student received the decision of the Disciplinary Board. The Vice President shall review all of the materials submitted by the student, shall review the College file on the matter, may review the recording of the Disciplinary Board hearing, and may interview the student.

11. Additionally, the Vice President may interview any witness or any other person who might have relevant information. At the conclusion of this review, the Vice President shall make a determination as to whether the decision of the Disciplinary Board was rendered in a fair and impartial manner and according to the rules of procedure of the College, and whether the decision is supported by the evidence. Further, the Vice President shall review whether the sanction imposed is appropriate. The Vice President may uphold the decisions of the Disciplinary Board or may send it to the President for further review. The decision of the Vice President shall be placed in writing and a copy shall be sent to the student by certified mail. The Vice President shall complete the review within 10 business days of the date of receipt of the student's letter, if at all possible.

12. If the student should decide to appeal the review of the Vice President, either as to the decision to uphold the finding of the Disciplinary Board or as to the appropriateness of the sanction imposed, then the student shall write a letter of appeal to the President of the College within 15 business days of receipt of the decision of

the Vice President. The President shall review all of the materials submitted by the student, shall review the College file on the matter, may review the recording of the Disciplinary Board hearing, and may interview the student. Additionally, the President may interview any witness or any other person who might have relevant information. At the conclusion of this review, the President shall make a determination as to whether the evidence supports the decision. Further, the President shall make a determination about whether the sanction imposed is appropriate. The President may uphold the decision of the Disciplinary Board, reverse its decision, and/or may reduce the sanction, if the President believes that it is fair and appropriate to do so. The decision of the President shall be placed in writing and a copy shall be sent to the student by certified mail. The decision of the President will be final.

13. At the conclusion of the process, all records of the proceedings shall be returned to the office of the Dean of Student Services for storage and retention in accordance with College policy and State Law.

Student Grievance Procedures

1. Students should first attempt to resolve grievances locally and informally through discussion with the following campus officials, in the order listed:

   a. Instructor (for course-related matters) Note: see Item 3 below

   b. Associate Academic Dean/Dean, West Campus

   c. Assistant Dean of Student Services/ Counselor

   d. Provost (East or North Campus) Dean of Student Services (West Campus)

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

2. If the issue or concern is not settled at the campus level within 10 working days, then it shall be referred in writing on form SCN-26 (which shall be available in the Offices of the Dean of

Student Services and the Assistant Dean of Student Services) to the Dean of Student Services who shall attempt to resolve the matter within ten business days of receipt. If this effort is unsuccessful, then the Dean of Student Services will forward this form to the Vice President of Educational Services who will review the prior investigation with the appropriate parties. If the Vice President of Educational Services is unable to resolve this 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 DBoT Rule 6Hx19-6.11, "Privacy of Student Records."

4. The student involved in this grievance resolution process may request assistance from the Equity Officer/Minority Recruiter at any point during the process. The Equity Officer/Minority Recruiter 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 Equity Officer/Minority Recruiter shall monitor the progress of the case to its conclusion.

College Equity Officer

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

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

Student Ombudsman

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

a. transfer or course substitution credit awarded

b. meeting of graduation requirements

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

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

Privacy of Student Records/Directory Information

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

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

In the absence of written notice by a student to withhold any or all information classified as "directory," the college reserves the right to distribute this material. Directory information is defined as the name, address, telephone number, date and place of birth, major field of study, dates of at-

tendance, full-time or part-time status, degrees and awards received, participation in officially recognized activities, and the most recent educational institutions attended by the student. Copies of the complete policy on this subject may be found in the Offices of the Student Services Staff and the Provost on each Campus, and in the Office of the President in Board Rule 6Hx19-6.11.

Student Use of College Facilities

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

Student Government Association (SGA)

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

Student Activities

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

The Student Activities Department sponsors annual events. Some of these events are: Welcome Back Fair, Family Nights, Spa Days, Etiquette Dinner, and a variety of leadership workshops and activities.

College Brain Bowl Team

Brain Bowl is a game of general knowledge and quick recall. It is often called "the varsity sport of the mind" and is often compared to the TV game show Jeopardy. Students compete as a team against other community college teams.

Delta Epsilon Chi (DECA)

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

Drama Club

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

Human Services Club

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

National Student Nurse Association (NSNA)

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

PHCC Cares

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

Courage and Strength Together (CAST)

People Accepting Challenges Together (PACT)

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

Phi Beta Lambda (PBL)

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

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

Phi Theta Kappa

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

To be eligible for membership, a student must have completed at least 12 semester hours of college credit at PHCC with

a grade-point average of 3.25 or higher as specified by the respective Chapters. Only courses taken at PHCC and numbered 1000 or 2000 will be considered when calculating the GPA.

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

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

Psi Beta

Psi Beta National Psychology Honor Society is organized to promote, stimulate, encourage and recognize general scholarship and interest in psychology. Current requirements include: 3.25 overall grade point average, an earned "B" or better grade in all psychology courses completed and 12 overall completed semester hours at PHCC. Inductions are held every term. The chapter holds various social community and educational activities.

Student Tobacco Reform Initiative: Knowledge for Eternity (STRIKE)

The purpose of the Student Tobacco Reform Initiative: Knowledge for Eternity is to increase awareness of tobacco and its harmful effects, to increase tobacco cessation, to increase the number of students involved in tobacco prevention activities, and to recommend changes to college policies to ensure that Florida's campuses will become tobacco free.

Vocational Industrial Clubs of America (VICA)

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

UHURU Club

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

Other Student Clubs/Organizations

Computer Club

Dental Hygienist Organization

Fellowship of Christian Athletes

Crusade for Christ/Fellowship of Christian Students

Future Educators of America

Legal Eagles

Pasco Footlights Drama Club

Spanish Club

Veterans Club

Writers' Club

Student Ambassadors Program

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

Student Publications

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

Student ID Cards

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

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

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

Bookstore Services

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

Athletics and Recreation

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

A limited number of athletic scholarships are available for those selected for intercollegiate sports. Both prospective and current students interested in intercollegiate opportunities should contact the Athletic Director at the West Campus. Other recreational activities are available at each campus for all students. Students who are interested in these types of activities should contact the Student Activities Office at any campus.

Academic Policies

Program Selection

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

Common Placement Testing

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

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

Alternatives to Traditional College-Preparatory Instruction

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

Technical Credit Certificate and Applied Technology Diploma Students

To comply with FAC 6A-10.040, the Test of Adult Basic Education (TABE) will be used by the College to assess basic skill levels for students entering technical credit certificate or applied technology diploma programs. Students who are enrolled in a postsecondary adult vocational program of 180 clock hours or more shall complete a basic skills examination within the first six weeks after admission into the program. The College will accept previous TABE scores provided that the scores are no more than two years old from the date of college admission 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 District Records Office, New Port Richey campus. Students who score below the minimum basic skill levels will be offered remediation in the Learning Laboratory. After remediation, the students will be given another opportunity to achieve the required TABE score. Students who do not reach the required TABE level by the end of the term following completion of the program (excluding summer) will not be issued a certificate or diploma. For additional information, students should contact an advisor.

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

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

A. Withdrawal

1. A student may withdraw without academic penalty from any course by the last date to withdraw as printed in the College Catalog/Student Handbook. Withdrawals after that date will be granted only through established institutional procedures.

2. A student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive the grade earned for that course.

B. Forgiveness

1. Forgiveness is limited to courses in which the student earned "D" or "F" grades.

2. A student's course grades may be forgiven twice.

3. If a student repeats a course, only the last grade earned will be used in computing the grade-point average (GPA). All attempts of a course will be shown on the permanent student record. Courses which use "P", "F", "S", "U", OR "X" grades are not counted in computing the GPA.

4. Courses may be repeated if they are designated as repeatable, such as choir, music, journalism, or are individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as a part of regulatory requirement for continuing education to stay current in a field, such as teacher certification

C. Total Attempts

1. College Credit Courses

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

2. College Preparatory Courses

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

3. Audit Enrollment

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

4. Technical Credit and Non-College Credit Courses

The allowable number of attempts for college credit courses identified above do not apply to Technical Credit and Non-college credit courses.

Academic Grade Relief Option

Since July 1, 2000, the Academic Grade Relief Option policy has allowed a student who is currently enrolled, transferring to, or seeking readmission to PHCC a one-time, non-reversible opportunity to have all college-credit course work that is 10 calendar years or older excluded when computing the GPA at PHCC or for graduation from PHCC. To be eligible for the *Academic Grade Relief Option,* the student must complete all admissions requirements and be admitted to a degree or certificate program.

When the request is approved, the following statement will be added to the student's transcript: *"Academic GradeRelief Applied Terms XXXXX-XXXXX"* The grade(s) and course(s) will remain on the transcript but the approved course(s) will be not be used to compute the student's GPA and/or to determine graduation status.

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

Standards of Academic Progress

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

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

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

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

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

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

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

Academic Dismissal: If, after being placed in a status of Suspension Waiver, a student does not meet the re-enrollment conditions established by the Academic Appeals Committee, the student may be dismissed from the college for one major term (fall or spring). A student is eligible to re-apply for admission after the dismissal period by filing a formal appeal to the Vice President of Educational Services. If approved, the student will be allowed to re-enroll in the status of Suspension Waiver (see above).

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

Standards of Financial Aid Progress Appeals Process

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

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

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

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

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

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

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

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

Suspension Waiver

Students who are denied financial aid due to unsatisfactory progress or an inadequate completion rate or have attempted 150% of their program length may submit a written appeal to the Financial Aid Office. The Financial Aid Advisor (FAA) will review each appeal and make a recommendation for approval or disapproval.

a. **Approval**

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

b. **Disapproval**

If the appeal is not granted, the FAA will notify the student, in writing, of the decision.

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

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

Appeals to the State of Florida

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

Grading System

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

Grade	Number of 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
I		Incomplete
P		Passed
W		Withdrew
*S		Satisfactory
*U		Unsatisfactory
**SP		Showing Progress
X		Audit

*Used only in non-credit courses after May 1994.
**Used only for Adult Basic Education and GED preparatory courses.

Grade-Point Average (GPA)

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

Example

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

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

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

Veteran Progress

The U.S. Department of Veterans Affairs (VA) requires the college to measure the progress of students receiving veteran educational benefits. Accordingly, the veteran student's (any student receiving VA benefits) standard of academic progress (SAP) will be evaluated with all students. In addition, veterans enrolled in programs of less than 45 semester hours will be required to have a minimum grade-point average (CGPA) of 2.00 after completion of one half of the required semester hours in their program of study. The VA will not pay for courses which do not count toward fulfilling graduation requirements (this includes auditing a course and repeating any course in which a grade of "D" or above was received with the exception of Gordon Rule courses which require a grade of "C" or better).

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

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

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

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

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

Classification of Students

Students will be classified in accordance with the following criteria:

Degree- or Certificate-Seeking

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

A degree-seeking student is further classified as:

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

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

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

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

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

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

It should be noted that these classifications are for internal use by the college. A student who is receiving benefits from another agency (such as the Veterans Admin-

istration) is subject to that agencies definition of these terms.

Attendance at More Than One Campus/Home Campus

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

Regional Linkage System

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

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

External Credit

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

Advanced Placement (AP)

College credit may be granted to a student who presents a minimum qualifying score on one or more of the Advanced Placement (AP) program examinations of the College Entrance Examination Board as outlined in District Board of Trustees Rule 6Hxl9-3.24 and Internal Management Memorandum (IMM) #3-20. These examinations must be taken prior to en-

rolling in the college, except for Credit Bank or Dual Enrollment High School students.

Armed Services Educational Experiences

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education (ACE) in their Guide to the Evaluation of Educational Experiences in the Armed Services. Students may initiate the request for such credit once they have met all admission requirements to an applicable program of study. In order for an evaluation to take place, students must provide appropriate documentation as determined by the college. Credit will be awarded only for courses which can be used to meet specific program requirements and which are offered at PHCC. Recommendations in the ACE guide are advisory in nature and are not binding upon the college.

Certified Credit Union Executive (CCUE)

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

BUL 2241	Business Law
ECO 2013	Principles of Microeconomics
MNA 1100	Personnel Relationships in Business
MAR 1011	Principles of Marketing

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

International Association of Administrative Assistants (formerly Certified Professional Secretary)

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

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

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

Technology Certification Exemptions

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

Certification - A+ - 6 credits

(Current CompTia objectives)

Courses for Which Credit is Issued

CET 1178C	Microcomputer Systems Repair
CGS 1565	Microcomputer Operating Systems

Certification - Cisco CCNA - 15 credits

(current certification)

Courses for Which Credit is Issued

CET 1600	Cisco Academy – Networking Fundamentals
CET 1610	Cisco Academy – Router Technology
CET 2615	Cisco Academy – Advanced Router Technology
CET 2620	Cisco Academy – Project Based Learning

Microsoft 2000-Certification - 15 credits

Courses for Which Credit is Issued

CEN 1305	Supporting Microsoft Windows 2000 Professional & Server
CEN 1321	Supporting Microsoft Windows 2000
CEN 1322	Microsoft Windows 2000 Network & Operating Systems Essentials
CEN 1325	Designing a Microsoft Windows 2000 Directory Services Infrastructure
CEN 2320	Implementing & Administering Microsoft Windows 2000 Directory Services
CEN 2324	Designing a Microsoft Windows 2000 Migration Strategy
CEN 2327	Designing a Microsoft Windows 2000 Networking Services Infrastructure

Novell NetWare 5-Certification - 15 credits

Courses for Which Credit is Issued

CDA 1522	Networking Technologies
CEN 1509	NetWare 5 Administration
CEN 1510	NetWare 5 Advanced Administration
CEN 2523	NDS Designer & Implementation

CET 2496	NetWare Service & Support

One of the following:

CEN 1508	Network Management Using Manage Wise
CEN 1548	Securing Intranets with BorderManager
CEN 2506	IntranetWare: integrating Windows NT

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

College Level Examination Program (CLEP)

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

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

Credit may be awarded for CLEP Subject Examinations if submitted scores are at or above the percentile specified in Rules of the State Board of Education and Internal Management Memorandum 3-20. Evaluation of CLEP credit is made after the application fee is paid and the student is admitted to the college. CLEP credit will appear on the student's permanent record without indication of a grade. Credits earned through CLEP do not satisfy the residency requirement. Students seeking this credit are strongly advised to discuss their academic plans with an advisor before registering.

Credit-by-Examination

Students may earn credit in designated courses by making a satisfactory score (equivalent to at least a grade of "C") on tests prepared by PHCC instructors. A nonrefundable charge will be made for each examination.

An examination must be completed within the session for which the student first applied for credit-by-examination. Credit-by-examination cannot be granted in any course for which a grade (including "I", "X", or "W") has already been awarded. Credit earned through tests prepared by PHCC will appear on the student's permanent record. A student may attempt credit-by-examination in a course no more than one time. Certain courses are NOT eligible for credit-by- examination. Credits earned through credit-by-examination do NOT satisfy the residency requirement.

International Baccalaureate (IB) Credit

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

Law Enforcement Credit

Upon recommendation of the Director of Law Enforcement Programs and the Dean of Workforce Programs, a maximum of 13 hours of credit may be awarded based on successful completion of a PHCC Law Enforcement/Basic Recruit and 10 hours for the Correctional Officer program. To be awarded credit, students must be both declared and enrolled in the PHCC A.S. degree program in Criminal Justice Technology. Students who have completed the Basic Recruit or Correctional Officer program at another institution may also be eligible for credit if they have passed the appropriate Florida Officer Certification examination. Under this provision, eligible students who have completed the Law Enforcement/Basic Recruit program will be awarded credit for CJL 2100 Criminal Law, CJT 1100 Criminal Investigation, CJE 1000 Introduction to Law Enforcement, CJE 1500 Police Operations, and CJD 2009 Criminal Justice Career Enhancement. Eligible students who have completed the Correctional Officer program will be awarded credit for CJL 2100 Criminal Law, CJC 1000 Introduction to Corrections, CCJ 1000 Crime and Delinquency, and CJD 2009 Criminal Justice Career Enhancement. An additional three credit hours may be granted for CCJ 2940 Field Studies for those people currently employed with one year of experience as a law enforcement or correctional officer (not auxiliary). All credit awards will take place only upon submission of a Petition for the Award of Law Enforcement Credit and the appropriate documentation to the Director of Law Enforcement Programs.

Nursing Credit

Based on prior health services education, nursing credit will be awarded for students admitted and enrolled in PHCC's Associate in Science degree program in Nursing, Licensed Practical Nurse (RN) Track. Please review the program descriptions for further details.

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 Class Schedule for each term. Courses offered via Internet have an "I" following the course numbers. Additional information may be obtained from the Student Services Office.

Television Courses

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

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

When purchasing books, students should inform bookstore personnel that they have registered for a "TV" course, since different texts and other materials are often used. Veterans Services students should check with their advisors before enrolling in television courses. For information about TV courses, visit the PHCC Website, or contact either an Assistant Dean of Student Services or the Associate Dean of Educational Services, located on the West Campus, who coordinates the TV courses.

Directed Individual Study

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

A. Meeting with the instructor at least once a week for a course lasting a full session or a proportionate time for courses of shorter duration.

B. Instructor's option of more frequent meetings for those students needing additional work.

C. An option for the student to complete the course earlier than the prescribed length upon mutual agreement between student and instructor.

D. Standards and content in the opinion of the instructor and the Provost (East and North campuses) or the appropriate Associate Dean/Dean (West Campus) to be comparable to a regularly scheduled class in the subject.

Courses containing laboratory experiences, in which student participation is a particularly important element, are not eligible for Directed Individual Study.

Teacher Certification and Recency of Credit

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

Class Attendance

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

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

Observance of Religious Holidays

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

Audit

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

lege preparatory course are not permitted to register on an audit basis.

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

Practicums

Practicums are required in several Workforce Programs and are elective in several others. Practicums may consist of on-the-job training, special projects, research, or a combination of these activities. The instructor will develop specific requirements and the method(s) of evaluation to best fit the academic and work needs of the student. Each practicum will consist of a minimum of 96 hours in a planned learning situation, together with at least three scheduled conferences with the instructor.

Admission to the Internship in Business Program

Admission to the Internship in Business program (MNA 2941) and the Information Technology Internship program (CIS 2930)is restricted to students who have met the minimum requirements and have followed all admissions procedures. Students who have completed the following prerequisites are eligible to request MNA 2941:

• a minimum of 15 college credits at PHCC

• a minimum of 12 college credits in business courses

• hold a minimum of 2.0 GPA in college business courses*

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

• a minimum of 18 college credits at PHCC

• a minimum of 15 college credits in IT courses (from CGS, COP, CET, CEN, CDA, CIS)

• hold a minimum of 2.0 GPA in college credit courses*

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

* meet with the Faculty Supervisor

* interview with business site supervisors

* set up an internship learning agreement with the instructor and business site supervisor

* register for the specific internship course

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

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

Incomplete Grades

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

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

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

Grade Dissemination

Final grades are no longer mailed, but can be reviewed online via the FACTS.org website. Students can find information about the service available at this site by visiting PHCC's Website at www.phcc.edu.

President's Honors List

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

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

Honors Program

General Description

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

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

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

Honor students enjoy other privileges such as priority registration, faculty mentoring, and preferred consideration for scholarships at PHCC and universities seeking to recruit graduates of community college Honors Programs. Honor students are prime candidates for PHCC's intercollegiate Brain Bowl Team and the local chapter of Phi Theta Kappa (PTK), an international college honor society. In addition, Honors students receive special recognition at graduation and other college events. An "Honors Program Graduate" commendation appears on the degree and all transcripts.

Application Procedures

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

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

* A high school GPA of 3.5 on an unweighted 4.0 scale

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

* Completion of 12 college credits with a minimum 3.3 GPA

* Obtain a score of 100 or above on the writing and reading portions of the FCELPT

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

Program Completion Requirements

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

Entering As a Freshman:

* Complete at least six Honors courses in General Education core areas such as Communications, Humanities, Mathematics, and Social and Behavioral Sciences. Students may also take PHI 1600, Applied Ethics; SLS 1261,

Leadership Development Studies; and MAC 2311, 2312, and 2313, Calculus and Analytic Geometry I, II, and III, for Honors credit. See the following Curriculum Section.

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

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

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

Entering As a Sophomore:

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

Curriculum

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

Biological Science

BSC 1030H   Introduction to Environmental Science

Communications

ENC 1121H   English Composition I - Honors

ENC 1122H   English Composition II - Honors

SPC 2600H   Introduction to Public Speaking - Honors

Humanities

HUM 2211H   Humanities : The Ancient World to the Middle Ages -Honors

HUM 2230H   Humanities : The Renaissance to the Modern Day - Honors

HUM 2700*   Overseas Study in the Humanities

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

Interdisciplinary

IDS 2290H   Introduction to Asian Arts and Letters

SLS 1261   Leadership Development Studies

Mathematics

MAC 2311   Calculus and Analytic Geometry I

MAC 2312   Calculus and Analytic Geometry II

MAC 2313   Calculus and Analytic Geometry III

STA 2024H   Introduction to Statistics

Philosophy

PHI 1630   Applied Ethics

Social and Behavioral Sciences

AMH 1046H   Introduction to the American Presidency, Honors

PSY 1012H   Introduction to Psychology

SYG 2000H   Introduction to Sociology

Computer Assisted Advising Check

Degree, diploma, and certificate-seeking students are strongly encouraged to apply to their advisor or to the Admissions and Student Records Office for a **free** Computer Assisted Advising Check to help monitor their progress toward meeting program requirements. To request this **free** report, students should submit a completed "Request for a Computer Assisted Advising Check" form indicating their program of study and the catalog year they wish to use to meet requirements. The re-

port they will receive will summarize their program requirements, will detail the courses they have taken which satisfy requirements, and will indicate the courses they will need to complete to meet any remaining requirements.

Graduation Application

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

There is no fee to apply for a degree. However, separate nonrefundable fees will be charged for students who wish to purchase a diploma and/or cap and gown. Although PHCC will try to certify program completion even if a graduation application has not been filed, any delay in the application process will affect the determined program completion date. It is PHCC's policy to post an earned degree or certificate automatically on a student's record when it has been determined that the student has completed such a degree or certificate.

Certificate and Applied Technology Diploma Application

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

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

Graduation Ceremonies

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

Since graduation is held indoors on the West Campus, seating is very limited in the Physical Fitness Center and students are allotted only a specific number of tickets. Children under the age of two who can sit in a parent's lap do not need a ticket. A live broadcast of graduation will be provided in the Performing Arts Center across from the Physical Fitness Cneter. Tickets are not required for admission to the Performing Arts Center.

All students who have completed requirements for degrees, diplomas, or certificates are encouraged to participate in the appropriate graduation ceremony. There is a $10 diploma/certificate fee and a $25 cap and gown fee.

Additional Degrees/ Certificates/ Diplomas

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

Library Services

A library containing 19,000 square feet is located on each campus. The combined holdings of all three libraries are approximately 67,000 volumes. In addition to books, each library has a collection of periodicals, newspapers, microfiche, computer databases, and audiovisual materials. The Library Information Network for Community Colleges (LINCC) on-line public access catalog allows students and faculty to locate material at any community college or public university in the state. Access to the libraries' holdings is also available through LINCCWEB, the State of Florida's web page for community college libraries.

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

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

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

Learning Laboratory

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

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

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

College-Level Academic Skills Test (CLAST) Requirement

The State of Florida has developed a test of college-level communication and com-

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

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

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

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

Students must register in the Student Services Offices, or Career Testing Center (West Campus), before the State-mandated registration deadline, listed in the College Calendar. All students who register for CLAST must be advised by a counselor/advisor.

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

CLAST-preparation workshops for PHCC students are provided at least three times per year on each campus at no charge. There are CLAST review materials in each

64

library and learning laboratory and available for purchase in the campus bookstores.

Computer Adaptive Test for CLAST (CAT-CLAST)

The Computer Adaptive Test for CLAST (CAT-CLAST) is a version of the CLAST that is administered and scored by computer. It is offered as a service (for which there is a $35 fee) to those examinees who need to take or retake any portion of the CLAST (EXCEPT for ESSAY) and do not wish to wait for the next statewide CLAST administration. However, a student cannot have taken a subtest (or subtests) within the last 30 days. Formerly, the CAT-CLAST was available only for retake students. PHCC does not offer the CAT-CLAST. However, some institutions offering the CAT-CLAST are: Broward Community College (Ft. Lauderdale), Central Florida Community College (Ocala), Tallahassee Community College, Miami-Dade Community College (Miami), Santa Fe Community College (Gainesville), Valencia Community College (Orlando), and the University of South Florida (Tampa).

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

Communication and Computation Skills Tested on the CLAST

State Board Rule 6A-10.031 cites the communication and computation skills identified below that are associated with successful performance of students in college programs through the baccalaureate level. Except for the speaking and listening skills, all of these skills are tested on the CLAST.

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

Essay and English Language

ENC 1101 or ENC 1121H and ENC 1102 or ENC 1122 H, AML 2010, or AML 2020, or ENC 2012, or ENC 2022, or LIT 2110, or LIT 2120.

HUM 1020 or HUM 1020H and HUM 2211 or HUM 2211H, HUM 2230 or HUM 2230H (reinforced) or ARH 1000 or THE 2010 or THE 2011 or MUL 1110 or PHI 1630 or PHI 1010 or REL 2000, or REL 2300 or THE 2020.

Speaking and Listening

SPC 2600 or SPC 2600H

Mathematics

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

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

CLAST Skills Tested

Essay

1. Select a topic that lends itself to development.
2. Determine the purpose and the audience for writing.
3. Limit the subject to a topic that can be developed within the requirements of time, purpose, and audience.
4. Formulate a thesis or statement of main idea that focuses the essay.
5. Develop the thesis or main idea by
   - providing adequate support that reflects the ability to distinguish between generalized and concrete evidence,
   - arranging the ideas and supporting details in a logical pattern appropriate to the purpose and focus,
   - writing unified prose in which all supporting material is relevant to the thesis or main idea statement, and
   - writing coherent prose and providing effective transitional devices that clearly reflect the organizational pattern and the relationships of parts.
6. Demonstrate effective word choice.
   - Use words that convey the denotative and connotative meanings required by context.
   - Avoid inappropriate use of slang, jargon, clichés, and pretentious expressions.
   - Avoid wordiness.
7. Employ conventional sentence structure
   - Place modifiers correctly.
   - Coordinate and subordinate sentence elements according to their relative importance.
   - Use parallel expressions for parallel ideas.

- Avoid fragments, comma splices, and fused sentences.
8. Employ effective sentence structure
   - Use a variety of sentence patterns.
   - Avoid overuse of passive constructions.
9. Observe the conventions of Standard American English grammar and usage.
   - Use standard verb forms.
   - Maintain agreement between subject and verb or noun and antecedent.
   - Avoid inappropriate shifts in tense.
   - Use proper case forms.
   - Maintain a consistent point of view.
   - Use adjectives and adverbs correctly.
   - Make logical comparisons.
10. Use standard practice for spelling, punctuation, and capitalization.
11. Revise, edit, and proofread units of discourse to ensure clarity, consistency, and conformity to the conventions of written Standard American English.

English Language Skills

Word Choice

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

Sentence Structure

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

Grammar, Spelling, and Punctuation

1. Use standard verb forms.
2. Maintain agreement between subject and verb.
3. Maintain agreement between pronoun and antecedent.
4. Use proper case forms.
5. Use adjectives and adverbs correctly.
6. Avoid inappropriate shifts in tense.
7. Make logical comparisons.
8. Use standard practice for spelling.
9. Use standard practice for punctuation.
10. Use standard practice for capitalization.

Reading Literal Comprehension

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

Critical Comprehension

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

Mathematics

Arithmetic

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

15. Solve problems that involve the structure and logic of arithmetic.

Algebra

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

Geometry and Measurement

1. Round measurements to the nearest given unit of the measuring device used.
2. Calculate distances.
3. Calculate areas.
4. Calculate volumes.
5. Identify relationships between angle measures.
6. Classify simple plane figures by recognizing their properties.
7. Recognize similar triangles and their properties.
8. Identify appropriate units of measurement for geometric figures.

9. Infer formulas for measuring geometric figures.
10. Select applicable formulas for computing measures of geometric figures.
11. Solve real-world problems involving perimeters, areas, and volumes of geometric figures.
12. Solve real-world problems involving the Pythagorean property.

Logical Reasoning

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

Alternatives to CLAST Alternatives to CLAST

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

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

Students who have earned a grade-point average (GPA) of 2.5 or above in the English courses listed below may be exempt from one or more sections of the CLAST, as specified below. Courses transferred to PHCC from other public Florida commu-

nity colleges and from the State University System will be allowed if they have the same common course number. Courses transferred in from other locations may be used if course transfer credit as evaluated by the PHCC Records Office is deemed equivalent to these courses.

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

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

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

AML 2010, American Literature: The Colonial Period to the Late 19th Century

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

ENL 2012, British Literature: The Middle Ages through the Late 18th Century

ENL 2022, British Literature: The Late 18th Century through the Modern Era

LIT 2110, World Literature: The Ancient World through the Renaissance

LIT 2120, World Literature: The Renaissance through the Modern Era

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

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

Option 1:

The student shall complete two of the following courses:

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

MGF 1202	Finite Mathematics or any other MGF course with the last three digits being higher than 202
MGF 1106	Liberal Arts Mathematics I
MGF 1107	Liberal Arts Mathematics II
STA 2014	Statistical Methods or any other STA course

Option 2:

MGF 1113	Topics in College Mathematics I, and
MGF 1114	Topics in College Mathematics II, and
MGF 1118	CLAST Review in Mathematics

Option 3:

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

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

Students with AP, CLEP or IB Credit

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

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

II. Presentation of Certain Scores on Specific Standardized Tests

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

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

a. Quantitative - Students who have earned a quantitative score of 500 or above on the recentered score scale of the SAT-I, or its equivalent on the original score scale, shall be exempt from the computation section of the CLAST.

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

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

a. Mathematics - Students who have earned a score of 21 or higher on the Enhanced ACT Program in mathematics, or a score of 21 or higher on the original ACT, shall be exempt from the computation section of the CLAST.

b. Reading - Students who have earned a score of 22 or higher on the Enhanced ACT Program in reading, or a score of 20 or higher on the original ACT, shall be exempt from the reading section of the CLAST.

c. English - Students who have earned a score of 21 or higher on the Enhanced ACT Program in English, or a score of 20 or higher on the original ACT, shall be exempt from the English language skills, and essay sections of the CLAST.

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

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

Academic Programs

1. Associate in Arts Degree

The Associate in Arts (AA) Degree will be awarded upon successful completion of a planned program of 60 college credit hours and upon passing the state prescribed College Level Academic Skills Test (CLAST) or demonstrating satisfaction of an approved CLAST alternative. Thirty-six (36) credit hours must be earned in General Education requirements. The remaining 24 hours may consist of any courses in the catalog section under "Courses" that are 1000 or 2000 level. Required communication, computation, humanities and social science used to satisfy general education and Gordon Rule requirement courses must each be completed with a grade of "C" or above. At least 15 hours of credit must be earned in a classroom experience 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.

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

From August 1, 1984 through July 31, 1986

Reading - 260; Writing - 265; Computation - 260; and Essay - 4 (unless a score of 3 was earned on a test before March 1984).

From August 1, 1986 through July 31, 1989

Reading - 270; Writing - 270; Computation - 275; and Essay - 4 (unless a score of 3 was earned on a test before March 1984).

From August 1, 1989, through September 30, 1991

Reading - 295; Writing - 5; Computation - 285; and Essay - 4.

From October 1, 1991 through September 30, 1992

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

Effective October 1, 1992

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

2. Associate in Science Degree

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

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

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

(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, process control programmers, information system managers, and programmers/analysts or to provide supplemental training for persons previously or currently employed in these occupations.

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

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

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

(f) Associate in Science in Emergency Medical Services
The Associate in Science in Emergency Medical Services degree shall be awarded upon completion of 73 semester credit hours. This program is designed to prepare students to provide advanced pre-hospital emergency care as a paramedic. Instruction includes the knowledge and skills required to function under the direction of a physician, either directly or by written procedures.

(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 prepare a human services specialist who will serve as a paraprofessional in community agencies.

(h) Associate in Science in Internet Services Technology-Internet Specialist

The Associate in Science in Internet Services Technology-Internet Specialist 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.

(i) Associate in Science in Legal Assisting

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

(j) Associate in Science in Marketing Management

The Associate in Science in Marketing Management degree shall be awarded upon completion of 64 semester credit hours. This program provides learning opportunities for a student to acquire the necessary skills for a career in this multifaceted field. Career areas include: marketing, merchandising, retailing, advertising, buying, and many support areas such as management, communications, and personnel management. Specific job titles include: sales clerk, sales representative/manager, expediter, buyer, food marketing manager, and fast food services.

(k) Associate in Science in Networking Services Technology Network Specialist:

The Associate in Science in Networking Services Technology- Network Specialist 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 Track

An Associate in Science in Nursing degree is awarded upon the completion of the AS in Nursing (R.N.) (Generic Track) Program which consists of 72 semester credit hours. This program is designed to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion of this program, the graduate is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018.

An Associate in Science in Nursing (R.N.) Degree is awarded upon completion, by Licensed Practical Nurses or Paramedics, of 72 semester credit hours. This program is designed to allow an entry point into the Associate degree in Nursing Program for the Licensed Practical Nurse or the Paramedic. Upon successful completion of this Program, the graduate is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapters 464.008 and 464.018.

(m) Associate in Science in Office Systems Technology

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

(n) Associate in Science in Radiography

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

3. Associate in Applied Science Degree

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

An Associate in Applied Science Degree is offered in the following area:

Business Administration

4. Associated Certificate Programs, A.S. Degree

a. Certificate Program - Business Management

This 24 credit hour program is designed to prepare students for the operation of a business and to become business owners and entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a business. Upon successful completion of this program, a student may transfer into the Associate in Science in Business Administration or the Associate in Science in Marketing Management programs.

b. Certificate Program - Computer Programming

This 30 credit hour certificate program is designed to prepare students for employment as computer programmer trainers and software application technicians. This 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 applications problems.

c. **Certificate Program - eBusiness**
This 33 credit hour certificate is designed to provide students with an overview of the skills required in today's electronic business setting. Students interested in starting their own businesses and who need some basic marketing, business administration, and information technology skills should complete this certificate.

d. **Certificate Program - Marketing Operation**
This 24 credit hour program is designed to prepare students with the necessary skills for an entry-level career in marketing.

e. **Certificate Program - Networking Services Technology-Microsoft 2000 Specialization**
This 33 credit hour program is designed to provide students with entry-level skills as Microsoft networking specialists. Certificate completers will be eligible to take the Microsoft Certified Systems Engineer certification exam.

f. **Certificate Program - Networking Services Technology - Novell 5 Specialization**
This 33 credit hour program is designed to provide students with entry-level skills as Novell networking specialists. Certificate completers will be eligible to take the Certified Novell Engineer (CNE) certification exams.

g. **Certificate Program - Paramedic**
This 42 credit hour program provides a theoretical base to understand and implement life-saving techniques in an emergency situation. College laboratory experience is provided for learning skills, and a supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility. Upon successful completion of the program and successful completion of a final comprehensive written and practical examination, the graduate is eligible to apply to take the State of Florida Paramedic

certification exam or the National Registry exam. These courses transfer into the two-year Associate in Science in Emergency Medical Services program.

h. **Certificate Program - Office Systems Specialist**
This 30 credit hour program is designed to provide the necessary skills for students who plan to seek employment in a clerical position such as file clerk, clerk typist, general office clerk, receptionist, or transcribing machine operator. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Systems Technology program.

5. Technical Certificate Programs

The Technical Certificate will be awarded upon satisfactory completion of a planned program of postsecondary studies in a specialized area. A minimum of 25% of the program, other than credit-by-examination, must be earned in residence at PHCC. A cumulative grade-point average of not less than 2.0 or "C" must be achieved in the program courses by graduation. Some Technical Certificate Programs are open-entry.

a. **Technical Certificate Program - Applied Welding Technologies**
This specialized program of 39 technical credit hours is designed to enable persons to acquire skills and knowledge necessary for initial employment as welders. Emphasis is placed on care and safe use of welding equipment, tools, and materials. Employability skills are included.

b. **Technical Certificate Program - Correctional Officer**
The purpose of this 17.66 technical credit program is to prepare students for entry-level employment as correctional officers. The program is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.

c. **Technical Certificate Program - Cross-Over Corrections To Law Enforcement**
The purpose of this 9.53 technical credit hour program is to train stu-

dents who want dual certification in Basic Law Enforcement and Basic Corrections. The program is designed for students who already have completed a Correctional Officer program satisfactorily.

d. **Technical Certificate Program-Cosmetology**
This specialized 40 technical credit hour program is designed to prepare persons for initial employment in the field of cosmetology. Upon satisfactory completion of this program, a graduate receives a certificate in Cosmetology and is eligible to sit for the Florida Board of Cosmetology Licensure Examination.

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

f. **Technical Certificate Program - Fire Fighting/Volunteer Fire Fighting**
The purpose of this program is to prepare students for employment as fire fighters. The presentation of the course is structured in such a manner that the first 225 hours of this 450-hour program will fulfill the State of Florida requirements to prepare the student for certification as a Volunteer Fire Fighter and qualifies the student to sit for the Basic Volunteer Fire Fighter Florida State examination. Completion of the full 450 hours of the program will fulfill the State of Florida requirements to prepare the student for certification as a Minimum Standards Fire Fighter II and qualifies the student to sit for the Minimum Standards Fire Fighter Florida State examination.

g. **Technical Certificate Program - Health Unit Coordinator**
This 16.67 technical credit hour program is designed to prepare students as health unit coordinators. Some of the topics included in the program are: interpreting medical terminology; performing clerical duties; reading, interpreting, and coordinating physicians' orders; legal and ethical responsibilities; and performing supervised clinical duties.

h. **Technical Certificate Program - Law Enforcement Auxiliary Officer**

This 9.06 technical credit hour program is designed to prepare candidates for employment/ appointment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer.

i. **Technical Certificate Program - Law Enforcement/Basic Recruit**

This 22.39 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.

j. **Technical Certificate Program - Cross Over Law Enforcement To Corrections**

The purpose of this 5.21 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 satisfactorily completed a Law Enforcement/Basic Recruit program.

k. **Technical Certificate Program - Medical Secretary/Examining Room Assistant**

The purpose of this 35 technical credit hour program is to prepare students for employment as office clerks in medical facilities and as examining room assistants in physicians' offices. This program includes instruction in both general office and medical record skills and includes a clinical component.

l. **Technical Certificate Program - Nursing Assistant**

The purpose of this 4 technical credit hour program is to train students to fulfill the requirements for passing the Certified Nursing Assistant (CNA). Students learn skills required to pass the exam. In addition, students are prepared to work in hospitals, nursing homes, and other health care facilities.

m. **Technical Certificate Program - Patient Care Technician**

The purpose of this 20 technical credit hour program is to prepare students for employment as advanced cross-trained patient care technicians and to provide supplemental training for persons previously or currently employed in health occupations. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant.

n. **Technical Certificate Program - Phlebotomy**

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

o. **Technical Certificate Program - Practical Nursing**

This 45 technical credit hour program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies as practical nurses and is approved by the Florida State Board of Nursing. Upon satisfactory completion of the prescribed course work, a graduate is eligible to sit for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108. A graduate is also eligible to apply for admission to the Associate Degree in Nursing Program at the ADN-LPN entry point.

6. Advanced Technical Certificates

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

The following ATC is offered:

a. **The Care of the Monitored Patient**

The purpose of this Advanced Technical Certificate program is to provide the Associate in Science Degree RN and/or registered nurse with advanced knowledge and skills in monitored areas which are beyond the basic nursing education. The program includes instruction in advanced pathophysiology, physical assessment, and clinical management to prepare the student for monitored area in which nurses are in high demand.

7. Applied Technology Diploma

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

a. **Emergency Medical Technician**

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

b. **Medical Coder**

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

c. Medical Record Transcribing

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

Course Transferability

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

All other catalog courses listed as 1000- or 2000-level are credited for purposes of graduation from PHCC, but may not be accepted by the institution to which a student transfers, nor applied toward required prerequisites for satisfying program entry requirements. An advisor will assist in providing information about courses normally accepted for transfer within programs at a particular university or four-year college.

General Education Development (GED) Preparation

Students who do not have a high school diploma are eligible to enroll in the GED Prep program. The GED Prep program offers students the opportunity to obtain the necessary skills required to complete the GED test successfully and earn a state high school equivalency diploma. Students are able to work individually with the assistance of a tutor as they gain the knowledge required to pass the test. GED prep instruction is offered in the Learning Laboratory, which is located in the library at each campus.

Instruction is given in the general education subjects of writing, social studies, science, literature, and mathematics. In addition, students can receive instruction in basic skills as well as enhance their work-place skills as they work toward successful job placement. Interested students should contact the Learning Laboratory on their campus. There are no charges for this program.

Continuing Education

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

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

Lifelong Learning Courses

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

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

Continuing Workforce Education (CWE)

These courses are organized and designed to develop or enhance an individual's occupational skills. Records of such courses are maintained by the College. Fees shall be charged for CWE courses in accordance with the fee structure established by the District Board of Trustees.

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

Senior Citizen Academy - "The Club"

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

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

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

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

3. Admittance to "Club" activities, which include monthly seminars or workshops and an annual holiday social.

4. Free blood pressure screening - once per term.

5. And much, much more.

The Senior Citizen Academy has several conditions of enrollment and/or deadlines that apply to its membership agreement. Senior citizens are encouraged to contact the Senior Citizen Liaison at the New Port Richey (West) Campus at extension 3439 for more information about the program.

Transfer Program

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

Satisfactory completion of the AA Degree program, to include the CLAST examination, will allow a student to enter a Florida public university at the junior level. Flexibility is allowed in the AA Degree Program to permit a student to prepare for almost any bachelor's degree pro-

gram. However, the satisfactory completion of the program neither implies nor guarantees that all lower level requirements in a program of the student's choice at a higher level institution have been met. Fot this reason, any student who expects to transfer to a senior institution is advised to contact the specific department of that institution as early as possible for information about courses to be taken while at PHCC. Final responsibility for choice of program and courses at PHCC, however, rests with the student.

College catalogs and counseling manuals from all state universities identifying required prerequisites and catalogs from other senior colleges are available in the Student Services Office at any PHCC campus. Advisors are available, by appointment, to assist the student in planning a program.

Gordon Rule

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

Within the communications area, the student must write a total of 24,000 words. This requirement will be satisfied by students writing 8,000 words in the six hours of required communications courses and earning a grade of "C" or higher; writing 8,000 words in the six hours of required humanities courses and earning a grade of "C" or higher; and writing 8,000 words in the six hours of required social and behavioral science courses and earning a grade of "C" or higher. Within the mathematics atea, completion of specific mathematical courses is required. The intent of the Gordon Rule is met at PHCC in the communications area by the following distribution of writing requirements:

Communications (4,000 words)

1. English Composition I
   (ENC 1101)

2. English Composition I - Honors
   (ENC 1121H)

3. English Composition II
   (ENC 1102)

4. English Composition II - Honors
   (ENC 1122H)

5. American Literature : Exploration to the Late 19th Century (AML 2010)

6. American Literature : The Late 19th Century through the Modern Era (AML 2020)

7. British Literature: The Middle Ages Through the Late 18th Century (ENL 2012)

8. British Literature: The Late 18th Century Through the Modern Era (ENL 2022)

9. World Literature: The Ancient World Through the Renaissance (LIT 2110)

10. World Literature: The Renaissance Through the Modern Era (LIT 2120)

Humanities (4,000 words)

1. Dance in Art and Education
   (DAN 2100)

2. Introduction to Humanities
   (HUM 1020)

3. Humanities: The Ancient World to the Middle Ages
   (HUM 2211)

4. Humanities: The Renaissance to the Modern Day (HUM 2230)

5. Introduction to Humanities - Honors (HUM 1020H)

6. Humanities: The Ancient World to the Middle Ages -Honors
   (HUM 2211H)

7. Humanities: The Renaissance to the Modern Day - Honors
   (HUM 2230H)

8. Art Appreciation (ARH 1000)

9. Survey of Drama I: Ancient Greece to the Early Renaissance (THE 2010)

10. Survey of Drama II: High Renaissance to Present
    (THE 2011)

11. Introduction to Theatre
    (THE 2020)

12. Music Appreciation (MUL 1110)

13. Applied Ethics (PHI 1630)

14. Introduction to Philosophy
    (PHI 1010)

15. Introduction to Religion
    (REL 2000)

16. World Religions (REL 2300)

Social and Behavioral Sciences

Courses with the following prefixes will include a 4,000 word writing requirement: AMH, ANT, CLP, DEP, ECO, EDP, EUH, GEA, INR, ISS, POS, PPE, PSY, SOP, SYG.

Foreign Language Requirement

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

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

Examination	Minimum Score	Maximum Credit
French	52	8
	50	4
German	63	8
	50	4
Spanish	54	8
	50	4

Students who received Associate in Arts Degrees before September 1, 1989, or who enrolled in a program of studies leading to an Associate's Degree from a Florida community college before August 1, 1989, and have maintained continuous enrollment shall be exempt from this admissions requirement. Any lower division student admitted without meeting the foreign language requirement must earn such credits prior to admission to the upper division of a state university. Any AA Degree graduate from a public community college admitted without meeting the foreign language requirement must earn such credits prior to graduation ftom a state university.

College Preparatory Courses

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

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

Police Standards Program (Law Enforcement/Basic Recruit)

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

Thirteen hours of credit may be granted toward the A.S. degree in Criminal Justice Technology for the successful completion of a PHCC Law Enforcement/Basic Recruit Program. Under this provision, credit will be awarded for CJL 2100 Criminal Law, CJT 1100 Criminal Investigation, CJE 1000 Introduction to Law Enforcement, CJE 1500 Police Operations, and CJD 2009 Criminal Justice Career Enhancement.

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

1. Be declared and enrolled in the PHCC A.S. degree program in Criminal Justice and

2. Complete a Petition for Law Enforcement Credit, attach all required documentation (including a copy of the certificate awarded at the completion of the Basic Recruit Program) and submit the form to the Director of Law Enforcement programs.

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

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

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

ACADEMIC PROGRAMS
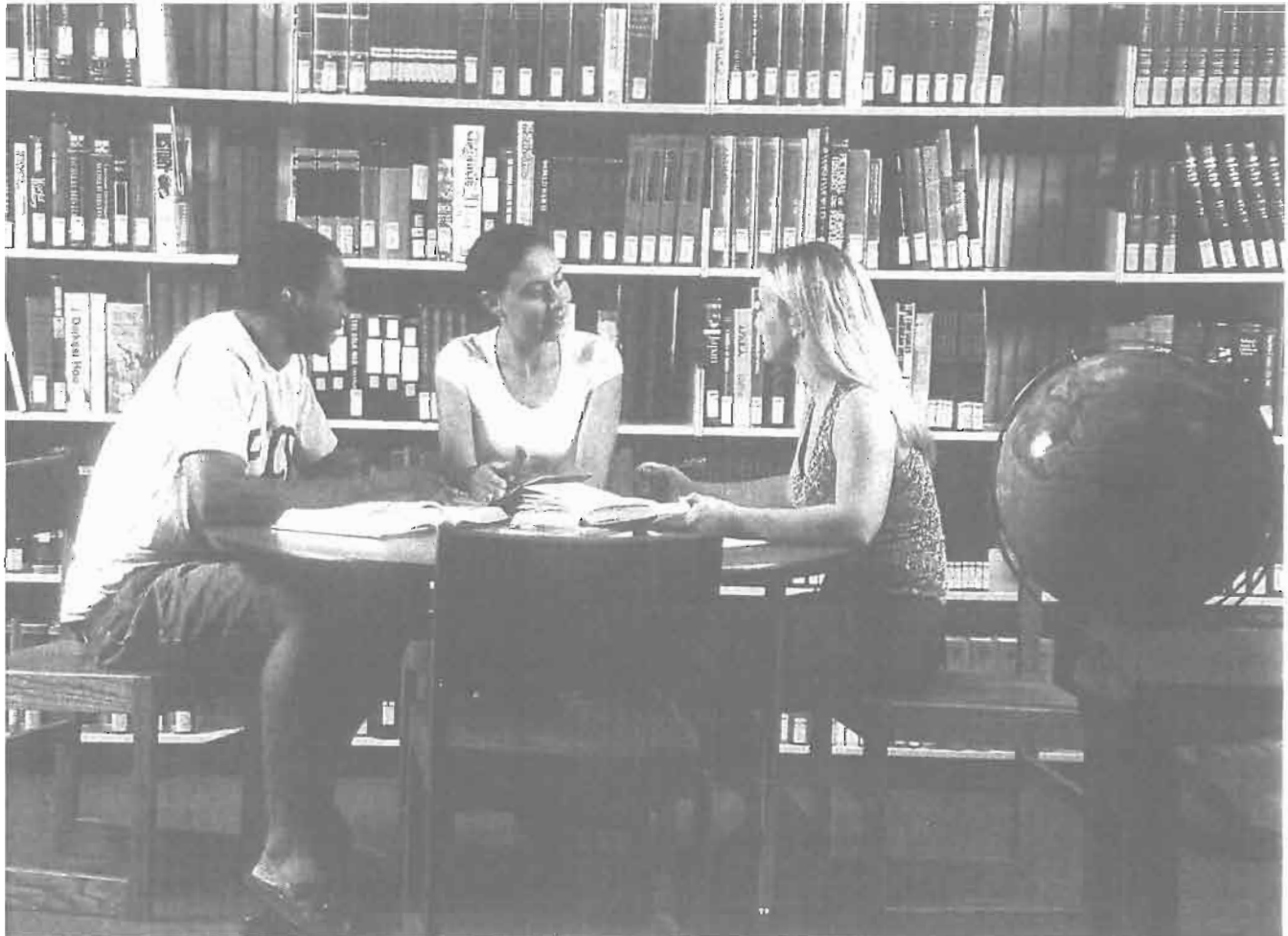
Associate in Arts Degree Program

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

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

OBJECTIVES OF THE AA DEGREE

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

Objectives

1. To enhance the ability of students to communicate ideas and meaning in writing with competency in form and substance

   #### Measurement

   All AA graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101 or ENC 1121H).

   All AA graduates will have completed successfully the English language skills and the essay portions of the College Level Academic Skills Test (CLAST) or an approved CLAST alternative.

2. To develop in students the skills necessary to prepare research papers

   #### Measurement

   All AA graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101 or ENC 1121H) or an alternate course. These skills are reinforced in Humanities I (HUM 2211 or HUM 2211H,) other general education communications, humanities, and social and behavioral science courses.

3. To strengthen speaking and listening skills in students

   #### Measurement

   All AA graduates will have completed successfully (with a "C" or higher) Introduction to Public Speaking (SPC 2600 or SPC 2600H).

4. To ensure that all students are provided with a broad spectrum of mathematical skills

   #### Measurement

   All AA graduates will have completed successfully (with a "C" or higher) a MAC, MGF, MTG or STA course, and

   All AA graduates will have completed successfully the mathematics skills portion of the CLAST or an approved CLAST alternative.

5. To develop in students mathematical competency, accuracy, and understanding consistent with university requirements/ recommendations

   #### Measurement

   All AA graduates will have completed successfully (with a "C" or higher) at least three hours of mathematics at the level of college-level algebra (MAC 1105 or MGF 1106) or higher and successfully completed the mathematics skills portion of the CLAST or an approved CLAST alternative.

6. To nurture in students an understanding of the structure, function, and basic components of the biological and physical worlds

   #### Measurement

   All AA graduates will have completed successfully at least three science courses: one biological science course from a prescribed list, one physical science course from a prescribed list, and a third science course either from these prescribed lists or any course with a GLY or OCE prefix.

7. To foster in students an understanding of individual and/ or group behavior.

   #### Measurement

   All AA graduates will be encouraged to complete successfully Introduction to Psychology (PSY 1012 or PSY 1012H), or Introduction to Sociology (SYG 2000 or SYG 2000H), or Introduction to Cultural Anthropology (ANT 2410).

8. To develop in students an appreciation of the arts and humanities, including the critical awareness of cultures and cultural diversity

   #### Measurement

   All AA graduates will have completed successfully (with a "C" or higher) Humanities I (HUM 2211 or HUM 2211H) and at least one other general education humanities course option.

9. To develop in students knowledge and understanding of the structure and function of government

   #### Measurement

   All AA graduates will be encouraged to complete successfully (with a "C" or higher) American Federal Government (POS 2041).

10. To prepare students for successful academic performance upon transfer to the upper-division institutions in the State University System (SUS)

Measurement

The mean grade-point average (GPA) of PHCC graduates who transfer ro the SUS will be at leasr equal to the mean GPA of other transfer students in the SUS.

11. To develop computer literacy skills in students

Measurement

All AA students will have completed introductory computer skills within their general education communication course, ENC 1101 or ENC 1121H.

12. To provide students with a varied educational experience

Measurement

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

Additional Assistance

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

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

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

Effective August 1, 1986 through July 31, 1989:
Reading - 270; Writing - 270; Computation - 275; and Essay - 4.

Effective August 1, 1989 through September 30, 1991:
Reading - 295; Writing - 295; Computation - 285; and Essay - 4.

Effective October 1, 1991 through September 30, 1992:
Reading - 295; Writing - 295; Computation - 290; and Essay - 5.

Effective October 1, 1992:
Reading - 295; Writing - 295; Computation - 295; Essay - 6.

General Education Requirements for the AA Program

Semester Credit Hours

I. Communications 9
(includes 4,000-word writing requirement)

*ENC 1101 English Composition I or

*ENC 1121H English Composition I - Honors and

*ENC 1102 English Composition II or

*ENC 1122H English Composition II - Honors or

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

*AML 2020 American Literature: The Late 19th Century through the Modern Era or

ENL 2012 British Literature: The Middle Ages through the Late 18th Century or

*ENL 2022 British Literature: The Late 18th Century through the Modern Era or

*LIT 2110 World Literature: The Ancient World through the Renaissance or

*LIT 2120 World Literature: The Renaissance through the Modern Era or

*ENG 2103 World Cinema and

*SPC 2600 Introduction to Public Speaking or

*SPC 2600H Introduction to Public Speaking-Honors

II. Mathematics 6

Any course listed in this catalog with

*MAC, *MGF, *MTG or *STA prefix

(see exceptions on the following page)

III. Natural Sciences 9

Biological Science (*one course* – BOT, BSC

[except BSC 1050 or BSC 1050H], MCB)

Physical Science (one course - CHM, PHY, PSC)

Biological or Physical Science
(one course – any of the above Science prefixes plus BSC 1050 or BSC 1050H, GLY, or OCE)
Note: It is recommended that either Introduction to the Physical Sciences [PSC 1341] or a Survey of the Physical Sciences [PSC 1311] be taken as a FIRST science course for ALL students not planning to major in the sciences. These courses serve as the foundation for all other science courses.

IV. Social and Behavioral Sciences 6

*Any course with the prefix: AMH, ANT, CLP, DEP, ECO, EDP, EUH, GEA, INR, ISS, POS, PSY, SOP, SYG, PPE

(All courses include a 4,000 word writing requirement.)

76

V. Humanities   6
(includes 4,000-word writing requirement)

*HUM 1020 Introduction to Humanities or

*HUM 1020H Introduction to Humanities – Honors and

*HUM 2211 Humanities: The Ancient World to the Middle Ages or

*HUM 2230 Humanities: The Renaissance to the Modern Day or

*HUM 2211H Humanities: The Ancient World to the Middle Ages - Honors or

*HUM 2230H Humanities: The Renaissance to the Modern Day – Honors or *ARH 1000 Art Appreciation or

*THE 2010 Survey of Drama I: Ancient Greece to the Early Renaissance or

*THE 2011 Survey of Drama II: High Renaissance to Present or

*MUL 1110 Music Appreciation or

*PHI 1630 Applied Ethics or

*PHI 1010 Introduction to Philosophy or

*THE 2020 Introduction to Theatre or

*DAN 2100 Dance in Art and Education or

*REL 2000 Introduction to Religion or

*REL 2300 World Religions

Total: 36
These courses must be completed with a grade of "C" or higher.

Electives

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

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

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

All students must satisfy all college prepatory requirements before completing 12 credit hours. Note: All students who receive an AA Degree must pass all sections of the CLAST or satisfy an approved CLAST alternative.

The student who does not meet the foreign language requirement set by the state university system of Florida (See "Foreign Language Requirement") is urged to take these courses. See an Advisor for details.

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

    Both MAC 1102 and MAC 1105

    Both MAC 1104 and MAC 1105

    Both MAC 1114 and MAC 1147

    Both MGF 1202 and MGF 1106

University Parallel Programs

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

Some majors have no common prerequisites while others have very specific prerequisites. This will require students to make the appropriate course choices to satisfy the 36 hour General Education requirement as well as the remaining 24 hours needed to complete the Associate in Arts degree.

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

that prepare students for the baccalaureate degree. Please see your advisor for assistance with your academic planning.

Agribusiness & Agriculture
Course Information & Substitutes to Agriculture & Other Programs
Agricultural Business/Operations
Agriculture (Food and Resource) Economics
Landscape Operations & Management
Agriculture Science
Animal Science
Dairy Science
Poultry Science
Food Science & Technology – 3 Tracks
    Food Science (Track 1 of 3)
    Food Science & Human Nutrition-Dietetics
    (Track 2 of 3)
    Nutritional Sciences (Track 3 of 3)
Plant Sciences
Agronomy & Crop Science
Horticulture Science
Soils Science

Architecture & Construction

Architecture & Environment Design
Architecture
Design in Architecture Studies
Construction/Building Technology – Universities Separate
    FAMU – Construction/Building Technology
    FIU – Construction/Building Technology
    UF and UNF – Construction/Building Technology

Area & Ethnic Studies

American Studies (USA)
Asian Studies
Russian & East European Studies
Latin American Studies
African-American (Black) Studies
Jewish Studies
Women's Studies

Mass Communications & Rhetoric

Communication (Mass)
Advertising
Journalism
Magazine Production
Public Relations & Organizational Communication
Radio & TV Broadcasting
Rhetorical Speech & Communication

Computer & Info Sci, & Computer Engineering

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

Education

Special Education, General
Education of the Emotionally Handicap
Education of the Mentally Handicapped
Education of Blind & Visually Handicapped
Education of Specific Learning Disabled
Elementary Teacher Education
Junior High/Middle School Teacher Education – 6 Tracks
Middle Grade Math/Middle Grade Science Ed (Track 1 of 6)
Middle Grade English/Middle Grade Social Science Ed (Track 2 of 6)
Middle Grade Math/Middle Grade English Ed (Track 3 of 6)
Middle Grade Math/Middle Grade Social Science Ed (Track 4 of 6)
Middle Grade Science/Middle Grade English Ed (Track 5 of 6)
Middle Grade Science/Middle Grade Social Science Ed (Track 6 of 6)
Pre-Elementary/Early Childhood Teacher Education
Agricultural Teacher Education (Vocational)
Art Teacher Education
Business Teacher Education (Vocational)
English Teacher Education
Foreign Languages Teacher Education

Health Teacher Education
Home Economics Teacher Education (vocational)
Mathematics Teacher Education – 2 Tracks
    Secondary Mathematics Education (Track 1 of 2)
    Junior High/Middle School Mathematics Education (Track 2 of 2)
Music Teacher Education
Physical Education Teaching & Coaching
Science Teacher Education – 5 Tracks
    Biology Teacher Education (Track 1 of 5)
    Chemistry Teacher Education (Track 2 of 5)
    Earth/Space Teacher Education (Track 3 of 5)
    Physics Teacher Education (Track 4 of 5)
    Middle Grades Science Teacher Education (Track 5 of 5)
Social Sciences Teacher Ed (History, Social Science, Economics, & Political Science)
Trade & Industrial Teacher Education (Vocational) – 3 Tracks
    Vocational Industrial Education (Track 1 of 3)
    Occupational Specialist Training Education (Track 2 of 3)
    Technical Education (Track 3 of 3)
Secondary Science/Math Teacher Education
Dance Education – B.A. (Track under dance)
Drama Education

Engineering & Engineering Technology

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

Foreign Languages

Foreign Language, Multiple
Linguistics
East Asian Language/Literature
Russian

German
French
Italian
Portuguese
Spanish
Classics & Classical Language
Greek, Classical
Latin

Legal Assisting
Legal Assisting

Letters
English, General

Liberal/General Studies
Liberal Arts & Sciences
Independent Studies
Humanities
New College

Life Sciences & Environmental Studies
Life Sciences
Biology, General
Biochemistry
Botany, General
Plant Pathology
Microbiology/Bacteriology
Ecology (Limnology)
Marine/Aquatic Biology
Zoology
Entomology
Environmental Science – Universities Separate
   FIU – Environmental Science, B.A. Program
   FIU – Environmental Science, B.S. Program
   UF – Environmental Science, B.A. Program
   UF – Environmental Science, B.S. Program
   USF – Environmental Science and Policy,
   B.S. Program
   UWF – Environmental Studies/Natural Science Option,
   B.S. Program
   UWF – Environmental Studies/Policy Option,
   B.S. Program

Mathematics & Statistics
Mathematics, General
Applied Math/Math Sciences
Statistics

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

Philosophy & Religion
Philosophy, Religion, Theology
Philosophy

Religious Studies
Philosophy & Religion

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

Psychology
Psychology, General
Social Psychology

Criminal Justice
Protective Services
Criminal Justice Studies

Public Administration & Social Work
Public Administration and Services
Public Administration
Social Work, General

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

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

Health Professions & Related Science

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

Business & Management

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

One-Institution Programs

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

ACADEMIC PROGRAMS
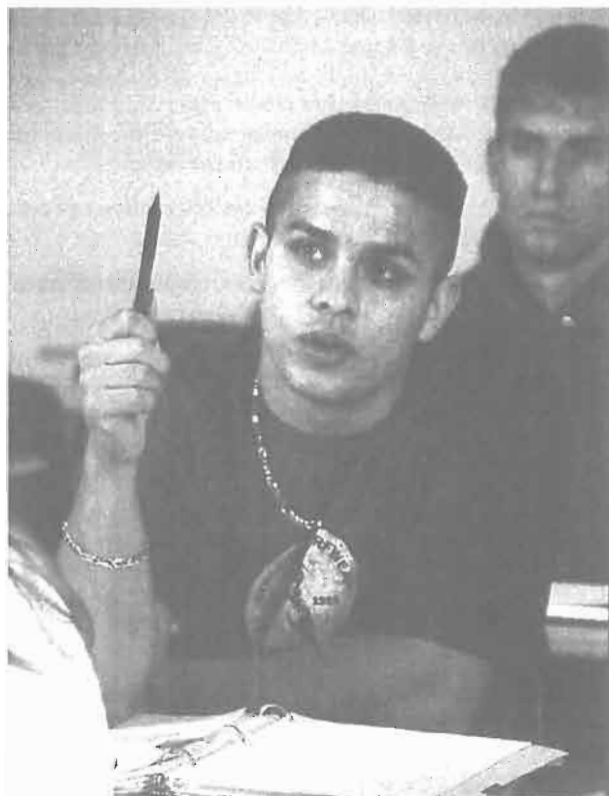
Associate in Science/
Associate in Applied Science Degree Programs

The Associate in Science (AS) and Associate in Applied Science (AAS) degree programs prepare students for employment in selected fields. A certificate may be awarded in some programs after one year or less of prescribed work. These programs are intended to prepare the student for employment after graduation - not for university transfer. An official high school transcript indicating graduation or official GED scores indicating successful completion and an official transcript sent directly from each college and university previously attended are required for admission to an associated certificate. Students who wish to transfer should pursue the Associate in Arts (AA) Degree or the Associate in Science Degree in one of the Statewide Articulated AS to BS/BA Degree Programs.

Listing of AS, AAS and Associated Certificate Programs

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

The AS/AAS Degrees and Associated Certificate programs offered at PHCC are as follows:

Associate in Applied Science (AAS) Degree in:	**Associated Certificate Program in:**
Business Administration	Business Management
	Business Operations
	Business Specialist

Associate in Science (AS) Degree in:	
Business Administration	
eBusiness	eBusiness Management
	eBusiness Operations
	eBusiness Specialist
Computer InformationTechnology	Information Technology Support Specialist
	Information Technology Analyst

AS Degree in:	**Associated Certificate Program in:**
Computer Programming and Analysis	Computer Programming
	Computer Programing Specialist
Criminal Justice Technology	
Dental Hygiene	
Drafting and Design Technology	AutoCAD Foundations
Emergency Medical Services	Paramedic
Human Services	
Internet Services Technology-Internet Specialist	Cisco
	Information Technology Administration
Legal Assisting (Paralegal)	
Marketing Management	Marketing Operations
Networking Services Technology-Network Specialist	Microsoft 2000
	Novell 5
	Information Technology Management
	Information Technology Technician
Nursing, with the:	
Generic Track	
Licensed Practical Nurse Track	
Paramedic Track	
Office Administration	Office Management
	Office Specialist
	Office Support
Office Administration – Legal Specialization	Office Management Legal Specialization
Physical Therapist Assistant *(This is a joint program offered by SPC and PHCC.)*	
Radiography	

Applied Technology Diploma

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

Applied Technology Diploma in:

Emergency Medical Technician - 11 credits towards A.S. Degree in Emergency Medical Services

All programs and courses are not available on all campuses. Contact the campus student services office to determine whether the program desired is offered on a particular campus.

Associate in Science Degree Program

The Associate in Science (AS) Degree will be awarded upon completion of the program hours shown in the College Catalog/Student Handbook. All AS degrees include at least 15 credit hours of General Education courses. All PHCC AS degrees include ENC 1101 English Composition I or ENC 1121H English Composition I Honors. Required communication, computation, and humanities courses must each be completed with a grade of "C" or above. At least 25% of the credits toward the degree, other than Credit-by-Exam, CLEP, or Advanced Placement, must be earned in residence at PHCC. A cumulative, degree-level grade-point average of not less than 2.0 or "C" must be achieved prior to graduation.

Objectives of the AS Degree

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

Objectives

1. To enhance the ability of the students to communicate ideas and meaning in writing with competency in form and substance

    Measurement
    All AS graduates will have completed successfully (with a "C" or higher) English Composition I (ENC 1101 or ENC 1121H).

2. To ensure that students have a broad understanding of the social sciences.

    Measurement
    All AS will have completed successfully three credits from courses with the following prefixes: ANT, CLP, DEP, INR, POS, PPE, PSY, SOP or SYG.

3. To foster in students an understanding of mathematics or natural sciences.

    Measurement
    All AS graduates will have completed successfully three credits from the following courses:

    *   Mathematics - any course with MAC, MGF, MTG, or STA prefix (with a "C" or higher) or

    *   Biological Science - any course with BSC, MCB, or OCE prefix. or

    *   Physical Science - any three-hour course with CHM, GLY, PHY or PSC prefix.

4. To enhance the ability of students to appreciate diversity, the arts, composition, and/or ethics.

    Measurement
    All AS graduates will have completed successfully three credits from the humanities area.

5. To broaden the understanding and appreciation of students in the areas of communications, social science, mathematics, natural sciences, and humanities.

    Measurement
    All AS graduates will have completed successfully three additional hours of courses in communications (with a "C" or higher), social science, mathematics (with a "C" or higher), natural sciences, or humanities.

6. To develop computer literacy skills in students.

    Measurement
    All AS graduates will have completed successfully a computer course or successfully used computer skills within their discipline.

7. To strengthen speaking and listening skills in students.

    Measurement
    All AS graduates will have successfully demonstrated listening and speaking skills within their program.

8. To ensure that all students are provided a sound technical foundation in their designated program area.

    Measurement
    All AS graduates will have completed successfully their designated program of study.

Associate in Science Degree and Associate in Applied Science Degree Requirements

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

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

	Semester Hours Credit
I. Communications	3

*ENC 1101 English Composition or

*ENC 1121H English Composition I – Honors

II. Social Sciences   3

Courses with the following prefixes will meet this requirement: AMH, ANT, CLP, DEP, ECO, EDP, EUH, GEA, INR, ISS, POS, PPE, PSY, SOP, or SYG

III. Mathematics or Natural Sciences   3

Any one of the following courses:

Mathematics *(any course listed in this catalog with MAC, MGF, MTG or STA prefix)*

Biological Science *(any course with BSC, MCB or OCE prefix)*

Physical Science *(any course with CHM, GYL,*

PHY or PSC prefix)

IV. Humanities   3

Any course from the following areas:
Art
Drama
English Composition II (or equivalent General Education-Communication Course)
Ethics (any Ethics course with a PHI prefix)
Foreign Language
Humanities
Music

V. Core Elective   3

Any course not used to satisfy Areas I, II, III or IV above or any course from the following areas:
AutoCAD
Cisco Certification
Computer Science

V. Core Elective (cont.)
Geography
History
Humanities
Interdisciplinary
Journalism
Literature
Microsoft Certification
Novell Certification
Reading
Speech

Total Hours: 15

Grade of "C" or above required

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

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

Associate in Science in Business Administration AS to BS Transfer Program

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

Program Code AS-BA

Course	Listing	Credit Hours
ENC 1101	English Composition I	3
	or	
ENC 1121	English Composition I – Honors	
MAC 1105	College Algebra	3
MAC 2233	Applied Calculus	4
SPC 2600	Introduction to Public Speaking	3
	or	
SPC 2600H	Introduction to Public Speaking – Honors	
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
STA 2023	Introduction to Statistics	3
ACG 2021	Principles of Financial Accounting	3
ACG 2071	Principles of Managerial Accounting	3
GEB 1011	Introduction to Business	3
GEB 1136	Introduction to eBusiness	3
BUL 2241	Business Law	3
MAR 1011	Principles of Marketing	3
CGS 1100	Microcomputer Applications	3
Elective	Area II	3
Elective	Area IV	3

Hours: 48

Program Options
Choose 5 of the following courses:

MNA 2941	Internship in Business	
MAT 1033	Intermediate Algebra	
MNA 1100	Personnel Relationships in Business	
OST 2335	Business Communications	
MNA 1345	Principles of Supervision	
GEB 2350	International Business	Hours: 15

Total Hours: 64

*See Associate in Science General Education Requirements

Associate in Applied Science in Business Administration

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

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

Program Code AAS-BA

Course	Listing	Credit Hours
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MNA 2941	Internship in Business	3
MAR 1011	Principles of Marketing	3
**OST 1100	College Keyboarding I	3
QMB 1001	Business Mathematics	3
GEB 2350	International Business	3
ACG 2021	Principles of Financial Accounting	3
BUL 2241	Business Law	3
MNA 1100	Personnel Relationships in Business	3

ACG 2071	Principles of Managerial Accounting	3
ECO 2013	Principles of Macroeconomics	3
OST 2335	Business Communications	3
MNA 1345	Principles of Supervision	3
SLS 2420	Career Enhancement	1
GEB 1136	Introduction to eBusiness	3
CGS 2820	Web Page Design	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	(Suggested Electives)	6

Total Hours: 64

*See Associate in Applied Science General Education Requirements
**Keyboarding courses may be waived by completing satisfactorily the next level course.*

Suggested Electives:

CGS 2108	Advanced Microcomputer Applications
ECO 2023	Principles of Microeconomics
MKA 1021	Salesmanship
MKA 2041	Principles of Retailing
MKA 2511	Principles of Advertising
OST 1711	Word Processing - WordPerfect
OST 1764	Word Processing - Microsoft Word XP
OST 1811	Desktop Publishing
OST 2311	Lotus for the Office
OST 2852	Excel for the Office
STA 2023	Introduction to Statistics
BUL 2561	Legal Issues in Information Technology

Certificate Program Business Management

The purpose of this program is to prepare students for the operation of a business and to become business owners and entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a business. The courses in this program are also part of the Associate in Applied Science (AAS) in Business Administration degree. Students need to contact the Admissions and Student Records Office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AAS degree.

Program Code   TC-SBM

Course	Listing	Credit Hours
CGS 1100	Microcomputer Applications	3
GEB 1136	Introduction to eBusiness	3
QMB 1001	Business Mathematics	3
OST 2335	Business Communications	3
ACG 2021	Principles of Financial Accounting	3
ECO 2013	Principles of Macroeconomics	3
MNA 1100	Personnel Relationships in Business	3
BUL 2241	Business Law	3

Total Hours: 24

Business Operations Certificate

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

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

Program Code   TC-BO

Course	Listing	Credit Hours
QMB 1001	Business Mathematics	3
CGS 1100	Microcomputer Applications	3
ACG 2021	Principles of Financial Accounting	3
OST 2335	Business Communications	3
MNA 1100	Personnel Relationships in Business	3
MNA 1345	Principles of Supervision	3

Total Hours: 18

Business Specialist Certificate

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

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

Program Code   TC-BS

Course	Listing	Credit Hours
QMB 1001	Business Mathematics	3
OST 2335	Business Communications	3
MNA 1100	Personnel Relationships in Business	3
MNA 1345	Principles of Supervision	3

Total Hours: 12

Associate in Science in E-Business

The purpose of this program is to prepare students for employment in occupations such as: supervisory and management positions such as manager/supervisor, benefits administrator, customer services manager/supervisor, department manager/supervisor, marketing manager/supervisor, or other mid-management positions in a variety of business environments; especially those that incorporate e-business into their day-to-day activities.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree-eBusiness includes certificates in eBusiness Management, eBusiness Operations, and eBusiness Specialist. As certificates are completed, students can contact the staff in the Admissions and Student Records Office to receive their certificates.

Program Code   AS-EB

Course	Listing	Credit Hours
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I – Honors	3
ACG 2021	Principles of Financial Accounting	3
MNA 1100	Personnel Relationships in Business	3
GEB 1136	Introduction to eBusiness	3
BUL 2561	Legal Issues in Information Technology	3
MAR 1011	Principles of Marketing	3
GEB 1011	Introduction to Business	3
GEB 2350	International Business	3
OST 1100	College Keyboarding I**	3
QMB 1001	Business Mathematics	3
CGS 1100	Microcomputer Applications	3
OST 2335	Business Communications	3
CGS 1000	Computer Concepts	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2820	Web Page Design	3
CGS 2263	Introduction to Networking	3
CGS 2827	Web Services & Advanced Web Design	3
SLS 2420	Career Enhancement	1
MNA 2941	Internship in Business	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	(Suggested Electives)	3

Total Hours 64

*See Associate in Science General Education Requirements
**Keyboarding I may be waived by completing satisfactorily Keyboarding II

Business Management in E-Business Certificate

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions such as department supervisor, assistant buyer, customer service supervisor, or other mid-management positions in a variety of business environments; especially those that incorporate e-business activities in their day-to-day activities.

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

Program Code   TC-EBM

Course	Listing	Credit Hours
MNA 1100	Personnel Relationships in Business	3
GEB 1136	Introduction eBusiness	3
BUL 2561	Legal Issues in Information Technology	3
CGS 1100	Microcomputer Applications	3
OST 2335	Business Communications	3
CGS 1000	Computer Concepts	3
CGS 2263	Introduction to Networking	3
CGS 2820	Web Page Design	3

Total Hours 24

Business Operations in E-Business Certificate

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions such as account reconciliation supervisor, community service coordinator, or other mid-management positions in a variety of business environments; especially those that incorporate e-business activities in their day-to-day activities.

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

Program Code   TC-EBO

Course	Listing	Credit Hours
MNA 1100	Personnel Relationships in Business	3
GEB 1136	Introduction to eBusiness	3
CGS 1100	Microcomputer Applications	3
OST 2335	Business Communications	3
CGS 1000	Computer Concepts	3
CGS 1565	Microcomputer Operating Systems	3

Total Hours 18

Business Specialist in E-Business Certificate

The purpose of this program is to prepare students for employment in occupations such as: supervisory positions such as employee relations specialist, events specialist, production specialist or other mid-management positions in a variety of business environments; especially those that incorporate e-business activities in their day-to-day activities.

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

Program Code   TC-EBS

Course	Listing	Credit Hours
MNA 1100	Personnel Relationships in Business	3
GEB 1136	Introduction to eBusiness	3
CGS 1100	Microcomputer Applications	3
OST 2335	Business Communications	3

Total Hours 12

Associate in Science in Computer Information Technology - Network Systems

The purpose of this program is to prepare students for employment as business programmers, information systems programmer as well as to prepare for certification as a Certified Cisco Network Associate (CCNA), a Microsoft (MCSE) or a Novell (CNE) certified engineer as well as for A+ certification. Students who complete the program and who pass the required certification examinations will be qualified to effectively plan, implement, maintain, and support information systems with Cisco, Microsoft Windows 2000, or Novell NetWare server software. Note: Certification is not guaranteed. Students must commit to additional hours of study. Fees for the specific certification courses do not follow the regular college fee schedule. See the Fees and Expenses section of the catalog for specific course fees.

Students who have received certification for A+, Microsoft 2000, or Novell 5 may request credit for the related courses shown below. Validation of the certification must be attached to the appropriate request form. The form with attachments must be submitted to the Director of Admissions and Student Records.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Computer Information Technology includes certificates in Information Technology Support Specialist and Information Technology Analyst. As certificates are completed, students can contact the staff in the records office to receive their certificates.

Course	Listing	Semester Credit Hours
COP 1000	Introduction to Computer Programming	3
CGS 1000	Computer Concepts	3
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
CGS 2820	Web Page Design	3
ACG 2021	Principles of Financial Accounting	3
CGS 1100	Microcomputer Applications	3
COP 1332	Visual Basic Programming	3
MNA 1100	Personnel Relationships in Business	3
OST 2335	Business Communications	3
CGS 1565	Microcomputer Operating Systems	3
COP 2220	C Language Programming	
	or	
COP 2800	Fundamentals of JAVA Programming	3
CET 1178C	Microcomputer Systems Repair	3
CIS 2930	Information Technology Internship	3
Options	See version options	15
Elective	Area II*	3
Elective	Area III - Math*	3
Elective	Area IV*	3

Total Hours: 63

*See Associate in Science General Education Requirements

Cisco CCNA Option

Program code   AS-CITC

Course	Listing	Semester Credit Hours
CEN 2513	Network Operating Systems	3
CET 1600	Cisco Academy – Networking Fundamentals	3
CET 1610	Cisco Academy – Router Technology	3
CET 2615	Cisco Academy – Switching Basics and Intermediate Routing	3
CET 2620	Cisco Academy – WAN Technologies	3

Total Hours: 15

Microsoft 2000 Option

Program code   AS-CITM2

Course	Listing	Semester Credit Hours
CEN 1322	Microsoft Windows 2000 Network & Operating Systems Essentials	1.5
CEN 1305	Supporting Microsoft Windows 2000 Professional & Server	3
CEN 1321	Supporting Microsoft Windows 2000	3
CEN 2320	Implementing & Administering Microsoft Windows 2000 Directory Services	3
CEN 1325	Designing a Microsoft Windows 2000 Directory Services Infrastructure	1.5
CTS 2320	Managing a Microsoft Windows 2000 Network Environment	1
CEN 2327	Designing a Microsoft Windows 2000 Networking Services Infrastructure	2

Total Hours: 15

Novell NetWare 5 Option

Program Code AS-CITN 5

Course	Listing	Semester Credit Hours
CEN 1509	NetWare 5 Administration	3
CEN 1510	NetWare 5 Advanced Administration	3
CEN 2523	NDS Designer & Implementation	2
CDA 1522	Networking Technologies	2
CET 2496	NetWare Service & Support	3
	Credit Hours	

ELECTIVE One of the following courses: 2

CEN 2506	IntranetWare: Integrating Windows NT	
CEN 1541	Securing Intranets with BorderManager	
CEN 1508	Network Management Using ManageWise	

Total Hours: 15

Information Technology Support Specialist Certificate

Program Code TC-ISS

Course	Listing	Credit Hours
CEN 2513	Network Operating Systems	3
CET 1178C	Microcomputer Systems Repair	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2263	Introduction to Networking	3

Total Hours: 18

Information Technology Analyst Certificate

Program Code TC-ITA

Course	Listing	Credit Hours
CEN 2513	Network Operating Systems	3
CET 1178C	Microcomputer Systems Repair	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2263	Introduction to Networking	3
CGS 2304	Managing Information Technology	3
CGS 2820	Web Page Design	3
CGS 2827	Web Services & Advanced Web Design	3

Total Hours: 27

Associate in Science in Computer Programming & Analysis

The purpose of this program is to prepare students for employment as business programmers, information systems programmers, process control programmers, information systems managers, and programmer/analysts or to provide supplemental training for persons previously or currently employed in these occupations. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Computer Programming & Analysis includes certificates in Computer Programming and Computer Programming Specialist. As certificates are completed, students can contact the staff in the Admissions and Student Records Office to receive their certificates.

Program Code AS-CPA

Course	Listing	Credit Hours
CGS 1000	Computer Concepts	3
COP 1000	Introduction to Computer Programming	3
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I – Honors	3
CET 1178C	Microcomputer Systems Repair	3
ACG 2021	Principles of Financial Accounting	3
CGS 1100	Microcomputer Applications	3
COP 1332	Visual Basic Programming	3
MNA 1100	Personnel Relationships in Business	3
OST 2335	Business Communications	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2108	Advanced Microcomputer Applications	3
COP 2333	Advanced Database Programming	3
COP 2120	COBOL Programming	3
CGS 2263	Introduction to Networking	3
CGS 2820	Web Page Design	3

COP 2220	C Language Programming or	
COP 2800	Fundamentals of JAVA Programming	3
CIS 2930	Information Technology Internship	3
Elective	Area II*	3
Elective	Area III - Mathematics *	3
Elective	Area IV*	3
Elective	(Suggested Electives see below. Note: Other courses may be taken as electives)	3

Total Hours: 63

See Associate in Science General Education Requirements

Suggested Electives:

ACG 2071	Principles of Managerial Accounting
ECO 2013	Principles of Macroeconomics
ECO 2023	Principles of Microeconomics
MAC 2233	Applied Calculus
OST 1100	College Keyboarding I
STA 2023	Introduction to Statistics

Note: Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Computer Programming and Analysis for the successful completion with a "C" average or better (8207100) Web Internet Services at the Marchman Technical Center. Credit will be awarded for:

CGS 1000 - Computer Concepts

Students must receive a high school diploma and successfully complete 15 hours of college-level credit in classroom instruction at PHCC before credit will be given. To be awarded credit, a student must send a copy of a completed Request for Credit for Articulated Programs from Marchman Technical Center (Form SAR-50) to the Director of Admissions and Student Records after the student has completed the 15 hours. These forms are available in the Student Services office on each campus.

Computer Programming Certificate

The purpose of this certificate program is to prepare students for employment as computer programmer trainees and software application technicians. The program prepares students to use methods and procedures to automate business applications, to utilize business software applications, and to incorporate the review of system and programming specifications to yield solutions to business applications' problems.

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

Program Code TC-BDP

Course	Listing	Credit Hours
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I-Honors	3
CGS 1565	Microcomputer Operating Systems	3

CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
COP 1000	Introduction to Computer Programming	3
MNA 1100	Personnel Relationships in Business	3
COP 1332	Visual Basic Programming	3
CGS 2108	Advanced Microcomputer Applications	3
CGS 2820	Web Page Design	3
CET 1178C	Microcomputer Systems Repair	3
Elective		
Choose one course from the list below:		3
COP 2333	Advanced Database Programming	
COP 2220	C Language Programming	
	or	
COP 2800	Fundamentals of JAVA Programming	
COP 2120	COBOL Programming	

Total Hours: 33

Computer Programming Specialist Certificate

Program Code TC-CPS

Course	Listing	Credit Hours
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 2108	Advanced Microcomputer Applications	3
COP 1000	Intro to Computer Programming	3
COP 1332	Visual Basic Programming	3
COP 2120	COBOL Programming	3

Total Hours: 18

Associate in Science in Criminal Justice Technology

The purpose of this program is to provide a professional background to those preparing for careers in law enforcement, corrections, and private security. The program should be followed by those intending to pursue a two-year degree program in law enforcement. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Program Code AS-CJJ

Course	Listing	Credit Hours
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
PSC 1311	Survey of the Physical Sciences	3
SYG 2000	Introduction to Sociology	
	or	
SYG 2000H	Introduction to Sociology - Honors	3
CJE 1000	Introduction to Law Enforcement	3
CJC 1000	Introduction to Corrections	3
ENC 1102	English Composition II	
	or	
ENC 1122H	English Composition II - Honors	3
CJE 1500	Police Operations	3
CGS 1100	Microcomputer Applications	3
QMB 1001	Business Mathematics (any MAC, MGF, MTG, or STA course listed)	3
MNA 1100	Personnel Relationships In Business	3
CJL 2100	Criminal Law	3
CJT 1100	Criminal Investigation	3
PSY 1012	Introduction to Psychology	3
DEP 2302	Adolescent Psychology	3
CJE 1300	Police Organization & Administration	3
CCJ 2940	Field Studies	3
CJE 2300	Police Role in Crime	3
CJD 2009	Criminal Justice Career Enhancement	1
OST 2335	Business Communications	3
Elective	See Criminal Justice Electives	9

Total Hours: 64

Upon recommendation of the Director of Law Enforcement programs and the Dean of Workforce Programs, a maximum of 13 hours of credit may be awarded based upon successful completion of a PHCC Law Enforcement/Basic Recruit program and 10 hours of credit for the Correctional Officer program. Students who have completed the Law Enforcement/Basic Recruit or the Correctional Officer program at another institution may also be eligible for credit if they have passed the appropriate Florida Officer Certification examination. Furthermore, Law Enforcement/Correctional Officers who were employed as a certified officer prior to the Florida Officer Certification Examination mandated July 1, 1993, and have continuously been employed since that date may also be eligible for credit. An additional three credit hours may be granted for CCJ 2940 Field Studies for those people currently employed with one year of experience as a law enforcement or correctional officer (not auxiliary).

To be awarded credit, students must be declared into the PHCC AS 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.

Criminal Justice Electives:

CCJ 1000	Crime and Delinquency	
CJE 2400	Police Community Relations	
CJL 2062	Rules of Evidence for Police	
CJT 1110	Introduction to Criminalistics	

Courses Accepted for Criminal Justice Technology Credit

Law Enforcement/Basic Recruit Courses

CJE 1000	Introduction to Law Enforcement	
CJE 1500	Police Operations	
CJL 2100	Criminal Law	
CJT 1100	Criminal Investigations	
CJD 2009	Criminal Justice Career Enhancement	

Correctional Officer Courses

CJC 1000	Introduction to Corrections	
CJL 2100	Criminal Law	
CCJ 1000	Crime and Delinquency	
CJD 2009	Criminal Justice Career Enhancement	

Associate in Science in Dental Hygiene

The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

A limited access program with requirements for admission listed in the application materials.

The purpose of this program is to prepare students for employment as a dental hygienist. Upon successful completion of the program, the graduate receives an Associate in Science Degree in Dental Hygiene. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Program Code APP-DH

Course	Listing	Credit Hours
BSC 1085	Human Anatomy and Physiology I	3
BSC 1085L	Human Anatomy and Physiology I Laboratory	1
BSC 1086	Human Anatomy and Physiology II	3
BSC 1086L	Human Anatomy and Physiology II Laboratory	1
CHM 1025	Introductory Chemistry (or higher-level chemistry course)	3
CHM 1025L	Introductory Chemistry Laboratory (or higher-level chemistry course with lectures)	1
ENC 1101	English Composition I or	
ENC 1121H	English Composition I - Honors	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1

Total Hours: 19

* These 19 hours of prerequisites must be completed before admission to the program and are included in the 37 hours of General Education Requirements.

Proof of Professional Liability Insurance Required for all DES, DEH courses.

Course Listing		Credit Hours
Freshman – *Session I*		
DES 1020	Oral, Head, and Neck Anatomy, Histology and Embryology	5
DES 1020L	Oral, Head, and Neck Anatomy Laboratory	.5
DEH 1001	Dental Hygiene I	4.5
DEH 1001L	Dental Hygiene I Clinical	2
DES 1200C	Dental Radiography	3

Session I Total Hours: 15

Freshman – *Session II*		
DEH 2400	General and Oral Pathology	3
DEH 1800	Dental Hygiene II	2
DEH 1800L	Dental Hygiene II Clinical	2.5
DEH 2602	Periodontics	2
HUN 2201	Science of Human Nutrition	3
PSY 1012	Intro to Psychology or	
PSY 1012H	Intro to Psychology – Honors	3

Session II Total Hours: 15.5

Freshman – *Session III*		
DEH 2005	Dental Hygiene III	1.5
DEH 2802L	Dental Hygiene III Clinical	3.5
DES 1100C	Dental Materials	1.5

Session III Total Hours: 6.5

Sophomore - *Session I*		
ENC 1102	English Composition II or	
ENC 1122H	English Composition II - Honors	3
DEH 2702	Community Dental Health	2
DEH 2702L	Community Dental Health Clinical	1
DEH 2810	Dental Hygiene IV	2
DEH 2804L	Dental Hygiene IV Clinical	4.5
DES 2050	Pharmacology	2
Elective	Elective	3

Session I Total Hours: 17.5

Sophomore - *Session II*		
CGS 1100	Microcomputer Applications	3
DEH 2605	Advanced Principles of Dental Hygiene Seminar	1
DEH 2830	Dental Hygiene V	2
DEH 2806L	Dental Hygiene V Clinical	5.5
SYG 2000	Introduction to Sociology or	
SYG 2000H	Introduction to Sociology - Honors	3

Session II Total Hours: 14.5

General Education: 37 Semester Hours

Dental Hygiene Education: 51 Semester Hours

Total Hours: 88 Semester Hours

93

Special Program Requirements

An academic average of "C" or higher and/or a grade of "Pass" must be earned in each dental science and dental health course in order to continue in the program. Satisfactory completion of 88 semester hours of approved credit with a grade of "C" or better in required general science, dental science, and dental hygiene courses is necessary for graduation. Dental Hygiene courses may be repeated only with the recommendation of dental faculty, (Dental Programs Coordinator, Associate Dean for Health, Mathematics and, approval of the Vice President of Educational Services, and if class space is available.)

A minimum of 15 hours of credit in dental hygiene must be completed in residence in classroom instruction at PHCC in 2000-level courses.

Associate In Science In Drafting and Design Technology

The purpose of this program is to prepare individuals for employment in the drafting and computer drafting fields. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building and manufacturing industries.

PHCC offers several certificates that can be earned as students work toward AS degree goals, The Associate in Science degree in Drafting & Design Technology includes a certificate in AutoCAD Foundations. As the certificate is completed, students can contact the staff in the Records office to receive their certificate.

Program Code AS-DDT

Course	Listing	Credit Hours
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
ETD 1100C	Technical Drawing I	4
BCN 1001	Building Construction	3
MAC 1105	College Algebra	3
ETD 2200C	Technical Drawing II	4
ETD 2238	Mathematics for Drafting and CAD	3
ETI 1411	Introduction to Manufacturing	3
ETD 2320C	Computer Aided Drafting I	4
ETD 2350C	Computer Aided Drafting II	4
ETD 1530	Architectural Drafting	3
ETD 2540	Engineering Drafting	3

ETC 1250	Properties of Material	3
MNA 1100	Personnel Relationships in Business	3
ETD 2381	Computer Aided Drafting for Manufacturing	3
ETD 2941	Internship in Drafting & Design	3
SLS 2420	Career Enhancement	1
ETD 2218	Introduction to Geometric Dimensioning & Tolerancing	3
Elective	See Suggested Electives below	3
Elective	Area II*	3
Elective	Area IV*	3

Total Hours: 62

* See Associate in Science General Education Requirements

Suggested Electives

COP 1332	Visual Basic Programming
CGS 1100	Microcomputer Applications
OST 1100	College Keyboarding
CGS 2820	Web Page Design
OST 2335	Business Communications

AutoCad Foundations Certificate

The courses in this certificate program are also part of the Associate in Science degree in Drafting & Design Technology. Students need to contact the Admissions and Records office to apply for their certificate. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code TC-AF

Course	Listing	Credit Hours
ETD 1100C	Technical Drawing I	4
ETD 2320C	Computer Aided Drafting I	4
ETD 2350C	Computer Aided Drafting II	4
ETD 1530	Architectural Drafting	3

Total Hours: 15

Associate in Science in Emergency Medical Services

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

Proof of Professional Liability Insurance required for all EMS courses.

Program Code AS-EMS

Course	Listing	Credit Hours
Freshman		
ENC 1101	English Composition I or	
ENC 1121H	English Composition I-Honors	3
EMS 1119C	Emergency Medical Technology	6.5
EMS 1431	Emergency Medical Technology Clinical	1.5
PHI 1630	Applied Ethics	3
HSC 2531	Medical Terminology	3
HSC 1101	Perspectives of Health and Wellness	3
LIS 2004	Introduction to Internet Research	1
ELECTIVE	Area I, II, III, IV or V1	4
PSY 1012	Introduction to Psychology or	
PSY 1012H	Introduction to Psychology - Honors	3
BSC 1020	Human Biology	3

Total Hours: 31

Students who wish to continue to the Sophomore year must first be approved for admission by the Admissions Committee for Special Programs. (See Paramedic Certificate Program, next page, for further information.)

1See Associate in Science General Education Requirements

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

Total Hours: 73

Upon successful completion of the Sophomore year (Certificate Paramedic Program) and successful completion of a final comprehensive written and practical skills examination, the graduate is eligible to apply to take the State of Florida Paramedic certification exam or the National Registry exam.

*Courses include computer competencies

Applied Technology Diploma - Emergency Medical Technician

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

Program Code ATD-EMT

Prerequisites:

Course	Listing	Credit Hours
HSC 2531	Medical Terminology	3

Students must submit:

1. Proof of current CPR certification, either American Heart Association BLS for Healthcare Providers or American Red Cross Rescuer, by the drop/add date for the term in which they enroll or they will be dropped from the course.

2. An official high school transcript indicating graduation or official GED scores indicating successful completion, and an official transcript sent directly from each college and university previously attended.

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

4. State designated TABE scores.

   Students who complete the ATD-EMT program requiring state licensure for employment can exempt the TABE testing requirement by passing the state licensure exam. To receive an exemption, students must petition the Director of Admissions and Student Records in writing and provide official documentation indicating that they have passed the licensure exam.

HSC 2531	Medical Terminology (prerequisite)	3
EMS 1119C	Emergency Medical Technology	6.5
EMS 1431	Emergency Medical Technology Clinical	1.5

Total Hours: 11

An academic average of "C" or higher in EMS 1119C and a grade of "Pass" in EMS 1431 must be earned in order to receive a Certificate of Completion. The student is then eligible to apply to take the Florida EMT Certification exam.

Certificate Program - Paramedic

A limited access program. Admission requirements are explained in an application packet available from the Admissions Office.

The purpose of this 42-credit-hour program is to provide a theoretical base to understand and implement life-saving techniques in an emergency situation. College laboratory experience is provided for learning skills. A supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility. Upon successful completion of the program and successful completion of final comprehensive written and practical examinations, the graduate is eligible to apply to take the State of Florida Paramedic certification exam or the National Registry exam. A two-year Associate in Science Degree in Emergency Medical Services is also available.

Prerequisites:

Admission into the Paramedic Certificate Program. (See Paramedic Certificate Programs.)

Current CPR card (AHA or Red Cross) valid until October of the admitting year

Proof of Professional Liability Insurance required for EMS courses.

Program Code APP-PARA

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

Total Hours: 42

An academic average of "C" or higher in each paramedic course and a grade of "Pass" in each clinical course must be earned in order to continue in the program.
These courses include computer competencies.

Associate in Science in Human Services

The purpose of this program is to prepare students to be a generalist human services worker who will serve in a variety of positions in community, social, and behavioral agencies.

Articulation Agreements provide students who complete this degree the option of transferring to St. Leo University to pursue a Bachelor of Arts in Human Services or a Bachelor of Social Work degree. Articulation agreements with other public and private universities and colleges are being developed. Students who are interested in transferring to these programs should consult an advisor or the coordinator of human services.

Proof of Professional Liability Insurance required for HUS 2940, HUS 2941.

Program Code AS-HS

Course	Listing	Credit Hours

Freshman – *Session I*

*HUS 1001	Introduction to Human Services	3
PSY 1012	Introduction to Psychology	
	or	
PSY 1012H	Introduction to Psychology - Honors	3
SYG 2000	Introduction to Sociology	
	or	
SYG 2000H	Introduction to Sociology - Honors	3
SLS 1211	Individual Discovery	3
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I – Honors	3

Total: 15

Freshman – *Session II*

HUS 1302	Basic Counseling Skills	3
CLP 2140	Abnormal Psychology	3
DEP 2004	Life Span Development	3
ENC 1102	English Composition II	
	or	
ENC 1122H	English Composition II - Honors	3
CGS 1100	Microcomputer Applications	3

Total: 15

Sophomore - *Session I*

HUS 2400	Substance Abuse Counseling	3
DEP 2002	Child Psychology (DEP 2401 may be substituted)	3
BSC 1020	Human Biology	3
HUS 2525	Issues in Mental Health	3
HUS 2940	Human Services Practicum I	4

Total: 16

Sophomore - *Session II*

SYG 2010	Social Problems	3
DEP 2302	Adolescent Psychology (DEP 2401 may be substituted)	3
HUS 2941	Human Services Practicum II	4
Mathematics	Any MAC, MGF, MTG	
	or	
	STA course listed in this catalog	
	or	
	QMB 1001	3
POS 2041	American Federal Government	3
**Elective	Any course listed as approved elective	3

Total: 19

Total Hours: 65

*Students pursuing the AS Degree in Human Services should complete this course during the first semester of attendance. All other courses should be taken in the order shown.

Approved Electives:

HUS 2530	The Disabled Experience
EDF 1005	Introduction to Education
PPE 2001	Introduction to Personality
SYG 2221	Women in American Society
SOP 2772	Human Sexuality
SYG 1361	Death in America
SYG 1420	Families in Transition
SYG 2430	Marriage and the Family
GEY 2000	Introduction to Gerontology

Associate in Science in Internet Services Technology – Internet Specialist

The purpose of this program is to prepare students to enter the workforce as Internet specialists. Program completers will receive training that will prepare them to take the CCNA (Certified Cisco Network Associate), Network+, and A+ certification examinations. 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 certificates in Cisco and Information Technology Administration. As certificates are completed, students can contact the staff in the Records office to receive their certificates.

Program Code AS-ISTI

Course	Listing	Credit Hours
COP 1000	Introduction to Computer Programming	3
CGS 1000	Computer Concepts	3
ENC 1101	English Composition I or	
ENC 1121	English Composition I - Honors	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Operating Systems	3
CET 1178C	Microcomputer Systems Repair	3
CGS 2820	Web Page Design	3
CGS 2827	Web Services & Advanced Web Design	3
CGS 2821	Web Graphics	3
COP 1332	Visual Basic Programming	3
COP 2220 or	C Language Programming	
COP 2800	Fundamentals of JAVA Programming	3
GEB 1136	Introduction to eBusiness	3
CET 1600	Cisco Academy – Networking Fundamentals	3
CET 1610	Cisco Academy – Router Technology	3
CET 2615	Cisco Academy – Switching Basics and Intermediate Routing	3
CET 2620	Cisco Academy – WAN Technologies	3
CEN 2513	Network Operating Systems	3
MNA 1100	Personnel Relationships in Business	3
Elective	Area II*	3
Elective	Area III – Mathematics*	3
Elective	Area IV*	3

Total Hours: 63

Internet Services Technology – Cisco Specialization Certificate

Program Code TC-ISTC

Course	Listing	Semester Credit Hours
COP 1000	Introduction to Computer Programming	3
COP 1332	Visual Basic Programming	3
COP 2220	C Language Programming or	
COP 2800	Fundamentals of JAVA Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
MNA 1100	Personnel Relationships in Business	3
CET 2514	Network Operating Systems	3
CET 1600	Cisco Academy – Networking Fundamentals	3
CET 1610	Cisco Academy – Router Technology	3
CET 2615	Cisco Academy – Switching Basics and Intermediate Routing	3
CET 2620	Cisco Academy – WAN Technologies	3

Total Hours: 33

Information Technology Administration Certificate

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

Program Code TC-ITAD

Course	Listing	Credit Hours
CET 1178C	Microcomputer Systems Repair	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2263	Introduction to Networking	3
CGS 2820	Web Page Design	3
CGS 2827	Web Services & Advanced Web Design	3

Total Hours: 18

Associate in Science in Legal Assisting (Paralegal)

The purpose of this program is to prepare students for employment as legal assistants in law offices, government agencies, insurance offices, corporations, financial institutions, and title insurance companies. This program is also designed to provide supplemental training for persons already employed as paralegal assistants. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Program Code AS-LA

Course	Listing	Credit Hours
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
OST 1711	Word Processing - WordPerfect	
	or	
OST 1100	College Keyboarding	3
QMB 1001	Business Mathematics	3
PLA 1003	Introduction to Law and Legal Ethics	3
PLA 1201	Civil Procedure	3
PLA 1263	Evidence and Trial Practice	3
PLA 1303	Criminal Law for Legal Assistants	3
PLA 2273	Torts	3
BUL 2241	Business Law	3
BUL 2561	Legal Issues in Information Technology	3
	or	
	Another Area V Elective as approved by Program Director	

Course	Listing	Credit Hours
POS 2041	American Federal Government	3
PLA 1763	Law Office Management	2
PLA 2104	Legal Research and Writing I	3
PLA 2114	Legal Research and Writing II	3
PLA 2800	Domestic Relations	3
PLA 2540	Real Property Law	3
PLA 2401	Commercial Transactions	2
PLA 2600	Wills, Estates and Trusts	3
PLA 2465	Debtor, Creditor, and Bankruptcy	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	Area V*	3

Total Hours: 64

See Associate in Science General Education Requirements

Suggested Additional Courses:

CGS 1100	Microcomputer Applications	
OST 2401	Administrative Office Procedures	
PLA 2940	Legal Assisting Seminar & Internship	

Students pursuing the AS degree in Legal Assisting should complete PLA 1003 Introduction to Legal Assisting and Legal Ethics during their first semester of attendance. PLA 1201 Civil Procedure is a prerequisite to PLA 1263 Evidence and Trial Practice. Please see course descriptions for other prerequisites and corequisites.

Associate in Science in Marketing Management

The purpose of this program is to provide learning opportunities for a student to acquire the necessary skills for a career in this multifaceted field. Career areas include marketing, merchandising, retailing, advertising, buying and many support areas such as management, communications, and personnel management. Specific job areas include sales clerk, sales representative/manager, expediter, buyer, food marketing, and fast food services. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Marketing Management includes a certificate in Marketing Operations. As the certificate is completed, students can contact the staff in the Records office to receive their certificate.

Program Code AS-MM

Course	Listing	Credit Hours
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
GEB 1011	Introduction to Business	3
MAR 1011	Principles of Marketing	3
CGS 1100	Microcomputer Applications	3
OST 1100	College Keyboarding I	3
MNA 1345	Principles of Supervision	3
QMB 1001	Business Mathematics	3
MKA 1021	Salesmanship	3
MKA 1302	Marketing Practicum I	3
ACG 2021	Principles of Financial Accounting	3
BUL 2241	Business Law	3
MNA 1100	Personnel Relationships in Business	3
MKA 1312	Marketing Practicum II	3
GEB 2350	International Business	3
ECO 2013	Principles of Macroeconomics	3
MKA 2041	Principles of Retailing	3
MKA 2511	Principles of Advertising	3
SLS 2420	Career Enhancement	1
GEB 1136	Introduction to eBusiness	3
OST 2335	Business Communications	3
Elective	Area III*	3
Elective	Area IV*	3

Total Hours: 64

See Associate in Science General Education Requirements

Suggested Additional Courses:

ACG 2071	Principles of Managerial Accounting	
CGS 2108	Advanced Microcomputer Applications	
ECO 2023	Principles of Microeconomics	
OST 1811	Desktop Publishing	
BUL 2561	Legal Issues in Information Technology	

Certificate Program – Marketing Operations

The purpose of this program is to prepare students with the necessary skills for an entry-level career in marketing. Upon successful completion of this certificate program, a student may transfer into the Associate in Science in Marketing Management, Associate in Science in Business Administration, or the Associate in Applied Science in Business Administration Programs.

The courses in this certificate program are also part of the Association Science degree in Marketing Management. After receiving their certificate, students are encouraged to continue their education by completing the courses in the AS degree.

Program Code - TC-MO

Course	Listing	Credit Hours
GEB 1011	Introduction to Business	3
MAR 1011	Principles of Marketing	3
CGS 1100	Microcomputer Applications	3
MNA 1345	Principles of Supervision	3
QMB 1001	Business Mathematics	3
MNA 1100	Personnel Relationships in Business	3
OST 1100	College Keyboarding I	3
ENC 1101	English Composition I	3

Total Hours: 24

Associate in Science in Networking Services Technology – Network Specialist

The purpose of this program is to prepare students to enter the workforce as networking specialists. Program completers will receive training that will prepare them to take the CCNA (Certified Cisco Network Associate), Network+, and A+, MCSE (Microsoft Certified Systems Engineer) or CNE (Certified Novell Engineer) certification examinations. These exams are not offered on campus.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Networking Services Technology includes certificates in Microsoft, Novell, Information Technology Management, and Information Technology Technician. As certificates are completed, students can contact the staff in the Records office to receive their certificates.

Course	Listing	Credit Hours
COP 1000	Introduction to Computer Programming	3
CGS 1000	Computer Concepts	3
ENC 1101	English Composition I or	
ENC 1121H	English Composition I Honors	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Operating Systems	3
CET 1178C	Microcomputer Systems Repair	3
COP 1332	Visual Basic Programming or	
COP 2220	C Language Programming or	
COP 2800	Fundamentals of JAVA Programming	3
CGS 2304	Managing Information Technology	3
CET 1600	Cisco Academy – Networking Fundamentals	3
CET 1610	Cisco Academy – Router Technology	3
CET 2615	Cisco Academy – Switching Basics and Intermediate Routing	3
CET 2620	Cisco Academy – WAN Technologies	3
Options	See version options	15
MNA 1100	Personnel Relationships in Business	3
Elective	Area II*	3
Elective	Area III – Mathematics*	3
Elective	Area IV*	3

Total Hours: 63

See Associate in Science General Education Requirements

Microsoft 2000 Option

Course	Listing	Credit Hours
CEN 1322	Microsoft Windows 2000 Network & Operating Systems Essentials	1.5
CEN 1305	Supporting Microsoft Windows 2000 Professional & Server	3
CEN 1321	Supporting Microsoft Windows 2000 Network Infrastructure	3
CEN 2320	Implementing & Administering Microsoft Windows 2000 Directory Services	3
CEN 1325	Designing a Microsoft Windows 2000 Directory Services Infrastructure	1.5
CTS 2320	Designing a Microsoft Windows 2000 Network Environment	2
CTS 2320	Managing a Microsoft Windows Network Environment	1

Total Hours: 15

Novell 5 Option

Course	Listing	Credit Hours
CEN 1509	NetWare 5 Administration	3
CEN 1510	NetWare 5 Advanced Administration	3
CEN 2523	NDS Designer & Implementation	2
CDA 1522	Networking Technologies	2
CET 2496	Netware Service & Support	3
Elective	One of the following courses:	2
CEN 2506	InternetWare: Integrated Windows NT	
CEN 1541	Securing Intranets with BorderManager	
CEN 1508	Network Management Using ManageWise	

Total Hours: 15

Program Code AS-NSTS

Specialist Option

Course	Listing	Credit Hours
CGS 2263	Introduction to Networking	3
CEN 2513	Network Operating Systems	3
CET 2750	Advanced Networking Concepts	3
CGS 2820	Web Page Design	3
CGS 2827	Web Services & Advanced Web Design	3

Total Hours: 15

Program Code TC-ISTM2

Networking Services Technology– Microsoft 2000 Specialization Certificate

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

Course	Listing	Semester Credit Hours
COP 1000	Introduction to Computer Programming	3
COP 1332	Visual Basic Programming or	
COP 2220	C Language Programming or	
COP 2800	Fundamentals of JAVA Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
CGS 1565	Microcomputer Operating Systems	3
MNA 1100	Personnel Relationships in Business	3
CEN 1322	Microsoft Windows 2000 Network & Operating Systems Essentials	1.5
CEN 1305	Supporting Microsoft Windows 2000 Professional & Server	3
CEN 1321	Supporting Microsoft Windows 2000	3
CEN 2320	Implementing & Administering Microsoft Windows 2000 Directory Services	3
CEN 1325	Designing a Microsoft Windows 2000 Directory Services Infrastructure	1.5
CTS 2320	Managing a Microsoft Windows Network Environment	1
CEN 2327	Designing a Microsoft Windows 2000 Networking Services Infrastructure	2

Total Hours: 33

Program Code TC-ISTN5

Networking Services Technology– NOVELL 5 Specialization Certificate

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

Course	Listing	Semester Credit Hours
COP 1000	Introduction to Computer Programming	3
COP 1332	Visual Basic Programming or	
COP 2220	C Language Programming or	
COP 2800	Fundamentals of JAVA Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1000	Computer Concepts	3
CGS 1565	Microcomputer Operating Systems	3
MNA 1100	Personnel Relationships in Business	3
CEN 1509	NetWare 5 Administration	3
CEN 1510	NetWare 5 Advanced Administration	3
CEN 2523	NDS Designer & Implementation	2
CDA 1522	Networking Technologies	2
CET 2496	NetWare Service & Support	3
Elective One of the following courses:		2
CEN 2506	IntranetWare: Integrating Windows NT	
CEN 1541	Securing Intranets with BorderManager	
CEN 1508	Network Management Using ManageWise	

Total Hours: 33

Information Technology Technician Certificate

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

Program Code TC-ITT

Course	Listing	Credit Hours
CEN 2513	Network Operating Systems	3
CET 1178C	Microcomputer Systems Repair	3
CET 2750	Advanced Network Concepts	3
CGS 1000	Computer Concepts	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2263	Introduction to Networking	3
CIS 2930	Information Technology Internship	3

Total Hours: 21

Information Technology Management Certificate

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

Program Code TC-ITM

Course	Listing	Credit Hours
CEN 2513	Network Operating Systems	3
CET 1178C	Microcomputer Systems Repair	3
CET 2750	Advanced Network Concepts	3
CGS 1000	Computer Concepts	3
CGS 1100	Microcomputer Applications	3
CGS 1565	Microcomputer Operating Systems	3
CGS 2263	Introduction to Networking	3
CGS 2304	Managing Information Technology	3
CGS 2820	Web Page Design	3
CIS 2930	Information Technology Internship	3

Total Hours: 30
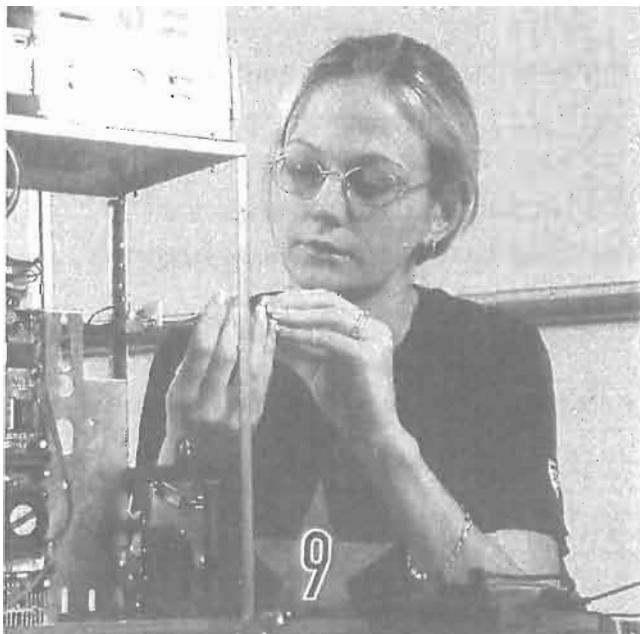
Associate in Science in Nursing (R.N.) Generic Track

The Associate in Science in Nursing (R.N.) is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, a specialized accrediting body recognized by the United States Department of Education. (Telephone number 1-800-669-1656)
A limited access program with documents required for admission listed in the application materials.

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

Program Code APP-NGT

*Prerequisites		
Course	Listing	Credit Hours
HUN 2201	Science of Human Nutrition	3
PSY 1012	Introduction to Psychology	
or		
PSY 1012H	Introduction to Psychology-Honors	3
BSC 1085	Human Anatomy & Physiology I	3
BSC 1085L	Human Anatomy & Physiology I Laboratory	1
ENC 1101	English Composition I	
or		
ENC 1121H	English Composition I - Honors	3
	Total Hours:	13

*These 13 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements.
Students must complete all required College Preparatory Courses.

Proof of Professional Liability Insurance required for all NUR courses.

Course	Listing	Credit Hours
Freshman - *Session I*		
BSC 1086	Human Anatomy & Physiology II	3
BSC 1086L	Human Anatomy & Physiology II Laboratory	1
NUR 1020C	Fundamentals of Nursing	9

		Total: 13
Freshman - *Session II*		
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Laboratory	1
NUR 1710C	Adult Nursing I/Generic Track	9

		Total: 13
Freshman - *Session III/IIIA*		
ENC 1102	English Composition II or	
ENC 1122H	English Composition II - Honors	3
NUR 1520C	Mental Health Nursing	5

		Total: 8
Sophomore - *Session I*		
NUR 2460C	Maternal-Child Nursing	9
DEP 2004	Life-Span Development	3

		Total: 12
Sophomore - *Session II*		
NUR 2711C	Adult Nursing II/Generic Track	9
SYG 2000	Introduction to Sociology	3
NUR 2820	Nursing Role & Scope	1

	Total: 13

General Education and Support Courses:
30 Semester Hours

Nursing Education: 42 Semester Hours

Total Hours: 72 Semester Hours

Special Program Requirements

An academic average of "C" or higher and a grade of "Pass" in the clinical portion must be earned in each nursing course in order to continue in the Nursing Program. Nursing courses may only be repeated on the recommendation of the nursing faculty, the Director of Nursing, the Associate Dean for Health, Mathematics and Science approval of the Vice President of Educational Services, and if space is available. (See Academic Averages and Repeated Courses.)

Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary to graduate.

A minimum of 15 hours of credit in nursing must be completed in residence at PHCC in 2000-level courses.

Advanced Technical Certificate - The Care of the Monitored Patient

The purpose of this Advanced Technical Certificate program is to provide the Associate of Science Degree RN and/or registered nurse with advanced knowledge and skills in monitored areas which are beyond the basic nursing education. The program includes instruction in advanced pathophysiology, physical assessment, and clinical management to prepare the student for monitored area in which nurses are in high demand.

Program Code   ATC-CMP

Proof of Professional Liability Insurance required for all nursing courses.

Course	Listing	Credit Hours
NUR 2060C	Advanced Health & Physical Assessment	2
NUR 2120	Advanced Pathophysiology	2
NUR 2891	Management of Clinical Problems	2
NUR 2276C	Care of the Monitored Patient	6

Total Hours: 12

Associate In Science In Nursing (R.N.)

LICENSED PRACTICAL NURSE TRACK - (LIMITED ACCESS)

The Associate in Science in Nursing (R.N.) is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, a specialized accrediting body recognized by the United States Department of Education. (Telephone number 1-800-669-1656)

A limited access program with documents required for admission listed in the application materials.

The purpose of this program track is to allow an entry point into the Associate Degree in Nursing Program for the Licensed Practical Nurse. Entry into this program may be limited to 24 students plus the number of spaces available in the freshman class during Session III. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.018 and to transfer to the State University System.

Upon acceptance and enrollment into this program, students will receive 16.5 advanced college credit semester hours based on practical nursing education.

Program Code   APP-NLT

*Prerequisites					
Course	Listing	Credit Hours	MCB 2010	Microbiology I	3
HUN 2201	Science of Human Nutrition	3	MCB 2010L	Microbiology I Laboratory	1
PSY 1012	Introduction to Psychology		BSC 1085	Human Anatomy & Physiology I	3
	or		BSC 1085L	Human Anatomy & Physiology I Laboratory	1
PSY 1012H	Introduction to Psychology - Honors	3	BSC 1086	Human Anatomy & Physiology II	3
ENC 1101	English Composition I		BSC 1086L	Human Anatomy & Physiology II Laboratory	1
	or				
ENC 1121H	English Composition I - Honors	3			

Total Hours: 21

*These 21 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements.
Students must complete all required College Preparatory Courses.

Course	Listing	Credit Hours
Freshman - + *Session IV*		
ENC 1102	English Composition II	
	or	
ENC 1122H	English Composition II - Honors	3
NUR 1001C	Adult Nursing I/LPN Track	4.5
		Hours: 7.5

+*This Program Track begins with Summer Term IV.*

Course	Listing	Credit Hours
Sophomore - *Session I*		
NUR 1520C	Mental Health Nursing	5
NUR 2412C	Maternal-Child Nursing/LPN Track	6
DEP 2004	Life-Span Development	3
		Hours: 14

Sophomore - *Session II*

Course	Listing	Credit Hours
NUR 2820	Nursing Role & Scope	1
NUR 2720C	Adult Nursing II/LPN Track	9
SYG 2000	Introduction to Sociology	3
		Hours: 13

General Education and Support Courses:
30 Semester Hours

Nursing Education: 42 Semester Hours

Total Hours: 72 Semester Hours

Special Program Requirements

An academic average of "C" or higher and a grade of "Pass" in the clinical portion must be earned in each nursing course in order to continue in the Nursing Program. Nursing courses may be repeated only on the recommendation of the nursing faculty and the Director of Nursing, approval of the Vice President of Educational Services, and if space is available. Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in required science and nursing courses is necessary for graduation.

A minimum of 15 hours of credit in nursing in 2000-level courses must be completed in residence at PHCC.

Associate In Science In Nursing (R.N.) Paramedic Track

The Associate in Science in Nursing (R.N.) is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, a specialized accrediting body recognized by the United States Department of Education. (Telephone number 1-800-669-1656)
A limited access program with documents required for admission listed in the application materials.
Scheduled date for beginning of this program to be announced.

The purpose of this program track is to allow an entry point into the Associate Degree in Nursing Program for the licensed paramedic. Upon successful completion of this program, the graduate receives an Associate in Science Degree in Nursing and is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018 and transfer to the State University System.

Upon acceptance into this program, students will receive 7 advanced college credit semester hours based on paramedic education.

Program Code APP-NPT

*Prerequisites		
Course	Listing	Credit Hours
HUN 2201	Science of Human Nutrition	3
PSY 1012	Introduction to Psychology	
or		
PSY 1012H	Introduction to Psychology - Honors	3
BSC 1085	Human Anatomy & Physiology I	3
BSC 1085L	Human Anatomy & Physiology I Laboratory	1
ENC 1101	English Composition I	
or		
ENC 1121H	English Composition I - Honors	3
		Total Hours: 13

*These 13 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements.
Students must complete all required College Preparatory Courses.

Proof of Professional Liability Insurance required for all NUR courses.

COURSE	LISTING	CREDIT HOURS
Freshman - *Session II*		
BSC 1086	Human Anatomy & Physiology II	3
BSC 1086L	Human Anatomy & Physiology II Laboratory	1
NUR 1020C	Fundamentals of Nursing	9
		Total: 13
Freshman - *Session III*		
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Laboratory	1
		Total: 4
Freshman - *Session IIIA*		
NUR 1520C	Mental Health Nursing	5
		Total: 5
Freshman - *Session IV*		
ENC 1102	English Composition II or ENC 1122H English Composition II - Honors	3
		Total: 3

Sophomore - *Session I*		
DEP 2004	Life-Span Development	3
NUR 2994C	Maternal-child Nursing/ Paramedic Track	6
NUR 1991C	Adult Nursing I/Paramedic Track	4
		Total: 13
Sophomore - *Session II*		
NUR 2995C	Adult Nursing II/Paramedic Track	6
NUR 2996C	Adult Nursing III/Paramedic Track	4
NUR 2820	Nursing Role & Scope	1
SYG 2000	Introduction to Sociology	3
		Total: 14

General Education and
Support Courses: 30 Semester Hours

Nursing Education: 42 Semester Hours

Total Hours: 72 Semester Hours

Associate in Science in Office Administration

The purpose of this program is to prepare a person for employment as an office systems manager, administrative secretary, executive office administrator or to provide supplemental training for a person previously or currently employed in these occupations.

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

Program Code AS-OST

COURSE	LISTING	CREDIT HOURS
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
OST 1100	College Keyboarding I**	3
GEB 1136	Introduction to eBusiness	3
QMB 1001	Business Mathematics	3
GEB 1011	Introduction to Business	3
MNA 2941	Internship in Business	3
CGS 1100	Microcomputer Applications	3
OST 1110	College Keyboarding II	3
OST 1711	Word Processing - WordPerfect	
	or	
OST 1764	Word Processing - Microsoft Word XP	3
ACG 2021	Principles of Financial Accounting	3
OST 2401	Administrative Office Procedures	3
OST 2852	Excel for the Office	3
OST 2335	Business Communications	3
OST 1811	Desktop Publishing	3
OST 2601	Machine Transcription	3

MNA 1100	Personnel Relationships in Business	3
GEB 2350	International Business	3
Elective	Area II*	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	(See Suggested Office Administration Electives)	3

Total Hours: 63

See Associate in Science General Education Requirements
**OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with elective hours from the Suggested Office Administration Electives.*

Suggested Office Administration Electives:

ACG 2071	Principles of Managerial Accounting
BUL 2241	Business Law
BUL 2561	Legal Issues in Information Technology
CGS 1000	Computer Concepts
CGS 2108	Advanced Microcomputer Applications
ECO 2013	Principles of Macroeconomics
ECO 2023	Principles of Microeconomics
GEB 1136	Introduction to eBusiness
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
MKA 2041	Principles of Retailing
MKA 2511	Principles of Advertising
MNA 1345	Principles of Supervision
OST 1711	Word Processing - WordPerfect
OST 1764	Word Processing – Microsoft Word XP
OST 2852	EXCEL for the Office
OST 2621	Law Office Transcription

Associate in Science in Office Administration - Legal Specialization

The purpose of this program option is to prepare a person for employment as a legal office systems manager, legal administrative secretary, executive office administrator in a legal setting or to provide supplemental training for a person previously or currently employed in these occupations.

PHCC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Office Administration – Legal Specialization includes a certificate in Office Management. As certificates are completed, students can contact the staff in the Admissions and Student Records Office to receive their certificates.

Program Code   AS-OSTL

COURSE	LISTING	CREDIT HOURS
ENC 1101	English Composition I	
	or	
ENC 1121H	English Composition I - Honors	3
OST 1100	College Keyboarding I**	3
OST 1764	Word Processing - Microsoft Word XP	3
QMB 1001	Business Mathematics	3
GEB 1011	Introduction to Business	3
MNA 2941	Internship in Business	3
CGS 1100	Microcomputer Applications	3
PLA 1763	Law Office Management	2
OST 1711	Word Processing - WordPerfect	3
PLA 1201	Civil Procedure	3
ACG 2021	Principles of Financial Accounting	3
OST 2401	Administrative Office Procedures	3
PLA 1003	Introduction to Law and Legal Ethics	3
OST 2335	Business Communications	3
OST 2621	Law Office Transcription	3
MNA 1100	Personnel Relationships in Business	3
SLS 2420	Career Enhancement	1
GEB 2350	International Business	3
Elective	Area II*	3
Elective	Area III*	3
Elective	Area IV*	3
Elective	(See Suggested Office Administration Electives)	3

Total Hours: 63

* See Associate in Science General Education Requirements
**OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with elective hours from the Suggested Office Administration Electives.

Office Management Certificate

The purpose of this program is to provide the necessary skills for students who plan to seek employment in a clerical position such as file clerk, clerk typist, general office clerk, receptionist, or transcriptionist. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Administration program.

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

Program Code   TC-OST

Course	Listing	Credit Hours
OST 1100	College Keyboarding I*	3
OST 2852	Excel for the Office	3
QMB 1001	Business Mathematics	3
OST 1110	College Keyboarding II	3
OST 2401	Administrative Office Procedures	3
OST 1811	Desktop Publishing	3
OST 2335	Business Communications	3
OST 2601	Machine Transcription	3
MNA 1100	Personnel Relationships in Business	3

Total Hours: 27

*OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with credit hours from the Suggested Office Administration Electives.

Office Management - Legal Specialization

The purpose of this program is to provide the necessary skills for students who plan to seek employment in a law office in a clerical position such as clerk typist, general office clerk, receptionist, or transcriptionist. This program includes legal terminology as well as legal transcription.

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

Program Code TC-OSTL

Course	Listing	Credit Hours
OST 1100	College Keyboarding I*	3
QMB 1001	Business Mathematics	3
PLA 1003	Introduction to Law and Legal Ethics	3
OST 1711	Word Processing - WordPerfect	3
OST 2335	Business Communications	3
MNA 1100	Personnel Relationships in Business	3
PLA 1204	Civil Procedure	3
PLA 1763	Law Office Management	2
SLS 2420	Career Enhancement	1
OST 2621	Law Office Transcription	3

Total Hours: 27

OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with elective hours from the Suggested Office Administration Electives.

Office Specialist Certificate

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

Program Code TC-OS

Course	Listing	Credit Hours
OST 1100	College Keyboarding I*	3
OST 1764	Word Processing – Microsoft Word XP	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3
OST 2852	Excel for the Office	3
OST 2401	Administrative Office Procedures	3

Total Hours: 18

OST 1100 may be waived by satisfactorily completing OST 1110.

Office Support Certificate

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

Program Code TC-OSS

Course	Listing	Credit Hours
OST 1100	College Keyboarding I*	3
OST 1764	Word Processing – Microsoft Word XP	3
OST 2335	Business Communications	3
QMB 1001	Business Mathematics	3

Total Hours: 12

OST 1100 may be waived by satisfactorily completing OST 1110.

Associate in Science in Physical Therapist Assistant

This 74-credit-hour program is a joint program between PHCC and St. Petersburg College (SPC). The purpose of this program is to prepare students for careers as physical therapist assistants. A state licensing examination is given by the Florida Board of Physical Therapy Practice. The student will earn the AS Degree through SPC.

Course	Listing	Pre-Entry	First Year I	First Year II	First Year III	Second Year I	Second Year II	Second Year III
I. General Education Courses								
ENC 1101	Composition I		3					
Computer	[b] Computer Competency Requirement							
PHI 1603	[c] Applied Ethics				2			
PSY 1012	General Psychology				3			
Mathematics	Any college-level course with an MAC, MGF, or STA prefix					3		
Elective	[a] Humanities/Fine Arts						3	
SPC 1600	Introduction to Speech Communication						3	
II. Support Courses								
BSC 1085	[c] Human Anatomy & Physiology I	3						
BSC 1085L	[c] Human Anatomy & Physiology I, Laboratory	1						
BSC 1086	[c] Human Anatomy & Physiology II			3				
BSC 1086L	[c] Human Anatomy & Physiology II Laboratory			1				
HSC 1149C	[e] General Pharmacology for Health Care Professionals			1				
HSC 1531	[d] Medical Terminology			2				
DEP 2004	Developmental Psychology of the Life Span					3		
The following courses must be taken in sequence:								
III. Courses within the Major								
PHT 1121	Functional Anatomy & Kinesiology		3					
PHT 1121L	Functional Anatomy & Kinesiology Laboratory		2					
PHT 1200	Introduction to Basic Patient Care		3					
PHT 1200L	Basic Patient Care Lab		3					
PHT 1217	Physical Therapy Principles & Procedures			3				
PHT 1217L	Physical Therapy Principles & Procedures Laboratory			3				
PHT 2252	Orthopedic Disabilities & Treatment			3				
PHT 2252L	Orthopedic Disabilities & Treatment Lab			2				
PHT 1801L	Physical Therapy Clinical Practice I				4			
PHT 2162	Neurological Disabilities & Treatment					3		
PHT 2220	Therapeutic Exercise in Physical Therapy					2		
PHT 2220L	Therapeutic Exercise in Physical Therapy Laboratory					2		
PHT 2810L	Physical Therapy Clinical Practice II						4	
PHT 2820L	Physical Therapy Clinical Practice III						4	
PHT 2931	Trends in Physical Therapy						2	
	Session Total Hours:	4	14	18	9	13	16	

Total Hours: 74

a. See the list of appropriate course options under General Education Requirements for the A.S. Degree in the SPC College Catalog.

b. See the list of computer competency course options under General Educational requirements for the A.S. Degree in the SPC College Catalog (ENC 1101 taken at PHCC will satisfy this requirement).

c. PHI 1630 Applied Ethics taken at PHCC will satisfy this requirement.

d. HSC 2531 Medical Terminology taken at PHCC will satisfy this requirement.

e. HSC 1149 and HSC 1149L taken at PHCC will satisfy this requirement.

Associate in Science in Radiography

This 77-credit-hour, 24-month program begins each January and contains both academic and clinical components as part of the curriculum. Upon successful completion of all program requirements, the graduate will earn an AS Degree in Radiography and is eligible to apply to take the American Registry of Radiologic Technologist (ARRT) credentialing examination. The graduate will also be eligible to apply for a temporary state license issued by the Department of Health, Bureau of Radiation Control.

A limited access program with documents required for admission listed in the application materials.

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

Program Code APP-RAD

Prerequisites

Course	Listing	Credit Hours
BSC 1085	Human Anatomy and Physiology I	3
BSC 1085L	Human Anatomy and Physiology I Laboratory	1
BSC 1086	Human Anatomy and Physiology II	3
BSC 1086L	Human Anatomy and Physiology II Laboratory	1

Total Hours: 8

Proof of Professional Liability Insurance required for all RTE courses.

Course	Listing	Credit Hours
Freshman - *Session II*		
RTE 1000	Introduction to Radiologic Science Principles	3
RTE 1503	Radiographic Procedures I	3
RTE 1503L	Radiographic Procedures I Laboratory	1
RTE 1111C	Introduction to Radiographic Patient Care	3
MAC 1105	College Algebra	3

Hours: 13

Freshman - *Session III*		
RTE 1804	Radiography Clinical Practicum I	3

Hours: 3

Freshman - *Session IIIA*		
RTE 1418	Principles of Radiographic Imaging & Exposure I	3
RTE 1418L	Principles of Radiographic Imaging & Exposure I Laboratory	1

Hours: 4

Freshman - *Session I*		
RTE 1513C	Radiographic Procedures II	3
RTE 1458	Radiographic Imaging & Exposure II with Quality Management	4
RTE 1458L	Radiographic Imaging & Exposure II with Quality Management Laboratory	1
RTE 1814	Radiography Clinical Practicum II	4
ENC 1101	English Composition I or	
ENC 1121H	English Composition I - Honors	3

Hours: 15

Sophomore - *Session II*		
RTE 1523	Radiographic Procedures III	3
RTE 1523L	Radiographic Procedures III Laboratory	1
RTE 2824	Radiography Clinical Practicum III	4
RTE 2782	Pathology for Radiographers	2
CGS 1000	Computer Concepts or	
CGS 1100	Microcomputer Applications	3

Hours: 13

Sophomore - *Session III*		
RTE 2834	Radiography Clinical Practicum IV	3
PHI 1630	Applied Ethics	3

Hours: 6

Sophomore - *Session IIIA*		
RTE 2385	Radiation Biology and Protection	3

Hours: 3

Sophomore - *Session I*

RTE 2061	Radiographic Seminar	3
RTE 2844	Radiography Clinical Practicum V	6
PSY 1012	Introduction to Psychology	
	or	
PSY 1012H	Introduction to Psychology - Honors	3

Hours: 12

General Education and Support Courses
23 Semester Hours

Radiography Education 54 Semester Hours
Total Hours 77 Semester Hours

Technical Credit Programs

The Technical Credit Certificate will be awarded upon satisfactory completion of a planned technical credit certificate program of postsecondary studies in a specialized area. A minimum of 25% of the program, other than credit-by-examination, must be earned in residence in classroom instruction at PHCC. A grade-point average of not less than 2.0 or "C" must be achieved to receive a certificate. Only those courses that are part of the program are included in computing the program GPA for technical certificate programs.

In order to receive a certificate, a student must achieve the state-required TABE (Test of Adult Basic Education) score. TABE remediation is provided in the Learning Labs on each campus. Nursing Assistant and Phlebotomy students do not have a TABE requirement. Students who have an AA degree or higher, or have satisfactory scores on the Florida College Entry-Level Placement Test (FCELPT) or CPT, may not be required to complete a TABE test.

Additionally, students who complete a Technical Certificate or Applied Technology Diploma program requiring state licensure for employment can exempt the TABE testing requirement by passing the state licensure exam. To receive an exemption, students must petition the Director of Admissions and Student Records in writing and provide official documentation indicating that they have passed the licensure exam.

Applied Technology Diploma

PHCC is authorized to offer the Applied Technology Diploma (ATD). At a community college, the ATD may be offered either for technical credit or for college credit. Students entering an ATD must have a standard high school diploma or a GED. The purpose of the ATD is to allow the student to gain advanced standing toward an A.S. degree. When the ATD program articulates into an A.S. degree, the credit awarded will be college credit. These A.S. degrees may be offered at any community college. The ATDs listed below are offered for technical credit at PHCC. EMT is also an ATD, but is offered for college credit.

A minimum of 25% of the program, other than credit-by-examination, must be earned in residence in classroom instruction at Pasco-Hernando Community College. A grade-point average of not less than 2.0 or "C" must be achieved to receive a diploma. Only those courses that are part of the

Graduates interested in earning a BS Degree in Radiological Sciences are eligible to apply for admission to the University of Central Florida (UCF). Contact a PHCC advisor for information regarding transferring credits earned in the radiography program to UCF.

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

Courses in these programs are not considered as college credit and will not transfer to a university. Technical credit programs are designed to prepare the student for an entry-level job. (See Listing of Technical Courses for instructional hours.)

The Technical Credit Certificate Programs offered at PHCC are:

Applied Welding Technologies
Correctional Officer
Cosmetology
Dental Assisting
Fire Fighting
Health Unit Coordinator
Law Enforcement/Auxiliary Officer
Law Enforcement/Basic Recruit
Medical Secretary/Examining Room Assistant
Nursing Assistant
Patient Care Technician
Phlebotomy
Practical Nursing

program are included in computing the GPA for applied technology diploma programs.

In order to receive a diploma, a student must achieve the state required TABE (Test of Adult Basic Education) score. TABE remediation is provided in the Learning Labs on each campus. A diploma will not be issued until the student reaches satisfactory TABE scores.

Applied Technology Diploma in:

Medical Coder - 26 credits into AS degree in Health Information Management OR 26 credits into AS degree in Office Systems Technology/Medical Office Systems Specialization

Medical Record Transcribing - 33 credits into AS degree in Office Systems Technology/Medical Office Systems Specialization

Students entering the program must take the Test of Adult Basic Education (TABE) and achieve the state-required scores in order to receive their certificate.

Applied Technology Diploma – Medical Coder

This program is accredited by the National HealthCareer Association. Students who complete this program are eligible to sit for the certification examination which is administered at PHCC.

The purpose of this program is to prepare students for entry level employment as coders, medical record coders, coding technicians, coding clerks, or coder specialists. The program includes instruction in medical terminology, coding systems, fundamentals of disease, pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, and employability skills.

Program Code ATD-COD

Course	Listing	Technical Hours Credit
HSC 0003	Fundamentals of Allied Health Occupations	2
OTA 0101	Keyboarding I	2
HSC 0530	Medical Language I	2
HIM 0450	Fundamentals of Body Structures and Functions	2
CTS 0050	Introduction to Microcomputer Applications	3
HSC 0534	Medical Language II	2
HSC 0641	Legal & Ethical Aspects in Health Care	2
HIM 0280	Coding for Medical Records I	3
HIM 0281	Coding for Medical Records II	6
HIM 0430	Fundamentals of Disease Process	2
SLS 0341	Essentials of Health Career Success	2
HIM 0440	Pharmacology for Health Care Professionals	2
OTA 0609A	Medical Office Procedures	3
+HIM 0002	Career Enhancement – Health	.33

Total Technical Credits: 33.33

Special Program Requirements:
+An approved 4-hour AIDS Seminar and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Healthcare Providers or the American Red Cross Professional Rescuer - CPR course.

Applied Technology Diploma — Medical Record Transcribing

This program is accredited by the National HealthCareer Association. Students who complete this program are eligible to sit for the certification examination which is administered at PHCC.

The purpose of this program is to prepare students for employment as medical record transcriptionists in hospitals, for private physicians, and as independent contractors. The program includes instruction in advanced keyboarding skills, medical terminology, health care delivery systems, basics of medical records services, legal and ethical responsibilities, and employability and professional skills.

Program Code ATD-MRT

Course	Listing	Technical Hours Credit
HSC 0003	Fundamentals of Allied Health Occupations	2
OTA 0101	Keyboarding I	2
HSC 0530	Medical Language I	2
HIM 0450	Fundamentals of Body Structures and Functions	2
CTS 0050	Introduction to Microcomputer Applications	3
HSC 0534	Medical Language II	2
HSC 0641	Legal & Ethical Aspects in Health Care	2
HIM 0031	Medical Record Transcription I	4
OTA 0611	Keyboarding II	2
HIM 0430	Fundamentals of Disease Process	2
SLS 0341	Essentials of Health Career Success	2
HIM 0032	Medical Record Transcription II	4
HIM 0440	Pharmacology for Health Care Professionals	2
OTA 0609A	Medical Office Procedures	3
+HIM 0033	Medical Record Transcription III	6

Total Technical Credits: 40

Special Program Requirements:
+An approved 4-hour AIDS Seminar and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Healthcare Providers or the American Red Cross Professional Rescuer - CPR course.

Technical Certificate Program - Applied Welding Technologies

The purpose of this specialized program is to enable persons to acquire skills and knowledge necessary for initial employment as welders. Emphasis is placed on care and safe use of welding equipment, tools, and materials. Employability skills are included. This program is open-entry.

Program Code PSVC-WLD

Course	Listing	Technical Credit Hours
PMT 0106	Introduction and Oxyacetylene Welding	3
PMT 0112	Advanced Specialty Oxyacetylene Welding	3
PMT 0121	Shielded Metal Arc Welding	2.33
PMT 0135	Advanced Shielded Metal Arc Welding	3
PMT 0164	Fabrication of Metal Products Using SMAW	2.33
PMT 0122	SMAW High Technology Skills	3
PMT 0130	Introduction to MIG	1.17
PMT 0134	MIG Welding	3
PMT 0131	TIG Welding	3
PMT 0138	Specialty TIG	2.84
PMT 0145	GMAW Flux Core Arc Welding	3.33
PMT 0165	SMAW Pipe Welding	3
PMT 0171	Gas Tungsten Arc Pipe Welding	3
PMT 0173	Gas Metal Arc Pipe Welding	3

Total Technical Credits: 39

Technical Certificate Program - Correctional Officer

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

Prerequisites

Two months before an Academy start date, candidates must make application for admission to the Basic Recruit Program. Candidates may be sponsored by a local law enforcement agency. All candidates must meet entry requirements which include physical fitness and psychological testing. Additional entry requirements are outlined in the application packet. Application packets are available at the Academy at the time of orientation.

Program Code APP-CO

Course	Listing	Technical Hours Credit
CJD 0770	Corrections Legal I	1.53
CJD 0771	Corrections Legal II	.73
CJD 0772	Corrections Communications	1.40
CJD 0704	Criminal Justice Defensive Tactics	3.53
CJD 0705	Criminal Justice Weapons	2.13
CJD 0254	Criminal Justice Medical First Responder	1.60
CJD 0741	Criminal Justice Emergency Preparedness	.87
CJD 0773	Corrections Interpersonal Skills I	2.07
CJD 0750	Criminal Justice Interpersonal Skills II	1.67
CJD 0752	Correctional Operations	2.13

Total Technical Credits: 17.66

Special Program Requirements:

Criminal Justice Standards and Training Commission Regulations must be met. The attendance policy required by the Commission is 90%; however, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by Academy Cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. An applicant must take the Florida Criminal Justice Basic Abilities Test (FBAT/FCJBAT). A score of 70 or above is needed. A fee is charges for this test. A list of required supplies will be given at orientation. An academic average of "C" or higher is required for all academic tests administered during each course. The grade of "pass" is required in all courses requiring the demonstration of proficiency. Upon completion of the program, the cadet will be eligible to take the state exam to receive provisional certification as a correctional officer.

Technical Certificate Program - Cross-Over Corrections to Law Enforcement

The purpose of this program is to train students who want dual certification in Basic Law Enforcement and Basic Corrections. In order to take the following courses, students must provide evidence they have completed a Correctional Officer program. Upon satisfactory completion of the courses listed below, students will be eligible to take both state exams. Successful scores on both state exams enables the student to receive provisional certification as a corrections officer and as a law enforcement officer.

Program Code   PSVC-CTL

Course	Listing	Technical Hours Credit
CJD 0781	Legal Summary for Corrections	1.60
CJD 0723	Law Enforcement Vehicle Operation	1.07
CJD 0731	Law Enforcement Patrol	2.13
CJD 0732	Law Enforcement Traffic	1.53
CJD 0734	Law Enforcement Investigations	2.13
CJD 0730	Law Enforcement Legal III	1.07

Total Technical Credits: 9.53

Technical Certificate Program - Cosmetology

The purpose of this specialized program is to prepare persons for initial employment in the field of cosmetology. Upon satisfactory completion of this program, a graduate receives a certificate in Cosmetology and is eligible to sit for the Florida Board of Cosmetology Licensure Examination. Proof of professional liability insurance is required. The period of coverage is from August through July.

Program Code   PSVC-COS

Course	Listing	Technical Hours Credit
*COS 0590	Laboratory Practices, Hair, and Scalp Care	5
*COS 0301	Hair Shaping	5
*COS 0400	Hairstyling	5
COS 0644	Permanent Waving/Restructuring	5
COS 0700	Hair Coloring	5
CSP 0006	Nail Care	5
COS 0870	Skin Care/Entrepreneurship	5
COS 0070	Employability Skills/State Board and Florida Cosmetology Law	5

Total Technical Credits: 40

*A student transferring from an accredited Cosmetology Training Program who has successfully completed a minimum of 450 hours of instruction may receive credit for these three courses: COS 0590, Laboratory Practices, Hair, and Scalp Care; COS 0301, Hair Shaping; and COS 0400, Hairstyling. A student must complete at least 10 technical credits of classroom instruction at PHCC to be eligible to receive a certificate.

Special Program Requirements:
A student must earn an average of "C" or higher in each program course in order to receive a Cosmetology Technical Certificate.

Technical Certificate Program - Dental Assisting

This is a limited access program. Refer to the Admission to Specialized Limited Access Health Programs section of this Catalog/Student Handbook for admission requirements.

The purpose of this program is to prepare students for employment as dental assistants and dental auxiliaries. The program meets all competencies required by the Florida Department of Education for Dental Assistants. Graduates of this program may apply to take the Certified Dental Assistant Examination given by the Dental Assisting National Board. Graduates are eligible for employment as dental assistants with expanded functions and radiography skills. Proof of professional liability insurance is required.

Program Code APP-DA

Course	Listing	Technical Hours Credit
Session 1A		
+DEA 0758	Preclinical Procedures for Dental Assisting	2
DEA 0740	Introduction to Dental Assisting	1
DEA 0741	Anatomy and Physiology for Dental Assistants	2
DEA 0744C	Dental Materials for Dental Assistants	1
		Hours: 6
Session 1B		
DEA 0743	Preventive Dentistry for Dental Assistants	1
DEA 0746	Management of Dental Office Emergencies	1
DEA 0751C	Clinical Procedures for Dental Assisting	2
DEA 0755C	Dental Radiography for Dental Assistants	2
		Hours: 6

Session 2A		
DEA 0747	Dental Office Management for Dental Assistants	1
DEA 0750C	Expanded Functions I for Dental Assistants	1
DEA 0753L	Clinical Externship I for Dental Assisting	4
		Hours: 6
Session 2B		
DEA 0757C	Expanded Functions II for Dental Assistants	1
DEA 0754L	Clinical Externship II for Dental Assisting	5
		Hours: 6

Total Technical Credits: 24

+*CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer – CPR course.*

Special Program Requirements:
A grade of "C" or higher and a grade of "Pass" must be earned in each course in order to continue in the program. Courses may be repeated only on the recommendation of the dental faculty Dental Programs Coordinator and the Associate Dean for Health, Mathematics and Science, approval of the Vice President of Educational Services, and if space is available. In order to receive a certificate, students must obtain satisfactory scores on the Test of Adult Basic Education (Form 7 or 8, Level A) with a minimum grade of 10th grade in Reading, Language and Mathematics or an Associate Degree or higher from an accredited college or university will satisfy the TABE requirements.

Technical Certificate Program - Fire Fighter I/Fire Fighter II Minimum Standards

The purpose of this program is to prepare students for employment as fire fighters. The presentation of the two courses is structured in such a manner that the first 225 hours of this 450 hour program will fulfill the State of Florida requirements to prepare the student for certification as a Fire Fighter I and qualifies the student to sit for the Fire Fighter I Florida State Competency Examination in order to receive a certificate as a Fire Fighter I, if so desired. Completion of the full 450 hours of the program will fulfill the State of Florida requirements to prepare the student for certification as a Fire Fighter II/Minimum Standards, Career Firefighter, and qualifies the student to sit for the Fire Fighter II Florida State certification examination. The curriculum is prescribed by the Bureau of Fire Standards and Training and the Department of Insurance in accordance with Florida Statutes.

Prerequisites
It is mandatory for students to attend an "academy" orientation, which will explain all requirements and prerequisites of Pasco-Hernando Community College and the Bureau of Fire Standards and Training. One orientation is offered each year in July. Please contact the college for the exact date. Entry requirements of the Bureau of Fire Standards and Training must be met, including a medical examination and a background check. Candidates must pass a physical agility test and attend other PHCC required activities to be considered for entry into the academy.

Program Code APP-FF

Course	Listing	Technical Hours Credit
FFP 0010	Fire Fighter I	7.5
FFP 0020	Fire Fighter II Minimum Standards	7.5

Total Technical Credits: 15

Total Hours: 450

Special Program Requirements:
To be eligible to sit for the state certification test administered by the Bureau at the end of the 450 hours, a student must complete all requirements set forth by the College and the Bureau of Fire Standards and Training (B.F.S.T.).

Most class experiences have a mandatory attendance requirement, which will not be able to be repeated within the same academy. Attendance is considered an essential requirement of the fire fighting students and will be strictly enforced. All rules and regulations pertaining to all requirements, including but not limited to attendance and uniforms, can be located in the Fire Academy Candidate Training Manual. The Fire Academy Candidate Training Manual will be stringently utilized regarding all procedures within. All college policies will also be enforced including but not limited to the "Student Code of Conduct" as outlined in the college catalog.

Technical Certificate Program - Health Unit Coordinator

The purpose of this program is to prepare students for employment as health unit coordinators, also known as ward clerks or unit secretaries. Some of the topics included in the program are: interpreting medical terminology; performing clerical duties; reading, interpreting, and coordinating physicians' orders; legal and ethical responsibilities; and performing supervised clinical duties. Proof of professional liability insurance is required.

Program Code PSVC-HUC

Course	Listing	Technical Hours Credit
HSC 0003	Fundamentals of Allied Health Occupations	2
CVT 0507	Basic Arrhythmias	2
HSC 0530	Medical Language I	2
HSC 0534	Medical Language II	2
HSC 0641	Legal & Ethical Aspects in Health Care	2
HIM 0440	Pharmacology for Health Care Professionals	2
SLS 0341	Essentials of Health Career Success	2
HIM 0055	Health Unit Management	1.34
+HIM 0050	Health Unit Coordinator Clinical	1.33

Total Technical Credits: 16.67

Special Program Requirements:
+A completed Physical Examination Report (SAR-40-A) and a professional liability insurance card are required for this course. An approved 4-hour AIDS seminar and CPR certification are pre-requisites of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

Technical Certificate Program - Law Enforcement Auxiliary Officer

The purpose of this program is to prepare candidates for employment/appointment as law enforcement auxiliary officers. Successful completion of the program is required by Chapter 943 of the Florida Statutes for certification as an auxiliary officer.

Program Code   PSVC-LEA

Course	Listing	Technical Hours Credit
CJD 0001	Auxiliary Law and Procedures	1.8
CJD 0104	Defensive Tactics for Auxiliary Officers	3.53
CJD 0705	Criminal Justice Weapons	2.13
CJD 0103	Auxiliary Law Enforcement Medical First Responder	1.6

Total Technical Credits: 9.06

Special Program Requirements:
Criminal Justice Standards and Training Commission regulations must be met. The attendance policy required by the Commission is 90%. However, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by academy cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. A list of required supplies will be given at orientation. An academic average of "C" or higher is required for all academic tests administered during each course. The grade of "Pass" is required in all courses requiring the demonstration of proficiency. The cadet will be dropped from the course if these requirements are not met. Upon completion of the program, the auxiliary cadet may apply to a law enforcement agency for appointment as an auxiliary officer.

Technical Certificate Program - Law Enforcement/Basic Recruit

The purpose of this program is to provide job-related training at the entry level to candidates for law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.

Program Code   APP-LEB

Course	Listing	Technical Hours Credit
CJD 0760	Law Enforcement Legal I	1.53
CJD 0761	Law Enforcement Legal II	1.6
CJD 0762	Law Enforcement Communications	1.87
CJD 0704	Criminal Justice Defensive Tactics	3.53
CJD 0705	Criminal Justice Weapons	2.13
CJD 0254	Criminal Justice Medical First Responder	1.6
CJD 0730	Law Enforcement Legal III	1.07
CJD 0731	Law Enforcement Patrol	2.13
CJD 0763	Law Enforcement Interpersonal Skills I	2.2
CJD 0732	Law Enforcement Traffic	1.53
CJD 0723	Law Enforcement Vehicle Operation	1.07
CJD 0734	Law Enforcement Investigation	2.13

Total Technical Credits: 22.39

Special Program Requirements:
The Criminal Justice Standards and Training Commission regulations must be met. The attendance policy required by the Commission is 90%. However, some courses require 100% attendance. This program is both physically and mentally demanding. Academy-designated uniforms must be purchased and worn by academy cadets. College policies and the Academy Rules and Regulations Manual will be strictly followed. A list of required supplies will be given at orientation. An academic average of "C" or higher is required for all academic tests administered during each course. The grade of "Pass" is required in all courses requiring the demonstration of proficiency. An applicant must take the Florida Criminal Justice Basic Abilities Test (FBAT/FCJBAT). A score of 70 or above is needed. A fee is charges for this test. Upon completion of the program, the cadet will be eligible to take the State Exam to receive provisional certification as a Law Enforcement Officer.

Technical Certificate Program - Cross-Over Law Enforcement to Corrections

The purpose of this program is to train students who want dual certification in Basic Law Enforcement and Basic Corrections. In order to enroll in the following courses, students must provide evidence that they have completed the Law Enforcement/ Basic Recruit program. Upon satisfactory completion of the courses listed below, students will be eligible to take both state exams. Successful scores on both state exams enable the student to receive provisional certification as a corrections officer and as a law enforcement officer.

Program Code PSVC-LTC

Course	Listing	Technical Hours Credit
CJD 0780	Legal Summary for Law Enforcement	.54
CJD 0750	Criminal Justice Interpersonal Skills II	1.67
CJD 0741	Criminal Justice Emergency Preparedness	.87
CJD 0752	Correctional Operations	2.13

Total Technical Credits: 5.21

Technical Certificate Program - Medical Secretary/Examining Room Assistant

This program is accredited by the National Healthcareer Association. Students who complete this program are eligible to sit for the certification examination which is administered at Pasco-Hernando Community College. The purpose of this program is to prepare students for employment as medical secretaries in medical facilities and as examining room assistants in physicians' offices. This program includes instruction in both general office and medical record skills and includes a clinical component. Proof of professional liability is required.

Program Code PSVC-MS

Course	Listing	Technical Hours Credit
HSC 0003	Fundamentals of Allied Health Occupations	2
HIM 0450	Fundamentals of Body Structures and Functions	2
HSC 0530	Medical Language I	2
HSC 0534	Medical Language II	2
HSC 0641	Legal & Ethical Aspects in Health Care	2
CTS 0050	Introduction to Microcomputer Applications	3
OTA 0101	Keyboarding I	2
OTA 0609A	Medical Office Procedures	3
HIM 0031	Medical Record Transcription I	4
MEA 0200	Examining Room Procedures	2
SLS 0341	Essentials of Health Career Success	2
+OTA 0627	Medical Secretary Clinical	3
HIM 0430	Fundamentals of Disease Process	2
HIM 0440	Pharmacology for Health Care Professionals	2
HCP 0741L	Practical Aspects of Phlebotomy	2

Total Technical Credits: 35

Special Program Requirements:
A grade of "Pass" in the clinical portion must be earned in order to receive a technical certificate.
+ *A completed Physical Examination Report (SAR-40-A), a professional liability insurance card, an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Healthcare Providers or the American Red Cross Professional Rescuer – CPR course.*

Technical Certificate Program - Nursing Assistant

The purpose of this program is to train students to fulfill the requirements for Certified Nursing Assistant. Proof of professional liability insurance is required. When students complete the written and skills portion of the state exam, they will be issued a Florida Nursing Assistant certificate. Students, who complete this program, pass the CNA exam, and take HCP 0301 can enter the workforce as CNA's and/or Home Health Aids. This program does not meet the minimum requirements for Federal Financial Aid. However, other forms of financial aid may be available. Students in this program are not required to take the Test of Adult Basic Education (TABE).

Program Code PSVC-NA

Course	Listing	Technical Hours Credit
HCP 0001	Introduction to Patient Care	1
+HCP 0100C	Nurse Assisting	1
+HCP 0604	Patient Care Assisting	2

Total Technical Credits: 4

Special Program Requirements:
A grade of "Pass" in the clinical portion must be earned in order to receive a technical certificate.
+ *A completed Physical Examination Report (SAR-40-A), a professional liability insurance card, an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Healthcare Providers or the American Red Cross Professional Rescuer – CPR course.*

Technical Certificate Program - Patient Care Technician

The purpose of this program is to prepare students for employment as advanced cross-trained patient care technicians and to provide supplemental training for persons previously or currently employed in health occupations. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Proof of Professional Liability Insurance is required.

Program Code PSVC-PCA

Course	Listing	Technical Hours Credit
SLS 0341	Essentials of Health Career Success	2
+HCP 0001	Introduction to Patient Care	1
+HCP 0100C	Nurse Assisting	1
HSC 0641	Legal and Ethical Aspects in Health Care	2
HIM 0430	Fundamentals of Disease Process	2
HCP 0301	Home Health Assisting	2
+HCP 0604	Patient Care Assisting	2
CVT 0507	Basic Arrhythmias	2
+HCP 0750C	Phlebotomy Clinical	2
HCP 0760	Allied Health Assisting	1
+HCP 0770L	Allied Health Assisting Clinical	1
HCP 0790	Advanced Patient Care	1
+HCP 0793L	Patient Care Technician Clinical	1

Total Technical Credits: 20

Special Program Requirements
A grade of "Pass" in the clinical portion must be earned in the program in order to receive a Patient Care Technician technical certificate.
+*A completed Physical Examination Report (SAR-40A), an approved 4-hour AIDS seminar, and CPR certification are prerequisites for this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.*

Technical Certificate Program - Phlebotomy

This program is accredited by the National HealthCareer Association. Students who complete this program are eligible to sit for the certification examination which is administered at Pasco-Hernando Community College.

The purpose of this program is to train students for employment as blood bank or plasma center donor screeners or as phlebotomists. Proof of professional liability insurance is required. Employment skills are included. Availability of clinical sites may restrict entry into the Phlebotomy courses. This program does not meet the minimum requirements for Federal Financial Aid. However, other forms of financial aid may be available. Students in this program are not required to take the Test of Adult Basic Education (TABE).

Program Code PSVC-PT

Course	Listing	Technical Hours Credit
HCP 0731	Phlebotomy Theory	1.5
HCP 0741L	Practical Aspects of Phlebotomy	2
+HCP 0750C	Phlebotomy Clinical	2

Total Technical Credits: 5.5

Special Program Requirements
A grade of "Pass" in the clinical portion must be earned in order to receive a technical certificate.
+A completed Physical Examination Report (SAR-40-A), a professional liability insurance card, an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take either the American Heart Association course Basic Life Support for Healthcare Providers or the American Red Cross Professional Rescuer - CPR course.

Technical Certificate Program - Practical Nursing

A limited access program with documents required for admission listed in the application materials.
The purpose of this program is to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies as practical nurses, and is approved by the Florida State Board of Nursing. Upon satisfactory completion of the prescribed course work, a graduate is eligible to apply to sit for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108. A graduate is also eligible to apply for admission to the Associate Degree in Nursing Program at the ADN-LPN entry point. Proof of Professional Liability Insurance is required.

Program Code APP-PN

Course	Listing	Technical Hours Credit
PRN 0001C	Fundamentals Nursing/PN	8
PRN 0020	Body Structure and Function	1.5
PRN 0030C	Medication Administration/ Pharmacology	2.0
PRN 0002C	Fundamentals of Nursing II/PN	7
PRN 0204C	Medical Surgical Nursing I	8.5
PRN 0205C	Medical Surgical Nursing II	8.0
PRN 0500C	Gerontological Nursing	3.5
PRN 0120C	Maternal-Child Nursing	6.5

Total Technical Credits: 45

Computer literacy is required for students enrolled in this program. Students lacking computer skills must take a computer course. Computer-assisted instructional materials may be used in this program.

Special Program Requirements
A grade of "C" or higher and a grade of "Pass" in the clinical portion, if applicable, must be earned in each course in order to continue in the program. Courses may be repeated only with the recommendation of nursing faculty Director of Nursing, Associate Dean of Health, Mathematics and Science approval of the Vice President of Educational Services, and if space is available. In order to receive a certificate, students must obtain satisfactory scores on the TABE test.
+CPR certification is a prerequisite of this course. Students must take either the American Heart Association course Basic Life Support for Health Care Providers or the American Red Cross Professional Rescuer - CPR course.

122

Course Descriptions

Required core courses in the Associate in Arts Degree and the Associate in Science Degree Programs are fully transferable to a senior Florida public institution. All other catalog courses, except those below the 1000 or 2000 levels, are credited for purposes of graduation from PHCC, but may not be accepted by the institution to which a student transfers. An advisor will assist in providing information about courses normally accepted for transfer to a bachelor's degree program at a specific university or four-year college.

College-preparatory courses are NOT creditable as part of the basic 60-hour requirement for degrees. Technical Certificate courses are NOT creditable toward the AA Degree.

Students may register for any course for which they have the necessary prerequisites (see below). A student who feels that he or she has sufficient training or experience to warrant an exception to a prerequisite should consult a PHCC advisor.

Students should not expect that all courses will be offered at each campus or in any given session. To determine when and where courses are to be offered, see a PHCC advisor.

Prerequisite and Corequisite Courses

A prerequisite is a requirement and/or course that MUST be completed SUCCESSFULLY before a student can enroll in another particular course. A corequisite is a particular course in which a student enrolls in conjunction with, i.e., in the same term as, another closely related course. Any prerequisite(s) and/or corequisite(s) for a course are noted in the "Listing of Courses" sections.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six 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 the faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Course: SYG 1010

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

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed later in this section)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG _010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

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

A. Courses in the _900-_999 series (e.g., ART 2905)

B. Internships, practica, clinical experiences, and study abroad courses

C. Performance or studio courses in Art, Dance, Theatre, and Music

D. Skills courses in Criminal Justice

E. Graduate courses

F. Courses not offered by the receiving institution

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Vice President of Educational Services at PHCC or the Florida Department of Education, K-20 articulation, 401 Turlington Bldg., Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or Suncom 278-6402.

College Credit & College Preparatory Courses

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. 48 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 mans 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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

ANT 2100
Introduction to Archaeology 3 cr.
Prerequisite: ANT 2000. 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 includes a 4,000 word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

ANT 2511
Introduction to
Physical Anthropology 3 cr.
The study of humans as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of humans, principles of biological evolution, and human genetics are topics of emphasis. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

Art

ARH 1000
Art Appreciation 3 cr.
A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

ART 1300C
Drawing I 3 cr.
Introduction to the basic discipline of drawing through the use of still life, landscape, and the figure. 32 lecture hours and 32 laboratory hours

ART 1301C
Drawing II 3 cr.
Prerequisite: ART 1300C. A continuation of ART 1300C. 32 lecture hours and 32 laboratory hours

ART 2500
Painting I 3 cr.
Studio problems in painting involving contemporary styles, techniques, and materials of painting. Lab fee required. 32 lecture hours and 32 laboratory hours

ART 2501
Painting II 3 cr.
Prerequisite: ART 2510. A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. Lab fee required. 32 lecture hours and 32 laboratory hours

PGY 1401C
Photography I 3 cr.
A course designed to give the student an introduction to the camera, its mechanics, and use. Initial instruction is given on the photographic process, lighting scenes, exposure, development, and printing of photographs. Lab fee required. 32 lecture hours and 32 laboratory hours. An SLR 35 millimeter camera is required for this class.

PGY 1410C
Photography II 3 cr.
Prerequisite: PGY 1401C or consent of instructor. A continuation of PGY 1401C, including more in-depth involvement with cameras, film, paper, lenses, photographic accessories, and darkroom techniques. Lab fee required. 32 lecture hours and 32 laboratory hours. An SLR 35 millimeter camera is required for this class.

Biological Science

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

BSC 1005
Introduction to Biology 3 cr.
Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test score. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, diversity of life, evolution and ecology. 48 class hours

BSC 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 fiend studies may be required. This course may not be taken for credit subsequent to receiving a grade of "C" or higher in BSC 1010L, BSC 1011L, MCB 2010L, BSC 1085L, or BSC 1086L. Lab fee required. 32 laboratory hours

BSC 1010
Biology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: BSC 1005. Corequisite: BSC 1010L. An introduction to the biology of plants and animals. Topics include chemical foundations, cell biology, genetics and evolution. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 class hours

BSC 1010L
Biology I Laboratory 1 cr.
Prerequisite: One year of high school biology and one year of high school chemistry. Corequisite: BSC 1010. A laboratory investigation into the biology of plants and animals. Topics include scientific instruments, chemical foundations, cell biology, photosynthesis and genetics. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1011
Biology II 3 cr.
Prerequisites: BSC 1010 and BSC 1010L (completed with grades of "C" or higher). Corequisite: BSC 1011L. Topics include prokaryotes, plants, fungi, the evolution of animal diversity, animal form and function and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 48 class hours

BSC 1011L
Biology II Laboratory 1 cr.
Prerequisites: BSC 1010 and BSC 1010L (completed with grades of "C" or higher). Corequisite: BSC 1011. A continuation of BSC 1010L. Topics include plant biology, animal diversity, vertebrate anatomy and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 32 laboratory hours

BSC 1020
Human Biology 3 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, metabolism, genetics, and body systems. 48 class hours

BSC 1050
Introduction to Environmental Science 3 cr.
Prerequisites: REA 0002 (completed with grade of "C" or higher) or appropriate placement test score. Recommended prerequisite: PSC 1311 or PSC 1341. The student is introduced to the process of maintaining patterns of interrelationships of plants and animals with their environments and biological communities, enabling students to make intelligent environmental decisions. The topics include ecosystems, communities, and populations; soils; pesticides; energy sources; local and current topics; air and water pollution; and land use planning. One required field trip. 48 class hours

BSC 1050H
Introduction to Environmental Science (Honors Course) 3 cr.
Prerequisites: Acceptance into PHCC's Honors Program or permission of instructor. This course may include substantial reading and writings components. Learning activities may include collaborative learning, field experiences, debates, projects, interviews, and research presentations. If used to meet the requirements of the AA degree or the AS degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "C" or higher must be earned. Credit cannot be earned for both BCS 1050 and BSC 1050H. 48 class hours

BSC 1085
Human Anatomy and Physiology I 3 cr.
Prerequisites: REA 0002 and MAT 0024 (completed with grades of "C" or higher) or appropriate placement test scores. Recommended prerequisite: High school biology and chemistry, or BSC 1020. Corequisite: BSC 1085L. An introduction to the study of the human body, to include: biological and chemical foundations; cellular structure and dynamics; tissues; and the integumentary, skeletal, muscular, and nervous systems. 48 class hours

BSC 1085L
Human Anatomy and Physiology I Laboratory 1 cr.
Corequisite: BSC 1085. This course provides laboratory support for the concepts taught in BSC 1085. Laboratory fee required. 32 laboratory hours

BSC 1086 Human Anatomy and Physiology II 3 cr.
Prerequisites: BSC 1085 and 1085L (completed with grades of "C" or higher). Corequisite: BSC 1086L. A continuation of BSC 1085. Emphasis is on the structure and function of the special senses and the digestive, respiratory, cardiovascular, lymphatic, endocrine, reproductive, and urinary systems. 48 class hours

BSC 1086L
Human Anatomy and Physiology II Laboratory 1 cr.
Prerequisites: BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: BSC 1086. This course provides laboratory support for the concepts taught in BSC 1086. Lab fee required. 32 laboratory hours

HSC 1149
General Pharmacology for Health Professionals 1 cr.
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. The course will provide the student with general pharmacology concepts and principles in the management of client care. The knowledge required for safe, effective administration of therapeutic drugs across the lifespan are emphasized. Indications and contraindications associated with drug therapy are integral parts of this course. 16 class hours

HSC 1149L
General Pharmacology for Health Professionals Laboratory 1 cr.
Prerequisite: MAT 0012 (completed with a grade of "C" or higher) or appropriate placement test score. Corequisite: HSC 1149. This course includes the skills required for safe, effective administration of therapeutic drugs across the lifespan. The mathematics of medication administration is included. Lab fee required. 32 laboratory hours

MCB 2010
Microbiology 3 cr.
Prerequisite: BSC 1010 and BSC 1010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: MCB 2010L. A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their relationships to other organisms. 48 class hours

MCB 2010L
Microbiology Laboratory 1 cr.
Prerequisite: BSC 1010 and BSC 1010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Corequisite: MCB 2010. A laboratory investigation into the biology of microbial organisms. Topics include microbial morphology, physiology and genetics. Lab fee required. 32 laboratory hours

OCE 2001
Introduction to Oceanography 3 cr.
Prerequisites: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. Recommended prerequisite: PSC 1311 or PSC 1341. An introduction to the physical, chemical, and biological nature of the oceans. Topics include: the history and shape of the oceans; the physical and chemical properties of sea water; waves, tides, and ocean currents; and the biology and ecology of marine life. Credit can be earned as a science elective only. 48 class hours

Business Administration

ACG 2021
Principles of
Financial Accounting   3 cr.
This course is an introduction to accounting concepts and principles followed in preparation of financial external reports. Emphasis is on principles and procedures applicable to the accounting cycle, asset valuation, income determination, liability measurement, and owner's equity. 48 class hours

ACG 2071
Principles of
Managerial Accounting   3 cr.
Prerequisite: ACG 2021. 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. 48 class hours

BUL 2241
Business Law   3 cr.
Business law considers the nature and source of laws, law courts, and courtroom procedures. Legal principles regarding crimes and torts with emphasis on contracts, personal property, and bailments and sales, along with relevant portions of the Uniform Commercial Code are discussed. 48 class hours

BUL 2561
Legal Issues
in Information Technology   3 cr.
This course will examine the various developing legal issues in the use of business information technology, including an examination of constitutional rights, intellectual property, and employment law. Other topics studied during the course are freedom of speech, privacy, privileged communications, copyright, and trademark. These issues and others will be examined as they relate to business operations in today's complex electronic world. 48 class hours

ECO 2013
Principles of Macroeconomics   3 cr.
An introductory course in macroeconomic principles and analysis. Areas covered include: economic features of society; consumption; production and business organization; national income accounting, national income theory; the twin problems of recession and inflation; money credit and the banking system; public finance; and the principles and problems of full employment without inflation. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

ECO 2023
Principles of Microeconomics   3 cr.
This is a course in microeconomics that deals with markets and prices; supply and demand, competition, and market structures; distribution of income among factors of production; economic growth and development; and other economic systems. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

GEB 1011
Introduction to Business   3 cr.
This is a survey course that covers the functional areas of business. Emphasis is placed on perspectives of business, management, marketing, finance, and quantitative tools. 48 class hours

GEB 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. 48 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. 48 class hours

MNA 1100
Personnel Relationships
in Business   3 cr.
This course provides a study of personnel relationships as individuals and as group members. It will include practical application of effective work relationship skills needed in business and industry, to include: group dynamics; motivation; interpersonal perception; oral and written communications; leadership; management; decision making; problem solving; and employability skills. Designed for students in business and technical fields. 48 class hours

MNA 1345
Principles of Supervision   3 cr.
This course is a study of the basic concepts and major functions of modern supervision. Students receive introductory instruction in concepts and practices that define supervision, the role of the supervisor within the organization, personnel management, and relationships with special groups of employees. 48 class hours

MNA 2941
Internship in Business   3 cr.
Prerequisites: 15 college-level credits at PHCC; and a minimum of 12 credits in college-level business courses with a 2.0 minimum GPA in all college-level business courses. This course provides a planned work-based experience that will provide students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objective. An internship agreement will be developed which includes academic supervision and work assignments. A minimum of 96 worksite hours are required in this course. Regular meetings are held with the instructor/workplace learning coordinator. Student performance in this course is graded as "Pass/Fail."

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

Business - Marketing Management

MAR 1011
Principles of Marketing   3 cr.
This course provides an overview of the field of marketing, with emphasis being placed on those interacting determinants of demand that make up the marketing environment economic, physiological, sociological and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process, are introduced. 48 class hours

MKA 1021
Salesmanship   3 cr.
This course provides a study of principles underlying selling activities. This course presents principles and problems in personal selling related to prospecting, pre-approach, demonstration, meeting objections, and closing the sale. 48 class hours

MKA 1302
Marketing Practicum I   3 cr.
Prerequisite: MAR 1011 or consent of instructor. Marketing theory is applied through the development of individual practicum plans, which involve on-the-job training and special job-related assignments with local businesses. Employability skills, including writing a resume and letter of application, are taught. Each practicum will consist of a minimum of 96 hours in a planned learning situation, together with at least three scheduled conferences with the instructor. This course is designed for students pursuing the AS Degree in Marketing Management.

MKA 1312
Marketing Practicum II   3 cr.
Continuation of MKA 1302.

MKA 2041
Principles of Retailing   3 cr.
This course provides a study of the principles, procedures, and techniques of retailing, buying pricing, merchandise, and of determining consumer demand. Attention will be given to how and when to buy as well as sources of supply. The organization and function of major divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. 48 class hours

MKA 2511
Principles of Advertising   3 cr.
This course presents a study of advertising principles and practical applications of advertising in the media. Areas covered include the history of advertising, designing and developing advertisements, media selection, sales promotion, and strategies. 48 class hours

Business - Office Administration

OST 1100
College Keyboarding I   3 cr.
This course is designed for students with little or no keyboarding experience. This course will include the correct techniques and basic skills in keyboarding. Students will produce basic business documents using current software. Lab fee required. 48 class hours

OST 1110
College Keyboarding II   3 cr.
Prerequisite: OST 1100 or consent of instructor. This course is a continuation of OST 1100. Students will use WordPerfect software for advanced practice in business document production and skill-building applications. Lab fee required. 48 class hours

OST 1711
Word Processing - WordPerfect   3 cr.
This course develops the skills necessary to use WordPerfect software. Students will create, edit, format, and print various business documents. Students are expected to come to this course with knowledge of document formatting. Lab fee required. 48 class hours

OST 1764
Word Processing -Microsoft Word XP
3 cr.
This course develops the skills necessary to use Word software. Students will create, edit, format, and print various business documents. Students are expected to come to this course with knowledge of document formatting. Lab fee required. 48 class hours

OST 1811
Desktop Publishing   3 cr.
Prerequisite: OST 1110 or consent of instructor. This course introduces the student to the desktop publishing features of current software. Emphasis in the course will be on publications that office support personnel would produce such as flyers, newsletters, bulletins, brochures, and covers for reports. A student enrolling in this course should have a working knowledge of the advanced applications of the current software. Lab fee required. 48 class hours

OST 2335
Business Communications   3 cr.
Prerequisite: OST 1100 or consent of instructor. This course offers instruction and practice in the production of effective oral and written communication. Emphasis is placed on writing clear, forceful, and effective business letters. 48 class hours

OST 2401
Administrative Office Procedures 3 cr.
Prerequisite: OST 1100 or consent of instructor. This course provides for the development of professional office skills. Emphasis will be placed on decision-making. Instruction will include telephone techniques, public relations, team-building, good business grooming, and employability skills. Students will use WordPerfect software for document production. 48 class hours

OST 2601
Machine Transcription   3 cr.
Prerequisite: OST 1110 or OST 1711 or OST 1764 or consent of instructor. This course develops proficiency in machine transcription using transcribing machines. The course will emphasize general grammar rules, vocabulary, and listening skills. Students will use word processing software for document production. Lab fee required. 48 class hours

OST 2621
Law Office Transcription   3 cr.
Prerequisite: OST 1100 and OST 1711 or OST 1764. This course emphasizes development of competent machine transcription skills as applied to the legal field. The student will produce mailable letters, court and non-court documents. This course includes a comprehensive program of basic language arts skills which consist of grammar, punctuation, spelling, proofreading, and editing. Lab fee required. 48 class hours

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. 48 class hours

SLS 2420
Career Enhancement   1 cr.
This course explores the various facets of career development. Key factors of job selection, job search, and the interview will be considered. Personal traits related to job success and advancement are studied. Considerations for planning a career path are addressed. 16 class hours

Chemistry

CHM 1025
Introductory Chemistry   3 cr.
Prerequisites: REA 0002 and MAT 1033 (completed with grades of "C" or higher) or appropriate placement test scores. Corequisite: CHM 1025L. An introduction to fundamental concepts in chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical equations and calculations, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. This course is intended for students with no high school chemistry background or those who need a refresher course prior to entering CHM 2045. 48 class hours

CHM 1025L
Introductory Chemistry
Laboratory   1 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test scores. Corequisite: CHM 1025. A laboratory investigation into fundamental concepts of chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical reactions, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. Lab fee required. 32 laboratory hours

CHM 2045
General Chemistry and Qualitative
Analysis I   3 cr.
Prerequisite: CHM 1025 and CHM 1025L or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Corequisite: CHM 2045L. An introduction to fundamental concepts in chemistry. Topics include measurement, nomenclature, atomic theory, chemical equations and calculations, periodicity, gases, thermochemistry and chemical bonding. 48 class hours

CHM 2045L
General Chemistry and Qualitative
Analysis I Laboratory   1 cr.
Prerequisite: CHM 1025 or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Corequisite: CHM 2045. A laboratory investigation into concepts, periodicity, thermochemistry, chemical bonding and gases. Lab fee required. 32 laboratory hours

CHM 2046
General Chemistry and Qualitative Analysis II   3 cr.
Prerequisite: CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Corequisite: CHM 2046L. This course continues with fundamental concepts of chemistry begun in CHM 2045. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base concepts, solubility, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. 48 class hours

CHM 2046L
General Chemistry and Qualitative Analysis II Laboratory   1 cr.
Prerequisite: CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Corequisite: CHM 2046. A continuation of concepts in the general chemistry laboratory. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base chemistry, solubility, thermodynamics, electrochemistry and selected topics in organic chemistry. Lab fee required. 32 laboratory hours

CHM 2210C
Organic Chemistry I   5 cr.
Prerequisite: CHM 2046 and CHM 2046L (completed with grades of "C" or higher) or permission of instructor. A study of carbon compounds with emphasis on alkanes-cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereo-chemistry, alkynes, and conjugated unsaturated systems. Lab fee required. 48 class hours and 64 laboratory hours

CHM 2211C
Organic Chemistry II   5 cr.
Prerequisite: CHM 2210C (completed with a grade of "C" or higher). A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. Lab fee required. 48 class hours and 64 laboratory

College Preparatory

ENC 0010
Fundamentals of Writing   4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve the student's ability to write sentences and paragraphs. Grammar skills will be reviewed briefly, but emphasis is placed on writing exercises. A student entering this class is expected to have a knowledge of sentence structure, grammar, and punctuation. This course and the exit test must be completed with a grade of "C" (70%) or higher, four compensatory credits will be earned. This course does not apply toward a degree. Testing fee. 64 class hours

ENC 0080
Basic Grammar   4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course provides a review of grammar skills. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Laboratory work and spelling practice will be prescribed by the instructor. Upon successful completion of this course with the grade of "C" (70%) or higher, four (4) compensatory credits will be earned. This course does not apply toward a degree. 64 class hours

MAT 0012
Prealgebra   4 cr.
This college preparatory course is designed to build basic skills in mathematics to prepare students for elementary algebra. Topics include basic operations, fractions, decimals, ratios/proportions, percent usage, integers, rational numbers and an introduction to variable expressions and equations. Laboratory work will be prescribed by the instructor. This course must be completed with a grade of "C" or higher. This course does not apply toward a degree. 64 class hours

MAT 0024
Elementary Algebra   4 cr.
Prerequisite: MAT 0012 (completed with a grade of "C" or higher) or appropriate placement test score. This college preparatory course provides an introduction to algebraic expressions, first degree equations and inequalities, rational expressions, exponents, polynomials, factoring, graphing and radical expressions. This course and the exit test must be completed with a grade of "C" or higher. This course does not apply toward a degree. Testing fee. 64 class hours

REA 0001
Basic Reading   4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve a student's reading skills in the four areas of vocabulary, flexibility, comprehension, and study skills.

This course must be completed with a grade of "C" (70%) or higher, four (4) compensatory credits will be earned. This course does not apply toward a degree. 64 class hours

REA 0002
Fundamentals of Reading   4 cr.
Prerequisite: Appropriate placement test score. This college preparatory course is designed to improve the student's critical reading skills. The course will help refine the student's literal comprehension skills and, in addition, develop critical reading skills that are needed in college course work. This course and the exit test must be completed with a grade of "C" (70%) or higher, four (4) compensatory credits will be earned. This course does not apply toward a degree. Testing fee. 64 class hours

Microsoft, Novell, Programming

CDA 1522
Networking Techniques   2 cr.
This course provides the student with the basic concepts and prerequisites of network computing. This course provides the background information the student needs to prepare for Novell network administration and certification. Lab and special fees. 32 class hours

CEN 1305
Supporting Microsoft Windows 2000 Professional and Server   3 cr.
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. 48 class hours

CEN 1321
Supporting Microsoft Windows 2000 Network Infrastructure   3 cr.
This course is for IT support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. Topics covered include service of DHCP and DNS servers, network security protocols, managing and troubleshooting Routing and Remote Access configurations and more. Lab fee and special fee required. 48 class hours.

CEN 1322
Microsoft Windows 2000 Network and Operating Systems Essentials   1.5 cr.
Prerequisites: CGS 1000 and CGS 1100 or equivalent computer knowledge. This course introduces students to Microsoft Windows

2000 and to the networking technologies it supports. Students will be able to describe user accounts and security, identify the tools used to perform administrative tasks in a Windows 2000-based network, and identify the networking architecture, protocols, hardware and software components associated with Windows 2000. Windows 2000 networking communication using Remote Access Services, Web Services, and utilities for networking maintenance will be reviewed. 24 class hours

CEN 1325
Designing a Microsoft Windows 2000 Directory
Services Infrastructure   1.5 cr.
This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. Topics covered include directory naming strategies, delegation and security of administration rights, situational analysis for multiple-domain Active Directory structures, and Active Directory replication issues. 24 class hours

CEN 1508
Network Management Using
ManageWise   2 cr.
This course provides the student with the knowledge and skills required to solve network problems using various integrated ManageWise components, including: NetWare Management Systems (NMN), Net Ware Management Agent (NMA), NetWare LANalyzer Agent, LANdesk, and virus protect software. Lab and special fees required. 32 class hours

CEN 1509
NetWare 5 Administration   3 cr.
This course is designed to provide students with the necessary knowledge and skills to perform competently, in the role of network administrator or system manager for NetWare 5. Lab and special fees required. 48 class hours

CEN 1510
NetWare 5 Advanced
Administration   3 cr.
This course provides students with the knowledge and skills required to design, configure, and administer a complex NetWare 5 network, upgrading from a NetWare 3 environment, migrating to NetWare Distributed Print Services, executing JAVA-based utilities, network backup and configuring NetWare 5 for remote access. Lab and special fees required. 48 class hours

CEN 1541
Securing Intranets with
BorderManager   2 cr.
This course provides students with the knowledge and skills required to install, configure, administer, maintain, and troubleshoot the following components of BorderManager: Packet filtering firewall and screening router,

network address translation (NAT), Virtual Private network (VPNs), remote access, proxy cache server, and IP gateways. Lab and special fees required. 32 class hours

CEN 2320
Implementing and Administering
Microsoft Windows 2000
Directory Services   3 cr.
This course is designed to provide students with the knowledge and skills necessary to install, configure and administer Microsoft Windows 2000 Active Directory services. The course focuses on implementing Group Policy and understanding the tasks required to centrally manage user computers. 48 class hours

CEN 2323
Designing a Secure Microsoft
Windows 2000 Network   3 cr.
This course provides students with the knowledge and skills necessary to design a security framework for small, medium and enterprise networks using Microsoft Windows 2000 technologies. Topics covered are in four areas that describe security in specific areas of the network: Local Network Users, Remote Users and Remote Offices, Access Between Private and Public Networks, and Access to Partners. 48 class hours

CEN 2327
Designing a Microsoft Windows
2000 Networking
Services Infrastructure   2 cr.
This course provides students with the knowledge and skills necessary to develop Microsoft Windows 2000 networking services solution for enterprise networks. Topics covered include networking services solution for enterprise networks. Topics covered include networking services that provide Internet Protocol (IP) infrastructures, remote user support, dynamic routing protocols, multicasting, demand-dial routing, and Internet access management. 32 class hours

CEN 2506
IntranetWare: Integrating Windows
NT   2 cr.
This course provides the student with the knowledge and skills required to solve network problems using various integrated ManageWise components, including: NetWare Management Systems (NMS), NetWare Management Agent (NMA), NetWare LANalyzer, LANdesk, and virus protect software. Lab and special fees required. 32 class hours

CEN 2513
Network Operating Systems   3 cr.
Prerequisites: CGS 2263 or CET 1600. This course introduces students to NT, Novell, Linux and Windows 2000 network operating systems. Topics include an overview of design and server generation, user accounts and security, daily maintenance requirements, and hardware components. Lab fee required. 48 class hours

CEN 2523
NDS Design and Implementation
2 cr.
This course provides students with knowledge and skills needed to create an NDS design and implementation strategy and design templates. Lab and special fees required. 32 class hours

CET 1178C
Microcomputer Systems Repair   3 cr.
Prerequisite(s) CGS 1000 or CGS 1100 or consent. This course is designed to prepare students for A+ Core certification testing. Topics include computer hardware installation, configuration and repair, maintenance, basic networking, and customer service. Lab fee required. 48 class hours

CET 1600
Networking Fundamentals - Cisco
Academy   3 cr.
Prerequisite(s): CGS 1000 and CGS 1100. This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology. 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. 48 class hours

CET 1610
Router Technology - Cisco
Academy   3 cr.
Prerequisites: CET 1600, relevant industry experience or instructor consent. 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. 48 class hours

CET 2496
NetWare Service and Support 3 cr.
The student will learn how to solve real-world networking problems. This course focuses on the installation of network-related hardware and the prevention, diagnosis, and resolution of hardware-related networking problems in NetWare 3 and 4 environments. Lab and special fees. 48 class hours

CET 2615
Switching Basics and Intermediate Routing - Cisco Academy 3 cr.
Prerequisites: CET 1600 & CET 1610. This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. Instruction includes networking, network terminology and protocols, network standards, local area networks (LANS), LAN segmentation, segmentation techniques, Internet Protocol (IP) and Internet Protocol Extended (IPX) addressing, Fast Ethernet, the Spanning Tree Protocol and virtual LANS. Students progress to completing advanced router configurations in the lab; they will demonstrate an understanding of LAN switching and virtual area networks (VLANS) advanced LAN and LAN switched design, Network management techniques and threaded case studies. This is the third of four semester courses designed to prepare students for the Cisco Certified Network Associate examination. 48 class hours

CET 2620
WAN Technologies - Cisco Academy 3 cr.
Prerequisites: CET 1600, CET 1610, CET 2615. This course is designed to prepare a student to apply and understand the advanced principles, applications and implementation of networking hardware. Instruction includes networking, protocols, network standards, advanced network design projects, advanced network management projects, wide area network (WAN) theory and design, WAN technology, Frame Relay, integrated system digital network (ISDN), network trouble shooting, and threaded case studies. This is the fourth of four semester courses designed to prepare students for the Cisco Certified Network Associate examination. 48 class hours

CET 2750
Advanced Networking Concepts 3 cr.
Prerequisite: CGS 2263 or CET 1600. This course introduces students to advanced networking concepts. Topics include coverage of advanced LAN and WAN network design, in-depth TCP/IP protocol suite, Ethernet networks, introduction to voice networks, performing needs assessments, using popular design software, hardware selection considerations, and application influences. Lab fee required. 48 class hours

CGS 1000
Computer Concepts 3 cr.
This course will provide the student with an overview of the field of data processing. Upon satisfactory completion of the course, the student will have a basic understanding of systems and their applications. Lab fee required. 48 class hours

CGS 1100
Microcomputer Applications 3 cr.
This is an introductory personal computer applications course. No previous experience with a computer is assumed. This course will cover all essential aspects of the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics, and the Internet. Lab fee required. 48 class hours

CGS 1565
Microcomputer Operating Systems 3 cr.
Prerequisite(s): CGS 1000 or CGS 1100. This course is designed to prepare students for CompTIA's current objectives regarding A+ Windows OS certification testing. Topics include current microcomputer operating systems, memory, software troubleshooting and problem solving, and networking. Lab fee required. 48 class hours

CGS 2108
Advanced Microcomputer Applications 3 cr.
Prerequisite: CGS 1100. An advanced personal computer applications course. This course will cover more complex aspects of the Windows environment, word processing, electronic spreadsheets, data base activities, presentation graphics, and contemporary issues. Lab fee required. 48 class hours

CGS 2263
Introduction to Networking 3 cr.
Prerequisite: CGS 1000 or consent of instructor. This is an introductory networking course. This course will cover the basic concepts and techniques of developing a microcomputer network system. Hands-on experiences will be designed to real-world situations. Lab fee required. 48 class hours

CGS 2304
Managing Information Technology 3 cr.
Prerequisite: CGS 1100. This course introduces students to processes and methodologies for managing information technology in a business or organizational setting. Topics include project management, budgeting, team building, an overview of the systems life cycle, understanding business processes as they relate to IT, and recognizing emerging technologies. 48 class hours

CGS 2820
Web Page Design 3 cr.
Prerequisite: CGS 1100. A course for the beginner and the advanced user of FrontPage. The student will learn the various concepts and elements required to create web pages. Topics will include HTML, linear media, hypermedia, frames, forms, JAVA and JAVAScript, ActiveX, VBScript, and other design elements and considerations. Lab fee required. 48 class hours

CGS 2821
Web Graphics 3 cr.
Prerequisite: CGS 2820. This course introduces students to web images, animations, and site styles. Topics include creating and manipulating graphics, file conversions, web color, backgrounds, site styles, third-party authoring tools, multimedia animation, and managing web graphics for consistent communications. Lab fee required. 48 class hours

CGS 2827
Web Services & Advanced Web Design 3 cr.
Prerequisite: CGS 2820. This course builds upon web design skills and introduces the student to Internet business fundamentals and e-commerce. Topics include creating and managing a web server, shopping cart technology, automation technologies, and server platform benefits and limitations. Students will design, develop, and implement a web server and e-commerce site. Lab fee required. 48 class hours

CIS 2930
Information Technology Internship 3 cr.
Prerequisites: 2.0 Overall GPA in college credit courses at Pasco-Hernando Community College; 15 college-level credits at Pasco-Hernando Community College; 18 college credits (minimum) in IT courses from (CGS, COP, CET, CEN, CDA, CIS). This course is a planned work-based experience that will provide the student with an opportunity to enhance workplace skills through a supervised practical experience related to their Information Technology career objective. An internship agreement will be developed to include academics supervision and work assignments. 96 (minimum) work-based hours are required in this course.

COP 1000
Introduction to Computer Programming 3 cr.
The purpose of this course is to provide the student with an opportunity to solve problems with the help of a computer. This course is an introduction to software design using structured programming concepts. Emphasis will be placed on the construction of language-free algorithms as a logic foundation for future study of programming languages. 48 class hours

COP 1332
Visual Basic Programming   3 cr.
Prerequisite: CGS 1000 and COP 1000 or consent of instructor. The student will learn to plan and create interactive applications using Visual BASIC, the object-oriented/event-driven language for the Windows environment. Topics will include structure, file and array handling, creating executable files, and the use of multiple forms. Lab fee required. 48 class hours

COP 2120
COBOL Programming   3 cr.
Prerequisites: CGS 1000 and COP 1000, or consent of instructor. A study of the organization and concepts of the COBOL programming language, using structured techniques, and its application as a programming tool in business and industry. Using microcomputers, students will compile, debug, and test programs they have written. Lab fee required. 48 class hours

COP 2220
C Language Programming   3 cr.
Prerequisites: COP 1332 or COP 2120. The student will learn to design, document, prepare, enter, compile, debug, and execute C programs of moderate sophistication. Major topics will include: program development; structured programming; data types; data structures; and input/output. Lab fee required. 48 class hours

COP 2333
Advanced Database Programming   3 cr.
Prerequisite(s): COP 1332 and CGS 2108. This course will cover the more advanced aspects of creating interactive applications using Visual Basic. The focus will be on accessing different database formats using the open database connectivity (ODBC) standard, and an SQL. Lab fee required. 48 class hours

COP 2800
JAVA Programming   3 cr.
Prerequisite: COP 1000 and CGS 1000. This course provides a conceptual understanding of Object Oriented programming. The course teaches students how to use the JAVA language's object oriented technologies to solve business problems. Topics also include the language fundamentals, UML, and the JAVA language API (application programming interface). Students will learn how to create classes, objects and applications using the language. Lab fee required. 48 class hours

CTS 2320
Managing a Microsoft Windows 2000 Network Environment   1 cr.
Corequisite(s): CEN 1322 and CEN 1305. The course provides the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows 2000 platform. This course is intended to provide the skills and knowledge needed to perform desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Additionally, this course reviews troubleshooting tasks, hardware and software installations, configurations, and upgrades, and some network and system operations tasks. Lab Fee required. 16 class hours

Criminal Justice

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

CCJ 2940
Field Studies   3 cr.
This course will provide an opportunity for the student to observe the criminal justice system in operation. Student placements are within agencies whose activities comprise the professional construction of criminal justice. Assignments and number of hours in each agency will be agreed upon by the student, the agency, and the instructor/coordinator. Students will be expected to keep a daily log of activities. 48 class hours

CJC 1000
Introduction to Corrections   3 cr.
This course will focus on the theory and practice of correctional institutions and their functions, the prison as a total institution, characteristics of various types of corrections methods, analysis of the prison community, adjustment to prison life, impact of institutionalization, corrections in the community, and historical development. In addition, several site visits are planned to correctional institutions.

CJD 2009
Criminal Justice Career Enhancement   1 cr.
This course will address basic human relations as applied to the job search process and to successful and professional job performance in the law enforcement field. Topics will include preparing and updating a resume, responding to oral board interviews, setting career goals, stress management, and government practices and hiring procedures. 16 class hours

CJE 1000
Introduction to Law Enforcement   3 cr.
Introduction to the philosophical and historical backgrounds of law enforcement. This course covers the organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. It includes career orientation. 48 class hours

CJE 1300
Police Organization and Administration   3 cr.
This course covers the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. 48 class hours

CJE 1500
Police Operations   3 cr.
Principles of organization and administration as applied to operational services. It covers patrol, criminal investigation, intelligence and vice units, juvenile units, and traffic administration. 48 class hours

CJE 2300
Police Role in Crime   3 cr.
A general orientation into the primary theories and types of crime in American society. The focus is on crimes against the person and conventional property crimes. Other topics include organized crime, white collar crime, and antisocial (psychopathic) offenders. The role of the police officer is emphasized in all aspects of the legal system. 48 class hours

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. 48 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. 48 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. 48 class hours

CJT 1100
Criminal Investigation 3 cr.
This course provides an introduction to criminal investigation procedures. It includes the topics of theory of an investigation, case preparation, specific techniques for selected offenses, questioning witnesses and suspects, and problems in criminal investigation. 48 class hours

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

Dental Hygiene

DEH 1001
Dental Hygiene I 4.5 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001L, DES 1020, DES 1020L, and DES 1200C. This is a pre-clinical course designed to provide the foundation for the clinical practice of dental hygiene. The role of the dental hygienist, professional relationships, and communication skills are emphasized. The student is provided with the concept of principles of asepsis, sterilization techniques, obtaining medical/dental histories, and pathology of plaque and stain. Proof of professional liability insurance required. 72 class hours

DEH 1001L
Dental Hygiene I Clinical 2 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DEH 1001. Instruction and supervised practice of instrumentation skills, oral examination, and other clinical procedures performed on student partners and manikins will be emphasized. Student achievement in this course is graded as "Pass/Fail." Laboratory fee and professional liability insurance fee are required. Purchase of a clinic instrument kit is required. 96 campus laboratory hours. Additional laboratory hours may be required.

DEH 1800
Dental Hygiene II 2 cr.
Prerequisites: DEH 1001 and DEH 1001L. Corequisites: DEH 1800L, DEH 2400, and DEH 2602. This course is a continuation of DEH 1001. Topics include dental office emergencies, plaque control, polishing techniques, treatment planning, recall, and desensitization of root surfaces. Proof of professional liability insurance required. 32 class hours

DEH 1800L
Dental Hygiene II Clinical 2.5 cr.
Prerequisites: DEH 1001 and DEH 1001L. Corequisite: DEH 1800. In this second clinical course, students begin patient care in the dental clinic. Emphasis is placed on patient assessment, instrumentation, radiography, polishing clinical crowns, fluoride application, and root desensitization. Student achievement in this course is graded as "Pass/Fail." Laboratory fee and proof of professional liability insurance required. 120 clinical hours. Additional campus/laboratory hours may be required.

DEH 2005
Dental Hygiene III 1.5 cr.
Prerequisites: DEH 1800, DEH 1800L, DEH 2400 and DEH 2602. Corequisite: DEH 2802L and DES 1100C. This course will enable students to gain the knowledge and theory necessary to perform expanded duties. It introduces the use of pit and fissure sealants, treatment of dentinal hypersensitivity, pulp vitality, orthodontic debonding, amalgam polishing, partial and denture care, and rubber dam placement. Nutritional needs in surgical and non-surgical conditions and patient counseling techniques and the effects of eating disorders on oral health are included. Proof of professional liability insurance required. 24 class hours

DEH 2400
General and Oral Pathology 3 cr.
Prerequisites: DEH 1001, DEH 1001L, DES 1020, DES 1020L, DES 1200C . Corequisites: DEH 1800, DEH 1800L and DEH 2602. This course presents the principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Particular emphasis is given to the pathological conditions of the mouth, teeth, and their supporting structures, and the relationship to systemic disturbances. Proof of professional liability insurance required. 48 class hours

DEH 2602
Periodontics 2 cr.
Prerequisites: DEH 1001, DEH 1001L, DES 1020, DES 1020L and DES 1200C. Corequisites: DEH 1800, DEH 1800L and DEH 2400. This course covers the etiology, classification, diagnosis, treatment, and maintenance of the periodontal patient. Content related to implantology is included. Proof of professional liability insurance required. 32 class hours

DEH 2605
Advanced Principles of Dental Hygiene Seminar 1 cr.
Prerequisite(s): DEH 2810 and DEH 2804L. Corequisite(s): DEH 2830 and DEH 2806L. Application of theory to selected case studies with an emphasis on diagnosis and treatment of periodontal disease. Review of the relationship between systemic diseases and periodontal diseases and its impact on treatment. Proof of professional liability insurance required. 16 class hours

DEH 2702
Community Dental Health 2 cr.
Prerequisites: DEH 2005, DEH 2802L and DES 1100C. Corequisites: DEH 2810, DEH 2804L, DES 2050, DEH 2702L. This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be responsible for assessing, planning, implementing, and evaluating procedures in community oral health programs. Students will develop an understanding of the relationship between the community's overall health and resources and its effect on dental health. Proof of professional liability insurance required. 32 class hours

DEH 2702L
Community Dental Health Clinical 1 cr.
Prerequisite: DEH 2005, DEH 2802L, DES 1100C. Corequisites: DEH 2702, DEH 2830 and DEH 2806L. This clinical provides the student with the opportunity to apply the principles of public and community dental health. Program implementation and evaluation will be included. Lab fee and proof of professional liability insurance required. 48 clinical hours

DEH 2802L
Dental Hygiene III Clinical 3.5 cr.
Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DEH 2005. This course will provide ongoing clinical experience in total patient care. In addition to those in previous clinical courses, the following techniques will be introduced and incorporated into clinical practice: local anesthetics, pit and fissure sealants, periodontal dressings, recognition and treatment of acute gingival conditions, and techniques in dietary counseling for the prevention of oral diseases. Proficiency in skills already acquired will be emphasized. Student achievement in this course is graded as "Pass/Fail." Lab fee and proof of professional liability insurance required. 168 clinical hours

DEH 2804L
Dental Hygiene IV Clinical 4.5 cr.
Prerequisites: DEH 2005, DEH 2802L, and DES 1100C. Corequisites: DEH 2702, DEH 2810 and DES 2050. 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 proof of professional liability insurance required. 216 clinical and laboratory hours

DEH 2806L
Dental Hygiene V Clinical 5.5 cr.
Prerequisites: DEH 2810 and DEH 2804L. Corequisite: DEH 2830. This course will enable the student to incorporate all the techniques and treatment modalities previously learned. Emphasis will be placed on quality improvement, speed, and professional decision-making in rendering dental hygiene services. Dental office management skills are applied in the clinical setting. Lab fee and proof of professional liability insurance required. 264 clinical and laboratory hours

DEH 2810
Dental Hygiene IV 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2702 and DEH 2804L. This course expands concepts from previous dental hygiene courses in the development, assessment, and evaluation of patient care. In addition, emphasis will be placed on the identification, care, and management of patients with special needs; concepts of pain and pain control; administration techniques and precautions in the use of local anesthesia; and ultrasonic instrumentation. Continuation of medical emergency management and procedures is also incorporated in discussions. Proof of professional liability insurance required. 32 class hours

DEH 2830
Dental Hygiene V 2 cr.
Prerequisites: DEH 2810 and DEH 2804L. Corequisites: DEH 2806L and DEH 2702L. This course is designed to provide knowledge of the professional ethics and legal responsibilities, professional organizations, state and dental practice acts, and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. Emphasis will be placed on the student's ethical and legal roles as a dental hygienist and on the business aspects of the profession. In addition, preparation for the National Dental Hygiene Board Examination and test-taking skills will be covered. Proof of professional liability insurance required. 32 class hours.

DES 1020
Oral Head and Neck Anatomy, Histology and Embryology 5 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DES 1020L, DEH 1001, and DEH 1001L. This course is the study of gross anatomy, structure, and morphology of the hard and soft tissues of the oral cavity and includes the study of the skeletal, muscular, circulatory, nervous, and glandular systems of the head and neck. It includes a study of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of teeth and supporting structures. Special emphasis is placed on the hard and soft structures associated with the oral cavity. Tooth morphology is included. 80 class hours

DES 1020L
Oral, Head, and Neck Anatomy Laboratory .5 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisite: DES 1020, DEH 1001, and DEH 1001L. This course provides an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental hygiene. Lab fee and proof of professional liability insurance required. 24 laboratory hours

DES 1100C
Dental Materials 1.5 cr.
Prerequisites: DEH 1800, DEH 1800L, DEH 2602, and DEH 2400. Corequisites: DEH 2005, and DEH 2802L. This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in the campus laboratory. Laboratory fee and proof of professional liability insurance required. 16 lecture hours and 24 laboratory hours

DES 1200C
Dental Radiography 3 cr.
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1001 and DEH 1001L. This course provides the fundamental knowledge of the nature, physical behavior, biological effects, methods of control, safety precautions, and the techniques for exposing, processing, and mounting radiographs. Laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable radiographs is provided. Lab fee and proof of professional liability insurance required. 32 class hours and 48 laboratory hours

DES 2050
Pharmacology 2 cr.
Prerequisites: DEH 2005 and DEH 2802L. Corequisites: DEH 2810 and DEH 2804L. This course introduces the use of drugs and anesthesia in dentistry. Drug classes, actions, interactions, and adverse effects are discussed. The use of topical and local anesthesia is addressed. A unit on medical mathematics is also included. Age-specific pharmacologic needs are discussed. Special emphasis is placed on the applications of pharmacology to dental hygiene practice. Legal aspects are addressed also. Proof of professional liability insurance required. 32 class hours

Drafting & Design Technology

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. 48 class hours

ETC 1250
Properties of Materials 3 cr.
This is an introductory course involving classification, physical properties, application, and use of materials used in the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products. 48 class hours

ETD 1100C
Technical Drawing I 4 cr.
This is designed as an introductory course to manual drafting. The student uses drawing instruments, orthographic and pictorial drawings, sketching, sections, dimensioning, and auxiliary views as applied to manufacturing, building construction, civil engineering, and electronics. Lab fee required. 32 lecture hours and 64 lab hours

ETD 1530
Architectural Drafting 3 cr.
Prerequisite: ETD 1100C, ETD 2320C, or consent of instructor. This course prepares the student to both read and prepare construction drawings using computer aided drafting software. The student works with plans, elevations, sections, and details as applied to wood, masonry, and concrete structures in accordance to building code requirements. Lab fee required. 48 class hours

ETD 2200C
Technical Drawing II 4 cr.
Prerequisite: ETD 1100C. This course provides the student practice in drafting complex geometric constructions and an introduction to the practical application of drafting techniques in industrial, architectural, and engineering contexts. The student will learn to develop three dimensional drawings using paraline and perspective techniques for production and presentation purposes. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2218
Introduction to Geometric Dimensioning & Tolerancing 3 cr.
Prerequisite: ETD 1100C. 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. 48 class hours

134

ETD 2238
Mathematics for Drafting and CAD　　**3 cr.**
This course will provide the student practice in and reinforcement of mathematical skills specific to the field of technical drafting. Topics will include a review of the concepts of whole numbers, fractions, decimal fractions, and percentages. Topics specific to technical drafting will include linear, area, angular, and volume measurements; ratios and proportions; applicable algebraic and trigonometric equations; lines, shapes, and geometric construction. 48 class hours

ETD 2320C
Computer Aided Drafting I　　**4 cr.**
Prerequisite: ETD 1100C. This course is intended as an introductory course using AutoCAD software. Students should come to this course with a good understanding of drafting principles and practices. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2350C
Computer Aided Drafting II　　**4 cr.**
Prerequisite: ETD 2320C. This course provides a study of the use of blocks, attributes, customizing of AutoCAD, the generation of 3-D drawings and models, as well as other selected advanced techniques. Lab fee required. 32 lecture hours and 64 lab hours

ETD 2381
Computer Aided Drafting for Manufacturing　　**3 cr.**
Prerequisite: ETC 2350C. This course provides a comprehensive survey of computer applications to manufacturing processes. Through a series of exercise, the student will become familiar with the working and shaping of metals, wood, plastics, ceramics, and composites. Lab fee required. 48 class hours

ETD 2540
Engineering Drafting　　**3 cr.**
Prerequisite: BCN 1001 and ETD 2320C. 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. 48 class hours

ETD 2941
Internship in Drafting and Design　　**3 cr.**
Prerequisite: ETD 2540C. The purpose of this course is to provide the student with 96 hours of an internship experience that will enhance and reinforce the classroom and lab training received. Students may be placed in an architectural or manufacturing setting. 48 class hours

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. 48 class hours.

Drama and Theatre

Drama and Theatre students are advised that course selections in the area of performing arts are not automatically transferable; they will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.

ORI 1000
Performance of Literature　　**3 cr.**
This course focuses on developing a better understanding of literature through performance. Performance allows students to engage actively with a variety of literary forms. This course will combine lecture, discussion, and performance exercises in addition to individual and group performance. 48 class hours

THE 2010
Survey of Drama: 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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

THE 2925A
Play Production I　　**3 cr.**
Corequisite: TPP 1111. This course is designed to give the students the experience of working on a production from the pre-production planning stage through to the final performance and strike (the dismantling of sets and clean-up after the production). Students will be involved in all aspects of production in both the performance and technical areas as well as in the areas of box office and house management. In addition to working on an actual production, students will be required to attend class lectures and turn in written assignments. Students may also be asked to attend productions of plays off campus. Lab fee required. 32 lecture hours and 32 laboratory hours

THE 2925B
Play Production II　　**3 cr.**
Prerequisite: THE 2925A. This course is a continuation of THE 2925A Play Production I. Lab fee required. 32 lecture hours and 32 laboratory hours

TPP 1110
Beginning Acting　　**3 cr.**
This course focuses primarily on developing the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts, and ideas. This will be accomplished by means of physical and vocal exercises, drills, games, and improvisations. Students may be required to attend several performances off campus. 32 lecture hours and 32 laboratory hours

TPP 1111
Intermediate Acting　　**3 cr.**
Prerequisite: TPP 1110 or consent of instructor. This course is a continuation of TPP 1110 Beginning Acting with special emphasis on the various processes of developing characterization. The course will stress techniques of textual and script analysis as it is related to characterization and performance. Students will be required to read plays as well as work on monologues and scene study. Students may be required to attend several performances off campus. 32 lecture hours and 32 laboratory hours

TPP 2700
Voice Preparation for the Actor 3 cr.
Prerequisite: TPP 1110 or consent of the instructor. This course is designed to liberate the natural voice rather than to develop a vocal technique. A cleat view of the voice in the general context of human communication will be presented and the students will perfotm a series of exercises to free, develop, and strengthen the voice, first as a human instrument and then as the human actor's instrument. An emphasis is placed on the removal of the physical as well as the emotional blocks that inhibit the human instrument. 32 lecture hours and 32 laboratory hours

Education

EDF 1005
Introduction to Education with Field Experience 3 cr.
Prerequisite: REA 0002 or appropriate placement score. This course is a survey of the historical, sociological, and philosophical foundations of education and an orientation to professional education which includes the Code of Ethics of the teaching profession. Field experience: 15 hours of observation are required in a classroom setting. 48 class hours

EDG 1310
Classroom Management 3 cr.
The study of classroom management principles and applications, including individual behavior management and group dynamics techniques. 48 class hours

EDG 2701
Teaching Diverse Populations with Field Experience 3 cr.
Prerequisite: REA 0002 or appropriate placement test score. An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. The course focuses on providing prospective teachers with knowledge about students in American schools who are from different ethnic, racial, cultural, and/or linguistic backgrounds or who represent other categories of diversity and the elimination of barriers to cultural understanding. Field experience: 15 hours of observation required in appropriately diverse settings. 48 class hours

EME 2040
Introduction to Educational Technology 3 cr.
Prerequisites: REA 0002 or apptopriate placement test score and ENC 1101 (completed with a grade of "C" or higher). The purpose of this course is to inttoduce the student to appropriate applications of technology to the educational setting. Topics include hardware, productivity tools, graphics applications, presentation, and multimedia software and electronic communication. 48 class hours

Emergency Medical Services

EMS 1119C
Emergency Medical Technology 6.5 cr.
Prerequisite: HSC 2531 Corequisite: EMS 1431. This course offers an introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Theory and skills are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Emergency procedures for life-threatening problems are taught, practiced, and supervised in the simulated clinical laboratory setting. Comprehensive written and skills examinations must be successfully completed at the end of the course. Lab fee and proof of professional liability insurance required. 56 class hours and 96 lab hours

EMS 1431
Emergency Medical Technology Clinical 1.5 cr.
Prerequisite: Current CPR certification. Corequisite: EMS 1119C. This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Ptior 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 tecord as required by the program. Student performance in this course is graded as "Pass/Fail." Proof of professional liability insurance fee required. 48 clinical hours

EMS 2620C
Paramedics I 11.5 cr.
Prerequisite: Admission to the Paramedics Certificate Program. Corequisite: EMS 2621. 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 to continue. Lab fee and proof of professional liability insurancè required. 128 lecture class and 112 lab hours. Additional laboratory hours maybe required.

EMS 2621
Paramedics Clinical I 2.5 cr.
Prerequisites: Admission to Paramedic Certificate Progtam. Corequisite: EMS 2620C. Supervised clinical experiences are provided in phlebotomy, intravenous therapy, respiratory therapy, dialysis, operating room, home health care, with the Medical Examiner's office and the program's Medical Director. Student achievement is graded as "Pass/Fail". This course includes computer competencies. 80 clinical hours. Proof of professional liability insurance required.

EMS 2622C
Paramedics II 9 cr.
Prerequisites: EMS 2620C and EMS 2621. Corequisite: EMS 2623. 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. The National Association of EMT's Prehospital Trauma Life Support (PHTLS) Certification Course is included. Lab fee and proof of professional liability insurance required. 96 class hours and 96 lab hours. Additional laboratory hours may be required.

EMS 2623
Paramedics Clinical II 6 cr.
Prerequisite: EMS 2621. Corequisite: EMS 2622C. Term I clinical assignments are repeated and broadened to include Advanced Life Support rescue units, hospital critical care units, labor and delivery, pediatrics and extrication. Student achievement is graded as "Pass/Fail." This course includes computer competencies. Proof of professional liability insurance required. 192 clinical hours

EMS 2624C
Paramedics III 5.5 cr.
Prerequisites: EMS 2622C and EMS 2623. Corequisite: EMS 2625. This course continues advanced theory and lab experiences in the communication/documentation, medicolegal, behavioral, ambulance operations, rescue awareness, roles, responsibilities and ethics modules prescribed by the 1998 National Standard Curriculum. Final comprehensive written and practical examinations must be successfully completed at the end of the course. Lab fee and proof of professional liability insurance required. 52 class and 72 lab hours. Additional lab hours may be required

EMS 2625
Paramedic Internship 7.5 cr.
Prerequisites: ACLS Certification and EMS 2623. Corequisite: EMS 2624C. Supervised practice on Advanced Life Support rescue units is provided with a required minimum of 20 ALS contacts. Paramedic preceptors, faculty and the Medical Director participate in supervision of the student. This course includes computer competencies. Student performance is graded as "Pass/Fail." Additional hours may be required to satisfy minimum ALS contacts. 240 clinical hours. Proof of professional liability insurance required.

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

136

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. 48 class hours

English

AML 2010
American Literature: Exploration to the Late 19ᵗʰ Century 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher) or consent of instructor. 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. This course requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

AML 2020
American Literature: The Late 19ᵗʰ Century Through the Modern Era 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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. This course requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

CRW 2000
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. 48 class hours

CRW 2002
Creative Writing II 3 cr.
Prerequisite: CRW 2000. 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. 48 class hours

CRW 2005
Creative Writing III 3 cr.
Prerequisite: CRW 2002. 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 in-

structor and by fellow students. Marketing techniques will be emphasized. 48 class hours

*ENC 0010
Fundamentals of Writing 4 cr.
See College Preparatory Courses.

*ENC 0080
Basic Grammar 4 cr.
See College Preparatory Courses.

ENC 1101
English Composition I 3 cr.
Prerequisite: Appropriate placement test scores or ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course and a grade of "C" or higher on the Exit Exams). 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 requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

ENC 1102
English Composition II 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). Students will become familiar with the principles and practices of research and will demonstrate proficiency in following prescribed methods of library research and MLA documentation in the research paper. The student will also gain through literature an appreciation of the interrelatedness of culture and art. Through exposure to at least two of the four genres (novel, poetry, drama, short story), students will be able to articulate their critiques and analyses of the literature. This course requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

ENC 1121H
English Composition I - Honors 3 cr.
Prerequisite: Appropriate placement test scores or ENC 0010 and REA 0002 (completed with a grade of "C" or higher for each course and a grade of "C" or higher on the Exit Exams). Acceptance into PHCC's Honors Program or permission of instructor. This course, designed for the academically gifted student, provides intensive study in the critical analysis of texts and the development of written arguments. It emphasizes the application of higher order thinking skills such as analysis, synthesis, and evaluation to exam-

ining texts on debatable issues of current and enduring interest. Students learn strategies for evaluating the validity of arguments, supporting claims with evidence and logical reasoning, documenting sources, and writing clear, graceful, cogent, persuasive essays. Students must show competency in utilizing research skills and documenting printed and electronic sources through composing a documented paper or a short research assignment. Students will be required to read supplementary materials, participate in relevant out-of-class learning experiences, and use a computer to compose essays. This course requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both ENC 1101 and ENC 1121H. 48 class hours

ENC 1122H
English Composition II - Honors 3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor and completion of ENC 1101 or ENC 1121H with a grade of "B" or higher. This course provides an intensive course of study in composition and literary criticism for academically gifted students. It emphasizes extensive library research and the expanded use of primary resources in the preparation of formal written assignments. Supplementary readings and individual faculty conferences are required. This course requires compositions totaling at least 4,000 words. A grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both ENC 1102 and ENC 1122H. 48 class hours

ENC 2151
Technical Writing 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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. 48 class hours

ENG 2103
World Cinema 3 cr.
Prerequisite: ENC 1101(completed with a grade of "C" or higher.)This course introduces students to films of renowned directors from around the world, such as Godard (France), Oshuma (Japan), Yimou (China), deSica (Italy), Imamura (Japan). Some comparative studies will be made to American filmmakers, including Van Sant, Mamet, Scorcese, and Solondz. Emphasis will be on cultural diversity through moral, spiritual, philosophical,

& intellectual themes. This course requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

ENL 2012
British Literature: The Middle Ages through the Late 18th Century   3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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. This course requires written compositions totaling 4,000 words. A grade of "C" or higher must be attained. 48 class hours

ENL 2022
British Literature: The Late 18th Century through the Modern Era 3 cr.
Prerequisite: ENC 1101(completed with a grade of "C" higher). 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 undersranding and appreciation of the work. This course requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

JOU 2100
Journalistic Writing and Reporting   3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copyreading both news and feature stories. 48 class hours

LIT 2110
World Literature: The Ancient World through the Renaissance 3 cr.
Prerequisite: ENC 1101 (completed with a grade of "C" or higher). 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. This course requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

LIT 2120
World Litrature: The Renaissance through the Modern Era   3 cr.
Prerequisire: ENC 1101 (completed with a grade of "C" or higher). 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. This course requires written compositions totaling at least 4,000 words. A grade of "C" ot higher must be attained. 48 class hours

OST 2335
Business Communications   3 cr.
See Business-Office Systems Technology Courses.

*REA 0001
Basic Reading   4 cr.
See College Preparatory Courses.

*REA 0002
Fundamentals of Reading   4 cr.
See College Preparatory Courses.

REA 1105
College Reading Techniques   3 cr.
See Reading Courses.

Environmental Science

BSC 1050
Introduction to Environmental Science   3 cr.
See Biological Science Courses.

BSC 1050H
Introduction to Environmental Science -Honors   3 cr.
See Biological Science Courses.

GLY 2151
Geology and Environment of Florida   3 cr.
A course designed to investigare the geologic history and development of rocks, structures, physiography, and mineral resources of Florida. 48 class hours

Fire Science Technology

FFP 1120
Fire Service Building Construction   3 cr.
This course will cover various types of building construction and renovation practices, along with their relationship to fire and fire fighting. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. Emphasis will be placed on methods of evaluating the potential dangers to the fire fighting forces as a result of the type of construction or methods of renovation. 48 class hours

FFP 1506
Introduction to Fire Inspection and Prevention   3 cr.
This course will cover the various aspects of prevention and inspection as they relate to fire science and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 48 class hours

FFP 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. 48 class hours

FFP 1720
Fire Company Leadership   3 cr.
This course will cover the basic concepts of fire company leadership as they pertain to fire science. Emphasis will be placed on leadership as it pertains to discipline, human relations, order giving, supervision, problem solving, and goal achievement of a fire company officer. 48 class hours

FFP 1740
Fire Service Course Delivery   3 cr.
This course will cover the modern methods and techniques of fire science instruction. Various methods of teaching will be discussed and demonstrated with emphasis on objective writing, lesson planning, evaluation techniques, use of instructional aids, and oral communications. In addition, this course will identify different avenues available to the instructor in dealing with the difficulr student and students with learning disabilities. 48 class hours

FFP 1810
Fire Fighting Tactics and Strategy I   3 cr.
This course is designed to cover the basic factors involved in resolving various types of fire-related emergencies. Emphasis will be placed on adequate "size up" procedures by the company officer and appropriate resource requests. It will further emphasize the nature of an emergency situation, and different methods in which the Fire Officer may evaluate the effectiveness of his/her proposed plan of protection, thereby providing an atmosphere to handle and adapt to any required changes in the tactical approach. 48 class hours

FFP 1811
**Fire Fighting Tactics
and Strategy II** 3 cr.
Prerequisite: FFP 1810 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. 48 class hours

French

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. 64 class hours

FRE 1121
Beginning French II 4 cr.
Prerequisite: FRE 1120 or consent of instructor. The purpose of this course is to reinforce the basic skills previously acquired. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 64 class hours

FRE 2200
Intermediate French I 4 cr.
Prerequisites: FRE 1121, two years of high school French, or the equivalent. This course will provide an advanced level of communication skills for students who have successfully completed FRE 1121 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 64 class hours

FRE 2201
Intermediate French II 4 cr.
Prerequisite: FRE 2200. A further development of communication skills with continued emphasis on oral communication through speaking and listening exercises. Reading in contemporary French prose, including authors from Andre Gide to Alain Robbe-Grillet will be included. 64 class hours

Geography

GEA 2000
World Regional Geography 3 cr.
A regional study of the relationships between humans and their natural environment, with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the

nations of the world today. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

GEA 2200
Geography of North America 3 cr.
A regional study of the physical and natural environment of North America, with particular emphasis on human activities from an ecological perspective. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

German

GER 1120
Beginning German I 4 cr.
This course will introduce beginning students in German to the four communication skills (listening, speaking, reading, and writing); emphasize the correct usage of grammar; develop skills using basic vocabulary; and sensitize students to the cultural contributions of the countries in which German is spoken. 64 class hours

GER 1121
Beginning German II 4 cr.
Prerequisite: GER 1120 or consent of instructor. This course will reinforce, expand, and review the basic German skills previously acquired; develop increased listening, speaking, reading, and writing skills; extend knowledge of grammar; and increase cultural awareness. Content will include more advanced language structures and idiomatic expressions, with a particular emphasis on vocabulary and conversational skills. 64 class hours

GER 2200
Intermediate German I 4 cr.
Prerequisite: GER 1121, two years of high school German, or the equivalent. The content should include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 64 class hours

GER 2201
Intermediate German II 4 cr.
Prerequisite: GER 2200. This course will reinforce, expand, and review the intermediate German skills previously acquired. The content should include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 64 class hours

Health
(See Physical Education Courses)

HSC 1101
**Perspectives of Health
and Wellness** 3 cr.
See Physical Education Courses.

HSC 1149
**General Pharmacology
for Health Professionals** 1 cr.
See Biology Courses.

HSC 1149L
**General Pharmacology
for Health Professionals -
Laboratory** 1 cr.
See Biology Courses.

HSC 2531
Medical Terminology 3 cr.
See Emergency Medical Services Courses.

HUN 2201
Science of Human Nutrition 3 cr.
Recommended Prerequisite: BSC 1020 or BSC 1085. This course presents the scientific principles of nutrition throughout the life cycle. The source of the nutrients, their normal and therapeutic roles and daily requirements will be addressed. Related processes such as digestion, transport, absorption, metabolism and storage are included. The relationship between nutrition and human disease is emphasized. 48 class hours

History

AMH 1046H
**Introduction to The American
Presidency, Honors** 3 cr.
Prerequisite: AMH 2010 or POS 2041. This course is designed to provide a historical examination of the constitutional responsibilities, leadership styles, and growth of the American presidency. The course will focus on the overlapping roles of the President as Chief of State, Commander-in-Chief, Chief Legislator, Chief of Party and that of popular leader. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be obtained. 48 class hours

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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

AMH 2020
History of the United States II 3 cr.
The study of United States history from 1865 to the present. This study includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economic and world affairs since World War II. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

AMH 2070
History of Florida 3 cr.
This course begins with the influence of geography on early Native American cultures of the region. The economic, social, and political background of Florida is developed chronologically, from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

AMH 2091
Black American History 3 cr.
A survey of the social and cultural development of Black Americans in the United States. Consideration is given in this course to the African background, slavery, reconstruction, and Twentieth Century developments to the present. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

EUH 1000
Western Civilization I 3 cr.
The origins and development of western civilization, beginning with the classical civilizations of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the Sixteenth Century. The emphases are upon the social, economic, and cultural trends of each period. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

EUH 1001
Western Civilization II 3 cr.
The evolution of modern western civilization since the commercial revolution of the Sixteenth Century. This course covers the period of colonization, the Industrial Revolution, and the emergence of modern national states extending to the present. The emphases are upon the social, economic, and cultural developments. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

Honors

AMH 1046H
**Introduction to
The American Presidency -
Honors** 3 cr.

BSC 1050H
**Introduction to Environmental
Science - Honors** 3 cr.
See Biological Science Courses.

ENC 1121H
English Composition I - Honors 3 cr.

ENC 1122H **English Composition II
- Honors** 3 cr.
See English Courses.

HUM 1020H
**Introduction to Humanities -
Honors** 3 cr.

HUM 2211H
**Humanities: The Ancient World to
the Middle Ages - Honors** 3 cr.

HUM 2230H
**Humanities: The Renaissance to the
Modern Day - Honors** 3 cr.

HUM 2700 **Overseas Study in the
Humanities** 3 cr.
See Humanities Courses.

IDS 2290H
**Introduction to Asian Arts
& Letters – Honors** 3 cr.

SLS 1261
Leadership Development Studies 3 cr.
See Interdisciplinary Courses.

MAC 2311
**Calculus
and Analytic Geometry I** 4 cr.

MAC 2312
**Calculus and Analytic
Geometry II** 4 cr.

MAC 2313
**Calculus and Analytic
Geometry III** 4 cr.

STA 2023H
**Introduction to Statistics –
Honors** 3 cr.
See Mathematics Courses.

PHI 1630
Applied Ethics 3 cr.
See Philosophy Courses.

PSY 1012H
**Introduction to Psychology -
Honors** 3 cr.
See Psychology Courses.

SYG 2000H
**Introduction
to Sociology - Honors** 3 cr.
See Sociology Courses.

SPC 2600H
**Introduction to
Public Speaking - Honors** 3 cr.
See Speech Courses.

Horticulture

ORH 1010
Introduction to Horticulture 3 cr.
Students in this course will study the principles of horticulture. Topics include plant, flower, and tree identification and propagation. Students will also study procedures for producing healthy lawns and indoor plants. This course is intended for students who are planning to continue their education in the agriculture field or for any other students who are interested in learning more about plants and lawns. 48 class hours

Human Services

GEY 2000
Introduction to Gerontology 3 cr.
This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: physical and psychological aspects of aging; health and mental health issues; institutionalization; retirement; finances; recreation and leisure; death, dying, and bereavement; and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 48 class hours

HUS 1001
Introduction to Human Services 3 cr.
This course provides an overview of agency resources, functions, methods, and activities related to human services, theory, and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and practices in human services. 48 class hours

HUS 1302
Basic Counseling Skills 3 cr.
Prerequisite: HUS 1001, PSY 1012 or consent of instructor. This course involves developing skills in oral communication, active listening, and counseling. These skills are presented in the context of the human relations counseling model and other general theories of counseling. 48 class hours

HUS 2400
Substance Abuse Counseling   3 cr.
Prerequisite: HUS 1302 or PSY 1012 or consent of instructor. This course is designed to prepare the human service worker to function in a variety of settings in which substance use/abuse is an issue. Content emphasized includes causes of abuse, nature of dependency, pharmacology, and effects of abuse on the individual, family, and community. Techniques of detection and intervention are presented and practiced in the classroom. Treatment modalities are discussed. 48 class hours

HUS 2525
Issues in Mental Health   3 cr.
Prerequisite: HUS 1302 or PSY 1012 or consent of instructor. This course offers an overview of major mental disorders with emphasis on their attendant behaviors. The course emphasizes appropriate interaction between the health worker and the client as well as effects of mental disorders on the family and community. Issues involving deinstitutionalization and case management are included. 48 class hours

HUS 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. 48 class hours

HUS 2940
Human Services Practicum I   4 cr.
Prerequisites: HUS 1001 and HUS 1302 or consent of instructor. This is a practicum course which requires a minimum of 128 hours. Students will be under supervision as human service workers in community agencies in the field. Regular meetings are held with the instructor. Student performance in this course is graded as "Pass/Fail." Professional liability insurance is required.

HUS 2941
Human Services Practicum II   4 cr.
Prerequisites: HUS 2940 or consent of instructor. This course is a continuation of HUS 2940. This is a practicum course which requires a minimum of 128 hours. Students will be under the supervision of human services workers in community agencies. Regular meetings are held with the instructor. Student performance in this course is graded as "Pass/Fail." Professional liability insurance is required.

Humanities

DAN 2100
Dance in Art and Education   3 cr.
This course is designed to introduce students to dance as a multicultural art form that has flourished from ancient to contemporary times. Course content includes some dance history, the role of dance in creating and reflecting culture, the aesthetics of dance as a performing art, connections between dance and health, and functional applications of dance in education and therapy. Through selected readings, written assignments, library research, lecture, discussion, concert attendance, and expressive movement, students gain an appreciation of diverse types of dance, such as ballet, modern, jazz, ethnic/folk, ballroom and social, street, and video styles. This course includes a 4,000 word writing requirement to satisfy the Gordon Rule. A grade "C" or higher must be attained. 48 class hours

HUM 1020
Introduction to Humanities   3 cr.
This is an overview of Humanities ideas and ideals as expressed in the various humanistic disciplines. These disciplines include art, literature, music, theatre, dance, architecture, and film. 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. Students may be asked to participate in or attend an event that expresses one or more of the humanistic disciplines. This course includes a 4,000 word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be obtained. 48 class hours

HUM 1020H
Introduction to Humanities-Honors   3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course will provide a general introduction to the humanities, what they are and why they are important. The course will examine various definitions of art and critical approaches to establish a foundation for a critical response and then focus on various art forms such as painting, sculpture, architecture, literature, music, dance and film. Finally, the course will explore the interrelationships of the arts. Students may be asked to participate in or attend an event that expresses one or more of the humanistic disciplines. This course includes a 4,000 word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be obtained. 48 class hours

HUM 2211
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 requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

HUM 2211H
Humanities: The Ancient World to the Middle Ages-Honors   3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course is an in-depth integrated examination of the ideals and ideas that characterize the intellectual and aesthetic activities of early Western civilization from prehistory to the European Middle Ages. Emphasis is placed upon humanity's speculative and creative nature as reflected in its arts, literature, music, philosophy, religion, and drama. This course requires original nonfiction writing totaling at least 4,000 words. A grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" higher must be earned. Credit cannot be earned for both HUM 2211 and HUM 2211H. 48 class hours

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 requires written compositions totaling at least 4,000 words. A grade of "C" or higher must be attained. 48 class hours

HUM 2230H
Humanities: The Renaissance to the Modern Day - Honors   3 cr.
This course is an in-depth examination of the ideals and ideas that characterize the intellectual and aesthetic activities of early Western civilization from the Renaissance to the 20th century. Emphasis is placed upon humanity's speculative and creative nature as reflected in its arts, literature, music, philosophy, and drama. This course requires original nonfiction writing totaling 4,000 words. A grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both HUM 2230 and HUM 2230H. 48 class hours

HUM 2700
Overseas Study in the Humanities   3 cr.
This course offers students a study/travel program centered around the countries and cities of the tour. The course will provide lectures and discussions in the humanities area before, during, and after the tour, and field experi-

ences in the humanities area during the tour. The student will gain an understanding and appreciation of the ideas and ideals that shaped the cultural heritage of Western Civilization through on-site study of great works of art, architecture, music, drama, religion, and philosophy. This credit applies toward electives for the Associate Degree. This course does not satisfy the humanities requirement for a degree. Special fee: registration fees plus cost of trip. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 48 hours of formal instruction

Interdisciplinary

IDS 2290H
Introduction to Asian Arts and
Letters - Honors   3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor and ENC 1101 or ENC 1121H with a grade or higher. An introduction to the aesthetic, intellectual, cultural, and literary traditions of three great Asian civilizations, China, India, and Japan. This course will examine Oriental ideas and ideals of human nature, the universe, social and spiritual reality, and individual existence as reflected in thought systems such as Buddhism and Taoism. Western images of contemporary Asian culture represented in popular American and British literature will augment a critical analysis of translated selections from the literature of each civilization. If used to fulfill the requirements of the AA Degree, a grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 48 class hours

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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

ISS 2263
Psychosocial Aspects of the
Holocaust   3 cr.
This interdisciplinary course is designed to introduce the student in some depth to one

of the major events of the twentieth century and to explore the social, psychological, ethical and moral, religious, cultural, artistic and personal implications of the Nazi extermination of six million Jews and five million other Europeans in the name of racial purity. The course provides the opportunity to explore the nature of good and evil as reflected in acts of prejudice, intolerance and hatred as well as acceptance and celebration of human diversity. The course will include fieldtrips. This course includes a 4,000 work writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

LIS 2004
Introduction to Internet
Research   1 cr.
The course focuses on information resources available through the Internet. Internet search tools and methods of access are explored, along with social, ethical and legal issues. The student should have a full service Internet account, including e-mail or have access through a corporate or educational institution. The student should have a basic familiarity with a PC operating system, Web browser, and e-mail. 16 class hours

SLS 1211
Individual Discovery   3 cr.
This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences that deal with personal growth and group developmental activities that place emphasis on the defining of individual goals and interests. 48 class hours

SLS 1261
Leadership Development Studies 3 cr.
This course has as its focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory, assists students in developing personal philosophies of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own abilities and styles of leadership. It provides the opportunity to develop essential leadership skills through study and observation of the application of those skills. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 48 class hours

SLS 1501
College Survival Skills   3 cr.
This course is designed to help the student develop more effective and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and report preparation. 48 class hours

SLS 2420
Career Enhancement
1 cr.
See Business-Office Systems Technology

Legal Assisting

PLA 1003
Introduction to Law and Legal
Ethics   3 cr.
An overview of the training, functions, and career opportunities for legal assistants. This course examines the roles of the lawyer and legal assistant in modern society, the ethical standards applicable to the law profession, and surveys the various fields of law that will be covered by the student in the program. 48 class hours

PLA 1201
Civil Procedure   3 cr.
A study of the structure of state and federal civil judicial systems, including the rules of procedure and practices applied to civil cases. This course includes an examination and drafting of basic civil litigation documents. Lab fee required. 48 class hours

PLA 1263
Evidence and Trial Practice   3 cr.
Prerequisite: PLA 1204 or consent of instructor. A study of the law and rules of admissibility of evidence. The course includes interviewing and investigative techniques, preparing and organizing courtroom materials, compiling documentary and demonstrative evidence, and effective courtroom assistance. 48 class hours

PLA 1303
Criminal Law for Legal
Assistants   3 cr.
An intensive study of the law of crimes, the elements of various crimes, and defenses to criminal prosecution. This course includes basic criminal court practice and procedure in state and federal courts, and basic prosecution and defensive strategies. 48 class hours

PLA 1763
Law Office Management   2 cr.
A study of the fundamental concepts of law office management, including client record-keeping and retrieval systems, timekeeping, billing and accounting practices, personnel management and business relationships, and law office equipment, technology and supervision. 32 class hours

PLA 2104
Legal Research and Writing I   3 cr.
An intensive study of the fundamentals of legal research and the sources and materials used in legal research. This course introduces the student to legal writing and the format for memoranda of law. Lab fee required. 48 class hours

PLA 2114
Legal Research and Writing II   3 cr.
Prerequisite: PLA 2104 or consent of instructor. An advanced study of legal research and writing techniques, including proper citation form and the presentation of logically sound and convincing legal argument. The student will prepare various types of legal memoranda and an appellate brief. 48 class hours

PLA 2273
Torts   3 cr.
An intensive study of the law of intentional torts, negligence, and strict liability, including the elements of each and their related defenses. Principles of insurance will also be covered. The student will apply tort concepts to hypothetical factual scenarios. 48 class hours

PLA 2401
Commercial Transactions   2 cr.
Pre or corequisite: PLA 2540 or consent of instructor. A practical skills course where students review and prepare transactional documents associated with real estate and business transactions, and prepare basic tax returns. 32 class hours

PLA 2465
Debtor, Creditor, and Bankruptcy   3 cr.
A study of debtor and creditor rights and remedies, and the law and procedure of federal bankruptcy. The student will examine and prepare basic bankruptcy forms. 48 class hours

PLA 2540
Real Property Law   3 cr.
A study of the law of real property, including types of ownership, future interests, concurrent estates, and liens and encumbrances. The course includes an examination of real property transaction documents including leases, deeds, mortgages, and transfer and closing documents. 48 class hours

PLA 2600
Wills, Estates, and Trusts   3 cr.
A survey of common forms of wills and trusts, and a study of the law applicable to wills, trusts, and the probate of estates. This course includes examination of and drafting of basic wills and probate documents. 48 class hours

PLA 2800
Domestic Relations   3 cr.
A study of the law of dissolution of marriage, separation, custody, legitimacy, paternity, adoption, change of name, and guardianship. The student will examine and draft basic documents related to the topics covered. 48 class hours

PLA 2940
Legal Assisting Seminar and Internship   3 cr.
Prerequisite: Recommendation of Coordinator. This is a coordinated internship course that reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student, the instructor and the field supervisor will determine the objectives for the course. The instructor and the field supervisor will evaluate the student according to the course objectives and performance will be graded as "Pass/Fail." This course will include a minimum of 96 hours of field experience together with at least three conferences with the instructor.

Mathematics

MAC 1105
College Algebra   3 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or appropriate placement test score. Topics include: polynomials, rational expressions, radicals, exponents, linear and quadratic equations and inequalities, functions and their graphs, systems of equations and inequalities, exponential and logarithmic functions, matrices and determinants. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours

MAC 1147
Precalculus Algebra/Trigonometry   4 cr.
Prerequisite: MAC 1105 (completed with a grade of "C" or higher), or appropriate placement test score. Topics include review of properties and graphs of functions, polynomial and rational functions, sequences and series, conic sections, circular and trigonometric functions, trigonometric identities and equations, and solutions of triangles. If used to meet the requirements of the AA Degree, a grade or higher must be obtained. 64 class hours

MAC 2233
Applied Calculus   4 cr.
Prerequisite: MAC 1105 (completed with a grade of "C" or higher). This course provides applications of calculus to business, economics and the social sciences. Topics include: limits, rate of change, differentiation and integration of algebraic, logarithmic and exponential functions with particular emphasis on applications. MAC 2233 is not designed for those students who plan to major in mathematics, engineering or the natural sciences. Credit is not given for both MAC 2233 and MAC 2311. If used to meet the requirements of an AA Degree, a grade of "C" or higher must be obtained. 64 class hours

MAC 2311
Calculus and Analytic Geometry I   4 cr.
Prerequisite: MAC 1147 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: limits and continuity; rules of differentiation; derivatives of polynomial, trigonometric, logarithmic, exponential, hyperbolic, inverse trigonometric and inverse hyperbolic functions; L'Hopital's rule; applications of derivatives; and integration. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 64 class hours

MAC 2312
Calculus and Analytic Geometry II   4 cr.
Prerequisite: MAC 2311 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: applications of integration; techniques of integration such as integration by parts, trigonometric substitutions, partial fractions and rationalizing substitutions; improper integrals; Taylor's Formula; sequences and series; conics; and polar coordinates. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. This course may be taken as part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 64 class hours

MAC 2313
Calculus and Analytic Geometry III   4 cr.
Prerequisite: MAC 2312 (completed with a grade of "C" or higher). This course is designed for students who plan to major in mathematics, computer science, engineering, or other sciences. Topics include: planer curves, vectors and motion; vector geometry, dot products and cross products; curves in space; quadratic surfaces; cylindrical and spherical coordinates; partial derivatives; tangent planes; multiple integrals; line integrals; and Green's Theorem. If used to meet the re-

quirements of the AA Degree, a grade of "C" or higher must be obtained. This course may be taken a part of the Honors Program. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. 64 class hours
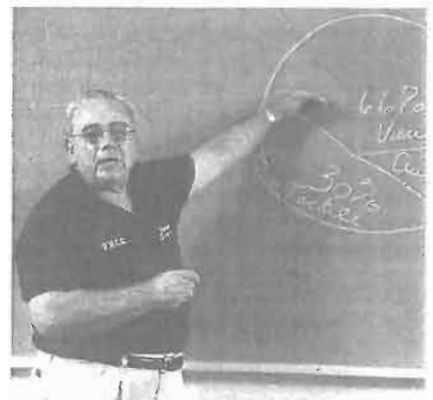
MAP 2302
Differential Equations   3 cr.
Prerequisite: MAC 2312 with a grade of "C" or higher. This course studies ordinary differential equations of the first order, linear differential equations of the nth order, systems of linear differential equations, power series solutions and Laplace Transforms. 48 hours

*MAT 0012
Prealgebra   4 cr.
See College Preparatory Courses.

*MAT 0024
Elementary Algebra   4 cr.
See College Preparatory Courses.

MAT 1033
Intermediate Algebra   4 cr.
Prerequisite: MAT 0024 (completed with a grade of "C" or higher), or appropriate placement test score. This course is designed to prepare students for entry into MAC 1105. Topics include sets, linear and quadratic equalities and inequalities, polynomials, rational expressions and equations, graphing first-degree equations and inequalities, exponents and radical expressions. 64 class hours

MGF 1106
Mathematics for Liberal Arts I   3 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or appropriate placement test score. Topics include: set theory, logic, probability, statistics, geometry and the history of mathematics. If used to meet the requirements of the AA degree, a grade of "C" or higher must be obtained. 48 class hours

MGF 1107
Mathematics for Liberal Arts II   3 cr.
Prerequisite: MAT 1033 (completed wit h a grade of "C" or higher), ot appropriate placement test score. Topics include: mathematical models, graph theory, voting technique, legislative apportionment and the history of mathematics. If used to meet the requirements of the AA degree, a grade of "C" or higher must be obtained. 48 class hours

MTG 2206
College Geometry   3 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. A college geometry course emphasizing Euclidean geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs constructions, and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slopes of lines, circles, and similarity. Trigonometry is presented in terms of right triangle relationships; logic is

the basis for deductive reasoning in proofs of theorems; and lines and other geometric figures are graphed in the rectangular coordinate system. 48 class hours

QMB 1001
Business Mathematics   3 cr.
See Business Administration Courses.

STA 2023
Introduction to Statistics   3 cr.
Prerequisite: MAT 1033 (completed with a grade of "C" or higher), or satisfactory placement test score. A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, student distribution, and non-parametric statistics. If used to meet requirements of the AA Degree, a grade of "C" or higher must be obtained. 48 class hours

STA 2023H
Introduction to Statistics - Honors   3 cr.
Prerequisite: Acceptance in the PHCC Honors Program or permission of the instructor and MAT 1033 (completed with a grade of "C" or higher), or appropriate placement test score. A study of fundamental statistical methods, including the basic concepts of probability, the basic statistical distributions, measures of central tendency and dispersion, sampling techniques, confidence intervals, hypothesis testing and non-parametric statistics. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be obtained. If used to meet the requirements of the Honors Program, a grade of "B" or higher must be obtained. 48 class hours

Military Science

MIS 1010
Introduction to Military Science 3 cr.
This course covers the history and organization of the Reserve Officers' Training Corps (ROTC) and its mission in support of U.S. national defense policies. Strong emphasis is placed on the relation of the U.S. defense establishment to the federal government, and extensive discussion of contemporary military/political issues is conducted. The course also focuses on an understanding of individual and group motivation and behavior, human relations, and the role of the leader in influencing subordinates. 48 class hours

MIS 1110
War and Peace   3 cr.
An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. 48 class hours

MIS 1400
Fundamentals of Leadership   3 cr.
An examination of the dual role of the military officer as a leader and a manager, including an in-depth consideration of the problems of military leadership in the modern volunteer Army. Leadership seminars on the problems of small-unit leaders give students an opportunity to demonstrate their understanding of leadership traits and principles. The importance of individual research and effective oral and written communication are stressed. Students are given the opportunity to prepare and present classes on the role of officers in the various branches of the Army. 48 class hours

MIS 1405
Requirements of Military Leadership   3 cr.
Prerequisites: MIS 1010 and MIS 1400. Basic knowledge of the demands placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp. 48 class hours

MIS 1410
Seminar in Leadership and Management   3 cr.
A thorough consideration of the obligations and responsibilities of a commissioned officer, to include: management of personal affairs and responsibility for the numerous facets of management and administration essential to mission accomplishments; continued emphasis on the techniques of applying sound leadership to all situations; the Uniform Code of Military Justice as it relates to civil practice, with emphasis on those aspects most likely to be encountered by newly-commissioned officers; fundamentals of both offensive and defensive tactics and the roles played in tactical operations by the various branches of the Army; and the present role of the United States in world affairs. 48 class hours

Music

Students are advised that course selections in the area of performing arts are not automatically transferable; students will, therefore, need to consult the receiving institution to determine the transferability of performing arts credits.
Students must supply their own musical instruments. However, pianos are supplied for instruction only and are NOT available for practice.

MUL 1110
Music Appreciation   3 cr.
A general survey of music and its composers, with extensive listening in order to develop an intelligent understanding and appreciation of the world's great music. This course is open

to all students. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

MUN 1310
College Chorus   1 cr.
This course will offer a wide variety of types and periods of choral literature. It is open to all students of the college and the members of the community. No auditions are given. This group will represent the college in school and community functions. 32 laboratory hours

MUN 1340
Chamber Singers   1 cr.
This course is for experienced singers with some musical training. Students will be expected to study and perform assigned literature from the 14th century to the present with an emphasis on 16th and 17th century chamber works. An audition is required. This course may be repeated for credit up to four times with consent of instructor (MUN 1340A, MUN 1340B, MUN 1340D, and MUN 1340E). 32 laboratory hours

MUN 1450
Piano Ensemble   1 cr.
Prerequisite: Consent of instructor. This course is designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and duo-piano works from the standard repertoire as well as piano accompaniments for vocal and instrumental solos. Audition required. Special fee required. 32 laboratory hours

MUT 1001
Fundamentals of Music   3 cr.
This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. 48 class hours

MUT 1121
Music Theory I   4 cr.
Prerequisite: MUT 1001. The purpose of Music Theory I is to provide the fundamentals of music, including chord construction and progression, elements of form analysis and harmony, rhythmic and melodic ear training, dictation, sight singing, and simple composition. 48 lecture hours and 32 laboratory hours

MUT 1122
Music Theory II   4 cr.
Prerequisite: MUT 1121. The purpose of Music Theory II is to provide a continuation of Music Theory I with emphasis on further development of musical skills. 48 lecture hours and 32 laboratory hours

MUT 2126
Music Theory III   4 cr.
Prerequisite: MUT 1122. The purpose of Music Theory III is to provide emphasis on advanced harmony and chord structure, examination and analysis of form and styles from the past to the contemporary, advanced problems in composition for various media, and a continued development of aural skills. 48 lecture hours and 32 laboratory hours

MUT 2127
Music Theory IV   4 cr.
Prerequisite: MUT 2126. The purpose of Music Theory IV is to provide the final sequence of Music Theory with emphasis on continued development of harmonic materials, aural and visual analysis, and problems in composition involving form and instrumentation. 48 lecture hours and 32 laboratory hours

Note: Applied Music courses are designed for those students who plan to major in music and may NOT be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

Applied Music I - Preparatory   1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Voice Repertoire Class in the same semester as Applied Music (Voice Repertoire Class MVV 1510A). Private instruction in voice, piano, guitar, organ, woodwind, string, brass, and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire. Preparatory students are students who seek to raise their performance level to freshman music major level or desire a secondary instrument while studying as an intended music major on an other instrument. Non-music major students may be permitted to study only if space is available and if they have previous music background. Credit for this course will not count toward principal instrument requirements for those students who will be transferring to a four-year college/university. Special fee $90.00. Students receive one half-hour private lesson per week. Attendance

and/or performance in recital each semester may be required. 8 laboratory hours

MVB 1011A	Trumpet
MVB 1012A	Horn
MVB 1013A	Trombone
MVB 1014A	Baritone Horn
MVB 1015A	Tuba
MVK 1011A	Piano
MVK 1013A	Organ
MVP 1011A	Percussion
MVS 1011A	Violin
MVS 1012A	Viola
MVS 1013A	Cello
MVS 1014A	String Bass
MVS 1015A	Harp
MVS 1016A	Guitar
MVV 1011A	Voice
MVW 1011A	Flute
MVW 1012A	Oboe
MVW 1013A	Clarinet
MVW 1014A	Bassoon
MVW 1015A	Saxophone

Applied Music II - Preparatory   1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510B). A continuation of Applied Music I Preparatory. Special fee $90.00. Students receive one half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see note referring to the transferability of music credits. 8 laboratory hours

MVB 1012B	Horn
MVB 1013B	Trombone
MVB 1014B	Baritone Horn
MVB 1015B	Tuba
MVK 1011B	Piano
MVK 1013B	Organ
MVP 1011B	Percussion
MVS 1011B	Violin
MVS 1012B	Viola
MVS 1014B	String Bass
MVS 1015B	Harp
MVS 1016B	Guitar
MVV 1011B	Voice
MVW 1011B	Flute
MVW 1012B	Oboe
MVW 1013B	Clarinet
MVW 1014B	Bassoon
MVW 1015B	Saxophone

Applied Music III - Preparatory   1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510D). A continuation of Applied Music II - Preparatory. Special fee $90. A half-hour private lesson per week. Attendance at and/or performance in a recital

each semester may be required. Please see note referring to transferability of music credits. 8 laboratory hours

MVB	2021A	Trumpet
MVB	2022A	Horn
MVB	2023A	Trombone
MVB	2024A	Baritone Horn
MVB	2025A	Tuba
MVK	2021A	Piano
MVK	2023A	Organ
MVP	2021A	Percussion
MVS	2021A	Violin
MVS	2022A	Viola
MVS	2023A	Cello
MVS	2024A	String Bass
MVS	2025A	Harp
MVS	2026A	Guitar
MVV	2021A	Voice
MVW	2021A	Flute
MVW	2022A	Oboe
MVW	2023A	Clarinet
MVW	2024A	Bassoon
MVW	2025A	Saxophone

Applied Music IV - Preparatory 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in repertoire study in the same semester as Applied Music (Voice Repertoire Class MVV 1510E). A continuation of Applied Music III - Preparatory. Special fee $90. A half-hour private lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see note referring to transferability of music credits. 8 laboratory hours

MVB	2021B	Trumpet
MVB	2022B	Horn
MVB	2023B	Trombone
MVB	2024B	Baritone Horn
MVB	2025B	Tuba
MVK	2021B	Piano
MVK	2023B	Organ
MVP	2021B	Percussion
MVS	2021B	Violin
MVS	2022B	Viola
MVS	2023B	Cello
MVS	2024B	String Bass
MVS	2025B	Harp
MVS	2026B	Guitar
MVV	2021B	Voice
MVW	2021B	Flute
MVW	2022B	Oboe
MVW	2023B	Clarinet
MVW	2024B	Bassoon
MVW	2025B	Saxophone

Applied Music I - Principal 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment on each level. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2520A) in the same semester as Applied Music. Private in-struction in voice, piano, guitar, organ, woodwind, string, brass and percussion instruments designed to cultivate in the student the ability to perform representative solo repertoire. This course is designed for those students whose performance level upon entrance is at or above the freshman music major level. Special fee $90. One half-hour private lesson per week. Attendance at and/or performance in recital each semester may be required. 8 labor

Note: Applied Music courses are designed for those students who plan to major in music and may NOT be transferable to a four-year college/university. Music students, both major and non-major, are urged to check with the college/university of their choice for transferability of these courses.

MVB	1311A	Trumpet
MVB	1312A	Horn
MVB	1313A	Trombone
MVB	1314A	Baritone Horn
MVB	1315A	Tuba
MVK	1311A	Piano
MVK	1313A	Organ
MVP	1311A	Percussion
MVS	1311A	Violin
MVS	1312A	Viola
MVS	1313A	Cello
MVS	1314A	String Bass
MVS	1315A	Harp
MVS	1316A	Guitar
MVV	1311A	Voice
MVW	1311A	Flute
MVW	1312A	Oboe
MVW	1313A	Clarinet
MVW	1314A	Bassoon
MVW	1315A	Saxophone

Applied Music II - Principal 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class MVV 2520B) in the same semester as Applied Music. A continuation of Applied Music I - Principal. Special fee $90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see note regarding transferability of music credits. 8 laboratory hours

MVB	1311B	Trumpet
MVB	1312B	Horn
MVB	1313B	Trombone
MVB	1314B	Baritone Horn
MVB	1315B	Tuba
MVK	1311B	Piano
MVK	1313B	Organ
MVP	1311B	Percussion
MVS	1311B	Violin
MVS	1312B	Viola
MVS	1313B	Cello
MVS	1314B	String Bass

MVS	1315B	Harp
MVS	1316B	Guitar
MVV	1311B	Voice
MVW	1311B	Flute
MVW	1312B	Oboe
MVW	1313B	Clarinet
MVW	1314B	Bassoon
MVW	1315B	Saxophone

Applied Music III - Principal 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in Vocal Repertoire Class (MVV 2520D) in the same semester as Applied Music. A continuation of Applied Music II - Principal. Special fee $90. A half-hour lesson per week. Attendance at and/or performance in a recital each semester may be required. Please (see note regarding the transferability of music credits. 8 laboratory houts

MVB	2321A	Trumpet
MVB	2322A	Horn
MVB	2323A	Trombone
MVB	2324A	Baritone Horn
MVB	2325A	Tuba
MVK	2321A	Piano
MVK	2323A	Organ
MVP	2321A	Percussion
MVS	2321A	Violin
MVS	2322A	Viola
MVS	2323A	Cello
MVS	2324A	String Bass
MVS	2325A	Harp
MVS	2326A	Guitar
MVV	2321A	Voice
MVW	2321A	Flute
MVW	2322A	Oboe
MVW	2323A	Clarinet
MVW	2324A	Bassoon
MVW	2325A	Saxophone

Applied Music IV - Principal 1 cr.
Prerequisite: Audition and consent of instructor prior to enrollment. Corequisite: Voice students must enroll in (Vocal Repertoire Class MVV 2520E) in the same semester as Applied Music. A continuation of Applied Music III - Ptincipal. Special fee $90. A half-hout lesson per week. Attendance at and/or performance in a recital each semester may be required. Please see note regarding the transferability of music credits. 8 laboratory hours

MVB	2321B	Ttumpet
MVB	2322B	Horn
MVB	2323B	Trombone
MVB	2324B	Baritone Horn
MVB	2325B	Tuba
MVK	2321B	Piano
MVK	2323B	Organ
MVP	2321B	Percussion
MVS	2321B	Violin
MVS	2322B	Viola

MVS 2323B	Cello
MVS 2324B	String Bass
MVS 2325B	Harp
MVS 2326B	Guitar
MVV 2321B	Voice
MVW 2321B	Flute
MVW 2322B	Oboe
MVW 2323B	Clarinet
MVW 2324B	Bassoon
MVW 2325B	Saxophone

MVK 1111A
Class Piano I   **1 cr.**
This class is for beginning piano students meeting in groups of six or more. Open to all students. Emphasis is placed on music reading and elementary techniques. Special fee $20.00. 32 laboratory hours

MVK 1111B
Class Piano II   **1 cr.**
Prerequisite: MVK 1111A. This class is a continuation of MVK 1111A. Special fee $20.00. 32 laboratory hours

MVV 1111A
Class Voice I   **1 cr.**
For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on tone production and correct diction. Open to all students. 32 laboratory hours

MVV 1111B
Class Voice II   **1 cr.**
A continuation of MVV 1111A. Open to all students. 32 laboratory hours

MVV 1510A
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 1011A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will (discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

MVV 1510B
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 1011B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including (vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

MVV 1510D
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 2021A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

MVV 1510E
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 2021B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

MVV 2520A
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 1311A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

MVV 2520B
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 1311B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

MVV 2520D
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 2321A. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

MVV 2520E
Vocal Repertoire Class   **1 cr.**
Corequisite: MVV 2321B. Vocal Repertoire is a corequisite of all Applied Voice courses. Students will discuss and perform their solo repertoire in a class environment. Emphasis will be placed on performance skills including vocal dynamics, interpretation of literature, and stage proportment. 16 laboratory hours

Nursing

NUR 1001C
Adult Nursing I/LPN Track*   **4.5 cr.**
Prerequisites: PSY 1012, ENC 1101, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MCB 2010, MCB 2010L, HUN 2201, and admission to the Nursing Program, ADN/LPN Track. This course is offered for students entering the ADN/LPN Track of the Nursing Program and facilitates student growth through validation and expansion of knowledge and skills achieved in previous nursing and general education courses. The nursing process is introduced and used as an approach to nursing care. Emphasis is placed on assisting ill adult clients with more commonly occurring health problems in meeting basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the registered nurse as a provider of care, communicator, teacher, manager, and member of a profession are introduced and provide the framework for clinical application and evaluation in acute care settings. Lab fee required. 36 lecture hours, 60 clinical hours, and 48 laboratory hours. Additional laboratory hours may be required. Proof of professional liability insurance required.

NUR 1020C
Fundamentals of Nursing   **9 cr.**
Prerequisites: ENC 1101, PSY 1012, BSC 1085, BSC 1085L and HUN 2201 (must be completed satisfactorily prior to being considered for admission to the Nursing Program). Pre or corequisite: BSC 1086, BSC 1086L. 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. 60 lecture hours, 172 clinical hours, and 80 laboratory hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required.

NUR 1520C
Mental Health Nursing   **5 cr.**
Prerequisite: NUR 1020C or NUR 1001C. This course emphasizes use of the nursing process as an approach to nursing care of clients and their families with varying degrees of mental health and illness. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 48 lecture hours, 64 clinical hours, and 32 laboratory hours. Additional laboratory hours may be required. Proof of professional liability insurance required.

NUR 1710C
Adult Nursing I/Generic Track   **9 cr.**
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and HUN 2201. Pre or corequisite: MCB 2010 and MCB 2010L. This course emphasizes use of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs of clients in various settings. The roles of the nurse as provider of care, com-

municator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Lab fee required. 60 lecture hours, 208 clinical hours, 32 skills laboratory hours, and 12 clinical simulation lab hours. Additional laboratory hours may be required. Proof of professional liability insurance required.

NUR 1991C
Adult Nursing I/Paramedic Track 4 cr.
Prerequisites: NUR 1020C, BSC 1086, BSC 1086L, and HUN 2201. Pre or corequisite: MCB 2010 and MCB 2010L. This course is offered for students enrolled in the ADN/Paramedic Track. This course introduces the application of the nursing process to nursing care in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 48 lecture hours, 40 clinical hours, and 8 laboratory hours. Additional laboratory hours may be required. Proof of professional liability insurance required.

NUR 2060C
Advanced Health & Physical Assessment 2 cr.
This course provides the knowledge and skills to perform a comprehensive health and physical assessment across the life span. This is a core course in the Advanced Technical Certificate Program for Registered Nurses. Lab fee required. 24 class hours and 16 hours of lab instruction

NUR 2120
Advanced Pathophysiology 2 cr.
This course addresses advanced concepts of pathophysiology pertaining to the major body systems that will enable the practitioner to function effectively in nurse practice settings. This is a core course in the Advanced Technical Certificate Program for Registered Nurses. 32 class hours

NUR 2276C
Nursing Care of the Monitored Patient 6 cr.
This course is one of the specialty tracks for the Advanced Technical Certificate Program for Registered Nurses. The focus is on the knowledge and skills to care for patients with conditions requiring monitoring. Lab fee required. 56 class hours, 24 lab hours, 96 clinical hours. Proof of professional liability insurance required.

NUR 2412C
Maternal-Child Nursing/ LPN Track 6 cr.
Prerequisites: NUR 1001C and NUR 1520C. This course is offered for students enrolled in the ADN/LPN Track of the Nursing Program and focuses on continuing the LPN-to-RN

transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children and families in meeting their basic needs in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 48 lecture hours, 122 clinical hours, and 22 laboratory hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required.

NUR 2460C
Maternal-Child Nursing/Generic Track 9 cr.
Prerequisites: NUR 1520C and NUR 1710C. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children and families in meeting their basic needs in a variety of settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 60 lecture hours, 184 clinical hours, 56 skills laboratory hours, and 12 clinical simulation laboratory hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required.

NUR 2711C
Adult Nursing III/Generic Track 9 cr.
Prerequisites: NUR 1520C and NUR 1710C. Corequisite: NUR 2820. 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. 60 lecture hours, 208 clinical hours, 32 laboratory hours, and 12 clinical simulation lab hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required.

NUR 2720C
Adult Nursing II/LPN Track 9 cr.
Prerequisite: NUR 1001C. Corequisite: NUR 2820. This course is offered for students enrolled in the ADN/LPN Track of the Nursing Program and focuses on continuing the LPN-to-RN transition, building on previous knowledge and skills. This course emphasizes a broad, in-depth application of the nursing process in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more complex and/or less commonly occurring health needs of clients in various settings. The roles of the nurse as a provider of care, communicator, teacher, man-

ager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 68 lecture hours, 208 clinical hours, and 22 laboratory hours. Additional campus laboratory hours may be required. Proof of professional liability insurance required.

NUR 2820
Nursing Role & Scope 1 cr.
Corequisite: NUR 2711C or NUR 2720C. This course is offered during the final year of the nursing curriculum and is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed. Clinical application of theoretical content is accomplished in the Adult Nursing II course. 12 class hours and 12 clinical management simulation lab hours. Proof of professional liability insurance required.

NUR 2891
Management of Clinical Problems 2 cr.
This course provides the knowledge and skills to use problem-solving and critical thinking skills in the decision-making process to manage clinical problems. Topics include leadership and management, legal and ethical aspects of nursing including the Nurse Practice Act and risk liability, case management, and documentation. This is a core course in the Advanced Technical Certificate Program for Registered Nurses. 32 class hours

NUR 2994C
Maternal-Child Nursing/Paramedic Track 6 cr.
Prerequisite: NUR 1991C. This course is offered for students enrolled in the ADN/Paramedic Track. This course emphasizes a broad, in-depth application of the nursing process as an approach in assisting women, children, and families in meeting their basic needs in a variety of settings. Emphasis is on non-emergency care. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation. Lab fee required. 48 lecture hours, 122 clinical hours, and 22 laboratory hours. Additional laboratory hours may be required. Proof of professional liability insurance required.

NUR 2995C
Adult Nursing II/
Paramedic Track 6 cr.
Prerequisite: NUR 1520C and NUR 1991C.
Pre or corequisite: NUR 2820. This course
utilizes the application of .the nursing pro-
cess as an approach in assisting ill adults and
their families to meet their basic needs. Em-
phasis is placed on both commonly and less
commonly occurring health needs of clients
in various settings. The roles of the nurse .as
a provider of care, communicator, teacher,
manager, and member of a profession pro-
vide the framework for clinical application
and evaluation. Lab fee required. 64 lecture
hours and 80 clinical hours and 16 labora-
tory hours. Additional laboratory hours may
be required. Proof of professional liability in-
surance required.

NUR 2996C
Adult Nursing III
/Paramedic Track 4 cr.
Prerequisite: NUR 2995C. Pre or corequisite:
NUR 2820. This course is a continuation of
NUR 2995C. The course emphasizes a broad,
in-depth application of the nursing process
in assisting ill adults and their families to meet
their basic health needs. Emphasis is placed
on the more complex and/or more commonly
occurring health needs of clients in various
settings. The roles of the nurse as a provider
of care, communicator, teacher, manager, and
member of a profession provide the frame-
work for clinical application and evaluation.
Lab fee required. 16 lecture hours, 136 clini-
cal hours, and 8 laboratory hours. Additional
campus laboratory hours may be required. Proof
of professional liability insurance required.

Paralegal

See Legal Assisting Courses.

Paramedics

See Emergency Medical Services Courses.

Philosophy

PHI 1010
Introduction to Philosophy 3 cr.
This introductory survey of perennial issues
in human existence provides a rich evaluation
of meaning. A critical examination is con-
ducted of the fundamental assumptions,
terminology, and schools of thought address-
ing the issues in metaphysics, logic,
epistemology and axiology (ethics and aesthet-
ics). Discussion as well as lecture will focus
on both classical and contemporary readings,
such as Plato, Aristotle, Augustine, Aquinas,
Descartes, Locke, Berkeley, Hume, Kant,
Nietzsche, Wittgenstein and Sarte. This

course includes a 4,000-word writing require-
ment to satisfy the Gordon Rule. A grade of
"C" or higher must be attained. 48 class hours.

PHI 1630
Applied Ethics 3 cr.
This course is designed to provide an intro-
ductory background to ethics and an in-depth
study of the critical skills necessary to an in-
telligent analysis of contemporary issues.
Emphasis will be placed on the systematic
generation of options in order to determine
choices for resolving dilemmas. This course
may be taken as a part of the Honors Pro-
gram. If used to fulfill the requirements of
the Honors Program, a grade of "B" or higher
must be earned. This course includes a 4,000-
word writing requirement to satisfy the
Gordon Rule. A grade of "C" or higher must
be attained. 48 class hours

PHI 2100
Introduction to Logic 3 cr.
This course is designed to provide an exami-
nation of the background and methodology
of logic and its significance today by taking
students back to the roots of all western logi-
cal systems, i.e., Aristotelian (also known as
School) Logic. This course will teach students
how to use Truth Tables to establish valid ar-
gument form. Various rules of inference will
be tested using truth tables and thereafter used
directly to test complicated arguments for
validity. Quantification Rules and Variables
will be added as students become more fa-
miliar with formal proofs in logic. This course
also provides the opportunity to students to
judge validity in arguments that may be pre-
sented in other courses and in the world of
work and it also offers an opportunity to ap-
preciate the precision and internal coherence
of a logical system. This course includes a
4,000-word writing requirement to satisfy the
Gordon Rule. A grade of "C" or higher must
be attained. 48 class hours

Physical Education

HSC 1100
Personal and Community Health 3 cr.
This course is a study of health problems that
are of major importance to society. Topics
include stress management, emotional health,
physical fitness, nutrition, intimacy and sexu-
ality, communicable disease, cardiovascular
disease, cancer, substance abuse, injury pre-
vention, consequences of aging and other
current topics in public health. 48 class hours

HSC 1101
Perspectives of Health
and Wellness 3 cr.
This course incorporates theory and practi-
cal applications in the area of health and
wellness. Emphasis is placed upon self assess-
ment of the health-related components of
fitness, nutrition, stress management, sub-

stance abuse, principles and benefits of exer-
cise, prevention of disease and other current
topics related to health, physical fitness and
wellness. Physical activity may be a required
component of this course. 48 class hours

PEL 1111
Beginning Bowling 1 cr.
The course is designed to introduce the stu-
dent to the sport of bowling. Fundamental
skills, history, rules, scoring, and etiquette will
be stressed. Lab fee required. 8 class hours and
24 laboratory hours

PEL 1121
Beginning Golf 1 cr.
This course is an introduction to the history,
rules, and social and physical values of golf.
The basic fundamentals pertaining to grip,
stance, posture, and swing are stressed. Pri-
mary emphasis is to provide the student with
the proper knowledge and skills necessary to
enjoy recreational golf. Lab fee required. 8
class hours and 24 laboratory hours

PEL 1122
Intermediate Golf 1 cr.
Prerequisite: PEL 1121 or consent of instruc-
tor. This course is a continuation of PEL
1121. It is designed to enhance the student's
understanding and application of golf strate-
gies; the proper grip, stance, and swing; and
golf etiquette and rules. Lab fee required. 8
class hours and 24 lab hours

PEL 1341
Beginning Tennis 1 cr.
This is a course for beginners, designed pri-
marily to provide the student with the
knowledge and skills necessary to enjoy rec-
reational tennis. Lab fee required. 8 class hours
and 24 laboratory hours

PEL 1342
Intermediate Tennis 1 cr.
Prerequisite: PEL 1341 or consent of instruc-
tor. A continuation of tennis skill practice,
with an emphasis on strategy. Singles or
doubles tourney play. Lab fee required. 8 class
hours and 24 laboratory hours

PEL 1441
Racquetball 1 cr.
This course is designed to teach the funda-
mentals of racquetball and to develop skills
necessary for successful singles and doubles
play. Lab fee required. 8 class hours and 24
laboratory hours

PEM 1131
Weight Training I 1 cr.
Instruction in the principles of weight train-
ing. The primary emphasis is skeletal muscular
strength increases. General fitness improve-
ment is also involved. 8 class hours and 24
laboratory hours

PEM 1132
Weight Training II   **1 cr.**
Prerequisite: PEM 1131. A continuation of PEM 1131. Emphasis is placed on muscular strength development, nutrition, and diet. 8 class and 24 laboratory hours

PEM 1171
Aerobic/Step Training I   **1 cr.**
A fitness activity course that combines step training, strengthening, and cardiovascular conditioning. This activity is based on the principle of aerobic activity. Lab fee required. 8 class hours and 24 laboratory hours

PEM 1172
Aerobic/Step Training II   **1 cr.**
Prerequisite: PEM 1171, step training experience, or consent of instructor. A combination of creative power/step training and cardiovascular movements for the improvement of cardiorespiratory endurance. Lab fee required. 8 class hours and 24 laboratory hours

Physical Science

PSC 1311
Survey of the Physical Sciences   **3 cr.**
Prerequisite: REA 0002 and MAT 0024 (completed with grades of "C" or higher) or appropriate placement test score. A non-laboratory course intended for non-science majors. It provides an introduction to the atomic nucleus and nuclear power; the periodic table, chemical bonding; meteorology and earth science; and astronomy. It is recommended that students complete this course prior to enrolling in BSC 1005, BSC 1050, or OCE 2001. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe II course.) 48 class hours

PSC1341
Introduction to the Physical Sciences   **3 cr.**
Prerequisite: REA 0002 MAT 0024 (completed with grades of "C" or higher) or appropriate placement test scores A non-laboratory course intended for non-science majors. The course provides an introduction to physics and chemistry. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe I course.) 48 class hours

Physics

PHY 1053
General Physics I   **3 cr.**
Prerequisite: REA 0002 (completed with a grade of "C" or higher) or appropriate placement test score. Pre or corequisite: MAC 1147. Corequisite: PHY 1053L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Topics include mechanics, heat and sound. 48 class hours

PHY 1053L
General Physics I Laboratory   **1 cr.**
Pre or corequisite: MAC 1147. Corequisite: PHY 1053. A laboratory investigation into fundamental concepts of physics. Topics include mechanics, heat and sound. Lab fee required. 32 laboratory hours

PHY 1054
General Physics II   **3 cr.**
Prerequisite: MAC 1147, PHY 1053 and PHY 1053L (completed with grades of "C" or higher). Corequisite: PHY 1054L. This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Subject matter includes electricity, magnetism, light, and selected topics in modern physics. 48 class hours

PHY 1054L General Physics II
Laboratory   **1 cr.**
Pre or corequisite: MAC 1147, PHY 1053 and PHY 1053L (completed with grades or "C" or higher). Corequisite: PHY 1054. A laboratory investigation into fundamental concepts of physics. Topics include electricity, magnetism, optics and modern physics. Lab fee required. 32 laboratory hours

Political Science

INR 2002
World Perspectives: An Introduction to International Relations   **3 cr.**
Prerequisite: POS 2041 or consent of instructor. A study of the basic principles and actors of the international system with emphasis on the past, present, and possible future roles of the United States in world affairs. This course includes a 4,000-word writing requirement ro satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

POS 2041
American Federal Government   **3 cr.**
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and a study of the U.S. Constitution. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

POS 2112
State and Local Government   **3 cr.**
A study of state, county, and municipal government with emphasis on the newer trends in local government. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

Psychology

CLP 2140
Abnormal Psychology   **3 cr.**
Prerequisite: PSY 1012. An examination of the major categories of mental disorders. Diagnostic criteria, treatment methods, and legislation applicable to the emotionally disturbed are studied. Local agencies which provide services to the mentally disordered are reviewed. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

DEP 2002
Child Psychology   **3 cr.**
Prerequisite: PSY 1012. This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

DEP 2004
Life-Span Development   **3 cr.**
Prerequisite: PSY 1012. This course is designed to acquaint the student with the theories and perspectives of the human organism's growth from birth to death. The biological, cognitive, language, social, emotional, and personality foundation and development for all age spans will also be studied. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

DEP 2302
Adolescent Psychology   **3 cr.**
Pretequisite: PSY 1012. This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial, and educational growth of the adolescent. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

DEP 2401
Psychology of Adulthood and Aging   **3 cr.**
Prerequisite: PSY 1012. 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 includes a 4,000-word writing requirement to satisfy

150

the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

EDP 2002
Educational Psychology 3 cr.
Prerequisite: PSY 1012. 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 includes a 4,000 word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

EXP 1600
Creative Thinking and Imagination 3 cr.
Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the importance of creative effort and stimulating the student's ability to utilize the creative approach to his/her life and work. 48 class hours

PPE 2001
Introduction to Personality 3 cr.
Prerequisite: PSY 1012 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 includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

PSY 1012
Introduction to Psychology 3 cr.
An introduction to the field of psychology in which the student becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

PSY 1012H
Introduction to Psychology - Honors 3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course, designed for academically gifted students, provides more intensive study of psychology through critical analysis of primary texts of such thinkers in the field as Freud, Jung, William James, Wilhelm Wundt, John Watson, B.F. Skinner, and others as well as current journal articles. Emphasis will be placed on the application of higher order thinking skills such as analysis, synthesis, and evaluation to understanding the human being as a bio-social organism. Students will be required to read supplementary materials and engage in research. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be earned. If this course is used to fulfill the requirements for the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both PSY 1012 and PSY 1012H. 48 class hours

SOP 2640 Consumer Psychology
3 cr.
Prerequisite: PSY 1012. 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 includes a 4,000 word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

SOP 2772
Human Sexuality 3 cr.
Prerequisite: PSY 1012 or SYG 2000 or consent of instructor. This course is designed to promote the development of a sound background of factual information about human sexuality that is appropriate for a variety of educational contexts. This course surveys current research, historical, sociological, psychological, cultural, and biological perspectives on the diversity of human sexual experience. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

Radiography

RTE 1000
Introduction to Radiologic Science Principles 3 cr.
Prerequisite: Admission to the Radiography program. This course will introduce the profession of radiologic technology to the student. The history of radiology, basic imaging equipment and radiographic examinations, organizational structure of a radiology department, and professional development is the primary focus of this course. The student will also be introduced to medical terminology, radiation safety, and film processing and image production. Proof of professional liability insurance required. 48 class hours

RTE 1111C
Introduction to Radiographic Patient Care 3 cr.
Prerequisite: Admission to the Radiography program. This course provides an introduction to patient care in the profession of radiography. Topics of instruction include effective communication techniques, medical ethics and liabilities, infection control including HIV/AIDS, patient assessment and assistance, contrast media administration, emergency medicine, patient care in critical situations and in specialty areas, body mechanics, and general safety precautions and guidelines. There will be eight (8) weeks of clinical observation included in this course. Proof of professional liability insurance fee required. 32 class hours. 64 clinical hours

RTE 1418
Principles of Radiographic Imaging and Exposure 3 cr.
Prerequisite: RTE 1000. Corequisite: RTE 1418L. The primary focus of this course is to provide the student the principles and techniques of radiographic imaging and exposure. Topics include basic x-ray mathematics, x-ray production, radiographic density, contrast, recorded detail, distortion, and automatic film processing. Proof of professional liability insurance required. 48 class hours

RTE 1418L
Principles of Radiographic Imaging Exposure I Laboratory 1 cr.
Prerequisite: RTE 1000. Corequisite: RTE 1418. This course is designed to provide the student an opportunity to apply the knowledge learned in RTE 1418 in the energized laboratory. Experiments, worksheets, and student projects are the main components of this course. Lab fee and proof of professional liability insurance required. 48 lab hours

RTE 1458
Radiographic Imaging and Exposure II with Quality Management 4 cr.
Prerequisite: RTE 1418. Corequisite: 1458L. This course will provide a more advanced comprehensive study of radiographic exposure with emphasis on quality assurance. Detailed instruction in the geometrical factors affecting image quality, control of scatter radiation, radiographic techniques, and automatic exposure control will be discussed. An introduction to the basic fundamentals of radiation physics will also be included in this course. Topics include electrostatics, electrodynamics, basic x-ray circuitry, and production and characteristics of radiation.

Proof of professional liability insurance required. 64 lecture hours

RTE 1458L
Radiographic Imaging and Exposure with Quality Management
Laboratory 1 cr.
Prerequisite: RTE 1418L. Corequisite: RTE 1458. This course is designed to provide the student an opportunity to apply the knowledge learned in RTE 1458 in the energized laboratory. Experiments, worksheets, and student projects are the main components of this course. Lab fee and proof of professional liability insurance required. 48 lab hours

RTE 1503
Radiographic Procedures I 3 cr.
Prerequisite: Admission to the Radiography program. Corequisite: RTE 1503L. This course is the first in a series of three that will focus on the study of anatomy, physiology, and positioning of the human body. Topics covered in this course will be the chest region, abdominal cavity, pelvis, and extremities. Special fee for radiation monitoring badge and proof of professional liability insurance required. 48 class hours

RTE 1503L
Radiographic Procedures I
Laboratory 1 cr.
Prerequisite: Admission to the Radiography program. Corequisite: RTE 1503. This course utilizes the practical application of knowledge learned in RTE 1503 in the energized laboratory. Students will gain experience in positioning skills through simulation procedures as well as producing quality radiographs using x-ray phantoms. Lab fee and proof of professional liability insurance required. 48 lab hours

RTE 1513C
Radiographic Procedures II 3 cr.
Prerequisite: RTE 1503 . This is the second procedures course in a series of three that will provide instruction in anatomy, physiology, and positioning of the human body. The vertebral column, gastrointestinal system, biliary system, and genitourinary system will be the primary focus of this course. The student will also simulate positioning and produce quality radiographs using radiographic phantoms in the energized laboratory. Lab fee and proof of professional liability insurance required. 40 class hours. 24 lab hours

RTE 1523
Radiographic Procedures III 3 cr.
Prerequisite: RTE 1513C. Corequisite: RTE 1523L. This is the third and final course that will provide instruction in anatomy, physiology, and positioning of the human body. The primary focus of this course will be the cranium. In addition, other advanced modalities such as CT, MRI, mammography, and angiography will be introduced. Proof of professional liability insurance required. 48 class hours

RTE 1523L
Radiographic Procedures III Laboratory 1 cr.
Prerequisite: RTE 1513C. Corequisite: RTE 1523. This course utilizes the practical application of knowledge learned in RTE 1523 in the energized laboratory. Students will gain experience in positioning skills through simulation procedures as well as producing quality radiographs using radiographic phantoms. The student will also gain experience identifying radiographic anatomy on CT scans, MRI films, mammograms, and angiograms. Lab fee and proof of professional liability insurance required. 48 lab hours

RTE 1804
Radiography Clinical
Practicum I 3 cr.
Prerequisite: RTE 1111C. This course provides the student an opportunity to apply learned knowledge while in the clinical setting. The student will gain experience and develop clinical competence in general radiographic procedures such as the chest region, abdominal cavity, pelvis, and extremities. Basic patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. 192 clinical hours. Proof of professional liability insurance required.

RTE 1814
Radiography Clinical
Practicum II 4 cr.
Prerequisites: RTE 1804 and RTE 1418. This course is a continuation of RTE 1804. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum I. The student will gain experience and develop clinical competence in general radiographic procedures such as the vertebral column, contrast studies, and mobile radiography. Intermediate-level patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. Proof of professional liability insurance required. 256 clinical hours

RTE 2061
Radiographic Seminar 3 cr.
Prerequisite: RTE 2385. This course prepares the student to take the national credentialing examination (A.R.R.T.) for a career in radiography. The objective of this course is to provide an intense review in radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures, and patient care. This course will also provide the student with employability skills such as writing a professional resume and effective interviewing techniques. Proof of professional liability insurance required. 48 class hours

RTE 2385
Radiation Biology
and Protection 3 cr.
Prerequisite: RTE 2613. This course is designed to provide the student with fundamental principles of radiobiology and radiation protection. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation on the body, factors altering the body's response to radiation, and the monitoring of radiation exposure. Proof of professional liability insurance required. 48 class hours

RTE 2782
Pathology for Radiographers 2 cr.
Prerequisite: RTE 1523. The objective of this course is to introduce disease processes most frequently encountered in the field of radiography. The etiology, pathogenesis, manifestations, radiographic manifestations, treatment and prognosis will be identified. The radiographic diagnosis and alteration of radiographic technique will also be discussed. Proof of professional liability insurance required. 32 class hours

RTE 2824
Radiography Clinical
Practicum III 4 cr.
Prerequisite: RTE 1814. This course is a continuation of RTE 1814. The student is expected: to continue to refine those skills related to objectives listed in Clinical Practicums I & II. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. Proof of professional liability insurance fee required. 320 clinical hours

RTE 2834
Radiography Clinical
Practicum IV 3 cr.
Prerequisites: RTE 2824 and RTE 2782. This course is a continuation of RTE 2824. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I, II, & :III. The student will gain experience and develop clinical competence in specialized imaging procedures, and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Proof of professional liability insurance required. 240 clinical hours

RTE 2844
Radiography Clinical
Practicum V 6 cr.
Prerequisites: RTE 2834 and RTE 2385. This course is a continuance of RTE 2834. The terminal objective for this course is to prepare the student for employment as a competent radiographer. The student is expected to continue to refine those skills related

to objectives listed in Clinical Practicums I - IV. Proof of professional liability insurance required. 480 clinical hours

RTE 2940
Radiography Internship 1   **1 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 64 clinical hours

RTE 2941
Radiography Internship 2   **2 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 128 clinical hours

RTE 2942
Radiography Internship 3   **3 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 192 clinical hours

RTE 2943
Radiography Internship 4   **1 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 64 clinical hours

RTE 2944
Radiography Internship 5   **2 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 128 clinical hours

RTE 2945
Radiography Internship 6   **3 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 192 clinical hours

RTE 2946
Radiography Internship 7   **1 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 64 clinical hours

RTE 2947
Radiography Internship 8   **2 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 128 clinical hours

RTE 2948
Radiography Internship 9   **3 cr.**
Prerequisite: Successful completion of first year in program OR permission of Program Coordinator. This is an elective course that allows students to obtain work experiences in their chosen profession. 192 clinical hours

Reading

REA 1105
College Reading Techniques   **3 cr.**
A college-level reading course designed to develop and improve college reading skills. There is emphasis placed on proficiency in comprehension, flexibility of rate, and vocabulary improvement. Practice with specialized equipment and/or materials is provided. 48 class hours

REA 1125
**Essential Reading Skills
(CLAST Review)**   **1 cr.**
This course is designed to prepare students for the College Level Academic Skills Test (CLAST). Classroom activities, assignments, and tests will enable students to measure their reading rates in words per minute (WPM), increase the rates significantly, master the literal and critical comprehension skills necessary to pass the CLAST Reading Comprehension section, and reduce test anxiety by practicing with simulated CLAST reading materials. 16 class hours

Real Estate

REE 1040
**Real Estate Principles
and Practices**   **4 cr.**
A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. It will familiarize the student with law and its provisions under which the registrant will operate. Satisfactory completion of this course permits the student to sit for the Florida Real Estate Commission Exam for the Salesman's License. (Exam fee required.) 64 class hours

Religious Studies

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 includes a 4,000 word writing requirement to satisfy the Gordon Rule. 48 class hours

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 includes a 4,000 word writing requirement to satisfy the Gordon Rule. 48 class hours

Sign Language

SPA 1612
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. 64 class hours.

SPA 1613
**Intermediate American
Sign Language**   **4 cr.**
Prerequisites: SPA 1612. This course is a continuation of the basic course, expands the student's signing skills, and explores ASL idioms. 64 class hours.

SPA 1614
**Advanced American
Sign Language**   **4 cr.**
Prerequisites: SPA 1613. This course is a continuation of Intermediate American Sign Language and is designed to develop signing skills to an advanced level. 64 class hours.

Sociology

SYG 1361
Death in America   3 cr.
This course probes mortality, its psychological and social consequences, and the problems it poses for modern Americans. Combining history and recent research findings, the course illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood, and the impact of the threat of world holocaust. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

SYG 1420
Families in Transition   3 cr.
This course explores the history of the family in America. It includes recent past events and movements that have affected family life; the functioning of the family through various life stages with variations in ethnic, racial, and social class subgroups in American society; and the prospects for the family in the future. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

SYG 2000
Introduction to Sociology   3 cr.
The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

SYG 2000H
**Introduction to Sociology -
Honors**   3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course deals with human behavior as a product of group membership and social interaction with the goals of familiarizing the student with the vocabulary and methodology of the discipline of sociology and enabling the student to better understand society. Topics of study include group structure, social institutions, socialization, culture, deviance, collective behavior, age and gender roles, racial and ethnic issues, and social change. This course includes a 4,000 word writing requirement. A grade of "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both SYG 2000 and SYG 2000H. 48 class hours

SYG 2010
Social Problems   3 cr.
American society is viewed as a social system whose ideology and values produce conditions defined by its members as social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

SYG 2221
Women in American Society   3 cr.
This course will examine the changing status and roles of women in American society since the turn of the century. Traditional and contemporary sources of gender identity and roles will be explored. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

SYG 2430
Marriage and The Family   3 cr.
A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relationships, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. This course includes a 4,000-word writing requirement to satisfy the Gordon Rule. A grade of "C" or higher must be attained. 48 class hours

Spanish

SPN 1120
Beginning Spanish I   4 cr.
This course will introduce beginning students in Spanish to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, and sensitize students to the cultural contributions of the countries in which Spanish is spoken. 64 class hours

SPN 1121
Beginning Spanish II   4 cr.
Prerequisite: SPN 1120 or consent of instructor. This course will reinforce, expand, and review the basic skills previously acquired; develop increased listening, speaking, reading, and writing skills; and extend knowledge of grammar and the awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 64 class hours

SPN 2200
Intermediate Spanish I   4 cr.
Prerequisite: SPN 1121, two years of high school Spanish, or the equivalent. The content will include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 64 class hours

SPN 2201
Intermediate Spanish II   4 cr.
Prerequisite: SPN 2200. The content will include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 64 class hours

Speech

JOU 2100
**Journalistic Writing
and Reporting**   3 cr.
See English Courses.

SPC 2300
**Introduction to Interpersonal
Communications**   3 cr.
This course provides an introduction to study of interpersonal communication, emphasizing skill in identifying and choosing the approach that is most appropriate and effective in a given communication situation. Emphasis on interpersonal relationships, language, nonverbal communication. 48 class hours.

SPC 2600
Introduction to Public Speaking 3 cr.
This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and video taped. If used to meet the requirements of the AA Degree, a grade of "C" or higher must be attained. 48 class hours

SPC 2600H
**Introduction to Public Speaking -
Honors**   3 cr.
Prerequisite: Acceptance into PHCC's Honors Program or permission of instructor. This course provides practice in the preparation and delivery of various forms of public address, emphasizing the skills in informative and persuasive speaking required by academic, community, and career pursuits in a society. Listening and critical thinking will be stressed through student evaluations of both professional and class speeches for the application of sound argumentation and effective delivery. If used to meet the requirements of the AA degree, a grade "C" or higher must be earned. If used to fulfill the requirements of the Honors Program, a grade of "B" or higher must be earned. Credit cannot be earned for both SPC 2600 and SPC 2600H. 48 class hours

Technical Credit Courses

Applied Welding Technologies

PMT 0106
Introduction and Oxyacetylene Welding   3 tech. cr.
This introductory course covers the safe use of equipment and tools. Students learn to identify metals as well as perform oxyacetylene welding and torch cutting. Students are also required to use a computer for research in the development of a written project. This project is presented orally. Lab fee required. 90 hours of instruction

PMT 0112
Advanced Specialty Oxyacetylene Welding   3 tech. cr.
Prerequisite: PMT 0106 or consent of instructor. A continuation of oxyacetylene welding, specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. Lab fee required. 90 hours of instruction

PMT 0121
Shielded Metal Arc Welding   2.33 tech. cr.
This course emphasizes principles in those types of welding that require the use of shielded metal arc welding (SMAW). A beginning course in welding principles for SMAW. Lab fee required 70 hours of instruction

PMT 0122
SMAW High Technology Skills   3 tech. cr.
Prerequisite: PMT 0121. This course includes shielded metal arc welding of open butt joints welded in the flat angular, vertical, and horizontal overhead positions. The art of pipe welding is stressed. Lab fee required. 90 hours of instruction

PMT 0130
Introduction to MIG   1.17 tech. cr.
This course is an introduction to metallic inert gas welding (MIG). The course emphasizes the principles involved in the operation of MIG equipment. Lab fee required. 35 hours of instruction

PMT 0131
TIG Welding   3 tech. cr.
An introduction to Tungsten Inett Gas Welding (TIG). The course emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. Lab fee required. 90 hours of instruction

PMT 0134
MIG Welding   3 tech. cr.
Prerequisite: PMT 0130 or consent of instructor. This course includes MIG welding of open butt joints welding in the flat angular, vertical, and horizontal overhead positions.

Stainless and aluminum welding are also stressed in this course. Lab fee required. 90 hours of instruction

PMT 0135
Advanced Shielded Metal Arc Welding   3 tech. cr.
Prerequisite: PMT 0121 or consent of instructor. A continuation of PMT 0121. An advanced course in welding principles of SMAW. Lab fee required. 90 hours of instruction

PMT 0138
Specialty TIG   2.84 tech. cr.
Prerequisite: PMT 0131 or consent of instructor. This course specializes in the principles of TIG welding non-ferrous metals. Sketches, drawings, blueprints, and math competencies are included. Lab fee required. 85 hours of instruction

PMT 0145
GMAW Flux Core Arc Welding   3.33 tech. cr.
Prerequisite: PMT 0134 or consent of instructor. This course is an introduction to flux core arc welding (MIG) and emphasizes the principles involved in the operation of MIG equipment. This course includes flux core arc welding (MIG) of open butt joints in the horizontal, vertical and overhead positions. Lab fee required. 100 hours of instruction

PMT 0164
Fabrication of Metal Products Using SMAW   2.33 tech. cr.
Prerequisite: PMT 0135 or consent of instructor. Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Math competencies are used extensively in this course. Lab fee required. 70 hours of instruction

PMT 0165
SMAW Pipe Welding   3 tech. cr.
Prerequisite: PMT 0164 or consent of instructor. This course emphasizes principles of welding pipe using the shielded metal arc (SMAW) process. Fabrication and welding of pipe in the l, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction

PMT 0171
Gas Tungsten Arc Pipe Welding   3 tech. cr.
Prerequisite: PMT 0138 or consent of instructor. This course emphasizes principles of welding pipe using the gas tungsten atc (TIG) process. Fabrication and welding of schedule 40 and 80 pipe in the 1, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction

PMT 0173
Gas Metal Arc Pipe Welding   3 tech. cr.
Prerequisite: PMT 0134 or consent of instructor. This course emphasizes principles of welding pipe using the gas metal arc (MIG) process. Fabrication and welding of pipe in the l, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction

Business - Technical Courses

CTS 0050
Introduction to Microcomputer Applications   3 tech. cr.
Prerequisites: OTA 0101 or consent of the instructor. This course introduces the student to basic computer and word processing concepts commonly used in health care settings. Topics include file management, system backup, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: text creation and editing, macros, mailing labels, enhancements, spreadsheets, and data base. Lab fee required. 90 hours of instruction

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 will be emphasized. Lab fee required. 60 hours of instruction

OTA 0611
Keyboarding II   2 tech. cr.
Prerequisite: OTA 0101 or consent of instructor. This course is a continuation of the touch system of typewriting and of basic and production skill building with an emphasis on professionalism. This course emphasizes typing speed and accuracy in typing using computer-based software applications. Lab fee required. 60 hours of instruction

SLS 0341
Essentials of Health Care 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

Cosmetology

COS 0070
Employability Skills/
State Board and
Florida Cosmetology Law   5 tech. cr.
Prerequisite: COS 0870. This course is designed to provide the student with instruction on professional development (employability skills), and also with an overview of competencies and the process required by the Florida State Board of Cosmetology for licensure and license renewal. This instruction includes composing written reports, giving oral reports, computer skills, and the study of cosmetology law, rules, and regulations. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0301
Hair Shaping   5 tech. cr.
Prerequisite: COS 0590. This course is designed to provide instruction in hairshaping and in the selection of proper hair cutting implements and proper style selection. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0400
Hairstyling   5 tech. cr.
Prerequisite: COS 0301. This course is designed to provide instruction in hairstyling, preparation and principles of design, and fitting of wigs and hair pieces. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0590
Laboratory Practices, Hair,
and Scalp Care   5 tech. cr.
This course is designed to provide instruction in safety and sanitation rules/procedures applicable to the classroom and laboratory environment. A component is included about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency (AIDS). The course provides instruction in hair shampooing and scalp treatments. Lab experiences are included in this course. Lab fee and professional liability insurance fee required. 150 hours of instruction

COS 0644
Permanent Waving/
Restructuring   5 tech. cr.
Prerequisite: COS 0400. This course is designed to provide instruction in permanent waving and chemical hair restructuring (relaxing). Instruction in analyzing the hair, selection of appropriate solutions, and implements is provided. Lab experiences are included in this course. Lab fee required 150 hours of instruction

COS 0700
Hair Coloring   5 tech. cr.
Prerequisite: COS 0644. This course is designed to provide instruction in school, classroom, and laboratory safety rules and procedures. The student will also have an opportunity to develop competencies in all types of hair coloring and bleaching. This instruction includes the use of math skills, analysis of hair and scalp, and selection of correct supplies and equipment. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0870
Skin Care/Entrepreneurship
5 tech. cr.
Prerequisite: CSP 0006. This course is designed to provide instruction in school, classroom, and laboratory safety rules and procedures. This course is designed to provide the student with an opportunity to develop competencies in facials and makeup. This instruction includes selection of supplies and equipment, sanitation procedures, and performing designated procedures. The student will briefly review entrepreneurship competency and computer skills. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

COS 0920
Cosmetology Review   1 tech. cr.
Prerequisite: Consent of instructor. This course is designed for the student who needs additional hours as required by the State Board of Cosmetology or for the student who needs additional preparation for the State Board examination. It is recommended for the licensed cosmetologist who desires to update knowledge and skills. (May be taken for credit up to five times.) Lab fee required. 30 hours of instruction

CSP 0006
Nail Care   5 tech. cr.
Prerequisite: COS 0700 or consent of instructor. This course is designed to provide the student with instruction in performing manicures, pedicures, artificial nails, and nail wraps. Lab experiences are included in this course. Lab fee required. 150 hours of instruction

CSP 0920
Cosmetology Review -
Manicuring, Pedicuring/
Nail Extension Specialist   8 tech. cr.
Pre or corequisite: NCH 0001. This course will provide instruction on safety and sanitary measures relative to manicuring and pedicuring; nail structures; nail irregularities and diseases; artificial and sculptured nails and extensions; manicuring and pedicuring; manipulation of the hands and feet; and Florida Cosmetology law and rules. Lab fee and professional liability insurance fee required. 240 hours of instruction

CSP 0921
Cosmetology Review -
Facial Specialist   9 tech. cr.
This course will provide instruction on the safety and disinfecting measures relative to facials; a study of the skin and its structure, functions, and abnormalities; the basic massage movements in performing a facial; how to select appropriate cosmetics, and the techniques used in applying make-up; how to apply false eyelashes; how to tint lashes and brows; and Florida Cosmetology law and rules. Lab fee and professional liability insurance fee required. 270 hours of instruction

Dental Assisting

DEA 0740
Introduction to
Dental Assisting   1 tech. cr.
Prerequisite: Admission to Dental Assisting Program. 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

DEA 0741
Anatomy and Physiology
for Dental Assistants   2 tech. cr.
Prerequisite: Admission to the Dental Assisting Program. This course introduces the dental assisting student to basic concepts of human anatomy and physiology, including structures of the oral cavity. Topics include primary and permanent dentition; nomenclature and tooth morphology; embryology and histology of the oral cavity; and an introduction to oral disease. 60 class hours

DEA 0743
Preventive Dentistry for
Dental Assistants   1 tech. cr.
Prerequisites: DEA 0740 and DEA 0741. This course is designed to introduce the dental assisting student to the theories and mechanisms of preventative dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included. 30 class hours

DEA 0744C
Dental Materials for Dental
Assistants   1 tech. cr.
Prerequisite: Admission to Dental Assisting Program. This course provides knowledge of composition, properties, reactions, clinical significance and application of materials commonly used in dentistry. Hands-on experience with equipment and materials will be provided in the campus laboratory. Laboratory fee required. 10 class hours and 20 lab hours

DEA 0746
Management of Dental
Office Emergencies   1 tech. cr.
Prerequisite: Admission to Dental Assisting Program. This course prepares the dental assisting student to recognize and manage medical emergencies in the dental office. The

basic pharmacology of drugs commonly used in dentistry will be included. 30 class hours

DEA 0747
Dental Office Management for Dental Assistants   1 tech. cr.
Prerequisites: DEA 0740 and DEA 0751C. 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

DEA 0750C
Expanded Functions I for Dental Assistants   1 tech cr.
Prerequisites: DEA 0751C and DEA 0755C. The two expanded function courses are designed to provide the dental assisting student with the knowledge and skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Topics in the first course include the dental dam, matrix and wedge and coronal polish. Lab fee required. 10 lab hours and 20 clinical hours. Proof of professional liability insurance required.

DEA 0751C
Clinical Procedures for Dental Assisting   2 tech. cr.
Prerequisite: DEA 0758. Corequisite: DEA 0755C. This course provides a structured, supervised, introductory chairside assisting experience in the PHCC Dental Clinic and in dental offices in the community. Laboratory fee required. Proof of professional liability insurance required. 15 class hours, 35 laboratory hours, and 10 clinical hours

DEA 0753L
Clinical Externship I for Dental Assisting   4 tech. cr.
Prerequisite: DEA 0751C. Corequisite: DEA 0747 and DEA 0750C. This course provides the student with practical experience in community dental offices and clinics under the supervision of faculty and dentists. Experiences include chairside assisting, dental office reception, radiography, client instruction, and campus seminars. The full range of office assisting duties is experienced. Student achievement is graded as "Pass/Fail." 120 clinical hours. Laboratory fee required. Proof of professional liability insurance required.

DEA 0754L
Clinical Externship II for Dental Assisting   5 tech. cr.
Prerequisites: DEA 0753L and DEA 0750C. This course is a continuation of DEA 0753L. Experiences in dental offices will provide an opportunity to improve communication skills and to increase manual dexterity, speed and efficiency. The full range of office assisting duties is experienced. Student achievement is graded as "Pass/Fail." Laboratory fee required. Proof of professional liability insurance required. 150 clinical hours

DEA 0755C
Dental Radiography for Dental Assistants   2 tech. cr.
Prerequisite: DEA 0741. This course covers the fundamentals of x-ray production; components of the x-ray machine; radiation safety; film positioning; darkroom procedures and technical factors. The laboratory component gives the student an opportunity to develop proficiency in exposing diagnostically acceptable x-rays. Lab fee required. 15 class hours and 45 lab hours

DEA 0757C
Expanded Functions II for Dental Assistants   1 tech cr.
Prerequisites: DEA 0750C and DEA 0753L. A continuation of DEA 0750C. Topics include cavity liners, cement bases, suture removal, gingival retraction, enamel sealants and bleaching techniques. Lab fee required. 10 lab hours and 20 clinical hours. Proof of professional liability insurance required.

DEA 0758
Preclinical Procedures for Dental Assisting   2 tech. cr.
Prerequisite: Admission to Dental Assisting Program. Corequisites: DEA 0740. This course introduces the dental assisting student to clinical skills and procedures. Topics include and introduction to chairside assisting; patient assessment and data recording; safety and security procedures; and instruments and equipment used in the dental office. Principles of infection control and sterilization are included. Proof of professional liability insurance required. 30 class hours and 30 clinical hours

Fire Fighter

FFP 0010
Fire Fighter I   7.5 tech. cr.
Prerequisite: A mandatory academy orientation, passing of the physical agility test, completion and approval of all Bureau of Fire Standards and Training paperwork, and completion and approval of all college paperwork. This course meets all guidelines and regulations of the Department of Insurance, Florida State Statutes, and Bureau of Fire Standards and Training. The 225 hour program covers science of fire, breathing apparatus, ladders, hose, nozzles, portable extinguishers, personal protective equipment, ropes and knots, fire control, fire streams, water supply, automatic sprinkler systems, forcible entry, building search and victim removal, ventilation, building construction, prevention and public education, safety, alarms and communications, implementing an incident command system/IMS, and controlled burns. The program also includes First Responder and awareness level of hazardous materials training. Upon successful completion of this course, the student is able to sit

for the Bureau of Fire Standards and Training Competency Exam in order ro receive a Certificate as a Fire Fighter I, if so desired. 225 hours of instruction.

FFP 0020
Fire Fighter II/ Minimum Standards   7.5 tech. cr.
Prerequisite: A mandatory academy orientation, passing of the physical agility test, successful completion of FFI with PHCC and/or Certificate of Competency of FFI from the Bureau of Fire Standards and Training, completion and approval of all Bureau of Fire Standards and Training paperwork, and completion and approval of all college paperwork. This course meets all guidelines and regulations of the Department of Insurance, Florida State Statutes, and Bureau of Fire Standards and Training. The 225 hour program is designed for career fire fighters who want to be state certified. The program covers personal protective equipment, ropes & knots, ladders, hose, foam fire streams, fire control, automatic sprinkler systems, forcible entry, rescue/extrication, building search and victim removal, ventilation, loss control, building construction, prevention and public education, cause and determination, alarms and communications, implementing an incident management system, physical fitness, controlled burns, operations level of hazardous materials. Upon successful complerion of this course, the student is able to sit for the state certification test administered by the Bureau of Fire Standards and Training on site. 225 hours of instruction

Health Unit Coordinator

HIM 0050
Health Unit Coordinator Clinical   1.33 tech. cr.
Prerequisite: Successful completion of all other courses required in the program or consent of the instrucror and a completed Physical Examination Report (SAR-40-A), a valid CPR card and an approved 4-hour AIDS seminar. This course provides the health unit coordinator student clinical experiences in a hospital health unit. Student achievement in this course is graded as "Pass/Fail." Professional liability insurance required. 40 hours of clinical instruction

HIM 0055
Health Unit Management   1.34 tech. cr.
Prerequisite HSC 0530. This course introduces the student to the work practices and clerical duties required in a hospital health unit. Patient admission, transfers, and discharge procedures; coordinating medications for administration by other hospital personnel and maintenance of patients' records will be presented. 40 hours of instruction

HEALTH - TECHNICAL

HIM 0430
Fundamentals of Disease   2 tech. cr.
Prerequisite: HSC 0530. 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

HIM 0450
Fundamentals of Body Structures and Functions   2 tech. cr.
Prerequisite: HSC 0534. 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

HSC 0003
Fundamentals of Allied Health Occupations   2 tech. cr.
This course introduces the student to skills and procedures common to allied health occupations, including basic first aid and emergency care, safety, security, proper body mechanics, vital signs, wellness, disease control, blood borne pathogens. 60 hours of instruction

HSC 0530
Medical Language I   2 tech. cr.
This course is directed toward the learning of medical terminology needs for medical personnel or others interested in related medical fields. The learning of the medical language is organized according to body systems including basic word structure, terms pertaining to the body, suffixes and prefixes. The following body systems are discussed: cardiovascular, respiratory, digestive, nervous, and musculoskeletal. 60 hours of instruction

HSC 0534
Medical Language II   2 tech. cr.
Prerequisite: HSC 0530. This course is a continuation of HSC 0530 and includes genitourinary systems, blood and lymphatic systems, integumentary, sense organs, the endocrine system, radiology, nuclear medicine, and pharmacology. 60 hours of instruction

HSC 0641
Legal and Ethical Aspects in Health Care   2 tech. cr.
This course introduces the student to legal and ethical aspects of health care delivery systems. Employees' roles and responsibilities and patients' rights within the system will be discussed. The student will also evaluate ethical issues as they relate to the health care field. 60 hours of instruction

HIM 0440
Pharmacology for Health Care Professionals   2 tech. cr.
Prerequisite: HSC 0534. 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

Law Enforcement

Note: Courses for Law Enforcement Auxiliary Officer, Law Enforcement Basic Recruit, and Correctional Officer are listed under this heading.

CJD 0001
Auxiliary Law and Procedures   1.8 tech. cr.
This course will cover the auxiliary officer's responsibility in patrolling and protecting the community. The basic components of law are studied with emphasis given to evidence procedures and the elements of various crimes. 54 hours of instruction

CJD 0103
Auxiliary Law Enforcement Medical First Responder   1.60 tech. cr.
The Department of Transportation's (DOT) first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are taught. 48 hours of instruction

CJD 0104
Defensive Tactics for Auxiliary Officers   3.53 tech. cr.
This course introduces the auxiliary officer to the techniques used for an officer's personal safety and those necessary to subdue, search, and transport resisting individuals. The use of restraining devices, impact weapons, and pressure points is covered. Lab fee required. 106 hours of instruction

CJD 0254
Criminal Justice Medical First Responder   1.60 tech. cr.
The Department of Transportation's first responder techniques needed in emergency medical situations are taught. The major types of communicable diseases among adults, signs and symptoms of each disease, and the methods of transmission are discussed. The Local Disaster Preparedness Plan will also be addressed in lecture and simulation. Lab fee required. 48 hours of instruction

CJD 0704
Criminal Justice Defensive Tactics   3.53 tech. cr.
The techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals are included. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Physical fitness training will include running and calisthenics. Lab fee required. 106 hours of instruction

CJD 0705
Criminal Justice Weapons   2.13 tech. cr.
Instruction is provided in the use of officer firearms, including handguns and shotguns. Safety procedures and ammunition are covered in lecture format. Instruction regarding the use of chemical agents, with practical exercises, is included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 64 hours of instruction

CJD 0723
Law Enforcement Vehicle Operations   1.07 tech. cr.
Valid Florida driver's license. The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Lab fee required. 32 hours of instruction

CJD 0730
Law Enforcement Legal III   1.07 tech. cr.
Various criminal laws and their elements are studied, with emphasis placed upon those laws specific to police application. Traffic and driver's license laws are included. Legal considerations of officer vehicle operation are also explored. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 32 hours of instruction

CJD 0731
Law Enforcement Patrol   2.13 tech. cr.
This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to different types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including fire fighting and crowd control, are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 hours of instruction

CJD 0732
Law Enforcement Traffic
1.53 tech. cr.
The course stresses traffic enforcement and control, including DUI offenses and enforcement. Math calculations as they pertain to traffic accident investigation will be performed. Traffic accident investigation, scene management, and reporting procedures are studied also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 46 hours of instruction

CJD 0734
Law Enforcement
Investigations 2.13 tech. cr.
The course addresses the investigation of various crimes, including property crimes, person crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 hours of instruction

CJD 0741
Criminal Justice Emergency
Preparedness .87 tech. cr.
Skills needed for riot and disturbance control and firefighting are studied and practiced. Methods of riot prevention, the handling of unusual occurrences, what to do if taken hostage, and emergency procedures are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 26 hours of instruction

CJD 0750
Criminal Justice Interpersonal
Skills II 1.67 tech. cr.
The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. Homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 50 hours of instruction

CJD 0752
Correctional Operations 2.13 tech. cr.
The operation of correctional facilities is studied, including the intake of new inmates, aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks. Mathematical calculations will also be taught as they pertain to inmate populations. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 hours of instruction

CJD 0760
Law Enforcement Legal I
1.53 tech. cr.
Prerequisite: Admission to the program. This course provides an introductory overview of the Criminal Justice system. The foundation and basic components of law are studied, with specific focus on officer application. Court procedure and testimony are examined, and civil and criminal liability of officers are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 46 hours of instruction

CJD 0761
Law Enforcement
Legal II 1.6 tech. cr.
This course provides an introduction to constitutional law and its application to the public and to law enforcement officers. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws common to police and correctional officers, is studied. Emphasis is given to elements of various crimes. Various civil law applications are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 48 hours of instruction

CJD 0762
Law Enforcement
Communications 1.87 tech. cr.
The report writing process is emphasized and includes: the interview, statement taking, note-taking, and demonstrating through practical exercise. The difference between interviewing and interrogation is explored. Interpersonal communication skills are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Train Commission. 56 hours of instruction

CJD 0763
Law Enforcement Interpersonal
Skills I 2.2 tech. cr.
Community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations, including: suicide, domestic violence, and other crises are studied. Practical exercises are included. Stress recognition and reduction are included also. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be explored. 66 hours of instruction

CJD 0770
Corrections Legal I 1.53 tech. cr.
This course provides an introductory overview of the criminal justice system. The foundation and basic components of law are

studied, with specific focus on officer application. Court procedure and testimony are examined and civil and criminal liability of officers are studied. Specific topics for correctional officers include history and philosophy of corrections and inmate rights and responsibilities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 46 hours of instruction

CJD 0771
Corrections Legal II .73 tech cr.
This course provides an introduction to constitutional law and its application to the public and officers. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws that are common to correctional officers, is studied. Emphasis is given to elements of various crimes. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 22 hours of instruction

CJD 0772
Corrections
Communications 1.4 tech. cr.
Oral and written skills are emphasized and includes: note taking, statement taking and report writing through practical exercise. Radio procedures and basic computer applications are included in this course. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 42 hours of instruction

CJD 0773
Corrections Interpersonal
Skills I 2.07 tech. cr.
The importance of courtesy as it pertains to correctional officers performing daily activities is addressed. The needs of mentally disordered persons, retarded persons and handicapped persons are recognized. Intervention techniques for suicide and other crisis situations are studied. Stress recognition and reduction strategies are also included. Objectives are address as specified by the Criminal Justice Standards and Training Commission. Employability skills for the Criminal Justice System will also be addressed. 62 hours of instruction

CJD 0780
Legal Summary for
Law Enforcement .54 tech. cr.
Prerequisite: Law Enforcement Basic Academy. This course provides job-related training at the entry level to candidates seeking recertification for Correctional Officer positions and who have completed the Law Enforcement Basic Academy. The curriculum is prescribed by the FDLE, Criminal Justice Standards & Training Commission in accordance with Florida Statutes. 16 hours of instruction

CJD 0781
Legal Summary
for Corrections   1.6 tech. cr.
Prerequisites: The student must have completed the Correction Basic Recruit Program. This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Corrections Basic Recruit Program. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 48 hours of instruction

CJD 0796
Legal Summary for Probation
and Parole   2 tech. cr.
Prerequisite: The student must have completed the Correctional Probation Academy. This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Correctional Probation Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 60 hours of instruction

CJD 0797
Communication and Interpersonal Skills for Probation
and Parole   2 tech. cr.
This course provides job-related training at the entry level to candidates seeking certification for law enforcement positions who have already completed the Correctional Probation Academy. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes. 60 hours of instruction

CJT 0801
Security/Basic "D"   1.5 tech. cr.
This course will allow the participants to meet the requirements of the Florida Department of State Division of Licensing to become a Class "D" Security Officer. 45 hours of instruction

Medical Coder

Note: Courses with an "HSC" prefix can be found under the "Health - Technical" heading in this catalog section.

HIM 0002
Career Enhancement
Health   .33 tech. cr.
Corequisites: HIM 0281, or consent of the instructor. This course is designed to enhance the student's knowledge of the work environment through the study of field employment culminating with a job shadowing experience in a medical facility. 10 hours of instruction

HIM 0280
Coding for Medical
Records I   3 tech. cr.
Prerequisite: HSC 0534 This course introduces the history of medical coding and coding principles and presents an overview of procedures using the Physician's Current Procedure Terminology (CPT) coding nomenclature and the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) statistical classification system used in physicians' offices, hospitals and other medical facilities. Lab fee required. 90 hours of instruction

HIM 0281
Coding for Medical
Records II   6 tech. cr.
Prerequisite: HIM 0280, a valid CPR card, and an approved four-hour AIDS seminar. This course is a continuation of the study of medical coding and coding principles and procedures using the Physicians' Current Procedure Terminology (CPT) coding nomenclature and the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) statistical classification system as used in physicians' offices, hospitals, and other medical facilities. Emphasis will be on the application of coding skills and may include visits to local coding offices. Lab fee required. 180 hours of instruction

Medical Record Transcribing

HIM 0031
Medical Record
Transcription I   4 tech. cr.
Prerequisites: OTA 0101 or equivalent or consent of instructor and HSC 0534. This course is designed to introduce medical record transcribing techniques and procedures. Topics include medical reports, medical correspondence, case histories, physicians' notes, discharge summaries, and specific rules for medical transcription. Lab fee required. 120 hours of instruction

HIM 0032
Medical Record
Transcription II   4 tech. cr.
Prerequisite: HIM 0031, a valid CPR card, and an approved four-hour AIDS seminar. This course is a continuation of the study of medical reports and their components. Qualitative and quantitative control standards, phraseology, and language of various medical specialties will be included. Students will progress from beginning to intermediate transcription, and the transition from student to professional is emphasized. Lab fee required. 120 hours of instruction

HIM 0033
Medical Record
Transcription III   6 tech. cr.
Prerequisite: HIM 0032, a valid CPR card, and a current approved four-hour AIDS seminar. 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

Medical Secretary/Examining Room Assistant

MEA 0200
Examining Room
Procedures   2 tech. cr.
Prerequisite: HSC 0534. This course is designed to provide the Medical Secretary student with instruction in the clinical procedures of a medical office. Emphasis is placed on assisting the physician in patient examination; vital signs; treatment and minor surgery; lab testing; drug administration; and phlebotomy techniques. Lab fee required. 60 hours of instruction

OTA 0609A
Medical Office Procedures 3 tech. cr.
Prerequisites: OTA 0101 or consent of instructor, and HSC 0530. This course includes instruction in medical office procedures, record keeping, appointment scheduling, telephone skills, and medical financial record management, patient billing, and coding procedures for insurance reimbursement. Lab fee required. 90 hours of instruction

OTA 0627
Medical Secretary Clinical 3 tech. cr.
Prerequisite: Successful completion of all other courses required in the program or consent of instructor, a valid CPR card, and an approved four-hour AIDS seminar. This course is designed to provide the Medical Secretary student with practice in administrative procedures in a medical office. Emphasis is placed on proficiency in filing, telecommunications, insurance reporting and coding, medical accounting procedures and record processing. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. 60 hours of front office and 30 hours of back office clinical instruction

Patient Care Technician

CVT 0507
Basic Arrhythmias 2 tech. cr.
Corequisite: HCP 0604 or HSC 0530 or consent of instructor. This course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias. Basic anatomy and physiology of the cardiovascular system, including autonomic innervation, the conduction system, and depolarization of the cardiac cell will be discussed. 60 hours of instruction

HCP 0001
Introduction to Patient Care 1 tech. cr.
Corequisites: HCP 0100C, HCP 0604, and a valid CPR card and a current approved 4-hour AIDS seminar. This course is designed to introduce the student to the health care delivery system and health occupations. Emphasis is placed on safety and security procedures, emergency procedures, infection control, and bloodborne diseases. The scientific method and basic math skills to include traditional and metric measurements of time, temperature, distance, capacity, and mass/weight are emphasized. 30 hours of instruction

HCP 0100C
Nurse Assisting 1 tech. cr.
Corequisites: HCP 0001, HCP 0604, a current Professional Liability Insurance card, a valid CPR card, an approved four-hour AIDS seminar, and a completed Physical Examination Report (SAR-40-A). This course is designed to provide the student with knowledge of personal patient care and patient care procedures. Topics include nutrition; restorative; and the biological psychological and social support of patients with an emphasis on the geriatric patient. This course will include 20 hours of clinical experience in a licensed nursing home. Proof of professional liability insurance required. 30 hours of instruction

HCP 0301
Home Health Assisting 2 tech. cr.
Prerequisites: HCP 0001or current CNA certification. This course is designed to provide the student with the theory and application of concepts specific to performing home health care services. Upon completion of the course, the requirements of home health aide as stated in the Florida Administrative Code of The Agency for Healthcare Administration 59A-8.014 are fulfilled. 60 hours of instruction

HCP 0604
Patient Care Assisting 2 tech. cr.
Corequisites: HCP 0001 and HCP 0100C. This course is designed to provide the student with the skills required to work in a health care facility other than a nursing home, to include a hospital setting. Emphasis is placed on caring for the adult patient. Phlebotomy theory and practice on a simulated arm will also be presented. This course will include 30 hours of clinical and/or cooperative learning experience. Proof of liability insurance required. 60 hours of instruction

HCP 0760
Allied Health Assisting 1 tech. cr.
Prerequisite: HCP 0604. This course is designed to supplement the student's knowledge of patient care assisting. Students enrolled in this course add the necessary skills to become a further cross-trained worker, such as an aide in a physical therapy facility. Lab fee required. 30 hours of instruction

HCP 0770L
Allied Health Assisting Clinical 1 tech. cr.
Prerequisite: HCP 0760 and a completed Physical Examination Report (SAR-40-A). This course is designed to provide the student with practice of an added allied health skill, such as physical therapy, in a health care facility. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. 30 hours of instruction

HCP 0790
Advanced Patient Care 1 tech. cr.
Pre- or corequisite: HCP 0760 and HCP 0770L. This course is designed to provide the student with the necessary organizational skills to be an effective team member. Topics include time management, chain of command, and the characteristics of team member relationships. Lab fee required. 30 hours of instruction

HCP 0793L
Patient Care Technician Clinical 1 tech. cr.
Prerequisite(s): HCP 0790 and a completed Physical Examination Report (SAR-40-A) This course is designed to provide the student with practice of organizational skills and patient care skills in a health care facility. Emphasis is placed on proficiency at resolving conflicts, effective time management, and supporting team members. Student achievement in this course is based on "Pass/Fail." 30 hours of clinical instruction. Proof of professional liability insurance fee required.

Phlebotomy

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 0741L
Practical Aspects of Phlebotomy 2 tech. cr.
Prerequisite: MEA 0200. (Medical Secretary/Examining Room Assistants. This course is designed to teach blood collection by venipuncture and skill practice. Classroom practice includes handling, labeling, transporting and logging-in of specimens as well as the demonstration of the correct infection control techniques and donor room techniques. Lab fee required. 60 hours of instruction

HCP 0750C
Phlebotomy Clinical 2 tech. cr.
Prerequisite: HCP 0741L and HCP 0731 (Phlebotomy majors) or HCP 0604 (Patient Care Technician majors), a current CPR card, an approved 4-hour AIDS seminar, a completed Physical Examination Report (SAR-40-A), and a current professional insurance liability card. This course includes sixty hours of clinical experience which includes capillary/venipuncture techniques, handling, labeling, transporting and logging in of specimens as well as the use of correct infection control and donor room techniques.

Practical Nursing

PRN 0001C
Fundamentals of Nursing/PN 8 tech. cr.
Prerequisite: Admission to Practical Nursing Program and current CPR Certification. Corequisites: PRN 0080. This course introduces the student to health care occupations, nurse assisting and practical nursing. Fundamental concepts such as basic health needs, roles of the nurse and basic nursing principles and skills are emphasized. Purchase of a laboratory skills kit is required. Lab fee is required. 85 hours class hours, 45 hours lab and 110 hours clinical instruction. Proof of professional liability insurance is required. Computerized testing fee.

PRN 0002C
Fundamentals of Nursing II/PN 7 tech. cr.
Prerequisite: PRN 0001C. Corequisite: PRN 0030C. Maslow's hierarchy of needs, nursing principles and the Roles of the Nurse (Provider of Care, Communicator and Member of a Profession), are further explored as the approach to the care of clients with alterations of oxygenation, nutrition and hydration, mobility, comfort and safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. Lab fee is required. 55 hours class hours, 20 hours lab and 135 hours clinical instruction. Proof of professional liability insurance is required.

PRN 0030C
Medication Administration
/Pharmacology **2 tech. cr.**
Prerequisites: PRN 0001C and PRN 0080. Corequisites: PRN 0002C. This course is designed to introduce the practical nursing student to basic pharmacological principles and concepts. The content includes medical math, pharmacologic concepts, medication administration, and legal and ethical considerations. Additional lab time may be required. 45 class and 15 laboratory hours.

PRN 0080 Body Structure
and Function **1.5 tech. cr.**
Prerequisite: Admission to the Practical Nursing Program. Corequisite: PRN 0001C. This course is designed to introduce the practical nursing student to basic concepts and principles of human structures (anatomy) and function (physiology). The emphasis is on the interaction of all body systems. 45 class hours.

PRN 0120C
Maternal-Child Nursing 6.5 tech. cr.
Prerequisite: PRN 0201C or PRN 0202C. This course is designed to provide the practical nursing student with theory and clinical application of concepts specific to the care of obstetrical and pediatric clients. Obstetrical topics include antepartum, labor and delivery, postpartum and newborn care. Pediatric topics include growth and development, health maintenance, and nursing care of children of various age groups. Lab fee required. 80 class, 17 laboratory and 98 clinical hours. Proof of professional liability insurance fee required. Testing fee.

PRN 0204C Medical Surgical
Nursing I **8.5 tech. cr.**
Prerequisites: PRN 0002C and PRN 0030C. This course is designed to provide the practical nursing student with additional theory and clinical application of nursing care of the adult medical-surgical client. Nursing principles are emphasized. Concepts specific to the care of clients with disease/disorders of the respiratory, cardiovascular, endocrine, neurological, sensory, and cancer are included. 65 hours classroom, 35 hours Lab and 155 hours clinical instruction. Proof of professional liability insurance is required. Testing fee. Lab fee required.

PRN 0205C Medical Surgical
Nursing I **8 tech. cr.**
Prerequisites: PRN 0204C. This course is designed to provide an intense clinical application of nursing care of the adult medical-surgical client utilizing nursing principles. Emphasis is on organized client care functions, employability skills and professional issues. Nursing principles are emphasized. Concepts specific to the care of clients with disease/disorders of the immune, cardiovascular, endocrine, immune, reproductive musculoskeletal, integumentary, digestive, and the urinary systems are included. 60 hours classroom, 25 hours lab and 155 hours clinical instruction. Proof of professional liability insurance is required. Lab fee required.

PRN 0500C Gerontological
Nursing **3.5 tech. cr.**
Prerequisite: PRN 0002C and PRN 0030C. This course examines the Practical Nurse's role when caring for older adults in long-term care. Cultural diversity, legal/ethical considerations, and the communication process are examined to provide holistic care to aging clients. Interpersonal and communication skills, and critical thinking are employed. This course explores the normal aging process with emphasis on promoting, maintaining and restoring health in older adults. Leadership skills such as delegating to nursing assistants and team reports, plus effective communication and time management skills are presented. 15 hours classroom and 90 hours clinical instruction. Proof of professional liability insurance is required.

COURSE DESCRIPTIONS

Faculty, Administration and Staff

Adams, Jean M., Associate Professor, Biology, West Campus; B.S., Auburn University; M.Ed., Georgia State University; M.S., University of South Florida

Adams, Kim C., Adjunct Faculty, Biological Science, Dual Enrollment, East Campus; A.A., St. Petersburg Junior College; B.S., University of South Florida; M.A., University of South Florida

Adams, Michael P., Associate Dean, Health, Mathematics, & Science; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.S., Michigan State University; Ph.D., University of South Florida

Aldrich, Scott D., Plant Manager, North Campus

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

Amburgey, Deborah G., Professor, Language Arts, East Campus; B.A., University of South Florida; M.A., University of South Florida

Anderson, Sandra E., Student Records & Admissions Specialist, West Campus; B.A., SUNY College at Fredonia; M.S., Florida State University

Arto, Anne M., District Coordinator of Continuing Education, North Campus; B.A., College of Saint Rose

Asukile, Imani D., District Coordinator of Equity, College Reach-Out Program; B.A., Morris Brown College; M.P.A., Clark Atlanta University

Austin, Marcia M., Adjunct Faculty, College Prep., Mathematics, North Campus; B.S., St. Francis College; M.S., Fordham University

Aubin, Heather L., Science Lab Coordinator/Supervisor, West Campus; A.A., St. Petersburg Junior College

Bade, Robert E., Coordinator of Student Activities; B.A., Eckerd College; M.A., John F. Kennedy University

Baker, Jacquelyn L., Instructor, Nursing (ADN) (Evening/Weekend Program), West Campus; B.S.N., Florida State University; M.S.N., University of Phoenix

Baker, Joyce, Associate Professor, Information Technology Programs, North Campus; B.A., Eastern Illinois University; M.B.A., University of South Florida

Baker, Paul M., Adjunct Faculty, Emergency Medical Services, West Campus

Ballard, Floyd M., Director of Instructional Technology; A.A., Hillsborough Community College; B.S.W., Florida State University; M.S., Florida State University

Balloul, Mounir S., Professor, Mathematics, East Campus; B.S., University of Houston; M.S., University of Houston

Balon, Michelle J., Assistant Dean of Student Services/Counselor, West Campus; B.A., State University of New York at Fredonia; M.S., State University of New York at Buffalo; Ed.D., Nova Southeastern University

Barfield, Arthur D., Adjunct Faculty, Psychology, East Campus; B.A., St. Leo University; M.A., Austin Peay State University

Baricko, Stephen A., Assistant Director of Facilities/Building Inspector

Barker, Felisha R., Advisor, East Campus; A.A., Pasco-Hernando Community College; B.A., University of Central Florida ; M.Ed., St. Leo University

Barriger, Julie A., Laboratory Technician, Cosmetology, North Campus

Barzelay, David J., Executive Director of the Foundation; B.A., Southern Methodist University; M.Div., Drew Theological Seminary; Ph.D., Drew University

Beermann, Michelle D., Instructor, Mathematics, West Campus; A.A., Pensacola Junior College; B.A., Troy State University; M.S., University of West Florida

Bell, Carmine J., Professor, Language Arts, West Campus; B.S., Xavier University; M.A., John Carroll University; Ph.D., University of Virginia

Bellamy, Cynthia L., Executive Administrative Assistant; A.A., Pasco-Hernando Community College

Bertos, Louis, Jr., Telecommunications Support Specialist; A.S., SUNY at Saratoga Springs

Beyer, Hans J., Adjunct Faculty, Mathematics, West Campus; B.S., Purdue University; M.S., Purdue University

Bjorklund, Kimberly L., Senior Accountant; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., University of South Florida; C.P.A.

Blum, Clifford W., Adjunct Faculty, Law Enforcement, East Campus

Bogart, Francine T., Adjunct Faculty, Education, North Campus; A.A., Central Florida Community College; B.A., University of South Florida; M.Ed., University of South Florida

Bohart, Kymberly L., Science Lab Coordinator/Supervisor, East/North Campus; A.A., Manatee Community College; B.S., University of Tampa

Borawski, Beverly L., Assistant Professor of Speech, North Campus; B.A., Western Michigan University; M.A., University of South Florida

Borgia, Lois M., Adjunct Faculty, Computer Programming, North Campus; B.S., Virginia Commonwealth University; M.S., SUNY at Stony Brook

Boslough, Iva D., Assistant Coordinator of Student Activities, North Campus; B.A., Regis College; M.S., Portland State University

Bowman, Robert J., Jr., Athletic Director/Instructor, West Campus; B.S., Florida Southern College; M.Ed., Rollins College; Ed.S., University of Southwest Louisiana

Bozeman, Katherine L., Staff Accountant; A.A., Northwestern Michigan College; B.A., Saint Leo College

Brady, Diane L., Adjunct Faculty, College Prep., Mathematics, North Campus; A.A., SUNY at Farmingdale: B.S., University of Tampa

Brannan, Gary E., Adjunct Faculty, Biology, West Campus; B.A., University of South Florida; M.A., University of South Florida

Brantley, Katherine G., Advisor, West Campus; B.S., Florida State University; M.A., University of South Florida

Braun, Keith, Director of Facilities; A.A.B., Lakeland Community College; B.A., University of Phoenix

Brice, Jeanine L., Instructor, Nursing (PN)(Evening/Weekend Program), West Campus; A.A., College of Southern Maryland; B.S.N., University of Maryland; M.S.N., Bowie State University

Brooks, Gayle W., Dean of Workforce Programs; B.S., University of Tampa; M.A., University of South Florida

Bubello, Karen J., Financial Aid Specialist, West Campus; A.A., Pasco-Hernando Community College

Bullock, Marion D., Provost, East Campus; B.S., Old Dominion University; M.A., University of Georgia; Ph.D., University of Georgia

Bunting, Ann, Professor, Language Arts, West Campus; B.A., Queens College; M.A., Queens College; J.D., Brooklyn Law School; Ph.D., University of South Florida

Burbano, Juan R., Professor, Mathematics, East Campus; B.A., St. Leo College; M.A., University of South Florida; Ed.D., Nova University

Burdzinski, Donna R., Advisor/Financial Aid, North Campus; B.A., Purdue University; M.S., Purdue University

Burdzinski, Kenneth R., Vice President of Business Services; B.B.A., Eastern Michigan University; M.B.A., Baldwin-Wallace College

Burkhamer, M. Todd, Athletic Trainer/Instructor, West Campus; B.A., University of Charleston

Butler, Douglas A., Associate Director of Libraries, West Campus; B.A., University of South Florida; M.A., University of South Florida

Butterworth, Melanie L., Advisor, North Campus; B.S.W., Slippery Rock University; M.A., Slippery Rock University

Callow, Elizabeth K., Assistant Professor of Nursing (ADN), West Campus; A.A.S., College of Staten Island; B.S., College of Staten Island; M.S. University of South Florida; Ed.D., Nova Southeastern University

Cameron, Jr., Donald J., Adjunct Faculty, Economics, West Campus; Adjunct Faculty, Economics, North Campus; B.B.A., Baruch College of CCNY; M.A., Trinity College

Cameron, Kristen S., Associate Professor, Nursing (ADN), North Campus; A.S., Pasco-Hernando Community College; B.S.N., Florida Southern College; M.S., University of South Florida

Capaz, Nelson, Professor, Information Technology Programs/Department Chair, Business Technology, West Campus; B.A., University of South Florida; M.B.A., Nova University; Ph.D., University of South Florida

Carlson, Michael R., Adjunct Faculty, Radiography, West Campus; B.A., Luther Rice Seminary

Carroll, Kevin R., Adjunct Faculty, Paramedics, West Campus

Case, Sandra R., Instructor, Technical Health, West Campus; A.D.N., Central Piedmont Community College

Caselnova, Terrance M., Adjunct Faculty, Biology, East Campus; B.A., University of South Florida; M.Ed., University of South Florida; Ed.D., University of Central Florida

Cavallino, Tina A., Laboratory Technician, Cosmetology, North Campus

Cessna, Janice L., Director, Management Information Services; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., St. Leo University

Cessna, Robert P., Campus Facilities Coordinator, West Campus; A.S., Pasco-Hernando Community College

Chalford, Elan, Adjunct Faculty, Applied Music, West Campus; B.A., University of South Florida; M.M., University of South Florida

Chroninger, Betty J., Adjunct Faculty, Language Arts, East Campus; B.A., Hillsdale College; M.A., University of South Florida

Cibrone, Jr., Samuel R., Co-Curricular Specialist/Instructor, West Campus; B.S., Slippery Rock University; M.Ed., Slippery Rock University

Clark, Bonnie M., Assistant Dean of Student Services/Counselor, East Campus; B.A., Mercyhurst College; M.S., Gannon University

Coleman, William S., Instructor, Dental Assisting, West Campus

Collins, John D., Coordinator of Auxiliary Services; A.A., St. Petersburg Junior College; B.S., Florida State University

Conway, Thomas F., Purchasing Agent; A.A., Camden County College; B.S., Glassboro State College

Cooksey, Melanie, Associate Director of Libraries, North Campus; B.A., Florida State University; M.L.S., Florida State University; M.L.A.; University of South Florida

Cooper, Darlene R., Adjunct Faculty, Mathematics, West Campus; B.S., St. Lawrence University; M.A., Arizona State University

Cozart, Carla C., Professor, Nursing (ADN), East Campus; A.D.N., Hillsborough Community College; B.S.N., University of South Florida; M.S.N., Medical University of South Carolina; Ph.D., University of Florida

Craig, Barbara M., Associate Professor, Nursing (ADN), East Campus; B.S.N., Florida State University; M.S.N., University of South Florida

Cramer, Kay E., Professor of Language Arts, North Campus; B.A., Western Illinois University; M.A., Western Illinois University

Cummines, Chenell M., Adjunct Faculty, Chemistry, Dual Enrollment West Campus; B.A., University of South Florida; M.Ed., University of South Florida

Cutler, Dorothy G., Dean of Technology; B.M., Wesleyan College; M.Ed., University of South Florida

Daprile, Douglas M., Adjunct Faculty, Emergency Medical, West Campus; A.A., Pasco-Hernando Community College, A.S. Pasco-Hernando Community College

Davenport, Betty S., Executive Assistant to the President

Davidson, Debra, Director of Adult Education, West Campus; A.A., Hillsborough Community College; B.A., University of South Florida; M.A., Western Carolina University

Davis, Eva S., Coordinator of Take Stock in Children Program, North Campus; A.S., Pasco-Hernando Community College; B.A., St. Leo University

Davis, Karen S., Assistant Professor, Language Arts/Department Chair, Communications/Humanities, West Campus; B.A., St. John's University; M.A., Rutgers University

Deisler, Judith A., Professor of Language Arts, West Campus; B.Ed., University of Toledo; M.A., University of Toledo

DeLaRosa, Noemi, Adjunct Faculty, Spanish, North Campus; B.A., World University; M.A., University of Puerto Rico; Ph.D., Tulane University

DeLeon, Yvonne, Associate Professor, Business Administration/Office Systems Technology, North Campus; A.A., Hillsborough Community College; B.A., University of South Florida; M.A., University of South Florida

Denson, Robert M., Adjunct Faculty, Information Technology Programs, East Campus; B.S., Colorado State University; B.A., Park College; M.S., Southern Illinois University

Denton, Ann R., Comptroller; B.S.B.A., Christopher Newport University

DeVito, Victoria, Advisor, North Campus; B.A., Trenton State College

Dick, Charles J., Jr., Associate Professor, Biology, North Campus; B.S., University of Alabama; M.S., Long Island University

Dickinson, Mark A., Instructor, Technical Health, North Campus; A.A.S., Kent State University

Diederich, Gail S., Adjunct Faculty, Education, West Campus; B.A., Berea College; M.S., Nova University

Dodge, Rhonda M., Executive Administrative Assistant, West Campus

Dohm, David C., Adjunct Faculty, Psychology, North Campus; B.A., University of South Florida; M.S., Nova Southeastern University

Don, Terry L., Adjunct Faculty, College Prep., English, East/North Campus; B.A., University of South Florida; M.A., University of South Florida

Donaghue, Judy A., Instructor, Cosmetology, North Campus

Donato, Marjorie, Adjunct Faculty, College Prep., Reading, West Campus; B.A., SUNY College at Fredonia; M.S., College of New Rochelle; Ed.D., Nova University

Doran, Robyn D., Adjunct Faculty, Legal Assisting, West Campus; A.S., Pasco-Hernando Community College

Dotson, Brenda G., Executive Administrative Assistant, West Campus

Downing, Richard B., Professor, Language Arts, North Campus; B.A.E., University of Florida; M.A., University of South Florida; Ph.D., University of South Florida

Driscoll, James L., Adjunct Faculty, Law Enforcement, East Campus; B.S., New York Institute of Technology

Eason, Larry E., Professor, Biology, East Campus; B.A., University of Florida; M.A., University of South Florida; Ph.D., University of Florida

East, Gary N., Adjunct Faculty, College Prep., English, West Campus; A.A., Hannibal-LaGrange College; B.S., Southwest Baptist College; M.A., University of Missouri

Ebitz, Curtis V., Adjunct Faculty, Political Science, North Campus; B.A., University of Pittsburgh; M.A., University of Pittsburgh; M.M.A.S., U.S. Army Command and General Staff College

Eden, Jacqueline U., Advisor, West Campus; A.A., Hillsborough Community College; B.S., University of South Florida

Fabris-Perez, Kim A., Adjunct Faculty, Dental Hygiene, West Campus; A.S., Palm Beach Community College

Faison, Kelvin T., Instructor, Psychology, West Campus; A.A., Gulf Coast Community College; B.A., Florida A&M University; M.Ed., Texas Southern University

Fanning, Michael F., Laboratory Technician, Computer Labs, West Campus; A.S. Pasco-Hernando Community College; B.A., St. Leo College

Fasano, Marianne, Assistant Professor, Nursing (ADN), West Campus; A.S., St. Petersburg Junior College; B.S.N., University of Tampa; M.Ed., National Louis University; M.S.N., University of Phoenix

Federico, Joseph J., Instructor, Human Services, West Campus; A.B., Muhlenberg College; M.A., Lehigh University; Ed.D., Lehigh University

Feliciano, Carmen A., Adjunct Faculty, Spanish, West Campus; B.A., Columbia University; M.B.A., University of New York

Fenimore, Mary J., Assistant Director of Nursing, West Campus; A.A.S., Bronx Community College; B.S., Long Island University; M.A., Teachers College, Columbia University; Ed.D., Nova Southeastern University

Ferguson, Vicki J., Advisor, East Campus; A.A., Pasco-Hernando Community College; B.A., Saint Leo College

Fernandez, Margaret M., Adjunct Faculty, Radiography, West Campus; A.S., Hillsborough Community College

Fiene, Maria L., Advisor/Financial Aid, West Campus; B.F.A., Eastern Michigan University

Flow, Jenette, Assistant Professor, Humanities/Language Arts, North Campus; B.A., University of South Florida; M.A., University of South Florida

Floyd, Thomas D., Associate Dean of Educational Services; B.S., Florida A&M University; M.N.S., University of South Dakota; Ph.D., University of Florida

Fones, Raymond W., Adjunct Faculty, College Prep., English, East Campus; B.A., University of South Florida; M.A., University of South Florida

Ford, Kenneth A., Adjunct Faculty, Chemistry/Physical Science, West Campus; B.S., Manhattan College; M.S., Long Island University

Frankel, Robert, Adjunct Faculty, Biology, West Campus; B.S., University of Illinois; M.S., University of Rochester

Frame, Deborah L., Adjunct Faculty, Business-Technical, East Campus; A.S., Florida Community College at Jacksonville

Friend, Vivian M., Director of Human Resources; B.A., University of South Florida

Fussell, Timothy O., Adjunct Faculty, Emergency Medical Services, West Campus; A.S., Pasco-Hernando Community College

Garcia, Alina A., Learning Lab Coordinator, West Campus; B.A., Fordham University; B.S., New Jersey City University; M.A., New Jersey City University

Gardner, David A., Webmaster; A.S., Northampton County Area Community College; B.S., Pennsylvania State University

Gash, Geoffrey P., District Maintenance Mechanic, West Campus

Geyvandov, Artem M., Programmer/Analyst II; B.S., Azerbaijan Institute of Oil and Chemistry

Giannet, Emmanuel S., Adjunct Faculty, Spanish, West Campus; M.Ed., Universidad Inca Garcilaso De La Vega

Giannet, Stanley M., Associate Dean of Arts, Letters, and Social Sciences; B.A., University of the State of New York; M.A., Covington Theological Seminary; M.A., Universidad Inca Garcilaso De La Vega; Ph.D., Walden University

Gilbert, Marcia T., Financial Services Manager/Foundation; A.A., St. Petersburg Junior College; B.S., University of South Florida; M.Acc., University of South Florida; C.P.A.

Gosen, Brad R., Adjunct Faculty, Dental Hygiene, West Campus; D.D.S., University of Michigan

Gramlich, Steven, Assistant Professor, Information Technology Programs, West Campus; B.A., Washington University; M.A.T., Webster University

Greig, James J., Advisor, West Campus; A.S., Pasco-Hernando Community College; A.A., St. Leo University; B.A., St. Leo University; M.B.A., St. Leo University

Griffith, Daniel T., Director, Law Enforcement and Corrections Programs, East Campus; B.S., University of Maryland; M.A., George Washington University

Gullen, Gary C., Adjunct Faculty, Emergency Medical Technology, East Campus; A.A., Iowa Western Community College; A.S., Pasco-Hernando Community College

Gumbiner, Jane H., Instructor, Mathematics, West Campus; B.S., Auburn University; M.A., University of South Florida

Hackett, Dennis G., Adjunct Faculty, Fire Academy, East Campus

Hall, J. Michael, Professor of Dental Programs, West Campus; B.S., University of North Dakota; D.D.S., University of Oklahoma

Hannah, C. Wayne, Accounts Receivable Specialist; A.A., St. Petersburg Junior College; A.A.S., St. Petersburg Junior College

Harres, Burton H., Jr., Provost, North Campus; B.S., Southeast Missouri State University; M.S., Indiana University; Ph.D., University of Florida

Harrison, Richard L., Instructor, Information Technology Programs, West Campus; B.A. Southern Illinois University

Hawkins, Jessica M., Assistant Coordinator of Student Activities, East Campus; B.A., Siena Heights University

Haywood, Bertha F., Adjunct Faculty, Mathematics, Dual Enrollment, West Campus; B.S.Ed., Ohio University; M.Ed., Miami University

Head, Cynthia L., Associate Professor, Mathematics, West Campus; B.S., Southwest Missouri State College; M.A., University of Arkansas

Helfrich, David C., Professor Emeritus, Psychology, West Campus; B.M., University of Rochester; M.Ed., University of Florida; Ph.D., University of Georgia

Hendrickson, Carol V., Adjunct Faculty, Health – Technical, West Campus; B.S., Empire State College; M.S., SUNY at New Paltz

Hennessy, Thomas J., Adjunct Faculty, Law Enforcement, East Campus; A.A., Pasco-Hernando Community College; B.A., University of South Florida

Henton, M. Lois, Professor, Language Arts, North Campus; A.A., Housatonic Community College; B.S., Southern Connecticut State College; M.A., University of South Florida

Hicks, Tony L., Adjunct Faculty, Fire Academy, East Campus

Hill, Noel C., Payroll/Accounting Specialist; B.B.A., Kennesaw State University

Hillen, Matthew T., Advisor/Financial Aid, East Campus; B.S., University of Dayton; M.A., University of Pittsburgh

Hlad, Gregory M., Career Assessment and Testing Manager and Institutional Test Administrator; West Campus; B.Ed., University of Miami

Holland, L. Norman, Associate Professor, Biological Science/Department Chair, Science, West Campus; B.S., Augusta State University; Ph.D., Medical College of Georgia

Hoover, Katherine D., Health Laboratory Assistant, North/East Campuses; B.A., Western Michigan University; M.A., Western Michigan University

Hotchkiss, Ronald W., Adjunct Faculty, Information Technology Programs, North Campus; A.A., Pasco-Hernando Community College; B.S., University of South Florida

Howell, Alan D., Adjunct Faculty, Legal Assisting, East Campus; A.A., Edison Community College; B.S., Florida State University; J.D., Nova Southeastern University

Imperatore, Jean M., Adjunct Faculty, Mathematics, West Campus; B.S.Ed., Ohio University; M.Ed., University of South Florida

Jackson, Robert W., Adjunct Faculty, Sociology; North Campus; A.B., Hope College; M.Div., The New Brunswick Theological Seminary; S.T.M., Union Theological Seminary

James, Alfonsa, Dean of Student Services, A.A., North Florida Community College; B.S., Palm Beach Atlantic College; M.Ed., Florida A & M University

Johnson, Jan L., Adjunct Faculty, Interdisciplinary, North Campus; A.S., Pasco-Hernando Community College; B.A., University of Alabama

Johnston, James C., Instructor, Drafting and Design Technology, West Campus, A.S., Delgado Junior College, B.S., Our Lady of Holy Cross College

Jones, Milton O., President Emeritus; B.M., Stetson University; M.R.E., New Orleans Baptist Theological Seminary; M.S.M., New Orleans Baptist Theological Seminary; Ph.D., Florida State University; Post-Doctoral Fellow, American Council of Education

Jordan, Jocelynn T., Adjunct Faculty, College Prep., Reading, East Campus; B.S., Florida Southern College

Jordan, Robert K., Adjunct Faculty, Language Arts, West Campus; B.A., University of South Florida; M.A., University of South Florida

Joyce, Audrey J., Adjunct Faculty, Humanities, West Campus, B.A., University of California; M.A., University of California: M.A., University of South Florida; Ph.D., University of South Florida

Judson, Robert W., Jr., President; B.S., Florida A&M University; M.Ed., Florida A&M University; Ed.D., University of Florida

Justice, Mary L., Nursing Programs Laboratory Assistant, West Camus, A.S., Pasco-Hernando Community College, A.R.N.P., Emory University

Kalinowski, Catherine A., Adjunct Faculty, History, Dual Enrollment, East Campus; B.A., University of South Florida; M.A., University of South Florida

Kaman, Patricia E., Instructor, College Prep., Mathematics, West Campus; B.A., SUNY College at Potsdam; M.A., SUNY College at Potsdam

Kelly, David L., Programmer/Analyst II

Kennedy, Patricia, Adjunct Faculty, Medical Record Transcription, West Campus

Kielar, Karen L., Graphic Artist, West Campus; B.F.A., Rochester Institute of Technology

Kingsley, Denise M., Adjunct Faculty, Medical Terminology, North Campus

Kirkley, Donald W., Adjunct Faculty, Photography, East Campus

Kirst, Charles R., Adjunct Faculty, Mathematics, East Campus; B.S., Concordia Teachers College; M.S., University of Notre Dame

Kittrell, Cheri L., Adjunct Faculty, Psychology, North Campus; B.A., Florida State University; M.A., Fuller Theological Seminary; M.A., Fuller Theological Seminary

Knight, Jean E., Adjunct Faculty, Biological Science, West Campus; B.A., University of South Florida; M.A., University of South Florida

Kranz, Carla M., Professor, Humanities, West Campus; B.A., Slippery Rock State College; M.M., University of South Florida

Kratochvil, Fredric W., Adjunct Faculty, Mathematics, North Campus; B.A., University of Arizona; M.A., University of South Florida

Kronner, Stephanie F., Adjunct Faculty, Health - Technical, East Campus; A.S., St. Clair County Community College

Kussler, James T., Laboratory Technician, Computer Labs, East Campus, A.S., Pasco-Hernando Community College

LaMarca-Frankel, Constance A., Associate Professor, Humanities, East Campus; B.A., Hofstra University; M.F.A., University of Wisconsin

Lambert, Billie J., Instructor, Nursing (PN), West Campus; B.S.N., Virginia Commonwealth University

Lamie, Rita A., Advisor, West Campus; A.A., University System of New Hampshire; B.A., University System of New Hampshire

Lamonda, Kathleen M., Adjunct Faculty, Health, East Campus; B.S., New York University; M.A., New York University

Langone, Melissa M., Instructor, Nursing (ADN), West Campus; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S.N., University of South Flotida; M.S.N., University of South Florida

Larkin-Douberley, Susan, Coordinator of Continuing Education, East Campus; B.A., Florida Atlantic University

Larsen, Milton K., Assistant Supervisor, Grounds

Lavicka, Catherine L., Adjunct Faculty, Practical Nursing, North Campus; A.S., St. Petersburg Junior College; B.A., Universitsy of South Florida; B.S.N., University of South Florida

Lederer, Karen, Assistant Professor, Information Technology Programs, West Campus; B.A., Eckerd College; M.S., University of Southern Mississippi

Le May, Gloria J., Adjunct Faculty, Language Arts, West Campus; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.L.A., University of South Florida

Lerch, James S., Instructor, Mathematics/College Prep., North Campus; B.S., University of Cincinnati; M.Ed., University of Delaware; M.B.A., Wilmington College

Letsos, Jeannie M., Bookstore Manager/Textbook Manager, West Campus

Lettau, Walter B., III, Plant Manager, East Campus; A.S., Prince George's Community College

Lewandowski, Leonard S., Programmer/Analyst II; B.A., Canisius College; M.S., Canisius College; M.S., University of North Carolina

Liola, Eugene A., Assistant Director of Admissions & Student Records; B.A., Rutgets University

Long, Michael E., Instructor, History/Political Science, West Campus; B.A., University of Charleston; M.S., Central Michigan University

Lopinto, Anthony F., Adjunct Faculty, Fire Science, East Campus; A.S., Pasco-Hernando Community College

Low, Donna S., Instructor, Dental Programs, West Campus; B.S., Old Dominion University

Lyons, Michelle L., Adjunct Faculty, Business-Technical, North Campus; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College

Magoulis, Bill, Professor, Business Administration, West Campus; B.S., Fairleigh Dickinson University; M.B.A., Fairleigh Dickinson University; Ed.D., University of Northern Colorado; C.P.A.

Malizia, Michael, Director, Admissions and Student Records; A.B., The University of Michigan; M.F.A., University of California

Manning, Darrell W., Adjunct Faculty, Law Enforcement, East Campus; A.S., St. Petersburg Junior College; B.A., St. Leo College; M.S., Nova University

Marciano, Patricia A., Adjunct Faculty, Applied Music/Mathematics, West Campus; B.A., St. Johns University; M.S., St. Johns University

Marsh, Robert G., Adjunct Faculty, Anthropology, North Campus; B.S., University of Tampa; M.A., University of South Florida

Massias, Lydia A., Professor, Nursing (ADN), West Campus; B.S.N., Barry University; M.S., University of South Florida

Matheny, Susan M., Learning Lab Coordinator, Easr Campus; B.S., Millersville State College; M.A., Long Island University

Matson, Carmen, Adjunct Faculty, English, North Campus; B.A., Sacred Heart College; M.A., University of New Mexico

May, Jacqueline M., Adjunct Faculty, English, West Campus; B.A., University of South Florida, M.A., University of South Florida

May, John L., Professor, Physical Science/Chemistry, North Campus; A.A., St. Petersburg Junior College; B.S., University of Florida; Ph.D., University of South Florida

May, Michael E., Associate Supervisor, Physical Facilities; A.A., Pasco-Hernando Community College

McCabe, Sharon J., Adjunct Faculty, Humanities, West Campus; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A., University of South Florida

McClanahan, JoAnn, Instructor, Mathematics, North Campus; B.S. Indiana University; M.S., Indiana State University

McDermott, Caryn G., Adjunct Faculty, English, Dual Enrollment, East Campus; B.A., SUNY at Binghamton; M.A., University of Florida

McKendree, Mary M., Adjunct Faculty, Sociology, East Campus; A.A., Hillsborough Community College; B.A., University of South Florida; M.A., University of South Florida

McLaughlin, James D., Campus Maintenance Mechanic I, West Campus

Meadows, Dorothy J., Laboratory Technician, Computer Labs, North Campus; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.A., University of South Florida

Meotti, Marc R., Computer Operator

Meyer, Maryanne B., Adjunct Faculty, Office Systems Technology, West Campus; B.A., University of South Florida

Midili, Joseph P., Adjunct Faculty, Fire Academy, East Campus

Mikula, Donald M., Adjunct Faculty, Humanities; West Campus; A.B., Wittenberg College; M.Div., Bethany Theological Seminary; M.A., Washington University; Ph.D., Southern Illinois University at Carbondale

Miller, Linda A., Coordinator of Internal Budget & Risk Management; B.A., Florida State University

Miller, Michele E., Human Resources Specialist; A.S., Pasco-Hernando Community College

Miller, Scott D., Adjunct Faculty, Law Enforcement; B.A., Virginia Military Institute; J.D., University of Miami

Mirabella, Regina M., Instructor, Nursing (ADN), North Campus; A.S., Kingsborough Community College; B.S.N., University of Phoenix; M.S.N., University of Phoenix

Moore, Carol, Adjunct Faculty, English, East Campus; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.A., University of South Florida; J.D., Stetson Law School

Motroni, Carl J., Adjunct Faculty, Business-Technical, West Campus; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.S., Nova Southeastern University

Mulieri, Patricia M., Professor, Language Arts, West Campus; A.A., State University of New York; B.A., State University of New York; M.S., Hofstra University; Ed.D., Nova University

Myers, Jonathan E., Network Coordinator; B.S., Franklin University; M.Ed., University of South Florida

Nail, Kenneth R., Professor, Marketing Management/Business Administration, West Campus; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.S., Nova University

Nastelli, Deborah A., Instructor, Dental Programs, West Campus; A.A.S., Northern Virginia Community College; B.L.S., Mary Washington College; M.S.H.A., Virginia Commonwealth University

Neff, Mike, Adjunct Faculty, Business Administration/Legal Assisting, West Campus; A.S., Nassau Community College; B.S.L., Western State University College of Law of San Diego; J.D., Western State University College of Law of San Diego

Newsome, Dwight H., Professor, Mathematics/Department Chair, Mathematics, West Campus; B.A., University of South Florida; M.A., University of South Florida; Ph.D., University of South Florida

Nichol, Christopher A., Adjunct Faculty, Biology, West Campus; A.S., Onondaga Community College; B.S., State University of New York; M.A., Western Connecticut State University

Nickels, Frank L., Professor, Business Administration/Office Systems Technology, West Campus; B.A., University of South Florida; M.B.E., University of Mississippi; M.B.A., Nova University; Ed.D., Nova University

Nodine, T. Elaine, Computer/Network Support Specialist, East Campus; A.S., Pasco-Hernando Community College

O'Berry, Cheryl W., Professor, Business Administration/Office Systems Technology, East Campus; A.A., Pasco-Hernando Community College; B.A., St. Leo College; M.A., University of South Florida

Oesch, Gary R., Assistant Professor, Psychology, East Campus; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A., University of West Florida

O'Grady, Carol J., Coordinator of Continuing Education, West Campus; B.A., Dowling College; M.A., Adelphi University

Oles, Patricia H., Professor of Nursing (ADN), West Campus; B.S.N., Rutgers University; M.S.N., Seton Hall University

O'Neal, Larry E., Adjunct Faculty, Business-Technical, East Campus

O'Neil, Paula S., Adjunct Faculty, Business/Computer Programming, West Campus; B.S., Southwest Missouri State University; M.S., National-Louis University

O'Neill, Richard E., Adjunct Instructor, Economics, West Campus; B.A., St. Joseph's University; M.A., University of Pennsylvania

Pak, Penny R., Assistant Professor of Nursing (ADN), East Campus; B.S.N., SUNY at Buffalo; M.S.N., University of Phoenix

Pappas, Susan M., Adjunct Faculty, Sociology; West Campus; B.A., Pacific Lutheran University; M.A., Pacific Lutheran University; Ph.D., University of South Florida

Paskins, Janet L., Instructor, Psychology, North Campus; B.S., Ball State University; M.A., Ball State University

Pate, James A., Adjunct Faculty, College Prep., Mathematics, East Campus; B.S., University of South Florida

Penegor, Lorinda R., Assistant Professor, Information Technology Programs, East Campus; A.A., Edison Junior College; B.A., St. Leo College

Phillips, H. Michael, Adjunct Faculty, College Prep., Mathematics, West Campus; B.A., Eastern Michigan University

Pingley, Norman J., Advisor, North Campus; A.A., Potomac State College; B.S., Concord College; M.S., West Virginia University

Powell, Barbara A., Associate Professor, Sociology, West Campus; B.A., William Carey College; M.A., State University of New York

Prezioso, William J., Computer/Network Support Specialist, West Campus; A.S., Pasco-Hernando Community College

Ramlow, Edith A., Assistant Director of Libraries, West Campus; A.A., Hillsborough Community College; B.A., University of South Florida; M.A., University of South Florida

Rampino, Michael S., Adjunct Faculty, Fire Academy, East Campus

Raulerson, Joy A., Advisor, West Campus; A.A., St. Petersburg Junior College; B.S., Florida State University; M.S., Florida State University

Rawlins, Robbin R., Instructor, Nursing (PN)(Evening/Weekend Program), West Campus; B.S.N., Seton Hall University

Ressler, Diane L., Adjunct Faculty, Language Arts, West Campus; A.R.A., Luther College; B.A., Dana College; M.A.T., Fairleigh Dickinson University

Rice, Karen C., Adjunct Faculty, Health Related, North Campus; B.A., Eastern Kentucky University; M.A., Georgetown College

Richardson, Karen H., Director, Nursing, West Campus; A.A., Wingate College; A.D.N., Central Piedmont Community College; B.S.N., Queens College; M.A., University of South Florida; M.S.N., University of South Florida

Richardson, Lisa A., Adjunct Faculty, Reading, West Campus; B.A., University of Florida; M.Ed., National-Louis University

Rivera, Angelica S., Adjunct Faculty, Spanish, Dual Enrollment, East Campus; B.A., University of Puerto Rico; M.A., Seton Hall University

Rodgers, Charles R., Director of Libraries, East Campus; B.A., University of South Florida; M.A., University of South Florida

Rodriguez, Sonia B., Call Center Coordinator; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College

Rosenberg, Michael, Instructor, EMS, West Campus; A.S., Pasco-Hernando Community College; B.S.N., University of South Florida

Rothberg, Jayme S., Instructor, Radiography, West Campus; A.S., Hillsborough Community College; A.A., Hillsborough Community College; B.A., University of South Florida; M.S., University of Saint Francis

Rothman-Venus, Lynn, Director of Marketing & Public Relations; B.S., Temple University; M.A., University of South Florida

Rubenstein, Paul J., Adjunct Faculty, Dental Hygiene, West Campus; B.S., City College of the City University of New York; D.M.D., Washington University School of Dental Medicine

Ruoff, Robert A., Weekend College Coordinator, West Campus; B.S., Murray State University; M.A., Murray State University

Russo, Barbara M., Follow-Up & Research Specialist; B.A., Queens College, City College of New York

Ryan, Thomas A., Co-curricular Specialist/Instructor, West Campus; B.S., St. Joseph's College; M.S., Nova University

Sadusky, Michael J., Associate Professor, Psychology/Department Chair, Social & Behavioral Science, West Campus; B.A., St. John's University; M.A., St. John's University; M.A., University of South Florida

Santos, Gabriel N., Adjunct Faculty, Information Technology Programs, North Campus; A.S., Pasco-Hernando Community College; A.A., Pasco-Hernando Community College; B.S., Saint Leo College

Scaglione, Donald E., Adjunct Faculty, Legal Assisting, North Campus; B.A., University of South Florida; J.D., South Texas College of Law

Scharber, Deborah L., Staff Accountant; A.A., Pasco-Hernando Community College; B.A., University of South Florida

Schauer, Irene E., Director, Spring Hill Center; A.A., Gaston College; B.A., The University of North Carolina; M.A.T., Antioch College; M.Ed., Wright State University

Schneider, Robert J., Adjunct Faculty, Psychology, North Campus; B.A., University of Connecticut; M.A., University of Alabama; Ph.D., University of Alabama

Schroeder, Stephen C., College Attorney/Coordinator of Legal Assisting Program/Legislative Liaison; A.A., St. Petersburg Junior College; B.A., University of South Florida; J.D., Stetson University College of Law

Scripko, Cheryl A., Information Processing Supervisor

Scurlock, Scott B., Adjunct Faculty, Emergency Medical, West Campus; A.S., St. Petersburg Junior College

Searle, Mary Ann, Assistant Dean of Student Services/Counselor, North Campus; B.S., University of Wisconsin; M.S., University of Tennessee; Ed.D., Indiana University

Sekelsky, Geraldine D., Instructor, Nursing (PN), North Campus; A.S., Pasco-Hernando Community College; B.A., St. Leo College

Shanafelt, Rebecca S., Director of Financial Aid/Veteran Services, West Campus; B.S., Lee University

Shimer, Carol A., Professor of Nursing (ADN), West Campus; B.S., Fairleigh Dickinson University; M.S., Russell Sage College; Ed.D., Nova Southeastern University

Shireman, Jack A., Adjunct Faculty, Fire Academy, East Campus

Shoemaker, Wayne, Adjunct Faculty, Psychology, North Campus; B.S., Murray State College; M.S., Murray State College

Small, Robert L., Adjunct Faculty, Physics, West Campus; B.S., Massachusetts Institute of Technology; M.S., Stevens Institute of Technology; Ph.D., Stevens Institute of Technology

Smith, Barbara J., Instructor, Nursing (ADN), West Campus; B.S.N., University of Iowa; M.A., University of Iowa

Smith, C. Diane, Financial Aid Specialist, West Campus; A.A., Pasco-Hernando Community College; B.S., St. Leo College

Smith, Gail S., Adjunct Faculty, Medical Records Transcription, North Campus

Smith, Linda S., Adjunct Faculty, Health – Technical, East Campus

Solomon, Joseph F., Adjunct Faculty, College Prep., Mathematics, North Campus; B.A., University of South Florida; M.A., University of South Florida

Spaziani, Eric P., Assistant Professor, Biology, West Campus; B.A., SUNY at Plattsburgh; M.S., University of South Florida; Ph.D., University of South Florida

Spencer, Mary Jo, Instructor/Coordinator, Law Enforcement and Corrections Programs, East Campus; B.S., University of Wisconsin

Spero, Susan D., Adjunct Faculty, Sociology, North Campus; B.S., Salem State College;M.A., University of Southern Mississippi

Stafford, Gale A., Laboratory Technician, Cosmetology, North Campus

Starrett, Nancy L., Mathematics Laboratory Coordinator, West Campus; A.A.S., Alfred State, SUNY College of Technology; B.A., SUNY College at Brockport; M.A., SUNY College at Brockport

St. Aubin, Ronald R., Adjunct Faculty, Psychology, West Campus; A.S., St. Petersburg Junior College; A.A., St. Petersburg Junior College; B.A., University of South Florida; M.A., University of South Florida

Stephenson, Alicja D., Adjunct Faculty, College Prep., Mathematics, West Campus; M.S., Warsaw University

Stewart, Elizabeth S., Director, Institutional Research & Grants; B.S., University of Houston-Clear Lake; M.A., University of Houston-Clear Lake; M.S., University of Houston-Clear Lake

Stormes, Barbara K., Adjunct Faculty, College Prep., English, West Campus; B.S., Ball State University; M.A., Ball State University

Strenge, William J., Adjunct Faculty, Emergency Medical Technology, West Campus; A.S., Pasco-Hernando Community College

Summers, H. Kenneth, Associate Professor, Biology, West/East Campus; B.S., Howard University; M.A., University of South Florida; D.D.S., Howard University

Sumner, Terry, Instructor, Welding, East Campus; Certificate, Southeastern Indiana Vocational School

Sweda, Edwin J., Learning Lab Coordinator, North Campus; B.S., University of Memphis; M.A., University of Memphis

Szmytkowski, Thomas W., Assistant Director of Financial Aid/Veteran Services, West Campus; A.S., Quincy Jr. College

Szuch, Paul J., Vice President of Educational Services; A.A., Pensacola Junior College; B.S., University of West Florida; M.Ed., University of Southern Mississippi; Ed.D., Nova University

Tadlock, Gerry, Instructor, Nursing (PN), West Campus; B.A., University of Akron; M.S.N., University of Akron

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

Thiessen, Reinhardt, III, Coordinator of Disabilities Services; A.A., Rockland Community College; B.A., University of Wisconsin; M.S., University of Wisconsin

Thomas-Dertke, Sherill C., Vice President; B.A., University of South Florida; M.A., University of South Florida; Ph.D., University of Florida

Timer, Raymond E., Adjunct Faculty, Fire Academy, East Campus

Tisdale, Robert H., Adjunct Faculty, Physical Science, East Campus; B.A., University of South Florida; B.S., University of South Florida; M.S., University of South Florida

Urbanski, James A., Adjunct Faculty, Humanities, West Campus; B.A., De Paul University; M.M., De Paul University

Van Kampen, Doris J., Adjunct Faculty, Education, North Campus; A.A., Pasco-Hernando Community College; B.A., University of South Florida; M.A., University of South Florida

Vazquez, Israel, Computer/Network Support Specialist, North Campus; A.S., Pasco-Hernando Community College

Vineyard, Toni T., Human Patient Simulator Laboratory Assistant & Technician/EMS Coordinator, West Campus; B.S., University of Illinois; M.A., University of South Florida

Wane, Daryle L., Assistant Professor, Nursing (ADN), West Campus; B.A., Brooklyn College; B.S., SUNY, Downstate Medical Center; M.S., University of South Florida

Wellman, Brent L., Tennis Coach, Part-time, West Campus; B.S., Indiana State University; M.A., Sam Houston State University

Weltman, David W., Computer/Network Support Specialist, West Campus

Weinstein, Alan S., Adjunct Faculty, Law Enforcement, East Campus; A.A., St. Petersburg Junior College; B.A., University of South Florida

Whidden, Karlene E., Adjunct Faculty, Mathematics, West Campus; A.S., Hillsborough Community College; B.S., University of South Florida; M.A., University of South Florida

Whittinghill, Frederick L., Professor, Business/Accounting, North Campus; B.S.C., DePaul University, M.B.A., University of Chicago

Wilke, Richard D., Adjunct Faculty, Emergency Medical Services, West Campus; A.S., Pasco-Hernando Community College

Williams, James L., Jr., Instructor/Coordinator, Law Enforcement & Corrections Programs, East Campus; B.A., University of Illinois at Springfield

Wilson, Thomas L., Adjunct Faculty, Business Administration, East Campus; B.B.A., Marshall University; M.B.A., Marshall University

Wilt, Christopher L., Lighting/Sound Technician, West Campus

Winterling, Stephen A., Co-curricular Specialist/Instructor, West Campus; B.A., University of South Florida; M.S., Florida State University

Witherell, Maria R., Associate Professor, Mathematics, North Campus; B.A., Queens College; M.S., Queens College

Wollam, Michael B., Professor, Biology, North Campus; B.S., Florida Atlantic University; M.A., University of South Florida

Woodard, Gregory, Adjunct Faculty, Physical Science, West Campus; B.S., Polytechnic Institute of New York; M.S., Andrews University

Wrench, Phyllis H., Placement Center Coordinator, West Campus; B.A., Florida State University

Wubbena, Joseph P., Adjunct Faculty, Fire Science & Fire Academy, East Campus

Yarber, Mary P., Health Laboratory Assistant, West Campus; A.S., Pasco-Hernando Community College

York, J. Arlene, Recruiter/Promoter Specialist, West Campus; B.A., New York University

Yount, Catherine A., Adjunct Faculty, Business-Vocational, North Campus

*(Accurate through February 2003)*

Index

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

The original PHCC campus, East Campus is a full service campus that is home to the College's new $6 million *Public Service Technology Building* which provides law enforcement training. Other notable programs include fire fighting and welding.

North Campus
11415 Ponce de Leon Blvd.
Brooksville, FL 34601-8698
(352) 796-6726

Newly renovated, North Campus is a comprehensive campus that boasts brand new computer labs, student lounge and bookstore, a state-of-the-art "mock" medical clinic for hands-on training, a fitness center and expanded library and learning lab.
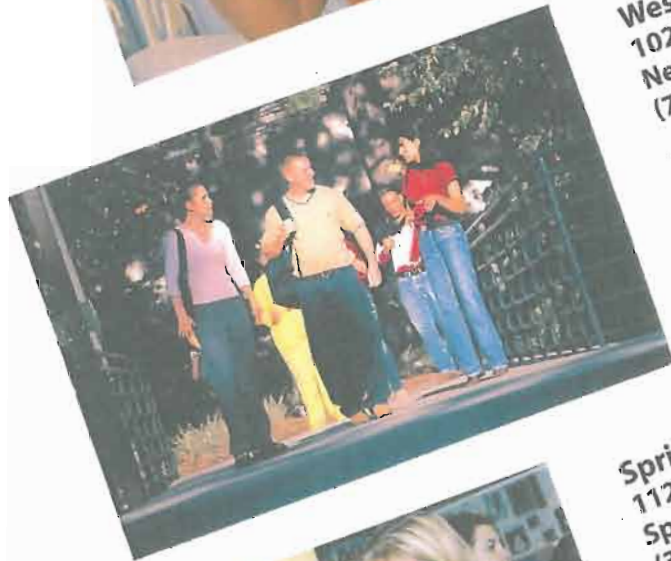
West Campus & District Office
10230 Ridge Road
New Port Richey, FL 34654-5199
(727) 847-2727

Set in a nature preserve, the New Port Richey Campus in Pasco County is the largest of the institution's campuses. Highlights include a performing arts center, athletic fields and courts, and state-of-the-art health, science and technology classrooms and facilities.

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

This satellite location offers a wide choice of classes to serve the growing Spring Hill population. It is also home to the College's cosmetology program.

PASCO-HERNANDO
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COMMUNITY COLLEGE