

# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## 2014-2015 PHSC Catalog and Student Handbook

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Welcome to the 2014-2015 Pasco-Hernando State College online *Catalog and Student Handbook*. This comprehensive guide provides the information and resources needed to plan and achieve your academic goals. Consult the catalog often for updates on college programs and courses and to learn more about the many support services, resources and organizations available to PHSC students.

Consider creating a customized [portfolio](#), an application that allows students to store and quickly access information specific to personal academic and extracurricular interests.

For assistance in navigating our catalog, please contact a Student Development office representative. Visit the [PHSC website](#) for additional details about our many programs, events and initiatives. We welcome visitors to our five beautiful, full-service campuses located in Brooksville, Dade City, New Port Richey, Spring Hill and Wesley Chapel.



### Accreditation

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

### Catalog Updates

The College reserves the right to make additions, changes or deletions to the calendar, rules, fees and course offerings as circumstances may require or as deemed appropriate. This document, as originally published, includes approved updates through March 2014. For subsequent updates, refer to the [Catalog Updates](#) page.

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## Message from the President

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### Welcome to Pasco-Hernando State College

Congratulations! Thank you for wisely selecting PHSC as *your* college. You have made an exciting decision as PHSC continues to grow and expand. In January 2014, our college transitioned from a community college to Pasco-Hernando State College. Now approved to offer baccalaureate degrees, PHSC introduces a Bachelor of Science in Nursing and a Bachelor of Applied Science in Supervision and Management, to begin August 2014. We also continue to develop new associate degrees and workforce programs to meet the specific demands of local employers.

Our fifth full-service campus, the Porter Campus at Wiregrass Ranch, opened in January 2014 in Wesley Chapel with more than 1,600 students. Now in our 42nd year of operation, PHSC enrolls approximately 15,000 students and contributes more than \$240 million to the region's economy annually. We anticipate additional growth as we continue to expand programs and opportunities throughout Pasco and Hernando counties. With new developments on the horizon, PHSC embraces innovation and seeks to provide the highest level of educational services throughout our service district.

Whether students have a clear academic plan or are considering career options, PHSC provides customized assistance and support. Guidance is available for students who wish to fast track college coursework and for those who may benefit from additional academic support services and counseling.

According to many studies, involved students are successful students. Each campus has an active student government association, intramural sports and activities and many honors, service and social organizations. Extracurricular activities build positive relationships with peers and enhance the college experience. Work hard, get involved, hone leadership skills, form new friendships, attend our many interesting cultural and educational events and challenge yourself.

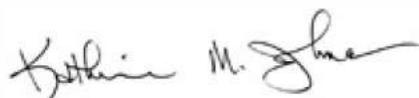
Also remember, it is common to face challenges along the way. If you encounter academic or personal hardships that compromise your plans, please seek assistance immediately. If you become unsure of your direction, speak with an advisor who can help you explore suitable options.

PHSC embraces a simple motivational statement: Imagine• Believe• Achieve.

What is your vision for your future? Imagine it. Believe in your potential. And most certainly, you will achieve your dreams.

Someday soon, I hope to congratulate you again-as you complete your degree or program and join the ranks of our more than 36,000 alumni. Until then ...

Best wishes for a happy and successful academic year.



Katherine M. Johnson, Ed.D.



PHSC President

\*View a personal [welcome message](#) from President Katherine M Johnson, Ed.D.

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## Academic Policies

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## Academic Freedom

### Academic Freedom for Faculty

PHSC supports the principles of academic freedom.

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

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



### Academic Freedom for Students

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

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

Students are free to present issues in the classroom that may be of a debatable or controversial nature and to debate issues raised by the faculty member; provided this is done objectively and in the spirit of academic inquiry, that the topic is pertinent to the subject matter of the course and that the material is presented in good taste. Students should not suffer academic penalty as a result of exercising this freedom.

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

## Alternatives to Traditional Developmental Education

Students who do not achieve satisfactory scores in English, reading and/or mathematics, as found in the *Student Testing and Placement Chart* on the [Career and Testing Services Web page](#), may obtain information regarding alternatives to traditional developmental education instruction, including private provider instruction, from the Student Development office on each campus.

## Audited Courses

Audit students participate in class activities, but are not required to prepare papers or take examinations. Regular class attendance is expected, and a grade of "X" is issued. Students must have met testing and prerequisite and corequisite requirements. High school students who are dually enrolled in college courses are not allowed to audit a course.

## 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. Note that changes in federal financial aid requirements adversely affect students who fail to attend classes.

Class attendance is restricted to students registered for the course and to guests invited by the instructor. Persons not properly registered for a course will not be permitted to attend. Students are not permitted to bring children to class, nor may children be left unattended on campus.

## Copyright Compliance and Intellectual Property Policies

The College has developed comprehensive policies covering copyright compliance and intellectual property. District Board of Trustees Rule 6Hx19-1.29, Copyright Compliance, indicates that the College's students, faculty, administration and staff are expected to comply with all laws regarding copyright and to act in good faith when using copyrighted materials. District Board of Trustees Rule 6Hx19-1.38, Intellectual Property, states that the College supports and encourages its employees and students to develop scholarly and creative works, educational materials and products. These forms of intellectual property may be subject to copyright laws and may generate royalty income. This Board Rule defines and applies the respective rights of the College, its students, faculty, administration and staff regarding intellectual property. View the College's [policies](#) pertaining to copyright compliance and intellectual property.

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## Directed Individual Study

A student who needs a course required for current graduation at PHSC, who has not had an opportunity to enroll in that course previously, may take the course under directed individual study by making arrangements with the campus provost or the appropriate academic dean. Generally, directed study is defined as a class of 11 or fewer students that is not required to meet the total number of instructional hours established for the course and where there are provisions for:

- A. Meeting with the instructor at least once a week for a course lasting a full session or a proportionate time for courses of shorter duration
- B. Instructor's option of more frequent meetings for those students needing additional work
- C. An option for the student to complete the course earlier than the prescribed length upon mutual agreement between student and instructor

D. Content and standards comparable to a regularly scheduled class in the subject

Courses containing laboratory experiences in which student participation is a particularly important element, are not eligible for directed individual study.

## E-Learning and myPHSC

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

myPHSC is the College's online learning community that connects students and faculty to their courses, as well as resources needed to succeed. Logging in to the myPHSC portal allows users to access course information, communication tools, online tutoring services, student resources and technical support. Students also have access to community groups in which they are a member, as well as information regarding all student activities.

As members of the PHSC teaching and learning community, students have a responsibility to secure their myPHSC/QuistaMail account against unauthorized access by creating a strong password using the [self service password reset system](#). Also, students are responsible for protecting their account from being compromised by not sharing and/or giving out passwords.

### Technical Requirements for E-Learning Courses

To ensure best online performance, view our basic [technical requirements](#) for e-learning courses. Some e-courses also may have specific requirements in addition to the basic ones. It is important to check the course schedule for information regarding these requirements.

In addition to personal computers, students may use the computers at PHSC's campus computer labs and libraries. Public libraries and various public access locations also provide computer access. Students planning to take an e-learning course on an off-campus, workplace computer should check with the employer's technology staff to avoid any potential problems with firewalls.

### Technical Assistance

For technical assistance on e-learning courses contact the Academic Technology Helpdesk by calling 727-816-3776, sending an email to the [Student Help Desk](#), visiting [myPHSCsupport.org](http://myPHSCsupport.org) or selecting the Help tab on your myPHSC homepage.

### Internet/Online Courses

PHSC offers a number of credit and noncredit 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 PHSC Course Schedule for each term. Additional information may be obtained from the Student Development office or the Academic Technology department.

## Excess Hours Surcharge for Prospective State University Transfer Students

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

"Excess hours" are defined as hours that go beyond 110 percent of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (120 x 110 percent).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and

successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or “transfer program” early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

## Internships

An internship is a paid or unpaid work site experience where students work for an employer or agency and are supervised in conjunction with a College instructor while earning college credits. Learn more about [Internships](#) on the PHSC website.

## Library Services

A full-service library is located on each of PHSC’s campuses. The combined holdings of all libraries are over 96,000 books and over 4,000 audiovisual resources. In addition to print books and physical audiovisual resources, patrons may access more than 125,000 electronic books, articles from 61,180 journals in electronic format and over 14,000 streaming video titles from more than 134 electronic databases. The LINCCweb allows students and faculty to locate physical and electronic resources held in PHSC’s libraries, as well as borrow library resources owned by any college library in the Florida College System.

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

The library staff on each campus is trained to assist students and faculty to make full use of the library’s facilities and materials. Instruction in using the library’s resources is provided to any student or class that requests it.

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

## Teaching-Learning Center (TLC)

A TLC is located in the library building on each campus. The TLC assists currently enrolled PHSC students by providing various tutoring services provided by PHSC students. The TLC staff members work with instructors to seek recommendations for materials to remedy educational deficiencies.

Additionally, all TLCs offer make-up testing, an Adult Education (GED) preparation program and workshops. The TLCs on the East, North, Spring Hill and Porter campuses offer common placement testing and TABE testing.

## Observance of Religious Holidays

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

## 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 Postsecondary Education Readiness Test (P.E.R.T.), which consists of tests covering reading, English and mathematics, including elementary algebra. Minimum cut scores have been established by Florida Administrative Code 6A-10.0315 and can be found in the *Student Testing and Placement Chart* on the [Career and Testing Services Web page](#). Students falling below these minimum scores will be advised of their developmental education options. [Some Florida high school and active military students may be exempt from testing.](#)

Students who require developmental education may not enroll in the following categories of college credit courses while completing their developmental education coursework:

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

Degree seeking students enrolling full time who do not achieve satisfactory test scores on the P.E.R.T. must enroll in the required developmental education courses needed during each term until all required courses are satisfactorily completed.

Degree seeking students enrolling part time who do not achieve satisfactory test scores on the P.E.R.T. should complete all required developmental education courses by the time they complete 12 semester hours of college credit courses.

The College will accept P.E.R.T., ACCUPLACER, SAT, ACT and FCAT 2.0 Reading scores, provided that they are no more than two years old from the date taken, and will place students accordingly. Test modifications may be made available to students who qualify under the guidelines of the Americans with Disabilities Act (ADA) of 1974. Students should contact a PHSC academic advisor in the Student Development office or Career and Testing Services for more information about placement testing. Exceptions to placement testing are: degree students, transfer students with "C" or higher grades on both college-level English and mathematics courses, transient students (unless taking a Gordon Rule course at PHSC and have not tested previously), students who are Encore Academy members, nondegree seeking students, and students who audit college-credit courses.

## **P.E.R.T. Retests**

Students who request a retest of the Postsecondary Readiness Test (P.E.R.T.) must follow these guidelines:

- Students are permitted to retake each subtest of the P.E.R.T. one time after 24 hours have elapsed since the initial test was administered. Students requesting an additional retake beyond two active subtest scores administered at the College must receive approval based upon extenuating circumstances from an assistant dean of student development or the director of career and testing services before a retest is administered. Remediation is not required before retesting, although it shall be advised. Remediation is available at all Teaching-Learning Centers. Remediation resources may also be found in Career and Testing Services or may be purchased in the College Store.
- Students who already have begun any developmental education course can retake the P.E.R.T. only upon referral to an advisor by their instructor on a case-by-case basis

## **Program Selection**

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

## **Technical Credit Certificate and Applied Technology Diploma Students**

To comply with Florida Administrative Code 6A-10.040, the Test of Adult Basic Education (TABE) will be used by PHSC to assess basic skill levels for students entering technical credit certificate programs that consist of more than six credit hours and the applied technology diploma programs in Medical Coder/Biller and Medical Record Transcribing. Students who are enrolled in a postsecondary adult vocational program of 450 clock hours or more shall complete a basic skills examination within the first six weeks after admission into the program. The College will accept previous TABE scores provided the scores are no more than two years old from the date taken and students have taken the prescribed level (A or D) for the program they are pursuing. Test score results submitted from an agency other than PHSC should be mailed directly from that agency to the Office of Admissions and Student Records at the West Campus. Students who score below the minimum basic skill levels will be offered remediation in the Teaching-Learning Center. After remediation, the students will be given another opportunity to achieve the required TABE score. Students who possess a college degree at the Associate of Applied Science level or higher; have passed a state, national or industry licensure examination in their fields; have met the cut scores on any of the tests listed in Florida Administrative Code 6A-10.0315 as found in the *Student Placement and Testing Chart* on the [Career and Testing Services Web page](#); or have successfully completed developmental education requirements are exempt from the basic skills exit requirement.

Official verification of degree, licensure, test scores or developmental education course completion must be submitted to the Office of Admissions and Student Records. For additional information, students should contact an academic advisor.

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

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

### A. Withdrawal

1. Students may withdraw without academic penalty from any course by the last date to withdraw as published in the [College Calendar](#) . Withdrawals after that date will be granted only through established institutional procedures.
2. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, students will not be permitted to withdraw and will receive the grade earned for that course.

### B. Forgiveness

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

### C. Total Attempts

#### 1. College Credit Courses

Students may have only three attempts per course, including the original grade, repeat grades and withdrawals at any point in the semester. A fourth attempt may be allowed only through a written appeal to the vice president of instruction/provost, West Campus, which would be based upon major extenuating circumstances as approved by the District Board of Trustees. After the second attempt, students will be assessed the total cost of instruction.

#### 2. Developmental Education Courses

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

#### 3. Audit Enrollment

An audit enrollment shall not count as an attempt unless such enrollment is declared after the end of the drop/add period. Developmental education students who are required to be certified as completing competency based developmental education instruction shall not be enrolled as audits.

#### 4. Technical Credit and Noncollege-Credit Courses

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

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## Academic Programs

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### Definition of “Learning”

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

### Associate in Arts Degree

The Associate in Arts (AA) degree shall be awarded upon successful completion of a planned program of 60 college credit hours. Thirty-six (36) credit hours must be earned in general education requirements. The remaining 24 credit hours may consist of any courses in the *Catalog and Student Handbook* section under “Courses” that are 1000 or 2000 level. A grade of “C” or higher is required for all Gordon Rule courses and general education courses whether they are being used to fulfill program or elective requirements. At least 15 hours of credit must be earned in residence at PHSC. By graduation, a PHSC degree-level grade point average (GPA), as well as a cumulative degree-level GPA, of not less than 2.0 or “C” must be achieved.



### Associate in Science Degree

The Associate in Science (AS) degree shall be awarded upon the satisfactory completion of a planned program of study comprised of the standard length established, including demonstration of the attainment of predetermined performance standards. Individuals must complete the 15-hour core program for the AS degree and the remaining hours from an approved program. Only courses designated at the 1000 and 2000 levels are applicable to this degree. At least 25 percent of the credits toward the degree must be in courses completed at PHSC. A cumulative GPA of not less than 2.0 or “C” must be achieved by graduation. Students who wish to transfer credits from any AS degree at PHSC 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 Accounting Technology**

The Associate in Science in Accounting Technology degree shall be awarded upon completion of 64 semester

credit hours. This program is designed to prepare students for employment as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collection coordinators, payroll coordinators, accountants, auditors and other accounting paraprofessionals in advanced professional accounting occupations.

**b. Associate in Science in Business Administration**

The Associate in Science in Business Administration degree shall be awarded upon completion of 64 semester credit hours. This program prepares students for transfer to the junior level of the State University System (SUS) of Florida, by providing academic courses which are parallel in both content and quality to those taught within the SUS. This program also will prepare students for employment for midmanagement positions in a variety of business environments.

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

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

**d. Associate in Science in Criminal Justice Technology**

The Associate in Science in Criminal Justice Technology shall be awarded upon completion of 64 semester credit hours. The purpose of this program is to provide a professional background to those preparing for careers in law enforcement, corrections and private security. The program is designed for those who plan to pursue a two-year degree program in law enforcement. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

**e. Associate in Science in Dental Hygiene**

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

**f. Associate in Science in Drafting and Design Technology**

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

**g. Associate in Science in E-Business Technology**

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

**h. 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 prehospital emergency care as paramedics. Instruction includes the knowledge and skills required to function under the direction of a physician, either directly or by written procedures.

**i. Associate in Science in Financial Services**

The Associate in Science in Financial Services degree shall be awarded upon completion of 60 semester credit hours. The purpose of this program is to prepare students for employment as financial planners, register representatives, financial analysts, loan counselors and loan officers working throughout the financial services industry.

**j. Associate in Science in Fire Science Technology**

The Associate in Science in Fire Science Technology shall be awarded upon completion of 60 semester credit hours. The Fire Science Technology program is offered for individuals who are already in the fire service field and are seeking to advance. This program will provide the training and courses required for certification as Fire Officer I and II, and will prepare the graduate for a variety of technical and supervisory positions within the fire service field. The program is approved by the State of Florida, Division of the State Fire Marshal - Bureau of Fire Standards and Training Florida State Fire College, 11655 NW Gainesville Road, Ocala, FL 34482-1436, telephone 352-369-2800. The purpose of this program is to prepare students for employment as fire inspectors and investigators, fire science technicians, fire officers, fire safety inspectors, fire assistants, safety inspectors, building inspectors, fire insurance investigators/inspectors, fire fighters, or to provide supplemental training for persons previously or currently employed in these occupations. This program does not prepare students for

certification as fire fighters. A student must successfully complete the basic recruit program in fire fighting to become certified, pursuant to Chapter 633, Florida Statutes. This program is conducted in coordination with the Florida State Fire College (FSFC).

k. Associate in Science in Health Information Technology

The Associate in Science in Health Information Technology shall be awarded upon successful completion of 70 semester credit hours. This program is designed to prepare students for employment as entry-level health information technicians who improve the quality of health care by organizing and managing health information data.

l. Associate in Science in Human Services

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

m. Associate in Science in Industrial Management Technology

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

n. Associate in Science in Information Technology Security

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

o. Associate in Science in Internet Services Technology

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

p. Associate in Science in Network Systems Technology

The Associate in Science in Network Systems Technology degree shall be awarded upon completion of 63 semester credit hours. The purpose of this program is to prepare students to enter the workforce as cabling specialists, network control operators, data communications analysts, network technicians, computer security specialists, network specialists, network managers, network systems analysts, network systems technicians, network troubleshooters, WAN/LAN managers; or systems administrators.

q. Associate in Science in Nursing (RN)- Generic Track, Licensed Practical Nurse and Paramedic Track

An Associate in Science in Nursing degree shall be awarded upon the completion of the AS in Nursing (RN) (Generic Track) program, which consists of 72 semester credit hours. This program is designed to prepare individuals to provide direct nursing care to patients in hospitals and other comparable health agencies. Upon successful completion of this program, graduates are eligible to apply to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018. An Associate in Science in Nursing (RN) degree shall be awarded upon completion, by licensed practical nurses or paramedics, of 72 semester credit hours. This program is designed to allow an entry point into the associate degree in nursing program for the licensed practical nurse or the paramedic. Upon successful completion of this program, the graduate is eligible to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapters 464.008 and 464.018.

r. Associate in Science in Office Administration

The Associate in Science in Office Administration shall be awarded upon completion of 63 semester credit hours. The purpose of this program is to prepare a person for office support positions such as administrative assistants, office supervisors and managers, and receptionists. The program prepares persons for immediate employment in a business office and provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

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

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

### **t Associate in Science in Radiography**

The Associate in Science in Radiography degree shall be awarded upon the completion of 77 semester credit hours. This program is designed to prepare students to become skilled members of health care teams. Students will learn to provide the patient care and technical expertise necessary to create a radiographic image used by physicians.

## **Transfer Programs**

The Associate in Arts (AA) degree program and the Associate in Science (AS) degree program in Business Administration, Nursing (RN) and Radiography are preparatory programs for advanced studies at PHSC and other colleges and universities.

Satisfactory completion of the AA degree program will allow a student to enter a Florida public university at the junior level. Flexibility is allowed in the AA degree program to permit students to prepare for almost any bachelor's degree program. However, the satisfactory completion of the program neither implies nor guarantees that all lower-level requirements in a program of the student's choice at a higher-level institution have been met. For this reason, students who expect to transfer to a PHSC baccalaureate program or senior institution are advised to contact their advisor or the specific department of the senior institution as early as possible for information about courses to be taken while at PHSC. Final responsibility for choice of program and courses at PHSC; however, rests with the students.

College catalogs and counseling manuals from all state universities identifying required prerequisites and catalogs from other senior colleges may be available in Student Development offices or online at [Florida Virtual Campus](#). Advisors are available, by appointment, to assist students in planning a program.

## **Course Transferability**

Courses identified as part of the general education core program in an Associate in Science degree and within the Associate in Science in Business Administration, Nursing (RN), and Radiography may be transferable to a senior Florida institution. However, the core courses do not complete the general education requirements for transfer at the junior level. Students are responsible for course selections as they pertain to a selected program of study.

All other catalog courses listed as 1000- or 2000-level are credited for purposes of graduation from PHSC, 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.

## **College Credit Certificate Programs**

Please see program pages for descriptions.

**Accounting Technology Management**  
**Accounting Technology Operations**  
**Accounting Technology Specialist**  
**AutoCAD Foundations**  
**Business Management**  
**Business Operations**  
**Business Specialist**  
**Computer Programmer**  
**Computer Programming Specialist**  
**Database and E-Commerce Security**  
**E-Business Software**  
**E-Business Technical**  
**E-Business Technology**  
**E-Business Ventures**  
**Financial Para-planner**  
**Healthcare Informatics Specialist**  
**Human Services Assistant**  
**Information Technology Administration**  
**Marketing Operations**  
**Mortgage Finance Management**  
**Mortgage Finance Operations**

Mortgage Finance Specialist  
Network Infrastructure  
Network Support Technician  
Network Virtualization  
Office Management  
Office Specialist  
Office Support  
Paramedic  
Web Development Specialist

## Technical Certificate Programs

The Technical Certificate shall be awarded upon satisfactory completion of a planned program of postsecondary studies in a specialized area. A minimum of 25 percent of the program, other than credit-by-examination, must be earned in residence at PHSC. A cumulative grade point average of not less than 2.0 or "C" must be achieved in the program courses by graduation. Some Technical Certificate programs are open entry.

- a. Applied Welding Technologies  
This specialized program is designed to enable persons to acquire skills and knowledge necessary for initial employment as welders. Emphasis is placed on rare and safe use of welding equipment, tools and materials. Employability skills are included.
- b. Correctional Officer  
The purpose of this technical credit hour program is to prepare students for entry-level employment as correctional officers. The program is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.
- c. Crossover from Correctional Officer To Law Enforcement Officer  
The purpose of this technical credit-hour program is to train students who want dual certification in basic law enforcement and basic corrections. The program is designed for students who already have completed a corrections officer program satisfactorily.
- d. Crossover from Law Enforcement Officer To Correctional Officer  
The purpose of this technical credit hour program is to train students who want dual certification as a correctional officer and a law enforcement officer. The program is designed for students who already have completed a law enforcement officer program satisfactorily.
- e. Dental Assisting  
This technical credit hour program is designed to prepare students for employment as dental assistants and dental auxiliaries. The program meets the standards of the Florida Board of Dentistry. Graduates of the program are eligible for employment as dental assistants with expanded functions and radiography skills.
- f. Health Unit Coordinator  
This technical credit-hour program is designed to prepare students as health unit coordinators. Some of the topics included in the program are: interpreting medical terminology, performing clerical duties-reading, interpreting and coordinating physicians' orders; legal and ethical responsibilities, and performing supervised clinical duties.
- g. Law Enforcement Auxiliary Officer  
This technical credit-hour program is designed to prepare students for compensated or uncompensated employment or appointment by criminal justice agencies, to assist or aid full-time or part-time officers.
- h. Law Enforcement Officer  
This technical credit hour program provides job related training at the entry level to candidates for law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida statutes.
- i. Law Enforcement Officer Crossover to Traditional Correctional Basic Recruit Training  
The purpose of this technical credit hour program is to train students who want dual certification as a correctional officer and a law enforcement officer. The program is designed for students who already have completed a correctional officer program satisfactorily.
- j. Medical Administrative Specialist  
The purpose of this technical credit hour program is to prepare students for employment as office clerks in medical facilities and as examining room assistants in physicians' offices. This program includes instruction in both general office and medical record skills and includes a clinical component.
- k. Nursing Assistant (Long Term Care)  
The purpose of this technical credit-hour program is to provide the knowledge and skills required to pass the written and skills portion of the State of Florida Certified Nursing Assistant (CNA) exam and enter the workforce

as a CNA in a health care facility. Students who successfully complete this program are eligible to take the state exam.

l. Pharmacy Technician

The purpose of this program is to prepare students to work as pharmacy technicians in retail and hospital settings, under the direct supervision of a pharmacist. Students successfully completing this program are eligible to sit for the national pharmacy technician certification examination administered by the Pharmacy Technician Certification Board or the Institute for the Certification of Pharmacy Technicians.

m. Phlebotomy

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

n. Practical Nursing

This technical credit hour program is designed to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies as practical nurses and is approved by the Florida State Board of Nursing. Upon satisfactory completion of the prescribed course work, a graduate is eligible to apply to sit for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108. A graduate also is eligible to apply for admission to the associate degree in nursing program at the ADN-LPN entry point.

o. Surgical Technology

The purpose of this program is to prepare students to work as surgical technologists in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions. Upon successful completion of the program, students are qualified to take a National Certifying Examination to become a Certified Surgical Technologist (CST).

## Advanced Technical Certificates

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

## Applied Technology Diploma

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

a. Emergency Medical Technician

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

b. Medical Coder/Biller

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

c. Medical Record Transcribing

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

## Career Pathways Consortium

PHSC, the District School Board of Pasco County and the District School Board of Hernando County are consortium partners for Career Pathways, a national movement to prepare students for careers in emerging technologies. High

school students enrolled in Career Pathways programs of study can benefit from the partnership through dual enrollment and articulation agreements between the College and the school district. Generally, Career Pathways students at PHSC will have completed a high school program of study leading to an Associate in Arts degree or one of the following Associate in Science degrees: Business Administration, Computer Information System Analysis, Computer Programming and Analysis, Criminal Justice Technology, Dental Hygiene, Drafting and Design Technology, E-Business Technology, Emergency Medical Services, Human Services, Internet Services Technology, Network Systems Technology, Nursing, Office Administration, Paralegal or Radiography.

PHSC Career Pathways students may be eligible for the annually renewable Florida Vocational Gold Seal Scholarship or scholarships awarded by the consortium's Business and Industry Technical Advisory Council. Career Pathways students may enter employment immediately after graduation or complete the general education requirements for the Associate in Arts degree and transfer to a university or complete an Associate in Science degree. For more information on opportunities at PHSC, contact the dean of workforce development or a PHSC academic advisor.

## Educator Preparation Institute (EPI)

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

## Adult Education Program

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

The program offers students the opportunity to obtain the necessary skills required to complete the GED test successfully and earn a state high school equivalency diploma. Students are able to work individually or with the assistance of a tutor to gain the knowledge required to pass the test. GED prep instruction is offered in the [Teaching-Learning Centers](#) (TLCs), which are located in the library building on each campus.

A computer-based program provides tutorials in the general education subjects of writing, social studies, science, literature and mathematics. In addition, adult education teaching assistants and/or TLC coordinators are available to work with students individually or in small groups to answer questions and provide further guidance. Interested students should contact the TLC on their campus.

PHSC is an official [GED test site](#).

## Continuing Education

PHSC will provide [Continuing Education](#) noncredit courses as needed to serve the community. These courses are designed to meet specific needs and may vary in content, length and time scheduled. For information about such courses, contact the director of corporate training and continuing education at the West Campus.

Continuing Education courses are organized and designed to develop or enhance an individual's occupational skills. Records of such courses are maintained by the College. Fees shall be charged in accordance with the fee structure established by the District Board of Trustees.

## Developmental Education Program

PHSC's Developmental Education program promotes and supports student success through a variety of courses. All of our developmental education courses provide the foundation for success in college-level English or math courses. The three areas of developmental education instruction are mathematics, English (writing) and reading.

Beginning January 2014, revisions to section 1008.30, Florida Statutes, state a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma from a Florida public high school or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to

enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

If you believe this exemption applies to you, you will need to provide proof of your exemption to an admissions representative at any PHSC campus for your exemption to be processed. After your exemption has been processed, you must meet with an advisor to discuss and choose your options for testing and developmental education based on your exemption.

## Regional Linkage System

The Linkage System is a cooperative agreement among PHSC and four other Florida state colleges in the Tampa Bay area. The system offers students the opportunity to enter certain programs on a quota-based system. Students applying for admission to a Linkage Program will be required to conform to all program requirements and to institutional policies and procedures of the linkage college.

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

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

### Admission To Linkage Programs

Linkage programs allow a limited number of PHSC students to enroll in specialized programs at other Florida state colleges in the Tampa Bay area. These programs have limited enrollments. Currently, 12 different quota-based linkage programs are available. These programs and their home institutions include:

#### Hillsborough Community College

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

#### State College of Florida, Manatee-Sarasota

Occupational Therapy Assistant  
Physical Therapist Assistant

#### Polk State College

Cardiovascular Technology  
Diagnostic Medical Sonography Technology  
Occupational Therapy Assistant  
Physical Therapy Assistant  
Respiratory Care

#### St. Petersburg College

Dental Hygiene  
Physical Therapist Assistant  
Respiratory Care

## Completer Placement Summary

The [Completer Placement Summary](#) indicates the percentage of program completers who are employed in their fields of study, continuing their education or serving in the military. Employment is verified via state sources and/or self identified by each student through PHSC's annual completer surveys.

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## Academic Programs - Descriptions

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### Programs of Study

#### Applied Technology Diplomas

- [Applied Technology Diploma-Overview](#)
- [Emergency Medical Technician-Applied Technology Diploma](#)
- [Medical Coder/Biller-Applied Technology Diploma](#)
- [Medical Record Transcribing-Applied Technology Diploma](#)

#### Associate in Arts Degree

- [Associate in Arts Degree-Overview](#)

#### Associate in Science Degrees

- [Associate in Science-Overview](#)
- [Computer and Information Technology Programs-Overview](#)
- [Accounting Technology-Associate in Science](#)
- [Business Administration AS to BS Transfer Program -Associate in Science](#)
- [Computer Programming and Analysis-Associate in Science](#)
- [Criminal Justice Technology-Associate in Science](#)
- [Dental Hygiene-Associate in Science](#)
- [Drafting and Design Technology-Associate in Science](#)
- [E-Business Technology-Associate in Science](#)
- [Emergency Medical Services-Associate in Science](#)
- [Financial Services-Associate in Science](#)
- [Fire Science Technology-Associate in Science](#)
- [Health Information Technology-Associate in Science](#)
- [Human Services-Associate in Science](#)
- [Industrial Management Technology-Associate in Science](#)
- [Information Technology Security-Associate in Science](#)
- [Internet Services Technology-Associate in Science](#)
- [Network Systems Technology-Associate in Science](#)
- [Nursing \(RN\) Generic Program -Associate in Science](#)
- [Nursing \(RN\) ADN Transition Program-Associate in Science](#)
- [Office Administration-Associate in Science](#)
- [Paralegal Studies \(Legal Assisting\)-Associate in Science](#)
- [Radiography-Associate in Science](#)

#### Bachelor of Applied Science

- [Bachelor of Applied Science in Supervision and Management](#)

#### Bachelor of Science

- [Bachelor of Science in Nursing](#)

#### College Credit Certificates

- [College Credit Certificate-Overview](#)
- [Accounting Technology Management-Certificate](#)
- [Accounting Technology Operations-Certificate](#)
- [Accounting Technology Specialist-Certificate](#)
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- [Business Specialist-Certificate](#)
- [Computer Programmer-Certificate](#)
- [Computer Programming Specialist-Certificate](#)
- [Database and E-Commerce Security-Certificate](#)
- [E-Business Software-Certificate](#)
- [E-Business Technical-Certificate](#)
- [E-Business Technology-Certificate](#)
- [E-Business Ventures-Certificate](#)
- [Financial Para-planner-Certificate](#)
- [Healthcare Informatics Specialist-Certificate](#)
- [Human Services Assistant-Certificate](#)
- [Information Technology Administration-Certificate](#)
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- [Mortgage Finance Management-Certificate](#)
- [Mortgage Finance Operations-Certificate](#)
- [Mortgage Finance Specialist-Certificate](#)
- [Network Infrastructure-Certificate](#)
- [Network Support Technician-Certificate](#)
- [Network Virtualization-Certificate](#)
- [Office Management-Certificate](#)
- [Office Specialist-Certificate](#)
- [Office Support-Certificate](#)
- [Paramedic-Certificate](#)
- [Web Development Specialist-Certificate](#)

#### Technical Credit Certificates

- [Technical Credit Certificate-Overview](#)
- [Applied Welding Technologies-Technical Certificate](#)
- [CMS Law Enforcement Auxiliary Officer Basic Recruit Training Program - Technical Certificate](#)
- [Florida CMS Correctional Basic Recruit Training Program -Technical Certificate](#)
- [Correctional Probation Officer Crossover to Florida CMS Law Enforcement Basic Recruit Training Program - Technical Certificate](#)
- [Correctional Officer Crossover Training to Florida CMS Law Enforcement Basic Recruit Training Program - Technical Certificate](#)
- [Dental Assisting-Technical Certificate](#)
- [Health Unit Coordinator-Technical Certificate](#)
- [Law Enforcement Officer Crossover to Florida CMS Correctional Basic Recruit Training Program -Technical Certificate](#)
- [Law Enforcement Officer-Technical Certificate](#)
- [Medical Administrative Specialist-Technical Certificate](#)
- [Nursing Assistant-Technical Certificate](#)
- [Pharmacy Technician-Technical Certificate](#)
- [Phlebotomy-Technical Certificate](#)
- [Practical Nursing-Technical Certificate](#)

- [Surgical Technology-Technical Certificate](#)
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## Applied Technology Diploma-Overview

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

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

### [Medical Coder/Biller-Applied Technology Diploma](#)

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

### [Medical Record Transcribing-Applied Technology Diploma](#)

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

Students entering the program must take the TABE and achieve the state-required scores in order to receive their certificate.

A minimum of 25 percent of the program, other than credit-by-examination, must be earned in residence at PHSC. A grade point average of not less than 2.0 or "C" must be achieved to receive a diploma. Only those courses that are part of the program are included in computing the GPA for applied technology diploma programs.

In order to receive a diploma in Medical Coder/Biller or Medical Record Transcribing, students must achieve the state-required TABE score. TABE remediation is provided in the Teaching-Learning Centers. A diploma will not be issued until the student attains satisfactory TABE scores.

### [Emergency Medical Technician-Applied Technology Diploma](#)

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

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## Emergency Medical Technician-Applied Technology Diploma

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The purpose of this 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 EMTs in accordance with Chapter 64E-2 of the Florida Administrative Code. The program is approved by the Department of Health, Bureau of Emergency Medical Services and the curriculum adheres to the National EMS Education Standards. This is the initial level for a career in emergency medical services and the prerequisite for paramedic training and certification.

### Program Code: ATD-EMT

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#### Prerequisites:

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

#### Course Requirements:

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- [EMS 1119 - Emergency Medical Technology](#) 4 er.
- [EMS 1119L - Emergency Medical Technology Laboratory](#) 2.5 er.
- [EMS 1431 - Emergency Medical Technology Clinical](#) 1.5 er.

#### Note(s):

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

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program and should be completed prior to the first day of class.

**Total Hours:** 11

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## Medical Coder/Biller-Applied Technology Diploma

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Please be advised that no new students are being admitted into this program.

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

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The following courses must be taken in the order shown:

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

### Total Technical Credits: 33.33

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### Special Program Requirements:

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An approved 4-hour AIDS seminar, PHSC course NCH 0001, is a program requirement.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

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

HIM 0281 and HIM 0274 are the final courses in the program and may only be taken after all other program courses have been successfully completed.

This program requires submission of valid TABE scores.

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## Medical Record Transcribing-Applied Technology Diploma

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Please be advised that no new students are being admitted into this program.

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

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The following courses must be taken in the order shown:

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

### Total Technical Credits: 40

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### Special Program Requirements:

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An approved 4-hour AIDS seminar, PHSC course NCH 0001, is a program requirement.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

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

HIM 0063 is the final course in the program and may only be taken after all other program courses have been successfully completed.

This program requires submission of valid TABE scores.

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## Associate in Arts Degree-Overview

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PHSC provides programs of instruction consisting of college credit courses offered to freshmen and sophomores who intend to transfer to a Baccalaureate Degree program. The State of Florida has identified common prerequisites for all majors within the State University System (SUS) programs. For the most current information, students should meet with an academic advisor. Students are strongly encouraged to schedule regular advising appointments to discuss their AA progression.

Some college/university majors have no common prerequisites while others have very specific prerequisites. These differing requirements should be considered when students make course selections to satisfy the 36-credit hour General Education Requirement as well as the remaining 24 credit hours needed to complete the AA degree. (See (AA) degree General Education Requirements for more information.)

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

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

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

## Gordon Rule

Rule 6A-10.030, Florida Administrative Code, hereafter referred to as the Gordon Rule, applies to students who entered college for the first time after Spring Term of the 1982-83 academic year. The rule stipulates the requirements of student performance in both the communications and mathematics areas. A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

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

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

Course descriptions for all courses that fulfill the Gordon Rule communication and computation requirements will include a statement indicating that the course satisfies the Gordon Rule and that a grade of "C" or higher must be attained. These course descriptions are contained in the PHSC *Catalog and Student Handbook*. Students taking any course that is identified in the PHSC *Catalog and Student Handbook* as a Gordon Rule course must fulfill the writing requirements of that course whether they are taking the course to fulfill General Education requirements or as an elective.

# Gordon Rule Writing-Intensive Courses

PHSC's faculty has established the following rationale for identifying writing-intensive courses that may be used to satisfy the college-level communication portion of the Gordon Rule:

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

## Foreign Language Requirement

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

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

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

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

## Objectives of the AA Degree

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

## General Education Student Learning Outcomes

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

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

**Communications:** Students will display effective reading, writing, speaking, listening and nonverbal communication skills.

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

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

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

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

Students are provided assistance to enhance the probability of successful performance at the college level. For example, entering students are administered the Common Placement Test or the Postsecondary Educational Readiness Test (PERT) so they can be advised and placed in the proper communication and computation courses.

## General Education Requirements for the AA Program

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

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

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

### English/Reading Developmental Education Courses (0-8 Hours)

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- [ENC 0021 - Modularized Developmental Writing](#) 4 cr.
- [ENC 0022 - Compressed Developmental Writing](#) 4 cr.
- [ENC 0056 - Corequisite Writing](#) 2 cr.  
and/or
- [REA 0011 - Modularized Developmental Reading](#) 4 cr.
- [REA 0019 - Compressed Developmental Reading](#) 4 cr.
- [REA 0056 - Corequisite Reading](#) 2 cr.

### Math Developmental Education Courses (0-6 Hours)

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- [MAT 0022 - Developmental Math Combined](#) 6 cr.
- [MAT 0056 - Supplemental Topics for Intermediate Algebra](#) 2 cr.

## AREAi.

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### Communications 9 Semester Credit Hours

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The following course is required for all students:

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

#### Note(s):

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

Select one of the following courses:

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

- [AML 2020 - American Literature: The Late 19th Century Through the Modern Era](#) 3 er.
- [ENC 1102 - English Composition II](#) 3 er.
- [ENG 2103 - World Cinema](#) 3 er.
- [ENG 2670 - Conflict and Nonviolent Resolutions in Film](#) 3 er.
- [ENL 2012 - British Literature: The Middle Ages through the Late 17th Century](#) 3 er.
- [ENL 2022 - British Literature: The Late 17th Century through the Modern Era](#) 3 er.
- [ENL 2330 - Introduction to Shakespeare](#) 3 er.
- [LIT 1020 - Introduction to Short Fiction](#) 3 er.
- [LIT 2110 - World Literature: The Ancient World through the Renaissance](#) 3 er.
- [LIT 2120 - World Literature: The Renaissance through the Modern Era](#) 3 er.
- [LIT 2203 - Poetry, Peace and Social Justice](#) 3 er.
- [LIT 2380 - Women in Literature](#) 3 er.

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

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

**Note(s):**

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Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms also may be used to meet the Area I requirement. Courses must begin with the following prefixes: AML, ENC, ENG, ENL, or LIT. The credit hour requirement noted above must still be met.

## AREA II.

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**Mathematics    6 Semester    Credit Hours**

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**Select two of the following courses:**

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- [MAC 1105 - College Algebra](#) 3 er.
- [MAC 1147 - Precalculus Algebra/Trigonometry](#) 5 er.
- [MAC 2233 - Applied Calculus](#) 4 er.
- [MAC 2311 - Calculus and Analytic Geometry I](#) 5 er.
- [MAC 2312 - Calculus and Analytic Geometry II](#) 5 er.
- [MAC 2313 - Calculus and Analytic Geometry III](#) 4 er.
- [MAP 2302 - Differential Equations](#) 3 er.
- [MGF 1106 - Mathematics for Liberal Arts](#) 3.0 er.
- [MGF 1107 - Explorations in Mathematics](#) 3 er.
- [MTG 2206 - College Geometry](#) er.
- [STA 2023 - Introduction to Statistics](#) 3 er.

**Note(s):**

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Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms also may be used to meet the Area II requirement. Courses must begin with the following prefixes: MAC, MAP, MGF, MTG, or STA. The credit hour requirement noted above must still be met.

## AREA III.

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## Natural Sciences 6 Semester Credit Hours

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Select courses from either Option One or Option Two.

### Option One

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

#### Category A

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- [BSC 1005 - Introduction to Biology](#) 3 er.
- [BSC 1020 - Human Biology](#) 3 er.
- [BSC 1050 - Introduction to Environmental Science](#) 3 er.
  
- [BSC 1085 - Human Anatomy and Physiology I](#) 3 er.  
and
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 er.
  
- [BSC 1311 - Marine Biology](#) 3 er.
  
- [BSC 2010 - Biology I](#) 3 er.  
and
- [BSC 2010L - Biology I Laboratory](#) 1 er.
  
- [MCB 2010 - Microbiology](#) 3 er.  
and
- [MCB 2010L - Microbiology Laboratory](#) 1 er.

#### CategoryB

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- [AST 1002 - Introduction to Astronomy](#) 3 er.
- [CHM 1020 - Chemistry in Your Life](#) 3 er.
  
- [CHM 1025 - Introductory Chemistry](#) 3 er.  
and
- [CHM 1025L - Introductory Chemistry Laboratory](#) 1 er.
  
- [CHM 2045 - General Chemistry and Qualitative Analysis I](#) 3 er.  
and
- [CHM 2045L - General Chemistry and Qualitative Analysis I Laboratory](#) 1 er.
  
- [GLY 2010 - Introduction to Geology](#) 3 er.
- [MET 2010 - Introduction to Meteorology](#) 3 er.
- [OCE 2001 - Introduction to Oceanography](#) 3 er.
  
- [PHY 1053 - General Physics I](#) 3 er.  
and
- [PHY 1053L-General Physics I Laboratory](#) 1 er.

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

## Option Two

---

Choose two courses with their corequisite laboratories. Both the course and corresponding laboratory course must be passed to receive credit in Option 1\vo. This option usually is selected by students who intend to major in the natural sciences, engineering or healthrelated professions. Courses with the suffix of C have the lecture and laboratory combined into one course.

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

- [PHY 2048C - General Physics I with Calculus](#) 4 er.
- [PHY 2049C - Physics II with Calculus](#) 4 er.

**Note(s):**

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

**AREA IV.**

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

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**Select two of the following courses:**

- 
- [AMH 2010 -History of the United States I](#) 3 er.
  - [AMH 2020 - History of the United States II](#) 3 er.
  - [AMH 2070 - History of Florida](#) 3 er.
  - [AMH 2091 -Survey of African American History](#) 3 er.
  - [ANT 2000 - Introduction to Anthropology](#) 3 er.
  - [ANT 2100 - Introduction to Archaeology](#) 3 er.
  - [ANT 2410 - Introduction to Cultural Anthropology](#) 3 er.
  - [ANT 2511 - Introduction to Physical Anthropology](#) 3 er.
  - [CLP 2140 -Abnormal Psychology](#) 3 er.
  - [CPO 2002 - Introduction to Comparative Politics](#) 3 er.
  - [DEP 2002 - Child Psychology](#) 3 er.
  - [DEP 2004 - Lifespan Development](#) 3 er.
  - [DEP 2302 -Adolescent Psychology](#) 3 er.
  - [DEP 2402 - Psychology of Adulthood and Aging](#) 3 er.
  - [ECO 2013 - Principles of Macroeconomics](#) 3 er.
  - [ECO 2023 - Principles of Microeconomics](#) 3 er.
  - [EDP 2002 - Educational Psychology](#) 3 er.
  - [EUH 1000 - Western Civilization I: 700 BC to 1200 CE](#) 3 er.
  - [EUH 1001 - Western Civilization II: 1200 to 1763](#) 3 er.
  - [EUH 1002 - Western Civilization III: 1763 to Present](#) 3 er.
  - [GEA 2000 - World Regional Geography](#) 3 er.
  - [GEA 2210 - Geography of North America](#) 3 er.
  - [HIS 2300 - War and Society](#) 3 er.
  - [INR 1015 - World Perspectives](#) 3 er.
  - [INR 2002 - Introduction to International Relations](#) 3 er.
  - [ISS 2160 - Contemporary Ethnic Diversity Issues](#) 3 er.
  - [ISS 2263 - Psychosocial Aspects of the Holocaust](#) 3 er.
  - [POS 2041 -American Federal Government](#) 3 er.
  - [POS 2112 - State and Local Government](#) 3 er.
  - [PPE 2001 - Introduction to Personality](#) 3 er.
  - [PSY 1012 - Introduction to Psychology](#) 3 er.
  - [SOP 2640 - Consumer Psychology](#) 3 er.
  - [SOP 2721 - Cross-Cultural Psychology](#) 3 er.
  - [SOP 2772 - Human Sexuality](#) 3 er.

- [SYG 1361 - Death in America](#) 3 er.
- [SYG 1420 - Families in Transition](#) 3 er.
- [SYG 2000 - Introduction to Sociology](#) 3 er.
- [SYG 2010 - Social Problems](#) 3 er.
- [SYG 2221- Women in American Society](#) 3 er.
- [SYG 2430 - Marriage and The Family](#) 3 er.
- [SYG 2809 - Gender Violence in Global Perspectives](#) 3 er.
- [SYO 2201 - Sociology of Religion](#) 3 er.

**Note(s):**

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

## AREAV.

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**Humanities    6 Semester    Credit Hours**

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**Select two of the following courses:**

- 
- [ARH 1000 -Art Appreciation](#) 3 er.
  - [HUM 1020 - Introduction to Humanities](#) 3 er.
  - [HUM 2210 -Humanities: The Ancient World to the Middle Ages](#) 3 er.
  - [HUM 2230 - Humanities: The Renaissance to the Modern Day](#) 3 er.
  - [MUL 1110 - Music Appreciation](#) 3 er.
  - [PHI 1630 -Applied Ethics](#) 3 er.
  - [PHI 1010 - Introduction to Philosophy](#) er.
  - [PHI 2070 - Introduction to Non-Western Philosophy](#) er.
  - [PHI 2100 - Introduction to Ipgic](#) 3 er.
  - [REL 2000 - Introduction to Religion](#) 3 er.
  - [REL 2300- World Religions](#) 3 er.
  - [THE 2010- Survey of Drama: Ancient Greece to the Early Renaissance](#) 3 er.
  - [THE 2011 - Survey of Drama: High Renaissance to Present](#) 3 er.
  - [THE 1000 - Theatre Appreciation](#) 3 er.

**Note(s):**

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

## AREAVI.

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

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## The following course is required for all students:

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- [CGS 1100 - Microcomputer Applications](#) 3 cr.

### Note(s):

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

**All courses used to meet General Education Requirements must be completed with a grade of "C" or higher.**

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**Electives 24 cr.**

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## Additional Information:

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Sixty hours of college-level work are required in the AA program. Beyond the 36 hours of General Education Requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the PHSC *Catalog and Student Handbook*.

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

Students who do not meet the foreign language requirement set by the State University System (SUS) of Florida (See "Foreign Language Requirement") are urged to take these courses. See an advisor for details.

### Exceptions to Mathematics Requirement:

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Successful completion of any of the following combinations of courses will not satisfy the mathematics requirement for the AA degree:

- Both MAC 1102 and [MAC 1105](#)
- Both MAC 1104 and [MAC 1105](#)
- Both MAC 1114 and [MAC 1147](#)
- Both MGF 1202 and [MGF 1106](#)

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

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[ARCHIVED CATALOG]

## Associate in Science-Overview

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The Associate in Science (AS) degree program prepares students for employment in selected fields. A certificate may be awarded in some programs after one year or less of prescribed work. An official high school transcript indicating graduation or official GED scores indicating successful completion and an official transcript sent directly from each college and university previously attended are required for admission to a college credit certificate program. Students who wish to transfer should pursue the Associate in Arts (AA) degree or the AS degree in one of the statewide articulated AS to BS/BA degree programs.

## Associate in Science Degree Program

The Associate in Science (AS) degree will be awarded upon completion of the program hours shown in the *College Catalog and Student Handbook*. All AS degrees include at least 15 credit hours of General Education courses. All PHSC AS degrees include English Composition I, (ENC 1101). A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements. At least 25 percent of the credits toward the degree, other than Credit-by-Exam, CLEP, or Advanced Placement, must be earned in residence at PHSC. 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 PHSC and the State University System and between selected public and private colleges and universities for some of the AS degrees to provide the opportunity to continue in a bachelor's degree program.

## General Education Student Learning Outcomes

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

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

**Communications:** Students will display effective reading, writing, speaking, listening and nonverbal communication skills.

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

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

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

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

# AS and College Credit Certificate Programs

PHSC is authorized to award the Associate in Science (AS) degree and College Credit Certificates in career/technical fields upon satisfactory completion of the established standard number of credit hours required for each specific AS program as approved by the Division of Florida Colleges. Individuals must complete the 15-hour General Education courses for the AS degree and the remaining hours from an approved program. Only courses designated at the 1000 and 2000 levels are applicable to this degree. At least 25 percent of the credits toward the degree, other than Credit-by-Exam, CLEP, or Advanced Placement, must be earned in residence at PHSC. A cumulative grade point average (GPA) of not less than 2.0 or "C" must be achieved by graduation. In all College Credit Certificate programs, a cumulative GPA of not less than 2.0 or "C" must be achieved. After completing the specified number of hours in a College Credit Certificate program, a student may continue in an AS degree. Students who wish to transfer credits from any AS program to another institution must accept the responsibility for securing approval in advance from that institution.

## Health Programs Accreditation

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

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

The Nursing (Associate Degree) RN. Program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

## Associate in Science Degree Requirements

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An Associate in Science (AS) 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. (The majority of AS degrees at PHSC require 18 hours in General Education courses.) Courses designated for Technical Certificates, except where specific articulation agreements exist, or those below the 1000 or 2000 level, are not applicable to this degree. At least 25 percent of the hours in a student's program, other than by Credit-By-Examination, College-Level Examination Program (CLEP) or Advanced Placement (AP), must be earned in residence in classroom instruction at PHSC. A cumulative grade point average of not less than 2.0 must be achieved prior to graduation.

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

The General Education requirements for the AS Degree are:

### AREAi.

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Communications	3 Semester	Credit Hours
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**The following course is required for all students:**

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

**Note(s):**

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

### AREA II.

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Select one of the following courses:

---

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

**Note(s):**

---

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

## AREA III.

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### Mathematics and Natural Sciences 3 Semester Credit Hours

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#### Select one of the following courses:

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- [AST 1002 - Introduction to Astronomy](#) er.
- [BSC 1005 - Introduction to Biology](#) er.
- [BSC 1020 - Human Biology](#) er.
- [BSC 1050 - Introduction to Environmental Science](#) 3 er.
  
- [BSC 1085 - Human Anatomy and Physiology I](#) 3 er.  
and
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#) 1 er.
  
- [BSC 1086 - Human Anatomy and Physiology II](#) 3 er.  
and
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 er.
  
- [BSC 1311 - Marine Biology](#) 3 er.
  
- [BSC 2010 - Biology I](#) 3 er.  
and
- [BSC 2010L - Biology I Laboratory](#) 1 er.
  
- [CHM 1020 - Chemistry in Your Life](#) 3 er.
  
- [CHM 1025 - Introductory Chemistry](#) er.  
and
- [CHM 1025L - Introductory Chemistry Laboratory](#) 1 er.
  
- [CHM 2045 - General Chemistry and Qualitative Analysis I](#) 3 er.  
and
- [CHM 2045L - General Chemistry and Qualitative Analysis I Laboratory](#) 1 er.
  
- [CHM 2210C - Organic Chemistry I](#) 5 er.
- [GLY 2010 - Introduction to Geology](#) 3 er.
- [MAC 1105 - College Algebra](#) 3 er.
- [MAC 1147 - Precalculus Algebra/Trigonometry](#) 5 er.
- [MAC 2233 - Applied Calculus](#) 4 er.
- [MAC 2311 - Calculus and Analytic Geometry I](#) 5 er.
- [MAC 2312 - Calculus and Analytic Geometry II](#) 5 er.
- [MAC 2313 - Calculus and Analytic Geometry III](#) 4 er.
- [MAP 2302 - Differential Equations](#) 3 er.
  
- [MCB 2010 - Microbiology](#) er.  
and
- [MCB 2010L - Microbiology Laboratory](#) 1 er.
  
- [MET 2010 - Introduction to Meteorology](#) 3 er.
- [MGF 1106 - Mathematics for Liberal Arts](#) 3.0 er.

- [MGF 1107 - Explorations in Mathematics](#) 3 er.
- [MITG 2206 - College Geometry](#) er.
- [OCE 2001 - Introduction to Oceanography](#) 3 er.
- [PHY 1053 - General Physics I](#) 3 er.  
and
- [PHY 1053L - General Physics I Laboratory](#) 1 er.
- [PHY 2048C - General Physics I with Calculus](#) 4 er.
- [PSC 1121-Survey of the Physical Sciences](#) 3 er.
- [PSC 1341 - Introduction to the Physical Sciences](#) 3 er.
- [STA 2023 - Introduction to Statistics](#) 3 er.

**Note(s):**

---

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

## AREA IV.

---

**Humanities    3 Semester    Credit Hours**

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**Select one of the following courses:**

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- [ARH 1000 -Art Appreciation](#) 3 er.
- [HUM 1020 - Introduction to Humanities](#) 3 er.
- [HUM 2210 -Humanities: The Ancient World to the Middle Ages](#) 3 er.
- [HUM 2230 - Humanities: The Renaissance to the Modern Day](#) 3 er.
- [MUL 1110 - Music Appreciation](#) 3 er.
- [PHI 1630 -Applied Ethics](#) 3 er.
- [PHI 1010 - Introduction to Philosophy](#) er.
- [PHI 2070 - Introduction to Non-Western Philosophy](#) er.
- [PHI 2100 - Introduction to Logic](#) 3 er.
- [REL 2000 - Introduction to Religion](#) 3 er.
- [REL 2300- World Religions](#) 3 er.
- [THE 2010 - Survey of Drama: Ancient Greece to the Early Renaissance](#) 3 er.
- [THE 2011 - Survey of Drama: High Renaissance to Present](#) 3 er.
- [THE 1000 - Theatre Appreciation](#) 3 er.

**Note(s):**

---

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

## AREA V.

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## Information Literacy and Technological Fluency 3 Semester Credit Hours

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The following course is required for all students:

---

- [CGS 1100 - Microcomputer Applications](#) 3 cr.

### Note(s):

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

### Additional Information:

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

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

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

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## Computer and Information Technology Programs-Overview

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

### The following program core of 18 hours applies to all IT AS degree programs:

---

- [CET 1179 - Microcomputer Repair Essentials](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 2304 - Managing Information Technology](#) 3 er.
- [CNT 1000 - Introduction to Networking](#) 3 er.
- [COP 1000 - Introduction to Software Development](#) 3 er.
- [CIS 1110 - Microcomputer Software Essentials](#) 3 er.

Hours: 18

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### The following 27 hours apply specifically to the Computer Programming and Analysis AS degree:

---

- [CGS 1820-Web Page Design:](#)} er.
- [CGS 2108 -Advanced Microcomputer Applications](#) 3 er.
- [COP 1332 - Visual Basic .NET Programming](#) 3 er.
- [COP 2071 -Access Programming and SOL](#) 3 er.
- [COP 2801 - JavaScript Programming](#) 3 er.
- [COP 1839 - Web Programming with Visual Basic .NET](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [CNT 1401 - Principles of Information. Security and Assurance](#) 3 er.
- [CNT 2510 - Wireless LANs and Security](#) 3 er.

Hours: 27

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### The following 27 hours apply specifically to the E-Business Technology AS degree:

---

- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 er.
- [BUL 2561 - Cyberlaw](#) 3 er.
- [CGS 1820 - Web Page Design](#) er.
- [CGS 2821- Graphics and Multimedia in a Web Environment](#) 3 er.
- [CGS 282z-Advanced Web Page Design](#) er.
- [COP 2801 - JavaScript Programming](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.
- [COP 1332 - Visual Basic .NET Programming](#) 3 er.
- [COP 2071 -Access Programming and SOL](#) 3 er.

**Hours: 27**

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## **The following 27 hours apply specifically to the Information Technology Security AS degree:**

---

- [CET 1600 - Networking Fundamentals-Cisco Academy](#) 3 er.
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#) er.
- [CET 2880 - Introduction to Computer Forensics](#) 3 er.
- [CIS 2123 - Network Security and Intrusion Detection](#) 3 er.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 er.
- [CNT 2510 - Wireless LANs and Security](#) 3 er.
- [COP 1332 - Visual Basic .NET Programming](#) 3 er.
- [COP 2071 -Access Programming and SOL](#) 3 er.
- [CAP 2134 - Database Security](#) 3 er.

**Hours: 27**

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## **The following 27 hours apply specifically to the Internet Services Technology AS degree:**

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- [CET 1600 - Networking Fundamentals-Cisco Academy](#) 3 er.
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#) er.
- [CGS 1820-Web Page Design](#) er.
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#) 3 er.
- [CGS 282z-Advanced Web Page Design](#) er.
- [COP 2801 - JavaScript Programming](#) 3 er.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [CNT 2510 - Wireless LANs and Security](#) 3 er.

**Hours: 27**

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## **The following 27 hours apply specifically to the Networking Services Technology AS degree:**

---

- [CET 1600 - Networking Fundamentals-Cisco Academy](#) 3 er.
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#) er.
- [CET 2615 - Scaling Networks-Cisco Academy](#) er.

- [CET 2620 - Connecting Networks-Cisco Academy](#) 3 er.
- [CIS 2123 - Network Security and Intrusion Detection](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [CET 2793 - Windows Server Administration](#) 3 er.
- [CIS 2106 - Linux Operating Systems](#) 3 er.
- [CIS 1544 - Virtualization Essentials](#) 3 er.

**Hours: 27**

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

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## Accounting Technology-Associate in Science

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The purpose of this program is to prepare students for employment as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collection coordinators, payroll coordinators, accountants, auditors and other accounting paraprofessionals in advanced professional accounting occupations. Program content prepares students in the principles, procedures and theories of organizing, recording and maintaining financial records and preparing financial statements for internal and external use.

### Program Code: AS-ACC

---

#### General Education Requirements

---

- [ENC 1101-English Composition I](#) 3 er.
- [PSY 1012 - Introduction to Psychology](#) 3 er.  
or
- [SYG 2000 - Introduction to Sociology](#) 3 er.  
and
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements. (Note: Students wishing to transfer to a bachelor program should take MAC 1105.) 3 er.
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements. 3 er.
- [PHI 1630 -Applied Ethics](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Hours: 18**

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#### Program Core Courses

---

- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [ACG 2071 - Principles of Managerial Accounting](#) 3 er.
- [ACG 2100 - Intermediate Accounting I](#) 3 er.
- [ACG 2110 - Intermediate Accounting II](#) 3 er.
- [ACG 2450 - Microcomputers in Accounting](#) 3 er.
- [BUL 2241 - Business Law](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 2304 - Managing Information Technology](#) er.
- [ECO 2023 - Principles of Microeconomics](#) 3 er.
- [FIN 1100 - Personal Finance](#) 3 er.
- [GEB 1011- Introduction to Business](#) 3 er.

- [OST 2335 - Business Communications](#) 3 er.
- [SLS 2401- Career Enhancement](#) 1 er.
- [TAX 2000 - Federal Income Tax I](#) 3 er.
- [TAX 2010 - Federal Income Tax II](#) 3 er.

**Hours: 43**

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**Program Electives (Choose one)**

---

- [ECO 2013 - Principles of Macroeconomics](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [MNA 1345 - Principles of Supervision](#) 3 er.
- [OMB 1001 - Business Mathematics](#) 3 er.

**Hours: 3**

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**Total Hours: 64**

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

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

### Program Code: AS-BA

---

#### General Education Courses

---

- [ENC 1101- English Composition I](#) 3 er.
- [ENC 1102 - English Composition II](#) 3 er.
- [SPC 2608 - Introduction to Public Speaking](#) 3 er.
- [MAC 1105 - College Algebra](#) 3 er.
- [ECO 2013 - Principles of Macroeconomics](#) 3 er.
- [ECO 2023 - Principles of Microeconomics](#) 3 er.
- [Elective Area II](#) from the Associate in Science in General Education Requirements 3 er
- [Elective Area IV](#) from the Associate in Science in General Education Requirements 3 er

Hours: 24

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#### Program Common Core Courses

---

- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [ACG 2071 - Principles of Managerial Accounting](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [STA 2023 - Introduction to Statistics](#) 3 er.

Hours: 12

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#### Program Professional Courses

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- [GEB 1011- Introduction to Business](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.
- [MAC 2233 - Applied Calculus](#) 4 er.

- [MAR 1011 - Principles of Marketing](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.

**Choose one of the following specializations:**

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### **Management Specialization**

---

- [MNA 1345 - Principles of Supervision](#) 3 er.
- [BUL 2241 - Business Law](#) 3 er.

And choose anytwo:

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- [MNA 2941 - Internship in Business](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [GEB 2350 - International Business](#) 3 er.
- [OMB 1001 - Business Mathematics](#) 3 er.

**Or**

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### **Marketing Specialization**

---

- [MKA 1021 - Salesmanship](#) 3 er.
- [MKA 2041 - Principles of Retailing](#) er.
- [MKA 2511 - Principles of Advertising](#) 3 er.

And choose one:

---

- [MNA 2941 - Internship in Business](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [GEB 2350 - International Business](#) 3 er.

**Hours: 28**

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**Total Hours: 64**

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## Computer Programming and Analysis-Associate in Science

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The purpose of this program is to prepare students for employment as entry-level programmers, programmer specialists, senior programmers, chief business programmers, programmer analysts and information systems programmers or to provide supplemental training for persons previously or currently employed in these occupations. Students who wish to transfer credits from this program to another institution must accept responsibility for securing approval in advance from that institution.

PHSC offers two certificates that can be earned as students work toward the Computer Programming Associate in Science degree. Students may earn a [Computer Programming Specialist-Certificate](#) after earning 18 credit hours and a [Computer Programmer certificate](#) after 33 hours-of-study. As the certificate hours of study requirements are completed, students need to contact the Admissions and Student Records office to apply for certificate(s).

The AS degree requires the completion of 63 credit hours.

The curriculum consists of 18 program core hours, 27 program-specific hours and 18 General Education hours.

### Program Code: AS-CPA

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#### The following program core of 18 hours applies to all IT AS degree programs:

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- [CET 1179 - Microcomputer Repair Essentials](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 2304 - Managing Information Technology](#) 3 er.
- [CNT 1000 - Introduction to Networking](#) 3 er.
- [CIS 1110 - Microcomputer Software Essentials](#) 3 er.
- [COP 1000 - Introduction to Software Development](#) 3 er.

**Hours: 18**

---

#### The following 27 hours apply specifically to the Computer Programming and Analysis AS degree:

---

- [CGS 1820-Web Page Design](#) er.
- [CGS 2108 -Advanced Microcomputer Applications](#) 3 er.
- [CNT 1401 - Principles of Information, Security and Assurance](#) 3 er.
- [COP 1332 - Visual Basic .NET Programming](#) 3 er.
- [COP 1839 - Web Programming with Visual Basic .NET](#) 3 er.
- [COP 2071 -Access Programming and SOL](#) 3 er.

- [COP 2801 - JavaScript Programming](#) 3 er.
- [COP 2654 - Mobile Application Development](#) 3 er.  
and
- [CIS 2941 - Information Technology Internship](#) 3 er.  
or
- [OST 2335 - Business Communications](#) 3 er.

**Hours: 27**

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## The following 18 hours meet the General Education Requirements:

---

- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [ENC 1101 - English Composition I](#) 3 er.
- Any [Elective Area II course](#) listed in the Associate in Science Degree Program Requirements 3er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3er. (Note: Students wishing to transfer to a bachelor program should take MAC 1105.)
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3er.
- Any [Elective Area IV course](#) listed in the Associate in Science Degree Program Requirements 3er.

**Hours: 18**

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## Special Program Requirements

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- Students must receive a high school diploma and successfully complete 15 hours of college-level credit in classroom instruction at PHSC before credit will be given.
- To be awarded credit, a student must send a copy of a completed Request for Credit for Articulated Programs from Marchman Technical Center (Form SAR-50) to the director of admissions and student records after the student has completed 15 hours. This form is available in the Student Development office on each campus.

**Total Hours: 63**

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## Criminal Justice Technology-Associate in Science

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The purpose of this program is to provide a professional background to those preparing for careers in law enforcement, corrections and private security. The program is designed for those who plan to pursue a two-year degree program in law enforcement. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

### Program Code: AS-CJJ

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#### General Education Requirements

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- [ENC 1101-English Composition I](#) 3 er.
- [SYG 2000 - Introduction to Sociology](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [PHI 1630 -Applied Ethics](#) 3 er.
- [PSC 1121- Survey of the Physical Sciences](#) 3 er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements

**Hours: 18**

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#### Program Professional Courses

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- [CCJ 2010 - Criminology](#) 3 er.
- [CJC 1000 - Introduction to Corrections](#) 3 er.
- [CJE 1000 - Introduction to Law Enforcement](#) 3 er.
- [CJE 1300 - Police Organization and Administration](#) 3 er.
- [CJE 1500 - Police Operations](#) 3 er.
- [CJE 2601 - Introduction to Criminal Investigation](#) 3 er.
- [CJL 2100 - Criminal Law](#) 3 er.
- [CCJ 2940 - Field Studies](#) 3 er.
- [DEP 2302 -Adolescent Psychology](#) er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [SPC 2608 - Introduction to Public Speaking](#) er.
- [PSY 1012 - Introduction to Psychology](#) 3 er.
- [SLS 2401- Career Enhancement](#) 1 er.

**Hours: 37**

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## **Criminal Justice Electives: Choose three of the following courses:**

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

**Hours: 9**

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## **Note(s):**

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Upon recommendation of the director of law enforcement and corrections programs and the dean of workforce development, a maximum of 16 hours of credit may be awarded to students who pass the Florida Law Enforcement State Officer Certification Examination. A maximum of 13 credits will be awarded for students who pass the Florida Corrections State Officer Certification Examination.

An additional three credit hours may be granted for Field Studies ([CCJ 2940](#)) for those officers currently employed with one year of experience as a law enforcement or corrections officer (not auxiliary).

To be awarded credit, students must be declared into the PHSC 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. Interested students should contact an advisor to begin the process.

**Total Hours: 64**

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## **Credit Awarded-State Certification Exams**

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### **Law Enforcement Certification**

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

### **Correctional Officer Certification**

---

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

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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.

This is a limited-access program with documents required for admission listed in the application materials.

The purpose of this program is to prepare students for employment as a dental hygienist. Upon successful completion of the program, the graduate receives an Associate in Science degree in Dental Hygiene. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Note: For 2015 only, any student applying to the dental hygiene program will not have to take SPC 2608 as a prerequisite, but will have to take it within their first year of the program.

### Program Code: APP-DH

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#### Prerequisites\*

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

**Total Hours: 22**

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#### Note(s):

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\*These 22 hours of prerequisites must be successfully completed before application to the program and are included in the 37 hours of General Education Requirements and Support Courses.

## Freshman-Session I

---

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

**Session I Total Hours: 15**

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## Freshman-Session II

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

**Session II Total Hours: 13.5**

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## Freshman-Session III

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- [DEH 2802L - Dental Hygiene III Clinical](#) 2.5 er.
- [DES 1100 - Dental Materials](#) 1.5 er.
- [DES 1100L - Dental Materials Lab](#) .5 er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3 er.

**Session III Total Hours: 7.5**

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## Sophomore-Session I

---

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

**Session I Total Hours: 14.5**

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## Sophomore-Session II

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- [DEH 2605 - Advanced Principles of Dental Hygiene Seminar](#) 1 er.
- [DEH 2zo2L - Community Dental Health Clinical](#) 1 er.
- [DEH 2810 - Dental Hygiene IV](#) 2 er.
- [DEH 2806L - Dental Hygiene V Clinical](#) 5.5 er.
- [SYG 2000 - Introduction to Sociology](#) 3 er.

- Any [Elective Area IV](#) course listed in the Associate in Science Degree Program Requirements 3 er.

**Session II Total Hours: 15.5**

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**Note(s):**

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CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers," is a requirement of this program.

**General Education and Support Courses: 37 Semester Hours**

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**Dental Hygiene Education: 51 Semester Hours**

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**Total Hours: 88 Semester Hours**

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## **Special Program Requirements**

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An academic average of "C" or higher and/or a grade of "Pass" must be earned in each dental science and dental health course in order to continue in the program. Satisfactory completion of 88 semester hours of approved credit with a grade of "C" or higher in required general science, dental science and dental hygiene courses is necessary for graduation. Dental hygiene courses may be repeated only with the recommendation of dental faculty, dental programs CCKOordinator, dean of health occupations and approval of the vice president of instruction/provost, West Campus and if class space is available.

A minimum of 15 hours of credit in dental hygiene must be completed in residence in classroom instruction at PHSC in 2000-level courses.

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## Drafting and Design Technology-Associate in Science

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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.

PHSC offers several certificates that can be earned as students work toward AS degree goals. The Associate in Science degree in Drafting and Design Technology includes a certificate in AutoCAD Foundations.

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

### Program Code: AS-DDT

---

#### General Education Requirements:

---

- [ENC 1101- English Composition I](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [MAC 1105 - College Algebra](#) 3 er.
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Elective [Area II](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Elective [Area IV](#) listed in the Associate in Science Degree Program Requirements 3 er.

**Hours: 18**

---

#### Program Courses:

---

- [BCN 1001 - Building Construction](#) 3 er.
- [ETC 1250 - Properties of Materials](#) 3 er.
- [EID 1100 - Technical Drawing](#) 3 er.
- [EID 1530 - Architectural Drafting](#) 3 er.
- [EID 2218 - Introduction to Geometric Dimensioning & Tolerancing](#) 3 er.
- [EID 2238 - Mathematics for Drafting and CAD](#) 3 er.
- [EID 2320 - Computer Aided Drafting I](#) 3 er.
- [EID 2340 - Computer Aided Drafting II](#) 3 er.
- [EID 2381 - Computer Aided Drafting for Manufacturing](#) 3 er.
- [EID 2110 - Engineering Drafting](#) 3 er.
- [EID 2941 - Internship in Drafting and Design](#) 4 er.
- [ETI 1411 - Introduction to Manufacturing](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.

- [SLS 2401- Career Enhancement](#) 1 er.
- Elective (See Suggested Electives below) 3 er.

**Hours: 44**

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**Total Hours: 62**

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**Suggested Electives: (Choose one of the following)**

---

- [COP 1332 - Visual Basic .NET Programming](#) 3 er.
  - [OST 1100 - College Keyboarding I](#) 3 er.
  - [CGS 1820-Web Page Design](#) er.
  - [OST 2335 - Business Communications](#) 3 er.
  - [CGS 2304 - Managing Information Technology](#) 3 er.
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[ARCHIVED CATALOG]

## E-Business Technology-Associate in Science

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

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

PHSC offers four certificates that can be earned as students work toward the E-Business Technology AS degree: [E-Business Software-Certificate](#) (after 21 hours of study), [E-Business Technology-Certificate](#) (after 21 hours of study), [E-Business Ventures-Certificate](#) (after 24 hours of study) and [E-Business Technical-Certificate](#) (after 24 hours of study). As the certificate hours of study requirements are completed, students need to contact the Admissions and Student Records office to apply for certificate(s).

### Program Code: AS-EB

---

**The following program core of 18 hours applies to all IT AS degree programs:**

---

- [CET 1179 - Microcomputer Repair Essentials](#) 3 cr.
- [CGS 1000 - Computer Concepts](#) 3 cr.
- [CGS 2304 - Managing Information Technology](#) 3 cr.
- [CNT 1000 - Introduction to Networking](#) 3 cr.
- [CIS 1110 - Microcomputer Software Essentials](#) 3 cr.
- [COP 1000 - Introduction to Software Development](#) 3 cr.

**Hours: 18**

---

**The following 27 hours apply specifically to the E-Business Technology AS degree:**

---

- [BUL 2561 - Cyberlaw](#) 3 cr.
- [CGS 1820 - Web Page Design](#) 3 cr.
- [CGS 2108 - Advanced Microcomputer Applications](#) 3 cr.
- [CGS 2821 - Graphics and Multimedia in a Web Environment](#) 3 cr.

- [CGS 2827-Advanced Web Page Design](#) 3 er.
  - [COP 1332 - Visual Basic .NET Programming](#) 3 er.
  - [COP 2071 -Access Programming and SOL](#) 3 er.
  - [GEB 1136 - Introduction to E-Business](#) 3 er.
- and
- [CIS 2941 - Information Technology Internship](#) 3 er.
- or
- [COP 2801 - JavaScript Programming](#) 3 er.

**Hours: 27**

---

## The following 18 hours meet the General Education Requirements:

---

- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [ENC 1101 - English Composition I](#) 3 er.
- Any [Elective Area II course](#) listed in the Associate in Science Degree Program Requirements 3er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3er. (Note: Students wishing to transfer to a bachelor program should take MAC 1105.)
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3er.
- Any [Elective Area IV course](#) listed in the Associate in Science Degree Program Requirements 3er.

**Hours: 18**

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**Total Hours: 63**

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[ARCHIVED CATALOG]

## Emergency Medical Services-Associate in Science

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The purpose of this program is to prepare students to provide advanced prehospital 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.

### Program Code: AS-EMS

---

- [ENC 1101 - English Composition I](#) 3 er.
- [EMS 1119 - Emergency Medical Technology](#) 4 er.
- [EMS 1119L - Emergency Medical Technology Laboratory](#) 2.5 er.
- [EMS 1431 - Emergency Medical Technology Clinical](#) 1.5 er.
- [PHI 1630 -Applied Ethics](#) 3 er.
- [HSC 2531 - Medical Terminology](#) ;J er.
- [HSC 1101 - Perspectives of Health and Wellness](#) 3 er.
- [Elective Area I, II, III, IV or V](#) \* 2 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [PSY 1012 - Introduction to Psychology](#) 3 er.
- [BSC 1020 - Human Biology](#) er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements.

#### Note(s):

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

Students who wish to continue to the sophomore year first must be accepted for admission by the Admissions Committee for Health Programs. (See [Paramedic Certificate Program](#) for further information.)

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

**Total Hours: 34**

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#### Sophomore-Session I

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- [EMS 2620 - Paramedics I](#) 9 er. \*
- [EMS 2620L - Paramedics I Laboratory](#) 2.5 er.
- [EMS 2621 - Paramedics Clinical I](#) 2 er. \*

**Total: 13.5**

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## Sophomore-Session II

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- [EMS 2622 - Paramedics II](#) 7 er. \*
- [EMS 2622L - Paramedics II Laboratory](#) 2 er.
- [EMS 2623 - Paramedics Clinical II](#) 4.5 er. \*

**Total: 13.5**

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## Sophomore-Session III

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- [EMS 2624 - Paramedics III](#) 4 er.\*
- [EMS 2624L - Paramedics III Laboratory](#) 1.5 er.
- [EMS 2625 - Paramedic Internship](#) 6.5 er. \*

**Total: 12**

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### Note(s):

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Upon successful completion of the sophomore year ([Paramedic Certificate program](#)) and successful completion of a final comprehensive written and practical skills examination, the graduate is eligible to apply to take the State of Florida Paramedic certification exam or the National Registry exam.

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

\*Courses include computer competencies.

**Total Hours: 73**

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[ARCHIVED CATALOG]

## Financial Services-Associate in Science

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The purpose of this program is to prepare students for employment as financial planners, register representatives, financial analysts, loan counselors and loan officers working throughout the financial services industry. The main concepts or duties include assisting in developing financial plans, analyzing client information and providing client services in all areas of financial planning.

### Program Code: AS-FINS

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#### General Education Requirements

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- [ENC 1101-English Composition I](#) 3 er.
- [PSY 1012 - Introduction to Psychology](#) 3 er.  
or
- [SYG 2000 - Introduction to Sociology](#) 3 er.  
and
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements. (Note: Students wishing to transfer to a bachelor program should take MAC 1105.) 3 er.
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements. 3 er.
- [PHI 1630 -Applied Ethics](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Hours: 18**

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#### Program Core Courses

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [BRC 2001 - Introduction to Financial Institutions](#) 3 er.
- [BRC 2062 - Introduction to Financial Markets and Money](#) 3 er.
- [BUL 2241 - Business Law](#) 3 er.
- [ECO 2013 - Principles of Macroeconomics](#) 3 er.
- [FIN 1100 - Personal Finance](#) 3 er.
- [FIN 1122 - Fundamentals of Financial Planning](#) 3 er.
- [FIN 2001 - Principles of Finance](#) 3 er.
- [FIN 2940 - Internship in Financial Services](#) 3 er.
- [GEB 1011 - Introduction to Business](#) 3 er.
- [MAR 1011 - Principles of Marketing](#) 3 er.
- [MKA 1021 - Salesmanship](#) 3 er.

- [MNA 1100 - Organizational Behavior](#) 3 er.

**Hours: 39**

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**Program Electives (Choose one)**

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- [ACG 2071 - Principles of Managerial Accounting](#) 3 er.
- [ECO 2023 - Principles of Microeconomics](#) 3 er.
- [MNA 1345 - Principles of Supervision](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [OMB 1001 - Business Mathematics](#) 3 er.
- [REE 2200 - Real Estate Finance](#) 3 er.
- [RMI 1003 - Principles of Insurance](#) 3 er.

**Hours: 3**

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**Total Hours: 60**

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[ARCHIVED CATALOG]

## Fire Science Technology-Associate in Science

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The Fire Science Technology program is offered for individuals who are already in the fire service field and are seeking to advance. This program will provide the training and courses required for certification as Fire Officer I and II, and will prepare the graduate for a variety of technical and supervisory positions within the fire service field. The program is approved by the State of Florida, Division of the State Fire Marshal - Bureau of Fire Standards and Training Florida State Fire College, 11655 NW Gainesville Road, Ocala, FL 34482-1436, telephone 352-369-2800.

The purpose of this program is to prepare students for employment as fire inspectors and investigators, fire science technicians, fire officers, fire safety inspectors, fire assistants, safety inspectors, building inspectors, fire insurance investigators/inspectors, fire fighters, or to provide supplemental training for persons previously or currently employed in these occupations.

This program does not prepare students for certification as fire fighters. A student must successfully complete the basic recruit program in fire fighting to become certified, pursuant to Chapter 633, Florida Statutes.

This program is conducted in coordination with the Florida State Fire College (FSFC). The program core courses may be taken at the FSFC campus and applied to the AS degree at PHSC by completing the Fire Science Course Transfer Request Form. Prospective students are advised to consult with the dean of workforce development prior to enrolling as this program has special requirements and enrollment procedures. For more information call 727-816-3264.

### Program Code: AS-FST

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#### General Education Requirements

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- [ENC 1101-English Composition I](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [MAC 1105 - College Algebra](#) 3 er.
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area II course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area IV course](#) listed in the Associate in Science Degree Program Requirements 3 er.

**Hours: 18**

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#### Program Core Courses

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- [FFP 1505 - Fire Prevention Practices](#) 3 er.
- [FFP 1540 - Private Fire Protection Systems](#) 3 er.
- [FFP 2810 - Firefighting Tactics and Strategy I](#) 3 er.
- [FFP 2720 - Company Officer Leadership](#) 3 er.
- [FFP 2740 - Fire Service Course Delivery](#) 3 er.
- [FFP 2780 - Fire Department Administration](#) 3 er.

- [FFP 2120 -Building Construction](#) 3 er.
- [FFP 2811 -Firefighting Tactics II](#) 3 er.
- [FFP 2720 -Ethical and Legal Issues](#) 3 er.
- [FFP 2610 -Cause and Origin](#) 3 er.
- [FFP 2111 - Fire Chemistry](#) 3 er.
- Three FFP course prefix program electives 9 er.

**Hours: 42**

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**Note(s):**

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A minimum of 25% of the courses required for the degree must be taken at PHSC.

**Total Hours: 60**

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[ARCHIVED CATALOG]

## Health Information Technology-Associate in Science

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The purpose of this program is to prepare students to become health information professionals in the technical aspect of health care. The program will provide instruction in the acquisition, analysis and security of a patients' medical and health information. The program also prepares students to take the national certification exam to become a Registered Health Information Technician (RHIT) through the American Health Information Management Association. Upon successful completion of this program, an individual may transfer to Pasco-Hernando State College's Bachelor of Applied Science degree program.

### Program Code: APP-HIT

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#### Prerequisite Courses:

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- [HSC 2531-Medical Terminology](#) 3 er.
- [BSC 1020 - Human Biology](#) er.
- [ENC 1101- English Composition I](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Hours:** 12

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#### Note(s):

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These 12 hours of prerequisites must be successfully completed before application to the program and are included in the 21 hours of General Education requirements and Support Courses.

#### Freshman-Session I

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- [HIM 1102 - Introduction to Healthcare Informatics](#) 2 er.
- [HIM 1012 - Legal Aspects of Health Information Technology](#) 2 er.
- [HIM 1222 - Basic ICD Coding](#) 3 er.
- [HIM 1442 - Pharmacology for Health Information Technology](#) 2 er.
- [HIM 1433 - Pathophysiology for Health Information Technology](#) 2 er.
- [HIM 1110 - Healthcare Delivery Systems](#) 2 er.

**Hours:** 13

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#### Freshman-Session II

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- [HIM 1000 - Introduction to Health Information Management](#) 3 er.
- [HIM 1005 - Project Management for Health Information Technology](#) 2 er.
- [HIM 1722 - ICD-CM Coding](#) er.
- [HIM 2652 - Electronic Health Records](#) 2 er.
- [HIM 1800 - Health Information Technology Practicum I](#) 2 er.

**Hours:** 12

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### **Freshman-Session III**

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- [HIM 2506 - Quality Assessment](#) 2 er.
- Any [Area II](#) course listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area IV](#) course listed in the Associate in Science Degree Program Requirements 3 er.

**Hours:** 8

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### **Sophomore-Session I**

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- [HIM 2253 - Basic CPT Coding](#) 3 er.
- [HIM 2723 - ICD-PCS Coding](#) 3 er.
- [HIM 2214 - Healthcare Statistics](#) 2 er.
- [HIM 2815 - Health Information Technology Practicum II](#) 2 er.
- Any [Area III](#) college level math course listed in the Associate in Science Degree Program Requirements 3 er.

**Hours:** 13

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### **Sophomore-Session II**

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- [HIM 2820 - Healthcare Information Technology Practicum III](#) 4 er.
- [HIM 2822 - Health Information Technology Capstone Seminar](#) 3 er.
- [HIM 2273 - Billing and Reimbursement Methods](#) 3 er.
- [HIM 2212 - Health Records Data Analysis and Workflow Management](#) 2 er.

**Hours:** 12

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### **Note(s):**

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CPR certification, PHSC course NCH 0050- Basic Life Support for Health Care Providers, American Heart Association, is a requirement for this program.

**General Education and Support Courses: 21 Semester Hours**

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**Health Information Technology Education Courses: 49 Semester Hours**

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[ARCHIVED CATALOG]

## Human Services-Associate in Science

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The purpose of this program is to prepare students to be generalist human service workers who will serve in a variety of positions in community, social and behavioral agencies. Articulation agreements provide students who complete this degree the option of transferring to St. Leo University to pursue a Bachelor of Arts in Human Services or a Bachelor of Social Work degree. Articulation agreements with other public and private universities and colleges are being developed. Students who are interested in transferring to these programs should consult an advisor or the human services program coordinator.

### Program Code: AS-HS

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#### Freshman-Session I

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- [HUS 1001 - Introduction to Human Services](#) 3 er. \*
- [HUS 1302 - Basic Counseling Skills](#) 3 er.
- [PSY 1012 - Introduction to Psychology](#) 3 er.
- [SYG 2000 - Introduction to Sociology](#) 3 er.
- [ENC 1101-English Composition I](#) 3 er.

**Total: 15**

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#### Freshman-Session II

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- [HUS 2525 - Issues in Mental Health](#) 3 er.
- [CLP 2140 -Abnormal Psychology](#) er.
- [DEP 2004 - Lifespan Development](#) 3 er.
- [ENC 1102 - English Composition II](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Total: 15**

---

#### Sophomore-Session I

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- [HUS 2400 - Substance Abuse Counseling](#) 3 er.
- [DEP 2002 - Child Psychology](#) er.  
(DEP 2402 may be substituted)
- [BSC 1020 - Human Biology](#) er.
- [HUS 1540 - Principles for Understanding and Working with Families](#) 3 er.

-or-

- [HUS 2200 - Introduction to Group Dynamics](#) 3 er.
- [HUS 2940 - Human Services Practicum I](#) 3 er.

**Total: 15**

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## **Sophomore-Session          II**

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- [SYG 2010 - Social Problems](#) 3 er.
- [DEP 2302 -Adolescent Psychology](#) er.  
(DEP 2402 may be substituted)
- [HUS 2941 - Human Services Practicum II](#) 5 er.
- Any [Area III Mathematics](#) course listed in the Associate in Science Degree Program Requirements
- [POS 2041 -American Federal Government](#) 3 er.
- [PHI 1630 -Applied Ethics](#) 3 er.

**Total: 20**

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## **Note(s):**

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A grade of "C" or higher must be earned in each course for successful completion of the program.

\*Note: It is strongly encouraged that all students take HUS 1001 as their first course in the Human Services program. All other courses should be taken in the order shown.

**Total Hours: 65**

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[ARCHIVED CATALOG]

## Industrial Management Technology-Associate in Science

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This Industrial Management Technology program is designed for articulation for technical certificates issued at Florida technical centers and Florida state colleges. These programs are traditionally referred to as postsecondary adult programs and run on a clock-hour basis. Students completing postsecondary adult programs have the technical training needed for employment. This program will give those students the managerial and supervisory training needed to assist them in job advancement.

To be eligible to articulate into this program, students must have completed a state approved postsecondary adult certificate at a state technical center or Florida state college in an industrial program such as:

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

Students must arrange to have official transcripts sent to the PHSC Admissions and Student Records office. Eligible students will be awarded 24 or 27 credits (based upon length of program) toward the technical skill training requirement in this degree. These credits are to be used in the Industrial Management Technology program only. Prior to the award of credit, students must successfully complete 15 credits in the program. Upon completion of the 15 credits, students need to contact the PHSC Admissions and Student Records office to apply for certificates.

**Program Code: AS-IMT**

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# Credits Awarded for Postsecondary Adult Programs

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- 1,500 or more hours 27 er.
- 900 to 1,450 hours 24 er.

Credits will be required in the following areas:

- General Education 18 er.
- Industrial Management Courses 15-18 er.
- Articulated Credit for Technical Skills Training 24-27 er.

## General Education Requirements:

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- [ENC 1101- English Composition I](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Elective [Area II](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Elective [Area IV](#) listed in the Associate in Science Degree Program Requirements 3 er.

**Hours: 18**

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## Industrial Management Courses:

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [MAR 1011 - Principles of Marketing](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [MNA 1345 - Principles of Supervision](#) 3 er.

**Hours: 12**

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**Technology Electives: (Choose one or two courses as needed to complete the 60 total hours required for this degree.)**

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- [ECO 2013 - Principles of Macroeconomics](#) 3 er.
- [GEB 1011- Introduction to Business](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.
- [GEB 2350 - International Business](#) 3 er.
- [MKA 1021 - Salesmanship](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [OST 1100 - College Keyboarding I](#) 3 er.

**Total Hours: 60**

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[ARCHIVED CATALOG]

## Internet Services Technology-Associate in Science

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The purpose of this program is to prepare students to enter the workforce as Internet/intranet technicians, Web technicians, Internet/intranet administrators, Web administrators, Internet/intranet developers, Web site developers, webmasters, Internet support specialists, Internet managers, Web managers or to provide supplemental training for persons previously or currently employed in these occupations.

The content prepares individuals to work in Internet, intranet, and extranet environments; installing, configuring, designing and managing intranet and Web-based resources. Program completers will receive training that will prepare them to take the Network+ and A+ certification examinations. These exams are not offered on campus.

PHSC offers several certificates that can be earned as students work toward associate in science degree goals. The Associate in Science degree in Internet Services Technology includes certifications in [Web Development Specialist](#) and [Information Technology Administration](#). Upon completion, students need to contact the Admissions and Student Records office to apply for certificate(s). Students are encouraged to complete courses in the AS degree program.

### Program Code: AS-ISTI

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#### The following program core of 18 hours applies to all ITAS degree programs:

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- [CET 1179 - Microcomputer Repair Essentials](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 2304 - Managing Information Technology](#) 3 er.
- [CNT 1000 - Introduction to Networking](#) 3 er.
- [CIS 1110 - Microcomputer Software Essentials](#) 3 er.
- [COP 1000 - Introduction to Software Development](#) 3 er.

Hours: 18

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#### The following 27 hours apply specifically to the Internet Services Technology AS degree:

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- [CET 1600 - Networking Fundamentals-Cisco Academy](#) 3 er.
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#) er.
- [CGS 1820-Web Page Design:](#) } er.
- [CGS 2821- Graphics and Multimedia in a Web Environment](#) 3 er.
- [CGS 2822-Advanced Web Page Design](#) er.
- [CNT 1401 - Principles of Information. Security and Assurance](#) 3 er.
- [COP 2801 - JavaScript Programming](#) 3 er.

- [CTS 2340 -Microsoft SharePoint](#) 3 cr.  
and
- [CIS 2941 -Information Technology Internship](#) 3 cr.  
or
- [OST 2335 -Business Communications](#) 3 cr.

**Hours: 27**

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## The following 18 hours meet the General Education Requirements:

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- [CGS 1100 -Microcomputer Applications](#) 3 cr.
- [ENC 1101 -English Composition I](#) 3 cr.
- Any [Elective Area II course](#) listed in the Associate in Science Degree Program Requirements 3cr.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3cr. (Note: Students wishing to transfer to a bachelor program should take M A C 1105.)
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3cr.
- Any [Elective Area IV course](#) listed in the Associate in Science Degree Program Requirements 3cr.

**Hours: 18**

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## Total Hours: 63

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### Note(s):

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Effective fall 1991, three hours of credit will be granted toward an Associate in Science degree in Internet Services Technology for the successful completion with a "C" average or better in Web Internet Services at the Marchman Technical Center. Credit will be awarded for Computer Concepts (CGS1000).

Students must receive a high school diploma and successfully complete 15 hours of college-level credit in classroom instruction at PHSC before credit will be given. To be awarded credit, a student must send a copy of a completed Request for Credit for Articulated Programs from Marchman Technical Center (Form SAR-50) to the director of admissions and student records after the student has completed 15 hours. This form is available in the Student Development office on each campus.

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[ARCHIVED CATALOG]

## Network Systems Technology-Associate in Science

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The purpose of this program is to prepare students to enter the workforce as cabling specialists, network control operators, data communications analysts, network technicians, computer security specialists, network specialists, network managers, network systems analysts, network systems technicians, network troubleshooters, WAN/LAN managers; or systems administrators. Students will select from one of two degree specialties-Advanced Network Infrastructure or Network Virtualization. Program completers will receive training that will prepare them to take the Certified Cisco Networking Associate (CCNA), A+ and Network+ certification exams. These exams are not offered on campus.

PHSC offers several certificates that can be earned as students work toward AS degrees. The Associate in Science degree in Network Systems Technology includes certificates in Network Infrastructure, Network Support Technician and Network Virtualization.

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

This AS degree requires the completion of 63 credit hours. It consists of 18 program core hours, 29 specialty hours and 18 General Education hours.

### Program Code: AS-NST

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The following program core of 18 hours applies to all IT degree programs:

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- [CET 1179 - Microcomputer Repair Essentials](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 2304 - Managing Information Technology](#) 3 er.
- [CNT 1000 - Introduction to Networking](#) 3 er.
- [CTS 1110 - Microcomputer Software Essentials](#) 3 er.
- [COP 1000 - Introduction to Software Development](#) 3 er.

**Hours: 18**

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The following 27 hours apply specifically to the Network Systems Technology/ Advanced Network Infrastructure specialization:

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- [CET 1600 - Networking Fundamentals-Cisco Academy](#) 3 er.
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#) er.
- [CET 2615 - Scaling Networks-Cisco Academy](#) 3 er.
- [CET 2620 - Connecting Networks-Cisco Academy](#) 3 er.

- [CET 2793 - Windows Server Administration](#) 3 er.
  - [CNT 1401 - Principles of Information, Security and Assurance](#) 3 er.
  - [CIS 2106 - Linux Operating Systems](#) 3 er.
  - [CIS 1544 - Virtualization Essentials](#) 3 er.
  - [CIS 2941 - Information Technology Internship](#) 3 er.
- or
- [CIS 2123 - Network Security and Intrusion Detection](#) 3 er.

**Hours: 27**

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**The following 27 hours apply specifically to the Network Systems Technology/Network Virtualization specialization:**

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- [CET 1600 - Networking Fundamentals-Cisco Academy](#) 3 er.
  - [CET 1610 - Routing and Switching Essentials-Cisco Academy](#) :J er.
  - [CET 2793 - Windows Server Administration](#) 3 er.
  - [CNT 1401 - Principles of Information, Security and Assurance](#) 3 er.
  - [CIS 2106 - Linux Operating Systems](#) 3 er.
  - [CIS 1544 - Virtualization Essentials](#) 3 er.
  - [CIS 2372 - Implementing Virtualized Servers](#) 3 er.
  - [CIS 2411 - Managing Information Storage](#) 3 er.
  - [CIS 2941 - Information Technology Internship](#) 3 er.
- or
- [CIS 2123 - Network Security and Intrusion Detection](#) 3 er.

**Hours: 27**

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**The following 18 hours meet the General Education requirements:**

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- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [ENC 1101-English Composition I](#) 3 er.
- Any [Elective Area II course](#) listed in the Associate in Science Degree Program Requirements 3cr.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3cr.  
(Note: Students wishing to transfer to a bachelor program should take MAC 1105.)
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3cr.
- Any [Elective Area IV course](#) listed in the Associate in Science Degree Program Requirements 3cr.

**Hours: 18**

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**Total Hours: 63**

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**Note(s):**

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Three hours of credit will be granted toward an Associate in Science degree in Networking Systems Technology for the successful completion with a "C" average or better in Weh Internet Services at the Marchman Technical Center. Credit will be awarded for Computer Concepts (CGS 1000).

Students must receive a high school diploma and successfully complete 15 hours of college-level credit in classroom instruction at PHSC before credit will be given. To be awarded credit, a student must send a copy of a completed

Request for Credit for Articulated Programs from Marchman Technical Center (Form SAR-50) to the director of admissions and student records after the student has completed 15 hours. This form is available in the Student Development office on each campus.

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[ARCHIVED CATALOG]

## Nursing (RN) Generic Program-Associate in Science

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The Associate in Science in Nursing (RN) is accredited by the Accreditation Commission for Education in Nursing (ACEN), a specialized accrediting body recognized by the United States Department of Education. The Accreditation Commission for Education in Nursing can be contacted at the below address and phone number or visit [www.nlnac.org](http://www.nlnac.org).

Accreditation Commission for Education in Nursing  
3343 Peachtree Road, NW Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000

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

**Program Code: APP-NGT**

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### Prerequisites\*

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

### Note(s):

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\*These 13 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements and Support Courses.

Students must complete all required College Preparatory Courses.

**Total Hours: 13**

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### August Admission

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**Freshman-Session I**

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- [BSC 1086 - Human Anatomy and Physiology II](#) 3 er.
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 er.
- [NUR 1021- Fundamentals of Nursing](#) 4.5 er.
- [NUR 1021L- Fundamentals of Nursing Clinical](#) 6 er.

**Total: 14.5**

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**Freshman-Session II**

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- [MCB 2010 - Microbiology](#) 3 er.
- [MCB 2010L - Microbiology Laboratory](#) 1 er.
- [NUR 1211-Adult Nursing I/Generic Program](#) 4.5 er.
- [NUR 1211L -Adult Nursing I Clinical/Generic Program](#) 5.5 er.

**Total: 14**

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**Freshman-Session III/IIIA/IIIB**

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

**Total: 6**

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**Sophomore-Session I**

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- [NUR 2460 - Maternal-Child Nursing/Generic Program](#) 5 er.
- [NUR 2460L - Maternal-Child Nursing Clinical/Generic Program](#) 5.5 er.
- [DEP 2004 - Lifespan Development](#) 3 er.

**Total: 13.5**

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**Sophomore-Session II**

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- [NUR 2261 -Adult Nursing II](#) 4.5 er.
- [NUR 2261L -Adult Nursing II Clinical](#) 3.5 er.
- [NUR 2714 -Adult Nursing III](#) .5 er.
- [NUR 2714L -Adult Nursing III Clinical](#) 1.5 er.
- [NUR 2820 - Nursing Role & Scope](#) 1 er.

**Total: 11**

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**General Education and Support Courses: 30 Semester Hours**

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**Nursing Education: 42 Semester Hours**

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**Total Hours: 72 Semester Hours**

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## January Admission

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### Freshman-Session II

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- [BSC 1086 - Human Anatomy and Physiology II](#) 3 er.
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#) 1 er.
- [NUR 1021- Fundamentals of Nursing](#) 4.5 er.
- [NUR 1021L - Fundamentals of Nursing Clinical](#) 6 er.

**Total:** 14.5

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### Freshman-Session III/IIIA/IIIB

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

**Total:** 7

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### Freshman-Session I

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- [NUR 1211-Adult Nursing I/Generic Program](#) 4.5 er.
- [NUR 1211L -Adult Nursing I Clinical/Generic Program](#) 5.5 er.

**Total:** 10

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### Sophomore-Session II

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- [NUR 2460 - Maternal-Child Nursing/Generic Program](#) 5 er.
- [NUR 2460L - Maternal-Child Nursing Clinical/Generic Program](#) 5.5 er.

**Total:** 10.5

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### Sophomore-Session III/IIIA/IIIB

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

Total: 6

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### Sophomore-Session I

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- [NUR 2261 -Adult Nursing II](#) 4.5 er.
- [NUR 2261L -Adult Nursing II Clinical](#) 3.5 er.
- [NUR 2714 -Adult Nursing III](#) .5 er.

- [NUR 2714L -Adult Nursing III Clinical](#) 1.5 er.
- [NUR 2820 -Nursing Role & Scope](#) 1 er.

**Total:** 12

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**General Education and Support Courses: 30 Semester Hours**

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**Nursing Education: 42 Semester Hours**

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**Total Hours: 72 Semester Hours**

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## Special Program Requirements

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CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

A grade of "C" or higher in each nursing course (excluding NUR 2714 and NUR 2714L) must be earned to continue in the Associate Degree Nursing Program. A grade of "pass" must be achieved in NUR 2714 and NUR 2714L.

Nursing courses may be repeated only on the recommendation of the nursing faculty, the associate dean of nursing, the dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available. (See Academic Averages and Repeated Courses.)

Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in all courses is required for successful completion of this program.

A minimum of 15 hours of credit in nursing must be completed in residence at PHSC in 2000-level courses.

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[ARCHIVED CATALOG]

## Nursing (RN) ADN Transition Program-Associate in Science

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The Associate in Science in Nursing (RN) is accredited by the Accreditation Commission for Education in Nursing (ACEN), a specialized accrediting body recognized by the United States Department of Education. The Accreditation Commission for Education in Nursing can be contacted at the following address and phone number or visit [www.nlnac.org](http://www.nlnac.org) for additional information.

Accreditation Commission for Education in Nursing  
3343 Peachtree Road, NE Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000

The purpose of this program track is to allow an entry point into the Associate Degree in Nursing Program for the licensed practical nurse and paramedic. Upon successful completion of this program, the graduate receives an Associate in Science Nursing degree and is eligible to apply to sit for the National Council Licensure Examination for Registered Nurses in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018, and to transfer to the State University System.

Upon acceptance and enrollment into this program, LPNs will receive 17 advanced college credit semester hours based on practical nursing education and paramedics will receive 11 advanced college credit semester hours based on paramedic education, for the Associate in Science in Nursing (RN) -ADN Transition program only.

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

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#### Prerequisites\*

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

#### Note(s):

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\*These 21 hours of prerequisites must be completed before admission to the program and are included in the 30 hours of General Education requirements and Support Courses.

Students must complete all required College Preparatory courses.

**Total Hours: 21**

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## **Paramedic**

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**Freshman-Session      IIIB (Paramedics      Only)**

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- [NUR 1006 - Nursing Fundamentals/ADN Transition](#) 3 er.
- [NUR 1006L - Nursing Fundamentals Clinical/ADN Transition](#) 3 er.

**Hours: 6**

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## **Licensed Practical Nurses and Paramedics**

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**Sophomore-Session      I**

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- [NUR 1200 - Adult Nursing I/ADN Transition](#) 3 er.
- [NUR 1200L - Adult Nursing I Clinical /ADN Transition](#) 3.5 er.
- [NUR 2403 - Maternal-Child Nursing/ADN Transition](#) 4.5 er.
- [NUR 2403L - Maternal-Child Nursing Clinical/ADN Transition](#) 3 er.
- [DEP 2004 - Lifespan Development](#) 3 er.

**Hours: 17**

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**Sophomore-Session      II**

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- [NUR 2261 - Adult Nursing II](#) 4.5 er.
- [NUR 2261L - Adult Nursing II Clinical](#) 3.5 er.
- [NUR 2714 - Adult Nursing III](#) .5 er.
- [NUR 2714L - Adult Nursing III Clinical](#) 1.5 er.
- [NUR 2820 - Nursing Role & Scope](#) 1 er.
- [ENC 1101- English Composition I](#) 3 er.
- [PHI 1630 - Applied Ethics](#) 3 er.

**Hours: 17**

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**General Education and Support Courses: 30 Semester Hours**

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**Nursing Education: 42 Semester Hours**

---

**Total Hours: 72 Semester Hours**

---

**Special Program Requirements**

---

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

A grade of "C" or higher in each nursing course (excluding NUR 2714 and NUR 2714L) must be earned to continue in the Associate Degree Nursing program. A grade of "pass" must be achieved in NUR 2714 and NUR 2714L.

Nursing courses may be repeated only on the recommendation of the nursing faculty and the associate dean of nursing, dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available.

Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher in all courses is required for successful completion of this program.

A minimum of 15 hours of credit in nursing in 2000-level courses must be completed in residence at PHSC.

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[ARCHIVED CATALOG]

## Office Administration -Associate in Science

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The purpose of this program is to prepare a person for office support positions such as administrative assistants, office supervisors/managers and receptionists. The program prepares persons for immediate employment in a business office and provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

PHSC offers several certificates that can be earned as students work toward the AS degree. The Associate in Science degree in Office Administration includes the following certificates: [Office Management-Certificate](#), [Office Specialist-Certificate](#) and [Office Support-Certificate](#). As certificate courses are completed, students need to contact the Admissions and Student Records office to apply for certificate(s).

### Program Code: AS-OST

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#### General Education Requirements:

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- [ENC 1101- English Composition I](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- Elective [Area II](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Elective [Area IV](#) listed in the Associate in Science Degree Program Requirements 3 er.

**Hours: 18**

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#### Program Courses:

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [GEB 1011- Introduction to Business](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.
- [GEB 2350 - International Business](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [MNA 2941 - Internship in Business](#) 3 er.
- [OST 1100 - College Keyboarding I](#) 3 er.
- [OST 1110 - College Keyboarding II](#) 3 er.
- [OST 1764 -Word Processing-Microsoft Word](#) 3 er.
- [OST 1811 - Desktop Publishing](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [OST 2401 -Administrative Office Procedures](#) 3 er.
- [OST 2852 - Excel for the Office](#) 3 er.

- Elective (See Office Administration Electives below) 6 er.

**Hours: 45**

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**Total Hours: 63**

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**Office Administration Electives - Choose two of the following:**

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- [ACG 2071 - Principles of Managerial Accounting](#) 3 er.
  - [BUL 2241 - Business Law](#) 3 er.
  - [BUL 2561 - Cyberlaw](#) 3 er.
  - [CGS 1000 - Computer Concepts](#) 3 er.
  - [CGS 2108 - Advanced Microcomputer Applications](#) 3 er.
  - [ECO 2013 - Principles of Macroeconomics](#) 3 er.
  - [ECO 2023 - Principles of Microeconomics](#) 3 er.
  - [MAR 1011- Principles of Marketing](#) 3 er.
  - [MKA 1021 - Salesmanship](#) 3 er.
  - [MKA 2041 - Principles of Retailing](#) er.
  - [MKA 2511 - Principles of Advertising](#) 3 er.
  - [MNA 1345 - Principles of Supervision](#) 3 er.
  - [OMB 1001 - Business Mathematics](#) 3 er.
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[ARCHIVED CATALOG]

## Paralegal Studies (Legal Assisting)-Associate in Science

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The purpose of this program is to prepare students for employment as paralegals in law offices, government agencies, insurance offices, corporations, financial institutions and title insurance companies. This program also is designed to provide supplemental training for persons already employed as paralegal assistants. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

### Program Code: AS-LA

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#### General Education Courses

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- [POS 2041 - American Federal Government](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [ENC 1101- English Composition I](#) 3 er.
- Any [Area III Mathematics course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area III Natural Science course](#) listed in the Associate in Science Degree Program Requirements 3 er.
- Any [Area IV Humanities course](#) listed in the Associate in Science Degree Program Requirements 3 er.

**Hours: 18**

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#### Program Courses

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- [OST 1100 - College Keyboarding I](#) 3 er.  
or
- [OST 1764 - Word Processing-Microsoft Word](#) 3 er.  
and
- [OST 2335 - Business Communications](#) 3 er.
- [BUL 2241 - Business Law](#) 3 er.
- [PLA 1003 - Introduction to Law and Legal Ethics](#) 3 er.
- [PLA 1201 - Civil Procedure](#) 3 er.
- [PLA 1260 - Evidence and Trial Practice](#) 3 er.
- [PLA 1303 - Criminal Law for Paralegals](#) 3 er.
- [PLA 1763 - Law Office Management](#) 2 er.
- [PLA 2104 - Legal Research and Writing I](#) 3 er.
- [PLA 2114 - Legal Research and Writing II](#) 3 er.
- [PLA 2273 - Torts](#) 3 er.
- [PLA 2401 - Commercial Transactions](#) 2 er.
- [PLA 2540 - Real Property Law](#) 3 er.

- [PLA 2600 - Wills, Estates, and Trusts](#) 3 cr.
- [PLA 2800 - Family Law](#) 3 cr.
- [PLA 2940 - Paralegal Internship](#) 3 cr.

**Hours: 46**

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**Note:**

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Students pursuing the AS degree in Paralegal should complete PLA 1003 Introduction to Law and Legal Ethics during their first semester of attendance. PLA 1201 Civil Procedure is a prerequisite to PLA 1260 Evidence and Trial Practice. Please see course descriptions for other prerequisites and corequisites.

**Total Hours: 64**

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## Radiography-Associate in Science

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This 77-credit-hour, 24-month program begins each January and contains academic and clinical components as part of the curriculum. Upon successful completion of all program requirements, the graduates will earn an AS degree in Radiography and are eligible to apply to take the American Registry of Radiologic Technologist (ARRT) credentialing examination. Graduates also will be eligible to apply for a temporary state license issued by the Department of Health, Bureau of Radiation Control.

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

### Program Code: APP-RAD

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#### Prerequisites

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

**Total Hours:** 11

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### Freshman-Session II

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

**Hours:** 13

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### Freshman-Session III

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

**Hours:** 7

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## Freshman-Session I

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

**Hours:** 12

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## Sophomore-Session II

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

**Hours:** 13

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## Sophomore-Session III

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

**Hours:** 9

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## Sophomore-Session I

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

**Hours:** 12

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## Note(s):

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Graduates interested in earning a bachelor's degree in radiological sciences should contact the radiography program coordinator or contact an advisor for information about schools offering bachelor degrees in radiological sciences.

**General Education and Support Courses: 23 Semester Hours**

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**Radiography Education: 54 Semester Hours**

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**Total Hours: 77 Semester Hours**

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## **Special Program Requirements**

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CPR certification, PHSC course NCH 0050, American Heart Association, "Basic life Support for Health Care Providers", is a requirement of this program.

A grade of "C" or higher in all courses must be earned for successful completion of this program.

Radiography courses may be repeated only on the recommendation of the radiography faculty, the radiography coordinator, the dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available.

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[ARCHIVED CATALOG]

## Bachelor of Applied Science in Supervision and Management

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The Bachelor of Applied Science in Supervision and Management (BAS-SM) program is designed to prepare graduates for supervisory and management roles in a variety of organizational settings. The BAS-SM program uses a 2+2 model that requires applicants to have completed an associate's degree or equivalent for entry into the program. This is an open-access program tailored to meet the needs of a diverse student population in the community, including flexible scheduling, face-to-face and online classes, and the ability to complete the program as either a part-time or full-time student.

Pasco-Hernando State College is proud to offer the Bachelor of Applied Science in Supervision and Management. This program conforms to all articulation agreements in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes compliance with the Florida Department of Education and SACSCOC standards related to common course prerequisites, common course numbering and faculty credentialing. The BAS-SM degree program is designed with three concentrations: Organizational Administration, Public Safety/Public Service and Health Care Management.

### Program Code: APP-BOA

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#### Prerequisite Courses

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No specific prerequisite courses for the BAS-SM degree program are required. However, some upper-level BAS-SM courses require prerequisite lower-level technical courses. Applicants are advised to consult with an academic advisor to ensure they have completed those courses.

- BAS-SM applicants must have earned an associate degree or equivalent from a regionally accredited institution. Applicants with AA degrees who have completed all core general education courses will be required to complete a total of 18 credits in an occupational/technical area (e.g., accounting, finance, management, marketing, paralegal, criminal justice, fire science, computer science, business, etc.). Applicants with an AS degree must complete additional core general education courses. All applicants must have earned an overall grade point average of 2.0 in their associate degree program.
  - College or university transfer applicants from a regionally accredited college or university must have earned the equivalent of an associate's degree, at least 60 college credit hours that qualify to transfer into the BAS-SM program. Applicants must have received a grade of "C" or better in all core general education courses that transfer into the BAS-SM program and have an overall grade point average of 2.0 in their transfer courses. All applicants must provide an official transcript from all previous institutions attended. Transfer students must meet Gordon Rule requirements.
- 

#### Core Courses and Program Concentrations

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All Bachelor of Applied Science in Supervision and Management (BAS-SM) students will be required to complete the program core courses (21 credit hours) and complete all courses within one area of concentration (21 credit hours). Students must select their area of concentration when completing the BAS-SM program application.

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### **Program Core Courses (21 credit hours)**

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- [MAN 3353 - Management Theory and Practices](#) 3 er.
  - [GEB 3213 -Advanced Business Communication](#) 3 er.
  - [BUL 3310 - Legal and Ethical Environment in Business](#) 3 er.
  - [FIN 3400 - Financial Management](#) 3 er.
  - [ISM 4011 - Management Information Systems](#) 3 er.
  - [MAN 4301-Human Resource Management](#) 3 er.
  - [GEB 4891 - Strategic Management and Decision Making](#) 3 er.
- 

### **Organizational Administration Concentration (21 credit hours)**

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- [LDR 3115 - Contemporary Issues in Leadership](#) 3 er.
  - [MAN 3240 - Organizational Behavior](#) 3 er.
  - [MAR 3803 - Marketing for Managers](#) 3 er.
  - [ENT 4004 - Entrepreneurship and Small Business Management](#) 3 er.
  - [GEB 4356 - International Business](#) 3 er.
  - [MAN 4900 - Capstone Project in Supervision and Management](#) 3 er.
  - [GEB 4930 - Selected Topics in Supervision and Management](#) 3 er.
  - or
  - [MAN 4940 - Business Internship](#) 3 er.
- 

### **Public Safety/Public Service Concentration (21 credit hours)**

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- [PAD 3820 - Foundations of Public Safety Administrations](#) 3 er.
  - [PAD 3034 - Policy Development and Implementation](#) 3 er.
  - [PAD 3874 - Community Relations Theory and Practice](#) 3 er.
  - [DSC 4214 - Emergency Planning and Response](#) 3 er.
  - [PAD 4223 - Public Budgeting and Finance](#) 3 er.
  - [PAD 4232 - Grant Administration and Resource Development](#) 3 er.
  - [PAD 4930 - Selected Topics in Public Safety Administration](#) 3 er.
  - or
  - [PAD 4940 - Public Safety Administration Internship](#) 3 er.
- 

### **Health Care Management Concentration (21 credit hours)**

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- [HSA 3110 -Health Care Organization and Administration](#) 3 er.
- [HSA 3113 - Health Care Systems](#) 3 er.
- [HSA 3422 - Regulation and Compliance in Health Care](#) 3 er.
- [HSA 4383 - Quality Management in Health Care](#) 3 er.
- [HSA 4430 - Health Care Economics](#) 3 er.
- [HSA 4502 - Health Care Risk Management](#) 3 er.
- [HSA 4930 - Selected Topics in Health Care Administration](#) 3 er.
- or
- [HSA 4940 - Health Care Administration Internship](#) 3 er.

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## Curriculum for Final Two Years of Program, by Term, in Sequence

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### Junior - Session I

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- [MAN 3353 - Management Theory and Practices](#) 3 er.
- [GEB 3213 -Advanced Business Communication](#) 3 er.
- Supervision and Management Concentration Course 3 er.
- General Education/Technical Elective 3 er.
- General Education/Technical Elective 3 er.

**Session I Hours: 15**

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### Junior - Session II

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- [BUL 3310 - Legal and Ethical Environment in Business](#) 3 er.
- [FIN 3400 - Financial Management](#) 3 er.
- Supervision and Management Concentration Course 3 er.
- General Education/Technical Elective 3 er.
- General Education/Technical Elective 3 er.

**Session II Hours: 15**

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### Senior - Session III

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- [ISM 4011 - Management Information Systems](#) 3 er.
- [MAN 4301-Human Resource Management](#) 3 er.
- Supervision and Management Concentration Course 3 er.
- Supervision and Management Concentration Course 3 er.
- General Education/Technical Elective 3 er.

**Session III Hours: 15**

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### Senior - Session IV

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- [GEB 4891 - Strategic Management and Decision Making](#) 3 er.
- Supervision and Management Concentration Course 3 er.
- Supervision and Management Concentration Course 3 er.
- Supervision and Management Concentration Course 3 er.
- General Education/Technical Elective 3 er.

**Session IV Hours: 15**

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**General Education or Technical Courses: 18 Semester Hours**

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**Bachelor of Applied Science in Supervision and Management  
Education: 42 Semester Hours**

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**Lower Level Courses: 60 Hours**

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**Total Hours: 120**

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**Special Program Requirements:**

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Students must meet the provision of Florida Statute 1007.262 regarding the statewide foreign language requirement as an exit requirement of the baccalaureate degree. Students must have completed two sequential foreign language courses in high school or at the postsecondary level. American Sign Language I and II is an approved sequence per Florida Statute 1007.2615.

Students who have earned an Associate in Arts degree from a Florida Community College or State University System (SUS) institution before the fall term of 1989, or who have maintained continuous enrollment in a Florida community college or SUS institution before the fall term of 1989 are exempt from the requirement.

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[ARCHIVED CATALOG]

## Bachelor of Science in Nursing

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The purpose of this program is to qualify Bachelor of Science in Nursing graduates for expanded career advancement opportunities in leadership, management and education.

### Program Code: APP-BSN

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### Prerequisite Courses

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- [MAC 1105 - College Algebra](#) 3 er.  
(or any Area III college-level math course listed in the Associate in Science Degree Program Requirements)
- [STA 2023 - Introduction to Statistics](#) 3 er.
- [ENC 1102 - English Composition II](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

Hours: 12

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Note(s):

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These 12 hours of prerequisites must be successfully completed before application to the program and are included in the 18 hours of General Education Requirements and Support Courses.

### Junior - Session I

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- [NUR 3065C - Examination and Assessment](#) 4 er.
- [NUR 3655 - Cultural Health Issues](#) 3 er.
- [NUR 3119 - Nursing Theoretical Concepts](#) 3 er.
- [NUR 3895 - Teaching and Learning for the Healthcare Professional](#) 3 er.

Session I Hours: 13

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### Junior - Session II

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- [NUR 3125 - Pathology for Nursing Practice](#) 3 er.
- [NUR 3145 - Pharmacology for Nursing](#) 4 er.
- [NUR 3826 - Legal and Ethical Issues in Nursing](#) 4 er.
- [NUR 4837 - Health Care Policy and Economics in Nursing](#) 4 er.

**Session II Hours: 14**

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## **Junior - Session III**

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- [SPC 2608 - Introduction to Public Speaking](#) er.
- Any Area IV HUM or REL prefix course listed in the [Associate in Science Degree Program Requirements](#) 3 er.

**Session III Hours: 6**

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## **Senior - Session I**

---

- [NUR4164 - Nursing Research and Informatics](#) 4 er.
- [NUR4636C - Community Nursing](#) er.
- [NUR4827 - Principles of Leadership and Management in Nursing](#) 3 er.

**Session I Hours: 10**

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## **Senior - Session IIA**

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- [NUR494SC - Nursing Capstone Experience](#) 5 er.

**Session IIA Hours: 5**

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## **General Education and Support Courses : 18 Semester Hours**

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## **Bachelor of Science in Nursing Education: 42 Semester Hours**

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## **Lower Level Courses: 60 Hours**

---

**Total Hours: 120**

---

## **Special Program Requirements:**

---

Students must meet the provision of Florida Statute 1007.262 regarding the statewide foreign language requirement as an exit requirement of the baccalaureate degree. Students must have completed two sequential foreign language courses in high school or at the postsecondary level. American Sign Language I and II is an approved sequence per Florida Statute 1007.2615.

Students who have earned an Associate in Arts degree from a Florida Community College or State University System (SUS) institution before the fall term of 1989, or who have maintained continuous enrollment in a Florida community college or SUS institution before the fall term of 1989 are exempt from the requirement.

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## **College Credit Certificate-Overview**

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In all College Credit Certificate programs, a cumulative GPA of not less than 2.0 or "C" must be achieved. After completing the specific number of hours in a College Credit Certificate program, a student may continue in an AS degree. Students who wish to transfer credits from any AS program to another institution must accept the responsibility for securing approval in advance from that institution.

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[ARCHIVED CATALOG]

## Accounting Technology Management-Certificate

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The purpose of this program is to prepare students for employment in entry-level accounting positions. Program content prepares students in the principles, procedures and theories of organizing, recording and maintaining financial records and preparing financial statements for internal and external use.

### Program Code: TC-ATM

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [ACG 2071 - Principles of Managerial Accounting](#) 3 er.
- [ACG 2100 - Intermediate Accounting I](#) 3 er.
- [ACG 2450 - Microcomputers in Accounting](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [GEB 1011- Introduction to Business](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [PHI 1630 -Applied Ethics](#) 3 er.

**Total Hours: 27**

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[ARCHIVED CATALOG]

## Accounting Technology Operations-Certificate

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The purpose of this program is to prepare students for employment in entry-level accounting positions. Program content prepares students in the principles, procedures and theories of organizing, recording and maintaining financial records.

### Program Code: TC-ATO

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [ACG 2071 - Principles of Managerial Accounting](#) 3 er.
- [ACG 2450 - Microcomputers in Accounting](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.

**Total Hours: 18**

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[ARCHIVED CATALOG]

## Accounting Technology Specialist-Certificate

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The purpose of this program is to prepare students for employment in entry-level accounting positions. Program content prepares students in the principles and theories of financial records and financial statements.

### Program Code: TC-ATS

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [ACG 2071 - Principles of Managerial Accounting](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.

**Total Hours: 12**

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[ARCHIVED CATALOG]

## AutoCAD Foundations-Certificate

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The purpose of this program is to prepare students to assist architects and construction engineers in planning, designing and detailing. Computer design techniques are emphasized in this program. Upon successful completion of this program, an individual may transfer into the two-year [Associate in Science in Drafting and Design Technology degree](#). The courses in this program are part of the AS degree.

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

### Program Code: TC-AF

---

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

**Total Hours: 15**

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[ARCHIVED CATALOG]

## Business Management-Certificate

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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 [Business Administration AS to BS Transfer Program - Associate in Science](#) 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 AS degree.

### Program Code: TC-SBM

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [BUL 2241 - Business Law](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [ECO 2013 - Principles of Macroeconomics](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.
- Any MAC, MGF, MIG or STA prefix mathematics course listed in the College *Catalog and Student Handbook* (Students planning to transfer to the AS to BS Transfer program should take MAC 1105.) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.

**Total Hours: 24**

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[ARCHIVED CATALOG]

## Business Operations-Certificate

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

The courses in this certificate program are also part of the [Business Administration AS to BS Transfer Program - Associate in Science](#) 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 AS degree.

### Program Code: TC-BO

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- Any MAC, MGF, MIG or STA prefix mathematics course listed in this *College Catalog and Student Handbook* (Students planning to transfer to the AS to BS Transfer Program should take MAC 1105.) 3er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [MNA 1345 - Principles of Supervision](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.

**Total Hours: 18**

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[ARCHIVED CATALOG]

## Business Specialist-Certificate

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

The courses in this certificate program are also part of the [Business Administration AS to BS Transfer Program - Associate in Science](#) 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 AS degree.

### Program Code: TC-BS

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

**Total Hours: 12**

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[ARCHIVED CATALOG]

## Computer Programmer-Certificate

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The purpose of this program is to prepare students for employment as computer programmer trainees and software application technicians. The program prepares students to use methods and procedures to automate business applications, to use business software applications and to incorporate the review of system and programming specifications to yield solutions to business application problems.

The courses in this certificate program also are part of the Associate in Science degree in Computer Programming and Analysis. Students need to contact the Admissions and Student Records office to apply for their certificate. After earning their certificate, students are encouraged to complete the courses in the AS degree.

**Program Code: TC-BDP**

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

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

Choose one course from the following:

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

**Total Hours: 33**

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[ARCHIVED CATALOG]

## Computer Programming Specialist-Certificate

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The purpose of this program is to prepare students for employment as entry-level programmers or programmer specialists or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students to analyze business situations and to design and develop software solutions.

The courses in this certificate program also are part of the Associate in Science degree in Computer Programming and Analysis. Students need to contact the Admissions and Student Records office to apply for their certificate. After earning a certificate, students are encouraged to continue their education by completing the courses in the AS degree.

**Program Code: TC-CPS**

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

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

Choose one course from the following:

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

**Total Hours: 18**

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[ARCHIVED CATALOG]

## Database and E-Commerce Security-Certificate

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The purpose of this certificate program is to prepare students for further education and careers such as database security professionals and e-commerce security professionals in information technology, or to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Information Technology Security degree program.

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

The following 21 credit hours meet the requirement for this certificate:

### Program Code: TC-DECSC

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- [CAP 2134 - Database Security](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [CGS 2108 - Advanced Microcomputer Applications](#) 3 er.
- [COP 1000 - Introduction to Software Development](#) 3 er.
- [COP 1332 - Visual Basic .NET Programming](#) 3 er.
- [COP 2071 - Access Programming and SOL](#) 3 er.

**Total Hours: 21**

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[ARCHIVED CATALOG]

## E-Business Software-Certificate

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

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

### Program Code: TC-EBSOF

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

**Total Hours: 21**

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[ARCHIVED CATALOG]

## E-Business Technical-Certificate

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

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

**Program Code: TC-EB**

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- [BUL 2561 - Cyberlaw](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [CGS 1820-Web Page Design](#) er.
- [CGS 2304 - Managing Information Technology](#) 3 er.
- [CET 1179 - Microcomputer Repair Essentials](#) 3 er.
- [CNT 1000 - Introduction to Networking](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.

**Total Hours: 24**

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[ARCHIVED CATALOG]

## E-Business Technology-Certificate

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

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

### Program Code: TC-EBTEC

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- [CGS 1000 - Computer Concepts](#) 3 er.
- [CGS 2304 - Managing Information Technology](#) 3 er.
- [CNT 1000 - Introduction to Networking](#) 3 er.
- [CGS 1820-Web Page Design](#) er.
- [CGS 2108 -Advanced Microcomputer Applications](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Total Hours: 21**

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[ARCHIVED CATALOG]

## E-Business Ventures-Certificate

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

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

### Program Code: TC-EBVEV

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

**Total Hours: 24**

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[ARCHIVED CATALOG]

## Financial Para-planner-Certificate

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The purpose of this program is to prepare students for employment in the financial planning industry. The program also provides necessary skills needed to advance beyond a clerical position in a financial planner's office. The program focuses on broad transferable skills and stresses understanding of the financial planning industry.

### Program Code: TC-FINP

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- [FIN 1100 - Personal Finance](#) 3 cr.
- [FIN 1122 - Fundamentals of Financial Planning](#) 1 cr.
- [FIN 2940 - Internship in Financial Services](#) 3 cr.
- [RMI 1003 - Principles of Insurance](#) 3 cr.

**Total Hours: 12**

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[ARCHIVED CATALOG]

## Healthcare Informatics Specialist-Certificate

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This program is designed to prepare students for employment as entry level healthcare informatics specialists or to provide supplemental training for persons previously or currently employed in related health record occupations. All courses in this certificate program transfer into the AS degree in Health Information Technology at PHSC.

### Prerequisites

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- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [HSC 2531 - Medical Terminology](#) er.

**Hours:** 6

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### Program Code: TC-HCIS

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- [HIM 1005 - Project Management for Health Information Technology](#) 2 er.
- [HIM 1102 - Introduction to Healthcare Informatics](#) 2 er.
- [HIM 2212 - Health Records Data Analysis and Workflow Management](#) 2 er.
- [HIM 1800 - Health Information Technology Practicum I](#) 2 er.
- [HIM 2652 - Electronic Health Records](#) 2 er.
- [HIM 1110 - Healthcare Delivery Systems](#) 2 er.

**Hours:** 12

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**Total Hours:** 18

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### Note(s):

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A grade of "C" or higher in each course must be earned in order to continue in the program.

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[ARCHIVED CATALOG]

## Human Services Assistant-Certificate

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The purpose of this program is to provide students the first educational step to a professional career in human services. The program offers course work and field experience related to the introductory principles of human behavior specific to the practice and techniques in human services. Graduates may find employment as a human service assistant, social service aide, case management aide or geriatric aide. All courses in this program transfer into the AS degree in human services at PHSC.

### Program Code: TC-HSA

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

**Note(s): A grade of "C" or higher must be earned in each course with an HUS prefix.**

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**Total Hours: 27**

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[ARCHIVED CATALOG]

## Information Technology Administration-Certificate

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The purpose of this program is to prepare students to enter the workforce as Internet/intranet technicians, Web technicians, and Internet support specialists, or to provide supplemental training for persons previously or currently employed in these occupations.

The content prepares individuals to work in Internet, intranet and extranet environments, installing, configuring, designing and managing intranet and Web-based resources.

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

### Program Code: TC-ITAD

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The following 18 hours meet the requirements for this certificate:

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

**Total Hours: 18**

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[ARCHIVED CATALOG]

## Marketing Operations-Certificate

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The purpose of this program is to prepare students for employment as advertising and display specialists; marketing, advertising, public relations manager; public relations specialists or to provide supplemental training for persons previously or currently employed in these occupations.

The courses in this certificate program are also part of the [Business Administration AS to BS Transfer Program -Associate in Science](#). 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-MO

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- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [GEB 1136 - Introduction to E-Business](#) 3 er.
- [MAR 1011 - Principles of Marketing](#) 3 er.
- [GEB 1011 - Introduction to Business](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [MKA 1021 - Salesmanship](#) 3 er.
- [MKA 2041 - Principles of Retailing](#) er.
- [MKA 2511 - Principles of Advertising](#) er.
- [OST 2335 - Business Communications](#) 3 er.
- Any MAC, MGF, MITG or STA prefix mathematics course listed in this *College Catalog and Student Handbook*. (Students planning to transfer to the AS to BS Transfer Program should take MAC 1105.) 3 er.

**Total Hours: 30**

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[ARCHIVED CATALOG]

## Mortgage Finance Management-Certificate

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The purpose of this program is to prepare students for employment in the mortgage finance industry in positions such as loan officer, closer/post-closers, escrows specialist quality control and collections/loss mitigation/REO.

### Program Code: TC-MFM

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- [BRC 2001 - Introduction to Financial Institutions](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [FIN 1100 - Personal Finance](#) 3 er.
- [GEB 1011 - Introduction to Business](#) 3 er.
- [MAR 1011-Principles of Marketing](#) 3 er.
- [MKA 1021-Salesmanship](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [MNA 1345 - Principles of Supervision](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [REE 2200 - Real Estate Finance](#) 3 er.
- [SLS 2401 - Career Enhancement](#) 1 er.

**Total Hours: 31**

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[ARCHIVED CATALOG]

## Mortgage Finance Operations-Certificate

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The purpose of this program is to prepare students for employment in the mortgage finance industry in positions such as loan processor, loan officer and home buyer counselor.

### Program Code: TC-MFO

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- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [FIN 1100 -Personal Finance](#) 3 er.
- [MAR 1011 - Principles of Marketing](#) 3 er.
- [MKA 1021-Salesmanship](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [REE 2200 - Real Estate Finance](#) 3 er.

**Total Hours: 18**

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[ARCHIVED CATALOG]

## Mortgage Finance Specialist-Certificate

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The purpose of this program is to prepare students for employment in the mortgage finance industry in a position such as loan processor.

### Program Code: TC-MFS

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- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [MAR 1011 - Principles of Marketing](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.
- [REE 2200 - Real Estate Finance](#) 3 cr.

**Total Hours: 12**

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[ARCHIVED CATALOG]

## Network Infrastructure-Certificate

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The purpose of this certificate program is to prepare students to enter the workforce as cabling specialists, network control operators, network technicians, network systems technicians and network troubleshooters; or, to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Network Systems Technology degree program.

The courses in this program also are part of the Associate in Science degree in Network Systems Technology.

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

### Program Code: TC-NIC

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The following 21 credit hours meet the requirements for this certificate:

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- [CGS 1000 - Computer Concepts](#) 3 er.
- [CNI 1000 - Introduction to Networking](#) 3 er.
- [CET 1600 - Networking Fundamentals-Cisco Academy](#) 3 er.
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#) 3 er.
- [CET 2615 - Scaling Networks-Cisco Academy](#) 3 er.
- [CNI 1401 - Principles of Information, Security and Assurance](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Total Hours: 21**

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[ARCHIVED CATALOG]

## Network Support Technician-Certificate

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The purpose of this certificate program is to prepare students to enter the workforce as cabling specialists, network control operators and network technicians; or, to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Network Systems Technology degree program.

The courses in this program also are part of the Associate in Science degree in Network Systems Technology.

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

### Program Code: TC-NSTC

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The following 21 credit hours meet the requirement for this certificate:

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- [CET 1179 - Microcomputer Repair Essentials](#) 3 er.
- [CGS 1000 - Computer Concepts](#) 3 er.
- [CNT 1000 - Introduction to Networking](#) 3 er.
- [CIS 1110 - Microcomputer Software Essentials](#) 3 er.
- [CET 2793 - Windows Server Administration](#) 3 er.
- [CIS 1544 - Virtualization Essentials](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Total Hours: 21**

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[ARCHIVED CATALOG]

## Network Virtualization-Certificate

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The purpose of this certificate program is to prepare students to enter the workforce as cabling specialists, network control operators, data communications analysts, network technicians, network specialists, network systems technicians, network troubleshooters, and systems administrators; or, to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Network Systems Technology degree program.

The courses in this program also are part of the Associate in Science degree in Network Systems Technology.

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

### Program Code: TC-NVC

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The following 24 credit hours meet the requirement for this certificate:

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- [CGS 1000 - Computer Concepts](#) 3 er.
- [CNI 1000 - Introduction to Networking](#) 3 er.
- [CIS 1110 - Microcomputer Software Essentials](#) 3 er.
- [CET 2793 - Windows Server Administration](#) 3 er.
- [CIS 1544 - Virtualization Essentials](#) 3 er.
- [CIS 2372 - Implementing Virtualized Servers](#) 3 er.
- [CIS 2411 - Managing Information Storage](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.

**Total Hours: 24**

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[ARCHIVED CATALOG]

## Office Management-Certificate

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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 or receptionist. Upon successful completion of this program, an individual may transfer into the Office Administration-Associate in Science program.

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

### Program Code: TC-OM

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- [ACG 2021 - Principles of Financial Accounting](#) 3 er.
- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [MNA 1100 - Organizational Behavior](#) 3 er.
- [OST 1100 - College Keyboarding I](#) 3 er.
- [OST 1110 -College Keyboarding II](#) 3 er.
- [OST 1764 - Word Processing-Microsoft Word](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [OST 2401 -Administrative Office Procedures](#) 3 er.
- [OST 2852 - Excel for the Office](#) 3 er.

**Total Hours: 27**

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[ARCHIVED CATALOG]

## Office Specialist-Certificate

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The purpose of this program is to prepare students for employment in occupations such as receptionist, assistant office manager, data entry specialist or to provide supplemental training for students previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Administration degree.

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

### Program Code: TC-OS

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- [CGS 1100 - Microcomputer Applications](#) 3 er.
- [OST 1100 - College Keyboarding I](#) 3 er.\*
- [OST 1764 - Word Processing-Microsoft Word](#) 3 er.
- [OST 2335 - Business Communications](#) 3 er.
- [OST 2401 -Administrative Office Procedures](#) 3 er.
- [OST 2852 - Excel for the Office](#) 3 er.

#### Note(s):

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\*OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with elective hours from the Office Administration Electives listed in the [Office Administration -Associate in Science](#) program.

**Total Hours: 18**

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[ARCHIVED CATALOG]

## Office Support-Certificate

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This program is designed to prepare students for employment in occupations such as data entry specialist/clerk, electronic publisher, insurance processing clerk, office assistant, receptionist and information clerk or to provide supplemental training for persons previously or currently employed in these occupations. Upon successful completion of this program, an individual may transfer into the two-year Associate in Science in Office Administration degree.

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

### Program Code: TC-OSS

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- [CGS 1100 - Microcomputer Applications](#) 3 cr.
- [OST 1100 - College Keyboarding I](#) 3 cr.\*
- [OST 1764 - Word Processing-Microsoft Word](#) 3 cr.
- [OST 2335 - Business Communications](#) 3 cr.

#### Note(s):

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\*OST 1100 may be waived by satisfactorily completing OST 1110. The hours waived must be substituted with elective hours from the Office Administration Electives listed in the [Office Administration -Associate in Science](#) program.

**Total Hours: 12**

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[ARCHIVED CATALOG]

## Paramedic-Certificate

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The purpose of this certificate program is to provide a theoretical base to understand and implement life-saving techniques in an emergency situation. The program curriculum adheres to the National EMS Education Standards. College laboratory experience is provided for learning skills. A supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility.

Upon successful completion of the program and successful completion of final comprehensive written and practical examinations, the graduate is eligible to apply to take the State of Florida Paramedic certification exam or the National Registry exam. A two-year [Associate in Science degree in Emergency Medical Services](#) also is available.

The program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) through the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP). The program curriculum follows the standards established by the National EMS Education Standards and is approved by the Florida Department of Health, Bureau of Emergency Medical Services.

The Committee on Accreditation of Educational Programs for EMS Professionals can be contacted at the following address or phone number. For additional information, visit [www.coaemsp.org](http://www.coaemsp.org).

Committee on Accreditation of Educational Programs for EMS Professionals  
8301 Lakeview Parkway, Suite #111-312  
Rowlett, TX 75088  
214-703-8445

**Program Code: APP-PARA**

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### Prerequisites

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Admission into the Paramedic Certificate program.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

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

### Session I

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- [EMS 2620 - Paramedics I](#) 9 er. \*
- [EMS 2620L - Paramedics I Laboratory](#) 2.5 er.
- [EMS 2621 - Paramedics Clinical I](#) 2 er. \*

**Total: 13.5**

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## Session II

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- [EMS 2622 - Paramedics II](#) 7 er. \*
- [EMS 2622L - Paramedics II Laboratory](#) 2 er.
- [EMS 2623 - Paramedics Clinical II](#) 4.5 er. \*

**Total: 13.5**

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## Session III

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- [EMS 2624 - Paramedics III](#) 4 er. \*
- [EMS 2624L - Paramedics III Laboratory](#) 1.5 er.
- [EMS 2625 - Paramedic Internship](#) 6.5 er. \*

**Total: 12**

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### Note(s):

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A grade of "C" or higher in each paramedic course and a grade of "Pass" in each clinical course must be earned in order to continue in the program. Successful completion of Advanced Cardiac Life Support (ACLS) with the program medical director in EMS 2620L is required for continuation in the Paramedic program.

Courses may be repeated only on the recommendation of the paramedic faculty, EMS program coordinator, the dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available.

\*These courses include computer competencies.

**Total Hours: 42**

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[ARCHIVED CATALOG]

## Web Development Specialist-Certificate

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The purpose of this program is to prepare students to enter the workforce as Internet/intranet technicians, Web technicians, Internet/intranet administrators, Web administrators, Internet/intranet developers, website developers, webmasters, Internet support specialists or Web managers, or to provide supplemental training for persons previously or currently employed in these occupations.

The content prepares individuals to work in Internet, Intranet, and extranet environments; installing, configuring, designing and managing Intranet and Web-based resources. Program completers will receive training to prepare them to take the A+ certification examination. These exams are not offered on campus.

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

**Program Code: TC-WDS**

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**The following 36 hours meet the requirements for this certificate:**

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

**Total Hours: 36**

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[ARCHIVED CATALOG]

## Technical Credit Certificate-Overview

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The Technical Credit Certificate will be awarded upon satisfactory completion of a planned technical credit certificate program of postsecondary studies in a specialized area. A minimum of 25 percent of the program, other than credit-by-examination, must be earned in residence at PHSC. A grade point average of not less than 2.0 or "C" must be achieved to receive a certificate. Only those courses that are part of the program are included in computing the program GPA for technical certificate programs.

In order to receive a certificate, students must achieve the state-required Test of Adult Basic Education (TABE) score. TABE remediation is provided in the Teaching-Learning Centers on each campus. Nursing assistant, phlebotomy, and law enforcement and corrections students do not have a TABE requirement. Students who have an AA degree or higher, or have satisfactory scores on the CPT, may not be required to complete a TABE test.

Additionally, students who complete a Technical Certificate or Applied Technology Diploma program requiring state licensure for employment can exempt the TABE test passing score requirement by passing the state licensure exam. To receive an exemption, students must petition the director of admissions and student records in writing and provide official documentation indicating they have passed the licensure exam.

Courses in these programs are not considered college credit and will not transfer to a university. Technical credit programs are designed to prepare students for an entry-level job. (See Listing of Technical Courses for instructional hours.)

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[ARCHIVED CATALOG]

## Applied Welding Technologies-Technical Certificate

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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.

### Program Code: PSVC-WLD

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- [PMT 0106 - Introduction and Oxyacetylene Welding](#) 3 tech. er.
- [PMT 0112 -Advanced Specialty Oxyacetylene Welding](#) 3 tech. er.
- [PMT 0121 -Shielded Metal Arc Welding](#) 2.33 tech. er.
- [PMT 0126 -Advanced Shielded Metal Arc Welding](#) 3 tech. er.
- [PMT0164 -Fabrication of Metal Products Using SMAW](#) 2.33 tech. er.
- [PMT 0122 - SMAW High Technology Skills](#) 3 tech. er.
- [PMT 0130 - Introduction to MIG](#) 1.17 tech. er.
- [PMT0134 -MIG Welding](#)3tech. er.
- [PMT 0131 -TIG Welding](#) 3 tech. er.
- [PMT 0138 -Specialty TIG](#) 2.84 tech. er.
- [PMT 0145 - GMAW Flux Core Arc Welding](#) 3.33 tech. er.
- [PMT 0165 - SMAW Pipe Welding](#) 3 tech. er.
- [PMT 0171 - Gas Tungsten Arc Pipe Welding](#) 3 tech. er.
- [PMT 0173 - Gas Metal Arc Pipe Welding](#) tech. er.

**Total Technical Credits: 39**

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[ARCHIVED CATALOG]

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

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The purpose of this commission-approved program is to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers.

### Program Code: APP-LEA

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

**Total Technical Credit Hours: 10.64**

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[ARCHIVED CATALOG]

## Florida CMS Correctional Basic Recruit Training Program -Technical Certificate

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

### Prerequisite Program Requirements

- Two months before an academy start date, candidates should have completed all requirements for the academy
- Candidates may be sponsored by a local corrections or law enforcement agency
- All candidates must meet entry requirements, which include physical fitness and psychological testing
- Additional entry requirements are outlined in the application packet
- Application packets are available at the academy at the time of orientation

### Program Code: APP-CO

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- [CJK 0300 - Introduction to Corrections](#) 1.07 tech. er.
- [CJK 0305 - Communications](#) 1.33 tech. er.
- [CJK 0310 - Officer Safety](#) .53 tech. er.
- [CJK 0315 - Facility and Equipment](#) .27 tech. er.
- [CJK 0320 - Intake and Release](#) .60 tech. er.
- [CJK 0325 - Supervising in a Correctional Facility](#) 1.33 tech. er.
- [CJK 0330 - Supervising Special Populations](#) .67 tech. er.
- [CJK 0335 - Responding to Incidents and Emergencies](#) .53 tech. er.
- [CJK 0031 - CMS First Aid for Criminal Justice Officers](#) 1.33 tech. er.
- [CJK 0040 - CMS Criminal Justice Firearms](#) 2.67 tech. er.
- [CJK 0051 - CMS Criminal Justice-Defensive Tactics](#) 2.67 tech. er.
- [CJK 0340 - Officer Wellness and Physical Abilities](#) 1.00 tech. er.

### Total Technical Credits: 14.00

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### Special Program Requirements

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- CJSTC regulations must be met
- Students must attend all training sessions, except for absences approved by the training center director or his designee
- This program is physically and mentally demanding
- Academy-Designated uniforms must be purchased and worn by academy cadets
- College policies and the Academy Rules and Regulations Manual will be followed strictly

- An applicant must take the Criminal Justice Basic Abilities Test (CJBAT) and a score of 72 or higher is needed to pass the test. A fee is charged. This test is offered through PHSC Career and Testing Services.
  - A list of required supplies will be given at orientation
  - An academic average of 80 percent or higher is required for all academic tests administered during each course
  - The grade of "pass" is required in all courses requiring the demonstration of proficiency
  - Upon completion of the program, cadets will be eligible to take the state exam to receive provisional certification as a correctional officer
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[ARCHIVED CATALOG]

## Correctional Probation Officer Crossover to Florida CMS Law Enforcement Basic Recruit Training Program -Technical Certificate

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The purpose of this program is to train students who want a dual certification in Law Enforcement and Correctional Probation.

### Special Program Requirements:

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Students requesting to attend this course shall:

- Be an active certified correctional probation officer; or
- Have successfully completed Florida Correctional Probation Basic Recruit Training Program and passed the State Officer Certification Examination (SOCE) for Correctional Probation
- Have successfully passed a Basic Abilities Test (BAT) for Law Enforcement Officers
- Additional entry requirements are outlined in the application packets which are available at the monthly orientation/information sessions

### Program Code: APP-PfL

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- [CJK 0221 - Correctional Crossover to Law Enforcement Introduction and Legal](#) 1.56 tech. er.
- [CJK 0222 - Corrections Crossover to Law Enforcement Communications](#) 1.87 tech. er.
- [CJK 0223 - Corrections Crossover to Law Enforcement Human Issues](#) 1.07 tech. er.
- [CJK 0061 - Patrol I](#) 1.94 tech. er.
- [CJK 0062 - Patrol II](#) 1.33 tech. er.
- [CJK 0076 - Crime Scene Investigations](#) 0.80 tech. er.
- [CJK 0077 - Criminal Investigations](#) 1.67 tech. er.
- [CJK 0087 - Traffic Stops](#) 1.00 tech. er.
- [CJK 0084 - DUI Traffic Stops](#) 0.80 tech er.
- [CJK 0088 - Traffic Crash Investigations](#) 1.06 tech. er.
- [CJK 0020 - CMS Law Enforcement Vehicle Operations](#) 1.60 tech. er.
- [CJK 0422 - Dart-Firing Stun Gun](#) 0.27 tech. er.
- [CJK 0040 - CMS Criminal Justice Firearms](#) 2.67 tech. er.

**Total Technical Credits: 17.64**

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[ARCHIVED CATALOG]

## Correctional Officer Crossover Training to Florida CMS Law Enforcement Basic Recruit Training Program -Technical Certificate

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The purpose of this program is to train students who want a dual certification in law enforcement and corrections. To take the program courses, students must provide evidence they have completed a correctional officer basic recruit training program and passed the State Officer Certification examination. Upon satisfactory completion of the courses listed, students will be eligible to take the State Officer Certification exam for Law Enforcement Officers. Successful scores on both state exams enable the student to receive dual certification as a correctional officer and as a law enforcement officer. This course is the Criminal Justice Standards & Training Commission approved Correctional Officer Crossover Training to Florida CMS Law Enforcement Basic Recruit Training Program.

### Program Code: APP-CTL

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- [CJK 0020 - CMS Law Enforcement Vehicle Operations](#) 1.60 tech. er.
- [CJK 0061 - Patrol I](#) 1.94 tech. er.
- [CJK 0077 - Criminal Investigations](#) 1.67 tech. er.
- [CJK 0076 - Crime Scene Investigations](#) 0.80 tech. er.
- [CJK 0087 - Traffic Stops](#) 1.00 tech. er.
- [CJK 0084 - DUI Traffic Stops](#) 0.80 tech er.
- [CJK 0088 - Traffic Crash Investigations](#) 1.06 tech. er.
- [CJK 0290 - Correctional Crossover to Law Enforcement Introduction and Legal Review](#) 1.60 tech. er.
- [CJK 0291 - Correctional Crossover to Law Enforcement Human Interaction and Communications](#) 1.87 tech. er.
- [CJK 0292 - Correctional Crossover to Law Enforcement Response to Human Issues](#) .So tech. er.
- [CJK 0294 - Correctional Crossover to Law Enforcement Patrol 2](#) .67 tech. er.
- [CJK 0295 - Correctional Crossover to Law Enforcement Officer Wellness](#) 1.17 tech. er.
- [CJK 0392 - Crossover Handgun Transition Course](#) .So tech. er.
- [CJK 0393 - Crossover Program Updates](#) .27 tech. er.
- [CJK 0422 - Dart-Firing Stun Gun](#) 0.27 tech. er.

**Total Technical Credits: 16.32**

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[ARCHIVED CATALOG]

## Dental Assisting-Technical Certificate

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The purpose of this program is to prepare students for employment as dental assistants and dental auxiliaries. The program meets all competencies required by the Florida Department of Education for Dental Assistants. Graduates are eligible for employment as dental assistants with expanded functions and radiography skills.

### Program Code: APP-DA

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#### Prerequisite Requirements:

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

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

#### Session I

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- [HSC 0003 - Introduction to Health Occupations](#) 3 tech. er.
- [DEA 0758 - Preclinical Procedures for Dental Assistants](#) 2 tech. er.
- [DEA 0740 - Introduction to Dental Assisting](#) 1 tech. er.
- [DEA 0741 - Anatomy and Physiology for Dental Assistants](#) 1.5 tech. er.
- [DEA 0758L - Preclinical Procedures for Dental Assistants Laboratory](#) 1 tech. er.
- [DEA 0743 - Preventive Dentistry for Dental Assistants](#) 1.5 tech. er.

**Hours:** 10

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#### Session II

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- [DEA 0744 - Dental Materials for Dental Assistants](#) 1 tech. er.
- [DEA 0744L - Dental Materials for Dental Assistants Laboratory](#) 1.5 tech. er.
- [DEA 0746 - Management of Dental Office Emergencies](#) 1 tech. er.
- [DEA 0751 - Clinical Procedures for Dental Assistants](#) 2 tech. er.
- [DEA 0751L - Clinical Procedures for Dental Assistants Laboratory](#) 3 tech. er.
- [DEA 0755 - Dental Radiography for Dental Assistants](#) 1 tech. er.
- [DEA 0755L - Dental Radiography for Dental Assistants Laboratory](#) 1.5 tech. er.
- [DEA 0137 - Oral, Head and Neck Anatomy](#) 1.5 tech. er.
- [DEA 0137L - Oral, Head and Neck Anatomy for Dental Assistants Laboratory](#) 1 tech. er.

**Hours: 13.5**

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### **Session III**

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

**Hours: 17.5**

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**Total Technical Credits: 41**

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### **Special Program Requirements:**

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A grade of "C" or higher and a grade of "Pass" must be earned in each course in order to continue in the program. Courses may be repeated only on the recommendation of the dental faculty, dental programs co-coordinator and the dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available. In order to receive a certificate, students must obtain satisfactory scores on the Test of Adult Basic Education (TABE) (Form 9 or 10) with a minimum 10th grade level score in reading, language and mathematics. An associate degree or higher from a regionally accredited college or university also will satisfy the TABE requirements.

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[ARCHIVED CATALOG]

## Health Unit Coordinator-Technical Certificate

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The purpose of this program is to prepare students for employment as health unit coordinators, also known as ward clerks or unit secretaries. Some of the topics included in the program are interpreting medical terminology, performing clerical duties; reading, interpreting and coordinating physicians' orders; legal and ethical responsibilities, ECG monitoring and performing supervised clinical duties.

### Program Code: PSVC-HUC

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The following courses must be taken in the order shown:

- [HSC 0003 - Introduction to Health Occupations](#) 3 tech. er.
- [HSC 0530 - Medical Language](#) 3 tech. er.
- [OTA 0101 - Keyboarding I](#) 2 tech. er.
- [CVT 050z - Basic Arrhythmias](#) 2 tech. er.
- [HIM 0440 - Pharmacology for Health Professionals](#) 2 tech. er.
- [WCL 0055 - Health Unit Management](#) 3.34 tech. er.
- [WCL 0050 - Health Unit Coordinator Clinical](#) 1.33 tech. er.

### Total Technical Credits: 16.67

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### Special Program Requirements:

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A completed Physical Examination Report (SAR-40-A) is required for this course.

An approved 4-hour AIDS seminar, PHSC course NCH 0001, is a program requirement.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

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

WCL 0050 Health Unit Coordinator Clinical is the final course in the program and may only be taken after all other program courses have been successfully completed.

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[ARCHIVED CATALOG]

## Law Enforcement Officer Crossover to Florida CMS Correctional Basic Recruit Training Program-Technical Certificate

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The purpose of this program is to train students who want a dual certification in law enforcement and corrections. To take the following courses, students must provide evidence they have completed a Law Enforcement Officer Basic Recruit Training program and passed the State Officer Certification Examination. Upon satisfactory completion of the courses listed, students will be eligible to take the State Officer Certification Examination for Correctional Officers. Successful scores on both state exams enable the student to receive dual certification as a correctional officer and as a law enforcement officer. This course is the Criminal Justice Standards & Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Officer Basic Recruit Training program.

### Program Code: APP-LTC

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- [CJK 0200 - Overview of Corrections](#) .47 tech. er.
- [CJK 0310 - Officer Safety](#) .53 tech. er.
- [CJK 0315 - Facility and Equipment](#) .27 tech. er.
- [CJK 0320 - Intake and Release](#) .60 tech. er.
- [CJK 0325 - Supervising in a Correctional Facility](#) 1.33 tech. er.
- [CJK 0330 - Supervising Special Populations](#) .67 tech. er.
- [CJK 0205 - LE Crossover to Correctional Responding to Incidents and Emergencies](#) .40 tech. er.
- [CJK 0393 - Crossover Program Updates](#) .27 tech. er.
- [CJK 0354 - Law Enforcement Crossover to Correctional Officer Wellness](#) .40 tech. er.
- [CJK 0392 - Crossover Handgun Transition Course](#) .50 tech. er.

**Total Technical Credits: 5.74**

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[ARCHIVED CATALOG]

## Law Enforcement Officer-Technical Certificate

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The purpose of this program is to provide job-related training at the entry level to candidates for law enforcement positions. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (CJSTC) in accordance with Florida Statutes.

### Prerequisite Program Requirements

- Two months before an academy start date, candidates should have completed all requirements for the academy
- Candidates may be sponsored by a local law enforcement agency
- All candidates must meet entry requirements, which include physical fitness and psychological testing
- Additional entry requirements are outlined in the application packet
- Application packets are available at the academy at the time of orientation

### Program Code: APP-LEB

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- [CJK 0001 - Introduction to Law Enforcement](#) 0.33 tech. er.
- [CJK 0012 - Legal](#) 2.07 tech. er.
- [CJK 0013 - Interactions in a Diverse Community](#) 1.33 tech. er.
- [CJK 0014 - Interviewing and Reporting Writing](#) 1.87 tech. er.
- [CJK 0020 - CMS Law Enforcement Vehicle Operations](#) 1.60 tech. er.
- [CJK 0031 - CMS First Aid for Criminal Justice Officers](#) 1.33 tech. er.
- [CJK 0040 - CMS Criminal Justice Firearms](#) 2.67 tech. er.
- [CJK 0051 - CMS Criminal Justice-Defensive Tactics](#) 2.67 tech. er.
- [CJK 0064 - Fundamentals of Patrol](#) 1.17 tech. er.
- [CJK 0065 - Calls for Service](#) 1.20 tech. er.
- [CJK 0077 - Criminal Investigations](#) 1.67 tech. er.
- [CJK 0078 - Crime Scene to Courtroom](#) 1.17 tech. er.
- [CJK 0087 -Traffic Stops](#) 1.00 tech. er.
- [CJK 0084 - DUI Traffic Stops](#) 0.80 tech er.
- [CJK 0088 - Traffic Crash Investigations](#) 1.06 tech. er.
- [CJK 0092 - Critical Incidents](#) 1.47 tech. er.
- [CJK 0096 - Criminal Justice Officer Physical Fitness Training \(Law Enforcement\)](#) 2 tech. er.
- [CJK 0422 - Dart-Firing Stun Gun](#) 0.27 tech. er.

### Total Technical Credits: 25.68

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### Special Program Requirements:

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- The CJSTC regulations must be met

- Each student must attend all training sessions, except for absences approved by the training center director or his designee
  - This program is physically and mentally demanding. Academy-designated uniforms must be purchased and worn by academy cadets
  - College policies and the Academy Rules and Regulations Manual will be strictly followed
  - An applicant must take the Criminal Justice Basic Abilities Test (CJBAT) and a score of 79 or higher is needed to pass the test. A fee will be charged. This test is offered through PHSC Career and Testing Services. Upon completion of the program, cadets will be eligible to take the State Exam to receive provisional certification as a Law Enforcement Officer.
  - A list of required supplies will be given at orientation
  - An academic average of 80 percent or higher is required for all academic tests administered during each academy course. A grade of "Pass" is required in all courses requiring the demonstration of proficiency
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[ARCHIVED CATALOG]

## Medical Administrative Specialist-Technical Certificate

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The purpose of this program is to prepare students for employment as medical secretaries in medical facilities and as examining room assistants in physicians' offices. This program includes instruction in both general office and medical record skills and includes a clinical component.

### Program Code: PSVC-MS

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The following courses must be taken in the order shown:

- [HSC 0003 - Introduction to Health Occupations](#) 3 tech. er.
- [HSC 0530 - Medical language](#) 3 tech. er.
- [HIM 0450 - Fundamentals of Body Structures and Functions](#) 2 tech. er.
- [CTS 0050 - Introduction to Microcomputer Applications](#) 3 tech. er.
- [HIM 0434 - Fundamentals of Disease Processes](#) 2 tech. er.
- [HIM 0440 - Pharmacology for Health Professionals](#) 2 tech. er.
- [HCP 0741L-PracticalAspects of Phlebotomy](#) 2 tech. er.
- [HIM 0061 - Medical Record Transcription I](#) 5 tech. er.
- [CVT 0507 - Basic Arrhythmias](#) 2 tech. er.
- [MEA 0200 - Examining Room Procedures](#) 3 tech. er.
- [OTA 0609A - Medical Office Procedures](#) 3 tech. er.
- [SLS 0341 - Essentials of Health Career Success](#) 2 tech. er.
- [OTA 0627-Medical Secretary Clinical](#) 3 tech. er.

### Total Technical Credits: 35

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### Special Program Requirements:

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A completed Physical Examination Report (SAR-40-A) is required for this course.

An approved 4-hour AIDS seminar, PHSC course NCH 0001, is a program requirement.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

A grade of "Pass" in OTA 0627 and a grade of "C" or higher must be earned in each program course in order to receive a Technical Credit Certificate.

OTA 0627 Medical Secretary Clinical is the final course in the program and may only be taken after all other program courses have been successfully completed.

This program requires submission of valid TABE test scores.

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[ARCHIVED CATALOG]

## Nursing Assistant-Technical Certificate

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The purpose of this program is to provide the knowledge and skills required to pass the written and skills portion of the State of Florida Certified Nursing Assistant (CNA) exam and enter the workforce as a CNA in a health care facility. Students who successfully complete this program are eligible to take the state exam. This program does not meet the minimum requirements for Federal Financial Aid. However, other forms of financial aid may be available. Students in this program are not required to take the Test of Adult Basic Education (TABE).

### Program Code: PSVC-NA

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

### Total Technical Credits: 4

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### Special Program Requirements:

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A completed Physical Examination Report (SAR-40-A) is required for this course.

An approved 4-hour AIDS seminar, PHSC course NCH 0001, is a program requirement.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic life Support for Health Care Providers", is a requirement of this program.

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

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

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[ARCHIVED CATALOG]

## Pharmacy Technician -Technical Certificate

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This is a limited-access program. Refer to the [Admission to Specialized Limited Access Health Programs](#) section of this College *Catalog and Student Handbook* for admission requirements.

The purpose of this program is to prepare students to work as pharmacy technicians in retail and hospital settings, under the direct supervision of a pharmacist. Students successfully completing this program are eligible to sit for the national pharmacy technician certification examination administered by the Pharmacy Technician Certification Board or the Institute for the Certification of Pharmacy Technicians.

### Program Code: APP-PHT

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#### Session I

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- [HSC 0003 - Introduction to Health Occupations](#) 3 tech. er.
- [HSC 0530 - Medical Language](#) 3 tech. er.
- [HIM 0450 - Fundamentals of Body Structures and Functions](#) 2 tech. er.

**Hours: 8**

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#### Session II

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- [P'IN 0000 - Foundations of Pharmacy Practice](#) 4 tech. er.
- [P'IN 0032 - Pharmacy Operations I](#) 3 tech. er.
- [P'IN 0032L - Pharmacy Operations I Laboratory](#) 1 tech. er.
- [P'IN 0015 - Calculations for the Pharmacy Technician](#) 2 tech. er.
- [P'IN 0021 - Pharmacology for the Pharmacy Technician I](#) 2 tech. er.

**Hours: 12**

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#### Session III A

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- [P'IN 0033 - Pharmacy Operations II](#) 2 tech. er.
- [P'IN 0033L - Pharmacy Operations II Laboratory](#) 2 tech. er.
- [P'IN 0023 - Pharmacology for the Pharmacy Technician II](#) 2 tech. er.

**Hours: 6**

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## Session III B

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- [PIN 0043 - Pharmacy Practicum](#) 8 tech. er.
- [PIN 0093 - Pharmacy Technician Certification Review](#) 1 tech. er.

**Hours: 9**

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## Total Technical Credits: 35

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### Notes:

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An approved four-hour AIDS seminar, PHSC course NCH 0001, is a requirement for this program.

CPR certification, PHSC course NCH 0050, American Heart Association "Basic life Support for Health Care Providers", is a requirement for this program.

### Special Program Requirements:

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A grade of "C" or higher must be earned in each program course in order to continue in the program. Courses may be repeated only on the recommendation of the faculty and the dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available. In order to receive a certificate, students must obtain satisfactory scores on the Test of Adult Basic Education (TABE) (Form 9 or 10) with a minimum 10th grade level score in reading and language, and a score of 11 in mathematics. An associate degree or higher from a regionally accredited college or university also will satisfy the TABE requirements.

A completed Physical Examination Report (SAR-40A), satisfactory criminal background check, and negative drug screen are required for this program.

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[ARCHIVED CATALOG]

## Phlebotomy-Technical Certificate

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The purpose of this program is to train students for employment as blood bank or plasma center donor screeners, or as phlebotomists. Employment skills are included. Availability of clinical sites may restrict entry into the phlebotomy courses. This program does not meet the minimum requirements for federal financial aid. However, other forms of financial aid may be available. Students in this program are not required to take the Test of Adult Basic Education (TABE).

### Program Code: PSVC-Pr

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

### Total Technical Credits: 5.5

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### Special Program Requirements

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

An approved 4-hour AIDS seminar, PHSC course NCH 0001, is a program requirement.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

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

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

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[ARCHIVED CATALOG]

## Practical Nursing-Technical Certificate

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The purpose of this program is to prepare individuals to provide nursing care to clients in hospitals and other comparable health agencies as practical nurses, and is approved by the Florida State Board of Nursing. Upon satisfactory completion of the prescribed course work, graduates are eligible to apply to sit for the National Council Licensure Examination for Practical Nurses in accordance with regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.108. Graduates also are eligible to apply for admission to the Associate Degree in Nursing program at the ADN-LPN entry point.

### Program Code: APP-PN

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- [PRN 0000 - Fundamentals of Nursing/PN](#) 3 tech. er.
- [PRN 0000L - Fundamentals of Nursing Clinical/PN](#) 5 tech. er.
- [PRN 0080 - Body Structure and Function](#) 1.5 tech. er.
- [PRN 0030 - Medication Administration/Pharmacology](#) 2 tech. er.
- [PRN 0002 - Fundamentals of Nursing II/PN](#) 2 tech. er.
- [PRN 0002L - Fundamentals of Nursing II Clinical/PN](#) 5 tech. er.
- [PRN 0204 - Medical Surgical Nursing I](#) 3 tech er.
- [PRN 0204L - Medical Surgical Nursing I Clinical](#) 5.5 tech. er.
- [PRN 0205 - Medical Surgical Nursing II](#) 2.5 tech er.
- [PRN 0205L - Medical Surgical Nursing II Clinical](#) 5.5 tech. er.
- [PRN 0500 - Gerontological Nursing](#) 2 tech. er.
- [PRN 0500L - Gerontological Nursing Clinical](#) 3 tech. er.
- [PRN 0120 - Maternal-Child Nursing](#) 2.5 tech. er.
- [PRN 0120L - Maternal-Child Nursing Clinical](#) 2.5 tech. er.

#### Note(s):

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Computer literacy is required for students enrolled in this program. Students lacking computer skills must take a computer course. Computer-assisted instructional materials may be used in this program.

### Total Technical Credits: 45

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### Special Program Requirements

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A grade of "C" or higher in each course must be earned for successful completion of the program.

Courses may be repeated only with the recommendation of nursing faculty, associate dean of nursing, dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available. To receive a certificate, students must obtain satisfactory scores on the TABE test.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

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[ARCHIVED CATALOG]

## Surgical Technology-Technical Certificate

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This is a limited-access program. Refer to the [Admission to Specialized Limited Access Health Programs](#) section of this College *Catalog and Student Handbook* for admission requirements.

The purpose of this program is to prepare students to work as surgical technologists in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions. Upon successful completion of the program, students are qualified to take a national certifying examination to become a Certified Surgical Technologist (CSD).

### Program Code: APP-ST

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#### Session I - Year 1

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- [HSC 0003 - Introduction to Health Occupations](#) 3 tech. er.
- [HSC 0530 - Medical Language](#) 3 tech. er.
- [HIM 0450 - Fundamentals of Body Structures and Functions](#) 2 tech. er.

**Hours:** 8

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#### Session II

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- [STS 0003 - Introduction to Surgical Technology](#) 1 tech. er.
- [STS 0005 - Principles of Surgical Asepsis](#) 2 tech. er.
- [STS 0030 - Pathophysiology for the Surgical Technologist](#) 1 tech. er.
- [STS 0140 - Fundamentals of Surgical Technology I](#) 1 tech. er.
- [STS 0155 - Sterile Technique I](#) 1 tech. er.
- [STS 0155L - Sterile Technique I Laboratory](#) 2 tech. er.
- [STS 0401 - Patient Care for the Surgical Technologist](#) 1 tech. er.
- [STS 0401L - Patient Care for the Surgical Technologist Laboratory](#) 1 tech. er.

**Hours:** 10

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#### Session III

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- [STS 0150 -Surgical Procedures I](#) 1 tech. er.
- [STS 0156 - Sterile Technique II](#) 1 tech. er.
- [STS 0156L - Sterile Technique II Laboratory](#) 2 tech. er.

- [STS 0255 - Surgical Technology Clinical I](#) 4 tech. er.

**Hours: 8**

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### Session I - Year 2

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- [STS 0141 - Fundamentals of Surgical Technology II](#) 1 tech. er.
- [STS 0160 - Surgical Procedures II](#) 1 tech. er.
- [STS 0256 - Surgical Technology Clinical II](#) 6 tech. er.

**Hours: 8**

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### Session II

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- [STS 0257 - Surgical Technology Clinical III](#) 10 tech. er.
- [STS 0930 - Surgical Technology Certification Review](#) 1 tech. er.

**Hours: 11**

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## Total Technical Credits: 45

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### Notes:

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An approved four-hour AIDS seminar, PHSC course NCH 0001, is a requirement for this program.

CPR certification, PHSC course NCH 0050, American Heart Association "Basic Life Support for Health Care Providers", is a requirement for this program.

### Special Program Requirements:

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A grade of "C" or higher must be earned in each course in order to continue in the program. Courses may be repeated only on the recommendation of the faculty and the dean of health occupations and approval of the vice president of instruction/provost, West Campus, and if space is available. In order to receive a certificate, students must obtain satisfactory scores on the Test of Adult Basic Education (TABE) (Form 9 or 10) with a minimum 10th grade level score in reading and language, and a score of 10 in mathematics. An associate degree or higher from a regionally accredited college or university also will satisfy the TABE requirements.

A completed Physical Examination Report (SAR-40), satisfactory criminal background check and fingerprinting, and negative drug screen are required for this program.

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[ARCHIVED CATALOG]

## Admissions and Student Records

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- [Applying to PHSC](#)
  - [Dual Enrolled High School Students](#)
  - [International Students](#)
  - [Readmission to PHSC](#)
  - [Admission Information](#)
  - [Residency for Tuition Purposes](#)
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  - [Family Education Rights and Privacy Act \(FERPA\)](#)
  - [Privacy of Student Records and Directory Information](#)
  - [Notification of Social Security Number Collection and Use](#)
  - [Transfer Credit at PHSC](#)
- 

### Applying to PHSC

The first step in becoming a PHSC student is to apply to the College for admission. All applicants for college courses (except those applying for admission as high school dual enrollment students - see [Admission to the College for High School Students](#)) must submit an application and the nonrefundable \$25 application fee. The College admissions application can be completed and paid online through [WISE](#).

Because students must be admitted prior to registration for courses, applicants should apply as early as possible. All applicants, except dual enrollment applicants, will receive written notification of their admission after the application and fee are processed. For more information, contact the [PHSC Information Center](#), 727-847-2727 or the [Admissions and Student Records office](#), 727-816-3371, for assistance.



Individuals interested in special programs such as our GED Adult Basic Education, Law Academy, Educator Prep Institute (EPI) or special classes through Continuing Education or the senior citizen Enc.ore programs may have special application, registration, payment and other procedures that are unique to these programs. Please review the website information first and then contact the program office directly if you have questions related to their offerings before completing applications.

## Dual Enrolled High School Students

High school students have a different set of rules, procedures and deadlines that permit their enrollment and registration. These are described in the articulation agreements that PHSC signs with each school district or with home school students outside the public school system. Students work with the advisor at their local high school to identify the courses they seek and secure the appropriate forms and approvals. The approval forms must include an unweighted GPA for high school courses completed to demonstrate student eligibility to participate in dual enrollment. Students without the appropriate documents will not be registered. College courses for dual enrolled students may be offered at the high school or at the college campus. Please check the academic calendar for dual enrollment registration dates. Students not in public high schools who want to participate in dual enrollment at PHSC may contact the Office of Instructional Services for assistance.

## International Students

International students who seek an F-1 visa or M visa to allow them to study at PHSC have special documents and deadline dates they must follow to ensure the timely approval of their request. International students are required to fill out the PHSC application and return the completed application packet, all required documents and the \$40 application fee to the Admissions and Student Records office. The application deadline dates are:

- Fall (August) term: Application deadline is June 15
- Spring (January) term: Application deadline is November 1
- Summer (May) term: Application deadline is March 15

To receive an International Student application packet, contact the Admissions and Student Records office at any PHSC campus to have a packet mailed.

## Readmission to PHSC

Students who have been admitted to the College but have not enrolled for courses within one year of the term in which they were admitted and students who initially enroll but do not register for one academic year, must [apply for readmission](#) to PHSC by submitting an [online Application for Readmission](#). No fee is required to apply for readmission.

## Admission Information

- [Admission to AA or AS Degree Programs](#)
- [Admission to Applied Technology Diploma Programs](#)
- [Admission to College Credit Certificate Programs](#)
- [Admission to Technical Credit Certificate Programs](#)
- [Test of Adult Basic Education \(TABE\)](#)
- [Admission to the College for Non-Degree Seeking Students](#)
- [Admission to the College for High School Students](#)
- [Admission to the College for Transfer Students](#)
- [Admission to the College for International Non-Immigrant \(F Visa or M Visa\) Students](#)
- [General Admission Requirements for Limited Access/Selected Admissions Health Programs](#)
- [Admission to Bachelor of Applied Science in Supervision and Management Program](#)
- [Admission to Bachelor of Science in Nursing Program](#)
- [Admission to Dental Programs](#)
- [Admission to Emergency Medical Services Programs](#)
- [Admission to Health Information Technology Program](#)
- [Admission to Nursing Programs](#)
- [Admission to Pharmacy Technician Program](#)
- [Admission to Radiography Program](#)
- [Admission to Surgical Technology Program](#)
- [Readmission to Limited Access Health Programs](#)
- [Dismissal from Health Programs](#)

As part of the application process, students must declare a program of study. Students can apply for admission to a program of study or can indicate their intent to be nondegree seeking on their PHSC Application for Admission. (Applicants to limited-access programs must complete additional steps: see General Admission Requirements for Limited Access Health Programs.) Limited access program refers to programs with a restricted number of seats. These programs normally have additional eligibility requirements which must be confirmed during the application process and require additional forms and a fee to apply. A limited health access coordinator is available in the Admissions office to assist students. Students already enrolled at PHSC who seek to apply to a limited health program can work with their advisor in Student Development.

Applicants must ensure that the documents required to finalize admission have been received by the Admissions and Student Records office during the students' first term of enrollment. Home-schooled graduates will be required to submit documents in the same manner as any other high school graduate. No subsequent registration will be allowed until all documents have been received. All high school and college transcripts and test scores should be sent to PHSC directly from the issuing institutions. Official transcripts must be submitted in sealed envelopes unless transmitted electronically from approved issuing institutions.

## Residency for Tuition Purposes

Students will be classified as either residents or nonresidents for the purpose of assessing tuition in public community colleges and universities. Determination of residency is made based on information the applicant provides on the Residency Affidavit, which is part of the Admission Application.

Application to change Florida residence status must be made to the Admissions and Student Records office on any campus. If application of Florida residency for tuition purposes, including all supporting materials, is made after the last day of drop/add registration in a full term (15-16 week term), it will not become effective until the following term. A new Residency Affidavit must be filed with any application for readmission.

For the purpose of assessing tuition, the College adheres to Florida Statute 1009.21.

<b>Classification of Students</b>	
OC)egree or Certificate Seeking	Students enrolled in credit courses who have provided the Admissions and Student Records office with all the required admission credentials and have been accepted into their declared programs.
freshman	Students enrolled in college credit courses who have completed 29 or less credit hours of college level work.
Sophomore	Students enrolled in college credit courses who have completed 30 or more credit hours of college level work.
U-nior	Students enrolled in college credit courses who have completed 60 or more credit hours of college level work.
Senior	Students enrolled in college credit courses who have completed 90 or more credit hours of college level work.
[Unclassified	Students who have enrolled but have not declared a program such as dual enrollment or transient students and those who seek teacher recertification or personal enrichment.
U]ime Status of Students	<p>Full time study: Students registered for 12 or more credit hours in a fall, spring or summer term.</p> <p>Part time study: Students registered for fewer than 12 credit hours in a fall, spring or summer term.</p> <p>(Note: Students receiving benefits from another agency (such as the Veterans Administration) are subject to that agency's definition of these terms.)</p> <p>Enrollment verifications: Students who require a verification of their time status are able to log onto WISE to request the verification or print out a form to submit to Admissions and Student Records.</p>

## Grading System

PHSC uses the grading system shown below:

Grade	Grade Points	Definition
A	4	Excellent
B	3	Good
C	2	Average
D	1	Poor
F	0	Failure
<b>Other Grade Designations</b>		
N		No Credit
Students in developmental education courses who fail to pass the state exit examination will be awarded a grade of 'N'.		
NR		Not Reported
A grade of "NR" is used as a temporary placeholder until an official grade is recorded.		
I		Incomplete
A grade of "I" is automatically changed to a grade of "F" if not made up within the timeframe established on the 'Agreement for Completion of Coursework' form (summer sessions excluded).		
p		Passed
W***		Withdrawals
S*		Satisfactory
U*		Unsatisfactory
X		Audit
SP**		Showing progress
* Used only in noncredit courses after May 1994.		
** Used only for Adult Basic Education and GED preparatory courses.		
*** Withdrawals can be requested by student and/or faculty or for administrative reasons.		

## Grade Point Average (GPA)

The GPA is determined by dividing the total grade points earned by the total credits attempted. Only the last grade in a repeated course is used in computing the GPA. Courses using "S" or "U" grades are not counted in computing the GPA. GPAs can be calculated by students using an online calculator at: [back2college.com/gpa.htm](http://back2college.com/gpa.htm).

The following example is provided:

	Semester	Hours	Grade	Hours Attempted	Hours Earned	Grade Points
ENC 1101		3	A	3	3	12
PSY1012		3	B	3	3	9
BSC 1085L		1	B	1	1	3
BOT1010C		4	D	4	4	4
PSC 1341		3	F	3	0	0
POS 2112		3	X	0	0	0
QMB1001		3	W	0	0	0
SLS 1211		3	I	0	0	0
				14	11	28
<b>Total Grade Points</b>				14	11	28
<b>Divided By</b>				14		
<b>Total Hours Attempted</b>				14		
<b>= Grade Point Average</b>						2.0

## Incomplete Grades

In the rare circumstances in which students have not completed requirements for a course as a result of accident, illness or serious extenuating circumstances, instructors may assign an Incomplete ("I") grade. "I" grades should be made up and have a grade assigned before the deadline set by the faculty member or before the end of the next major term (fall or spring), whichever comes first. "I" grades that are not made up and do not have a grade assigned before the established deadline will be changed to an "F" unless otherwise provided for or approved by the president or his/her designee. Specific information regarding requirements for incomplete work will be stated on the Agreement for Completion of Course Work form. Incomplete grades may not be awarded for audit, noncredit and third-attempt courses.

## NGrades

Students taking a developmental education course who fail the exit exam, will receive a grade of "N".

## Audit

Students will be permitted to register for a course on an [audit status](#) during registration, up to and including the last day to withdraw for the semester, as published in the [College Calendar](#). See our [FAQs on audit](#).

## Final Grades

Final grades can be viewed online via [WISE](#) or on the [Florida Virtual Campus](#) website.

## Time Limit for Grade Change

Requests for corrections of course records, including requests for late drop or late withdrawals, are to be made within one calendar year of when the grade was assigned to the course. It is the responsibility of the student to bring any errors to the attention of the faculty member as soon as the errors are detected within this one year period. Students requiring assistance should work with an advisor in Student Development. Changes authorized often require time and multiple signatures. Corrections to the student record and academic history are made by the Office of Admissions and Student Records.

## Standards of Academic Progress (SAP)

1. Students will be evaluated for academic progress at the end of fall, spring and summer semesters. College credits and preparatory credits, including transfer credits, will be used in determining academic progress.
2. Students must maintain a 2.0 cumulative grade point average for all hours attempted. "Attempted" means all credit hours students are enrolled in after the drop/add date.

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

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

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

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

**Suspension Appeals:** Students may appeal an academic suspension by filing a formal written appeal with appropriate documentation to the assistant dean of student development/counselor (or designee) of their campus if they wish to continue enrollment at PHSC. The assistant dean (or designee) shall review the student's request and any documentation, and make the appropriate recommendations (regarding number of classes per semester, use of Teaching-Learning Center and/or specific tutoring, repeat offailed courses, etc.) to the provost (or designee), or associate provost (or designee). Students already enrolled for future semesters will be dropped from those courses unless an appeal is submitted and approved by the date listed in the suspension notice mailed to the student.

The appeal must:

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

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

Students previously granted a suspension waiver may continue to enroll for future classes if they maintain a minimum GPA of 2.0 or higher each semester. These students will not need to request additional suspension waivers, but will be required to meet with an advisor to register for classes. Additionally, students on a suspension waiver will not be allowed to register for the following term until grades have been posted for their current semester. Students may be allowed to register for the next term by utilizing the Instructor Academic Review form, which requests current grade information from students' instructors.

Academic Dismissal: After being placed in a suspension waiver status, students who do not meet the re-enrollment conditions established by the provost will be dismissed from the College for one major term (fall or spring). After being dismissed for one full semester, students are eligible to return to PHSC. Students must meet with an advisor before being approved to enroll in courses.

Students will remain under the criteria of their previously approved suspension waiver until their cumulative GPA reaches a minimum of 2.0.

## **Financial Aid Standards of Academic Progress (SAP)**

Students who are currently enrolled and are on academic suspension will not be permitted to receive federal funds until their standards of academic progress have been evaluated. Once evaluated, students placed on suspension no longer will be eligible to participate in federal, state or institutionally funded aid programs unless an appeal is approved by the campus Financial Aid office or until they are in good academic standing. Eligibility for state and institutionally funded aid programs will be determined by those programs' specific criteria. For additional information on the financial aid appeals process, please refer to the [Financial Aid and Scholarships](#) portion of the *College Catalog and Student Handbook*.

## **President's Honors List**

Students are placed on the President's Honors List when a 3.5 or higher of a possible 4.0 GPA has been earned while attending at least 12 semester hours of college credit. Part-time students may be placed on the President's Honors List each time 12 semester hours of college credit have been accumulated with a GPA of 3.5.

## **Graduating with Honors**

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

## **Acceleration Mechanisms**

### **Credit-by-Exam Equivalents:**

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

## **Advanced Placement (AP)**

College credit may be granted to students who present minimum qualifying scores on one or more of the Advanced Placement (AP) program examinations of the College Entrance Examination Board as outlined in Internal Management Memorandum #3-20. These examinations must be taken prior to enrolling in the College, except for dual enrollment high school students. Twenty-five percent of the program must be taken in residency at PHSC.

## **College-Level Examination Program (CLEP)**

Students may earn a maximum of 45 semester hours of college credit by submitting a score of 50 or above under the College-Level Examination Program (CLEP). Students will be charged a testing fee. Twenty-five percent of the program must be taken in residency at PHSC.

Credit may be awarded for CLEP Subject Examinations if submitted scores are at or above the percentile specified in rules of the State Board of Education and Internal Management Memorandum #3-20. Evaluation of CLEP credit is made after the application fee is paid and students are admitted to the College. CLEP credit will appear on the student's permanent records without indication of a grade. Credits earned through CLEP do not satisfy the program residency requirements. Students seeking this credit are strongly advised to discuss their academic plans with an advisor before registering.

## **Credit-by-Examination**

Students may earn credit in designated courses by making a satisfactory score (equivalent to at least a grade of "C") on tests prepared by PHSC instructors. A nonrefundable charge will be assessed for each examination.

Students must complete a credit-by-examination within the term they applied. Credit-by-examination cannot be granted in any course for which a grade (including "I", "NR", "P", "X", or "W") already has been awarded or for which the student is currently enrolled. Credits earned through tests prepared by PHSC will appear on the student's permanent record. Students may attempt credit-by-examination in a course no more than one time. Certain courses are not eligible for credit-by-examination. Credits earned through credit-by-examination do not satisfy the program residency requirements. Please check with your advisor for details regarding this process.

## **International Baccalaureate (IB) Credit**

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

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## **Other Acceleration Mechanisms**

### **Emergency Medical Services Credit**

Based on licensure for EMT and paramedic, EMS credit will be awarded to students admitted and enrolled in PHSC's Associate in Science degree Emergency Medical Services program. Please review the program descriptions for further details.

### **Nursing Credit**

Based on licensure for paramedic and practical nursing, nursing credit will be awarded to students admitted and enrolled in PHSC's Associate in Science degree ADN/Transition program. Please review the program descriptions for further details.

### **Law Enforcement Credit**

Upon recommendation of the director of law enforcement and corrections and the dean of workforce development, a maximum of 16 credit hours may be awarded based on successful completion of a PHSC Law Enforcement Officer program and 13 credit hours for the Correctional Officer program. To be awarded credit, students must be declared and enrolled in the PHSC AS degree program in Criminal Justice Technology. Students who have completed the Law Enforcement or Corrections Officer program at another institution also may be eligible for credit if they have passed the appropriate State Officer Certification Examination. Under this provision, eligible students who have completed

the Law Enforcement Officer program will be awarded credit for:

- [CJE 1300 - Police Organization and Administration](#)
- [CJL 2100 - Criminal Law](#)
- [CJE 2601 - Introduction to Criminal Investigation](#)
- [CJE 1000 - Introduction to Law Enforcement](#)
- [CJE 1500 - Police Operations](#)

Eligible students who have completed the Corrections Officer program will be awarded credit for:

- [CJE 1300 - Police Organization and Administration](#)
- [CJL 2100 - Criminal Law](#)
- [CJC 1000 - Introduction to Corrections](#)
- [CCJ 1000 - Crime and Delinquency](#)

An additional three credit hours may be granted for:

[CCJ 2940 - Field Studies](#) for those people currently employed with one year of experience as a law enforcement or corrections officer (not auxiliary). In order to receive credit, students must declare into and complete 15 credits in the Criminal Justice Technology program. All credits awarded will be awarded upon submission and approval of a Petition for the Award of Law Enforcement Credit and the appropriate documentation to the director of law enforcement and corrections programs.

## Armed Services Educational Experiences

Credit may be awarded for advanced academic and technical military educational experiences that have been evaluated and recommended as suitable for postsecondary credit by the American Council on Education (ACE) in its Guide *to the Evaluation of Educational Experiences in the Armed Services*. Students may initiate the request for such credit once they have met all admission requirements to an applicable program of study. In order for an evaluation to take place, students must provide appropriate documentation as determined by the College. Credit will be awarded only for courses which can be used to meet specific program requirements and offered at PHSC. Recommendations in the ACE guide are advisory in nature and are not binding upon the College.

## Certified Credit Union Executive (CCUE)

PHSC recognizes Certified Credit Union Executive (CCUE) designation. Credit will be awarded for the following courses:

- [BUL 2241 - Business Law](#)
- [ECO 2013 - Principles of Macroeconomics](#)
- [MNA 1100 - Organizational Behavior](#)
- [MAR 1011 - Principles of Marketing](#)

Students must fulfill 25 percent of the program residency requirement and present official verification of the CCUE certification to an advisor. Advisors will complete the course substitution form and attach a copy of the CCUE certificate. The forms will be forwarded to the dean of workforce development. Credits will appear on students' permanent records as earned credit only, without a grade assigned.

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## International Association of Administrative Professionals

PHSC recognizes the Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP) designation. Credit will be awarded for the following courses:

- [MNA 1100 - Organizational Behavior](#)
- [ACG 2021 - Principles of Financial Accounting](#)
- [OST 2401 - Administrative Office Procedures](#)
- [OST 2335 - Business Communications](#)
- [OST 1100 - College Keyboarding I](#)
- [OST 1110 - College Keyboarding II](#)

- [OMB 1001 - Business Mathematics](#)
- [CGS 1100 - Microcomputer Applications](#)

Students must fulfill 25 percent of the program residency requirement and present official verification of the CPS certification to an advisor. Advisors will complete the course substitution form and attach a copy of the CPS or CAP certificate. The form will be forwarded to the dean of workforce development. The credit will appear on the students' permanent record as earned credit only, without grades assigned.

## Industry Certification Credit

PHSC recognizes professional industry certifications in technology and awards credit accordingly. Students must present original validation of the certification in order to receive this credit. The following certifications are recognized:

Adobe Certified Dreamweaver - 3 credits

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

Adobe Certified Flash - 3 credits

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

Adobe Photoshop - 3 credits

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

Autodesk Certified Associate - 3 credits

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

Certified Medical Administrative Specialist - 6 technical credits

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

Certiport IC3 - 9 credits

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

Cisco CCENT - 6 credits

- [CET 1600 - Networking Fundamentals-Cisco Academy](#)
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#)

Cisco CCNA - 12 credits

(current certification)

- [CET 1600 - Networking Fundamentals-Cisco Academy](#)
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#)
- [CET 2615 - Scaling Networks-Cisco Academy](#)
- [CET 2620 - Connecting Networks-Cisco Academy](#)

CIW Associate - 3 credits

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

CIW Associate Design Specialist-3 credits

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

CIW E-Commerce Designer-3 credits

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

CIW Master Designer-6 credits

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

Comp TIA A+ -6 credits

(Current CompTIA objectives)

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

Comp TIA Network +-6 credits

- [CET 2793 - Windows Server Administration](#)
- [CNT 1000 - Introduction to Networking](#)

Comp TIA Security+-6 credits

(Current CompTIA objectives)

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

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

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

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

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

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

- [HSC 2531 - Medical Terminology](#)

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

## Transient Student Requests

**PHSC as the home institution:**

PHSC students may be enrolled at another postsecondary institution concurrent with their PHSC enrollment by securing permission in advance. This procedure is necessary to ensure the acceptance of credits taken at other

institutions at PHSC. To initiate this process, the PHSC student meets with an academic advisor and/or the student can submit the Transient Student Request form via [www.flvc.org](http://www.flvc.org). Essentially, PHSC remains your "home institution" while you visit another school for a few credits. The transient student approval process via FLVC is designed to ensure the credits completed at other institutions will apply toward a program at PHSC. The electronic process includes multiple levels of approval including a review by financial aid staff to ensure credits eligible for financial aid support are recognized. When taking courses as a visitor at another institution, a student will need to follow the academic calendar, add/drop registration dates and academic rules at that institution for the duration of the course.

#### **PHSC as the visiting institution:**

Students from other colleges may, similarly, register for a few classes at PHSC while never officially separating from their program of study at their home school. Students submit the Transient Student Request form via [www.flvc.org](http://www.flvc.org). Once their home school approves the PHSC courses they seek as meeting the program requirements for their major, the request is sent electronically to PHSC. At our end, we assign the visitor a PHSC student ID number that allows them to register for the pre-approved courses. The entire process is completed electronically.

## **Graduation Application**

Students should initiate the [graduation](#) application process by the deadline date in the [College Calendar](#) for the term in which program requirements will be completed. The application remains active for three consecutive terms. After three consecutive terms, students must reapply and repay the graduation [Fees and Expenses](#)

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

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

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

## **Graduation Ceremonies**

Commencement ceremonies are held each year at the end of Term I and Term II. Graduates are assigned to a morning or afternoon commencement ceremony depending on degree or certificate earned. There is also a nurse pinning ceremony that occurs on this day. Commencement dates are located in the [College Calendar](#).

Summer graduates and fall graduates: Term I commencement (December) is for students who graduated in the previous summer term and for students completing all graduation requirements in the fall term.

Spring graduates: Term II commencement is for students completing all graduation requirements in the spring term (May). Students are required to purchase and wear a college cap and gown in order to participate in commencement ceremonies.

## **Restrictions on Release of Transcripts, Diplomas and Certificates**

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

## **Family Education Rights and Privacy Act (FERPA)**

### **Rights and Responsibilities**

The right to privacy is a major concern for students, faculty and staff. Prospective students at any college or university should be aware of their rights and responsibilities under the FERPA regulation available at [www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html)

#### **1. What is FERPA?**

The Family Educational Rights and Privacy Act (FERPA) states what information can and cannot be released to

the public by postsecondary education institutions.

**2. Who is covered under FERPA?**

Under FERPA all "Eligible Students" who are attending a postsecondary education institution are covered. An "Eligible Student" is defined as a student who has reached the age of 18 or is attending an institution of postsecondary education. This would include high school students under the age of 18 who are enrolled in a college-level credit class.

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

FERPA authorizes the release of "Directory Information" as defined by the postsecondary institution. PHSC defines "Directory Information" in District Board of Trustees, Rule 6-11(9)(a) as: "the name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, time status (e.g. full time, part time, 3/4 time status), degrees and awards received, and the most recent educational institution attended by the student. In the absence of written notice by a student to withhold any or all information included in the definition of "Directory Information," the College reserves the right to release any of this information as it may consider desirable."

**4. Can nondirectory information be released to a student's parent(s)?**

Under FERPA, nondirectory information can only be released to "Eligible Students." If "Eligible Students" choose to have information released to their parents or another third party, students must provide written authorizations to the Admissions and Student Records office. Students must specify exactly what information can be released and the name of the person to whom it can be released. A blanket release authorization is not permitted unless it is in the form of a special or general power of attorney. Each time parents or third parties request information, students are required to provide a separate authorization for that release. Students wishing to provide grade history can submit an electronic transcript request to be sent to parents or any third party online via WISE. Students wishing to provide a certification of their enrollment status, etc. can submit an electronic verification request via WISE.

## Privacy of Student Records and Directory Information

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

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

## Notification of Social Security Number Collection and Use

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number (SSN). Pasco-Hernando State College (PHSC) collects and uses your SSN only for the purposes listed below, in performance of the College's duties and responsibilities. To help protect your identity, PHSC policies and procedures prohibit the release or disclosure of your SSN to unauthorized parties contrary to state and federal law and assigns you a unique student or employee identification number. This unique ID number is used for all associated employment and educational purposes at PHSC.

### Admissions

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

### Financial aid

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

the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website and for reporting purposes.

### **Outreach programs**

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

### **Workforce programs**

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

## **Transfer Credit at PHSC**

### **Course Descriptions**

Waivers of prerequisites may be granted by deans, program directors or instructors-in-charge under certain conditions. Students who feel that they have sufficient training and/or experience to warrant an exception of the prerequisite should work with a student advisor to consult with the dean, program director or instructor-in-charge to assess whether a request for a waiver is appropriate or allowed.

Please note some courses may have special fees. *Also*, for some courses, the hours required may exceed the number of credit hours for the course. This will be especially true for courses in which clinical rotations or intern hours are required.

### **Florida's Statewide Course Numbering System**

Courses use prefixes and numbers that are assigned by Florida's Statewide Course Numbering System (SCNS) whenever possible. This numbering system is used by all public postsecondary institutions in Florida and some participating nonpublic institutions to facilitate the transfer of courses between participating institutions. Students, advisors and administrators use the online Statewide Course Numbering System to obtain course descriptions and other information to assist them in making decisions about course transfer between participating schools (please visit the Florida SCNS website). Individual schools control the title, credit and content of their own courses. Individual schools also assign the first digit of the course number to reflect the level of instruction at which the course is being offered. Course prefixes and the last three digits of the course numbers are assigned by members of statewide faculty committee appointed by the Florida Department of Education to oversee the SCNS system.

### **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.

Example: ENC\_101 - the freshman composition course is offered at schools participating in the Florida SCNS system with the same prefix and number. Only the first digit may change. This means an ENC 2011 taken at another school will be transferred into PHSC as ENC1101- note; only the first digit changed at PHSC.

Example: Science courses may have a "C" or "L" after the course number to indicate that a separate lab is required (separate section and location/time for lab class) or that the lab component was combined with the lecture class. If the lab section is separate at PHSC, than the combined course/lab course transferred in will be awarded separately to show student met both class credit hours and lab credit hours.

Quarter-term credit systems versus semester-term credit: Credit hours for courses are based on the number of instructional hours. Credits taken at a college using the quarter term system will not transfer in at the same credit hours

used in the PHSC semester based system.

Example: ENC 1101 for 3credits in a quarter term college= 2.66 credits at PHSC

## **Exceptions to Course Equivalencies**

Transfer credit for courses that do not fall under the Florida state course numbering are accepted at the discretion of PHSC (the receiving institution). The following courses are exceptions to the general rule for course equivalencies outlined above and they may not transfer to PHSC:

- Courses not offered by PHSC
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question on the SCNS tables
- Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. Courses ending in these numbers may include special topics, internships or an individualized course
- College preparatory and vocational preparatory courses
- Credits for military training and service
- Upper level courses: undergraduate courses numbering above 300+ level
- Graduate level coursework
- Applied courses in the performing arts (art, dance, interior design, music and theater) and skill courses in criminal justice and/or law enforcement are not guaranteed as transferable
- Courses from foreign institutions or courses completed outside of the U.S.

## **Courses at Nonregionally Accredited Institutions**

The Statewide Course Numbering System has a list of "Courses at Nonregionally Accredited Institutions" that identifies what courses will be accepted for transfer credit in Florida public institutions. This list is updated monthly - see the Florida SCNS website.

Questions about transfer credits should begin with your academic advisor. Credits may be changed to correct errors only. Appeals to have courses not accepted brought in or to have transfer credit awarded differently can be submitted to: Director of Admissions and Student Records, District Office (New Port Richey campus).

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## Admission to AA or AS Degree Programs

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To be admitted to the Associate in Arts (AA) or Associate in Science (AS) degree programs, students must ensure the following documents have been received by the Admissions and Student Records office:

1. a PHSC Application for Admission indicating the intent to pursue an AA or AS degree; and
2. an official high school transcript indicating graduation with a standard high school diploma or a Certificate of Completion-CPT eligible (excluding limited access degrees) or an official transcript of GED scores indicating receipt of a high school equivalency diploma; and
3. an official transcript from each U.S. college or university attended.

Students graduating from institutions outside of the United States must follow the procedures for submitting transcripts outlined in the section "[Non-Immigrant \(F Visa or M Visa\) Student Admission.](#)"

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

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## **Admission to Applied Technology Diploma Programs**

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The Applied Technology Diploma (ATD) is designed to prepare students for entry-level employment and for advanced standing into an AS degree at Florida's state college system. The ATD may be offered either for technical credit or for college credit. Students entering an ATD program must have a standard high school diploma or a GED. When the ATD program articulates into an AS degree, the credit awarded will be college credit. PHSC offers the following ATD programs:

- Emergency Medical Technician (offered for college credit)
- Medical Coder/Biller (offered for technical credit)
- Medical Record Transcribing (offered for technical credit)

In order to receive a diploma, students in the Medical Coder/Biller or Medical Record Transcribing programs must achieve the state designated TABE scores in math, reading and language.

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## Admission to College Credit Certificate Programs

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PHSC offers the following college credit certificate programs associated with AS degree programs:

- Accounting Technology Management
- Accounting Technology Operations
- Accounting Technology Specialist
- AutoCAD Foundations
- Business Management
- Business Operations
- Business Specialist
- Computer Programmer
- Computer Programming Specialist
- Database and E-Commerce Security
- E-Business Software
- E-Business Technical
- E-Business Technology
- E-Business Ventures
- Financial Paraplanner
- Healthcare Informatics Specialist
- Human Services Assistant
- Information Technology Administration
- Marketing Operations
- Mortgage Finance Management
- Mortgage Finance Operations
- Mortgage Finance Specialist
- Network Infrastructure
- Network Support Technician
- Network Virtualization
- Office Management
- Office Specialist
- Office Support
- Paramedic (a limited-access health program)
- Web Development Specialist

Admission to a college credit certificate program does not require admission to a degree program; however, students enrolled in these programs may opt later to apply to a degree program because many of the required courses are the same.

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

1. a PHSC Application for Admission indicating the intent to pursue a college credit certificate; and
2. an official high school transcript indicating graduation with a standard high school diploma or a Certificate of Completion-CPT eligible (excluding limited access certificates); or an official transcript of GED scores indicating receipt of a high school equivalency diploma; and

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

Applicants to the certificate in paramedic program must meet the additional requirements noted in the section ["General Admission Requirements for Health Programs."](#) Students who have received special diplomas are not eligible for admission to some college credit certificate programs.

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## Admission to Technical Credit Certificate Programs

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

- Applied Welding Technologies
- CMS law Enforcement Auxiliary Officer
- Correctional Officer Crossover Training to Florida CMS law Enforcement
- Correctional Probation Officer Crossover to Florida CMS law Enforcement
- Dental Assisting
- Florida CMS Correctional
- Health Unit Coordinator
- law Enforcement Officer Crossover to Florida CMS Correctional
- law Enforcement Officer
- Medical Administrative Specialist
- Nursing Assistant
- Pharmacy Technician
- Phlebotomy
- Practical Nursing
- Surgical Technology

Dental Assisting, Pharmacy Technician, Practical Nursing and Surgical Technology are limited-access health programs; admission requirements for these programs are listed in the section "[General Admission Requirements for Health Programs.](#)" Some of the Public Services Programs also are limited-access; contact the dean of workforce development or the director, public services programs directly for further admission information.

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## **Test of Adult Basic Education (TABE)**

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Students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more (Applied Welding Technologies, Dental Assisting, Health Unit Coordinator, Medical Coder/Biller, Medical Administrative Specialist, Medical Record Transcribing, Network Support Technician, Practical Nursing and Web Development Specialist) shall complete an entry-level basic skills examination within the first six weeks after admission into the program. Students who do not meet the required minimal level of basic skills, as measured by the TABE, shall be provided with opportunities for remediation. No student, except those exempted by statute or rule, shall be awarded a technical certificate until the student reaches the minimum basic skills level required for the final Occupational Completion Point (OCP) for that program or a related state, national or industry licensure exam identified by the Department of Education, Division of Career and Adult Education.

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

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

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

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## Admission to the College for Non-Degree Seeking Students

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U.S. citizens or permanent residents who are 18 years of age or older and who do not plan to follow a program of study, or do not meet the requirements for entry into degree or specific certificate programs, may be admitted to the College as non-degree seeking students upon submission of the PHSC application and fee. If needed, PHSC encourages these students to obtain a GED high school equivalency diploma.

U.S. citizens or permanent residents who are under the age of 18 must submit an official high school transcript indicating graduation or official GED scores indicating receipt of a high school equivalency diploma prior to being accepted to the College.

Non-degree seeking students are permitted to earn 15 credit hours, at which time they must declare an approved program of study if they plan to enroll further at PHSC. Additional admission requirements then may need to be satisfied. (See "[Admission to Programs of Study.](#)") Students who are enrolling for purposes of teacher recertification and students who have earned a baccalaureate degree are exempt from the 15 credit-hour limit.

### College Students Seeking Transient Student Admission

Students enrolled at another postsecondary institution may be admitted as non-degree seeking upon submission of the PHSC application and fee together with an approved transient student form from the registrar at that institution. Permission is required prior to each PHSC registration and must include approved transient course(s).

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## Admission to the College for High School Students

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### Dual Enrollment

High school students have the opportunity to earn college or technical credit at PHSC by applying for admission as dual enrollment students. Students from Pasco or Hernando County public schools and students from nonpublic schools (including home schools that have certified their curriculum meets State of Florida standards) may become eligible for dual enrollment if their school has a formal articulation agreement with PHSC. High school dual enrollment means the student is enrolled in high school and simultaneously enrolls in college or specific technical credit courses, taught by PHSC, which are counted toward high school graduation. Eligible students first must gain admission to PHSC by submitting a completed Application for Admission: Dual Enrollment High School Student as well as official high school unweighted grade point average (GPA) documentation.

### Early Admission

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

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## **Admission to the College for Transfer Students**

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

An evaluation of transfer credit will be completed upon submission of official collegiate transcripts to the Admissions and Student Records office. PHSC will accept transfer credit from institutions accredited as degree-granting by a postsecondary regional accrediting commission at the time coursework was completed. The College will accept transfer credit from other institutions if the award of credit from such institutions is listed with the State Course Numbering System (SCNS). In either case, an award will be made provided the credit earned is in an area and on a level normally included within the first two years of college. For credit to be awarded for coursework beyond this level, a written petition must be made to the director of admissions and student records.

Additionally, the College may accept transfer credit at the vocational/technical level only from a State of Florida designated vocational/technical center. For credit to be awarded, a written petition must be made to the director of admissions and student records.

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

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

Credits transferred from any institution will be used when calculating students' cumulative grade point average. Students who are placed on academic warning or probation as a result of their transfer credit evaluation will not be permitted to register at PHSC until they have met with an advisor. Students who are placed on academic suspension as a result of their transfer credit evaluation must petition for approval to enroll.

In accordance with Florida Statute, students who have previously been expelled from a Florida state college or university for unlawful possession, sale or use of narcotic drugs will not be admitted to PHSC for a period of one year from the date of the expulsion.

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[ARCHIVED CATALOG]

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

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

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

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

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

PHSC does not provide, supervise or recommend student housing. Students should arrange for their own housing and transportation in advance of enrollment.

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

Those nonimmigrant students holding a valid visa type other than For M who plan to enroll must secure the approval of the Admissions and Student Records office.

6. Continued enrollment at PHSC is contingent upon maintenance of immigration status as defined by federal and

state laws and rules established by the U.S. Citizenship and Immigration Services (USCIS). Appropriate visa status must be documented at the time of admission and will be monitored throughout enrollment at the College. Students not meeting the requirements of this rule may be restricted from registration.

7. Enrollment of nonimmigrant students holding an F Visa or an M Visa will be monitored by the College staff for enrollment under this rule. Those who fail to meet the requirements of this rule, either by not enrolling or by enrolling in an insufficient number of classes, will be reported to the USCIS following the and withdrawal/ change to audit dates of each term.

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

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

Note: Immigration laws are revised frequently. A nonimmigrant (F Visa or M Visa) student is responsible for understanding immigration laws and staying informed regarding any changes. This information is available at the consulate in each country at [www.ice.gov](http://www.ice.gov).

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## General Admission Requirements for Limited Access/Selected Admissions Health Programs

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Dental Assisting, Dental Hygiene, Paramedic, Pharmacy Technician, Practical Nursing, Radiography, Registered Nursing and Surgical Technology are limited-access health programs. Bachelor of Nursing and Health Information Technology are selected admissions programs (Unlimited seats but criteria applicants must meet to be admitted). In addition to being admitted to the College, students must meet the admission requirements for the limited access/selected admissions health program they wish to enter. Students are required to submit a separate limited access/selected admissions application for each program for which they choose to apply. Applications will be accepted during the open application period. There is a \$25 nonrefundable application fee for each limited access/selected admissions application submitted. Students are eligible to register for limited access/selected admissions health program courses only after having been accepted to that program.

Dental Assisting, Emergency Medical Technician (EMT), Health Unit Coordinator, Human Services, Medical Administrative Specialist, Medical Coder/Biller, Medical Record Transcribing, Nursing Assistant and Phlebotomy are open-entry programs. Students may register for these courses during regular registration times. Students are advised to register early for these courses because space is limited.

1. **Changes to Admission Requirements:** Admission requirements and program courses may change periodically. To obtain the most current information regarding admission and graduation requirements for these programs, students should visit [Admissions and Student Records](#) and meet with an advisor on a regular basis. For limited-access health programs, the College Catalog/Student Handbook used for determining program completion requirements is the one in effect at the time of initial enrollment in the health program.
2. **Criminal Background Checks and/or Level II Fingerprinting:** All hospitals and most clinical agencies require students to obtain a criminal background check. Information regarding background checks will be given to students at orientation. Criminal background checks and fingerprinting fees are assessed as a special fee, unless otherwise noted. Clinical agencies have the right to deny students access to their agency based on past criminal history. Should this occur, the health program coordinator will attempt to find an alternate clinical placement; however, this is not always possible. Applicants must be aware that denial of access to clinical settings due to criminal history may prevent the student from completing the program successfully. Applicants with criminal histories are urged to meet with their health program coordinator for advising.

Applicants with criminal histories also must be aware that state and federal licensing agencies may deny their application to obtain a license to practice following graduation. These students are advised to check with the appropriate state or federal licensing agency prior to entry into a health program.

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

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

The change in Florida Statute 456.0635 indicates that if a student's criminal background check reflects a conviction involving any of the above categories, the student will not be eligible to apply or receive a Florida license or to sit for a certification examination if it is applicable to the program they are intending to apply for. The College is not responsible for decisions made by licensing agencies.

1. **Drug and/or Alcohol Screens:** Hospitals and other clinical agencies require a negative drug and/or alcohol screen prior to clinical placement. Information regarding drug and/or alcohol screens will be given to students at orientation. Drug and/or alcohol screens are paid for by the student. Clinical agencies have the right to deny student access to their agency based on positive results. Applicants must be aware that denial of access to clinical settings due to a positive drug and/or alcohol screen may prevent the student from completing the program successfully. The college is not responsible for decisions made by the clinical agencies.
  2. **Physical Examination:** Health programs require that students provide certification of good health by submission of a satisfactory physical examination, conducted by a physician or a registered nurse practitioner. The physical examination requires proof of current immunizations and must be submitted on the Physical Examination Report or Health Examination Report provided by the program staff (SAR 40 or SAR 40-A). Failure to submit the exam by the date specified by the health program coordinator will result in denial of access to clinical experiences, which may affect students' ability to achieve course objectives.
  3. **Dental Assisting and Dental Hygiene Applicants:** In addition to the physical examination requirement, all students accepted into the dental programs are required to have a complete dental examination certifying good oral health, free of dental caries and gum disease. This exam must be completed by a dentist within six months of being accepted in the program.
  4. **CPR Certification:** Current CPR certification is required for all health programs. For limited-access health programs, the CPR requirement must be completed by the first day of class. Students must take PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers."
  5. **Acceptance of Seat:** Applicants to limited-access health programs will receive a letter from the College's dean of health occupations and director of admissions and student records indicating acceptance into the program. Students must return a form verifying acceptance of a seat in the class. Failure to return this form by the date specified in the acceptance letter will result in allocation of the seat to another applicant.
  6. **Registration and Fees:** Students must register and pay fees by the date listed in the College Catalog/Student Handbook. Failure to register and pay fees by the date specified will result in allocation of the seat to another applicant.
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[ARCHIVED CATALOG]

## Admission to Bachelor of Applied Science in Supervision and Management Program

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### Supervision and Management-Bachelor of Applied Science

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

**August admission: August 15, 2014**

**January admission: January 9, 2015**

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

#### Application and Admission Requirements:

1. Completed PHSC application with application fee
2. Completed Bachelor of Applied Science in Supervision and Management (BAS-SM) program application and application fee
3. Official high school transcript or GED scores indicating receipt of a high school equivalency diploma, if required for documentation of foreign language requirement (completion of two consecutive years of one foreign language). The foreign language requirement must be met prior to the completion of the bachelor's degree. This requirement can be met by any of the following:
  - a. Completion of two years of high school instruction in the same foreign language
  - b. Completion of a minimum of 8 college-level credits in one foreign language
  - c. Achievement of minimum scores on a foreign language proficiency exam approved by the Admissions and Student Records office
  - d. Completion of a high school diploma from a foreign country where the student studied in a language other than English
4. Complete any prerequisite courses that may be necessary after a review of all transcripts with a grade of "C" or higher Official transcripts from each United States college and university attended other than PHSC
5. Official transcripts showing an associate's degree or equivalent from a regionally accredited institution
6. Minimum grade point average (GPA) of 2.0 on a 4.0 scale

Students must meet the requirements for college-level mathematics, reading and writing.

#### Non-BAS-SM Course Requirements:

#### General Education Requirements (36 credits):

Students who have completed an AA degree at a public Florida college will have met the General Education requirements. Students who have completed an AA degree at an institution outside of Florida, or those who have earned an AS or AAS degree or equivalent, will need to take additional General Education courses. Applicants should consult with an advisor to determine if acceptable substitutions may satisfy some or all of Pasco-Hernando State College's General Education requirements.

**Area I: Communications (9 credit hours)**

- [ENC 1101 - English Composition I](#)
- [ENC 1102 - English Composition II](#)
- [SPC 2608 - Introduction to Public Speaking](#)

Area II: Mathematics (6 credit hours)

- Any 3 credit hour course with prefix MAC, MGF or STA (MAC 1105 is recommended)
- Any 3 credit hour course with prefix MAC, MGF or STA

Area III: Natural Sciences (6 credit hours)

- Any 3 credit hour course from Area III
- Any 3 credit hour course from Area III

Area IV: Social and Behavioral Sciences (6 credit hours)

- Any 3 credit hour course from Area IV
- Any 3 credit hour course from Area IV

Area V: Humanities (6 credit hours)

- Any 3 credit hour course from Area V
- Any 3 credit hour course from Area V

Area VI: Information literacy and Technology Fluency (3 credit hours)

- [CGS 1100 - Microcomputer Applications](#)

### **Technical Courses from AS or Equivalent Degree (42 credits):**

Students will also need a total of 42 credit hours of technical or elective courses if not previously taken.

Note: Students should strive to take any prerequisite technical courses that may be required for any upper-level BAS-SM courses. Students are advised to consult with an academic advisor to determine which technical courses may be required.

### **Transfer**

Students who have started classes in a BAS program at another institution may be able to transfer to the Pasco-Hernando State College program. The student must apply to PHSC and request official transcripts as noted above. Transcripts will be reviewed on a course-by-course basis to determine equivalency to Pasco-Hernando State College courses. In order to receive the baccalaureate degree from Pasco-Hernando State College students must complete at least 25% (30 credits) of the BAS program at PHSC and at least 25% (12 credits) of the upper-division courses required for the program at Pasco-Hernando State College.

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[ARCHIVED CATALOG]

## Admission to Bachelor of Science in Nursing Program

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### Nursing-Bachelor of Science

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

January admission: July 31 through 4 p.m. on Oct. 31

August admission: April 1 through 4 p.m. on July 24

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

**Note:** Applicants who do not respond to an offer of admission or fail to enroll for the term for which admission is offered must reapply to the program.

### Application and Admission Requirements:

1. Completed PHSC application with application fee
2. Completed Bachelor of Science in Nursing (BSN) program application and application fee
3. Official high school transcript or GED scores indicating receipt of a high school equivalency diploma, if required for documentation of foreign language requirement (completion of two consecutive years of one foreign language). The foreign language requirement must be met prior to the completion of the bachelor's degree. This requirement can be met by any of the following:
  - a. Completion of two years of high school instruction in the same foreign language
  - b. Completion of a minimum of 8 college-level credits in one foreign language
  - c. Achievement of minimum scores on a foreign language proficiency exam approved by the Admissions and Student Records office
  - d. Completion of a high school diploma from a foreign country where the student studied in a language other than English
4. Complete the following prerequisite courses with a grade of "C" or higher: [MAC 1105 -College Algebra](#) (or a higher level MAC course), [STA 2023 - Introduction to Statistics](#), [ENC 1102 - English Composition II](#) and [CGS 1100 - Microcomputer Applications](#)
5. Official transcripts from each United States college and university attended other than PHSC
6. Official transcripts showing an Associate in Science degree in nursing from a regionally accredited institution or a diploma in nursing accredited by the National League for Nursing Accrediting Commission (NLNAC) or Accreditation Commission for Education in Nursing (ACEN)
7. Minimum grade point average (GPA) of 2.5 on a 4.0 scale
8. Copy of a current, unrestricted, unencumbered registered nurse license from the state in which the applicant is practicing, to be kept current throughout the duration of the program
9. Submission of Admission Essay on Philosophy of Nursing Education and Clinical Practice

Students must meet the requirements for college-level mathematics, reading and writing.

### Non-Nursing Course Requirements:

## General Education Requirements (36 credits):

Students who have completed an AA degree at a public Florida college will have met the General Education requirements. Students who have completed an AA degree at an institution outside of Florida, or those who have earned an AS degree or diploma in nursing, but have General Education courses that may vary from the requirements below, should consult with an advisor to determine if acceptable substitutions may satisfy some or all of Pasco-Hernando State College's General Education requirements. Students with a diploma in nursing may need to take additional General Education courses.

Area I: Communications (9 credit hours)

- [ENC 1101 - English Composition I](#)
- [ENC 1102 - English Composition II](#)
- [SPC 2608 - Introduction to Public Speaking](#)

Area II: Mathematics (6 credit hours)

- [MAC 1105 - College Algebra](#) (or higher MAC course)
- [STA 2023 - Introduction to Statistics](#) (required)

Area III: Natural Sciences (6 credit hours)

- [BSC 1085 - Human Anatomy and Physiology I](#) and [BSC 1085L - Human Anatomy and Physiology I Laboratory](#)
- [BSC 1086 - Human Anatomy and Physiology II](#) and [BSC 1086L - Human Anatomy and Physiology II Laboratory](#)

Area IV: Social and Behavioral Sciences (6 credit hours)

- [PSY 1012 - Introduction to Psychology](#)
- Any 3 credit hour course with prefix AMR, DEP, ECO, EUR or POS

Area V: Humanities (6 credit hours)

- [PHI 1630 - Applied Ethics](#)
- Any 3 credit hour course with HUM or REL prefix

Area VI: Information literacy and Technology Fluency (3 credit hours)

- [CGS 1100 - Microcomputer Applications](#)

**Technical Courses from AS Nursing Degree (42 credits): Students will also need the following additional courses if not previously taken:**

- [DEP 2004 - Lifespan Development](#)
- [MCB 2010 - Microbiology](#) and [MCB 2010L - Microbiology Laboratory](#)
- [HUN 2201 - Science of Human Nutrition](#)

The RN to BSN program is entirely online and requires access to a reliable computer and Internet connection. Students are expected to have intermediate to advanced computer competence upon admission.

## Transfer

Students who have started nursing classes in an RN to BSN program at another institution may be able to transfer to the Pasco-Hernando State College program. The student must apply to PHSC and request official transcripts as noted above. Transcripts will be reviewed on a course-by-course basis to determine equivalency to Pasco-Hernando State College courses. In order to receive the baccalaureate degree from Pasco-Hernando State College students must complete at least 25% (30 credits) of the RN to BSN program at PHSC and at least 25% (11 credits) of the upper-division courses required for the program at Pasco-Hernando State College, including the capstone course, NUR 4945 - Nursing Capstone Experience.

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[ARCHIVED CATALOG]

## Admission to Dental Programs

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### Dental Hygiene-Associate in Science

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

**August admission: April 1 through 4 p.m. on June 15 (West Campus)**

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

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

#### Application and Admission Requirements:

1. Completed PHSC application and application fee
2. Completed Dental Hygiene program application and limited-access application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma, or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Official transcript from each U.S. college and university attended other than PHSC
5. Official scores from external agencies as appropriate for prerequisite courses (i.e., AP, CLEP, IB, etc.)
6. Meet one of the following:
  - a. Applicants who are practicing dental assistants must submit their EFDA certificate, or
  - b. A minimum score of 60 percent on an approved manual dexterity test. Must be completed within two years of the dental hygiene program application date.
7. Cumulative grade point average (GPA) of 2.0 or higher
8. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least a grade of "C" or higher:

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

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

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

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

[CHM 1025 - Introductory Chemistry](#) (or higher level chemistry course)

[CHM 1025L - Introductory Chemistry Laboratory](#) (or higher level chemistry lab)

[MCB 2010 - Microbiology](#)

[MCB 2010L - Microbiology Laboratory](#)

[CGS 1100 - Microcomputer Applications](#)

[PSY 1012 - Introduction to Psychology](#)

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

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

## **Selection Process**

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

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

## **Dental Assisting-Certificate**

Applicants may apply at any time after all program requirements have been met.

### **Application and Admission Requirements:**

1. Completed PHSC application and application fee
2. Completed Dental Assisting program application and limited-access application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma, or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Submit valid report of scores on an approved manual dexterity test. Minimum score required is 60 percent
5. Official transcript from each U.S. college and university attended other than PHSC

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

## **Selection Process**

Applicants will be admitted on a first qualified, first admitted basis. Eligible applicants will be assigned a seat in the next available class. Applicants who do not respond to an offer of admission or who fail to enroll for the term for which admission is offered must reapply for a future date.

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[ARCHIVED CATALOG]

## Admission to Emergency Medical Services Programs

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### Emergency Medical Technician-Applied Technology Diploma

#### Application and Admission Requirements:

1. Completed PHSC application and application fee
2. 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
3. Official transcript from each U.S. college and university attended other than PHSC
4. Copy of PHSC-American Heart Association (AHA) Training Center CPR certification, "Basic Life Support for Health Care Providers." (Expiration date must extend through program completion.)
5. Complete HSC 2531 - Medical Terminology with a grade of "C" or higher

### Paramedic-Certificate

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

**August admission: April 1 through 4 p.m. on June 15 (West Campus)**

**January admission: July 15 through 4 p.m. on November 1 (North Campus)**

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

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

#### Application and Admission Requirements:

1. Completed PHSC application and application fee
2. Completed Paramedic Certificate application and limited-access application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Official transcript from each U.S. college and university attended other than PHSC
5. Official scores from external agencies as appropriate for prerequisite courses (ex: AP, CLEP, IB, etc.)
6. Copy of current Florida EMT license
7. Valid placement test scores (ACT, ASSET, CPT, PERT, SAT) and completion of any college preparatory work in English or reading, if indicated by the placement scores. The mathematics score must be at the Elementary Algebra (MAT 0024) level or above or the applicant must complete Pre-Algebra (MAT 0012) with a grade of "C" or higher. Placement test scores for English, reading and/or mathematics may be exempted if the applicant has completed transferable, college-level coursework with a grade of "C" or higher in each of the areas listed.
8. Copy of current driver's license, (P.O. boxes will not be used for residency preference in the selection process). **If a driver's license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application. Submit verification form of current EMT employment in Pasco or Hernando County. If a driver's license, or equivalent, or EMT verification form is not submitted as proof of residency or employment, the application will be processed as a nonresident application.**

9. Copy of current American Heart Association "Basic Life Support for Health Care Providers" CPR certification (Expiration date must extend through program completion. If certification expires prior to end of the program, PHSC course NCH 0050, American Heart Association "Basic Life Support for Health Care Providers" must be taken.)
10. Cumulative grade point average (GPA) of 2.0
11. Complete HSC 2531-Medical Terminology with a grade of "C" or higher

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

## **Selection Process**

Applicants who meet minimum requirements as of the deadline date will be ranked based upon prerequisite GPA and overall GPA. Residents of Pasco and Hernando counties or those employed as EMTs in fire departments in Pasco or Hernando counties, will receive preference over out-of-district residents.

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[ARCHIVED CATALOG]

## Admission to Health Information Technology Program

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### Health Information Technology-Associate in Science

Completed applications are accepted year round on a first qualified, first applied basis.

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

#### Application and Admission Requirements:

1. Completed PHSC application and application fee
2. Completed Health Information Technology application and application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Official transcript from each U.S. college and university attended other than PHSC
5. Official scores from external agencies as appropriate for prerequisite courses (ex: AP, CLEP, IB, etc.)
6. Transfer credits: Courses transferred in may not match the PHSC course required to demonstrate prerequisites have been met. In cases where the transfer course is not equivalent to PHSC number, applicant must meet with advisor to request a "course substitution." Petitions to have a "course substitution" approved to meet prerequisites must be "approved" before application is submitted. Applications without approved substitutions are considered incomplete.
7. Cumulative grade point average (GPA) of 2.0
8. Completion of all of the following prerequisite courses with a combined GPA of 2.5 or higher with at least a grade of "C" or higher:
  - HSC 2531 Medical Terminology
  - ENC 1101 English Composition I
  - BSC 1020 Human Biology
  - CGS 1100 Microcomputer Applications

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

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[ARCHIVED CATALOG]

## Admission to Nursing Programs

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

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

January admission: July 15 through 4 p.m. on Sept. 15 (Porter Campus and West Campus)  
August admission: April 1 through 4 p.m. on June 15 (East Campus, Porter Campus and West Campus)

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

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

#### Application and Admission Requirements:

1. Completed PHSC application and application fee.
2. Completed Associate Degree in Nursing/Generic Track application and limited access application fee.
3. Official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of high school equivalency diploma.
4. Official transcript from each U.S. college and university attended other than PHSC.
5. Official scores from external agencies as appropriate for prerequisite courses (ex: AP, CLEP, IB, etc.).
6. Submit one valid report from the Test of Essential Academic Skills (TEAS) test. The TEAS reports are valid for two years. The TEAS may be repeated for a total of three times per calendar year. However, there must be a minimum of 30 days between testing. Fourth and subsequent attempts will be invalid. To be eligible to apply to this program, a minimum of Proficient or higher in the ATI Academic Preparedness Category must be achieved on the TEAS.
7. The composite score from a valid TEAS report will be used as a component of the ranking process for admission.
8. Copy of current driver's license. (P.O. boxes will not be used for residency preference in the selection process.) If a driver's license or equivalent is not submitted as proof of residency, the application will be processed as a non-resident application.
9. Cumulative grade point average (GPA) of 2.0 or higher.
10. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least a grade of "C" or higher:

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

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

[PSY 1012 Introduction to Psychology](#)

[HUN 2201 Science of Human Nutrition](#)

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

## Selection Process

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

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

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## Nursing (RN) ADN Transition Program (LPN and Paramedic)- Associate in Science

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

Paramedic Transition:

June admission: April 1 through 4 p.m. on May 30 (West Campus-odd years only)  
October admission: April 1 through 4 p.m. on June 15 (Porter Campus)

LPN Transition:

January admission: July 15 through 4 p.m. on Sept. 15 (Porter Campus)  
August admission: April 1 through 4 p.m. on June 15 (North Campus and West Campus -  
Campus assigned by Nursing department)

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

Note: Students who fail to attend the term for which limited-access admission is granted must reapply to the program. Admission requirements for the LPN/Paramedic Transition Program are under review and are subject to change. Students are encouraged to meet with an advisor or visit the PHSC Health Occupations page for updates.

The AON/Paramedic Transition program is offered contingent upon sufficient enrollment. Applicants to the AON/Paramedic Transition program will be selected to begin their first course, NUR 1006 and NUR 1006L, during the summer or fall term.

## Application and Admission Requirements:

1. Completed PHSC application and application fee.
2. Completed Nursing Program Associate Degree in Nursing, Transition Program application (LPN or Paramedic Track) and limited access application fee.
3. Official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of high school equivalency diploma.
4. Official transcript from each U.S. college and university attended other than PHSC.
5. Official scores from external agencies as appropriate for prerequisite courses (ex: AP, CLEP, IB, etc.).
6. Submit one valid report from the Test of Essential Academic Skills (TEAS) test. Toe TEAS reports are valid for two years. Toe TEAS may be repeated for a total of three times per calendar year. However, there must be a minimum of 30 days between testing. Fourth and subsequent attempts will be invalid. To be eligible to apply to this program, a minimum of Proficient or higher in the ATI Academic Preparedness Category must be achieved on the TEAS.
7. Toe composite score from a valid TEAS report will be used as a component of the ranking process for admission.
8. Copy of current driver's license. (P.O. boxes will not be used for residency preference in the selection process.) If a driver's license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.

9. Copy of current Florida LPN or paramedic license.
10. Cumulative grade point average (GPA) of 2.0 or higher.
11. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least a grade of "C" or higher:

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

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

## **Selection Process**

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

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

## **Practical Nursing-Certificate**

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

January admission: July 15 through 4 p.m. on Sept. 15 (Porter Campus and West Campus)  
August admission: April 1 through 4 p.m. on June 15 (North Campus and West Campus)

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

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

## **Application and Admission Requirements:**

1. Completed PHSC application and application fee
2. Completed Practical Nursing Program application and limited access application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Submit one valid report from the Test of Essential Academic Skills (TEAS) test. The TEAS reports are valid for two years. The TEAS may be repeated for a total of three times per calendar year. However, there must be a minimum of 30 days between testing. Fourth and subsequent attempts will be invalid. To be eligible to apply to this program, a minimum of Proficient or higher in the ATI Academic Preparedness Category must be achieved on the TEAS.
5. Copy of current driver's license. (P.O. boxes will not be used for residency preference in the selection process). If a driver's license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.

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

## **Selection Process**

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

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

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

## **Transfer Procedures for Nursing Programs**

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

1. Submit a PHSC admissions application or bachelor level application and application fee, an official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of high school equivalency diploma. Submit an official transcript from each U.S. college and university attended other than PHSC. Submit official scores from external agencies as appropriate for prerequisite courses (i.e., AP, CLEP, IB, etc.). Students are required to meet current PHSC program prerequisite course requirements for consideration of transfer.
2. Schedule an appointment with an advisor for assistance with transfer procedures.
3. Once admitted to PHSC, submit a nursing program application and a receipt showing that the limited access/selected access application fee has been paid to the Admissions and Student Records office. Students will be sent a letter of response once their nursing application has been received and processed.
4. After receiving notification from the Admissions and Student Records office that all requirements have been met, students should make an appointment with the associate dean of nursing to determine if transfer status is possible. Students should bring a syllabus from each nursing course completed within the last five years, (Courses older than five years cannot be used for advanced standing.) If advanced standing is granted, students must:
  - a. Complete a skills evaluation with a grade of "pass" (copy of skills may be obtained in the Nursing Office)
  - b. Score a grade of 75 percent or better on an exam demonstrating retention of nursing concepts
  - c. Complete recommended remediation, if any
  - d. Submit a physical exam form demonstrating satisfactory health
  - e. Provide copy of current CPR card -American Heart Association, "Basic Life Support for Health Care Providers."
  - f. Negative criminal background check and drug/alcohol screen completed within one year of requesting transfer. If over one year, a new background check and drug/alcohol screen will need to be completed.

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

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[ARCHIVED CATALOG]

## **Admission to Pharmacy Technician Program**

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### **Pharmacy Technician-Technical Certificate**

Complete applications are accepted year round on a first qualified, first applied basis for May admission.

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

#### **Application and Admission Requirements:**

1. Completed PHSC application and application fee
2. Completed Pharmacy Technician program application and limited-access application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma, or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Official transcript from each U.S. college and university attended other than PHSC, if not already on PHSC record

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

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[ARCHIVED CATALOG]

## Admission to Radiography Program

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### Radiography-Associate in Science

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

January admission: July 15 through 4 p.m. on Sept. 15 (West Campus)

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

**Note:** Applicants who do not respond to an offer of admission or fail to enroll for the term for which admission is offered must reapply to the program.

#### Application and Admission Requirements:

1. Completed PHSC application and fee
2. Completed Radiography Program application and limited-access application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Official transcript from each U.S. college and university attended other than PHSC
5. Official scores from external agencies as appropriate for prerequisite courses (i.e., AP, CLEP, IB, etc.)
6. Copy of current driver's license, (P.O. boxes will not be used for residency preference in the selection process.) If a driver's license, or equivalent, is not submitted as proof of residency, the application will be processed as a non-resident application.
7. Cumulative grade point average (GPA) of 2.0 or higher
8. GPA of 2.5 or higher in the following prerequisite courses and complete each with at least a grade of "C" or higher:

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

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

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

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

[ENC 1101 English Composition I](#)

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

#### Selection Process

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

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## **Admission to Surgical Technology Program**

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### **Surgical Technology-Technical Certificate**

Completed applications are accepted year round on a first qualified, first applied basis for May admission.

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

#### **Application and Admission Requirements:**

1. Completed PHSC application and application fee
2. Completed Surgical Technology program application and limited-access application fee
3. Official high school transcript indicating graduation and receipt of standard high school diploma, or an official transcript of GED scores indicating receipt of a high school equivalency diploma
4. Official transcript from each U.S. college and university attended other than PHSC if not already on record

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

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## Readmission to Limited Access Health Programs

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This procedure applies to students who fail to successfully complete a program course in their first semester in the Registered Nursing, Practical Nursing, Radiography, Paramedic, Dental Assisting or Dental Hygiene programs. The process for readmission to a limited-access health program depends upon the course the student is requesting to repeat.

Readmission to limited-access health programs is under review and subject to change. Students are encouraged to meet with an advisor or visit the PHSC [Health Occupations](#) page for updates.

### A. First Semester Repeats

Students who fail to successfully complete one or more program courses in their first semester must reapply to the program. This is done by submitting a program application and application fee to the Admissions and Student Records office during the posted application time frame. Students must meet all admission requirements in effect at the time of their reapplication.

### B. Second and Subsequent Semester Repeats

Students who do not earn a grade of "C" or higher in a limited-access health program course in their second or subsequent semesters must request to repeat the course by submitting a Student Request to Repeat Health Program Course form. This form is submitted to the coordinator of the appropriate health program. Courses may be repeated only with the recommendations of the coordinator of the health program and the dean of health occupations. **If** the request is approved, students will be allowed to enroll in the next available course, on a space-available basis. Students must meet all program and graduation requirements in effect at the time of their readmission. In addition, students approved to repeat a course may be required to demonstrate retention of essential prerequisite knowledge and skills before being allowed to re-enter the clinical sequence of courses. Students will be notified by the program coordinator of the next available start date. Students in a two-year program will have four years to complete all program requirements for that program. Students in a one year program will have two years to complete all program requirements for that program. **If** students are unable to meet this requirement they will have to reapply to the program.

### C. Multiple Course Repeats

This procedure applies to students who:

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

To re-enter the health program, students may be required to enroll in Strategies for Student Success ([SLS 0002](#)). After satisfactory completion of [SLS 0002](#), students must request to repeat the health program course by submitting a Student Request to Repeat Health Program Course form. This form is submitted to the coordinator of the appropriate health program. Courses may be repeated only upon the recommendations of the coordinator of the health program and the dean of health occupations. **If** the request is approved, students will be allowed to enroll in the next available course, on a space-available basis. Students must meet all program requirements in effect at the time of their readmission. In addition, students approved to repeat a course may be required to demonstrate retention of essential prerequisite knowledge and skills before being allowed to re-enter the clinical sequence of courses. Students will be notified by the program coordinator of the next available start date. Students who do not earn a grade of "C" or higher in two health program courses, either in the same course or in a combination of courses, will not be permitted to re-enroll in the health program.

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## Dismissal from Health Programs

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

### Part A: Prohibited Behavior

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

1. A student shall not engage in any offense described in the "Code of Conduct" as established pursuant to District Board of Trustees Rule, 6Hx19-6.13, "Code of Student Conduct and Student Disciplinary Policy," and described in the College Catalog/Student Handbook.
2. A student shall not endanger a patient's or client's life by:
  - a. Violating standard safety practices in the care of patients
  - b. Delaying care that is within the student's realm of ability and/or knowledge
  - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge
3. A student shall not enter any restricted or unauthorized area of a clinical site
4. A student shall not violate the confidentiality of a patient/client
5. A student shall not display aggressive behavior directed at any College staff member, hospital staff member, medical director, physician, patient/client or student. Such behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts toward oneself, others or property.
6. A student shall not engage in dishonest behavior defined as untruthful, untrustworthy, or unreliable communications, or action, relating to clinical activities or to patient/client care.
7. Refusing to follow an order from any physician, hospital staff member, licensed practitioner or College instructor, unless the student reasonably believes the order would endanger the patient. In such an event, the student shall consult with the instructor immediately.

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

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

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

- a. The faculty member may notify the student of the report or the observation and warn the student of the possibility of dismissal from the program if the behavior should recur; in such event, the instructor shall immediately notify the program coordinator of the behavior and the warning given
  - b. **If** the faculty member believes the student may be unsafe to continue performing clinical activities, then the faculty member may suspend the student immediately from any further participation in clinical activities for the remainder of the day and for the following day, if necessary. The faculty member shall notify the coordinator of the program or the associate dean/dean in the absence of the coordinator, immediately. Upon receiving notice of the suspension, the coordinator of the program shall notify the associate dean/dean immediately. The student shall be notified, in writing, of the remedial measures/lessons required for return to the clinical activity. The coordinator of the program shall proceed according to paragraph B.2 below.
  - c. The faculty member may recommend formally to the coordinator of the program that the student be suspended temporarily from participation in clinical activities pending remediation in the clinical laboratory of the skill or skills determined to be unsafe. The coordinator will proceed in accordance with Part B, 2 below.
2. Upon receiving a formal recommendation from a faculty member that a student be temporarily suspended from participation in clinical activities pending remediation in the clinical laboratory of the skill or skills determined to be unsafe, the coordinator of the program shall review the circumstances of the reported behavior with the faculty member and student and may review the circumstances with anyone else who may have information about the incident and shall render a decision either to approve or deny the suspension. **If** practicable, the decision should be rendered three days following the date of the recommendation. **If** the coordinator of the program approves the suspension, then the faculty member and the student shall receive written notice of the suspension along with specific information concerning the skill or skills to be remediated in the clinical laboratory. Pending review by the coordinator/director, the student may attend laboratory and classes.
  3. Upon receiving a formal recommendation from a faculty member that a student be terminated from further participation in clinical activities, the coordinator of the program and the dean/associate dean, shall review the circumstances of the reported behavior with the faculty member and student and may review the circumstances with anyone else who may have information about the incident and shall render a decision either to forward the recommendation to the appropriate associate dean for appointment of a Disciplinary Board pursuant to rules established by the College pursuant to District Board of Trustees Rule, 6Hx19-6.13, or to deny the recommendation, or to impose temporary suspension and require remediation in lieu of termination. If the coordinator of the program and the dean/associate dean decide to forward the recommendation for formal disciplinary action, then the student shall be suspended temporarily from participation in clinical activities pending final action pursuant to procedures established by the College pursuant to District Board of Trustees Rule, 6Hx19-6.13.

## **Part C: Students' Rights**

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

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Pasco- 2014-2015 PHSC Catalog and Student Handbook  
 Hernando State College

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College Calendar

- [Fall 2014](#)
- [Spring 2015](#)
- [Summer 2015](#)

Fall 2014	Term I Aug 25-Dec 12	Term IA Aug 25-Oct 17	Term IB Oct 20-Dec 12
Special programs and courses (Law Academy, Continuing Education, Educator Prep Institute, etc) may have different registration, drop/add and completion dates. Please contact the program coordinator or institute staff or seek information from an advisor in Student Development.			
Academic Dates and Deadlines			
Orientation of New Students	- ONGOING -  In person/by appointment: Contact Student Development at the campus location nearest you. E-orientation: Call the Information Center at 727-847-2727 to complete orientation electronically.		
Web Registration for degree/certificate/noncredit students	Except from July 1-6 (Computer systems shut down for annual maintenance)		
- Students with 45 or more credit hours	Apr 14-Aug 24	Apr 14-Aug 24	Apr 14-Oct 19
- Students with 30 or more credit hours	Apr 15-Aug 24	Apr 15-Aug 24	Apr 15-Oct 19
- Students with 15 or more credit hours	Apr 16-Aug 24	Apr 16-Aug 24	Apr 16-Oct 19
- Students with 1 or more credit hours	Apr 17-Aug 24	Apr 17-Aug 24	Apr 17-Oct 19
On-Campus Registration for degree/certificate/noncredit students	Except from July 1-6 (Computer systems shut down for annual maintenance)		
- Students with 45 or more credit hours	May 19-Aug 22	May 19-Aug 22	May 19-Oct 17
- Students with 30 or more credit hours	May 20-Aug 22	May 20-Aug 22	May 20-Oct 17
- Students with 15 or more credit hours	May 21-Aug 22	May 21-Aug 22	May 21-Oct 17
- Students with 1 or more credit hours	May 22-Aug 22	May 22-Aug 22	May 22-Oct 17
Open Registration for all new, returning credit and	---- Week days ----		

Noncredit students (regardless of credit hours earned)	May 26-Aug 22	May 26-Aug 22	May 26-Oct 17
Registration for Dual Enrollment Students	Aug 6-12 and Aug 18-22	Aug 6-12 and Aug 18-22	Aug 6-12 and Aug 18-Oct 17
Registration Fees Due (For students registering through Aug 12) Note: If fees are not paid by deadline, courses are automatically forfeited.	Aug 12	Aug 12	Aug 12
Classes Begin	Aug25	Aug25	Oct20
Late Registration, (Drop/Add	Aug25-29	Aug 25-29	Oct 20-24
Last Day to Drop/Add by 14p.m.	Aug29	Aug29	Oct24
Last Day to Provide (Documents for Residency Change. Changes after deadline become effective next term.	Aug29	Aug29	Aug29
Last Day to Use Book Authorizations	Aug29		
Financial Aid Grant (Disbursement (tentative mailing date)	Sep 10 (Clock hour program disbursements may vary. See Financial Aid office for details.)		
Last Day to Apply for Graduation and have your name appear in the Commencement program. Graduation fees apply-see <a href="#">application</a> .	Oct3		
International Students and Fi-Visa Applications Due (See Admissions and Student Records for application).	Jun15		
Last Day to Withdraw/Change to Audit by 7 p.m.	Nov6	Oct 1	Nov25
Last Day of Classes	Dec12	Oct 17	Dec12
Commencement Ceremonies	Winter Commencement-for previous summer term and current fall term graduates. Morning and afternoon ceremonies. Morning-Associate in Science degrees, Associate in Applied Science degrees, GED diplomas, Certificates, and Applied Technology diplomas. Afternoon-Associate in Arts degrees		
	Dec16	Dec16	Dec16
Nursing Pinning (West Campus)	Dec16		
GRADES AVAILABLE FOR STUDENT VIEWING ON WISE	Dec16	Dec16	Dec17
Holidays/No Classes	Labor Day-Sept 1 All College Day (Faculty and staff professional development)-Oct 16 Veterans Day-Nov 11 Thanksgiving-Nov 27-30 Winter Break-Dec 18-Jan 4		

	Faculty and Staff Dates		
Faculty reports	Aug19	Aug19	
Grades due	9 p.m.-Dec 15	9 p.m.-Oct 17	9 p.m.-Dec 15
Last day for faculty	Dec16		Dec16

<b>Spring2015</b>	Term II Jan 12-May 4	Term IIA Jan 12-March 6	Term IIB March 16-May 4
Special programs and courses (Law Academy, Continuing Education, Educator Prep Institute, etc) may have different registration, drop/add and completion dates. Please contact the program coordinator or institute staff or seek information from an advisor in Student Development.			
	Academic Dates and Deadlines		
Orientation of New Students	- ONGOING - In person/by appointment: Contact Student Development at the campus location nearest you. E-orientation: Call the Information Center at 727-847-2727 to complete orientation electronically.		
Web Registration for Degree/certificate/noncredit students			
Students with 45 or more credit hours	Nov 4-Jan 11	Nov 4-Jan 11	Nov 4-Mar 15
Students with 30 or more credit hours	Nov 5-Jan 11	Nov 5-Jan 11	Nov 5-Mar 15
Students with 15 or more credit hours	Nov 6-Jan 11	Nov 6-Jan 11	Nov 6-Mar 15
Students with 1 or more credit hours	Nov 7-Jan 11	Nov 7-Jan 11	Nov 7-Mar 15
	Note: Online registration and payment will remain open through Winter Break		
Open Registration for all new, returning credit and noncredit students (regardless of credit hours earned)	---- Weekdays ----		
	Nov 10-Jan 9	Nov 10-Jan 9	Nov 10-Mar 6
Registration for Dual Enrollment Students	Dec 1-17 and Jan 7-16	Dec 1-17 and Jan 7-16	Dec 1-17 and Jan 7-March 6
Registration Fees Due (For students registering through Plan 6)	Jan 6	Jan 6	Jan 6
Classes Begin	Jan 12	Jan 12	Mar 16
Late Registration, Drop/Add	Jan 12-16	Jan 12-16	Mar 16-20
Last Day to Drop/Add by 4 p.m.	Jan 16	Jan 16	Mar 20
Last Day to Provide Documents for Residency Change. Changes after deadline become effective next term.	Jan 16	Jan 16	Jan 16
Last Day to Use Book Authorizations	Jan 16		

Financial Aid Grant Disbursement (tentative mailing date)	Jan 28 (Clock hour program disbursement may vary. See Financial Aid office for details.)		
Last Day to Apply for Graduation and have your name appear in the commencement program. Graduation fees apply-see <a href="#">Application</a> .	Feb 23		
International Students and Fi-Visa Applications Due (See Admissions and Student Records for application).	Nov 1		
Last Day to Withdraw/Change to Audit by 7 p.m.	Apr 7	Feb 18	Apr 24
Last Day of Classes	May 4	Mar 6	May 4
Commencement Ceremony	Spring Commencement-for spring graduates		
	May 6	May 6	May 6
Nursing Pinning (West Campus)	(ADN) May 6		
Holidays/No Classes	MLK Day-Jan 19 Spring Break-Mar 9-15		
	Faculty and Staff Dates		
Faculty reports	Jan 7	Jan 7	
Grades due	9 p.m.-May 5	9 p.m.-Mar 6	9 p.m.-May 5
Last day for faculty	May 6		May 6

<b>Summer 2015</b>	Term I May 11-July 20	Term IIA May 11-Jun 22	Term IIB Jun 23-Aug 3
	Academic Dates and Deadlines		
Orientation of New Students	- ONGOING - In person/by appointment: Contact Student Development at the campus location nearest you.		
Web Registration for degree/certificate/noncredit students			
Students with 45 or more credit hours	Apr 6-May 10	Apr 6-May 10	Apr 6-Jun 22
Students with 30 or more credit hours	Apr 7-May 10	Apr 7-May 10	Apr 7-Jun 22
Students with 15 or more credit hours	Apr 8-May 10	Apr 8-May 10	Apr 8-Jun 22
Students with 1 or more credit hours	Apr 9-May 10	Apr 9-May 10	Apr 9-Jun 22

On-Campus Registration or Degree/certificate/noncredit students			
Students with 45 or more credit Hours	Apr 13-May8	Apr 13-May8	Apr 13..Jun 22
Students with 30 or more credit Hours	Apr 14-May8	Apr 14-May8	Apr 14..Jun 22
Students with 15 or more credit Hours	Apr 15-May8	Apr 15-May8	Apr 15..Jun 22
Students with 1 or more credit Hours	Apr 16-May8	Apr 16-May8	Apr 16..Jun 22
Open Registration for all new, returning credit and noncredit students (regardless of credit hours earned)	-- Weekdays --		
Dual Enrollment Application Deadline	Apr 17-May 8	April 17-May 8	Apr 17..Jun 22
Dual Enrollment (Registration)	Apr27		
Students with 45 or more credit hours	Apr13		
Seniors with 3.5+ unweighted GPA	Apr 30, 9 a.m.		
Seniors with 3.0+ unweighted GPA	Apr 30, 1 p.m.		
Juniors with 3.5+ unweighted GPA	May 1, 9 a.m.		
Juniors with 3.0+ unweighted GPA	May 1, 1p.m.		
Dual Enrollment Open (Registration - Seniors and Juniors)	May 4-14	May 4-14	May 4..Jun22
Dual Enrollment [Drop/Add by 4 p.m]	May11-14	May11-14	Jun23-29
Registration Fees Due (For students registering through May 7)	May7	May7	May7
Classes Begin	May11	May11	Jun23
Late Registration, [Drop/Add	May 11-14	May 11-14	Jun23-29
Last Day to Drop/Add by 7 p.m.	May14	May14	Jun29
Last Day to Provide Documents for Residency Change. Changes after deadline become effective next term.	May11	May11	May11
Last Day to Use Book Authorizations	May14	May14	Jun29
Financial Aid Grant Disbursement (tentative trailing date)	May26	May26	Jul9
International Students and F-1 Visa Applications Due (See Admissions and Student Records for application).	Mar15		

!Last Day to Withdraw/Change to Audit by 7 p.m.	Jun29	Jun8	Jul 16
rLast Day of Classes	Jul20	Jun22	Aug3
rLast Day of Weekend (College)			
ommencement Ceremony	No Summer Commencement Students walk in Winter Ceremony (December)		
!Nursing Pinning (West Campus)	(Practical) July 22, 6 p.m.		
olidays/No Classes	Memorial Day (Observed)-May 25 Independence Day-July 4 (Observed Jul 3)		
	Faculty and Staff Dates		
!Faculty reports			
Grades due	9 p.m...Jul21	9 p.m...Jun23	9 p.m.-Aug4
!Last day for faculty			

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## Continuing Education, Corporate Training

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

### Continuing Education

PHSC provides [Continuing Education](#) noncredit courses to serve the community. The courses are designed to develop or enhance an individual's occupational skills or to meet personal development interests and needs. Continuing Education courses vary in content, length and time scheduled. For more information, please call 727-816-3256 or [email](#).

Records of the courses are maintained by the College. Fees are charged in accordance with the fee structure established by the District Board of Trustees.



### Corporate Training

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

Fees are determined based on the cost of instruction in accordance with the fee structure established by the District Board of Trustees. For more information, please call 727-816-3123 or [email](#).

### Encore Academy

PHSC believes students of any age should have access to higher education and promotes the concept of lifelong learning. Encore Academy focuses on serving adults age 50 and older. This program offers learning opportunities in most academic areas, including those in college credit and technical credit programs, noncredit courses and other selected monthly activities.

[Encore Academy](#) offers residents the opportunity to become a member for \$175 per academic year, which is defined as August-April for this program. Part-time residents or other interested students who may not want to join for a full academic year may join for \$125 per term. There are many benefits to membership including:

- 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
- Enrollment in up to 20 hours of Encore Academy workshops per membership term
- Enrollment in select noncredit courses for only \$1 per clock hour (limitations apply)

Encore Academy has additional options and several conditions of enrollment and/or deadlines that apply to its membership agreement. For more information, please call 727-816-2727.

## **Lifelong Learning Courses**

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

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

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## Course Descriptions

[Expand All Courses I](#)

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### Accounting, General

- [ACG 2021 - Principles of Financial Accounting](#)
- [ACG 2071 - Principles of Managerial Accounting](#)
- [ACG 2100 - Intermediate Accounting I](#)
- [ACG 2110 - Intermediate Accounting II](#)
- [ACG 2450 - Microcomputers in Accounting](#)
- [TAX 2000 - Federal Income Tax I](#)
- [TAX 2010 - Federal Income Tax II](#)

### American History

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

### American Literature

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

### Anthropology

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

### Art

- [ART 1202C - Introduction to Two Dimensional Design](#)
- [ART 1300c - Drawing I](#)
- [ART 1301C - Drawing II](#)
- [ART 2500 - Painting I](#)
- [ART 2501 - Painting II](#)

### Art History

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

## Astronomy

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

## Biological Science

- [BSC 1005 - Introduction to Biology](#)
- [BSC 1020 - Human Biology](#)
- [BSC 1050 - Introduction to Environmental Science](#)
- [BSC 1085 - Human Anatomy and Physiology I](#)
- [BSC 1085L - Human Anatomy and Physiology I Laboratory](#)
- [BSC 1086 - Human Anatomy and Physiology II](#)
- [BSC 1086L - Human Anatomy and Physiology II Laboratory](#)
- [BSC 1311 - Marine Biology](#)
- [BSC 2010 - Biology I](#)
- [BSC 2010L - Biology I Laboratory](#)
- [BSC 2011 - Biology II](#)
- [BSC 2011L - Biology II Laboratory](#)

## Building Construction

- [BCN 1001 - Building Construction](#)

## Business Law

- [BUL 2241 - Business Law](#)
- [BUL 2561 - Cyberlaw](#)
- [BUL 3310 - Legal and Ethical Environment in Business](#)

## Cardiovascular Technology (Technical Credit)

- [CVT 0507 - Basic Arrhythmias](#)

## Chemistry

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

## Clinical Psychology

- [CLP 2140 - Abnormal Psychology](#)

## Communication

- [COM 2411 - Intercultural Communication](#)

## Comparative Politics

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

## Computer and Information System

- [CIS 2941 - Information Technology Internship](#)

## **Computer Applications**

- [CAP 2134 - Database Security](#)

## **Computer Engineering Tech**

- [CET 1179 - Microcomputer Repair Essentials](#)
- [CET 1600 - Networking Fundamentals-Cisco Academy](#)
- [CET 1610 - Routing and Switching Essentials-Cisco Academy](#)
- [CET 2615 - Scaling Networks-Cisco Academy](#)
- [CET 2620 - Connecting Networks-Cisco Academy](#)
- [CET 2793 - Windows Server Administration](#)
- [CET 2880 - Introduction to Computer Forensics](#)

## **Computer Networks**

- [CNT 1000 - Introduction to Networking](#)
- [CNT 1401 - Principles of Information, Security and Assurance](#)
- [CNT 2405 - Firewalls and Virtual Private Networks](#)
- [CNT 2510 - Wireless LANs and Security](#)
- [CNT 2700 -Advanced Networking Concepts](#)

## **Computer Programming**

- [COP 1000 - Introduction to Software Development](#)
- [COP 1332 - Visual Basic .NET Programming](#)
- [COP 1839 - Web Programming with Visual Basic .NET](#)
- [COP 2071 -Access Programming and SOL](#)
- [COP 2654 - Mobile Application Development](#)
- [COP 2801 - JavaScript Programming](#)

## **Computers: General Studies**

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

## **Computer Technology and Skills**

- [CIS 1110 - Microcomputer Software Essentials](#)
- [CIS 1544 - Virtualization Essentials](#)
- [CIS 2106 - Linux Operating Systems](#)
- [CIS 2123 - Network Security and Intrusion Detection](#)
- [CIS 2340 - Microsoft SharePoint](#)
- [CIS 2372 - Implementing Virtualized Servers](#)
- [CIS 2411 - Managing Information Storage](#)

## **Computer Technology and Skills (Technical Credit)**

- [CIS 0022 - Network Support Help Desk Assistant](#)
- [CIS 0023 - Network Support Administrator](#)
- [CIS 0024 - Senior Network Administrator](#)

- [CTS 0029 - Wireless Network Administrator](#)
- [CTS 0050 - Introduction to Microcomputer Applications](#)
- [CTS 0066 - Web Design 1](#)
- [CTS 0067 - Web Design 2](#)
- [CTS 0068 - Web Design 3](#)

#### Corrections

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

#### Creative Writing

- [CRW 2001 - Creative Writing I](#)
- [CRW 2002 - Creative Writing II](#)

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[Expand All Courses](#) |

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## Course Descriptions

[Expand All Courses I](#)

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### Creative Writing

- [CRW 2003 - Creative Writing III](#)

### Criminal Justice Basic Training (Technical Credit)

- [CJK 0001 - Introduction to Law Enforcement](#)
- [CJK 0011 - Human Issues](#)
- [CJK 0012 - Legal](#)
- [CJK 0013 - Interactions in a Diverse Community](#)
- [CJK 0014 - Interviewing and Reporting Writing](#)
- [CJK 0017 - Communications](#)
- [CJK 0020 - CMS Law Enforcement Vehicle Operations](#)
- [CJK 0031 - CMS First Aid for Criminal Justice Officers](#)
- [CJK 0040 - CMS Criminal Justice Firearms](#)
- [CJK 0051 - CMS Criminal Justice-Defensive Tactics](#)
- [CJK 0061 - Patrol I](#)
- [CJK 0062 - Patrol II](#)
- [CJK 0064 - Fundamentals of Patrol](#)
- [CJK 0065 - Calls for Service](#)
- [CJK 0076 - Crime Scene Investigations](#)
- [CJK 0077 - Criminal Investigations](#)
- [CJK 0078 - Crime Scene to Courtroom](#)
- [CJK 0084 - DUI Traffic Stops](#)
- [CJK 0087 - Traffic Stops](#)
- [CJK 0088 - Traffic Crash Investigations](#)
- [CJK 0092 - Critical Incidents](#)
- [CJK 0096 - Criminal Justice Officer Physical Fitness Training \(Law Enforcement\)](#)
- [CJK 0200 - Overview of Corrections](#)
- [CJK 0205 - LE Crossover to Correctional Responding to Incidents and Emergencies](#)
- [CJK 0212 - Crossover Corrections to Law Enforcement High Liability](#)
- [CJK 0221 - Correctional Crossover to Law Enforcement Introduction and Legal](#)
- [CJK 0222 - Corrections Crossover to Law Enforcement Communications](#)
- [CJK 0223 - Corrections Crossover to Law Enforcement Human Issues](#)
- [CJK 0240 - Law Enforcement Auxiliary Introduction](#)
- [CJK 0241 - Law Enforcement Auxiliary Patrol and Traffic](#)
- [CJK 0242 - Law Enforcement Auxiliary Investigations](#)
- [CJK 0290 - Correctional Crossover to Law Enforcement Introduction and Legal Review](#)
- [CJK 0291 - Correctional Crossover to Law Enforcement Human Interaction and Communications](#)
- [CJK 0292 - Correctional Crossover to Law Enforcement Response to Human Issues](#)
- [CJK 0293 - Overview of Law Enforcement](#)
- [CJK 0294 - Correctional Crossover to Law Enforcement Patrol 2](#)
- [CJK 0295 - Correctional Crossover to Law Enforcement Officer Wellness](#)
- [CJK 0296 - Reporting Procedures](#)
- [CJK 0297 - Interactions in Crisis Situations](#)

- [CJK 0300 - Introduction to Corrections](#)
- [CJK0305-Communications](#)
- [CJK 0310 - Officer Safety](#)
- [CJK 0315 - Facility and Equipment](#)
- [CJK 0320 - Intake and Release](#)
- [CJK 0325 - Supervising in a Correctional Facility](#)
- [CJK 0330 - Supervising Special Populations](#)
- [CJK 0335 - Responding to Incidents and Emergencies](#)
- [CJK 0340 - Officer Wellness and Physical Abilities](#)
- [CJK 0350 - Law Enforcement Crossover to Correctional Introduction and Legal](#)
- [CJK 0351 - Law Enforcement Crossover to Correctional Procedures](#)
- [CJK 0352 - Law Enforcement Crossover to Correctional Officer Safety](#)
- [CJK 0353 - Law Enforcement Crossover to Correctional Supervising Special Populations](#)
- [CJK 0354 - Law Enforcement Crossover to Correctional Officer Wellness](#)
- [CJK 0392 - Crossover Handgun Transition Course](#)
- [CJK 0393 - Crossover Program Updates](#)
- [CJK 0422 - Dart-Firing Stun Gun](#)

### **Criminology and Criminal Justice**

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

### **Dental Assisting (Technical Credit)**

- [DEA 0137 - Oral, Head and Neck Anatomy](#)
- [DEA 0137L - Oral, Head and Neck Anatomy for Dental Assistants Laboratory](#)
- [DEA 0740 - Introduction to Dental Assisting](#)
- [DEA 0741 -Anatomy and Physiology for Dental Assistants](#)
- [DEA 0743 - Preventive Dentistry for Dental Assistants](#)
- [DEA 0744 - Dental Materials for Dental Assistants](#)
- [DEA 0744L - Dental Materials for Dental Assistants Laboratory](#)
- [DEA 0746 - Management of Dental Office Emergencies](#)
- [DEA 0747 - Dental Office Management for Dental Assistants](#)
- [DEA 0251 - Clinical Procedures for Dental Assistants](#)
- [DEA 0251L - Clinical Procedures for Dental Assistants Laboratory](#)
- [DEA 0753L - Clinical Externship for Dental Assisting](#)
- [DEA 0755 - Dental Radiography for Dental Assistants](#)
- [DEA 0755L - Dental Radiography for Dental Assistants Laboratory](#)
- [DEA 0757 - Expanded Functions for Dental Assistants](#)
- [DEA 0757L - Expanded Functions for Dental Assistants Laboratory](#)
- [DEA 0258 - Preclinical Procedures for Dental Assistants](#)
- [DEA 0758L - Preclinical Procedures for Dental Assistants Laboratory](#)

### **Dental Hygiene**

- [DEH 1002 - Dental Hygiene I](#)
- [DEH 1002L - Dental Hygiene I Clinical](#)
- [DEH 1800 - Dental Hygiene II](#)
- [DEH 1800L - Dental Hygiene II Clinical](#)
- [DEH 2005 - Dental Hygiene III](#)
- [DEH 2300 - Pharmacology](#)
- [DEH 2400 - General and Oral Pathology](#)
- [DEH 2602 - Periodontics](#)
- [DEH 2605 -Advanced Principles of Dental Hygiene Seminar](#)
- [DEH 2702 - Community Dental Health](#)
- [DEH 2202L - Community Dental Health Clinical](#)
- [DEH 2802L - Dental Hygiene III Clinical](#)
- [DEH 2804L - Dental Hygiene IV Clinical](#)

- [DEH 2806L - Dental Hygiene V Clinical](#)
- [DEH 2810 - Dental Hygiene IV](#)
- [DES 1020 - Oral Head and Neck Anatomy, Histology and Embryology](#)
- [DES 1020L- Oral, Head, and Neck Anatomy Laboratory](#)
- [DES 1100 - Dental Materials](#)
- [DES u00L - Dental Materials Lab](#)
- [DES 1200 - Dental Radiography](#)
- [DES 1200L - Dental Radiography Lab](#)
- [DES 1601 - Medical Emergencies for the Dental Professional](#)

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### Dental Hygiene

- [DES 2051 - Local Anesthesia for the Dental Hygienist](#)
- [DES 20511 - Local Anesthesia for the Dental Hygienist Lab](#)

### Developmental Psychology

- [DEP 2002 - Child Psychology](#)
- [DEP 2004 - Lifespan Development](#)
- [DEP 2302 - Adolescent Psychology](#)
- [DEP 2402 - Psychology of Adulthood and Aging](#)

### Domestic Security

- [DSC 4214 - Emergency Planning and Response](#)

### Earth Science

- [ESC 1000 - Introduction to Earth Science](#)

### Economics

- [ECO 2013 - Principles of Macroeconomics](#)
- [ECO 2023 - Principles of Microeconomics](#)

### Education: Early Childhood

- [EEC 1003 - Introduction to Early Childhood Education](#)
- [EEC 1224 - Emergent Literacy Through the Use of Children's Literature](#)
- [EEC 1407 - Facilitating Social Development](#)
- [EEC 1601 - Observation and Assessment of Children](#)
- [EEC 2001 - Child Growth and Development](#)
- [EEC 2002 - Program Management](#)
- [EEC 2200 - Preschool Curriculum I](#)
- [EEC 2202 - Preschool Curriculum II](#)
- [EEC 2271 - Young Children with Special Needs](#)
- [EEC 2401 - Parent/Community Relationships](#)
- [EEC 2732 - Infants, Toddlers and Caregivers](#)
- [EEC 2941 - Child Care Practicum](#)

### Education: Foundations

- [EDF 1005 - Introduction to the Teaching Profession](#)

- [EDF 2085 - Introduction to Diversity for Educators](#)
- [EDG 1310 - Classroom Management](#)

#### Education: General

- [EDH 1930 - Seminar in College Teaching and Learning](#)
- [EDH 2930 - Seminar in Community and State Colleges in Higher Education](#)

#### Education: Technology and Media

- [EME 2040 - Introduction to Technology for Educators](#)

#### Educational Psychology

- [EDP 2002 - Educational Psychology](#)

#### Electrical/Electronic: (Technical Credit)

- [EEV 0317 - Data Communication Analyst](#)
- [EEV 0504 - Computer Support Assistant](#)

#### Emergency Medical Services

- [EMS 1119 - Emergency Medical Technology](#)
- [EMS 1119L - Emergency Medical Technology Laboratory](#)
- [EMS 1431 - Emergency Medical Technology Clinical](#)
- [EMS 2620 - Paramedics I](#)
- [EMS 2620L - Paramedics I Laboratory](#)
- [EMS 2621 - Paramedics Clinical I](#)
- [EMS 2622 - Paramedics II](#)
- [EMS 2622L - Paramedics II Laboratory](#)
- [EMS 2623 - Paramedics Clinical II](#)
- [EMS 2624 - Paramedics III](#)
- [EMS 2624L - Paramedics III Laboratory](#)
- [EMS 2625 - Paramedic Internship](#)

#### Engineering Technology: Civil

- [ETC 1250 - Properties of Materials](#)

#### Engineering Technology: Drafting

- [EID 1100 - Technical Drawing](#)
- [EID 1530 - Architectural Drafting](#)
- [EID 2110 - Engineering Drafting](#)
- [EID 2218 - Introduction to Geometric Dimensioning & Tolerancing](#)
- [EID 2238 - Mathematics for Drafting and CAD](#)
- [EID 2320 - Computer Aided Drafting I](#)
- [EID 2340 - Computer Aided Drafting II](#)
- [EID 2381 - Computer Aided Drafting for Manufacturing](#)
- [EID 2941 - Internship in Drafting and Design](#)

#### Engineering Technology: Industrial

- [ETI 1110 - Introduction to Quality Control](#)
- [ETI 1411 - Introduction to Manufacturing](#)
- [ETI 1998 - Industrial Management Skills I](#)
- [ETI 1999 - Industrial Management Skills II](#)

- [ETI 2622 - Concepts of Lean Six Sigma Manufacturing](#)

## **English Composition**

- [ENC 0021-Modularized Developmental Writing](#)
- [ENC 0022 - Compressed Developmental Writing](#)
- [ENC 0056 - Corequisite Writing](#)
- [ENC 1101 - English Composition I](#)
- [ENC 1102 - English Composition II](#)
- [ENC 1127 - Grammar and Composition](#)
- [ENC 1133 - Writing a Research Paper](#)
- [ENC 2210 - Technical Writing](#)

## **English: General**

- [ENG 2103 -World Cinema](#)
- [ENG 2670 - Conflict and Nonviolent Resolutions in Film](#)

## **English Literature**

- [ENL 2012 - British Literature: The Middle Ages through the Late 17th Century](#)
- [ENL 2022 - British Literature: The Late 17th Century through the Modern Era](#)
- [ENL 2330 - Introduction to Shakespeare](#)

## **Entrepreneurship**

- [ENT 4004 - Entrepreneurship and Small Business Management](#)

## **European History**

- [EUH 1000 - Western Civilization I: 700 BC to 1200 CE](#)
- [EUH 1001 - Western Civilization II: 1200 to 1763](#)
- [EUH 1002 - Western Civilization III: 1763 to Present](#)

## **Experimental Psychology**

- [EXP 1600 - Creative Thinking and Imagination](#)

## **Finance**

- [BRC 2001 - Introduction to Financial Institutions](#)
- [BRC 2062 - Introduction to Financial Markets and Money](#)
- [FIN 1100 - Personal Finance](#)
- [FIN 1122 - Fundamentals of Financial Planning](#)
- [FIN 2001 - Principles of Finance](#)
- [FIN 2940 - Internship in Financial Services](#)
- [FIN 3400 - Financial Management](#)
- [REE 2200 - Real Estate Finance](#)
- [RMI 1003 - Principles of Insurance](#)

## **Fire Fighting and Protection**

- [FFP 1000 - Introduction to Fire Science](#)
- [FFP 1301 - Fire Service Hydraulics](#)
- [FFP 1302 -Apparatus Practices](#)
- [FFP 1505 - Fire Prevention Practices](#)
- [FFP 1540 - Private Fire Protection Systems](#)
- [FFP 2111 - Fire Chemistry](#)

- [FFP 2111 - Fire Chemistry](#)
- [FFP 2120 - Building Construction](#)
- [FFP 2510 - Codes and Standards](#)
- [FFP 2521 - Construction Documents and Plans Review](#)
- [FFP 2541 - Private Fire Protection Systems II](#)
- [FFP 2610 - Cause and Origin](#)
- [FFP 2610 - Fire Investigation: Cause and Origin](#)
- [FFP 2706 - Public Information Officer](#)
- [FFP 2720 - Company Officer Leadership](#)

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### Fire Fighting and Protection

- [FFP 2240 - Fire Service Course Delivecy](#)
- [FFP 2741 - Fire Service Course Design](#)
- [FFP 2770 - Ethical and Legal Issues](#)
- [FFP 2780 - Fire Department Administration](#)
- [FFP 2810 - Firefighting Tactics and Strategy I](#)
- [FFP 2811 - Firefighting Tactics II](#)

### Foreign Language

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

### French Language

- [FRE 1120 - Beginning French I](#)
- [FRE 1121 - Beginning French II](#)
- [FRE 2220 - Intermediate French I](#)
- [FRE 2221 - Intermediate French II](#)

### General Business

- [GEB 1011 - Introduction to Business](#)
- [GEB 1136 - Introduction to E-Business](#)
- [GEB 2350 - International Business](#)
- [GEB 3213 - Advanced Business Communication](#)
- [GEB 4356 - International Business](#)
- [GEB 4891 - Strategic Management and Decision Making](#)
- [GEB 4930 - Selected Topics in Supervision and Management](#)

### Geography: Regional Areas

- [GEA 2000 - World Regional Geography](#)
- [GEA 2210 - Geography of North America](#)

### Geology

- [GLY 2010 - Introduction to Geology](#)

### German and Germanic Language

- [GER 1120 - Beginning German I](#)
- [GER 1121 - Beginning German II](#)
- [GER 2220 - Intermediate German I](#)
- [GER 2221 - Intermediate German II](#)

## Gerontology

- [GEY 2000 - Introduction to Gerontology](#)

## Health Care Providers (Assistants) (Technical Credit)

- [HCP 0100 -Nursing Assistant](#)
- [HCP 0604 -Nursing Assistant Clinical](#)
- [HCP 0731 - Phlebotomy Theory](#)
- [HCP 0731L- Phlebotomy Laboratory](#)
- [HCP 0741L - Practical Aspects of Phlebotomy](#)
- [HCP 0742 - Phlebotomy Clinical](#)

## Health Information Management

- [HIM 1000 - Introduction to Health Information Management](#)
- [HIM 1005 - Project Management for Health Information Technology](#)
- [HIM 1012 - Legal Aspects of Health Information Technology](#)
- [HIM 1102 - Introduction to Healthcare Informatics](#)
- [HIM 1110 - Healthcare Delivery Systems](#)
- [HIM 1212 -Health Records Data and Workflow Management](#)
- [HIM 1222 - Basic ICD Coding](#)
- [HIM 1433 - Pathophysiology for Health Information Technology](#)
- [HIM 1442 - Pharmacology for Health Information Technology](#)
- [HIM 1722 - ICD-CM Coding](#)
- [HIM 1800 - Health Information Technology Practicum I](#)
- [HIM 2003 - Healthcare Informatics Practicum](#)
- [HIM 2212 - Health Records Data Analysis and Workflow Management](#)
- [HIM 2214 - Healthcare Statistics](#)
- [HIM 2253 - Basic CPT Coding](#)
- [HIM 2273 - Billing and Reimbursement Methods](#)
- [HIM 2506 - Quality Assessment](#)
- [HIM 2652 - Electronic Health Records](#)
- [HIM 2723 - ICD-PCS Coding](#)
- [HIM 2815 - Health Information Technology Practicum II](#)
- [HIM 2820 - Healthcare Information Technology Practicum III](#)
- [HIM 2822 - Health Information Technology Capstone Seminar](#)

## Health Information Management (Technical Credit)

- [HIM 0009 - Introduction to Health Information Technology](#)
- [HIM 0061 -Medical Record Transcription I](#)
- [HIM 0062 - Medical Record Transcription II](#)
- [HIM 0063 - Medical Record Transcription III](#)
- [HIM 0274 - Health Insurance Coding and Reimbursement](#)
- [HIM 0280 - Coding for Medical Records I](#)
- [HIM 0281 - Coding for Medical Records II](#)
- [HIM 0434 - Fundamentals of Disease Processes](#)
- [HIM 0440 - Pharmacology for Health Professionals](#)
- [HIM 0450 - Fundamentals of Body Structures and Functions](#)

## Health Science

- [HSC 1100 - Personal and Community Health](#)

- [HSC 1101 - Perspectives of Health and Wellness](#)
- [HSC 2531- Medical Terminology](#)

#### **Health Science (Technical Credit)**

- [HSC 0003 - Introduction to Health Occupations](#)
- [HSC 0530 - Medical Language](#)

#### **Health Services Administration**

- [HSA 1100 - Introduction to Healthcare Delivery Systems](#)
- [HSA 3110 - Health Care Organization and Administration](#)
- [HSA 3113 - Health Care Systems](#)
- [HSA 3422 - Regulation and Compliance in Health Care](#)
- [HSA 4383 - Quality Management in Health Care](#)
- [HSA 4430 - Health Care Economics](#)
- [HSA 4502 - Health Care Risk Management](#)
- [HSA 4930 - Selected Topics in Health Care Administration](#)
- [HSA 4940 - Health Care Administration Internship](#)

#### **History: General**

- [HIS 2300- War and Society](#)

#### **Humanities**

- [HUM 1020 - Introduction to Humanities](#)
- [HUM 2210 - Humanities: The Ancient World to the Middle Ages](#)
- [HUM 2230-Humanities: The Renaissance to the Modern Day](#)
- [HUM 2700 - Overseas Study in the Humanities](#)
- [HUM 2711 -American Studies in the Humanities](#)
- [HUM 2930 -Themes in the Humanities](#)

#### **Human Nutrition**

- [HUN 1270 - Sports Nutrition](#)
- [HUN 2201 - Science of Human Nutrition](#)

#### **Human Services**

- [HUS 1001- Introduction to Human Services](#)
- [HUS 1302 - Basic Counseling Skills](#)
- [HUS 1540 - Principles for Understanding and Working with Families](#)
- [HUS 2200 - Introduction to Group Dynamics](#)
- [HUS 2400 - Substance Abuse Counseling](#)
- [HUS 2525 - Issues in Mental Health](#)
- [HUS 2530 - The Disabled Experience](#)
- [HUS 2940 - Human Services Practicum I](#)
- [HUS 2941- Human Services Practicum II](#)

#### **Information Systems Management**

- [ISM 4011 - Management Information Systems](#)

#### **Interdisciplinary Social Science**

- [ISS 2160 - Contemporary Ethnic Diversity Issues](#)

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### Interdisciplinary Social Science

- [ISS 2263 - Psychosocial Aspects of the Holocaust](#)

### Interdisciplinary Studies

- [IDS 2942 - Service-Learning Practicum](#)

### International Relations

- [INR 1015 - World Perspectives](#)
- [INR 2002 - Introduction to International Relations](#)

### Journalism

- [JOU 2100 - Journalistic Writing and Reporting](#)

### Law and Process

- [CJL 2062 - Rules of Evidence for Police](#)
- [CJL 2100 - Criminal Law](#)

### Law Enforcement

- [CJE 1000 - Introduction to Law Enforcement](#)
- [CJE 1300 - Police Organization and Administration](#)
- [CJE 1500 - Police Operations](#)
- [CJE 1640 - Criminalistics](#)
- [CJE 2400 - Police Community Relations](#)
- [CJE 2601 - Introduction to Criminal Investigation](#)

### Leadership Studies

- [IDR 1260 - Exploring Leadership through Community Engagement: Leadership through Social Change](#)
- [IDR 3115 - Contemporary Issues in Leadership](#)

### Library and Information Studies

- [LIS 1000 - Introduction to Information Literacy](#)
- [LIS 2004 - Introduction to Internet Research](#)

### Literatures

- [LIT 1000 - Introduction to Literature](#)
- [LIT 1020 - Introduction to Short Fiction](#)
- [LIT 2110 - World Literature: The Ancient World through the Renaissance](#)
- [LIT 2120 - World Literature: The Renaissance through the Modern Era](#)
- [LIT 2203 - Poetry, Peace and Social Justice](#)
- [LIT 2380 - Women in Literature](#)
- [LIT 2494 - Law and Literature](#)

#### Management

- [MAN 3240 - Organizational Behavior](#)
- [MAN 3353 - Management Theory and Practices](#)
- [MAN 4301 - Human Resource Management](#)
- [MAN 4900 - Capstone Project in Supervision and Management](#)
- [MAN 4940 - Business Internship](#)
- [MNA 1100 - Organizational Behavior](#)
- [MNA 1345 - Principles of Supervision](#)
- [MNA 2941 - Internship in Business](#)

#### Management: Applied

- [MNA 3353 - Management Theory and Practices](#)

#### Marketing

- [MAR 1011 - Principles of Marketing](#)
- [MAR 3803 - Marketing for Managers](#)

#### Marketing Applications

- [MKA 1021 - Salesmanship](#)
- [MKA 2041 - Principles of Retailing](#)
- [MKA 2511 - Principles of Advertising](#)

#### Mathematics: Applied

- [MAP 2302 - Differential Equations](#)
- [MTB 2370 - Applied Math for Health Occupations](#)

#### Mathematics: Calculus and Precalculus

- [MAC 1105 - College Algebra](#)
- [MAC 1147 - Precalculus Algebra/Trigonometry](#)
- [MAC 2233 - Applied Calculus](#)
- [MAC 2311 - Calculus and Analytic Geometry I](#)
- [MAC 2312 - Calculus and Analytic Geometry II](#)
- [MAC 2313 - Calculus and Analytic Geometry III](#)

#### Mathematics: General

- [MAT 0022 - Developmental Math Combined](#)
- [MAT 0056 - Supplemental Topics for Intermediate Algebra](#)
- [MAT 1033 - Intermediate Algebra](#)

#### Mathematics: General and Finite

- [MGF 1106 - Mathematics for Liberal Arts](#)
- [MGF 1107 - Explorations in Mathematics](#)

## Mathematics: Topology and Geometry

- [MITG 2206 - College Geometry](#)

## Medical Assisting Technology (Technical Credit)

- [MEA 0200 - Examining Room Procedures](#)
- [OIA 0627 - Medical Secretary Clinical](#)

## Meteorology

- [MET 2010 - Introduction to Meteorology](#)

## Microbiology

- [MCB 2010 - Microbiology](#)
- [MCB 2010L - Microbiology Laboratory](#)

## Military Science Leadership

- [MSL 1001 - Foundations of Officership](#)
- [MSL 1001L - Foundations of Officership Laboratory](#)
- [MSL 1002 - Basic Leadership](#)
- [MSL 1002L - Basic Leadership Laboratory](#)
- [MSL 2101 - Individual Leadership Studies](#)
- [MSL 2101L - Individual Leadership Studies Laboratory](#)
- [MSL 2102 - Leadership and Teamwork](#)
- [MSL 2102L - Leadership and Teamwork Laboratory](#)

## Music: Literature

- [MUL 1110 - Music Appreciation](#)

## Music: Music Ensembles

- [MUN 1341 - Chamber Singers](#)
- [MUN 1342 - Chamber Singers](#)
- [MUN 1343 - Chamber Singers](#)
- [MUN 1344 - Chamber Singers](#)
- [MUN 1345 - Chamber Singers](#)

## Music: Theory

- [MUT 1001 - Fundamentals of Music](#)

## Nursing Practice and Theory

- [NSP 1zooC - Nursing Skills Seminar](#)
- [NUR 1006 - Nursing Fundamentals/ADN Transition](#)
- [NUR 1006L - Nursing Fundamentals Clinical/ADN Transition](#)
- [NUR 1021 - Fundamentals of Nursing](#)
- [NUR 1021L - Fundamentals of Nursing Clinical](#)
- [NUR 1200 - Adult Nursing I/ADN Transition](#)
- [NUR 1200L - Adult Nursing I Clinical /ADN Transition](#)
- [NUR 1211 - Adult Nursing I/Generic Program](#)
- [NUR 1211L - Adult Nursing I Clinical/ Generic Program](#)
- [NUR 1522 - Fundamental Mental Health Concepts in Nursing](#)

- [NUR 2261 -Adult Nursing II](#)
- [NUR 2261L -Adult Nursing II Clinical](#)
- [NUR 2403 - Maternal-Child Nursing/AON Transition](#)
- [NUR 2403L - Maternal-Child Nursing Clinical/AON Transition](#)
- [NUR 2460 - Maternal-Child Nursing/Generic Program](#)
- [NUR 2460L - Maternal-Child Nursing Clinical/Generic Program](#)
- [NUR 2714 - Adult Nursing III](#)
- [NUR 2714L - Adult Nursing III Clinical](#)
- [NUR 2820 - Nursing Role & Scope](#)
- [NUR 3065C - Examination and Assessment](#)
- [NUR 3119 - Nursing Theoretical Concepts](#)
- [NUR 3125 - Pathology for Nursing Practice](#)
- [NUR 3145 - Pharmacology for Nursing](#)
- [NUR 3655 - Cultural Health Issues](#)
- [NUR 3826 - Legal and Ethical Issues in Nursing](#)
- [NUR 3895 - Teaching and Learning for the Healthcare Professional](#)
- [NUR 4164 - Nursing Research and Informatics](#)
- [NUR 4636C - Community Nursing](#)

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### Nursing Practice and Theory

- [NUR 4827 - Principles of Leadership and Management in Nursing](#)
- [NUR 4837 - Health Care Policy and Economics in Nursing](#)
- [NUR 4945C - Nursing Capstone Experience](#)

### Oceanography:General

- [OCE 2001 - Introduction to Oceanography](#)

### Office Systems Technology

- [OST 1100 - College Keyboarding I](#)
- [OST 1110 - College Keyboarding II](#)
- [OST 1764 - Word Processing-Microsoft Word](#)
- [OST 1811 - Desktop Publishing](#)
- [OST 2335 - Business Communications](#)
- [OST 2401 - Administrative Office Procedures](#)
- [OST 2852 - Excel for the Office](#)

### Office Technology Applications (Technical Credit)

- [OJA 0040 - Information Technology Assistant](#)
- [OJA 0101 - Keyboarding I](#)
- [OJA 0609A - Medical Office Procedures](#)
- [OJA 0611 - Keyboarding II](#)

### Oral futerpretation

- [ORI 1000 - Performance of Literature](#)

### Paralegal/Legal Asst/Legal Administration

- [Pl.A 1003 - Introduction to Law and Legal Ethics](#)
- [Pl.A 1201 - Civil Procedure](#)
- [Pl.A 1260 - Evidence and Trial Practice](#)
- [Pl.A 1303 - Criminal Law for Paralegals](#)
- [Pl.A 1763 - Law Office Management](#)
- [Pl.A 2104 - Legal Research and Writing I](#)
- [Pl.A 2114 - Legal Research and Writing II](#)
- [Pl.A 2273 - Torts](#)
- [Pl.A 2401 - Commercial Transactions](#)
- [Pl.A 2540 - Real Property Law](#)

- [PLA 2600 - Wills, Estates, and Trusts](#)
- [PLA 2800 - Family Law](#)
- [PLA 2940 - Paralegal Internship](#)

#### Peace Studies

- [PAX 2000 - Introduction to Peace Studies](#)

#### Personality

- [PPE 2001 - Introduction to Personality](#)

#### Pharmacy Technician (Technical Credit)

- [PIN 0000 - Foundations of Pharmacy Practice](#)
- [PIN 0015 - Calculations for the Pharmacy Technician](#)
- [PIN 0021 - Pharmacology for the Pharmacy Technician I](#)
- [PIN 0023 - Pharmacology for the Pharmacy Technician II](#)
- [PIN 0032 - Pharmacy Operations I](#)
- [PIN 0032L - Pharmacy Operations I Laboratory](#)
- [PIN 0033 - Pharmacy Operations II](#)
- [PIN 0033L - Pharmacy Operations II Laboratory](#)
- [PIN 0043 - Pharmacy Practicum](#)
- [PIN 0093 - Pharmacy Technician Certification Review](#)

#### Philosophy

- [PHI 1010 - Introduction to Philosophy](#)
- [PHI 1630 - Applied Ethics](#)
- [PHI 2070 - Introduction to Non-Western Philosophy](#)
- [PHI 2100 - Introduction to Logic](#)

#### Photography

- [PGY 1401C - Photography I](#)
- [PGY 1404C - Photography II](#)
- [PGY 2405C - Photography III](#)

#### Physical Education: Object Centered

- [PEL 1111 - Beginning Bowling](#)
- [PEL 1121 - Beginning Golf](#)
- [PEL 1122 - Intermediate Golf](#)
- [PEL 1341 - Beginning Tennis](#)
- [PEL 1342 - Intermediate Tennis](#)
- [PEL 1441 - Racquetball](#)

#### Physical Education: Performance Centered

- [PEM 1102 - Basic Conditioning](#)
- [PEM 1131 - Weight Training I](#)
- [PEM 1132 - Weight Training II](#)
- [PEM 1171 - Aerobic/Step Training I](#)
- [PEM 1172 - Aerobic/Step Training II](#)
- [PEM 2145 - Jogging and Distance Walking I](#)
- [PEM 2146 - Jogging and Distance Walking II](#)

#### Physical Sciences

- [PSC 1121- Survey of the Physical Sciences](#)
- [PSC 1341 - Introduction to the Physical Sciences](#)

### Physics

- [PHY 1053 - General Physics I](#)
- [PHY 10531 - General Physics I Laboratory](#)
- [PHY 1054 - General Physics II](#)
- [PHY 10541 - General Physics II Laboratory](#)
- [PHY 2048C - General Physics I with Calculus](#)
- [PHY 2049C - Physics II with Calculus](#)

### Political Science

- [POS 2041 -American Federal Government](#)
- [POS 2112 - State and Local Government](#)

### Practical Nursing (Technical Credit)

- [PRN 0000 - Fundamentals of Nursing/PN](#)
- [PRN 00001 - Fundamentals of Nursing Clinical/PN](#)
- [PRN 0002 - Fundamentals of Nursing II/PN](#)
- [PRN 00021 - Fundamentals of Nursing II Clinical/PN](#)
- [PRN 0030 - Medication Administration/Pharmacology](#)
- [PRN 0080 - Body Structure and Function](#)
- [PRN 0120 - Maternal-Child Nursing](#)
- [PRN 01201 - Maternal-Child Nursing Clinical](#)
- [PRN 0204 -Medical Surgical Nursing I](#)
- [PRN 02041 - Medical Surgical Nursing I Clinical](#)
- [PRN 0205 - Medical Surgical Nursing II](#)
- [PRN 02051 - Medical Surgical Nursing II Clinical](#)
- [PRN 0500 - Gerontological Nursing](#)
- [PRN 05001 - Gerontological Nursing Clinical](#)

### Precisions Metals Technology (Technical Credit)

- [PMF 0106 - Introduction and Oxyacetylene Welding](#)
- [PMF 0112 -Advanced Specialty Oxyacetylene Welding](#)
- [PMF 0121 - Shielded Metal Arc Welding](#)
- [PMF 0122 - SMAW High Technology Skills](#)
- [PMF 0126 - Advanced Shielded Metal Arc Welding](#)
- [PMF 0130 - Introduction to MIG](#)
- [PMF 0131 -TIG Welding](#)
- [PMT0134 -MIG Welding](#)
- [PMF 0138 - Specialty TIG](#)
- [PMF 0145 - GMAW Flux Core Arc Welding](#)
- [PMF 0164 - Fabrication of Metal Products Using SMAW](#)
- [PMT0165-SMAW Pipe Welding](#)
- [PMF 0171 - Gas Tungsten Arc Pipe Welding](#)
- [PMF 0173 - Gas Metal Arc Pipe Welding](#)

### Psychology

- [PSY 1012 - Introduction to Psychology](#)



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### Psychology

- [PSY 2050 - Forensic Psychology](#)

### Public Administration

- [PAD 3034 - Policy Development and Implementation](#)
- [PAD 3820 - Foundations of Public Safety Administrations](#)
- [PAD 3874 - Community Relations Theory and Practice](#)
- [PAD 4223 - Public Budgeting and Finance](#)
- [PAD 4232 - Grant Administration and Resource Development](#)
- [PAD 4930 - Selected Topics in Public Safety Administration](#)
- [PAD 4940 - Public Safety Administration Internship](#)

### Quantitative Methods in Business

- [QMB 1001 - Business Mathematics](#)

### Radiologic Technology

- [RTE 1000 - Introduction to Radiologic Science Principles](#)
- [RTE 1111 - Introduction to Radiographic Patient Care](#)
- [RTE 1111L - Radiography Patient Care Laboratory](#)
- [RTE 1418 - Principles of Radiographic Imaging and Exposure I](#)
- [RTE 1418L - Principles of Radiographic Imaging Exposure I Laboratory](#)
- [RTE 1458 - Radiographic Imaging and Exposure II with Quality Management](#)
- [RTE 1458L - Radiographic Imaging and Exposure II with Quality Management Laboratory](#)
- [RTE 1503 - Radiographic Procedures I](#)
- [RTE 1503L - Radiographic Procedures I Laboratory](#)
- [RTE 1513 - Radiographic Procedures II](#)
- [RTE 1513L - Radiographic Procedures II Laboratory](#)
- [RTE 1523 - Radiographic Procedures III](#)
- [RTE 1523L - Radiographic Procedures III Laboratory](#)
- [RTE 1804 - Radiography Clinical Practicum I](#)
- [RTE 1814 - Radiography Clinical Practicum II](#)
- [RTE 2061 - Radiographic Seminar](#)
- [RTE 2385 - Radiation Biology and Protection](#)
- [RTE 2782 - Pathology for Radiographers](#)
- [RTE 2824 - Radiography Clinical Practicum III](#)
- [RTE 2834 - Radiography Clinical Practicum IV](#)
- [RTE 2844 - Radiography Clinical Practicum V](#)
- [RTE 2940 - Radiography Internship 1](#)
- [RTE 2941 - Radiography Internship 2](#)
- [RTE 2942 - Radiography Internship 3](#)

- [RTE 2943 - Radiography Internship 4](#)
- [RTE 2944 - Radiography Internship 5](#)
- [RTE 2945 - Radiography Internship 6](#)
- [RTE 2946 - Radiography Internship 7](#)
- [RTE 2947 - Radiography Internship 8](#)
- [RTE 2948 - Radiography Internship 9](#)

#### Reading

- [REA 0011 - Modularized Developmental Reading](#)
- [REA 0019 - Compressed Developmental Reading](#)
- [REA 0056 - Corequisite Reading](#)

#### Real Estate

- [REE 1040 - Real Estate Principles and Practices](#)

#### Religion

- [REL 2000 - Introduction to Religion](#)
- [REL 2300 - World Religions](#)

#### Security/Basic "D" ( Technical Credit)

- [SCY 0501 - Security/Basic "D"](#)

#### Social Organization

- [SYO 2201 - Sociology of Religion](#)

#### Social Psychology

- [SOP 2640 - Consumer Psychology](#)
- [SOP 2721 - Cross-Cultural Psychology](#)
- [SOP 2772 - Human Sexuality](#)

#### Sociology: General

- [SYG 1361 - Death in America](#)
- [SYG 1420 - Families in Transition](#)
- [SYG 2000 - Introduction to Sociology](#)
- [SYG 2010 - Social Problems](#)
- [SYG 2221 - Women in American Society](#)
- [SYG 2430 - Marriage and The Family](#)
- [SYG 2809 - Gender Violence in Global Perspectives](#)

#### Spanish language

- [SPN 1120- Beginning Spanish I](#)
- [SPN 1121 - Beginning Spanish II](#)
- [SPN 2220 - Intermediate Spanish I](#)
- [SPN 2221 - Intermediate Spanish II](#)

#### Speech Communication

- [SPC 2300 - Introduction to Interpersonal Communications](#)
- [SPC 2594 - Speech Forensics Laboratory](#)
- [SPC 2595 - Speech Forensics Laboratory](#)

- [SPC 2596 - Speech Forensics Laboratory](#)
- [SPC 2597 - Speech Forensics Laboratory](#)
- [SPC 2608 - Introduction to Public Speaking](#)
- [SPC 2716 - Race, Gender, and Ethnicity in Popular Culture](#)

#### Statistics

- [STA 2023 - Introduction to Statistics](#)

#### Student life Skills

- [SLS 1211 - Individual Discovery](#)
- [SLS 1261 - Leadership Development Studies](#)
- [SLS 1262 - Leadership Development Studies IA](#)
- [SLS 1263 - Leadership Development Studies IB](#)
- [SLS 1264 - Leadership Development Studies IC](#)
- [SLS 1501- College Success Skills](#)
- [SLS 2401 - Career Enhancement](#)

#### Student life Skills (Technical Credit)

- [SLS 0002 - Strategies for Student Success](#)
- [SLS 0341 - Essentials of Health Career Success](#)

#### Surgical Technology (Technical Credit)

- [STS 0003 - Introduction to Surgical Technology](#)
- [STS 0005 - Principles of Surgical Asepsis](#)
- [STS 0030 - Pathophysiology for the Surgical Technologist](#)
- [STS 0140 - Fundamentals of Surgical Technology I](#)
- [STS 0141 - Fundamentals of Surgical Technology II](#)
- [STS 0150 - Surgical Procedures I](#)
- [STS 0155 - Sterile Technique I](#)
- [STS 0155L - Sterile Technique I Laboratory](#)
- [STS 0156 - Sterile Technique II](#)
- [STS 0156L - Sterile Technique II Laboratory](#)
- [STS 0160 - Surgical Procedures II](#)
- [STS 0255 - Surgical Technology Clinical I](#)
- [STS 0256 - Surgical Technology Clinical II](#)
- [STS 0257 - Surgical Technology Clinical III](#)
- [STS 0401 - Patient Care for the Surgical Technologist](#)
- [STS 0401L - Patient Care for the Surgical Technologist Laboratory](#)
- [STS 0930 - Surgical Technology Certification Review](#)

#### Theatre

- [THE 1000 - Theatre Appreciation](#)
- [THE 2010 - Survey of Drama: Ancient Greece to the Early Renaissance](#)
- [THE 2011 - Survey of Drama: High Renaissance to Present](#)
- [THE 2925A - Play Production I](#)
- [THE 2925B - Play Production II](#)

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## Course Descriptions

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### Theatre

- [THE 2925C - Play Production III](#)

### Theatre Performance and Training

- [TPP 1110 - Beginning Acting](#)
- [TPP 1111 - Intermediate Acting](#)
- [TPP 2700 - Voice Preparation for the Actor](#)

### Ward Clerk (fechnical Credit)

- [WCL 0050 - Health Unit Coordinator Clinical](#)
- [WCL 0055 - Health Unit Management](#)

### World History

- [WOH 2040 - 20th Century World History](#)

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## Course Descriptions

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### Accounting, General

- **ACG 2021 - Principles of Financial Accounting**

3cr.

This course is an introduction to accounting concepts and principles followed in preparation of financial external reports. Emphasis is on principles and procedures applicable to the accounting cycle, asset valuation, income determination, liability measurement, and owner's equity. 45 class hours.

- **ACG 2071 - Principles of Managerial Accounting**

3cr.

The emphasis of this course is on managerial accounting concepts and systems. Topics include planning and control, decentralized operations, analyses for decision-making, financial analysis for management, and modern uses of managerial accounting. 45 class hours. Prerequisite(s): ACG 2021.

- **ACG 2100 - Intermediate Accounting I**

3cr.

This course is an in-depth examination of financial accounting and reporting. Specific topics include the accounting procedures and financial statement presentation of cash, receivables, inventories, property, plant and equipment and intangible assets. The conceptual framework of accounting and the time value of money are also examined. 45 class hours. Prerequisite(s): ACG 2071.

- **ACG 2110 - Intermediate Accounting II**

3cr.

This course is an in-depth examination of financial accounting and reporting. Specific topics include the accounting procedures and financial statement presentation of current and long-term liabilities, contingencies, investments in debt and equity securities, contributed capital, earnings per share, retained earnings, leases, income recognition and measurement of net assets. 45 class hours. Prerequisite(s): ACG 2100.

- **ACG 2450 - Microcomputers in Accounting**

**3cr.**

This course provides an overview of accounting software applications in business organizations. The student will progressively work through an accounting cycle for a business using popular accounting software. Specific applications will include the design and setup of an accounting information system for a new company, recording accounting transactions and the creation and analysis of various reports and financial statements. Transactional and reporting areas will include banking, customers, sales, vendors, purchases, inventory, employees and payroll. The course is taught using QuickBooks Pro accounting software. 4 5 class hours. Prerequisite(s): ACG 2021.

- **TAX 2000 - Federal Income Tax I**

**3cr.**

This course is an in-depth examination of the rules governing and the procedures used in the preparation of individual federal income tax returns. 4 5 class hours. Prerequisite(s): ACG 2021.

- **TAX 2010 - Federal Income Tax II**

**3cr.**

This course is an in-depth examination of the rules governing and the procedures used in the preparation of corporate and flow-through entity federal income tax returns. Advanced tax practice considerations and family tax planning topics are also examined. 4 5 class hours. Prerequisite(s): TAX 2000.

## **American History**

- **AMH 2010 - History of the United States I**

**3cr.**

The study of United States history to 1865 emphasizing the European background, the Revolution, the Articles of the Confederation, the Constitution, the problems of the new republic, sectionalism, Manifest Destiny, slavery, and the Civil War. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 4 5 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **AMH 2020 - History of the United States II**

**3cr.**

The study of United States history from 1865 to the present. This study includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the First World War, and political, economic and world affairs since World War II. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **AMH 2070 - History of Florida**

**3cr.**

This course begins with the influence of geography on early Native American cultures of the region. The economic, social, and political background of Florida is developed chronologically, from discovery settlements and colonization to United States acquisition and the Territorial Experience concluding with statehood. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **AMH 2091 - Survey of African American History**

**3cr.**

A survey of the social and cultural development of African Americans in the United States. Consideration is given in this course to the African background, slavery, Reconstruction, and Twentieth Century developments to the present. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **AMH 2930 - Special Topics/Seminars**

**3cr.**

History is the study of the past, including the study of change and continuity over time. This study includes, for example, African History, American History, Asian History, European History, Latin American History, World History and General History, Historiography and Methodologies. A special field trip may be required. Special fee: registration fees plus cost of trip. 45 class hours.

#### **American Literature**

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

**3cr.**

This course provides a survey of culturally significant literary texts from the Exploration through the late 19th century. By reading selections from an updated and expanded canon, including works by women and minorities, students gain awareness of the multicultural origins and development of American literature. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

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

**3cr.**

This course provides a survey of the major movements and representative authors in American Literature from the late 19th century through the modern era, including the study of such authors as Dickinson, Mark Twain, Crane, Frost, Fitzgerald, Hemingway, and Faulkner. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

## **Anthropology**

- **ANT 2000 - Introduction to Anthropology**

**3cr.**

This course is an overview of anthropology with emphasis on the traditional subfields of archaeology, biological anthropology, linguistics and cultural anthropology. Included is the study of human physical evolution through the fossil record and man's place in nature. The development of culture is examined from pre-historic times to the present. An emphasis is placed on the better understanding of our culture through the comparison of different cultures throughout the world. Topics include archaeology, human variation, folklore, kinship, and religion. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **ANT 2100 - Introduction to Archaeology**

**3cr.**

This course is designed to provide an examination of the historical background and methodology of archaeology and its significance today; how archaeologists make and study the finds to illuminate the past; the study of archaeological concepts and procedures; and how archaeologists describe cultures as part of time and space to interpret the prehistoric past. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ANT 2000.

- **ANT 2410 - Introduction to Cultural Anthropology**

**3cr.**

A study of the nature of culture, personality, and social organization of humans. Emphasis is placed on the customs of preliterate people. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **ANT 2511 - Introduction to Physical Anthropology**

**3cr.**

The study of humans as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of humans, principles of biological evolution, and human genetics are topics of emphasis. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## Art

- **ART 1202C - Introduction to Two Dimensional Design**

**3cr.**

Introduction to two-dimensional design leads the student through the study of process and purpose. The course uses a series of creative explorations allowing students to make known form and meaning contained in traditional materials and leading edge digital technology. Specific directed and interactive exercises assist students in transforming materials, ideas and processes into finished concepts. 60 contact hours.

- **ART 1300C - Drawing I**

**3cr.**

Introduction to the basic discipline of drawing through a variety of exercises. 30 lecture hours and 30 laboratory hours.

- **ART 1301C - Drawing II**

**3cr.**

A continuation of ART 1300C. 30 lecture hours and 30 laboratory hours. Prerequisite(s): ART 1300C.

- **ART 2500 - Painting I**

3cr.

Studio problems in painting involving contemporary styles, techniques, and materials of painting. 30 lecture hours and 30 laboratory hours.

- **ART 2501 - Painting II**

3cr.

A continuation of Painting I on an advanced level of proficiency. Emphasis is placed on individual experimentation. 30 lecture hours and 30 laboratory hours. Prerequisite(s): ART 2500.

#### Art History

- **ARH 1000 - Art Appreciation**

3cr.

A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **ARH 2426 -Art in Peace and War**

3cr.

This course examines a variety of art works to determine the relationship between sociopolitical agendas and art forms. This course explores the use of art as a communication device to distinguish the artistic expressions which individuals and organizations have incorporated to deliver a political message. 45 class hours.

#### Astronomy

- **AST 1002 - Introduction to Astronomy**

3cr.

This course provides an exploration of our universe through descriptive studies of our solar system, planets, stars, constellations, black holes, galaxies, quasars, cosmology, galactic and stellar evolution. Other topics included are artificial satellites, the space program, energy problems and discussion about the possibility of

extraterrestrial life. Emphasis is placed on the appreciation of astronomy through scientific reasoning, methodology and precision, and on the importance of astronomy as an integral part of the everyday life of the individual. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Biological Science**

- **BSC 1005 - Introduction to Biology**

**3cr.**

A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, diversity of life, evolution and ecology. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **BSC 1020 - Human Biology**

**3cr.**

A non-laboratory course for students not planning to major in biology. Topics include the chemical and cellular foundations of life, metabolism, genetics, and body systems. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **BSC 1050 - Introduction to Environmental Science**

**3cr.**

Discussion and analysis of major environmental issues confronting modern humans. This course provides understanding of our interdependence with and responsibility for the environment. Topics include pollution, urbanization, population trends and changes in lifestyle and discussion on present and projected solutions to problems. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites. Recommended prerequisite(s): PSC 1311 or PSC 1341.

- **BSC 1085 - Human Anatomy and Physiology I**

**3cr.**

An introduction to the study of the human body, to include: biological and chemical foundations; cellular structure and dynamics; tissues; and the integumentary, skeletal, muscular, and nervous systems. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and MAT0028 or MAT0022 (completed with a grade of "C" or higher or "P" for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

Recommended prerequisite(s): High school biology and chemistry, or BSC 1020. Co-requisite(s): BSC 10851.

- **BSC 1085L - Human Anatomy and Physiology I Laboratory**

**1 cr.**

This course provides laboratory support for the concepts taught in BSC 1085. Laboratory fee required. 30 laboratory hours. Co-requisite(s): BSC 1085.

- **BSC 1086 - Human Anatomy and Physiology II**

**3cr.**

A continuation of BSC 1085. Emphasis is on the structure and function of the special senses and the digestive, respiratory, cardiovascular, lymphatic, endocrine, reproductive, and urinary systems. 45 class hours.

Prerequisite(s): BSC 1085 and 1085L (completed with grades of "C" or higher). Co-requisite(s): BSC 10861.

- **BSC 1086L - Human Anatomy and Physiology II Laboratory**

**1 cr.**

This course provides laboratory support for the concepts taught in BSC 1086. Lab fee required. 30 laboratory hours. Prerequisite(s): BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Co-requisite(s): BSC 1086.

- **BSC 1311 - Marine Biology**

**3cr.**

Marine Biology is a survey of the organisms and habitats found in the marine ecosystem. This course will provide an overview of the ecology, adaptations and behavioral strategies that are needed by marine organisms in order to survive the physical and chemical nature of the marine environment. (Due to similarity in subject matter, both BSC 1311 and OCE 2001 cannot be used to meet general education requirements. One or the other can be used to fulfill one of the science requirements). 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores.

Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **BSC 2010 - Biology I**

**3cr.**

An introduction to the biology of plants and animals. Topics include chemical foundations, cell biology and genetics. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 45 class hours. Prerequisite(s): One year of high school biology and one year of high school chemistry or consent of instructor. Recommended prerequisite(s): BSC 1005. Co-requisite(s): BSC 2010L.

- **BSC 2010L - Biology I Laboratory**

**1 cr.**

A laboratory investigation into the biology of plants and animals. Topics include scientific instruments, chemical foundations, cell biology, photosynthesis and genetics. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 30 laboratory hours.

Prerequisite(s): One year of high school biology and one year of high school chemistry or consent of instructor.

Co-requisite(s): BSC 2010.

- **BSC 2011 - Biology II**

**3cr.**

Topics include prokaryotes, plants, fungi, the evolution of animal diversity, animal form and function and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. 45 class hours. Prerequisite(s): BSC 2010 and BSC 20101 (completed with grades of "C" or higher). Co-requisite(s): BSC 20111.

- **BSC 2011L - Biology II Laboratory**

**1 cr.**

A continuation of BSC 20101. Topics include plant biology, animal diversity, vertebrate anatomy and ecology. This course is primarily intended for those students planning to major in the sciences or for those who need a laboratory course in biology. Lab fee required. 30 laboratory hours. Prerequisite(s): BSC 2010 and BSC 20101 (completed with grades of "C" or higher). Co-requisite(s): BSC 2011.

#### **Building Construction**

- **BCN 1001 - Building Construction**

**3cr.**

This course is planned to acquaint the student with the terminology, methods, documentation, procedures, materials, sequences, operations, and types of construction. The course is intended as an introductory course for Drafting and Design Technology majors. 45 class hours.

#### **Business Law**

- **BUL 2241 - Business Law**

**3cr.**

Business law considers the nature and source of laws, courts, and courtroom procedures. It discusses legal principles regarding crimes and torts with emphasis on contracts, personal property, and bailments and sales. Relevant portions of the Uniform Commercial Code are also reviewed. 45 class hours.

- **BUL 2561 - Cyberlaw**

**3cr.**

This course will examine the various developing legal issues in the use of business information technology, including an examination of constitutional rights, intellectual property, and employment law. Other topics studied during the course are freedom of speech, privacy, privileged communications, copyright, and trademark. These issues and others will be examined as they relate to business operations in today's complex electronic world. 45 class hours.

- **BUL 3310 - Legal and Ethical Environment in Business**

**3cr.**

This course covers the working principles which govern the legal and social environment of business. The course includes issues such as: contracts, torts, legal/political/economic aspects of ethics and the law, antitrust law, employment law, administrative law, securities law and international business law topics. 45 class hours.

#### **Cardiovascular Technology (Technical Credit)**

- **CVT 0507 - Basic Arrhythmias**

**2 tech. cr.**

This course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias. Basic anatomy and physiology of the cardiovascular system, including autonomic innervation, the conduction system, and depolarization of the cardiac cell will be discussed. 60 hours of instruction. Prerequisite(s): HSC 0530.

#### **Chemistry**

- **CHM 1020 - Chemistry in Your Life**

**3cr.**

A non-laboratory course designed for non-science majors. This course introduces the basic concepts of chemistry and how they affect our lives. Topics covered include drugs, food additives, personal care and cosmetics, water, air, plastics and other current real-world topics. This course is not a prerequisite for limited access health programs and is not recommended for science majors. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and MAT 0028 or MAT0022 (completed with a grade of "C" or higher or "P" for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **CHM 1025 - Introductory Chemistry**

**3cr.**

An introduction to fundamental concepts in chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical equations and calculations, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. This course is intended for students with no high school chemistry background or those who need a refresher course prior to entering CHM 2045. 45 class hours.

Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and MAT 1033 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites. Co-requisite(s): CHM 1025L.

- **CHM 1025L - Introductory Chemistry Laboratory**

**1 cr.**

A laboratory investigation into fundamental concepts of chemistry. Topics include measurement, matter and energy, atomic structure, nomenclature, chemical reactions, periodicity, chemical bonding, gases, solutions, acids/bases and an introduction to organic chemistry. Lab fee required. 30 laboratory hours. Prerequisite(s): MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test scores. Co-requisite(s): CHM 1025.

- **CHM 2045 - General Chemistry and Qualitative Analysis I**

**3cr.**

An introduction to fundamental concepts in chemistry. Topics include measurement, nomenclature, atomic theory, chemical equations and calculations, periodicity, gases, thermochemistry and chemical bonding. 45 class hours. Prerequisite(s): CHM 1025 and CHM 1025L or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Co-requisite(s): CHM 2045L.

- **CHM 2045L - General Chemistry and Qualitative Analysis I Laboratory**

**1 cr.**

A laboratory investigation into concepts, periodicity, thermochemistry, chemical bonding and gases. Lab fee required. 30 laboratory hours. Prerequisite(s): CHM 1025 or one year of high school chemistry; MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score. Co-requisite(s): CHM 2045.

- **CHM 2046 - General Chemistry and Qualitative Analysis II**

**3cr.**

This course continues with fundamental concepts of chemistry begun in CHM 2045. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base concepts, solubility, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. 45 class hours. Prerequisite(s): CHM 2045 and CHM 2045L (completed with grades of "C" or higher). Co-requisite(s): CHM 2046L.

- **CHM 2046L - General Chemistry and Qualitative Analysis II Laboratory**

**1 cr.**

A continuation of concepts in the general chemistry laboratory. Topics include states of matter, solutions, redox reactions, kinetics, chemical equilibrium, acid-base chemistry, solubility, thermodynamics, electrochemistry and selected topics in organic chemistry. Lab fee required. 30 laboratory hours. Prerequisite(s): CHM 2045 and CHM 20451 (completed with grades of "C" or higher). Co-requisite(s): CHM 2046.

- **CHM 2210C - Organic Chemistry I**

**5cr.**

A study of carbon compounds with emphasis on alkanes, cycloalkanes and their reaction mechanisms, nucleophilic substitution and elimination reaction of alkyl halides, alkenes and their addition reactions, stereochemistry, alkynes, and conjugated unsaturated systems. Lab fee required. 45 class hours and 60 laboratory hours. Prerequisite(s): CHM 2046 and CHM 20461 (completed with grades of "C" or higher) or permission of instructor.

- **CHM 2211C - Organic Chemistry II**

**5cr.**

A continuation of CHM 2210C, giving consideration to aromatic compounds and their reactivity with electrophiles, structure determinations through spectroscopy, organic halides, organometallic compounds, nomenclature and reaction mechanisms of hydrocarbon derivatives, amines, carbohydrates, lipids, and amino acids. Lab fee required. 45 class hours and 60 laboratory. Prerequisite(s): CHM 2210C (completed with a grade of "C" or higher).

#### **Clinical Psychology**

- **CLP 2140 - Abnormal Psychology**

**3cr.**

An examination of the major categories of mental disorders. Diagnostic criteria, treatment methods, and legislation applicable to the emotionally disturbed are studied. Local agencies which provide services to the mentally disordered are reviewed. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

#### **Communication**

- **COM 2411 - Intercultural Communication**

**3cr.**

This course explores intercultural communication in intercultural relationships in our public and private lives. Emphasis will be on the study of verbal and nonverbal communication patterns, and communication competence in negotiating intercultural relationships. 45 class hours.

## **Comparative Politics**

- **CPO 2002 - Introduction to Comparative Politics**

**3cr.**

Comparison and analysis of representative and other forms of government in Western and non-Western political systems. This course satisfies the Gordon Rule Requirement. A grade of "C" or higher must be attained. 45 class hours Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Computer and Information System**

- **CIS 2941 - Information Technology Internship**

**3cr.**

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 while creating a portfolio of accomplishments. An internship agreement will be developed to include academic supervision and work assignments. 120 (minimum) work-based hours are required in this course. Portfolio deliverables to include research project and learning outcomes essay. Prerequisite(s): 2.5 overall GPA; completed 12 college-level credits at Pasco Hernando State College; completed 33 college credits (minimum) in IT courses (CGS, COP, CET, CNT, CTS).

## **Computer Applications**

- **CAP 2134 - Database Security**

**3cr.**

This course is designed to provide the student with an understanding of database security concepts and practices. The objective of the course is to provide hands-on instruction in various database tasks that relate to securing the confidentiality, integrity and availability of information that is stored in a database. The student will be able to perform administrative tasks in different database management systems, as well as manage database user profiles, privileges and roles. Different database application security models will be explored, as will the security advantages of utilizing virtual private databases. Finally, the process of database auditing will be explored, including auditing methods using various database management systems. Lab fee required. 45 class hours. Prerequisite(s): COP 1332 and COP 2071 or consent.

- **CET 1179 - Microcomputer Repair Essentials**

3cr.

This course introduces students to the latest skills needed from today's computer support professional. The course is based on the objectives of the CompTIAA+ 220-801 and 220-802 exams. Upon completion of the course, students will have knowledge of basic computer hardware and operating systems. The skills covered are installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, preventive maintenance, security and soft skills. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000 or consent of instructor.

- **CET 1600 - Networking Fundamentals-Cisco Academy**

3cr.

This course introduces the architecture, structure, functions, components and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This is the first of either two or four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking, and to prepare students for either the Cisco Certified Entry-Level Network Technician (CCENT) and/or the Cisco Certified Network Associate (CCNA Routing and Switching) examination. 45 class hours. Prerequisite(s): CGS1100, CGS1000 and CNT1000, or consent of instructor.

- **CET 1610 - Routing and Switching Essentials-Cisco Academy**

3cr.

This course describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This is the second of either two or four semester courses designed to prepare students for either the Cisco Certified Entry-Level Network Technician (CCENT) and/or the Cisco Certified Network Associate (CCNA Routing and Switching) examination. 45 class hours. Prerequisite(s): CET 1600 (completed with a grade of "C" or higher), or relevant industry experience.

- **CET 2615 - Scaling Networks-Cisco Academy**

3cr.

This course describes the architecture, components and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. This is the third of four semester courses designed to prepare students for the Cisco Certified Network Associate (CCNA Routing and Switching) examination. 45 class hours. Prerequisite(s): CET 1600, CET 1610.

- **CET 2620 - Connecting Networks-Cisco Academy**

3cr.

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. This is the fourth of four semester courses designed to prepare students for the Cisco Certified Network Associate (CCNA Routing and Switching) examination. 45 class hours. Prerequisite(s): CET 1600, CET 1610, CET 2615.

- **CET 2793 - Windows Server Administration**

3cr.

This course introduces students to administering networks using the current Windows Server operating system. Topics include installing, configuring, managing and troubleshooting, monitoring, designing an Active Directory infrastructure, group policies and backups. Lab fee required. 45 class hours. Prerequisite(s): CNT 1000 and CIS 1110 or consent.

- **CET 2880 - Introduction to Computer Forensics**

3cr.

Introduction to computer forensics reflects the need for conducting professional computing investigations. Students will explore general computer investigations, security issues with operating systems, setup and maintenance of a computer forensics lab, use of computer forensics tools, digital evidence controls, data acquisition and analysis, email investigations and the preparation of investigation reports. Lab fee required. 45 class hours. Prerequisite(s): CIS 1110 (or A+ Certification) and CNT 1000.

## Computer Networks

- **CNT 1000 - Introduction to Networking**

3cr.

This is an introductory networking course. This course will cover the basic concepts and techniques of developing a microcomputer network system. Topics include common networking components, topologies, protocols, hardware and software, overview of design and Windows server generation, creation of user accounts and security, and daily maintenance requirements. Lab fee required. 45 class hours. Co-requisite(s): CGS 1000.

- **CNT 1401 - Principles of Information, Security and Assurance**

3cr.

This course introduces students to various technical and administrative aspects of information security and assurance. Topics include the history, characteristics and components of information security, business and technology needs for security, legal and ethical issues, security analysis and risk management, continuity planning and security design. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000 and CNT 1000.

- **CNT 2405 - Firewalls and Virtual Private Networks**

**3cr.**

This course introduces students to understanding and configuring firewalls and virtual private networks. Topics include firewall planning and design, firewall configuration, packet filtering, proxy servers, designing and configuring VPSs and ongoing administration. Students will be introduced to a variety of equipment that may include CISCO PIX, Cisco VPN appliances, Checkpoint, and other internet security appliances. Lab fee required. 45 class hours. Prerequisite(s): CET 1610 and CNT 1401.

- **CNT 2510 - Wireless LANs and Security**

**3cr.**

This course introduces students to wireless local area networks, hybrid wired/wireless networks, and wireless security issues and implementation. Topics include wireless LAN devices and standards, planning and deploying wireless LANs, conducting site surveys, and wireless LAN security, vulnerabilities, and implementation. Students will work with access points and wireless devices. Lab fee required. 45 class hours. Prerequisite(s): CNT1000.

- **CNT 2700 - Advanced Networking Concepts**

**3cr.**

This course introduces students to advanced networking concepts and network design. Topics include coverage of advanced LAN and WAN network design criteria, current Linux *CU* and GUI systems, basic Windows server administration, introduction to voice networks, PC and server virtualization, cloud computing, using popular design software, hardware selection considerations and application influences. Lab fee required. 45 class hours. Prerequisite(s): CNT 1000 or CET 1600 or consent of instructor.

## **Computer Programming**

- **COP 1000 - Introduction to Software Development**

**3cr.**

This course introduces students to software development using structured programming and object oriented programming concepts. It includes techniques for algorithm development, coding, and testing using programming language software in a microcomputer environment. Students will develop software solutions to both 3D game-like problems and business problems at an introductory level. Lab fee required. 45 class hours.

- **COP 1332 - Visual Basic .NET Programming**

**3cr.**

This course emphasizes the development of introductory object-oriented Visual Basic .NET applications for the Windows and web environments using forms and controls to create user interfaces. The use of properties, variables, constants, arrays, procedures, events, functions, menus, status bars, input validation, debugging, and application deployment will be covered. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000 and COP 1000 or consent of instructor.

- **COP 1839 - Web Programming with Visual Basic .NET**

**3cr.**

This course emphasizes the development of Visual Basic .NET applications for the Web environment utilizing Active Server Pages .NET (ASP.NET) classes and techniques. The use of SQL data sources, cookies, server controls, validation controls, user controls, state management, security, and web services will also be covered. Lab fee required. 45 class hours. Prerequisite(s): COP 1332.

- **COP 2071 - Access Programming and SQL**

**3cr.**

This course will cover the more advanced aspects of creating interactive applications using Visual Basic for Applications. The focus will be on accessing different database formats using the open database connectivity (ODBC) standard and SQL. Lab fee required. 45 class hours. Prerequisite(s): COP 1332 and CGS 2108.

- **COP 2654 - Mobile Application Development**

**3cr.**

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems and programming for mobile applications. Upon course completion students should be able to create basic applications for mobile devices. Lab fee required. 45 class hours. Prerequisite(s): COP 1000.

- **COP 2801 - JavaScript Programming**

**3cr.**

This course provides an understanding of structured programming concepts used to create interactive web pages and dynamic web page elements. The use of properties, variables, constants, arrays, procedures, events, functions, input validation, debugging, advanced HTML features, forms, DHTML and animation in developing and deploying web sites will be covered. Lab fee required. 45 class hours. Prerequisite(s): CGS 1000, CGS 1820 and COP 1000.

## Computers: General Studies

- **CGS 1000 - Computer Concepts**

**3cr.**

This course will provide the student with an overview of the field of Information Technology. Upon satisfactory completion of the course, the student will have a basic understanding of systems and their applications. Students are expected to have general keyboarding and college entry-level mathematics, science, and English skills for successful course completion. Lab fee required. 45 class hours.

- **CGS 1100 - Microcomputer Applications**

**3cr.**

This is an introductory information technology applications and information literacy course. Previous experience with a computer is highly recommended. This course will provide a general introduction to software applications, information systems and the research process. Students will understand how to utilize the essential aspects of various information systems and applications to locate, evaluate and effectively use information. This course will cover the file management, word processing (Word), electronic spreadsheets (Excel), databases (Access), presentation graphics (PowerPoint) and the Internet. Lab fee required. 45 class hours.

- **CGS 1820 - Web Page Design**

**3cr.**

A course for the beginner and the advanced user of Web authoring software. Students will learn the various concepts and elements required to create web pages. Topics will include HTML, embedded media, hypermedia, frames, forms, the use of scripting languages, Web authoring components, design basics and functionality considerations. Lab fee required. 45 class hours. Prerequisite(s): CGS 1100.

- **CGS 2108 -Advanced Microcomputer Applications**

**3cr.**

This course is an advanced personal computer applications course. The student will cover more complex aspects for the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics and contemporary issues. Lab fee required. 45 class hours. Prerequisite(s): CGS 1100.

- **CGS 2304 - Managing Information Technology**

**3cr.**

This course introduces students to processes and methodologies for managing information technology in a business or organizational setting. Topics include project management technology context, integration management, scope management, time management, cost management, quality management, human resource management, communication management, risk management, procurement management, decision making, team building, an overview of the systems life cycle, understanding business processes as they relate to IT, and recognizing emerging technologies. Lab fee required. 45 class hours. Prerequisite(s): CGS 1100.

- **CGS 2821 - Graphics and Multimedia in a Web Environment**

**3cr.**

This course introduces students to web images, animations, and site styles. Topics include creating, manipulating and optimizing graphics for web deployment, file conversions, web color, backgrounds, site styles, multimedia animation, video and audio capture techniques, and managing web graphics for consistent communications. Popular graphic and animation authoring tools such as Adobe Photoshop and Macromedia Fireworks/Flash will be used for lab exercises. Lab fee required. 45 class hours. Prerequisite(s): CGS 1820.

- **CGS 2827 -Advanced Web Page Design**

**3cr.**

This course uses Adobe Dreamweaver to build upon web design skills learned in CGS 1820 and CGS 2821. Topics include template design, adding graphics and links, working with tables and forms, interacting with spry, audio and video integration, HTMLs, CSS3, mobile web page design, and publishing a website. Lab fee required. 45 class hours. Prerequisite(s): CGS 1820. Co-requisite(s): CGS 2821.

## **Computer Technology and Skills**

- **CTS 1110 - Microcomputer Software Essentials**

**3cr.**

While expanding on hardware skills, this course emphasizes the use of the current Windows operating systems to configure, troubleshoot, optimize, diagnose, conduct preventive maintenance and secure modern computers in a mobile or corporate environment. The course is based on the objectives of the CompTIA A+ 220-801 and 220-802 exams. Lab fee required. 45 class hours. Prerequisite(s): CET 1179.

- **CTS 1544 - Virtualization Essentials**

**3cr.**

This course is designed to provide students with a working knowledge of virtualization essentials. Topics include virtualization fundamentals, understanding virtual machines and hypervisors, creating a virtual machine and installing server operating systems. Students learn how to install and configure VMWare Player on a computer connected to a network. Lab fee required. 45 class hours. Prerequisite(s): CIS 1110 and CNT 1000 or consent of instructor.

- **CTS 2106 - Linux Operating Systems**

**3cr.**

This course is designed to teach students how to install, configure and manage Linux/Unix operating systems. The course is for new users of the Linux/Unix Operating System. Students learn file system navigation, file

permissions, text editors and command line administrative tasks. Major topics covered include accessing files and directories, executing directory and file commands, searching for files and text, file system security, text editing, archiving user data, remote connections, system processes, and text filtering commands and accessibility technologies. Students learn how to install, configure and administer the Linux operating systems on a work station computer connected to a network. Although this course is not a certification preparation course, it may include related Linux certification material. Lab fee required. 45 class hours. Prerequisite(s): CTS 1110 and CNT 1000 or consent.

- **CTS 2123 - Network Security and Intrusion Detection**

**3 cr.**

This course reflects an integrated classroom and laboratory experience in the fundamentals of computer network security and intrusion detection. Instruction will examine the principles and mechanisms of network security, firewalls, intrusion detection and auditing, and virtual private networks. Topics include the TCP/IP protocol, traffic analysis, security audits, filters and rules for network monitoring, intrusion infrastructure, firewall planning and design, firewall configuration, controlling systems and data access, packet filtering, and designing and configuring virtual private networks, issues of common operating systems and future directions in intrusion detection. Lab fee required. 45 class hours. Prerequisite(s): CNT 1401 and CNT 1000.

- **CTS 2340 - Microsoft SharePoint**

**3 cr.**

This course will introduce students to Microsoft SharePoint 2013 design and development. This course will provide the basic skills needed to get started in SharePoint. Students will learn how to use SharePoint to create, customize and manage Sharepoint sites. Students will learn how to use SharePoint to supplement and maximize design and development capabilities. Students will learn the design interface then apply practical application of these concepts and tools. Lab fee required. 45 class hours. Prerequisite(s): CGS 1110 and CGS 1820 or consent of instructor.

- **CTS 2372 - Implementing Virtualized Servers**

**3 cr.**

This course is designed to provide students with a working knowledge of server virtualization. Students will learn how to plan, implement and manage VMware vSphere and Microsoft Hyper-V, and apply virtualization technology to set up virtual servers including Windows and Linux, manage CPUs, memory and storage, and understand availability and the behavior of applications within a virtual environment. Lab fee required. 45 class hours. Prerequisite(s): CTS 1544 and CET 2793 or consent of instructor.

- **CTS 2411 - Managing Information Storage**

**3 cr.**

This course is designed to provide students with a working knowledge of advanced storage systems, protocols and architectures. Students will learn how to apply physical and virtualized storage technology, including Network-Attached Storage (NAS), Storage Area Networks (SAN) and Internet Protocol SAN (IPSAN). Lab fee required. 45 class hours. Prerequisite(s): CTS 1544 and CET 2793 or consent of instructor.

## Computer Technology and Skills (Technical Credit)

- **CTS 0022 - Network Support Help Desk Assistant**

**6 tech. cr.**

This course focuses on understanding network terminology and protocols, local-area networks, wide-area networks, OSI models, cabling, cabling tools, routers, router programming, Ethernet, IP addressing and network standards. After successful completion of Networking 2, Infrastructure, students will have met Occupational Completion Point C, Network Support Help Desk Assistant, SOC code 15-1071. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504 and OTA 0040.

- **CTS 0023 - Network Support Administrator**

**6 tech. cr.**

This course continues the study of network support services. The content includes IT management skills, troubleshooting and diagnostic techniques; network design, devices, topographies, protocols and standards; e-mail and Internet activities, network traffic control and security, and WAN vs. LAN technologies. After successful completion of Networking 3, students will have met Occupational Completion Point D, Network Support Administrator, SOC code 15-1071. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504, CTS 0022 and OTA 0040.

- **CTS 0024 - Senior Network Administrator**

**6 tech. cr.**

This course continues the study of network support services. The student will learn to install, configure, and maintain large networks. Student will also be able to demonstrate proficiency in defining, configuring and troubleshooting the following protocols: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, Transparent and Translational Bridging installation. After successful completion of Networking 4, Infrastructure, students will have met Occupational Completion Point E, Senior Network Administrator, SOC Code 15-1081. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504, CTS 0022, CTS 0023 and OTA 0040.

- **CTS 0029 - Wireless Network Administrator**

**6 tech. cr.**

This course continues the study of network support services. The content includes wireless networking technologies, implementation, management and security. After successful completion of Networking 5, students will have met Occupational Completion Point F, Wireless Network Administrator, SOC Code 15-1081. Lab fee required. 150 hours of instruction. Prerequisite(s): EEV 0504, CTS 0022, CTS 0023, CTS 0024 and OTA 0040.

- **CTS 0050 - Introduction to Microcomputer Applications**

**3 tech. cr.**

This course introduces students to basic tasks associated with computer application. It will cover aspects of the Windows environment, word processing, electronic spreadsheets, database activities, presentation graphics, and the Internet. Lab fee required. 90 hours of instruction. Prerequisite(s): OTA 0101 or consent of the instructor.

- **CTS 0076 - Web Design 1**

**12 tech. cr.**

This course is designed to provide a basic overview of the Internet, Intranet, and WWW. The content includes operating systems; basic HTML commands; navigation of the Internet, Intranet, and Web; and Web page design. Lab fee required. 300 hours of instruction. Prerequisite(s): OTA 0040.

- **CTS 0077 - Web Design 2**

**12 tech. cr.**

This course provides advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications. After successful completion of Web Design 1 and 2, students will have met Occupational Completion Point - Data Code B, Assistant Web Designer – SOC Code 15-1099.04. Lab fee required. 300 hours of instruction. Prerequisite(s): CTS 0076 and OTA 0040.

- **CTS 0078 - Web Design 3**

**12 tech. cr.**

This course provides advanced concepts in HTML, design, and Internet tools. After successful completion of Web Design 3 and 4, students will have met Occupational Completion Point - Data Code C, Web Designer, SOC Code 15-1099.04. Lab fee required. 300 hours of instruction. Prerequisite(s): CTS 0076, CTS 0077 and OTA 0040. SOC Code 15-1099.04.

## **Corrections**

- **CJC 1000 - Introduction to Corrections**

**3 cr.**

This course provides the student an overview of the historical development of correctional institutions and their functions. Topics include: inmate adjustment to incarceration, the effects of institutionalization, rehabilitation programs and the different types of incarceration. In addition, a site visit to a correctional facility is usually included. 45 class hours.

## Creative Writing

- **CRW 2001 - Creative Writing I**

**3 cr.**

Students have the opportunity to experiment with various forms of writing, such as the short story, poetry, essays, and magazine articles. Discussion of the student's work and analysis of contemporary fiction are included. 45 class hours

- **CRW 2002 - Creative Writing II**

**3 cr.**

Students will focus on the genre(s) of their choice (short story, poetry, novel). Student writings will be critiqued by the instructor and by fellow students. Marketing techniques will be emphasized. 45 class hours.

Prerequisite(s): CRW 2001.

# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Course Descriptions

[Contract All Courses](#) |

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### Creative Writing

- **CRW 2003 - Creative Writing III**

**3 cr.**

Students have the opportunity to develop further their writing projects begun in CRW 2002. For example, students may work toward the completion of a novel, play, short story or poetry collection. Student projects will be critiqued by the instructor and by fellow students. Marketing techniques will be emphasized. 45 class hours. Prerequisite(s): CRW 2002.

### Criminal Justice Basic Training (Technical Credit)

- **CJK 0001 - Introduction to Law Enforcement**

**0.33 tech. cr.**

This course provides an overview of the law enforcement training program and the requirements for students to become sworn officers, gives students instruction on basic criminal justice values and ethics, defines sexual harassment and ways to avoid compromising interactions with other officers and the public and emphasizes a basic understanding of the structure and components of the criminal justice system. 10 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0011 - Human Issues**

**1.33 tech. cr.**

Criminal Justice Human Issues is a course designed to enhance awareness and understanding of human diversity issues and to provide skills to enable new officers to effectively interact with people of diverse populations. 40 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0012 - Legal**

**2.07 tech. cr.**

At the end of this course, students should understand the Fourth Amendment related to search and seizure, know what constitutes a lawful arrest, be able to articulate the legal justification for the use of force, understand the Fifth and Sixth Amendments related to interrogation of suspects, determine when a crime has been committed and the elements necessary to make an arrest for that crime, understand the legal rules and concepts of evidence, understand civil and criminal liability related to an officer's performance of duties, understand an officer's duties and options in civil (noncriminal) incidents, and be familiar with the legal considerations when dealing with juveniles. 62 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0013 - Interactions in a Diverse Community**

- **1.33 tech. cr.**

- This course provides information on communication barriers which occur because of cultural differences or unclear expression. Crisis intervention and the special considerations required when interacting with individuals who have physical or developmental disabilities, mental illness or impairments is also covered. 40 lecture hours. Prerequisite(s): Acceptance into Law Enforcement Basic Recruit Academy.

- **CJK 0014 - Interviewing and Reporting Writing**

- **1.87 tech. cr.**

- This course will enable the student to effectively develop interviewing techniques, note taking skills and report writing principles and mechanics. These are critical tasks that law enforcement officers must perform every day. The terms *incident report* and *report* will be used interchangeably throughout this course. 56 lecture hours. Prerequisite(s): Acceptance into Law Enforcement Basic Recruit Academy.

- **CJK 0017 - Communications**

- **2.53 tech. cr.**

- Criminal Justice Communications is a course which covers the entire police report writing process. Topics include interviewing and interrogation, interpersonal communication skills, radio and telephone procedures, as well as practical exercises. Lab fee required. 76 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0020 - CMS Law Enforcement Vehicle Operations**

- **1.60 tech. cr.**

- Criminal Justice Vehicle Operations is a course designed to better prepare prospective officers to apply all applicable vehicle operations knowledge and techniques. Lab fee required. 48 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0031 - CMS First Aid for Criminal Justice Officers**

- **1.33 tech. cr.**

Criminal Justice First Aid for Criminal Justice Officers is a course for prospective officers to apply all applicable first responder knowledge and techniques to emergency situations. Lab fee required. 40 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement or Corrections Academy.

- **CJK 0040 - CMS Criminal Justice Firearms**

**2.67 tech. cr.**

Criminal Justice Firearms includes firearms safety procedures; use of deadly force; basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun and semiautomatic rifle/carbine, including component parts and their function. It also covers the common types of ammunition for handguns, shotguns, or rifles. The recruits will attain proficiency in marksmanship and the safe use, handling, and maintenance of certain firearms. Lab fee required. 80 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement or Corrections Academy.

- **CJK 0051 - CMS Criminal Justice—Defensive Tactics**

**2.67 tech. cr.**

Criminal Justice Defensive Tactics is a course to better prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with Recommended Response to Resistance Matrix. Lab fee required. 80 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement or Corrections Academy.

- **CJK 0061 - Patrol I**

**1.94 tech. cr.**

Criminal Justice Law Enforcement Patrol is a course to enable the student to perform basic tasks and procedures associated with responding to commonly encountered patrol situations including: observing activity, interacting with citizens, handling traffic and escort assignments, responding to a call for service or alarm, searching grounds and/or buildings, approaching and interacting with a suspect, making an arrest, transporting and processing a prisoner, as well as completing the appropriate documentation and/or reports of these activities. Lab fee required. 58 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0062 - Patrol II**

**1.33 tech. cr.**

This course is a continuation of CJK 0061, Patrol I. 40 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0064 - Fundamentals of Patrol**

**1.17 tech. cr.**

This course provides an overview of the law enforcement techniques and tactics that officers use while on patrol.

The course focuses on the use of communications equipment, Community Oriented Policing, officer safety and survival skills, basic instruction on responding to calls, making arrests as well as helpful resources. 35 lecture hours. Prerequisite(s): Acceptance into Law Enforcement Basic Recruit Academy.

- **CJK 0065 - Calls for Service**

**1.20 tech. cr.**

This course examines the more common noncriminal and criminal calls for service that an officer may encounter ranging from performing security checks to alleged violation of criminal law. 36 lecture hours. Prerequisite(s): Acceptance into Law Enforcement Basic Recruit Academy.

- **CJK 0076 - Crime Scene Investigations**

**0.80 tech. cr.**

This course introduces students to the process of performing a crime scene investigation. Lab fee required. 24 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0077 - Criminal Investigations**

**1.67 tech. cr.**

This is a basic course which includes methods and skills for conducting an initial investigation of crimes against persons and property; interviewing witnesses, victims and suspects and preparing investigation reports; identifying the causes and effects of domestic violence, referral procedures; and court procedures, including testifying in court. The objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 50 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0078 - Crime Scene to Courtroom**

**1.17 tech. cr.**

This course focuses on the officer's role upon arriving at an incident or crime scene. The topics covered include processing the crime scene, obtaining information about what happened and participation in the prosecution process until the case is reached. 35 lecture hours. Prerequisite(s): Acceptance into Law Enforcement Basic Recruit Academy.

- **CJK 0084 - DUI Traffic Stops**

**0.80 tech cr.**

This course introduces the student to the proper procedures of a DUI traffic stop. Laws pertaining to intoxication and drug use will be covered. Students will practice scenarios that include procedures to conduct proper field investigation. 24 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0087 - Traffic Stops**

- **1.00 tech. cr.**

- At the end of this course, students should be able to: safely pull over a vehicle, identify and articulate the stop/violation, obtain necessary information from the driver/passenger, safely complete the stop, safely affect an arrest, accurately complete the required documentation for a traffic stop. 30 hours of instruction.

- Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0088 - Traffic Crash Investigations**

- **1.06 tech. cr.**

- Law enforcement officers conduct traffic crash investigations by following a step-by-step approach that encompasses the initial response to the scene, scene assessment and protection, the identification and analysis of information gathered from witnesses, the thorough investigation of the crash, the evaluation of physical evidence collected, returning the crash scene to normal, taking appropriate enforcement action and documenting the crash. 32 hours of instruction. Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0092 - Critical Incidents**

- **1.47 tech. cr.**

- This course provides an overview of the law enforcement techniques and tactics employed in confronting large scale or critical incidents including active shooters,

- natural disasters, hazardous material exposure and explosive devices. 44 lecture hours. Prerequisite(s): Acceptance into Law Enforcement Basic Recruit Academy.

- **CJK 0096 - Criminal Justice Officer Physical Fitness Training (Law Enforcement)**

- **2 tech. cr.**

- This course is designed to introduce students to physical conditioning, aerobic capacity, and wellness conditioning and training. It will help students to better understand the need for a police officer to maintain physical conditioning and how an officer needs to possess those basic skills to perform the physical tasks required of criminal justice officers. Students' achievement is graded as "Pass/Fail." 60 hours of instruction.

- Prerequisite(s): Acceptance into Law Enforcement Academy.

- **CJK 0200 - Overview of Corrections**

- **.47 tech. cr.**

- This course is designed to provide students with an understanding of introduction into the basics of corrections, the legal considerations involving the correctional system and a general overview of basic correctional practices. 14 lecture hours. Prerequisite(s): Must have completed a Florida Law Enforcement Academy.

- **CJK 0205 - LE Crossover to Correctional Responding to Incidents and Emergencies**

**.40 tech. cr.**

This course provides students with an overview of officer safety and security concerns, identification, manipulation and deception, contraband and searches. 12 lecture hours. Prerequisite(s): Must have completed a Florida Law Enforcement Academy.

- **CJK 0212 - Crossover Corrections to Law Enforcement High Liability**

**0.27 tech. cr.**

This course is part of the curriculum for the Cross-Over Corrections to Law Enforcement Program. This course provides first aid techniques to apply in medical emergencies. Students will study ammunition parts and nomenclature for the pistol and shotgun. Basic techniques for clearing malfunctions for a semiautomatic pistol, and rifle will be provided. 8 hours of instruction. Prerequisite(s): Completion of Correctional Officer Academy.

- **CJK 0221 - Correctional Crossover to Law Enforcement Introduction and Legal**

**1.56 tech. cr.**

This course will introduce the student to the differences between criminal and civil incidents and the proper response to each. This course includes landlord-tenant disputes, repossessions, towing of vehicles, and child custody disputes. 47 hours of instruction. Prerequisite(s): Completed Correctional Officer Program.

- **CJK 0222 - Corrections Crossover to Law Enforcement Communications**

**1.87 tech. cr.**

This course will introduce the student to basic radio procedures. The course will cover the oral brevity codes and the phonetic alphabet. In different scenarios, the student will demonstrate the proper voice, speech control, and preparation of a radio message. 56 hours of instruction. Prerequisite(s): Completed Correctional Officer Program.

- **CJK 0223 - Corrections Crossover to Law Enforcement Human Issues**

**1.07 tech. cr.**

This course will introduce the student to the proper response to crisis situations. The course content will include the legal responsibilities and the options available to the officer, recognizing the signs and symptoms of individuals with disabilities, assessing suicide risk, and responding to crises with the elderly and juveniles. 32 hours of instruction. Prerequisite(s): Completed Correctional Officer Program.

- **CJK 0240 - Law Enforcement Auxiliary Introduction**

- **.9 tech. cr.**

- This is one of eight required courses in the Criminal Justice Standards and Training Commission approved Auxiliary Basic Recruit Training Program which has been created to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers. All topics have been adapted from the Florida CMS Law Enforcement Basic Recruit Training Program and include introduction to law enforcement, legal topics, communication and human issues. 27 hours of instruction.

- **CJK 0241 - Law Enforcement Auxiliary Patrol and Traffic**

- **.63 tech. cr.**

- This is one of eight required courses in the Criminal Justice Standards and Training Commission approved Auxiliary Basic Recruit Training Program which has been created to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers. All topics have been adapted from the Florida CMS Law Enforcement Basic Recruit Training Program and include introduction to patrol responsibilities, officer safety issues, incident command responsibilities, proper procedures for directing traffic and implementing traffic stops. 19 hours of instruction.

- **CJK 0242 - Law Enforcement Auxiliary Investigations**

- **.57 tech. cr.**

- This is one of eight required courses in the Criminal Justice Standards and Training Commission approved Auxiliary Basic Recruit Training Program which has been created to train applicants for employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or part-time officers. All topics have been adapted from the Florida CMS Law Enforcement Basic Recruit Training Program and include introduction to securing, managing, and investigating crime scenes; proper procedures for interviewing suspects, witnesses and victims; and recognizing and investigating various crimes. 17 hours of instruction.

- **CJK 0290 - Correctional Crossover to Law Enforcement Introduction and Legal Review**

- **1.60 tech. cr.**

- This course is one of the 15 required courses in the Criminal Justice Standards and Training Commission approved Correctional Officer Crossover Training to Florida CMS Law Enforcement Basic Recruit Training program, version 2012.07, 489 hours, program #1191, which has been created to provide training for certified correctional officers for employment or appointment by criminal justice agencies as full-time or part-time law enforcement officers. 48 hours.

- **CJK 0291 - Correctional Crossover to Law Enforcement Human Interaction and Communications**

**1.87 tech. cr.**

This course is one of the 15 required courses in the Criminal Justice Standards and Training Commission approved Correctional Officer Crossover Training to Florida Cfv1S Law Enforcement Basic Recruit Training program, version 2012.07, 489 hours, program #1191, which has been created to provide training for certified correctional officers for employment or appointment by criminal justice agencies as full-time or part-time law enforcement officers. 56 hours.

- **CJK 0292 - Correctional Crossover to Law Enforcement Response to Human Issues**

**.80 tech. cr.**

This course is one of the 15 required courses in the Criminal Justice Standards and Training Commission approved Correctional Officer Crossover Training to Florida CMS Law Enforcement Basic Recruit Training program, version 2012.07, 489 hours, program #1191, which has been created to provide training for certified correctional officers for employment or appointment by criminal justice agencies as full-time or part-time law enforcement officers. 24 hours.

- **CJK 0293 - Overview of Law Enforcement**

**2.13 tech. cr.**

This course is designed to provide students with an understanding of the values and ethics required for criminal justice officers, understand the consequences of sexual harassment, describe the criminal justice system, describe the structure of criminal justice agencies, understand the Fourth Amendment related to search and seizure, know what constitutes a lawful arrest, understand the Fifth and Sixth Amendments related to the interrogation of suspects, determine when a crime has been committed and the elements necessary to make an arrest for that crime, understand the legal rules and concepts of evidence, be able to articulate the legal justification for the use of force, understand an officer's duties and options in civil (noncriminal) incidents, and be familiar with the legal considerations. 64 lecture hours. Prerequisite(s): Must have completed a Florida Corrections Academy.

- **CJK 0294 - Correctional Crossover to Law Enforcement Patrol 2**

**.67 tech. cr.**

This course is one of the 15 required courses in the Criminal Justice Standards and Training Commission approved Correctional Officer Crossover Training to Florida CMS Law Enforcement Basic Recruit Training program, version 2012.07, 489 hours, program #1191, which has been created to provide training for certified correctional officers for employment or appointment by criminal justice agencies as full-time or part-time law enforcement officers. 20 hours.

- **CJK 0295 - Correctional Crossover to Law Enforcement Officer Wellness**

**1.17 tech. cr.**

This course is one of the 15 required courses in the Criminal Justice Standards and Training Commission approved Correctional Officer Crossover Training to Florida CMS Law Enforcement Basic Recruit Training program, version 2012.07, 489 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 35 hours.

- **CJK 0296 - Reporting Procedures**

**1.07 tech. cr.**

The course will prepare students to be able to take thorough, factual and complete field notes. Students will be able to thoroughly prepare for an interview and will be able to properly conduct an interview, document information from an interviewee and obtain statements. Students will also be able to properly assemble, organize and review collected information prior to writing a law enforcement incident report and will be able to apply appropriate parts of speech and grammar mechanics when writing effective law enforcement incident reports and probable cause affidavits. The course also prepares students to be able to identify and apply proper elements and principles of report writing when writing effective law enforcement incident reports and will be able to effectively evaluate law enforcement incident reports for factuality, clarity, correctness and completeness. 32 lecture hours. Prerequisite(s): Must have completed a Florida Corrections Academy.

- **CJK 0297 - Interactions in Crisis Situations**

**.33 tech. cr.**

This course prepares students to be able to respond to a crisis situation using officer safety techniques, identify the types of crises and contributing factors and determine

the appropriate crisis management intervention for resolving the crisis. 10 lecture hours. Prerequisite(s): Must have completed a Florida Corrections Academy.

- **CJK 0300 - Introduction to Corrections**

**1.07 tech. cr.**

This course is one of the 12 required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Correctional Basic Recruit Training program, version 2012.07, 420 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 32 hours.

- **CJK 0305 - Communications**

**1.33 tech. cr.**

This course is one of the 12 required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Correctional Basic Recruit Training program, version 2012.07, 420 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 40 hours.

- **CJK 0310 - Officer Safety**

- **.53 tech. cr.**

- This course is one of the 12 required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Correctional Basic Recruit Training program, version 2012.07, 420 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 16 hours.

- **CJK 0315 - Facility and Equipment**

- **.27 tech. cr.**

- This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Corrections Basic Recruit Training program, Version 2012.07, 420 hours, Program #1190 which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers.

- **CJK 0320 - Intake and Release**

- **.60 tech. cr.**

- This course is one of the 12 required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Correctional Basic Recruit Training program, version 2012.07, 420 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 18 hours.

- **CJK 0325 - Supervising in a Correctional Facility**

- **1.33 tech. cr.**

- This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Corrections Basic Recruit Training program, Version 2012.07, 420 hours, Program Version 2012.07, 420 hours, Program #1190 which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers.

- **CJK 0330 - Supervising Special Populations**

- **.67 tech. cr.**

- This course is one of the 12 required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Correctional Basic Recruit Training program, version 2012.07, 420 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 20 hours.

- **CJK 0335 - Responding to Incidents and Emergencies**

**.53 tech. cr.**

This course is one of the 12 required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Correctional Basic Recruit Training program, version 2012.07, 420 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 16 hours.

- **CJK 0340 - Officer Wellness and Physical Abilities**

**1.00 tech. cr.**

This course is one of the 12 required courses in the Criminal Justice Standards and Training Commission approved Florida CMS Correctional Basic Recruit Training program, version 2012.07, 420 hours, program #1190, which has been created to train applicants for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. 30 hours.

- **CJK 0350 - Law Enforcement Crossover to Correctional Introduction and Legal**

**.73 tech. cr.**

This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Basic Recruit Training program, Version 2012.07, 156 hours, Program #1192 which has been created to train certified law enforcement officers or applicants who have successfully completed Basic Recruit Training for Law Enforcement Officers and passed the State Officer Certification Examination for employment or appointment by criminal justice agencies as full-time or part-time correctional officers.

- **CJK 0351 - Law Enforcement Crossover to Correctional Procedures**

**.47 tech. cr.**

This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Corrections Basic Recruit Training program, Version 2012.07, 156 hours, Program #1192 which has been created to train certified law enforcement officers or applicants who have successfully completed Basic Recruit Training for Law Enforcement Officers and passed the State Officer Certification Examination for employment or appointment by criminal justice agencies as full-time or part-time correctional officers.

- **CJK 0352 - Law Enforcement Crossover to Correctional Officer Safety**

**.47 tech. cr.**

This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Basic Recruit Training program, Version 2012.07, 156 hours, Program #1192 which has been created to train certified law enforcement officers or applicants who have successfully completed Basic Recruit Training for Law Enforcement Officers and passed the State Officer Certification Examination for employment or appointment by criminal justice agencies as full-time or part-time correctional officers.

- **CJK 0353 - Law Enforcement Crossover to Correctional Supervising Special Populations**

- **.47 tech. cr.**

- This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Basic Recruit Training program, Version 2012.07, 156 hours, Program #1192 which has been created to train certified Law Enforcement Officers or applicants who have successfully completed Basic Recruit Training for Law Enforcement Officers and passed the State Officer Certification Examination for employment or appoint by criminal justice agencies as full-time or part-time correctional officers.

- **CJK 0354 - Law Enforcement Crossover to Correctional Officer Wellness**

- **.40 tech. cr.**

- This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Basic Recruit Training program, Version 2012.07, 156 hours, Program #1192 which has been created to train certified Law Enforcement Officers or applicants who have successfully completed Basic Recruit Training for Law Enforcement Officers and passed the State Officer Certification Examination for employment or appointment by criminal justice agencies as full-time or part-time correctional officers.

- The goal of this course is to prepare recruits physically to perform the duties of a correctional officer. Students are required to participate in the total number of wellness hours associated with this crossover training program.

- **CJK 0392 - Crossover Handgun Transition Course**

- **.80 tech. cr.**

- This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Basic Recruit Training program, Version 2012.07, 156 hours, Program #1192 which has been created to train certified Law Enforcement Officers or applicants who have successfully completed Basic Recruit Training for Law Enforcement Officers and passed the State Officer Certification Examination for employment or appointment by criminal justice agencies as full-time or part-time correctional officers.

- This course provides training and transitions a student from the use of a semiautomatic handgun to a revolver, or vice versa. Students must demonstrate proficiency for both handgun daytime and handgun nighttime using the course of fire specified in this course.

- **CJK 0393 - Crossover Program Updates**

- **.27 tech. cr.**

- This course is one of the twelve required courses in the Criminal Justice Standards and Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Basic Recruit Training program, Version 2012.07, 156 hours, Program #1192 which has been created to train certified Law Enforcement

Officers or applicants who have successfully completed Basic Recruit Training for Law Enforcement Officers and passed the State Officer Certification Examination for employment or appointment by criminal justice agencies as full-time or part-time correctional officers. This course is designed for instructors to deliver expanded or updated instruction on curriculum topics contained in this crossover program.

- **CJK 0422 - Dart-Firing Stun Gun**

**0.27 tech. cr.**

This course will introduce law enforcement students to the basics of both the stun gun and the dart-firing stun gun and will provide some fundamental knowledge on this emerging tool in criminal justice. Lab fee required. 8 hours of instruction.

### **Criminology and Criminal Justice**

- **CCJ 1000 - Crime and Delinquency**

**3 cr.**

This course provides a general overview of the causes of juvenile delinquency and the theories for prevention and treatment. 45 class hours.

- **CCJ 2010 - Criminology**

**3 cr.**

This course provides a general orientation of the major theories of crime and criminal behavior including violent crime and organized crime. Other topics include crime statistics and the public's perception of crime. 45 class hours.

- **CCJ 2940 - Field Studies**

**3 cr.**

This course will provide an opportunity for students to observe the criminal justice system in operation. Students' placements are within agencies whose activities comprise the professional construction of criminal justice. Assignments and number of hours in each agency will be agreed upon by students, the agencies, and the instructors/coordinators. Students will be expected to keep a daily log of activities. 45 class hours.

### **Dental Assisting (Technical Credit)**

- **DEA 0137 - Oral, Head and Neck Anatomy**

**1.5 tech. cr.**

Study of the gross anatomy, structure and morphology of the head and soft tissues of the oral cavity. Includes the microscopic anatomy of the teeth and supporting structures. Primary and permanent dentition, nomenclature and tooth morphology are included. 45 class hours. Prerequisite(s): DEA 0741 Co-requisite(s): DEA 0751, DEA 0751L and DEA 0137L

- **DEA 0137L - Oral, Head and Neck Anatomy for Dental Assistants Laboratory**

**1 tech. cr.**

Primary and permanent dentition, nomenclature and tooth morphology will be taught using anatomical models and teeth. Student achievement in this course is graded as "Pass/Fail." 30 laboratory hours. Prerequisite(s): DEA 0741. Co-requisite(s): DEA 0751, DEA 0751L and DEA 0137.

- **DEA 0740 - Introduction to Dental Assisting**

**1 tech. cr.**

This course is designed to introduce the role and function of the dental assistant as a member of the health care delivery team. Topics include the history and development of dentistry; legal and ethical responsibilities; communication and interpersonal relationships; and concepts of wellness and disease. Basic concepts of infection control are also included. 30 class hours. Prerequisite(s): Admission to the Dental Assisting program. Co-requisite(s): DEA 0743 and HSC 0003.

- **DEA 0741 - Anatomy and Physiology for Dental Assistants**

**1.5 tech. cr.**

This course introduces dental assisting students to basic concepts of human anatomy and physiology, including structures of the oral cavity. 45 class hours. Prerequisite(s): Admission to the Dental Assisting program. Co-requisite(s): DEA 0740.

- **DEA 0743 - Preventive Dentistry for Dental Assistants**

**1.5 tech. cr.**

This course is designed to introduce dental assisting students to the theories and mechanisms of preventative dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included. 45 class hours. Prerequisite(s): Admission to the Dental Assisting program. Co-requisite(s): DEA 0740, DEA 0741, DEA 0758 and DEA 0758L.

- **DEA 0744 - Dental Materials for Dental Assistants**

**1 tech. cr.**

This course provides knowledge of composition, properties, reactions, clinical significance and application of materials commonly used in dentistry. 30 class hours. Prerequisite(s): DEA 0758 and DEA 0758L. Co-

requisite(s): DEA 0744L

- **DEA 0744L - Dental Materials for Dental Assistants Laboratory**

**1.5 tech. cr.**

This course provides practical knowledge of composition, properties, reactions, clinical significance and application of materials commonly used in dentistry. Hands on experience with equipment and materials will be provided in the campus laboratory. Student achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Prerequisite(s): DEA 0758, DEA 0758L and DEA 0740. Co-requisite(s): DEA 0744.

- **DEA 0746 - Management of Dental Office Emergencies**

**1 tech. cr.**

This course prepares dental assisting students to recognize and manage medical emergencies in the dental office. The basic pharmacology of drugs commonly used in dentistry will be included. 30 class hours. Prerequisite(s): Admission to Dental Assisting Program.

- **DEA 0747 - Dental Office Management for Dental Assistants**

**1 tech. cr.**

This course includes the elements of efficient office management, scheduling, personnel interactions, recall systems, insurance forms and procedures, resume and letter writing. The uses of computers in the dental office will also be covered. 30 class hours. Prerequisite(s): DEA 0746 and DEA 0751. Co-requisite(s): DEA 0753, DEA 0753L, DEA 0757, and DEA 0757L.

- **DEA 0751 - Clinical Procedures for Dental Assistants**

**2 tech. cr.**

This course provides a structured, supervised and effective introduction to chairside assisting skills. 60 class hours. Prerequisite(s): DEA 0758. Co-requisite(s): DEA 0755.

- **DEA 0751L - Clinical Procedures for Dental Assistants Laboratory**

**3 tech. cr.**

This course provides a structured, supervised and effective introduction to chairside assisting skills. Student achievement in this course is graded as "Pass/Fail." 90 laboratory hours. Prerequisite(s): DEA 0758 and DEA 0758L. Co-requisite(s): DEA 0751.

- **DEA 0753L - Clinical Externship for Dental Assisting**

**14.5 tech. cr.**

Provides the student with practical experience in community dental offices and clinics under the supervision of faculty and dentists. Experiences include chairside assisting, dental office reception, radiography, client instruction and campus seminars. Student achievement in this course is graded as "Pass/Fail." 435 clinical hours. Prerequisite(s): DEA 0751, DEA 0751L. Co-requisite(s): DEA 0747, DEA 0757 and DEA 0757L.

- **DEA 0755 - Dental Radiography for Dental Assistants**

**1 tech. cr.**

This course covers the fundamentals of X-ray production; components of the x-ray machine; radiation safety; film positioning; darkroom procedures and technical factors. 30 class hours. Prerequisite(s): DEA 0741.

- **DEA 0755L - Dental Radiography for Dental Assistants Laboratory**

**1.5 tech. cr.**

The laboratory component gives the student an opportunity to develop proficiency in exposing diagnostically acceptable X-rays. Student achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Prerequisite(s): DEA 0741, DEA 0758 and DEA 0758L. Co-requisite(s): DEA 0755.

- **DEA 0757 - Expanded Functions for Dental Assistants**

**.5 tech cr.**

The expanded function course is designed to provide the dental assisting student with the knowledge and skills needed to satisfy the requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. 15 class hours. Prerequisite(s): DEA 0744, DEA 0744L, DEA 0751 and DEA 0751L. Co-requisite(s): DEA 0747, DEA 0757L and DEA 0754L.

- **DEA 0757L - Expanded Functions for Dental Assistants Laboratory**

**1.5 tech. cr.**

The expanded functions laboratory course is designed to provide the dental assisting student with the knowledge and skills needed to satisfy the requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. This is a hands on experience. Student achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Prerequisite(s): DEA 0744, DEA 0744L, DEA 0751 and DEA 0751L. Co-requisite(s): DEA 0747, DEA 0757 and DEA 0753L.

- **DEA 0758 - Preclinical Procedures for Dental Assistants**

**2 tech. cr.**

This course introduces dental assisting students to clinical skills and procedures. Topics include an introduction

to chairside assisting; patient assessment and data recording; safety and security procedures; and instruments and equipment used in the dental office. Principles of infection control and sterilization are included. 60 class hours. Prerequisite(s): Admission to Dental Assisting program.

- **DEA 0758L - Preclinical Procedures for Dental Assistants Laboratory**

**1 tech. cr.**

This course introduces the practical application of clinical skills and procedures. Principles and application of infection control and sterilization are included. Lab fees and professional liability insurance required. Student achievement in this course is graded as "Pass/Fail". 30 laboratory hours. Prerequisite(s): Admission to the Dental Assisting program. Co-requisite(s): DEA 0758.

## **Dental Hygiene**

- **DEH 1002 - Dental Hygiene I**

**4.5 cr.**

This is a pre-clinical course designed to provide the foundation for the clinical practice of dental hygiene. The role of the dental hygienist, professional relationships and communication skills are emphasized. Students are provided with the concept of principles of asepsis, sterilization techniques, obtaining medical/dental histories, medical and dental emergencies, the pathology of plaque and stain, effective plaque control programs, comprehensive dental charting, periodontal screening record and comprehensive periodontal charting. 67.5 class hours. Prerequisite(s): Admission to the Dental Hygiene Program. Co-requisite(s): DEH 1002L, DES 1020, DES 1020L and DES 1200.

- **DEH 1002L - Dental Hygiene I Clinical**

**2 cr.**

Instruction and supervised practice of instrumentation skills, oral examination and other clinical procedures performed on student partners and manikins will be emphasized. Students' achievement in this course is graded as "Pass/Fail." Purchase of a clinic instrument kit is required. 90 campus laboratory hours. Additional laboratory hours may be required. Prerequisite(s): Admission to the Dental Hygiene program. Co-requisite(s): DEH 1002.

- **DEH 1800 - Dental Hygiene II**

**3 cr.**

This course is a continuation of DEH 1002. Topics include plaque control, polishing techniques, treatment planning, patient scheduling, desensitization of root surfaces, nutritional counseling, and anxiety and pain control measures for the dental patient. Continuation of medical emergencies management and procedures is also incorporated in discussions. 45 class hours. Prerequisite(s): DEH 1002 and DEH 1002L. Co-requisite(s): DEH 1800L, DEH 2400 and DEH 2602.

- **DEH 1800L - Dental Hygiene II Clinical**

**2.5 cr.**

In this second clinical course, students begin patient care in the dental clinic. Emphasis is placed on patient assessment, instrumentation, dental radiography, polishing clinical crowns, fluoride application, root desensitization, anxiety and pain control and medical emergency management. Student achievement in this course is graded as "Pass/Fail." 112.5 clinical hours. Additional campus/laboratory hours may be required. Prerequisite(s): DEH 1002 and DEH 1002L. Co-requisite(s): DEH 1800.

- **DEH 2005 - Dental Hygiene III**

**2 cr.**

This course expands concepts from previous dental hygiene courses in the development, assessment and evaluation of patient care. Emphasis will be placed on the identification, care and management of patients with special needs; ultrasonic instrumentation, gingival curettage, root planing and advanced instrumentation will be addressed. Continuation of medical emergency management and procedures is also incorporated in discussions. 30 class hours. Prerequisite(s): DEH 2802L and DES 1100. Co-requisite(s): DEH 2804L, DEH 2702 and DEH 2300.

- **DEH 2300 - Pharmacology**

**2 cr.**

This course introduces the use of drugs and anesthesia in dentistry. Drugs' classes, actions, interactions and adverse effects are discussed. The use of topical and local anesthesia is addressed. A unit on medical mathematics is also included. Age-specific pharmacological needs are discussed. Special emphasis is placed on the applications of pharmacology to dental hygiene practice. Legal aspects are addressed also. 30 class hours. Prerequisite(s): DES 1100 and DEH 2802L. Co-requisite(s): DEH 2005 and DEH 2804L.

- **DEH 2400 - General and Oral Pathology**

**3 cr.**

This course presents the principles of general pathology in relationship to the diseases of the teeth, soft tissues and supporting structures of the oral cavity. Particular emphasis is given to the pathological condition of the mouth, teeth and their supporting structures, and the relationship to systemic disturbances. 45 class hours. Prerequisite(s): DEH 1002, DES 1020 and DES 1200. Co-requisite(s): DEH 1800 and DEH 2602.

- **DEH 2602 - Periodontics**

**2 cr.**

The primary goal of this course is the acquisition of knowledge of the biologic basis for periodontal therapy. Content will include etiology, classification, diagnosis, treatment and maintenance of the periodontal patient. Content related to implantology is also included. 30 class hours. Prerequisite(s): DEH 1002, DES 1020 and DES 1200. Co-requisite(s): DEH 1800 and DEH 2400.

- **DEH 2605 - Advanced Principles of Dental Hygiene Seminar**

**1 cr.**

Application of theory to selected case studies with an emphasis on diagnosis and treatment of periodontal disease. Review of the relationship between systemic diseases and periodontal diseases and its impact on treatment. 15 class hours. Prerequisite(s): DEH 2005 and DEH 2804L. Co-requisite(s): DEH 2806L.

- **DEH 2702 - Community Dental Health**

**2 cr.**

This course is designed to provide knowledge of attitudes, skills and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be responsible for assessing, planning, implementing and evaluating procedures in community oral health programs. Students will develop an understanding of the relationship between the community's overall health and resources and its effect on dental health. 30 class hours. Prerequisite(s): DEH 2802L and DES 1100. Co-requisite(s): DEH 2804L and DEH 2300.

- **DEH 2702L - Community Dental Health Clinical**

**1 cr.**

This clinical provides students with the opportunity to apply the principles of public and community dental health. Program implementation and evaluation will be included. 45 clinical hours. Prerequisite(s): DEH 2702. Co-requisite(s): DEH 2605 and DEH 2806L.

- **DEH 2802L - Dental Hygiene III Clinical**

**2.5 cr.**

This course will provide ongoing clinical experience in total patient care. In addition to those in previous clinical courses, the following techniques will be introduced and incorporated into clinical practice: local anesthetics, recognition and treatment of acute gingival conditions and techniques in dietary counseling for the prevention of oral diseases. Proficiency in skills already acquired will be emphasized. Student achievement in this course is graded as "Pass/Fail." 112.5 clinical hours. Additional campus/laboratory hours may be required. Prerequisite(s): DEH 1800 and DEH 1800L. Co-requisite(s): DES 1100.

- **DEH 2804L - Dental Hygiene IV Clinical**

**5.5 cr.**

This course provides an ongoing and expanded clinical experience including proficiency in oral prophylaxis, radiographic techniques, expanded functions, root planing, dietary analysis and pharmacologic agents. The care of patients with special dental needs is addressed. Student achievement in this course is graded according to the

scale outlined in the grading section of the syllabus. 247.5 clinical and laboratory hours. Additional campus/laboratory hours may be required. Prerequisite(s): DEH 2802L and DES 1100. Co-requisite(s): DEH 2005, DEH 2702 and DEH 2300.

- **DEH 2806L - Dental Hygiene V Clinical**

**5.5 cr.**

This course will enable students to incorporate all the techniques and treatment modalities previously learned. Emphasis will be placed on quality improvement, speed and professional decision making in rendering dental hygiene services. Dental office management skills are applied in the clinical setting. 247.5 clinical and laboratory hours. Prerequisite(s): DEH 2804L.

- **DEH 2810 - Dental Hygiene IV**

**2 cr.**

This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state and dental practice acts, and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. Emphasis will be placed on the students' ethical and legal roles as a dental hygienist and on the business aspects of the profession. 30 class hours. Prerequisite(s): DEH 2005, DEH 2804L, DEH 2300 and DEH 2702. Co-requisite(s): DEH 2806L, DEH 2605, and DEH 2702L.

- **DES 1020 - Oral Head and Neck Anatomy, Histology and Embryology**

**4 cr.**

This course is the study of gross anatomy, structure and morphology of the hard and soft tissues of the oral cavity and includes the study of 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. 60 class hours. Prerequisite(s): Admission to the Dental Hygiene Program. Co-requisite(s): DES 1020L, DEH 1002 and DEH 1002L.

- **DES 1020L - Oral, Head, and Neck Anatomy Laboratory**

**.5 cr.**

This course uses a variety of learning methods in the study of tooth morphology, structure and function, and tooth numbering systems. The student will also be able to begin to apply knowledge of anatomy to clinical dental hygiene through the use of tooth models and drawings. Student achievement in this course is graded as "Pass/Fail." 22.5 laboratory hours. Prerequisite(s): Admission to the Dental Hygiene Program. Co-requisite(s): DES 1020, DEH 1002 and DEH 1002L.

- **DES 1100 - Dental Materials**

**1.5 cr.**

This course provides theoretical knowledge of the composition, preparation and application of materials commonly used in dentistry. Students will gain the knowledge and theory necessary to perform expanded duties. 22.5 class hours. Prerequisite(s): DEH 1800. Co-requisite(s): DES 1100L.

- **DES 1100L - Dental Materials Lab**

**.5 cr.**

Laboratory hands-on experience including, but not limited to, all requirements to meet the state of Florida's Expanded Function Certificate. This lab experience is completed with equipment and materials in the onsite dental laboratory. Student achievement in this course is graded as "Pass/Fail". 22.5 laboratory hours. Co-requisite(s): DES 1100.

- **DES 1200 - Dental Radiography**

**2 cr.**

This course covers the fundamental principles of dental radiography. The history, principles and radiation physics, radiation biology, radiation safety, radiographic quality assurance and imaging theory are explained. Alternative imaging modalities and receptors (electronic/digital imaging) are included. The use of film, various types of radiographic equipment, techniques and interpretation of diagnostically acceptable radiographs are explained. 30 class hours. Prerequisite(s): Admission to the Dental Hygiene program. Co-requisite(s): DES 1200L.

- **DES 1200L - Dental Radiography Lab**

**1 cr.**

In this laboratory course, emphasis is placed on proficiency in exposing diagnostically acceptable radiographs. Laboratory sessions provide experience in the use of various types of X-ray machines, various exposure projections and techniques, processing, equipment maintenance and operation, mounting and critiquing dental radiographs. Students' achievement in this course is graded as "Pass/Fail." 45 laboratory hours. Prerequisite(s): Admission to the Dental Hygiene program. Co-requisite(s): DES 1200.

- **DES 1601 - Medical Emergencies for the Dental Professional**

**1 cr.**

This course is designed to provide students with an understanding of basic medical emergencies they may encounter in a dental office environment. Emphasis will be placed on recognition, treatment and prevention techniques. 15 class hours. Prerequisite(s): Admission to the Dental Hygiene program. Co-requisite(s): DEH 1002.



# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Course Descriptions

[Contract All Courses](#) |

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### Dental Hygiene

- **DES 2051 - Local Anesthesia for the Dental Hygienist**

**2 cr.**

This course provides the study of anxiety and pain management techniques used in dental practice settings involving current concepts in the administration of topical and local anesthesia. This course is designed for dental hygiene students currently enrolled in our limited access Dental Hygiene program. Topics covered in this course include: theory of pain control, pain control modalities, neurophysiology, pharmacology, techniques of administration, infection control, and medical emergencies involving local anesthesia. 30 class hours.

Prerequisite(s): DEH 1002 and DEH 1002L, DEH 1800 and DEH 1800L, DES 1601. Co-requisite(s): DES 2051L.

- **DES 2051L - Local Anesthesia for the Dental Hygienist Lab**

**1 cr.**

In this laboratory course, emphasis is placed on the administration of local anesthetics proficiently and safely. Laboratory sessions provide experience in the use of topical anesthetic, techniques of maxillary and mandibular local anesthesia, anesthetic complications, medical emergencies and patient evaluation. The course is designed for dental hygiene students that are currently enrolled in the Dental Hygiene program at PHSC and will prepare them to meet the requirements to become certified in the administration of local anesthetics in the State of Florida. Students' achievement in this course is graded as "Pass/Fail." 30 laboratory hours. Prerequisite(s): DEH 1002 and DEH 1002L, DEH 1800 and DEH 1800L, and DES 1601. Co-requisite(s): DES 2051.

### Developmental Psychology

- **DEP 2002 - Child Psychology**

**3 cr.**

This course is a study of the evolving child from birth to adolescence. Included in the course are selections on genetics, environment, learning, motivation, and a description of the several stages of childhood including prenatal, infancy, preschool, and the elementary school. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

- **DEP 2004 - Lifespan Development**

**3 cr.**

This course is designed to acquaint students with the theories and perspectives of the human organism's growth from birth to death. The biological, cognitive, language, social, emotional, and personality foundation and development for all age spans will also be studied. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

- **DEP 2302 - Adolescent Psychology**

**3 cr.**

This course is a study of the child from the onset of puberty to adulthood. Emphasis is placed on the unique problems encountered during these years pertaining to the physical, emotional, social, familial, and educational growth of the adolescent. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

- **DEP 2402 - Psychology of Adulthood and Aging**

**3 cr.**

This course focuses on the biopsychosocial changes encountered by people as they grow older—from the end of adolescence to the end of life. Students will study research techniques, biological and psychological theories, genetic determinants, cognitive processes, personality, social forces, psychopathology, and death. The course will emphasize the role of research on critical issues of later-life change. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

### **Domestic Security**

- **DSC 4214 - Emergency Planning and Response**

**3 cr.**

This course examines the response protocol, logistics, responsibilities, interagency support and concepts of front end planning involved in preparation for catastrophic events. Students will be introduced to the development of an emergency response plan that will include concepts such as lookout, awareness, communications, escape, safety (laces), training and various agency relationships. 45 class hours. Prerequisite(s): PAD 3820 or equivalent.

### **Earth Science**

- **ESC 1000 - Introduction to Earth Science**

**3 cr.**

A non-laboratory course designed for non-science majors. This course introduces the basic concepts of geology, oceanography, meteorology and astronomy. Current theories from these fields are presented in order to increase

awareness of the physical environment. College level reading, writing and math skills are required. 45 class hours.

## **Economics**

- **ECO 2013 - Principles of Macroeconomics**

**3 cr.**

An introductory course in macroeconomic principles and analysis. Areas covered include: aggregate supply and aggregate demand, national income accounting, unemployment, inflation, recession, economic growth and full employment output and income. The course also covers money and banking, monetary policy, fiscal policy, consumption and business fluctuations. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 0021 or ENC 0022 or ENC 0025 and REA 0011 or REA 0017 or REA 0019, and MAT 0022 or MAT 0028 (completed with a grade of "C" or higher or "P" for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **ECO 2023 - Principles of Microeconomics**

**3 cr.**

This course deals with supply and demand, markets and prices, market structures, business organization and production, distribution of income among the factors of production, international trade, economic systems and consumer theory. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 0021 or ENC 0022 or ENC 0025 and REA 0011 or REA 0017 or REA 0019, and MAT 0022 or MAT 0028 (completed with a grade of "C" or higher or "P" for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Education: Early Childhood**

- **EEC 1003 - Introduction to Early Childhood Education**

**3 cr.**

This course is designed to provide an overview of the important elements of education and care for young children from birth through age eight. This course includes the history, types and guidelines for early childhood educational programs. Observational techniques, child growth and development, guidance and curriculum design germane to early childhood are introduced. Students will be exposed to current issues and trends in the early childhood education profession. 45 class hours.

- **EEC 1224 - Emergent Literacy Through the Use of Children's Literature**

**3 cr.**

This course focuses on the early childhood teacher's role in promoting emergent literacy in infants, toddlers, and preschoolers. Essential building blocks that contribute to later success in school can be mastered by children in a preschool setting that provides a literacy-rich environment. Early reading achievement and success in learning to read are influenced by the quality of children's early experiences with print and language. Further emphasis is placed on picture books and other literary materials suitable for infants and young children. 45 class hours.

- **EEC 1407 - Facilitating Social Development**

**3 cr.**

This course focuses on the social development and behavior of the young child. A child-centered philosophy utilizing positive guidance skills is presented with opportunities for practice and implementation. Further emphasis is placed on types of communication, limit setting, and classroom management, along with an investigation of play, self-esteem, stress and prosocial skills among other topics. 45 class hours.

- **EEC 1601 - Observation and Assessment of Children**

**3 cr.**

This course covers techniques for observing and recording the behavior of young children. Students study the interpretation of authentic assessments as applied to educating the young child from a developmental perspective. Emphasis is on the use of various types of informal measurements along with the appropriate use of standardized assessments. Issues of professionalism including confidentiality, anti-bias, and ethical behaviors are addressed. 45 class hours.

- **EEC 2001 - Child Growth and Development**

**3 cr.**

This course will introduce students to the theoretical foundations of child growth and development and the practical application of theory to child development education practice. Students will receive an overview of the key concepts and theories underlying the factors of child development. Physical, cognitive, psychosocial and emotional factors will be covered. 45 class hours.

- **EEC 2002 - Program Management**

**3 cr.**

This course emphasizes managing all available resources to ensure the effective operation of a child care early childhood education program. A systematic approach for planning, organizing, record keeping, and staff management is applied. It is designed to prepare students to effectively lead programs for young children. Students who also successfully complete this course will meet one of the educational requirements for the Foundational Level Child Care and Education Administration credential and one of the educational requirements for the Advanced Level Administration Credential as defined by the State of Florida. 45 class hours.

- **EEC 2200 - Preschool Curriculum I**

**3 cr.**

This course is designed to examine the principles and methods for developing a program for young children including curriculum design, and materials and equipment for learning activities. Emphasis is placed on identification, selection, and application of activities, trends, and key concepts in an integrated approach. 45 class hours. Prerequisite(s): EEC 2001 and EEC 1407.

- **EEC 2202 - Preschool Curriculum II**

**3 cr.**

This course is designed to explore the value and purpose of creative experiences in the development of young children's creative abilities using art, music, dance, play and drama. Children's acquisition of math and science concepts through discovery learning is examined. Emphasis is placed on presentation of activities through an integrated approach. 45 class hours. Prerequisite(s): EEC 2200.

- **EEC 2271 - Young Children with Special Needs**

**3 cr.**

This course introduces students to the special needs of young children, from birth through age five, within the context of their families, using observation techniques for identifying and making appropriate referrals. The content also includes possible causes for developmental delays, disabilities or established conditions; a historical overview of federal laws, biases and attitudes of children with disabilities; the importance of early identification and critical periods of development, as well as general information about specific disabling conditions such as sensory impairments, health problems, chronic illness, physical, cognitive, communication, behavioral, neurological disorders and learning disabilities. 45 class hours. Prerequisite(s): EEC 1003.

- **EEC 2401 - Parent/Community Relationships**

**3 cr.**

This course covers methods for meeting the needs of parents and children using child care facilities. Students survey the resources available in the community along with the procedures to link families in need with these services. Special emphasis is placed on nurturing the parent-child-teacher relationship and maximizing parent involvement in their children's life at school. 45 class hours.

- **EEC 2732 - Infants, Toddlers and Caregivers**

**3 cr.**

This course is designed to provide essential healthcare information that professionals use in caring for infants and toddlers. It also includes information to help caregivers select and use curriculum appropriately in an individualized manner for each child in their care. Students learn to give special attention to the sequence of development of children while recognizing differences in their rates of development. A holistic emphasis of this course focuses on curriculum which provides for the physical, emotional, social, cognitive and language development of infants and toddlers. 45 class hours. Prerequisite(s): EEC 1000 and EEC 1601.

- **EEC 2941 - Child Care Practicum**

**3 cr.**

This course consists of a 135 clock hour supervised laboratory practicum in an approved child care facility. The practicum will emphasize curriculum activities, case studies, child observation methods and the application of developmental theories to practice. The practicum site, supervision and goals must be approved by the child care center operations program manager. The final grade will be based upon completion of training objectives, observation(s), along with the supervisor's evaluation and final report. Prerequisite(s): Completion of 18 credits in EEC courses. 15 hours of planned instruction.

**Education: Foundations**

- **EDF 1005 - Introduction to the Teaching Profession**

**3 cr.**

This course is a survey course including historical, sociological, and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **EDF 2085 - Introduction to Diversity for Educators**

**3 cr.**

Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or Internet. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **EDG 1310 - Classroom Management**

**3 cr.**

The study of classroom management principles and applications, including individual behavior management and group dynamics techniques. 45 class hours.

## **Education: General**

- **EDH 1930 - Seminar in College Teaching and Learning**

**3 cr.**

This three-part (capstone) course combines the best elements of a distance learning environment with those of a seminar on college teaching. Discussion of the current literature on teaching and learning helps to prepare participants to design and implement both practical and reflective instructional activities. This course provides students the opportunity to discuss instructional practices with colleagues. The course will provide a means for students to receive peer and instructor feedback on a teaching demonstration. In addition, students will write a Philosophy of Teaching Statement and design a professional development plan. Participants in this course will earn either a Passing (P) grade or a Failing (F) grade.

- **EDH 2930 - Seminar in Community and State Colleges in Higher Education**

**3 cr.**

This course has been designed for current and prospective community college faculty and administrators. It is a study of the historical growth and advancement of the community college as an institution of higher learning in the United States from the Colonial era to the “virtual” era. It is an integrated overview of the history, mission, purposes, students, faculty, administration, laws, finance and budgeting, planning and management, technology, contemporary issues and Trustees Governing Boards that characterize the community college environment. Participants in this course will earn either a Passing (P) grade or a Failing (F) grade.

## **Education: Technology and Media**

- **EME 2040 - Introduction to Technology for Educators**

**3 cr.**

This course is an application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology will be covered. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher).

## **Educational Psychology**

- **EDP 2002 - Educational Psychology**

**3 cr.**

This course is designed to examine the branch of psychology that specializes in understanding teaching and learning in educational contexts. Students will be exposed to topics such as cognitive, social, physical development; socio-cultural teaching approaches; classroom management principles; motivation; standardized testing; and assessment. Students will also explore current and critical issues in educational psychology. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

**Electrical/Electronic: (Technical Credit)**

- **EEV 0317 - Data Communication Analyst**

**6 tech. cr.**

This course continues the study of network support services. The content includes Network security. After successful completion of this course, students will have met Occupational Completion Point G, Data Communications Analyst, SOC Code 15-1081. Lab fee required. 150 hours of instruction. Prerequisite(s): CTS 0022, CTS 0023, CTS 0024, CTS 0029, EEV 0504 and OTA 0040.

- **EEV 0504 - Computer Support Assistant**

**6 tech. cr.**

This course is designed to develop competencies needed for employment in network support positions. The content includes instruction in basic hardware configuration, hardware and software troubleshooting, operating systems, and computer networking. After successful completion of Networking 1, students will have met Occupational Completion Point B, Computer Support Assistant, SOC Code 15-1041. Lab fee required. 150 hours of instruction. Prerequisite(s): OTA 0040.

**Emergency Medical Services**

- **EMS 1119 - Emergency Medical Technology**

**4 cr.**

This course offers an introduction to the knowledge required in emergency medical care situations. Emergency procedures for life-threatening problems are taught in conjunction with the Department of Transportation/Emergency Medical Technician course guidelines. Comprehensive written examinations must be successfully completed at the end of the course. 60 class hours Prerequisite(s): HSC 2531. Co-requisite(s): EMS 1119L and EMS 1431.

- **EMS 1119L - Emergency Medical Technology Laboratory**

**2.5 cr.**

This course offers an introduction to the skills and attitudes required in emergency medical care situations. 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 skills examinations must be successfully completed at the end of the course. 112.5 lab hours. Prerequisite(s): HSC 2531. Co-requisite(s): EMS 1119 and EMS 1431.

- **EMS 1431 - Emergency Medical Technology Clinical**

**1.5 cr.**

This course provides clinical experiences in hospital emergency rooms and on Emergency Medical Services Rescue Units. Prior to participating in the clinical experiences, students must be Basic Life Support Certified (AHA), must meet the age requirements of local EMS agencies and must submit a health record as required by the program. Student performance in this course is graded as "Pass/Fail". 67.5 clinical hours. Prerequisite(s): HSC 2531. Co-requisite(s): EMS 1119 and EMS 1119L.

- **EMS 2620 - Paramedics I**

**9 cr.**

This course presents advanced theory and lab experience in the pharmacology, airway/breathing, circulation/cardiovascular and communicable disease modules prescribed by the 1998 National Standard Curriculum. The American Heart Association Advanced Cardiac Life Support (ACLS) is included and must be successfully completed within the structure of EMS 2620C and to the satisfaction of the EMS Program Medical Coordinator to continue in the Paramedic Program. Professional liability insurance required. 135 total hours. Prerequisite(s): Admission to the Paramedic Certificate Program and HSC 2531. Co-requisite(s): EMS 2620L and EMS 2621.

- **EMS 2620L - Paramedics I Laboratory**

**2.5 cr.**

This course utilizes the practical application of knowledge presented in EMS 2620. The American Heart Association Advanced Cardiac Life Support (ACLS) curriculum will be presented and must be successfully completed under the direction and supervision of the EMS Medical Director in order to continue in the program. 112.5 lab hours. Prerequisite(s): Admission to the Paramedic Certificate Program. Co-requisite(s): EMS 2620 and EMS 2621.

- **EMS 2621 - Paramedics Clinical I**

**2 cr.**

Supervised clinical experiences are provided in phlebotomy, intravenous therapy, respiratory therapy, dialysis, operating room, home health care, with the Medical Examiner's Office and the program's Medical Director. Students' achievement is graded as "Pass/Fail." This course includes computer competencies. Professional liability insurance fee required. 90 clinical hours. Prerequisite(s): Admission to Paramedic Certificate Program and HSC 2531. Co-requisite(s): EMS 2620 and EMS 2620L.

- **EMS 2622 - Paramedics II**

**7 cr.**

This course continues advanced theory and lab experience in the respiratory emergencies, gynecology/obstetrics, neonate/pediatrics, toxicology, endocrinology, gastrointestinal and genitourinary and geriatric modules prescribed by the 1998 National Standard Curriculum. Professional liability insurance required. 105 contact hours. Prerequisite(s): EMS 2620, EMS 2620L, EMS 2621 and successful completion of American Heart Association Advanced Cardiac Life Support. Co-requisite(s): EMS 2622L and EMS 2623.

- **EMS 2622L - Paramedics II Laboratory**

**2 cr.**

This course utilizes the practical application of knowledge presented in EMS 2622. 90 lab hours. Prerequisite(s): EMS 2620, EMS 2620L, EMS 2621 and successful completion of AHA ACLS Certification with PHSC's Medical Director. Co-requisite(s): EMS 2622 and EMS 2623.

- **EMS 2623 - Paramedics Clinical II**

**4.5 cr.**

Term I clinical assignments are repeated and broadened to include Advanced Life Support rescue units, hospital critical care units, labor and delivery, pediatrics and extrication. Students' achievement is graded as "Pass/Fail." This course includes computer competencies. Professional liability insurance required. 202.5 contact hours. Prerequisite(s): EMS 2621. Co-requisite(s): EMS 2622 and EMS 2622L.

- **EMS 2624 - Paramedics III**

**4 cr.**

This course is the third and final course in a series of advanced theory courses required by the Department of Transportation National Standard Curriculum. Topics include communication/documentation, medico-legal, behavioral, ambulance operations, rescue awareness, environmental hazards, MCI/incident command, roles, responsibilities and ethics. The final comprehensive written examination must be successfully completed at the end of this course. Computer competencies are included. 60 lecture hours. Prerequisite(s): EMS 2622, EMS 2622L and EMS 2623. Co-requisite(s): EMS 2624L and EMS 2625.

- **EMS 2624L - Paramedics III Laboratory**

**1.5 cr.**

This course enhances the practical application of knowledge presented in EMS 2624. The final comprehensive practical examination must be successfully completed at the end of this course. 67.5 lab hours. Prerequisite(s): EMS 2622, EMS 2622L and EMS 2623. Co-requisite(s): EMS 2624 and EMS 2625.

- **EMS 2625 - Paramedic Internship**

**6.5 cr.**

This course provides supervised practice on Advanced Life Support rescue units with a minimum of 30 ALS contacts. Paramedic preceptors, faculty and the Medical Director participate in the supervision of the student. This course includes computer competencies, including generating digital Patient Care Reports. Student performance in this course is graded as "Pass/Fail". Additional hours may be required to satisfy minimum ALS contacts. 292.5 clinical hours. Prerequisite(s): EMS 2622, EMS 2622L and EMS 2623. Co-requisite(s): EMS 2624 and EMS 2624L.

**Engineering Technology: Civil**

- **ETC 1250 - Properties of Materials**

**3 cr.**

This is an introductory course involving classification, physical properties, application, and use of materials used in the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products. 45 class hours.

**Engineering Technology: Drafting**

- **ETD 1100 - Technical Drawing**

**3 cr.**

This is designed as an introductory course to manual drafting. The student uses drawing instruments, orthographic and pictorial drawings, sketching, sections, dimensioning, and auxiliary views as applied to manufacturing, building construction, civil engineering, and electronics. Lab fee required. 45 lecture hours.

- **ETD 1530 - Architectural Drafting**

**3 cr.**

This course prepares students to both read and prepare construction drawings using computer aided drafting software. Students will work with plans, elevations, sections, and details as applied to wood, masonry, and concrete structures in accordance with building code requirements using AutoCAD and Chief Architect software. Lab fee required. 45 class hours. Prerequisite(s): BCN 1001, ETD 1100, and ETD 2320 or consent of instructor.

- **ETD 2110 - Engineering Drafting**

**3 cr.**

This course covers the fundamentals of engineering drafting. Students will gain experience in completing drawings typical in the fields of civil, mechanical, structural and electrical engineering using both mechanical drawing and CAD techniques. Students will be introduced to the basic design procedures required in the engineering professions. These procedures include drainage calculations (estimates of cut and fill); heating and cooling calculations (Florida energy code calculations); bending, shear and deflection of beams; bending and compression in columns; foundation design; electrical load calculations; pipe sizing; and plumbing riser

diagrams. Lab fee required. 45 class hours. Prerequisite(s): BCN 1001 and ETD 2320.

- **ETD 2218 - Introduction to Geometric Dimensioning & Tolerancing**

**3 cr.**

This is an introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ANSI/ASME Y 14.5M. Topics include symbols, datum referencing, form tolerancing, orientation and runout tolerancing, profile tolerancing, and positional tolerancing. 45 class hours.

Prerequisite(s): ETD 1100 and ETD 2320.

- **ETD 2238 - Mathematics for Drafting and CAD**

**3 cr.**

This course will provide students practice in, and reinforcement of, mathematical skills specific to the field of technical drafting. Topics will include a review of the concepts of whole numbers, fractions, decimal fractions, and percentages. Topics specific to technical drafting will include linear, area, angular, and volume measurements (ratios and proportions) and applicable algebraic and trigonometric equations (lines, shapes, and geometric construction). 45 class hours.

- **ETD 2320 - Computer Aided Drafting I**

**3 cr.**

This course is intended as an introductory course using AutoCAD software. Students should come to this course with a good understanding of drafting principles and practices. Lab fee required. 45 class hours. Prerequisite(s): ETD 1100 and CGS 1100.

- **ETD 2340 - Computer Aided Drafting II**

**3 cr.**

This course provides a study of the use of blocks, attributes, customizing of AutoCAD, the generation of 3-D drawings and models, as well as other selected advanced techniques. Lab fee required. 45 class hours.

Prerequisite(s): ETD 2320.

- **ETD 2381 - Computer Aided Drafting for Manufacturing**

**3 cr.**

This course provides a comprehensive survey of computer applications to manufacturing processes. Through a series of exercises, students will become familiar with the working and shaping of metals, wood, plastics, ceramics, and composites. Lab fee required. 45 class hours. Prerequisite(s): ETD 2320.

- **ETD 2941 - Internship in Drafting and Design**

**4 cr.**

The purpose of this course is to provide students with 120 hours of an internship experience that will enhance and reinforce the classroom and lab training received. Students may be placed in an architectural or manufacturing setting. 60 class hours. Prerequisite(s): CGS 1100, ETD 1100, ETD 1530, ETD 2320, ETD 2340 and ETD 2110.

### **Engineering Technology: Industrial**

- **ETI 1110 - Introduction to Quality Control**

**3 cr.**

This course provides an introduction to quality control and continuous improvement. Students will not only learn the principles and practices of quality control, but also the tools and techniques used in quality operations. Topics such as Statistical Process Control (SPC), benchmarking, fundamentals of statistics, acceptance sampling, control charts, and other quality issues and tools will be presented. 45 class hours. Prerequisite(s): STA 2023.

- **ETI 1411 - Introduction to Manufacturing**

**3 cr.**

This course is designed for students with little or no knowledge of manufacturing processes. This course will cover topics related to current manufacturing processes of metals, polymers, ceramics, and composites. Students will gain an understanding of the value added to material by changing its form and the methods used to achieve the form. 45 class hours.

- **ETI 1998 - Industrial Management Skills I**

**3 cr.**

Students who complete an industrial program at a technical center or community college of 900 clock hours to 1,450 clock hours may be issued credit for this course. The course is designed for students who have attained a skill level in their field and now are interested in learning management skills. Prerequisite(s): Technical Certificate in related field.

- **ETI 1999 - Industrial Management Skills II**

**27 cr.**

Students who complete an industrial program at a technical center or community college of 1,500 or more clock hours may be issued credit for this course. The course is designed for students who have attained a skill level in their field and now are interested in learning management skills. Prerequisite(s): Technical Certificate in a related field.

- **ETI 2622 - Concepts of Lean Six Sigma Manufacturing**

**3 cr.**

This course is an overview of Lean Six Sigma initiatives. Students will learn the value of using data to identify and eliminate process problems. Various projects will require students to redefine roles and procedures within a group in order to continuously generate the results wanted. This course is not a certification course, but a summary of the components of a Lean Six Sigma program. 45 class hours. Prerequisite(s): STA 2023.

## **English Composition**

- **ENC 0021 - Modularized Developmental Writing**

**4 cr.**

This 15-week developmental writing course is designed to increase a student's ability to write paragraphs and short essays. This course develops proficiency in specific, targeted writing skills and strategies primarily through a technology based, self-paced delivery model offering a personalized learning experience. A diagnostic exam given in the first week will be used to allow students to focus on only those skills for which they have not yet demonstrated mastery. Students must pass the class with a "C" or better and complete a comprehensive end of course exam. Four (4) compensatory credits will be earned. This course does not apply toward a degree. 60 class hours. Prerequisite(s): Appropriate placement test score.

- **ENC 0022 - Compressed Developmental Writing**

**4 cr.**

This compressed, 8-week developmental writing course is designed to increase a student's ability to write paragraphs and short essays. Instruction is delivered through a combination of technology and instructor delivered content which offers a learning experience that helps students move more quickly through their developmental writing skills. This compressed mode enables students to receive instructor support and classroom engagement in concert with adaptive learning technology that focuses on individual deficiencies in writing. Students must pass the class with a "C" or better and complete a comprehensive end of course exam. Four (4) compensatory credits will be earned. This course does not apply toward a degree. 60 class hours. Prerequisite(s): Appropriate placement test score.

- **ENC 0056 - Corequisite Writing**

**2 cr.**

This course is designed to help students develop more effective writing skills necessary to become successful in ENC 1101. Conducted in a lab setting, this course offers student small group and individualized instruction on coursework assigned in ENC 1101 to enhance written communication skills for academic and professional writing. Brief lessons in sentence structure, diction and mechanics will enhance the overall learning experience. Students must pass this supplemental class with a "Pass". Two (2) compensatory credits will be earned. This course does not apply toward a degree. 30 class hours. Prerequisite(s): Appropriate placement test score. Co-requisite(s): ENC 1101.

- **ENC 1101 - English Composition I**

**3 cr.**

This course is designed to develop effective written communication skills for academic and professional use. It includes practice in the selection, restriction, organization and development of topics and reinforces the student's facility with sentence structure, diction and mechanics. Students must show competency in utilizing research skills and documenting printed and electronic sources through composing a documented paper or a short research assignment. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. Students will be required to use a computer to compose essays in this class. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017, REA 0011, REA 0019, ENC 0025, REA 0021, REA 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **ENC 1102 - English Composition II**

**3 cr.**

Students will enhance their knowledge of the principles and practices of research and will demonstrate proficiency in following prescribed methods of library research and MLA documentation in the research paper. The student will also gain through literature an appreciation of the interrelatedness of culture and art. Through exposure to at least two of the four genres (novel, poetry, drama, short story), students will be able to articulate their critiques and analyses of the literature. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

- **ENC 1127 - Grammar and Composition**

**1 cr.**

This course offers students a review and practice in analyzing style, revising sentences and developing effective paragraphs and essays to write with force and clarity. This course focuses on stylistic analysis and provides students additional instruction and practice in style and grammar. 15 class hours.

- **ENC 1133 - Writing a Research Paper**

**1 cr.**

This course will increase proficiency in effective methods of library research and in writing the documented essay through exercises in conducting library research, documenting information using MLA and/or APA styles, outlining the research paper and writing and formatting research papers. 15 class hours.

- **ENC 2210 - Technical Writing**

**3 cr.**

This course prepares students to write effectively for careers in the technological community. Students will write memoranda, resumes, proposals, feasibility, and progress reports. The course is directly applicable to the student

in business administration, health, hospitality, law enforcement, and many other business and technical fields. Assignments are related to the individual interest of the student. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher).

## **English: General**

### **• ENG 2103 - World Cinema**

**3 cr.**

This course introduces students to films of renowned directors from around the world, such as Godard (France), Oshuma (Japan), Yimou (China), deSica (Italy), and Imamura (Japan). Some comparative studies will be made to American filmmakers, including Van Sant, Mamet, Scorsese, and Solondz. Emphasis will be on cultural diversity through moral, spiritual, philosophical, and intellectual themes. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher.)

### **• ENG 2670 - Conflict and Nonviolent Resolutions in Film**

**3 cr.**

This course examines the use of nonviolence to resolve conflict within and between nation states through film. The use of nonviolent conflict resolution is explored in diverse cultures and subcultures through the exploration of social and political ideologies, ethical issues, and moral and spiritual dilemmas. Foreign and domestic film will be studied for fictional and realistic scenarios, which offer nonviolent resolutions to war, civil and domestic conflicts, and terrorism. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher.)

## **English Literature**

### **• ENL 2012 - British Literature: The Middle Ages through the Late 17th Century**

**3 cr.**

This course consists of the critical study of selected works of British Literature from the Middle Ages through the late 17th century, including such authors as Chaucer, Malory, Spenser, Shakespeare, Donne, Johnson and Milton. The historical and cultural context of each work will be examined as essential to the understanding and appreciation of the work. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials and proper MLA documentation. This course satisfies the Gordon

Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher).

- **ENL 2022 - British Literature: The Late 17th Century through the Modern Era**

**3 cr.**

This course consists of the critical study of selected works of British literature from the late 17th century through the modern era, including such authors as Byron, Wordsworth, Austen, Dickens, Conrad, Lawrence, Larkin and Gordimer. The historical and cultural context of each work will be examined as essential to the understanding and appreciation of the work. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher.)

- **ENL 2330 - Introduction to Shakespeare**

**3 cr.**

This course provides an opportunity for guided reading, analysis, and discussion of Shakespeare’s plays and poems. Students read and view plays representative of Shakespeare’s mastery of a variety of dramatic genres as well as the plays’ dominant themes, motifs, and imagery. Students also learn the structure and other defining features of Shakespearean sonnets. The course includes instruction in Shakespeare’s life and development as an artist, the Elizabethan worldview, the Elizabethan theater, and Renaissance as well as modern criticism of Shakespeare’s work. The plays and poems of Shakespeare reflect the ethos of Elizabethan England but possess a universal relevance that transcends time and place. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher).

## **Entrepreneurship**

- **ENT 4004 - Entrepreneurship and Small Business Management**

**3 cr.**

This course provides an overview of the multiple elements associated with starting and operating a small business. There will be a wide range of fundamentals covered, including: identifying needs of the marketplace, researching and assessing market opportunities, identifying and analyzing risk, creating a value proposition, designing an introductory marketing platform, obtaining financing, cash flow strategies, operating a small business, growing a small business and relevant best practices. 45 class hours. Prerequisite(s): MAN 3353, FIN 3400 or equivalents.

## European History

- **EUH 1000 - Western Civilization I: 700 BC to 1200 CE**

**3 cr.**

This course is a survey of the major political, economic and social trends in the period dating from approximately 700 BCE to the 1200 CE. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **EUH 1001 - Western Civilization II: 1200 to 1763**

**3 cr.**

This course is a survey of the major political economic and social trends in the period dating from approximately 1200 to 1763. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **EUH 1002 - Western Civilization III: 1763 to Present**

**3 cr.**

This course is a survey of the major political, economic and social trends in the period dating from approximately 1763 to the present. This course satisfies the Gordon Rule Requirement. A grade of "C" or higher must be attained. 45 class hours Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## Experimental Psychology

- **EXP 1600 - Creative Thinking and Imagination**

**3 cr.**

Ideational sources of creativity; nature and utilization of imagination; theories and application of creative thought and problem solving. Emphasis is on the importance of imagination in all walks of life and work. "Brainstorming" and case method approaches are stressed. Methods of screening and implementing ideas are studied. The objectives of the course include instilling an awareness of the importance of creative effort and stimulating students' ability to utilize the creative approach to his/her life and work. 45 class hours.

- **BRC 2001 - Introduction to Financial Institutions**

**3 cr.**

This course is designed to provide an introduction to financial institutions and the services offered within those institutions. Topics will include principles related to the history, growth and structure of the financial industry, basic functions of financial institutions and non-bank operations such as insurance and pension fund operations. 45 class hours.

- **BRC 2062 - Introduction to Financial Markets and Money**

**3 cr.**

This course examines the characteristics of money, monetary policy and the Federal Reserve System. Students will further examine the time value of money, the saving and investment process, interest rates and securities markets. 45 class hours. Prerequisite(s): ECO 2013.

- **FIN 1100 - Personal Finance**

**3 cr.**

This course gives students an overview of the important areas of managing finances. Topics include: buying on credit, borrowing money, using bank services, and selecting insurance coverage for the home and auto. In addition, the pros and cons of home ownership versus renting will be discussed. Students will learn sources of investment information and the issues of investing in stocks and bonds. Income tax, Social Security, and Medicare will be reviewed. Retirement planning topics such as annuities, estate planning, wills and estates will also be covered. 45 class hours.

- **FIN 1122 - Fundamentals of Financial Planning**

**3 cr.**

This course is the study of the fundamental issues of personal financial planning. Course content is based on the learning objectives specified by the CFP (Certified Financial Planner) Board of Standards with an emphasis on the process of financial planning. 45 class hours.

- **FIN 2001 - Principles of Finance**

**3 cr.**

This course is an introduction to the fundamentals of corporate finance. It will cover corporate financial structures, monetary systems, financial instruments, financial statement analysis, interest and the time-value of money. 45 class hours. Prerequisite(s): ACG 2021.

- **FIN 2940 - Internship in Financial Services**

**3 cr.**

This course is a planned work-based experience that will provide the student with an opportunity to enhance workplace skills through a supervised practical experience related to their financial services career objective. The student will submit an application for the internship to the instructor prior to registering for the course. The instructor and the field supervisor will evaluate the student according to the course objectives and performance will be graded as "Pass/Fail." This course will include a minimum of 90 hours of field experience together with at least three conferences with the instructor. Prerequisite(s): FIN 1100, FIN 1122, completion of program core courses and recommendation of instructor.

- **FIN 3400 - Financial Management**

**3 cr.**

This is an introductory course in managerial finance in which the student should attain a clear, basic understanding of the fundamentals of finance and its association to the decision-making framework faced by financial managers. Topics include: financial statement analysis, financial planning and forecasting, time value of money, risk and rates of return, asset valuation, capital budgeting, capital structure, dividend policy and working capital management. 45 class hours. Prerequisite(s): ACG 2021 or FIN 1100 or equivalent.

- **REE 2200 - Real Estate Finance**

**3 cr.**

This course will cover various aspects of real estate finance. Specific topics include the residential mortgage lending process, the commercial mortgage lending process, interest rates, an in-depth study of the procedures required in the daily operations of mortgage loan servicing, property valuation, quality control techniques and ethics in mortgage lending. 45 class hours.

- **RMI 1003 - Principles of Insurance**

**3 cr.**

This course is an introduction to basic insurance concepts. An overview will be provided of the nature of risk, the institutions that provide insurance, government regulations and contracts that deal with the different types of insurance products.

45 class hours.

## **Fire Fighting and Protection**

- **FFP 1000 - Introduction to Fire Science**

**3 cr.**

This course will cover various aspects of fire science and related fields. The history and philosophy of fire science will be discussed along with the organization, purpose and functions of fire departments and other agencies involved in firefighting and fire prevention. This course will also survey professional fire protection career opportunities. This course is an elective for the Fire Fighter certification through the Florida State Fire College. 45 class hours.

- **FFP 1301 - Fire Service Hydraulics**

**3 cr.**

This course provides an overview of the theory of hydraulics as it applies to the fire service. The course curriculum covers relationships between flow and pressure and mathematical hydraulic formulas. The movement of water through fire department hoses, calculating friction loss and understanding the principals of how water works to extinguish fire are covered. Mathematical equations to calculate water quantity, weight and friction loss are also taught. This course provides a basis for operating fire service pumping apparatus. This course is one of the two required courses for certification as a fire service apparatus and pump operator in the state of Florida. 45 contact lecture hours.

- **FFP 1302 - Apparatus Practices**

**3 cr.**

This course is designed to prepare the student to operate fire department pumping apparatus. Driving, operating pumps and positioning the apparatus at fire scenes will be covered. Inspection, maintenance, operation and troubleshooting problems with modern fire apparatus will be discussed. This course is primarily comprised of practical application with limited classroom time. The focus is primarily on hands on pumping, operating and calculating complex fire stream set ups in a clinical setting to establish and perfect skills. This course is one of two courses required for certification as a fire service apparatus and pump operator in the state of Florida. Student, special and other user course fees TBD. 45 contact lecture hours. Prerequisite(s): FFP 1301. Permission of instructor required.

- **FFP 1505 - Fire Prevention Practices**

**3 cr.**

This course will cover the various aspects of prevention and inspection as they relate to fire science and the fire inspector. The purpose and scope of the fire inspector will be outlined and discussed along with the fire prevention bureau, inspecting agencies, fire hazards, inspection techniques, and special purpose inspections. 45 class hours.

- **FFP 1540 - Private Fire Protection Systems**

**3 cr.**

This course will explore the various privately-owned devices and equipment installed in buildings or on property to deal with the outbreak of fire before the arrival of the fire department. The course will outline and discuss sprinkler systems, standpipe systems, and special agent fixed extinguishing systems, along with fire detection and alarm systems. 45 class hours.

- **FFP 2111 - Fire Chemistry**

**3 cr.**

This course is under review for curriculum change. Details will be updated upon completion of the review.

- **FFP 2111 - Fire Chemistry**

**3 cr.**

This course is designed to show the different forms of matter and energy, common substances and how they relate to fires. The chemical formulas of flammable and combustible substances, their bondings and separations, as well as the different chemical reactions related to fire and oxidation are covered. Particular emphasis is placed on the specific substances used by arsonists to ignite and accelerate burnings. This course is also one of the required courses for Fire Investigator I and Fire Safety Inspector II certifications with the State of Florida Bureau of Fire Standards and Training. Course delivery is hybrid or traditional classroom. 45 class hours.

- **FFP 2120 - Building Construction**

**3 cr.**

This course will cover various types of building construction and renovation practices, along with their relationship to fire and firefighting. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. Emphasis will be placed on methods of evaluating the potential dangers to the firefighting forces as a result of the type of construction or methods of renovation. 45 class hours.

- **FFP 2510 - Codes and Standards**

**3 cr.**

This course studies and compares national, state and local building and fire codes, emphasizing local laws and ordinances pertaining to building construction and design. This course is an elective for the Fire Inspector I certification through the Florida State Fire College. 45 class hours.

- **FFP 2521 - Construction Documents and Plans Review**

**3 cr.**

This course covers the interpretation and application of Fire Protection Code requirements to construction plans, blueprints and the basic surveying mapping techniques of fire protection engineering. This course is an elective for the Fire Inspector I certification through the Florida State Fire College. 45 class hours.

- **FFP 2541 - Private Fire Protection Systems II**

**3 cr.**

This course provides a study of fire protection alarm and extinguishing systems including design characteristics, operational theory and functional limitations and capabilities. There will be a comparative analysis of the various systems including the standards governing systems. This course is required for the Fire Officer I (awarded prior to 11/17/2013) and Fire Inspector II certifications through the Florida State Fire College. 45 class hours.

- **FFP 2610 - Cause and Origin**

**3 cr.**

This course is under review for curriculum change. Details will be updated upon completion of the review.

- **FFP 2610 - Fire Investigation: Cause and Origin**

**3 cr.**

This course is designed to enhance the fire investigator's ability to detect and determine the origin and cause of a fire. Specific topics include fire behavior review, investigator ethics, construction ignition sources, reading fire patterns and scene reconstruction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires and cell phone devices will be covered. Special emphasis on fire scene documentation and extinguisher/alert systems will be stressed. This course is also one of the required courses for Fire Investigator I and Fire Safety Inspector II certifications with the State of Florida Bureau of Fire Standards and Training. Course delivery is traditional classroom. 45 class hours.

- **FFP 2706 - Public Information Officer**

This course prepares the student to serve effectively as an organizational spokesperson according to the current practices in the profession of public relations and includes numerous examples from the fire service. Particular emphasis will focus on case studies in crisis communications and the role of the public information officer in incident command. This course is an elective for the Fire Officer II certification (awarded prior to 11/17/2013) through the Florida State Fire College. 45 class hours.

- **FFP 2720 - Company Officer Leadership**

**3 cr.**

Designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics. 45 class hours.



# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Course Descriptions

[Contract All Courses](#) |

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### Fire Fighting and Protection

- **FFP 2740 - Fire Service Course Delivery**

**3 cr.**

This course will cover the modern methods and techniques of fire science instruction. Various methods of teaching will be discussed and demonstrated with emphasis on objective writing, lesson planning, evaluation techniques, use of instructional aids and oral communications. In addition, this course will identify different avenues available to the instructor in dealing with difficult students and students with learning disabilities. 45 class hours.

- **FFP 2741 - Fire Service Course Design**

**3 cr.**

This course covers the principles of effective curriculum design. It stresses the principles of adult learning and student-centered learning. Designing courses and units that address learning, performance, and behavioral objectives is the goal. Building on the principles learned in [FFP 2740 - Fire Service Course Delivery](#), adult learning methodology is used to develop curriculum that is tailored for an adult learning environment. Administration of training programs and evaluation of training are also covered in this course. This course is required by the State of Florida Bureau of Fire Standards and Training for certification as a fire officer II, fire instructor II and fire instructor III and meets the performance requirement of the National Fire Protection Association (NFPA) 1041 Standard for Fire Service Instructor Professional Qualifications, Chapter 5 and Chapter 6. 45 clock lecture hours. Prerequisite(s):

FFP 2740.

- **FFP 2770 - Ethical and Legal Issues**

**3 cr.**

This course involves a legal view of issues confronting fire service leaders and addresses ethical decision making and self-evaluation based on personal and organizational values. Federal, state and local laws and their impacts on the fire service will be discussed as well as processes for developing ethical standards for an organization. This course is part of the core group of courses that comprise the Associate of Science in Fire Science Technology degree. This course is available for online (distance) learning only. Distance learning fee required. 45 class hours.

- **FFP 2780 - Fire Department Administration**

**3 cr.**

This course is designed to prepare the entry-level administrative officer for the duties and expectations of the position as a company officer with administrative duties, a battalion officer or administrative chief. Fire department organization, budget preparation, managing resources and supervision and leadership are covered. The majority of information in this course is built around human resource management in the fire service setting. This course is part of the core group of courses that comprise the Associate in Science in Fire Science Technology degree. This course is available for online (distance) learning only. Distance learning fee required. 45 class hours.

- **FFP 2810 - Firefighting 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 officers may evaluate the effectiveness of their proposed plan of protection, thereby providing an atmosphere to handle and adapt to any required changes in the tactical approach. 45 class hours.

- **FFP 2811 - Firefighting Tactics II**

**3 cr.**

This course will cover advanced tactics and strategy to be used at a major or unusually difficult fire scene. The principles to be utilized on the fire ground for maximum manpower and equipment use will be studied, along with fire ground administration for all types of fire and emergency situations. Emphasis will be placed on developing skills required during crisis situations. 45 class hours. Prerequisite(s): FFP 2810.

### **Foreign Language**

- **ASL 1140 - Basic American Sign Language**

**4 cr.**

This is an introduction to American Sign Language (ASL) as used in the deaf community. There will be general discussion of ASL structure and an introduction to a variety of manual communication systems and philosophies. Emphasis will be on building a basic vocabulary of approximately 300 signs and the manual alphabet. 60 class hours.

- **ASL 1150 - Intermediate American Sign Language**

**4 cr.**

This course is a continuation of the basic course, expands the student's signing skills, and explores ASL idioms. 60 class hours. Prerequisite(s): ASL 1140.

- **ASL 1160 - Advanced American Sign Language**

**4 cr.**

This course is a continuation of Intermediate American Sign Language and is designed to develop signing skills to an advanced level. 60 class hours. Prerequisite(s): ASL 1150.

## **French Language**

- **FRE 1120 - Beginning French I**

**4 cr.**

The purpose of this course is to introduce students to the four skills (listening, speaking, reading, and writing) of the target language and to encourage students to appreciate the cultural contributions of the countries in which the language is spoken. 60 class hours.

- **FRE 1121 - Beginning French II**

**4 cr.**

The purpose of this course is to reinforce the basic skills previously acquired. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 60 class hours. Prerequisite(s): FRE 1120 or consent of instructor.

- **FRE 2220 - Intermediate French I**

**4 cr.**

This course will provide an advanced level of communication skills for students who have successfully completed FRE 1121 or its equivalent. Reading, writing, speaking, and listening skills on an advanced level will be stressed. 60 class hours. Prerequisite(s): FRE 1121, two years of high school French, or the equivalent.

- **FRE 2221 - Intermediate French II**

**4 cr.**

A further development of communication skills with continued emphasis on oral communication through speaking and listening exercises. Reading in contemporary French prose, including authors from Andre Gide to Alain Robbe-Grillet will be included. 60 class hours. Prerequisite(s): FRE 2220.

## General Business

- **GEB 1011 - Introduction to Business**

**3 cr.**

This is a survey course that covers the functional areas of business. Emphasis is placed on perspectives of business, management, marketing, finance, and quantitative tools. 45 class hours.

- **GEB 1136 - Introduction to E-Business**

**3 cr.**

This course is designed to introduce students to the multi-faceted aspects of electronic business operations. This course provides a framework for students to use in the analysis and formulation of electronic business solutions. Electronic business is an area that impacts many different disciplines of study, such as accounting, business law, information systems, marketing, and management. 45 class hours.

- **GEB 2350 - International Business**

**3 cr.**

This course explores the globalization of world business. Emphasis will be placed on gaining insight as to how business is conducted in different world markets and the form of competition as we progress to an international economy. Special care will be taken to give students the tools to analyze rapid change in the world business scene. The need to adapt to opportunities in business and to manage threats to plans and techniques will be covered. 45 class hours.

- **GEB 3213 - Advanced Business Communication**

**3 cr.**

This course will focus on the practical application of oral and written communication skills. Course content will include such topics as listening, interviewing, presentation skills, written communication, PowerPoint applications, nonverbal communication, business etiquette, career planning, resume writing, job-seeking activities, creation of business documents, business etiquette and conducting meetings. 45 class hours.

Prerequisite(s): ENC 1101 or equivalent.

- **GEB 4356 - International Business**

**3 cr.**

This course will provide a broad overview of management practices from an international perspective. This will include international management, strategic analysis and planning in a global setting, implementation and control of businesses and managing technology components to meet the challenges of globalization. Emphasis will be on addressing issues and opportunities that managers face when managing multinational multicultural organizations. 45 class hours. Prerequisite(s): MAN 3353 or equivalent.

- **GEB 4891 - Strategic Management and Decision Making**

**3 cr.**

This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision-making abilities. 45 class hours. Prerequisite(s): MAN 3353 or equivalent.

- **GEB 4930 - Selected Topics in Supervision and Management**

**3 cr.**

This course centers around supervision and management topics of current interest or of special interest to students or instructors. Topics of focus may vary from semester to semester. 45 class hours. Prerequisite(s): MAN 3353, GEB 3213 or equivalent.

### **Geography: Regional Areas**

- **GEA 2000 - World Regional Geography**

**3 cr.**

A regional study of the relationships between humans and their natural environment, with particular emphasis on the economic development of the countries of the world. Topics to be explored include population characteristics, natural resources, culture, and history as they relate to the economic state of the nations of the world today. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **GEA 2210 - Geography of North America**

**3 cr.**

A regional study of the physical and natural environment of North America, with particular emphasis on human activities from an ecological perspective. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

### **Geology**

- **GLY 2010 - Introduction to Geology**

**3 cr.**

This course is a survey course designed for the non-science student. It provides an introduction to the study of the physical, chemical and geological processes that produce earth materials and landforms. Topics include: Earth materials, their formation and distribution; landforms and the processes that create and alter them; fossils and time; and the theory of the plate tectonics. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **German and Germanic Language**

- **GER 1120 - Beginning German I**

**4 cr.**

This course will introduce beginning students in German to the four communication skills (listening, speaking, reading, and writing); emphasize the correct usage of grammar; develop skills using basic vocabulary; and sensitize students to the cultural contributions of the countries in which German is spoken. 60 class hours.

- **GER 1121 - Beginning German II**

**4 cr.**

This course will reinforce, expand, and review the basic German skills previously acquired; develop increased listening, speaking, reading, and writing skills; extend knowledge of grammar; and increase cultural awareness. Content will include more advanced language structures and idiomatic expressions, with a particular emphasis on vocabulary and conversational skills. 60 class hours. Prerequisite(s): GER 1120 or consent of instructor.

- **GER 2220 - Intermediate German I**

**4 cr.**

The content should include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 60 class hours. Prerequisite(s): GER 1121, two years of high school German, or the equivalent.

- **GER 2221 - Intermediate German II**

**4 cr.**

This course will reinforce, expand, and review the intermediate German skills previously acquired. The content should include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections should be varied. 60 class hours. Prerequisite(s): GER 2200.

## Gerontology

- **GEY 2000 - Introduction to Gerontology**

**3 cr.**

This course offers an overview of the effects of aging and the aged on our society. It is designed for students with a personal or professional interest in acquiring broad-based knowledge and understanding of the aging process and the aged both as individuals and as a group. Topics include: physical and psychological aspects of aging; health and mental health issues; institutionalization; retirement; finances; recreation and leisure; death, dying, and bereavement; and personal adaptations of aging. Practical information on services available to the aged through social agencies, government programs, and national organizations will be presented, along with information regarding employment possibilities in the field of gerontology. 45 class hours.

## Health Care Providers (Assistants) (Technical Credit)

- **HCP 0100 - Nursing Assistant**

**2.67 tech. cr.**

This course will provide the student with the knowledge required to work as a nursing assistant in a health care facility. Topics include safety and security procedures, emergency procedures, infection control, blood borne diseases, nutrition, restorative, the biological, psychological and social support of patients with an emphasis on the geriatric patient. The scientific method and basic math skills to include traditional and metric measurements of time, temperature, distance, capacity, and mass/weight are emphasized. 80 hours of instruction.

- **HCP 0604 - Nursing Assistant Clinical**

**1.34 tech. cr.**

This course will provide students with the skills required to work as a nursing assistant in a health care facility. Topics include communication skills, legal-ethical responsibilities, providing safety, physical comfort, personal care, nutrition, infection control, and other skills relevant to nurse assisting. Emphasis is placed on caring for the adult patient. Professional liability insurance fee required. 40 hours of clinical instruction. Prerequisite(s): A completed Physical Examination Report (SAR-40-A), an approved 4-hour AIDS seminar, and CPR certification are prerequisites of this course. Students must take the following course: the American Heart Association – “Basic Life Support for Health Care Providers” (PHSC course NCH 0050).

- **HCP 0731 - Phlebotomy Theory**

**1.5 tech. cr.**

This course is designed to teach the theory of phlebotomy techniques by venipuncture and skin puncture. The major topics include basic anatomy and physiology of the circulatory system; selection of the tube type for various blood tests; possible interfering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills. 45 hours of instruction. Co-requisite(s): HCP 0731L.

- **HCP 0731L - Phlebotomy Laboratory**

**2 tech. cr.**

This course is designed to teach blood collection by venipuncture and skill practice. Laboratory practice includes handling, labeling, transporting and logging in of specimens as well as demonstration of the correct infection control techniques and donor room techniques. Lab fee required. 60 hours of instruction. Co-requisite(s): HCP 0731.

- **HCP 0741L - Practical Aspects of Phlebotomy**

**2 tech. cr.**

This course is for students in the Medical Administrative Specialist program of study. It is designed to teach blood collection by venipuncture and skill practice. Laboratory practice includes handling, labeling, transporting and logging in of specimens as well as the demonstration of the correct infection control techniques and donor room techniques. 60 hours of instruction. Prerequisite(s): HSC 0530 and HIM 0450. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HCP 0742 - Phlebotomy Clinical**

**2 tech. cr.**

This course includes 60 hours of clinical experience which includes capillary/veni-puncture techniques, handling, labeling, transporting and logging in of specimens as well as the use of correct infection control and donor room techniques. Professional liability insurance fee required. Prerequisite(s): HCP 0731 and HCP 0731L, current CPR certification, approved four-hour AIDS seminar, and a completed Physical Examination Report (SAR-40-A).

## **Health Information Management**

- **HIM 1000 - Introduction to Health Information Management**

**3 cr.**

This course is an introductory look into health information management. The course introduces the student to the health information technology program by examining the history of health care, health care professionals, operational functions of traditional health information management departments and insight to the future rolls of the health information management professionals. 45 class hours. Prerequisite(s): HIM 1102, HIM 1012.

- **HIM 1005 - Project Management for Health Information Technology**

**2 cr.**

This course will provide the student with the key components associated to project management. The student

will be introduced to processes of defining a task, sequencing a task, estimating task resources, estimating task duration, preparing a schedule and controlling a schedule by using process groups. The process groups will be initiating, planning, executing, controlling and closing used in stages by project managers. 30 class hours. Prerequisite(s): HIM 1110.

- **HIM 1012 - Legal Aspects of Health Information Technology**

**2 cr.**

This course is an introductory look into the legal aspects associated with the medical industry. The student will encounter the legal system in the United States, tort law, HIPAA rules, security threats, access to information, release of information, disclosure laws, risk management and quality improvement, and workplace law. 30 class hours. Prerequisite(s): HSC 2531, BSC 1020, ENC 1101, CGS 1100.

- **HIM 1102 - Introduction to Healthcare Informatics**

**2 cr.**

The student will examine their learning style. This course will then provide the student with an understanding of managing health data and information through the application use of computers and computer technology. 30 class hours. Prerequisite(s): HSC 2531, BSC 1020, ENC 1101, CGS 1100.

- **HIM 1110 - Healthcare Delivery Systems**

**2 cr.**

This course is an introduction to the computer system for medical facilities. The student will be exposed to computer hardware, software, databases, data storage; computers specific to health information management, administrative information systems, clinical information systems and electronic health records; privacy, security and the future for computers within the healthcare system. 30 class hours. Prerequisite(s): HSC 2531, BSC 1020, ENC 1101, CGS 1100.

- **HIM 1212 - Health Records Data and Workflow Management**

**3 cr.**

TBA

- **HIM 1222 - Basic ICD Coding**

**3 cr.**

This course is to establish additional understanding of medical terminology and anatomy that will be associated to the ICD-10 coding practices. The student will use the additional information to have a better understanding of the medical terms that will be used to improve and support their coding skills. 45 class hours. Prerequisite(s): HSC 2531, BSC 1020, ENC 1101, CGS 1100.

- **HIM 1433 - Pathophysiology for Health Information Technology**

**2 cr.**

This course will introduce the student to medical problems associated with the human body. The information will help the student read and understand medical records needed for appropriate coding and analysis processes. 30 class hours. Prerequisite(s): HSC 2531, BSC 1020, ENC 1101, CGS 1100.

- **HIM 1442 - Pharmacology for Health Information Technology**

**2 cr.**

This course will introduce the student to the types of medication used to treat specific conditions, forms of medications, and sites of administration. 30 class hours. Prerequisite(s): HSC 2531, BSC 1020, ENC 1101, CGS 1100.

- **HIM 1722 - ICD—CM Coding**

**3 cr.**

This course will provide the student with an understanding of coding principles and practices for coding diagnosis within medical records using ICD-10-CM. A SpeedECoder system will also be introduced to simulate an encoder system to determine correct codes. 45 class hours. Prerequisite(s): HIM 1222, HIM 1442, HIM 1433.

- **HIM 1800 - Health Information Technology Practicum I**

**2 cr.**

The student will examine social skills relevant to health care. The course will then look into employment possibilities assisted by observation within a health information management department. 30 clinical hours. Prerequisite(s): HIM 1110.

- **HIM 2003 - Healthcare Informatics Practicum**

**1.5 cr.**

TBA

- **HIM 2212 - Health Records Data Analysis and Workflow Management**

**2 cr.**

This course will provide the student with an understanding of workflow management and data analysis. The student will learn methods to establish proper workflow management through planning, assessments, selections, system build, testing, training and benefit realization of an electronic health record system. The student will then

learn how to analyze, categorize and manage the data in the medical industry as it is becoming more dependent on these skills. 30 class hours. Prerequisite(s): HIM 2652.

- **HIM 2214 - Healthcare Statistics**

**2 cr.**

This course will provide the student with an understanding of health care statistics. The student will use mathematical skills to determine patient census data, percentages of occupancy, length of stay, and mortality and autopsy rates. The student will be exposed to data types and the different types of graphs used to display information. The course will conclude with basic research principles and inferential statistics in healthcare. 30 class hours. Prerequisite(s): HIM 1102, HIM 1000, HIM 2506.

- **HIM 2253 - Basic CPT Coding**

**3 cr.**

This course will introduce the student to CPT/HCPCS coding. The student will be exposed to the coding guidelines and codes for hospital based outpatient services, emergency rooms and physician offices. 45 class hours. Prerequisite(s): HIM 1722.

- **HIM 2273 - Billing and Reimbursement Methods**

**3 cr.**

This course examines the complex financial aspect of the medical industry. The course will present the basics of health insurance and public funded programs, managed care contracting and how services are paid. 45 class hours. Prerequisite(s): HIM 1722, HIM 2253, HIM 2723.

- **HIM 2506 - Quality Assessment**

**2 cr.**

This course is an introduction to performance improvement and quality management within the healthcare system. The student will examine the role of the health information management department in its use of a performance improvement model, continuous monitoring and improvement functions, and how to manage performance improvement programs. 30 class hours. Prerequisite(s): HIM 1000, HIM 1005.

- **HIM 2652 - Electronic Health Records**

**2 cr.**

This course will examine electronic health records starting with its history. The course will continue by introducing project management, impact on quality care, returns on investment, vendor selection, and system implementation and maintenance. The student will be exposed to electronic health records in acute care, ambulatory care, specialty specific and personal health records. The conclusion of the course will examine health information exchange. 30 class hours. Prerequisite(s): HIM 1110.

- **HIM 2723 - ICD—PCS Coding**

**3 cr.**

This course is an introductory course into inpatient procedure coding, how it was developed, how it is structured and how it is used. The student will practice locating basic information in the ICD-10-PCS coding manual and use an E-Coder system to compose proper procedure codes from inpatient medical records. 45 class hours.

Prerequisite(s): HIM 1722.

- **HIM 2815 - Health Information Technology Practicum II**

**2 cr.**

This course will provide the student with a supervised professional practice experience. The student will participate in the operation of a health information department within an outpatient medical facility. 60 clinical hours. Prerequisite(s): HIM 1800, HIM 1110, HIM 1000.

- **HIM 2820 - Healthcare Information Technology Practicum III**

**4 cr.**

This course will provide the student with a supervised professional practice experience. The student will participate in the operation of a health information department within an inpatient medical facility. The student will establish a special project dictated by the health information manager of the facility. 120 clinical hours.

Prerequisite(s): HIM 2815.

- **HIM 2822 - Health Information Technology Capstone Seminar**

**3 cr.**

This course is a review of all the material studied within the Health Information Technology degree program. The student will use multiple choice materials as a guide to study the needed information. The student will use this course to prepare for the Registered Health Information Technology (RHIT) credential. 45 class hours.

Prerequisite(s): All HIT prefix courses other than corequisite courses. Co-requisite(s): HIM 2273, HIM 2212, HIM 2820.

### **Health Information Management (Technical Credit)**

- **HIM 0009 - Introduction to Health Information Technology**

**3 tech. cr.**

This course introduces students to health informatics and information management. Content includes knowledge of the health care delivery system, communication skills, legal and ethical responsibilities, HIPAA and health records, terminology related to health informatics. Other topics include developing leadership and teamwork skills and the application of critical thinking skills in a variety of presented scenarios. 90 hours of

instruction.

- **HIM 0061 - Medical Record Transcription I**

**5 tech. cr.**

This course is designed to introduce medical record transcribing techniques and procedures. Topics include medical reports, medical correspondence, case histories, physicians' notes, discharge summaries and specific rules for medical transcription. Headset required.

150 hours of instruction. Prerequisite(s): OTA 0101 or equivalent and HSC 0530. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HIM 0062 - Medical Record Transcription II**

**5 tech. cr.**

This course is a continuation of the study of medical reports and their components. Qualitative and quantitative control standards, phraseology and language of various medical specialties will be included. Students will progress from beginning to intermediate transcription and the transition from student to professional is emphasized. 150 hours of instruction. Prerequisite(s): HIM 0061. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HIM 0063 - Medical Record Transcription III**

**6 tech. cr.**

This course is a continuation of study of the types of medical reports and their components. Qualitative and quantitative control standards, phraseology and language of various medical specialties will be included. Students will progress from intermediate to advanced transcription and the transition from student to professional is further emphasized. The course includes a 30-hour cooperative learning experience at a job site. These hours may differ from scheduled class time. 180 hours of instruction. Prerequisite(s): HIM 0062. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HIM 0274 - Health Insurance Coding and Reimbursement**

**2 tech. cr.**

This course will introduce students to health insurance coding and reimbursement methods. Emphasis will be placed on the history of health care reimbursement, managed care plans, governmental regulations, HCPCS codes, Prospective Payment Systems, CMS-1500 and using the Claim Management option in MEDCIN software. 60 hours of instruction. Co-requisite(s): HIM 0281. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HIM 0280 - Coding for Medical Records I**

**4.5 tech. cr.**

This course introduces the history of medical coding and coding principles and presents an overview of procedures using the Physician's Current Procedure Terminology (CPT) coding nomenclature and the International Classification of Diseases, 9th edition, Clinical Modification (ICD-9-CM) statistical classification system used in physicians' offices, hospitals and other medical facilities. 135 hours of instruction. Prerequisite(s): HSC 0530. Refer to college handbook for course sequencing in program.

- **HIM 0281 - Coding for Medical Records II**

**4.83 tech. cr.**

This course is a continuation of the study of medical coding and coding principles and procedures using the Physicians' Current Procedure Terminology (CPT) coding nomenclature and the International Classification of Diseases, 9th edition Clinical Modification (ICD-9-CM) statistical classification system as used in physicians' offices, hospitals and other medical facilities. Emphasis will be on the application of coding skills and may include visits to local coding offices to enhance the students' knowledge of the work environment. 145 hours of instruction. Prerequisite(s): HIM 0280. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HIM 0434 - Fundamentals of Disease Processes**

**2 tech. cr.**

This course emphasizes general principles, classifications, causes and treatments of disease processes. The course will be presented as a system approach to the study of disease. 60 hours of instruction. Prerequisite(s): HSC 0530. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HIM 0440 - Pharmacology for Health Professionals**

**2 tech. cr.**

This course is designed for students who will not be administering medications, but need general knowledge of classifications, common usages and dosages of medications commonly prescribed for patients. This is an introductory course including principles of pharmacology, drug action and therapy. Correct spelling and format, as well as fundamental mathematical skills required for drug calculation, are emphasized. 60 hours of instruction. Prerequisite(s): HSC 0530. Refer to College Catalog/Student Handbook for course sequencing in program.

- **HIM 0450 - Fundamentals of Body Structures and Functions**

**2 tech. cr.**

This course is designed to provide the allied health student with a fundamental understanding of the human body structures and function. The major topics include the basic body systems. 60 hours of instruction. Prerequisite(s): HSC 0530. Refer to College Catalog/Student Handbook for course sequencing in program.

## Health Science

- **HSC 1100 - Personal and Community Health**

**3 cr.**

This course is a study of health problems that are of major importance to society. Topics include stress management, emotional health, physical fitness, nutrition, intimacy and sexuality, communicable disease, cardiovascular disease, cancer, substance abuse, injury prevention, consequences of aging and other current topics in public health. 45 class hours.

- **HSC 1101 - Perspectives of Health and Wellness**

**3 cr.**

This course incorporates theory and practical applications in the area of health and wellness. Emphasis is placed upon self assessment of the health-related components of fitness, nutrition, stress management, substance abuse, principles and benefits of exercise, prevention of disease and other current topics related to health, physical fitness and wellness. Physical activity may be a required component of this course. 45 class hours.

- **HSC 2531 - Medical Terminology**

**3 cr.**

This course is directed toward the learning of medical language including word structures, prefixes, and suffixes. The learning of the medical language is organized according to body systems, providing an overview of the anatomy, physiology, and disease processes of those systems to facilitate student understanding of specific terminology. Body systems addressed are the urinary, nervous, digestive, cardiovascular, respiratory, musculoskeletal, and reproductive. 45 class hours.

## Health Science (Technical Credit)

- **HSC 0003 - Introduction to Health Occupations**

**3 tech. cr.**

This course introduces students to skills and procedures common to health occupations. Content includes knowledge of the health care delivery system, communication skills, legal and ethical responsibilities, basic first aid and emergency care, wellness and disease. Other topics include developing leadership and teamwork skills and the application of critical thinking skills in a variety of presented scenarios. 90 hours of instruction.

- **HSC 0530 - Medical Language**

**3 tech. cr.**

This course is directed toward the learning of medical terminology needs for medical personnel or others interested in related health occupations. The learning of the medical language is organized according to each body system and includes basic word structure, prefixes, suffixes, and applicable medical abbreviations. The definition, spelling, and pronunciation of corresponding medical terms will also be included. 90 hours of

instruction.

## **Health Services Administration**

- **HSA 1100 - Introduction to Healthcare Delivery Systems**

**3 cr.**  
TBA

- **HSA 3110 - Health Care Organization and Administration**

**3 cr.**

This course provides an introduction to the principles of health services administration. Emphasis is placed on health policy, planning, marketing, current health problems, health care services, bioethical decisions and personnel. Contemporary issues and principles of health services administration, and the effects of shifts of economic, social, political and technological forces that affect the changing health care and medical needs in the United States is reviewed. 45 class hours.

- **HSA 3113 - Health Care Systems**

**3 cr.**

An overview of the varied types of health care facilities and health delivery systems operating in the United States, their purpose, organization, need in society, general function and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics and neighborhood health care centers are analyzed and discussed. 45 class hours.

- **HSA 3422 - Regulation and Compliance in Health Care**

**3 cr.**

This course is an exploration of the many entities that regulate health care delivery—from local, state and federal government to the accreditation agencies of health care organizations. Issues and methods for compliance with many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of health care facilities. Corporate ethics and responsibilities and the operation of health care as a business is explored. 45 class hours Prerequisite(s): HSA 3110 or equivalent.

- **HSA 4383 - Quality Management in Health Care**

**3 cr.**

This course examines methods for assuring quality in health care and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between health care quality, organizational performance and the role of governing and accrediting bodies in health care

organizations. Common methods and trends in quality improvement will be explored. 45 class hours.  
Prerequisite(s): HSA 3110 or equivalent.

- **HSA 4430 - Health Care Economics**

**3 cr.**

This course examines both the macro and microeconomic perspectives of health care and provides an application of economic principles to analyze how various economic systems and incentives affect patient, providers and policy maker behavior in the delivery of modern health care. 45 class hours. Prerequisite(s): HSA 3110, ECO 2013, ECO 2023 or equivalents.

- **HSA 4502 - Health Care Risk Management**

**3 cr.**

This course focuses on the theories, concepts and principles of health care risk management and development of an integration of concepts relevant to health care risk management. Current trends and issues in using, designing and managing health care risk management systems will be examined. Students, applying evidence based knowledge, will analyze the design and implementation of health care risk management systems. 45 class hours. Prerequisite(s): HSA 3110 or equivalent.

- **HSA 4930 - Selected Topics in Health Care Administration**

**3 cr.**

This course centers around health care administration topics of current interest or of special interest to students or instructors. Topics of focus may vary from semester to semester. 45 class hours. Prerequisite(s): PAD 3820 or equivalent.

- **HSA 4940 - Health Care Administration Internship**

**3 cr.**

This is an individualized course in supervised work experience which provides the student with business related work experience and the opportunity to build existing management skills and experience. 45 class hours.  
Prerequisite(s): HSA 3110, GEB 3213 or equivalents.

#### **History: General**

- **HIS 2300 - War and Society**

**3 cr.**

This course is an examination of the ways in which societies have organized for war and how societies are changed by war. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be

attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## Humanities

- **HUM 1020 - Introduction to Humanities**

**3 cr.**

This is an overview of the humanities with emphasis on the traditional elements of the various humanistic disciplines. Included is the study of the development of human creative expression from prehistoric times to the present. An emphasis is placed on the interrelationships of the arts and major artistic movements. Topics may include music, painting, sculpture, architecture, religion, philosophy, dance, drama, poetry, film and development of major ideas and ideals. Students may be asked to participate in or attend an event that expresses one or more of the humanistic disciplines. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be obtained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **HUM 2210 - Humanities: The Ancient World to the Middle Ages**

**3 cr.**

A study of the ideas and ideals which characterize the moral, intellectual, and aesthetic activities of the early Western Civilization: Ancient Greece and Rome, the formative period of the Judeo-Christian Tradition, and the European Middle Ages. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **HUM 2230 - Humanities: The Renaissance to the Modern Day**

**3 cr.**

A study of Western Culture from the Renaissance to the present. Emphasis is placed upon speculative and creative nature as it is reflected in literature, art, music, philosophy, religion, and drama. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **HUM 2700 - Overseas Study in the Humanities**

**3 cr.**

This course offers students a study/travel program centered around the countries and cities of the tour. The course will provide lectures and discussions in the humanities area before, during, and after the tour, and field experiences in the humanities area during the tour. Students will gain an understanding and appreciation of the ideas and ideals that shaped the cultural heritage of Western Civilization through on-site study of great works of art, architecture, music, drama, religion, and philosophy. This credit applies toward electives for the associate degree. This course does not satisfy the humanities requirement for a degree. Special fee: registration fees plus cost of trip. 45 class hours.

- **HUM 2711 - American Studies in the Humanities**

**3 cr.**

This course offers students a study/travel program centered around the city or cities of the tour. The course will provide lectures and discussions in humanities before, during, and after the tour and field experiences in the humanities area during the tour. Students will gain an understanding and appreciation of the ideas and ideals that shaped the cultural heritage of western and/or non-western civilization through on-site study of great works of art, architecture, music, drama, religion, history, and philosophy. This credit applies toward electives for the associate degree and does not satisfy the humanities requirement towards the associate degree. Special Fee. Registration fees plus cost of trip. 45 class hours.

- **HUM 2930 - Themes in the Humanities**

**3 cr.**

This course is an introductory study of selected themes in the humanities. The course will examine the philosophical, intellectual and aesthetic ideas and artifacts related to the chosen theme from the point of view of the various humanities disciplines. Themes for the course may include, but are not limited to, God, war, peace, happiness, love and nature. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. This course is an elective and not a General Education offering. 45 class hours.

## **Human Nutrition**

- **HUN 1270 - Sports Nutrition**

**3 cr.**

This course presents the scientific principles of human nutrition as they relate to athletics, exercise, and health. Specific nutritional requirements for physically active individuals throughout the lifespan will be addressed. This course does not meet the nutrition requirement for the dental hygiene or nursing programs. 45 class hours.

- **HUN 2201 - Science of Human Nutrition**

**3 cr.**

This course presents the scientific principles of nutrition throughout the life cycle. The source of the nutrients, their normal and therapeutic roles and daily requirements will be addressed. Related processes such as

digestion, transport, absorption, metabolism and storage are included. The relationship between nutrition and human disease is emphasized. 45 class hours. Recommended prerequisite(s): BSC 1020 or BSC 1085.

## **Human Services**

- **HUS 1001 - Introduction to Human Services**

**3 cr.**

This course provides an overview of agency resources, functions, methods, and activities related to human services, theory, and methods of intervention with individuals, groups, and the family. The course stresses the development of individual skills and practices in human services. 45 class hours.

- **HUS 1302 - Basic Counseling Skills**

**3 cr.**

This course involves developing skills in oral communication, active listening, and counseling. These skills are presented in the context of the human relations counseling model and other general theories of counseling. 45 class hours.

- **HUS 1540 - Principles for Understanding and Working with Families**

**3 cr.**

This course presents family theories most often used by human service workers as the framework for understanding how to work with various family constellations and concerns. Students will learn how theory and practice can be used in the development of family/worker collaboration and application of family-centered practice. Students will learn the history of systems theory and understand the influence of family systems on the development of problem behaviors. Students will learn and practice skills for empowering families to assess their strengths, concerns, and priorities and to make a plan to meet their needs and resolve their own problems. 45 class hours. Prerequisite(s): HUS 1001 and HUS 1302.

- **HUS 2200 - Introduction to Group Dynamics**

**3 cr.**

This course teaches a basic overview of the group experience. Essential characteristics of effective groups are presented as well as the tasks and techniques of the group facilitator. Dynamics of the group experience, including the various theoretical approaches, are explored. 45 class hours. Prerequisite(s): HUS 1001 and HUS 1302.

- **HUS 2400 - Substance Abuse Counseling**

**3 cr.**

This course is designed to prepare the human service worker to function in a variety of settings in which substance use/abuse is an issue. Content emphasized includes causes of abuse, nature of dependency, pharmacology, and effects of abuse on the individual, family, and community. Techniques of detection and intervention are presented and practiced in the classroom. Treatment modalities are discussed. 45 class hours. Prerequisite(s): HUS 1001 or PSY 1012 or consent of Human Services Program Coordinator.

- **HUS 2525 - Issues in Mental Health**

**3 cr.**

This course offers an overview of major mental disorders with emphasis on their attendant behaviors. The course emphasizes appropriate interaction between the health worker and the client as well as effects of mental disorders on the family and community. Issues involving deinstitutionalization and case management are included. 45 class hours. Prerequisite(s): HUS 1001 or PSY 1012 or consent of Human Services Program Coordinator.

- **HUS 2530 - The Disabled Experience**

**3 cr.**

This course traces the history of the disabled experience in the United States through implementation of the Americans with Disabilities Act (ADA) of 1992. The nature of various disabling conditions to include developmental disorders, mental disorders, sensory disabilities, motor disabilities, and chronic, temporary, and progressive conditions are explored. The course emphasizes the obstacles faced by disabled persons and the steps that must be taken to increase opportunities for participation in all aspects of society. 45 class hours.

- **HUS 2940 - Human Services Practicum I**

**3 cr.**

Practicum 1 is a three credit hour course that incorporates classroom learning as well as experience serving in a community agency. The course is a requirement for both the Human Services Assistant Certificate and for the associates degree. The course includes 15 hours of classroom and 60 hours of field experience. Topics and activities in the course include interviewing skills, visits to community agencies, resume preparation, demonstration of counseling skills, and completion of written assignments. Professional liability insurance required. Prerequisite(s): HUS 1001, HUS 1302, PSY 1012 and HUS 2525.

- **HUS 2941 - Human Services Practicum II**

**5 cr.**

Practicum II incorporates classroom learning as well as experience serving in a community agency. This course is a requirement for the Associate in Science Degree program. Practicum II is a continuation of the learning experiences started in Practicum I. The course includes 15 hours of classroom and 120 hours of field experience. Topics and activities in the course include visits to community agencies, resume preparation, demonstration of counseling skills, and completion of written assignments. Prerequisite(s): HUS 2940.

- **ISM 4011 - Management Information Systems**

**3 cr.**

This course provides an introduction to the use of information technology in the business environment. The language, concepts, structures and processes involved in the management of information systems will be discussed, including fundamentals of computer-based technology and the use of business-based software for support of managerial decisions. Lab fee required. 45 class hours. Prerequisite(s): CGS 1100 or equivalent.

## Interdisciplinary Social Science

- **ISS 2160 - Contemporary Ethnic Diversity Issues**

**3 cr.**

This course is designed to provide an examination of the meaning and significance of multiculturalism and ethnic diversity. Students will study different cultural and ethnic groups and learn about issues involved in ethnicity and multiculturalism. Students will be exposed to concepts such as: culture sociocultural theory, diversity consciousness, identity assimilation, pluralism, stereotypes, prejudice, discrimination, conflict and diversity skills. Students will also be exposed to historical, political, economic, sociological and psychological components of multiculturalism. This course satisfies the Gordon Rule writing requirement. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Course Descriptions

[Contract All Courses](#) |

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### Interdisciplinary Social Science

- **ISS 2263 - Psychosocial Aspects of the Holocaust**

**3 cr.**

This interdisciplinary course is designed to introduce the student in some depth to one of the major events of the 20th century and to explore the social, psychological, ethical and moral, religious, cultural, artistic and personal implications of the Nazi extermination of six million Jews and five million other Europeans in the name of racial purity. The course provides the opportunity to explore the nature of good and evil as reflected in acts of prejudice, intolerance and hatred as well as acceptance and celebration of human diversity. The course will include fieldtrips. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

### Interdisciplinary Studies

- **IDS 2942 - Service-Learning Practicum**

**3 cr.**

This course is a three-credit-hour field experience of organized service designed to provide students with the opportunity to actively participate in a community service placement organization (service-learning partner) and complete a series of reflective and analytical exercises relevant to the service-learning experience. Students will be encouraged to think critically about civic engagement, become more knowledgeable about the relevant content area through the context of their field experience, and make a valuable contribution to the community. Students will be required to participate in a minimum of 90 contact hours of planned instructional activities and at least four one-on-one reflection conferences with the instructor.

### International Relations

- **INR 1015 - World Perspectives**

**3 cr.**

An interdisciplinary study of the international system, major world regions and problems. This course satisfies the Gordon Rule Requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **INR 2002 - Introduction to International Relations**

**3 cr.**

A study of the basic paradigms and actors and trends of the international system. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Journalism**

- **JOU 2100 - Journalistic Writing and Reporting**

**3 cr.**

An introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and writing and copy-reading both news and feature stories. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

## **Law and Process**

- **CJL 2062 - Rules of Evidence for Police**

**3 cr.**

An overview of rules of evidence and their application to the criminal justice system. Traditional rules of evidence are studied and the degree of proof and admissibility are stressed. The history, development, relevancy, competency, and materiality of real, direct, and circumstantial evidence are discussed. Opinion testimony and hearsay rules are covered. 45 class hours.

- **CJL 2100 - Criminal Law**

**3 cr.**

This course covers the nature, sources, and types of criminal law. It examines the classification and analysis of crimes and criminal acts in general and examines selected criminal offenses. 45 class hours.

## Law Enforcement

- **CJE 1000 - Introduction to Law Enforcement**

**3 cr.**

This course provides the student an overview of the historical and philosophical background of law enforcement. The course examines the organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. This course also includes brief career orientation. 45 class hours

- **CJE 1300 - Police Organization and Administration**

**3 cr.**

This course provides students with an overview of the principles of organization and administration in law enforcement, to include functions and activities, planning and research, public relations, personnel and training, inspection and control, and policy formulation. 45 class hours.

- **CJE 1500 - Police Operations**

**3 cr.**

This course provides an overview of the principles of organization and administration as they apply to police operations. Topics include the responsibilities and activities of the many units and divisions within a law enforcement agency. 45 class hours.

- **CJE 1640 - Criminalistics**

**3 cr.**

This course introduces students to the responsibilities of the crime laboratory and its procedures, functions and duties. Crime scene procedures and techniques for locating, preserving and securing evidence will be explained. Selected laboratory techniques and procedures, such as the comparison and identification of tool markings, blood, hair, fibers, drugs, chemicals, photographs, firearms and documents will be emphasized. 45 class hours.

- **CJE 2400 - Police Community Relations**

**3 cr.**

The course provides an understanding of the complex factors involved in human relations between the community and law enforcement officers. The police role and the nature, meaning, and implications of professionalism in policing are explored in order to provide a better understanding of the necessity for a successful police-citizen partnership. 45 class hours.

- **CJE 2601 - Introduction to Criminal Investigation**

**3 cr.**

A theoretical survey of the methods and techniques used by contemporary law enforcement agencies in criminal investigation and its role in society. The course will include studies of such aspects as the discovery of evidence and its preservation and marking, fingerprinting, identification, identification of homicide, burglary, robbery and narcotics. 45 class hours.

## **Leadership Studies**

- **LDR 1260 - Exploring Leadership through Community Engagement: Leadership through Social Change**

**3 cr.**

This course focuses on leadership experience through supervised service learning and community involvement. The course includes leadership, community leadership models, community dynamics, and community activities. It also includes participation in a community and/or college service learning project. 45 class hours.

Prerequisite(s): SLS 1261 or SLS 1262, SLS 1263 and SLS 1264.

- **LDR 3115 - Contemporary Issues in Leadership**

**3 cr.**

This course offers students interested in the dynamics of contemporary leadership the opportunity to explore relevant leadership trends and examine contemporary leadership theories. Students will synthesize the knowledge of leadership theories with contemporary leadership issues to develop the adaptive leadership skills essential for success in the current leadership environment. 45 class hours.

## **Library and Information Studies**

- **LIS 1000 - Introduction to Information Literacy**

**1 cr. hr.**

The course focuses on how to locate sources of information, develop effective search strategies for retrieving information, evaluate information and use information resources ethically. Students should have a full service Internet account, including email or have access through a corporate or educational institution. Students should have a basic familiarity with a PC operating system, web browser and email.

- **LIS 2004 - Introduction to Internet Research**

**1 cr.**

The course focuses on information resources available through the Internet. Internet search tools and methods of access are explored, along with social, ethical and legal issues. Students should have a full service Internet account, including e-mail or have access through a corporate or educational institution. Students should have a basic familiarity with a PC operating system, Web browser, and e-mail. 16 class hours.

## Literatures

- **LIT 1000 - Introduction to Literature**

**3 cr.**

This course will focus on a variety of literary genres, with some emphasis on works by international authors. Students will be introduced to methods of reading and writing critically about literature with a focus on cultural and historical understanding. This is a Gordon Rule course. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): REA 0017, REA 0011, REA 0019, ENC 0025, REA 0021, REA 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **LIT 1020 - Introduction to Short Fiction**

**3 cr.**

This course will introduce students to the elements of short fiction: setting, plot, point of view, character development and theme and to the history of short stories as a discrete literary genre. Students will gain an understanding and appreciation of technique and style in stories of various genres, time periods, and cultures. Critical reading and writing skills will be enhanced with both oral and written assignments. Students will come away from the course with a good understanding of how fiction works. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher).

- **LIT 2110 - World Literature: The Ancient World through the Renaissance**

**3 cr.**

This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasized are the intellectual and moral issues in literature that unite humankind despite diversity in time, place, and language. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of “C” or higher).

- **LIT 2120 - World Literature: The Renaissance through the Modern Era**

**3 cr.**

This course is designed to study the major poetry, fiction, drama and essays of world literature from the Renaissance through the modern era. Emphasized are the intellectual and moral issues in literature that unite humankind despite diversity in time, place and language. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

- **LIT 2203 - Poetry, Peace and Social Justice**

**3 cr.**

Students will examine issues relevant to peace and social injustice by critically analyzing the thematic development and concerns of poems dealing with these issues. Students will examine how the use of poetic technique and form helps convey the poet's thematic concerns. Through an analysis of selected poems, students will consider the causes of war and social injustice as well as the alternatives. Emphasis will be on poems that reflect culturally diverse perspectives. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

- **LIT 2380 - Women in Literature**

**3 cr.**

This course will introduce students to writings by and about women in order to explore and define the diverse attitudes, historical contributions, ethical problems and human issues as they emanate from women in both the American culture as well as other cultures. Students will study readings in fiction, poetry, essays, and drama written by and about women. The assigned works will both illustrate traditional images of women and reflect changes in these images brought about in recent years by the women's movement. Because this course may be taken as an alternative to English Composition II, students will be expected to demonstrate competency in writing and research by producing work which is not only grammatically and mechanically correct but which displays effective sentence structure and organization, precise diction, appropriate use of research materials, and proper MLA documentation. This course satisfies the Gordon Rule writing requirement and is an alternative to ENC 1102. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

- **LIT 2494 - Law and Literature**

**3 cr.**

The course employs an interdisciplinary approach to examine the evolving relationship of law and literature, beginning with an understanding of how the two disciplines are similarly rooted in language, as well as how they structure reality through language. The intersection of these disciplines is explored in a variety of fiction and nonfiction novels, dramas, films, law review articles and judicial opinions. Literary works to be covered may include works by Shakespeare, Sophocles, Richard Wright, Harper Lee, John Grisham, Albert Camus, Alan Moore, Truman Capote and Kurt Vonnegut. Particular emphasis is placed on issues of narrative, rhetoric, power, ethics, interpretation, responsibility and authority. This course satisfies the Gordon Rule writing requirement

and is an alternative to ENC 1102. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): ENC 1101 completed with a grade of “C” or higher.

## **Management**

- **MAN 3240 - Organizational Behavior**

**3 cr.**

This course provides a broad overview of organizational functioning and teaches students individual and group behavior in organizations. Students develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development. 45 class hours. Prerequisite(s): MAN 3353 or equivalent.

- **MAN 3353 - Management Theory and Practices**

**3 cr.**

This course introduces students to the basic concepts and practices of management. The functional roles and processes for planning, leading, organizing and controlling are explored. Students will examine management theory, relevant applications and cases, self-management, teamwork, global awareness and communication for the development of management competencies. 45 class hours. Prerequisite(s): MNA 1345 or equivalent; or department chair permission.

- **MAN 4301 - Human Resource Management**

**3 cr.**

This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed. 45 class hours. Prerequisite(s): MAN 3353 or equivalent.

- **MAN 4900 - Capstone Project in Supervision and Management**

**3 cr.**

This course focuses on the integration of knowledge, skills and abilities learned in the program through a capstone project where students will demonstrate mastery of program knowledge in a real world scenario. The course should be taken during the student’s last semester. It provides the student with the opportunity to develop a plan to solve a problem dealing with management and organizational leadership issues of today. The student will choose one major plan to address a problem in supervision and management in detail. 45 class hours. Prerequisite(s): MAN 3353, FIN 3400, MAR 3803, MAN 4301 GEB 4891 or equivalents.

- **MAN 4940 - Business Internship**

**3 cr.**

This is an individualized course in supervised work experience which provides the student with business related work experience and the opportunity to build existing management skills and experience. 45 class hours. Prerequisite(s): MAN 3353, GEB 3213 or equivalent.

- **MNA 1100 - Organizational Behavior**

**3 cr.**

This course provides a study of personnel relationships as individuals and as group members. It will include practical application of effective work relationship skills needed in business and industry, to include: group dynamics; motivation; interpersonal perception; oral and written communications; leadership; management; decision making; problem solving; and employability skills. Designed for students in business and technical fields. 45 class hours.

- **MNA 1345 - Principles of Supervision**

**3 cr.**

This course is a study of the basic concepts and major functions of modern supervision. Students receive introductory instruction in concepts and practices that define supervision, the role of the supervisor within the organization, personnel management, and relationships with special groups of employees. 45 class hours.

- **MNA 2941 - Internship in Business**

**3 cr.**

This course provides a planned work-based experience that will provide students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objective. An internship agreement will be developed which includes academic supervision and work assignments. A minimum of 90 worksite hours are required in this course. Regular meetings are held with the instructor/workplace learning coordinator. Student performance in this course is graded as "Pass/Fail." Must be taken in the last semester of your degree program. Prerequisite(s): ACG 2021, CGS 1100, GEB 1011, GEB 1136, MNA 1100, OST 1100.

**Management: Applied**

- **MNA 3353 - Management Theory and Practices**

**3 cr.**

This course introduces students to the basic concepts and practices of management. The functional roles and processes for planning, leading, organizing and controlling are explored. Students will examine management theory, relevant applications and cases, self-management, teamwork, global awareness and communication for the development of management competencies. 45 class hours. Prerequisite(s): MNA 1345 or equivalent or department chair permission.

## Marketing

- **MAR 1011 - Principles of Marketing**

**3 cr.**

This course provides an overview of the field of marketing, with emphasis being placed on those interacting determinants of demand that make up the marketing environment economic, physiological, sociological and political factors. The legal restraints that make up the forces beyond management control, but are needed in the marketing decision-making process, are introduced. 45 class hours.

- **MAR 3803 - Marketing for Managers**

**3 cr.**

This course helps develop the marketing knowledge and skills necessary for the successful management of an organization. Students will research and discuss marketing concepts, including the development and execution of marketing strategies. The course focuses on formulating a marketing strategy for a variety of enterprises including business-to-business, business-to-government, consumer and public service organizations. 45 class hours. Prerequisite(s): MAR 1011 or equivalent; or department chair permission.

## Marketing Applications

- **MKA 1021 - Salesmanship**

**3 cr.**

This course provides a study of principles underlying selling activities. This course presents principles and problems in personal selling related to prospecting, pre-approach, demonstration, meeting objections, and closing the sale. 45 class hours.

- **MKA 2041 - Principles of Retailing**

**3 cr.**

This course provides a study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Attention will be given to how and when to buy as well as sources of supply. The organization and function of major divisions in retail establishments will be addressed. Field trips, where practical, will supplement regular class activities. 45 class hours.

- **MKA 2511 - Principles of Advertising**

**3 cr.**

This course presents a study of advertising principles and practical applications of advertising in the media.

Areas covered include the history of advertising, designing and developing advertisements, media selection, sales promotion, and strategies. 45 class hours.

## **Mathematics: Applied**

- **MAP 2302 - Differential Equations**

**3 cr.**

This course studies ordinary differential equations of the first order, linear differential equations of the  $n$ th order, systems of linear differential equations, power series solutions and Laplace Transforms. This course must be completed with a grade of "C" or higher if used to satisfy General Education course degree and/or certificate requirements. 45 hours. Prerequisite(s): MAC 2312 completed with a grade of "C" or higher.

- **MTB 2370 - Applied Math for Health Occupations**

**1 cr.**

Enables students in health occupation programs to apply mathematical concepts to interpret and solve drug dosage calculation problems encountered in fields such as nursing. Includes a review of the following: basic math, conversions of the metric, apothecary, and household systems, interpretations of drug labels, charting, abbreviations, methods of calculations for oral, injectable, and intravenous drugs, and calculations for specialty areas including pediatrics and critical care. 15 class hours.

## **Mathematics: Calculus and Precalculus**

- **MAC 1105 - College Algebra**

**3 cr.**

Topics include linear, quadratic, rational, absolute value and radical functions; graphs of functions and relations; one-to-one functions and their inverses; operations on functions; exponential and logarithmic functions and equations; systems of equations and inequalities; and applications. This course must be completed with a grade of "C" or higher if used to satisfy General Education course degree and/or certificate requirements. 45 class hours. Prerequisite(s): MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score.

- **MAC 1147 - Precalculus Algebra/Trigonometry**

**5 cr.**

Topics include polynomial and rational functions, trigonometric functions, trigonometric identities and equations, solutions of triangles, conic sections, polar equations, parametric equations, vectors, determinants, and sequences. This course must be completed with a grade of "C" or higher if used to satisfy General Education course degree and/or certificate requirements. 75 class hours. Prerequisite(s): MAC 1105 (completed with a grade of "C" or higher), or appropriate placement test score.

- **MAC 2233 - Applied Calculus**

**4 cr.**

This course provides applications of calculus to business, economics and the social sciences. Topics include limits, continuity, rates 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. This course must be completed with a grade of “C” or higher if used to satisfy General Education course degree and/or certificate requirements. 60 class hours. Prerequisite(s): MAC 1105 (completed with a grade of “C” or higher).

- **MAC 2311 - Calculus and Analytic Geometry I**

**5 cr.**

This course is designed for students who plan to major in mathematics, computer science, engineering or natural sciences. Topics include: review of functions; limits and continuity; rules of differentiation; derivatives of algebraic and trigonometric function; inverse functions and their derivatives; derivatives of transcendental functions; mean value theorem and intermediate value theorem; extrema and curve sketching; applications of derivatives; the Fundamental Theorem of Calculus; integration; applications of integration; and integration of logarithmic, exponential, hyperbolic, inverse trigonometric, and inverse hyperbolic functions. This course must be completed with a grade of “C” or higher if used to satisfy General Education course degree and /or certificate requirements. 75 class hours. Prerequisite(s): MAC 1147 (completed with a grade of “C” or higher).

- **MAC 2312 - Calculus and Analytic Geometry II**

**5 cr.**

This course is designed for students who plan to major in mathematics, computer science, engineering or natural sciences. Topics include: applications of integration; arc length and volume integrals; L'Hôpital's Rule; techniques of integration such as integration by parts, trigonometric substitution, partial fractions, and rationalizing substitutions; improper integrals; introduction to differential equations; Taylor's Formula; sequences and series; polar coordinates; and parametric equations. This course must be completed with a grade of “C” or higher if used to satisfy General Education course degree and /or certificate requirements. 75 class hours. Prerequisite(s): MAC 2311 (completed with a grade of “C” or higher).

- **MAC 2313 - Calculus and Analytic Geometry III**

**4 cr.**

This course is designed for students who plan to major in mathematics, computer science, engineering or natural sciences. Topics include: planer curves, vectors and motion, vector geometry, dot products and cross products, curves in space, quadric surfaces, cylindrical and spherical coordinates, partial derivatives, directional derivatives and curvature, tangent planes, multiple integrals, line integrals and Green's Theorem. This course must be completed with a grade of “C” or higher if used to satisfy General Education course degree and/or certificate requirements. 60 class hours. Prerequisite(s): MAC 2312 (completed with a grade of “C” or higher).

## Mathematics: General

- **MAT 0022 - Developmental Math Combined**

**6 cr.**

This developmental education course is in a modularized format, targeted to specific skill gaps. Students will take a diagnostic test for each module and will be required to complete assignments containing those competencies not yet mastered. Topics include an introduction to whole numbers, integers, solving equations, rational numbers, decimals, ratios, proportions, percents, geometric figures and their measures, problem solving and inequalities, integer exponents and polynomial expressions, polynomial factoring, rational expressions, graphing, and radical expressions. This course must be completed with a grade of "P". This course does not apply toward a degree. 90 class hours.

- **MAT 0056 - Supplemental Topics for Intermediate Algebra**

**2 cr.**

This course provides supplemental instruction in developmental mathematics concepts. This course is in a modularized format, targeted to specific skill gaps. Instruction will be individualized and students will be required to complete assignments containing those competencies not yet mastered. Topics may include whole numbers, integers, solving equations, rational numbers, decimals, ratios, proportions, percents, geometric figures and their measures, problem solving and inequalities, integer exponents and polynomial expressions, polynomial factoring, rational expressions, graphing, and radical expressions. This course must be completed with a grade of "P". This course does not satisfy mathematical requirements in General Education or apply toward a degree. 30 class hours. Co-requisite(s): MAT 1033.

- **MAT 1033 - Intermediate Algebra**

**4 cr.**

This course is designed to prepare students for entry into college level mathematics (MAC 1105, MGF 1106, MGF 1107, MTG 2206, STA 2023). Topics include linear equations and inequalities, quadratic equations, factoring polynomials, rational expressions, rational equations, graphing first-degree equations and inequalities, exponents, radical expressions and equations, complex numbers, systems of linear equations and inequalities, and functions. 60 class hours. Prerequisite(s): MAT 0028 (completed with a grade of "C" or higher) or MAT 0022 (completed with a grade of "P") or appropriate placement test score. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## Mathematics: General and Finite

- **MGF 1106 - Mathematics for Liberal Arts**

**3.0 cr.**

Topics include systematic counting, probability, statistics, geometry, sets, logic and the history of mathematics. MGF 1106 and MGF 1107 are not sequential courses. This course must be completed with a grade of "C" or higher if used to satisfy General Education course degree and/or certificate requirements. 45 class hours. Prerequisite(s): MAT 1033 (completed with a grade of "C" or higher) or appropriate placement test score.

- **MGF 1107 - Explorations in Mathematics**

**3 cr.**

Topics include financial mathematics, numbers and number systems, linear and exponential growth, elementary number theory, graph theory, voting techniques, and the history of mathematics. MGF 1106 and MGF 1107 are not sequential courses. This course must be completed with a grade of “C” or higher if used to satisfy General Education course degree and/or certificate requirements. 45 class hours. Prerequisite(s): MAT 1033 (completed with a grade of “C” or higher) or appropriate placement test score.

### **Mathematics: Topology and Geometry**

- **MTG 2206 - College Geometry**

**3 cr.**

A college geometry course emphasizing Euclidean geometry and its relationship to logic, trigonometry and coordinate geometry. The problems, proofs constructions and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slopes of lines, circles and similarity. Trigonometry is presented in terms of right triangle relationships; logic is the basis for deductive reasoning in proofs of theorems; and lines and other geometric figures are graphed in the rectangular coordinate system. This course must be completed with a grade of “C” or higher if used to satisfy General Education course degree and/or certificate requirements. 45 class hours. Prerequisite(s): MAT 1033 (completed with a grade of “C” or higher) or appropriate placement test score.

### **Medical Assisting Technology (Technical Credit)**

- **MEA 0200 - Examining Room Procedures**

**3 tech. cr.**

This course is designed to provide Medical Administrative Specialist students with instruction in the clinical procedures of a medical office. Emphasis is placed on assisting the physician in patient examination, vital signs, treatment and minor surgery. Lab testing, drug administration and phlebotomy techniques are also included. 90 hours of instruction. Prerequisite(s): HSC 0530 and HSC 0003. Refer to College Catalog/Student Handbook for course sequencing in program.

- **OTA 0627 - Medical Secretary Clinical**

**3 tech. cr.**

This course is designed to provide Medical Secretary students with practice in administrative procedures in a medical office. Emphasis is placed on proficiency in filing, telecommunications, insurance reporting and coding, medical accounting procedures and record processing. Students’ achievement in this course is based on “Pass/Fail.” (60 hours of front office and 30 hours of back office clinical instruction) 90 clinical hours. Prerequisite(s): Successful completion of all other courses required in the program.

## **Meteorology**

- **MET 2010 - Introduction to Meteorology**

**3 cr.**

A descriptive introduction to the atmosphere, its structure, composition and major processes. Main topics will include composition, heating and cooling, temperature, pressure and winds, weather systems, storms, forecasting, climate and climate change. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Microbiology**

- **MCB 2010 - Microbiology**

**3 cr.**

A survey of microbial forms with emphasis on bacteria, their morphology, physiology, genetic mechanisms, and their relationships to other organisms. 45 class hours. Prerequisite(s): BSC 2010 and BSC 2010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Co-requisite(s): MCB 2010L.

- **MCB 2010L - Microbiology Laboratory**

**1 cr.**

A laboratory investigation into the biology of microbial organisms. Topics include microbial morphology, physiology and genetics. Lab fee required. 30 laboratory hours. Prerequisite(s): BSC 2010 and BSC 2010L, or BSC 1085 and BSC 1085L (completed with grades of "C" or higher). Co-requisite(s): MCB 2010.

## **Military Science Leadership**

- **MSL 1001 - Foundations of Officership**

**1 cr.**

Examines the unique duties and responsibilities of officers, organization and role of the Armed Forces, review skills pertaining to fitness and communication, analyze Armed Forces values and expected ethical behavior.

- **MSL 1001L - Foundations of Officership Laboratory**

**1 cr.**

Provides the laboratory setting for MSL 1001.

- **MSL 1002 - Basic Leadership**

**1 cr.**

Presents fundamental leadership concepts and doctrine, practice basic skills that underline effective problem solving, examine the officer experience.

- **MSL 1002L - Basic Leadership Laboratory**

**1 cr.**

Examines the unique duties and responsibilities of officers, organization and role of the Armed Forces, review skills pertaining to fitness and communication, analyze Armed Forces values and expected ethical behavior.

- **MSL 2101 - Individual Leadership Studies**

**1 cr.**

Develops knowledge of self, self-confidence, and individual leadership skills, develop problem solving and critical thinking skills, apply communication, feedback, and conflict resolution skills.

- **MSL 2101L - Individual Leadership Studies Laboratory**

**1 cr.**

Provides the laboratory setting for MSL 2101. Co-requisite(s): MSL 2101.

- **MSL 2102 - Leadership and Teamwork**

**1 cr.**

Focuses on self development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills.

- **MSL 2102L - Leadership and Teamwork Laboratory**

**1 cr.**

Provides the laboratory setting for MSL 2102. Co-requisite(s): MSL 2102.

## **Music: Literature**

- **MUL 1110 - Music Appreciation**

**3 cr.**

A general survey of music and its composers, with extensive listening in order to develop an intelligent understanding and appreciation of the world's great music. This course is open to all students. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Music: Music Ensembles**

- **MUN 1341 - 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 up to four times with the consent of the instructor. MUN 1341, MUN 1342, MUN 1343 and MUN 1344. 30 laboratory hours.

- **MUN 1342 - Chamber Singers**

**1 cr.**

This course is a continuation of MUN 1341. 30 laboratory hours.

- **MUN 1343 - Chamber Singers**

**1 cr.**

This course is a continuation of MUN 1342. 30 laboratory hours.

- **MUN 1344 - Chamber Singers**

**1 cr.**

This course is a continuation of MUN 1343. 30 laboratory hours.

- **MUN 1345 - Chamber Singers**

**1 cr.**

This course is a continuation of MUN 1344. 30 laboratory hours.

## **Music: Theory**

- **MUT 1001 - Fundamentals of Music**

**3 cr.**

This course will include basic skills in reading and writing music. A fundamental knowledge of pitch, rhythm, tonality, and harmonic organization will be presented with an emphasis on its application to a variety of activities. No prior knowledge of music is necessary to enroll in this course. 45 class hours.

## **Nursing Practice and Theory**

- **NSP 1700C - Nursing Skills Seminar**

**2 cr.**

This is a review course to assist the student in retaining cognitive, psychomotor and affective nursing skills attained during the first year of the nursing program. The roles of the nurse as provider of care, communicator, teacher, manager and member of profession are reviewed. Lab fee required. 22.5 contact lecture hours. 22.5 lab hours. Prerequisite(s): NUR 1021C, NUR 1211C and NUR 1200C.

- **NUR 1006 - Nursing Fundamentals/ADN Transition**

**3 cr.**

This course is required for paramedics entering the ADN Transition program. This course validates and expands on knowledge and skills obtained in previous health-care and general education courses. The nursing process is introduced and used as an approach to nursing care with emphasis on the basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession are introduced and provide the framework for clinical application and evaluation. Additional lab time may be required. 45 class hours. Prerequisite(s): Admission to the ADN Transition program and Paramedic Licensure. Co-requisite(s): NUR 1006L.

- **NUR 1006L - Nursing Fundamentals Clinical/ADN Transition**

**3 cr.**

This course is required for a paramedic entering the ADN Transition program. This course validates and expands on knowledge and skills obtained in previous health-care and general education courses. The nursing process is introduced and used as an approach to nursing care in the clinical setting with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession are introduced for clinical application and evaluation. This course consists of 30 lab and 90 clinical

hours. Additional laboratory hours may be required. Prerequisite(s): Admission to the A.S. Degree Nursing/Transition Program and Paramedic Licensure. Co-requisite(s): NUR 1006.

- **NUR 1021 - Fundamentals of Nursing**

**4.5 cr.**

This course introduces theoretical concepts and skills basic to nursing care for adult clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on the basic needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession are introduced and provide the framework for clinical application and evaluation. This course consists of 67.5 theory hours. Prerequisite(s): Admission to the Generic A.S. Degree Nursing Program. Co-requisite(s): BSC 1086, BSC 1086L and NUR 1021L.

- **NUR 1021L - Fundamentals of Nursing Clinical**

**6 cr.**

This course introduces lab and clinical concepts and skills basic to nursing care for adult clients and their families. The nursing process is introduced and used as an approach to nursing care with emphasis on the basic needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. The roles of the nurse as a provider of care, communicator, teacher, manager and member of the profession are introduced for clinical application and evaluation. This course consists of 90 laboratory hours and 135 clinical hours. Additional campus laboratory hours may be required. Prerequisite(s): Admission to the A.S. Degree Nursing/Generic Program. Co-requisite(s): BSC 1086, BSC 1086L and NUR 1021.

- **NUR 1200 - Adult Nursing I/ADN Transition**

**3 cr.**

This course is required for all students entering/or progressing the ADN Transition program. This course introduces the theoretical concepts of the nursing process to nursing care in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession provide the framework for clinical application and evaluation. 45 theory hours. Prerequisite(s): Admission to the ADN Transition program and LPN Licensure or completion of NUR 1006 and NUR 1006L (Paramedics only). Co-requisite(s): NUR 1200L and DEP 2004.

- **NUR 1200L - Adult Nursing I Clinical /ADN Transition**

**3.5 cr.**

This course is required for all students entering/or progressing the ADN Transition program. This course introduces the application of the nursing process to nursing care in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession provide the framework for clinical application and evaluation. This class consists of 45 lab hours and 90 clinical hours. Additional laboratory

hours may be required. Prerequisite(s): Admission to the ADN Transition program and LPN Licensure or completion of NUR 1006 and NUR 1006L (Paramedics only). Co-requisite(s): NUR 1200 and DEP 2004.

- **NUR 1211 - Adult Nursing I/Generic Program**

**4.5 cr.**

This course emphasizes use of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the more commonly occurring health needs of clients in various settings. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession are expanded and provide the framework for clinical application and evaluation. This course consists of 67.5 theory hours. 67.5 lecture hours. Prerequisite(s): NUR 1021, NUR 1021L, BSC 1086 and BSC 1086L. Pre or co-requisite(s): MCB 2010 and MCB 2010L. Co-requisite(s): MCB 2010, MCB 2010L and NUR 1211L.

- **NUR 1211L - Adult Nursing I Clinical/Generic Program**

**5.5 cr.**

This course emphasizes use of the nursing process as an approach in assisting ill adults and their families to meet their basic needs. Emphasis is placed on the expansion of the roles of the nurse (provider of care, communicator, teacher, manager and member of the profession) with commonly occurring health needs of clients in various settings. This course consists of 30 lab hours and 202.5 clinical hours. Additional laboratory hours may be required. Prerequisite(s): NUR 1021, NUR 1021L, BSC 1086 and BSC 1086L. Co-requisite(s): NUR 1211, MCB 2010 and MCB 2010L.

- **NUR 1522 - Fundamental Mental Health Concepts in Nursing**

**1 cr.**

This course introduces the student to basic mental health concepts in nursing practice. Emphasis is placed on the conceptual basis of mental health. The self, communication, stress, coping, crisis intervention and nursing assessment of the mental health client. 15 class hours. Prerequisite(s): Admission to the AS Degree Nursing Program. Co-requisite(s): NUR 2820, PHI 1630, and ENC 1101.

- **NUR 2261 - Adult Nursing II**

**4.5 cr.**

This course emphasizes the nursing process in assisting more complexly ill adults and their families to meet their basic needs in the various settings. The roles of the nurse as a provider of care, communicator, teacher, manager and member of the profession provide the framework for clinical application and evaluation. 67.5 theory hours. Prerequisite(s): NUR 2460 and NUR 2460L or NUR 2403 and NUR 2403L. Co-requisite(s): NUR 2820, ENC 1101 and PHI 1630.

- **NUR 2261L - Adult Nursing II Clinical**

**3.5 cr.**

This course emphasizes the roles of the nurse (provider of care, communicator, teacher, manager and member of the profession) in the clinical application of the nursing process in assisting more complexly ill adults and their families in various settings. This course consists of 15 lab hours and 135 clinical hours. Additional laboratory hours may be required. Prerequisite(s): NUR 2460 and NUR 2460L or NUR 2403 and NUR 2403L. Co-requisite(s): NUR 2261, NUR 2820, ENC 1101 and PHI 1630.

- **NUR 2403 - Maternal-Child Nursing/ADN Transition**

**4.5 cr.**

This course emphasizes a theoretical application of the nursing process as an approach in assisting women, children and families in meeting their basic needs in a variety of settings. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession provide the framework for clinical application and evaluation. This course consists of 67.5 theory hours. Prerequisite(s): NUR 1200 and NUR 1200L. Co-requisite(s): NUR 2403L and DEP 2004.

- **NUR 2403L - Maternal-Child Nursing Clinical/ADN Transition**

**3 cr.**

This course emphasizes clinical 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 the profession provide the framework for clinical application and evaluation. This course consists of 30 lab hours and 90 clinical hours. Additional laboratory hours may be required. Prerequisite(s): NUR 1200 and NUR 1200L. Co-requisite(s): NUR 2403 and DEP 2004.

- **NUR 2460 - Maternal-Child Nursing/Generic Program**

**5 cr.**

This course emphasizes the application of the nursing process as an approach in assisting women, children and families 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 the profession provide the framework for clinical application and evaluation. This course consists of 75 theory hours. Prerequisite(s): NUR 1211 and NUR 1211L. Co-requisite(s): NUR 2460L and DEP 2004.

- **NUR 2460L - Maternal-Child Nursing Clinical/Generic Program**

**5.5 cr.**

This course emphasizes the roles of the nurse (provider of care, teacher, communicator, manager and member of the profession) in the clinical application of the nursing process as an approach in assisting women, children and families in meeting their basic needs in a variety of settings. This course consists of 45 lab hours and 180 clinical hours. Additional campus laboratory hours may be required. Prerequisite(s): NUR 1211 and NUR 1211L. Co-requisite(s): NUR 2460 and DEP 2004.

- **NUR 2714 - Adult Nursing III**

**.5 cr.**

This is a theoretical course that provides in-depth information of the expectations of a student to prepare for clinical preceptorship. The roles of the nurse as provider of care, communicator, teacher, manager and member of the profession provide the framework for clinical application and evaluation. 7.5 theory hours. Prerequisite(s): **NUR 2261 and NUR 2261L**. Co-requisite(s): **NUR 2820, NUR 2714L, ENC 1101 and PHI 1630**.

- **NUR 2714L - Adult Nursing III Clinical**

**1.5 cr.**

This is a concentrated clinical course in an acute care setting. The course emphasizes application of the nursing process in the clinical management of groups of patients. Under the direction of a preceptor, the students will implement the roles of the nurse as provider of care, communicator, teacher, manager and member of the profession and provide the framework for clinical application and evaluation. This course consists of 67.5 clinical hours. Prerequisite(s): **NUR 2261 and NUR 2261L**. Co-requisite(s): **NUR 2820, NUR 2714, ENC 1101 and PHI 1630**.

- **NUR 2820 - Nursing Role & Scope**

**1 cr.**

This course is designed to assist the graduating student transitioning to the role of registered nurse. Client care management concepts and the legal, ethical and professional responsibilities of the Registered Nurse are emphasized. Clinical application of theoretical content is accomplished in the clinical nursing courses taken in the final semester of the nursing curriculum. This course consists of 15 theory hours. Prerequisite(s): **NUR 2460 and NUR 2460L or NUR 2403 and NUR 2403L**. Co-requisite(s): **NUR 2261, NUR 2261L, NUR 2714, NUR 2714L and ENC 1101 and PHI 1630**.

- **NUR 3065C - Examination and Assessment**

**4 cr.**

This course provides the RN to BSN student with applicable frameworks to systematically perform physical assessments and analyze health histories in the context of delivering patient care. Attention will be focused on examination of body systems, interpretation of pertinent lab related diagnostic findings, and communication methods of electronic health record documentation. Analysis of data collection will be used to formulate applicable nursing diagnoses to help improve patient outcomes that are respectful of cultural awareness. 52.5 class hours. 22.5 lab hours. Prerequisite(s): Admission to the BSN program.

- **NUR 3119 - Nursing Theoretical Concepts**

**3 cr.**

This course addresses foundations of nursing theory as it applies to clinical decision making. A comparison of prominent nursing theorists will provide a framework for conceptual analysis of the metaparadigm of nursing. Incorporation of theoretical frameworks applied to clinical practice settings will provide the RN to BSN student

with opportunities for enhanced interdisciplinary communication to improve patient outcomes. 45 class hours. Prerequisite(s): Admission to the BSN program.

- **NUR 3125 - Pathology for Nursing Practice**

**3 cr.**

This course examines the relationship between pathophysiological mechanisms of disease applied across the life cycle continuum. Clinical manifestations involving alterations in body systems will be identified as a guide to establishing therapeutic management. 45 class hours. Prerequisite(s): NUR 3119, NUR 3065C, NUR 3104 and NUR 3895.

- **NUR 3145 - Pharmacology for Nursing**

**4 cr.**

This course provides the RN to BSN student with an understanding of core concepts in pharmacology: pharmacodynamics, pharmacokinetics and pharmacogenomics. Medications will be reviewed in the following categories: pharmacological and therapeutic drug classifications, safe and therapeutic drug levels, adverse side effects and potential drug toxicity. Emphasis will be placed on safe drug administration principles and monitoring clinical response to therapies and polypharmacy. 60 class hours. Prerequisite(s): NUR 3119, NUR 3065C, NUR 3104 and NUR3895.

- **NUR 3655 - Cultural Health Issues**

**3 cr.**

Examination of culture as it affects perception and management of health will be explored in this course. Basic health concepts will be explored across diverse population groups so as to build a suitable knowledge base from which to develop health promotion methods. Concepts related to health beliefs will be identified along with the impact of relevant issues such as health literacy, health disparities and cultural competence as they affect delivery of care. 45 class hours. Prerequisite(s): Admission to the BSN program.

- **NUR 3826 - Legal and Ethical Issues in Nursing**

**4 cr.**

This course will examine legal and ethical concepts as they apply to professional nursing practice. Standards of care in the context of the Nurse Practice Act will serve as the framework for discussion. Analysis of case issues will serve as the forum for legal and ethical decision making process. 60 class hours. Prerequisite(s): NUR 3119, NUR 3065C, NUR 3104, NUR 3895 and PHI1630.

- **NUR 3895 - Teaching and Learning for the Healthcare Professional**

**3 cr.**

This course provides RN to BSN students with a foundation in teaching and learning principles. Attention will be

directed towards an understanding of learning theories, determination of learning behaviors, overcoming barriers to learning and evaluation of methods. Development of learning objectives will be identified across the lifespan and within the context of patient and/or group characteristics. A selection of teaching and learning strategies will be reviewed for their impact on improving health outcomes.

45 class hours. Prerequisite(s): Admission to the BSN program.

- **NUR 4164 - Nursing Research and Informatics**

**4 cr.**

This course provides the RN to BSN student with a foundation in nursing research and informatics. Design methodology, ethical aspects of research, reliability and validity and interpretative methods of analysis will be discussed. Principles of critical appraisal will be taught along with use of evidenced based practice to interpret findings. With regard to nursing informatics, this course will examine how information technology has changed the direction of delivery of health care. HIPPA compliance, electronic health record documentation and use of social media will be reviewed. 60 class hours. Prerequisite(s): NUR 3125, NUR 3145, NUR 3826, NUR 4837 and STA 2023.

- **NUR 4636C - Community Nursing**

**3 cr.**

This course provides the RN to BSN student with an opportunity to participate in a community practice setting environment. Exploration of principles (epidemiological, cultural, social and financial factors) affecting health promotion and delivery of care in a variety of different community group practice settings will allow the student to utilize teaching learning principles to improve selected health outcomes for a culturally diverse population. Recognition of Healthy People 2020 objectives will serve as a framework for health promotion content. Clinical immersion experience for this course will require the individual student to develop a needs based assessment for a selected community group. In conjunction with an established preceptor, the student will implement and analyze the needs assessment to help improve health outcomes for the selected community group. 30 class hours. 45 clinical hours. Prerequisite(s): NUR 3125, NUR 3145, NUR 3826 and NUR 4837.

# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Course Descriptions

[Contract All Courses](#) |

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### Nursing Practice and Theory

- **NUR 4827 - Principles of Leadership and Management in Nursing**

**3 cr.**

This course will explore theories of leadership and management as it applies to professional nursing practice. Emphasis will be placed on assigned task roles related to: delegation, conflict resolution, professional networking, quality performance indicators, staffing pattern assignments, case management, strategic planning, budgeting and group dynamics. Identification of professional nursing roles along with delineation of requirements for certification and advanced practice will be reviewed. 45 class hours. Prerequisite(s): NUR 4636C and NUR 4164.

- **NUR 4837 - Health Care Policy and Economics in Nursing**

**3 cr.**

This course addresses organizational issues that delineate the structure of the health care industry, development of public health care policy and the impact that economics plays on implementation of services. Emerging trends will be reviewed and analyzed for their potential impact on nursing practice and healthcare needs on both national and global levels. 45 class hours. Prerequisite(s): NUR 3119, NUR 3065C, NUR 3104 and NUR 3895.

- **NUR 4945C - Nursing Capstone Experience**

**5 cr.**

This course provides the RN to BSN student with the opportunity to demonstrate met competencies that satisfy program outcomes while participating in a selected clinical immersion experience. The RN to BSN student will be able to demonstrate applied knowledge and expertise in selected practice areas such as (but not limited to) nursing education, nursing administration and clinical practice settings. This capstone experience will be on based on mutual agreement between the RN to BSN student, faculty and established preceptor. 30 class hours. 45 clinical hours. Prerequisite(s): All theoretical and designated nursing courses in the BSN program.

**Oceanography: General**

- **OCE 2001 - Introduction to Oceanography**

**3 cr.**

An introduction to the physical, chemical and biological nature of the oceans. Topics include: the history and shape of the oceans; the physical and chemical properties of sea water; waves, tides and ocean currents; and the biology and ecology of marine life. (Due to similarity in subject matter, both OCE 2001 and BSC 1311 cannot be used to meet general education requirements. One or the other can be used to fulfill one of the science requirements). 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites. Recommended prerequisite(s): PSC 1121 or PSC 1341.

## **Office Systems Technology**

- **OST 1100 - College Keyboarding I**

**3 cr.**

This course is designed for students with little or no keyboarding experience. This course will include the correct techniques and basic skills in keyboarding. Students will produce basic business documents using current software. Lab fee required. 45 class hours.

- **OST 1110 - College Keyboarding II**

**3 cr.**

This course is a continuation of OST 1100. Students will use current software for advanced practice in business document production and skill-building applications. Lab fee required. 45 class hours. Prerequisite(s): OST 1100 or consent of instructor.

- **OST 1764 - Word Processing—Microsoft Word**

**3 cr.**

This course develops the skills necessary to use Word software. Students will create, edit, format, and print various business documents. Students are expected to come to this course with knowledge of document formatting. Lab fee required. 45 class hours.

- **OST 1811 - Desktop Publishing**

**3 cr.**

This course introduces the student to the desktop publishing features of current software. Emphasis in the course will be on publications that office support personnel would produce such as flyers, newsletters, bulletins, brochures, and covers for reports. A student enrolling in this course should have a working knowledge of the advanced applications of the current software. Lab fee required. 45 class hours. Prerequisite(s): OST 1110 or consent of instructor.

- **OST 2335 - Business Communications**

**3 cr.**

This course offers instruction and practice in the production of effective oral and written communication. Emphasis is placed on writing clear, forceful, and effective business letters. Lab fee required. 45 class hours.

- **OST 2401 - Administrative Office Procedures**

**3 cr.**

This course provides for the development of professional office skills. Emphasis will be placed on decision-making. Instruction will include telephone techniques, public relations, team-building, good business grooming, and employability skills. Students will use current software for document production. Lab fee required. 45 class hours. Prerequisite(s): OST 1100 or consent of instructor.

- **OST 2852 - Excel for the Office**

**3 cr.**

This course is designed to teach the commands and functions of Excel used in a business office. Topics will be based on business situations covering spreadsheet applications, database functions, and graphics. This is a beginning Excel course. Lab fee required. 45 class hours.

#### **Office Technology Applications (Technical Credit)**

- **OTA 0040 - Information Technology Assistant**

**6 tech. cr.**

This course is designed to provide an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic Web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHTML, and XML Web commands and design; emerging technologies, and Web page design. After successful completion of this course, students will have met Occupational Completion Point A, Information Technology Assistant, SOC Code 15-1041. Lab fee required. 150 hours of instruction.

- **OTA 0101 - Keyboarding I**

**2 tech. cr.**

This course is designed to teach basic keyboarding/typewriting skills on the computer using word-processing software applications. It includes instruction of the alphabetic and numeric keys, proper technique, typing practice, document production and storage, document revision, and organization of files. Proper technique will be emphasized. Lab fee required. 60 hours of instruction.

- **OTA 0609A - Medical Office Procedures**

**3 tech. cr.**

This course includes instruction in medical office procedures, record keeping, appointment scheduling, telephone skills, medical financial record management, patient billing, and coding procedures for insurance reimbursement. 90 hours of instruction. Prerequisite(s): OTA 0101 and HSC 0530. Refer to College Catalog/Student Handbook for course sequencing in program.

- **OTA 0611 - Keyboarding II**

**2 tech. cr.**

This course is a continuation of the touch system of typewriting and of basic and production skill building with an emphasis on professionalism. This course emphasizes typing speed and accuracy in typing using computer-based software applications. Lab fee required. 60 hours of instruction. Prerequisite(s): OTA 0101 or consent of instructor.

#### **Oral Interpretation**

- **ORI 1000 - Performance of Literature**

**3 cr.**

This course focuses on developing a better understanding of literature through performance. Performance allows students to engage actively with a variety of literary forms. This course will combine lecture, discussion, and performance exercises in addition to individual and group performance. 45 class hours.

#### **Paralegal/Legal Asst/Legal Administration**

- **PLA 1003 - Introduction to Law and Legal Ethics**

**3 cr.**

An overview of the training, functions, and career opportunities for paralegals. This course examines the roles of the lawyer and paralegal in modern society, the ethical standards applicable to the law profession, and surveys the various areas of law that will be covered by the student in the paralegal program. 45 class hours.

- **PLA 1201 - Civil Procedure**

**3 cr.**

A study of the structure of state and federal civil judicial systems, including the state and federal rules of civil procedure. This course includes written examinations and the drafting of basic civil litigation documents. 45

class hours.

- **PLA 1260 - Evidence and Trial Practice**

**3 cr.**

A study of the law and rules of admissibility of evidence. The course includes interviewing and investigative techniques, preparing and organizing courtroom materials, compiling documentary and demonstrative evidence, and effective courtroom assistance. 45 class hours. Prerequisite(s): PLA 1201 or consent of instructor.

- **PLA 1303 - Criminal Law for Paralegals**

**3 cr.**

An intensive study of the law of crimes, the elements of various crimes, and defenses to criminal prosecution. This course includes basic criminal court practice and procedure in state and federal courts, and basic prosecution and defensive strategies. 45 class hours.

- **PLA 1763 - Law Office Management**

**2 cr.**

A study of the fundamental concepts of law office management, including client record-keeping and retrieval systems, timekeeping, billing and accounting practices, personnel management and business relationships, and law office equipment, technology and supervision. 30 class hours.

- **PLA 2104 - Legal Research and Writing I**

**3 cr.**

An intensive study of the fundamentals of legal research and the sources and materials used in legal research. This course introduces the student to legal writing and the format for memoranda of law. 45 class hours. Prerequisite(s): ENC 1101 (completed with a grade of "C" or higher).

- **PLA 2114 - Legal Research and Writing II**

**3 cr.**

An advanced study of legal research and writing techniques, including proper citation form and the presentation of logically sound and convincing legal argument. Students will prepare an appellate brief and present an appellate argument. 45 class hours. Prerequisite(s): PLA 2104 or consent of instructor.

- **PLA 2273 - Torts**

**3 cr.**

An intensive study of the law of intentional torts, negligence, and strict liability, including the elements of each and their related defenses. Principles of insurance will also be covered. Students will apply tort concepts to hypothetical factual scenarios. 45 class hours.

- **PLA 2401 - Commercial Transactions**

**2 cr.**

A practical skills course where students review and prepare transactional documents associated with real estate and business transactions, and prepare basic tax returns. 30 class hours.

- **PLA 2540 - Real Property Law**

**3 cr.**

A study of the law of real property, including types of ownership, future interests, concurrent estates, and liens and encumbrances. The course includes an examination of real property transaction documents including leases, deeds, mortgages, transfer and closing documents. 45 class hours.

- **PLA 2600 - Wills, Estates, and Trusts**

**3 cr.**

A survey of common forms of wills and trusts, and a study of the law applicable to wills, trusts, and the probate of estates. This course includes examination, and drafting of, basic wills and probate documents. 45 class hours.

- **PLA 2800 - Family Law**

**3 cr.**

A study of the law of dissolution of marriage, separation, custody, legitimacy, paternity, adoption, change of name, and guardianship. Students will examine and draft basic documents related to the topics covered. 45 class hours.

- **PLA 2940 - Paralegal Internship**

**3 cr.**

This course is a planned work-based experience that will provide the student with an opportunity to enhance workplace skills through a supervised practical experience related to their paralegal career objective. Students will submit an application for the internship to the Paralegal Program Coordinator prior to registering for the course. The instructor and the field supervisor will evaluate students according to the course objectives and performance will be graded as "Pass/Fail." This course will include a minimum of 90 hours of field experience together with at least three conferences with the instructor. Prerequisite(s): Completion of PLA 2104 and PLA 2114, 21 credits in PLA courses and recommendation of Coordinator.

## Peace Studies

- **PAX 2000 - Introduction to Peace Studies**

**3 cr.**

This course provides an in-depth exploration of the interdisciplinary field of peace studies from various liberal arts disciplines, including literature, art, history, political science, anthropology, philosophy, ethics, psychology, sociology, science and religious studies. Students will examine the theoretical and practical application of peace pedagogy to micro and macro systemic conflicts and alternative conflict resolution. This course will introduce critical analysis skills relevant to such complex concepts as: empathy and apathy, divisiveness and consensus, chaos and order, hostility and compassion, self-interest and altruism, acceptance/tolerance and ostracism/aggressiveness, and cognitive inflexibility and compromise. Students will also explore contemporary thinking relevant to pluralism, peace-building, social justice, human rights, environmental stability and reconciliation. The course includes service-learning, critical discussions of readings, and relevant classroom projects. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## Personality

- **PPE 2001 - Introduction to Personality**

**3 cr.**

This course is designed to provide an examination of the significant features of the major theories and determinants of personality. Critical issues confronting personality theorists and applications are studied. Relevant experiential and critical thinking exercises designed to foster an understanding of personality are an integral component of this course. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

## Pharmacy Technician (Technical Credit)

- **PTN 0000 - Foundations of Pharmacy Practice**

**4 tech. cr.**

This course is an introductory look at the roles and responsibilities of the pharmacy technician. Topics include the history of medicine and pharmacy, law and ethics, safety, and communication. Prerequisite(s): Admission to the Pharmacy Technician program. Co-requisite(s): PTN 0032, PTN 0032L, PTN 0015, PTN 0021.

- **PTN 0015 - Calculations for the Pharmacy Technician**

**2 tech. cr.**

This course will enable students to interpret drug orders and solve drug dosage calculations. The course includes

a review of basic math, conversions, and methods of calculations for oral, parenteral and intravenous drugs in numerous pharmacy settings. 60 clock hours. Prerequisite(s): Admission to the Pharmacy Technician program. Co-requisite(s): PTN 0000, PTN 0032, PTN 0032L, PTN 0021.

- **PTN 0021 - Pharmacology for the Pharmacy Technician I**

**2 tech. cr.**

This course introduces students to the study of pharmacology, drug classifications, strengths, indications, dosages and side effects of various medications. This course encompasses pharmacodynamics, pharmacokinetics, drug distribution and metabolism, immune system, nervous system and musculoskeletal system. 60 clock hours.

Prerequisite(s): Admission to the Pharmacy Technician program. Co-requisite(s): PTN 0000, PTN 0032, PTN 0032L, PTN 0015.

- **PTN 0023 - Pharmacology for the Pharmacy Technician II**

**2 tech. cr.**

This course is a comprehensive overview of the medications, indications, dosages and side effects of various body systems, including cardiovascular, gastrointestinal, renal, endocrine, respiratory, eyes and ears, and the integumentary system. 60 clock hours. Prerequisite(s): PTN 0021. Co-requisite(s): PTN 0033, PTN 0033L.

- **PTN 0032 - Pharmacy Operations I**

**3 tech. cr.**

This course examines the roles of the pharmacy technician within the retail pharmacy. The course will introduce students to pharmacy work flow, the prescription filing process, prescription drug names, processing insurance and basic pharmaceutical calculations. 90 clock hours. Prerequisite(s): Admission to the Pharmacy Technician program. Co-requisite(s): PTN 0000, PTN 0032L, PTN 0015, PTN 0021.

- **PTN 0032L - Pharmacy Operations I Laboratory**

**1 tech. cr.**

This course accompanies the Pharmacy Operations I theory course and will allow students to practice using pharmacy management software, filling prescriptions, and the day-to-day operations of the retail pharmacy.

Lab/special fees required. 30 clock hours. Prerequisite(s): Admission to the Pharmacy Technician program. Co-requisite(s): PTN 0000, PTN 0032, PTN 0015, PTN 0021.

- **PTN 0033 - Pharmacy Operations II**

**2 tech. cr.**

This course will introduce the students to the institutional pharmacy and long term care settings. The student will be introduced to the hospital pharmacy work flow, calculations, intravenous therapy and compounding. 60 clock hours. Prerequisite(s): PTN 0032. Co-requisite(s): PTN 0033L, PTN 0023.

- **PTN 0033L - Pharmacy Operations II Laboratory**

**2 tech. cr.**

This course accompanies the Pharmacy Operations II theory course and will allow students to practice aseptic technique, preparing medications, preparing unit dose medications, and how to prepare intravenous admixtures. Lab fee required. 60 clock hours. Prerequisite(s): PTN 0032L. Co-requisite(s): PTN 0033, PTN 0023.

- **PTN 0043 - Pharmacy Practicum**

**8 tech. cr.**

This course provides the students the skills required to work as ambulatory and institutional pharmacy technicians. Students will work alongside pharmacists and practice skills such as entering patient information, prescription processing, preparing and delivering medication, billing insurance, and receiving drug orders through the hospital patient record system. 240 clock hours. Prerequisite(s): PTN 0033. Co-requisite(s): PTN 0093.

- **PTN 0093 - Pharmacy Technician Certification Review**

**1 tech. cr.**

This course is a comprehensive review based on the content from the Pharmacy Technician Certification Board. 30 clock hours. Prerequisite(s): PTN 0023. Co-requisite(s): PTN 0043.

## Philosophy

- **PHI 1010 - Introduction to Philosophy**

**3 cr.**

This course is an introduction to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. The course covers understanding arguments, fundamental questions, and particular issues in logic, metaphysics, epistemology, and axiology. Topics are drawn from Western and non-Western traditions, from ancient to contemporary times. Emphasis is placed on applications of philosophy to the theoretical foundations and methods of other disciplines. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **PHI 1630 - Applied Ethics**

**3 cr.**

This course is designed to provide an introductory background to ethics and an in-depth study of the critical skills necessary to an intelligent analysis of contemporary issues. Emphasis will be placed on the systematic generation of options in order to determine choices for resolving dilemmas. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **PHI 2070 - Introduction to Non-Western Philosophy**

**3 cr.**

This course will introduce students to some of the most important and eternal issues and questions in the main philosophical traditions of Asia. Hindu, Buddhist, Confucian and Taoist thought will be considered in detail. There may also be some discussion of significant issues in African or Islamic thought. No prior knowledge will be assumed.

- **PHI 2100 - Introduction to Logic**

**3 cr.**

This course provides students with instruction in the principles of valid reasoning and critical thinking. Topics include deduction, induction, categorical propositions, categorical syllogisms, informal fallacies, construction and evaluation of arguments, the relationship between logic and language, and the difference between traditional and symbolic logic. Students learn to construct and evaluate arguments effectively, to distinguish between valid and invalid arguments, and to reason with accuracy, clarity, and completeness. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Photography**

- **PGY 1401C - Photography I**

**3 cr.**

A course designed to give the student an introduction to photography through the use of the digital camera. Instruction is given on the photographic process (software and hardware), lighting, printing of photographs, criticism and history of photography. Lab fee required. A digital camera is required. 30 lecture hours and 30 laboratory hours.

- **PGY 1404C - Photography II**

**3 cr.**

This course is a continuation of PGY 1401C, including more in-depth involvement with cameras, composition, iconography, criticism, reasoning, and creativity. Instruction is given on the digital photographic process (software and hardware), lighting, printing of photographs, criticism, and history of photography. Lab fee

required. A digital camera is required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): PGY 1401C or consent of instructor.

- **PGY 2405C - Photography III**

**3 cr.**

This course describes the principles and techniques of communicating information, ideas, moods, and feelings through the creation of images on photographic film or plates, and may prepare individuals to be professional photographic artists. Course includes instruction in camera and equipment operation and maintenance, film and plate developing, light and composition, films and printing media, color and special effects, photographic art, photographic history, and applications to the photography of various subjects. Lab fee required. A digital camera is required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): PGY 1404C or consent of instructor.

### **Physical Education: Object Centered**

- **PEL 1111 - Beginning Bowling**

**1 cr.**

The course is designed to introduce students to the sport of bowling. Fundamental skills, history, rules, scoring, and etiquette will be stressed. Lab fee required. 7 class hours and 24 laboratory hours.

- **PEL 1121 - Beginning Golf**

**1 cr.**

This course is an introduction to the history, rules, and social and physical values of golf. The basic fundamentals pertaining to grip, stance, posture, and swing are stressed. Primary emphasis is to provide the student with the proper knowledge and skills necessary to enjoy recreational golf. Lab fee required. 7 class hours and 24 laboratory hours.

- **PEL 1122 - Intermediate Golf**

**1 cr.**

This course is a continuation of PEL 1121. It is designed to enhance students' understanding and application of golf strategies; the proper grip, stance, and swing; and golf etiquette and rules. Lab fee required. 7 class hours and 24 lab hours. Prerequisite(s): PEL 1121 or consent of instructor.

- **PEL 1341 - Beginning Tennis**

**1 cr.**

This is a course for beginners, designed primarily to provide the student with the knowledge and skills necessary

to enjoy recreational tennis. Lab fee required. 7 class hours and 24 laboratory hours.

- **PEL 1342 - Intermediate Tennis**

**1 cr.**

A continuation of tennis skill practice, with an emphasis on strategy. Singles or doubles tourney play. Lab fee required. 7 class hours and 24 laboratory hours. Prerequisite(s): PEL 1341 or consent of instructor.

- **PEL 1441 - Racquetball**

**1 cr.**

This course is designed to teach the fundamentals of racquetball and to develop skills necessary for successful singles and doubles play. Lab fee required. 7 class hours and 24 laboratory hours.

### **Physical Education: Performance Centered**

- **PEM 1102 - Basic Conditioning**

**1 cr.**

This course is an instruction in principles of aerobic exercise and weight training. The emphasis is on cardiovascular endurance and muscular strength development. 7 class hours and 24 laboratory hours.

- **PEM 1131 - Weight Training I**

**1 cr.**

Instruction in the principles of weight training. The primary emphasis is skeletal muscular strength increases. General fitness improvement is also involved. 7 class hours and 24 laboratory hours.

- **PEM 1132 - Weight Training II**

**1 cr.**

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

- **PEM 1171 - Aerobic/Step Training I**

**1 cr.**

A fitness activity course that combines step training, strengthening, and cardiovascular conditioning. This activity is based on the principle of aerobic activity. Lab fee required. 7 class hours and 24 laboratory hours.

- **PEM 1172 - Aerobic/Step Training II**

**1 cr.**

A combination of creative power/step training and cardiovascular movements for the improvement of cardiorespiratory endurance. Lab fee required. 7 class hours and 24 laboratory hours. Prerequisite(s): PEM 1171, step training experience, or consent of instructor.

- **PEM 2145 - Jogging and Distance Walking I**

**1 cr.**

This course is the study and practice of walking, jogging, running and its effects on body systems. Emphasis is on cardiopulmonary training; secondary emphasis is on general fitness. 7 class hours and 24 laboratory hours.

- **PEM 2146 - Jogging and Distance Walking II**

**1 cr.**

This course is the study and practice of walking, jogging, running and its effects on body systems. Emphasis is on cardiopulmonary training; secondary emphasis is on general fitness. 7 class hours and 24 laboratory hours.

## Physical Sciences

- **PSC 1121 - Survey of the Physical Sciences**

**3 cr.**

A non-laboratory course intended for non-science majors. It provides an introduction to the atomic nucleus and nuclear power; the periodic table, chemical bonding; meteorology and earth science; and astronomy. It is recommended that students complete this course prior to enrolling in BSC 1005, BSC 1050, or OCE 2001. (Students cannot receive credit in both this course and the former Introduction to the Physical Universe II course.) 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and MAT 0028 or MAT 0022 (completed with a grade of "C" or higher or "P" for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **PSC 1341 - Introduction to the Physical Sciences**

**3 cr.**

A non-laboratory course intended for non-science majors. The course provides an introduction to physics and chemistry. (Students cannot receive credit in both this course and the former Introduction to the Physical

Universe I course.) 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and MAT 0028 or MAT 0022 (completed with a grade of “C” or higher or “P” for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## Physics

- **PHY 1053 - General Physics I**

**3 cr.**

This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Topics include mechanics, heat and sound. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites. Pre or co-requisite(s): MAC 1147. Co-requisite(s): PHY 1053L.

- **PHY 1053L - General Physics I Laboratory**

**1 cr.**

A laboratory investigation into fundamental concepts of physics. Topics include mechanics, heat and sound. Lab fee required. 30 laboratory hours. Pre or co-requisite(s): MAC 1147. Co-requisite(s): PHY 1053.

- **PHY 1054 - General Physics II**

**3 cr.**

This is a non-calculus general physics course intended for those students not majoring in engineering or the physical sciences. Subject matter includes electricity, magnetism, light, and selected topics in modern physics. 45 class hours. Prerequisite(s): MAC 1147, PHY 1053 and PHY 1053L (completed with grades of “C” or higher). Co-requisite(s): PHY 1054L.

- **PHY 1054L - General Physics II Laboratory**

**1 cr.**

A laboratory investigation into fundamental concepts of physics. Topics include electricity, magnetism, optics and modern physics. Lab fee required. 30 laboratory hours. Prerequisite(s): MAC 1147, PHY 1053 and PHY 1053L (completed with grades or “C” or higher). Co-requisite(s): PHY 1054.

- **PHY 2048C - General Physics I with Calculus**

**4 cr.**

This is a calculus-based general physics course intended for those students majoring in engineering or the

physical sciences. Topics include mechanics, heat and sound. A laboratory component reinforces course concepts and principles. Lab fee required. 45 class hours and 30 laboratory hours. Prerequisite(s): MAC 2311 with a grade of "C" or higher.

- **PHY 2049C - Physics II with Calculus**

**4 cr.**

This is a calculus-based general physics course intended for those students majoring in engineering or the physical sciences. Topics include electricity, magnetism, light and selected topics in modern physics. A laboratory component reinforces course concepts and principles. Lab fee required. 45 class hours and 30 laboratory hours. Prerequisite(s): PHY 2048C with a grade of "C" or higher.

### **Political Science**

- **POS 2041 - American Federal Government**

**3 cr.**

A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing the relationship of the individual to the government and a study of the U.S. Constitution. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **POS 2112 - State and Local Government**

**3 cr.**

A study of state, county, and municipal government with emphasis on the newer trends in local government. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

### **Practical Nursing (Technical Credit)**

- **PRN 0000 - Fundamentals of Nursing/PN**

**3 tech. cr.**

This course introduces the student to theoretical concepts of 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. This course consists of 90 theory hours. Prerequisite(s): Admission to Practical Nursing Program. Co-requisite(s): PRN 0000L and PRN 0080 or equivalent.

- **PRN 0000L - Fundamentals of Nursing Clinical/PN**

**5 tech. cr.**

This course introduces the student to the lab and clinical concepts and skills of 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. This course consists of 45 laboratory hours and 105 clinical hours. Prerequisite(s): Admission to the Practical Nursing Program. Co-requisite(s): PRN 0000 and PRN 0080 or equivalent.

- **PRN 0002 - Fundamentals of Nursing II/PN**

**2 tech. cr.**

This course is designed to explore Maslow's hierarchy of needs, nursing principles and the roles of the practical nurse (provider of care, communicator and member of the profession) in the approach to the care of clients with alterations of oxygenation, nutrition, hydration, mobility, comfort, safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. This course consists of 60 theory hours. Prerequisite(s): PRN 0000, PRN 0000L and PRN 0080 or equivalent. Co-requisite(s): PRN 0030 and PRN 0002L.

- **PRN 0002L - Fundamentals of Nursing II Clinical/PN**

**5 tech. cr.**

In this course, concepts related to Maslow's hierarchy of needs, nursing principles and the roles of the practical nurse (provider of care, communicator and member of the profession), are applied in the laboratory and clinical setting as the approach to the care of clients with alterations of oxygenation, nutrition, hydration, mobility, comfort, safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. This course consists of 30 laboratory hours and 105 clinical hours. Prerequisite(s): PRN 0000, PRN 0000L and PRN 0080 or equivalent. Co-requisite(s): PRN 0030.

- **PRN 0030 - Medication Administration/Pharmacology**

**2 tech. cr.**

This course is designed to introduce the practical nursing student to basic pharmacological principles and concepts. The content includes basic math, medical math, pharmacologic concepts and legal and ethical considerations. This course consists of 60 theory hours. Prerequisite(s): PRN 0000, PRN 0000L, PRN 0080 or equivalent. Co-requisite(s): PRN 0002 and PRN 0002L.

- **PRN 0080 - Body Structure and Function**

**1.5 tech. cr.**

This course is designed to introduce practical nursing students to basic concepts and principles of human

structures (anatomy) and function (physiology). The emphasis is on the interaction of all body systems. 45 class hours. Prerequisite(s): Admission to the Practical Nursing Program. Co-requisite(s): PRN 0000 and PRN 0000L.

- **PRN 0120 - Maternal-Child Nursing**

**2.5 tech. cr.**

This course is designed to provide the practical nursing student with theoretical concepts specific to the care of maternal child population concepts specific to growth and development and the care of maternal and child clients with obstetric and pediatric needs are included. 75 theory hours. Prerequisite(s): PRN 0002, PRN 0002L, PRN 0030. Co-requisite(s): PRN 0120L.

- **PRN 0120L - Maternal-Child Nursing Clinical**

**2.5 tech. cr.**

This course is designed to provide the practical nursing student with lab and clinical application of concepts specific to the maternal and child populations. Additional lab practice may be required. This course consists of 15 laboratory hours and 60 clinical hours. Prerequisite(s): PRN 0002, PRN 0002L and PRN 0030. Co-requisite(s): PRN 0120.

- **PRN 0204 - Medical Surgical Nursing I**

**3 tech cr.**

This course is designed to provide the practical nursing student with the theoretical foundation to support clinical application of nursing care of the adult medical-surgical client utilizing nursing principles. Nursing principles are emphasized. Concepts specific to the care of clients with disease/disorders of the respiratory, cardiovascular, neurological, sensory, cancer and mental health are included. This course consists of 90 theory hours. Prerequisite(s): PRN 0002, PRN 0002L, PRN 0030 and PRN 0080 or equivalent. Co-requisite(s): PRN 0204L.

- **PRN 0204L - Medical Surgical Nursing I Clinical**

**5.5 tech. cr.**

This course is designed to provide the practical nursing student with additional lab 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, neurological, sensory, cancer and mental health are included. This course consists of 15 laboratory hours and 150 clinical hours. Prerequisite(s): PRN 0002, PRN 0002L and PRN 0030. Co-requisite(s): PRN 0204.

- **PRN 0205 - Medical Surgical Nursing II**

**2.5 tech cr.**

This course is designed to provide the practical nursing student with the theoretical foundation to support 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, reproductive, musculoskeletal, integumentary, digestive and the urinary systems are included. This course consists of 75 theory hours. Prerequisite(s): PRN 0204 and PRN 0204L. Co-requisite(s): PRN 0205L.

- **PRN 0205L - Medical Surgical Nursing II Clinical**

**5.5 tech. cr.**

This course is designed to provide the practical nursing student 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, reproductive, musculoskeletal, integumentary, digestive and the urinary systems are included. This course consists of 15 laboratory hours and 150 clinical hours. Prerequisite(s): PRN 0204 and PRN 0204L. Co-requisite(s): PRN 0205.

- **PRN 0500 - Gerontological Nursing**

**2 tech. cr.**

This course is designed to provide the practical nursing student with theoretical concepts specific to the care 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. This course consists of 60 theory hours. Prerequisite(s): PRN 0002, PRN 0002L and PRN 0030. Co-requisite(s): PRN 0500L.

- **PRN 0500L - Gerontological Nursing Clinical**

**3 tech. cr.**

This course examines the Practical Nurse's role when caring for older adults in long-term care. Cultural diversity, legal/ethical considerations and the communication process are examined to provide holistic care to aging clients. This course consists of 90 clinical hours. Prerequisite(s): PRN 0002, PRN 0002L and PRN 0030. Co-requisite(s): PRN 0050.

**Precisions Metals Technology (Technical Credit)**

- **PMT 0106 - Introduction and Oxyacetylene Welding**

**3 tech. cr.**

This introductory course covers the safe use of equipment and tools. Students learn to identify metals as well as perform oxyacetylene welding and torch cutting. Students are also required to use a computer for research in the development of a written project. This project is presented orally. Lab fee required. 90 hours of instruction.

- **PMT 0112 - Advanced Specialty Oxyacetylene Welding**

**3 tech. cr.**

A continuation of oxyacetylene welding, specializing in the techniques of mild steel pipe welding and the art of brazing and silver soldering. Lab fee required. 90 hours of instruction. Prerequisite(s): PMT 0106 or consent of instructor.

- **PMT 0121 - Shielded Metal Arc Welding**

**2.33 tech. cr.**

This course emphasizes principles in those types of welding that require the use of Shielded Metal Arc Welding (SMAW). A beginning course in welding principles for SMAW. Lab fee required 70 hours of instruction.

- **PMT 0122 - SMAW High Technology Skills**

**3 tech. cr.**

This course includes shielded metal arc welding of open butt joints welded in the flat angular, vertical, and horizontal overhead positions. The art of pipe welding is stressed. Lab fee required. 90 hours of instruction. Prerequisite(s): PMT 0164.

- **PMT 0126 - Advanced Shielded Metal Arc Welding**

**3 tech. cr.**

A continuation of PMT 0121. An advanced course in welding principles of SMAW. Lab fee required. 90 hours of instruction. Prerequisite(s): PMT 0121 or consent of instructor.

- **PMT 0130 - Introduction to MIG**

**1.17 tech. cr.**

This course is an introduction to metallic inert gas welding (MIG). The course emphasizes the principles involved in the operation of MIG equipment. Lab fee required. 35 hours of instruction.

- **PMT 0131 - TIG Welding**

**3 tech. cr.**

An introduction to Tungsten Inert Gas Welding (TIG). The course emphasizes the principles involved in the operating of TIG equipment. A beginning course in welding principles of TIG. Lab fee required. 90 hours of instruction.

- **PMT 0134 - MIG Welding**

**3 tech. cr.**

This course includes MIG welding of open butt joints welding in the flat angular, vertical, and horizontal overhead positions. Stainless and aluminum welding are also stressed in this course. Lab fee required. 90 hours of instruction. Prerequisite(s): PMT 0130 or consent of instructor.

- **PMT 0138 - Specialty TIG**

**2.84 tech. cr.**

This course specializes in the principles of TIG welding non-ferrous metals. Sketches, drawings, blueprints, and math competencies are included. Lab fee required. 85 hours of instruction. Prerequisite(s): PMT 0131 or consent of instructor.

- **PMT 0145 - GMAW Flux Core Arc Welding**

**3.33 tech. cr.**

This course is an introduction to flux core arc welding (MIG) and emphasizes the principles involved in the operation of MIG equipment. This course includes flux core arc welding (MIG) of open butt joints in the horizontal, vertical and overhead positions. Lab fee required. 100 hours of instruction. Prerequisite(s): PMT 0134 or consent of instructor.

- **PMT 0164 - Fabrication of Metal Products Using SMAW**

**2.33 tech. cr.**

Fabrication of tubing systems and metal framing is emphasized. Sketches, drawings, and blueprints are included. Math competencies are used extensively in this course. Lab fee required. 70 hours of instruction. Prerequisite(s): PMT 0126 or consent of instructor.

- **PMT 0165 - SMAW Pipe Welding**

**3 tech. cr.**

This course emphasizes principles of welding pipe using the Shielded Metal Arc (SMAW) process. Fabrication and welding of pipe in the 1, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction. Prerequisite(s): PMT 0122 or consent of instructor.

- **PMT 0171 - Gas Tungsten Arc Pipe Welding**

**3 tech. cr.**

This course emphasizes principles of welding pipe using the gas tungsten arc (TIG) process. Fabrication and welding of schedule 40 and 80 pipe in the 1, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction. Prerequisite(s): PMT 0138 or consent of instructor.

- **PMT 0173 - Gas Metal Arc Pipe Welding**

**3 tech. cr.**

This course emphasizes principles of welding pipe using the gas metal arc (MIG) process. Fabrication and welding of pipe in the 1, 2, 5 and 6 G positions are stressed. Lab fee required. 90 hours of instruction. Prerequisite(s): PMT 0134 or consent of instructor.

## Psychology

- **PSY 1012 - Introduction to Psychology**

**3 cr.**

An introduction to the field of psychology in which students becomes better acquainted with the human being as a bio-social organism. Topics include: scientific method in psychology, interaction of heredity and environment, receptor mechanisms, perception, basic statistical concepts, intelligence, motivation, emotion, learning, normal and abnormal reaction to frustration, psychotherapy, and personality structure. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Course Descriptions

[Contract All Courses](#) |

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### Psychology

- **PSY 2050 - Forensic Psychology**

**3 cr.**

This course explores the interaction between psychology and the legal system and psychological aspects of criminal behavior. Students will learn the foundations, history and terminology of forensic psychology and the influence of media cultural issues. Students will also learn about the forensic psychologists' role in criminal and civil proceedings, public policy, law enforcement and victimization. 45 class hours.

Prerequisite(s): PSY 1012.

### Public Administration

- **PAD 3034 - Policy Development and Implementation**

**3 cr.**

This course emphasizes the importance of a working knowledge of public sector policymaking and the analysis of public policy problems in order to understand how public policy is formulated, decided upon and implemented, and the impact that the political, economic, cultural and bureaucratic context has on the policymaking process and outcomes. Emphasis is on agenda setting, program design and implementation. 45 class hours.

Prerequisite(s): PAD 3820 or equivalent.

- **PAD 3820 - Foundations of Public Safety Administrations**

**3 cr.**

This course provides an overview of the history of public safety, including the roles of law enforcement, emergency management and fire service. The evolution of homeland security and the agencies involved are explored. Students will learn to research program and budget needs for program implementation and measure crime reduction and prevention effectiveness. 45 class hours.

- **PAD 3874 - Community Relations Theory and Practice**

**3 cr.**

This course will expose the student to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is crucial to funding and operational effectiveness. The students will explore the public safety responsibility in establishing business continuity both in preplanning and following a disaster. Each student will gain insight and skills necessary to be effective in the community relations function of public safety administration. 45 class hours.

Prerequisite(s): PAD 3820 or equivalent.

- **PAD 4223 - Public Budgeting and Finance**

**3 cr.**

This course examines the theory and practice of various approaches to budgeting, including line-item, performance and PPBS budgeting. Special emphasis is placed on the role of the budget in shaping the program, performance and policy of the public organizations. In addition, the analytical skills and administrative techniques employed by public budget analysis will be examined, focusing on the process of generating and using information. 45 class hours. Prerequisite(s): PAD 3820, FIN 3400 or equivalents.

- **PAD 4232 - Grant Administration and Resource Development**

**3 cr.**

This course will explore and analyze the proposal writing role in the resource development process. The student will be introduced to several concepts including researching alternative resources and funding opportunities, proposal writing, implementing and managing grants, developing community partnerships and collaborations, and becoming knowledgeable in policies and procedures related to public entities. 45 class hours.

Prerequisite(s): PAD 3820 or equivalent.

- **PAD 4930 - Selected Topics in Public Safety Administration**

**3 cr.**

This course centers around public safety and public service topics of current interest or of special interest to students or instructors. Topics of focus may vary from semester to semester. 45 class hours. Prerequisite(s): PAD 3820 or equivalent.

- **PAD 4940 - Public Safety Administration Internship**

**3 cr.**

This is an individualized course in supervised work experience which provides the student with business related work experience and the opportunity to build existing management skills and experience. 45 class hours.

Prerequisite(s): PAD 3820, GEB 3213 or equivalents.

## Quantitative Methods in Business

- **QMB 1001 - Business Mathematics**

**3 cr.**

This course develops computational skills necessary for successful business management. In addition to a review of basic functions, topics include payroll and taxes, inventory, depreciation, simple and compound interest, and statistics. Emphasis is on developing computational ability. 45 class hours.

## Radiologic Technology

- **RTE 1000 - Introduction to Radiologic Science Principles**

**2 cr.**

This course will introduce the profession of radiography and its history. The professional, ethical and legal aspects of the profession will be introduced as well as reimbursement, organizational structure, quality assurance, management and control. The student will also be introduced to medical terminology, accreditation, regulatory and credentialing organizations. 30 class hours. Prerequisite(s): Admission to the Radiography program.

- **RTE 1111 - Introduction to Radiographic Patient Care**

**2 cr.**

This course provides an introduction to patient care in the profession of radiography. Topics of instruction include effective communication techniques, infection control including HIV/AIDS, patient assessment and assistance, pharmacology, emergency medicine, patient care in critical situations and in specialty areas, body mechanics and general safety precautions and guidelines. 30 class hours. Prerequisite(s): Admission to the Radiography program. Co-requisite(s): RTE 1111L.

- **RTE 1111L - Radiography Patient Care Laboratory**

**2 cr.**

This course enables the student to demonstrate the patient care techniques taught in RTE 1111 while at the clinical setting. 16 lab hours and 120 clinical hours. Prerequisite(s): Admission to the Radiography program. Co-requisite(s): RTE 1111.

- **RTE 1418 - Principles of Radiographic Imaging and Exposure I**

**3 cr.**

The primary focus of this course is to provide the student the principles and techniques of radiographic imaging and exposure. Topics include basic x-ray mathematics, x-ray production, basic principles of acquisition/processing of analog (film/screen) and digital images, image characteristics (density/brightness,

contrast/gray scale, recorded detail/spatial resolution, distortion, image noise), geometric factors affecting image quality, patient factors affecting the image and the production and control of scatter radiation. 45 class hours. Prerequisite(s): RTE 1000. Co-requisite(s): RTE 1418L.

- **RTE 1418L - Principles of Radiographic Imaging Exposure I Laboratory**

**1 cr.**

This course is designed to provide 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. 45 lab hours. Prerequisite(s): RTE 1000. Co-requisite(s): RTE 1418.

- **RTE 1458 - Radiographic Imaging and Exposure II with Quality Management**

**4 cr.**

This course will provide a more advanced comprehensive study of radiographic exposure with emphasis on imaging equipment and quality assurance. Detailed instruction in exposure factor formulation, image analysis, principles of digital imaging, basic x-ray circuitry, fixed/mobile radiographic equipment and image intensified fluoroscopy. The elements and equipment of quality control will also be discussed. 60 lecture hours. Prerequisite(s): RTE 1418. Co-requisite(s): RTE 1458L.

- **RTE 1458L - Radiographic Imaging and Exposure II with Quality Management Laboratory**

**1 cr.**

This course is designed to provide the student an opportunity to apply the knowledge learned in RTE 1458 in the energized laboratory. Experiments, worksheets and student projects are the main components of this course. 45 lab hours. Prerequisite(s): RTE 1418L. Co-requisite(s): RTE 1458.

- **RTE 1503 - Radiographic Procedures I**

**3 cr.**

This course is the first in a series of three that will focus on the study of anatomy, physiology and positioning of the human body. Topics covered in this course will be the chest region, abdominal cavity, pelvis, shoulder girdle and extremities. 45 class hours. Prerequisite(s): Admission to the Radiography program. Co-requisite(s): RTE 1503L.

- **RTE 1503L - Radiographic Procedures I Laboratory**

**1 cr.**

This course utilizes the practical application of knowledge learned in RTE 1503 in the energized laboratory. Students will gain experience in patient communication, positioning and radiation protection skills

through simulation procedures. Students will also demonstrate skills related to the acquisition and processing of quality digital images. 45 lab hours. Prerequisite(s): Admission to the Radiography program. Co-requisite(s): RTE 1503.

- **RTE 1513 - Radiographic Procedures II**

**2 cr.**

This is the second procedures course in a series of three that will provide instruction in anatomy, physiology and positioning of the human body. The vertebral column, bony thorax, 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. 30 class hours.

Prerequisite(s): RTE 1503. Co-requisite(s): RTE 1513L.

- **RTE 1513L - Radiographic Procedures II Laboratory**

**1 cr.**

This course utilizes the practical application of knowledge learned in RTE 1513 in the energized laboratory. Students will gain experience in patient communication, positioning and radiation protection skills through simulation procedures. Students will also demonstrate skills related to the acquisition and processing of quality digital images. 45 lab hours. Prerequisite(s): RTE 1503L. Co-requisite(s): RTE 1513.

- **RTE 1523 - Radiographic Procedures III**

**3 cr.**

This is the third and final course that will provide instruction in anatomy, physiology and positioning of the human body. The cranium, advanced procedures, including mobile and OR procedures, is the primary focus of this course. In addition, trauma procedures and advanced modalities will be introduced. 45 class hours.

Prerequisite(s): RTE 1513. Co-requisite(s): RTE 1523L.

- **RTE 1523L - Radiographic Procedures III Laboratory**

**1 cr.**

This course utilizes the practical application of knowledge learned in RTE 1523 in the energized laboratory. Students will gain experience in patient communication, positioning and radiation protection skills through simulation procedures. Students will also demonstrate skills related to the acquisition and processing of quality digital images. The student will also gain experience identifying basic radiographic anatomy of various modalities within the radiography profession. 45 lab hours. Prerequisite(s): RTE 1513L. Co-requisite(s): RTE 1523.

- **RTE 1804 - Radiography Clinical Practicum I**

**3 cr.**

This course provides the student an opportunity to apply learned knowledge while in the clinical setting. The student will gain experience and develop clinical competence in general radiographic procedures such as the chest region, abdominal cavity, pelvis, shoulder girdle and extremities. Basic patient care and communication skills, imaging and exposure techniques, radiation protection application and image processing will also be included. 180 clinical hours. Prerequisite(s): RTE 1111 and RTE 1111L.

- **RTE 1814 - Radiography Clinical Practicum II**

**4 cr.**

This course is a continuation of RTE 1804. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum I. The student will gain experience and develop clinical competence in general radiographic procedures such as the vertebral column, bony thorax, contrast studies and mobile radiography. Intermediate-level patient care skills, imaging and exposure techniques, radiation protection application and image processing will also be included. 240 clinical hours. Prerequisite(s): RTE 1804 and RTE 1418.

- **RTE 2061 - Radiographic Seminar**

**3 cr.**

This course prepares the student to take the national credentialing examination (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. 45 class hours. Prerequisite(s): RTE 2385.

- **RTE 2385 - Radiation Biology and Protection**

**3 cr.**

This course is designed to provide the student with fundamental principles of radiobiology and radiation protection. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation on the body, factors altering the body's response to radiation and the monitoring of radiation exposure. 45 class hours. Prerequisite(s): RTE 1458.

- **RTE 2782 - Pathology for Radiographers**

**2 cr.**

The objective of this course is to introduce disease processes most frequently encountered in the field of medical imaging. The etiology, pathogenesis, manifestations, radiographic manifestations, treatment, prognosis and relevance to radiographic procedures will be identified. The radiographic technique will also be discussed. 30 class hours. Prerequisite(s): RTE 1513. Co-requisite(s): RTE 1523.

- **RTE 2824 - Radiography Clinical Practicum III**

**4 cr.**

This course is a continuation of RTE 1814. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's I & II. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, imaging and exposure techniques, radiation protection application and image processing will also be included. 300 clinical hours. Prerequisite(s): RTE 1814.

- **RTE 2834 - Radiography Clinical Practicum IV**

**3 cr.**

This course is a continuation of RTE 2824. The student is expected to continue to refine those skills related to objectives listed in Clinical 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. 225 clinical hours. Prerequisite(s): RTE 2824 and RTE 2782.

- **RTE 2844 - Radiography Clinical Practicum V**

**6 cr.**

This course is a continuance of RTE 2834. The terminal objective for this course is to prepare the student for employment as a competent radiographer. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's I - IV. 450 clinical hours. Prerequisite(s): RTE 2834 and RTE 2385.

- **RTE 2940 - Radiography Internship 1**

**1 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 60 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2941 - Radiography Internship 2**

**2 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 120 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2942 - Radiography Internship 3**

**3 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 180 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2943 - Radiography Internship 4**

**1 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 60 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2944 - Radiography Internship 5**

**2 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 120 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2945 - Radiography Internship 6**

**3 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 180 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2946 - Radiography Internship 7**

**1 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 60 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2947 - Radiography Internship 8**

**2 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 120 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

- **RTE 2948 - Radiography Internship 9**

**3 cr.**

This is an elective course that allows students to obtain work experience in their chosen profession. 180 clinical hours. Prerequisite(s): Successful completion of first year in program OR permission of Program Coordinator.

## Reading

- **REA 0011 - Modularized Developmental Reading**

**4 cr.**

This 15-week developmental reading course is designed to increase a student's ability to comprehend college-level, written material. This course develops proficiency in specific, targeted reading skills and strategies primarily through a technology based, self-paced delivery model offering a personalized learning experience. A diagnostic exam given in the first week will be used to allow students to focus on only those skills for which they have not yet demonstrated mastery. Students must pass the class with a "C" or better and complete a comprehensive end of course exam. Four (4) compensatory credits will be earned. This course does not apply toward a degree. 60 class hours. Prerequisite(s): Appropriate placement test score.

- **REA 0019 - Compressed Developmental Reading**

**4 cr.**

This compressed, 8-week developmental reading course is designed to increase a student's ability to comprehend college-level, written material. Instruction is delivered through a combination of technology and instructor delivered content which offers a learning experience that helps students move more quickly through their developmental reading skills. This compressed mode enables students to receive instructor support and classroom engagement in concert with adaptive learning technology that focuses on individual deficiencies in reading. Students must pass the class with a "C" or better and complete a comprehensive end of course exam. Four (4) compensatory credits will be earned. This course does not apply toward a degree. 60 class hours. Prerequisite(s): Appropriate placement test score.

- **REA 0056 - Corequisite Reading**

**2 cr.**

This developmental reading course is a supplement to SLS 1501, College Success Skills. This course is designed to increase a student's ability to comprehend college-level, written material in a contextualized environment. The use of course modules allows for the individualization and differentiation of student learning in an instructor-facilitated, self-paced environment. Conducted in a classroom/lab setting, course strategies will include one-on-one instruction, small group instruction, contextualized mini-lessons, and computer-assisted instruction of higher level reading skills and vocabulary necessary for literal and critical interpretation of college-level texts. Students must pass this supplemental class with a "Pass". Two (2) compensatory credits will be earned. This course does not apply toward a degree. 30 class hours. Prerequisite(s): Appropriate placement test score. Co-requisite(s): SLS 1501.

## Real Estate

- **REE 1040 - Real Estate Principles and Practices**

**4 cr.**

A study of the legal and economic aspects of real estate. This involves ownership and transfer of real property, the real estate market, titles, deeds, mortgages, liens, taxation, and property management. It will familiarize students with law and its provisions under which the registrant will operate. Satisfactory completion of this course permits students to sit for the Florida Real Estate Commission Exam for the Salesman's License. (Exam

fee required.) 63 class hours.

## Religion

- **REL 2000 - Introduction to Religion**

**3 cr.**

This course offers an introduction to the nature of religious belief and practice. It will provide students with an understanding of what religion is, of the universal forms of religion and of the basic contemporary and classic sources of religious experience. Discussions of the sacred and holy, symbolism, myth, doctrine, ritual, death and the self, the problem of evil, the anatomy of faith, and the social aspects of religion will be addressed. Analysis of influential scholarship in the academic study of religion and the exploration and application of the diversity of religious experience will be explored. This course satisfies the Gordon Rule writing requirement. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021or ENC 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **REL 2300 - World Religions**

**3 cr.**

This course is designed to provide a comparative study and exploration of the world’s religions. Students will reflect on the nature of religious experience and on the main themes and forms through which religious experience finds expression. Dimensions of human involvement, the historical context, ritual practices, the meaning of human existence, the dialogue process, and appreciation of diversity will be addressed. Indigenous traditions, Hinduism, Buddhism, Confucianism, Jainism, Sikhism, Taoism, Shinto, Christianity, Judaism, Islam, new religious movements, and challenges to religion will be explored. This course satisfies the Gordon Rule writing requirement. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021or ENC 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## Security/Basic “D” (Technical Credit)

- **SCY 0501 - Security/Basic “D”**

**1.5 tech. cr.**

This course will allow the participants to meet the requirements of the Florida Department of Agriculture and Consumer Services, Division of Licensing, to become a Class “D” Security Officer. 40 hours of instruction.

## Social Organization

- **SYO 2201 - Sociology of Religion**

**3 cr.**

This course is designed to explore the role of religion in society. Religion will be viewed not only as a fundamental institution within the social structure, but also as a meaning system (a set of symbols, values, myths, and rituals) and belonging system (a set of networks and emotional bonds between people) that affect social processes. The focus of the course will be on the influence that various religions have on the society in which they exist and, in turn, on the effect of that social structure and culture on the religion. Students will develop a sociological awareness of the complexity of the interrelationships between religion and society. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Social Psychology**

- **SOP 2640 - Consumer Psychology**

**3 cr.**

This course addresses the psychological components contributing to satisfaction and dissatisfaction in buying and selling transactions. The consequences of such transactions, as they affect the environment in which we live as well as society in general, are examined. The interface between business, labor, government, and the consumers as all four groups are involved in consumer affairs are analyzed objectively. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

- **SOP 2721 - Cross-Cultural Psychology**

**3 cr.**

This course examines the interplay between human culture and psychology. Students will examine the complex variations in human behavior across cultures and ethnic groups, with particular emphasis on the following topics: ethnic identity, intercultural (verbal and nonverbal) communication, gender, cognition, motivation, emotion, development, cultural conflict, psychopathology, conflict resolution and social relationships. This course will also emphasize theoretical and methodological issues and explore the application of psychology to current cross-cultural problems and issues. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012.

- **SOP 2772 - Human Sexuality**

**3 cr.**

This course is designed to promote the development of a sound background of factual information about human sexuality that is appropriate for a variety of educational contexts. This course surveys current research, historical, sociological, psychological, cultural, and biological perspectives on the diversity of human sexual experience. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): PSY 1012 or SYG 2000 or consent of instructor.

## **Sociology: General**

- **SYG 1361 - Death in America**

**3 cr.**

This course probes mortality, its psychological and social consequences, and the problems it poses for modern Americans. Combining history and recent research findings, the course illuminates such little-discussed issues as grief, euthanasia, suicide, life after death, the dying patient, widowhood, and the impact of the threat of world holocaust. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **SYG 1420 - Families in Transition**

**3 cr.**

This course explores the history of the family in America. It includes recent past events and movements that have affected family life; the functioning of the family through various life stages with variations in ethnic, racial, and social class subgroups in American society; and the prospects for the family in the future. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **SYG 2000 - Introduction to Sociology**

**3 cr.**

The study of human behavior as a product of group membership and social interaction. Basic concepts include: culture, social organization, social change, social control, social power, power, social movements, role and status, crowd behavior, race and ethnic relations, community, population, social class, and social mobility. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **SYG 2010 - Social Problems**

**3 cr.**

American society is viewed as a social system whose ideology and values produce conditions defined by its members as social problems. Emphasis is given to the nature and cause of, and solutions to, these problems. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENG 0025 or ENG 0021 or ENG 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to

take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **SYG 2221 - Women in American Society**

**3 cr.**

This course will examine the changing status and roles of women in American society since the turn of the century. Traditional and contemporary sources of gender identity and roles will be explored. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENG 0025 or ENC 0021 or ENC 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **SYG 2430 - Marriage and The Family**

**3 cr.**

A sociological analysis of preparation for marriage and adjustment to family life. Topics such as dating, mate selection, interpersonal relationships, sexual adjustment, finance management, child rearing, and family problems may be covered in the course. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENG 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **SYG 2809 - Gender Violence in Global Perspectives**

**3 cr.**

This course uses an international perspective to examine issues relevant to gender violence in its multiple forms. Discussions will address the history of domestic violence, current theories and research on the causes of violence in intimate domestic relationships, past and current responses, and intervention and prevention models to address this worldwide problem. By understanding the multiple approaches for addressing gender violence, students will acquire the knowledge of culturally competent intervention and prevention strategies. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENG 0025 or ENG 0021 or ENG 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Spanish Language**

- **SPN 1120 - Beginning Spanish I**

**4 cr.**

This course will introduce beginning students in Spanish to the four communication skills (listening, speaking, reading, and writing), emphasize the correct usage of grammar, and sensitize students to the cultural

contributions of the countries in which Spanish is spoken. 60 class hours.

- **SPN 1121 - Beginning Spanish II**

**4 cr.**

This course will reinforce, expand, and review the basic skills previously acquired; develop increased listening, speaking, reading, and writing skills; and extend knowledge of grammar and the awareness of culture. Content will include more advanced language structures and idiomatic expressions, with a practical emphasis on vocabulary and conversational skills. 60 class hours. Prerequisite(s): SPN 1120 or consent of instructor.

- **SPN 2220 - Intermediate Spanish I**

**4 cr.**

The content will include, but not be limited to, more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 60 class hours. Prerequisite(s): SPN 1121, two years of high school Spanish, or the equivalent.

- **SPN 2221 - Intermediate Spanish II**

**4 cr.**

The content will include, but not be limited to, more advanced conversational language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. Reading selections will be varied. 60 class hours. Prerequisite(s): SPN 2200.

## **Speech Communication**

- **SPC 2300 - Introduction to Interpersonal Communications**

**3 cr.**

This course provides an introduction to study of interpersonal communication, emphasizing skill in identifying and choosing the approach that is most appropriate and effective in a given communication situation. This course focuses on interpersonal relationships, language and nonverbal communication. 45 class hours.

- **SPC 2594 - Speech Forensics Laboratory**

**1 cr.**

This course offers training and experience in public speaking skills. It provides opportunities to participate in campus speech events and intercollegiate forensics. 15 contact hours.

- **SPC 2595 - Speech Forensics Laboratory**

**1 cr.**

Continuation of SPC 2594. This course offers training and experience in public speaking skills. It provides opportunities to participate in campus speech events and intercollegiate forensics. 15 contact hours.

Prerequisite(s): SPC 2594.

- **SPC 2596 - Speech Forensics Laboratory**

**1 cr.**

Continuation of SPC 2595. This course offers training and experience in public speaking skills. It provides opportunities to participate in campus speech events and intercollegiate forensics. 15 contact hours.

Prerequisite(s): SPC 2595.

- **SPC 2597 - Speech Forensics Laboratory**

**1 cr.**

Continuation of SPC 2596. This course offers training and experience in public speaking skills. It provides opportunities to participate in campus speech events and intercollegiate forensics. 15 contact hours.

Prerequisite(s): SPC 2596.

- **SPC 2608 - Introduction to Public Speaking**

**3 cr.**

This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and video taped. If used to meet the requirements of the AA degree, a grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **SPC 2716 - Race, Gender, and Ethnicity in Popular Culture**

**3 cr.**

Given that diversity often leads to conflict, it is the goal of this course, first, to examine portrayals of race, gender, and ethnicity in popular culture in an effort to understand how such portrayals reflect and/or shape our experience of diversity, and second, to critique these portrayals as they foster a cultural climate inimical to peace and social justice. These goals will be achieved through the study of the popular media including television, advertising, popular music, comic art, and film that comprise the predominant cultural environment common to most Americans. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC

0021or ENC 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

## **Statistics**

- **STA 2023 - Introduction to Statistics**

**3 cr.**

A study of fundamental statistical methods including the basic concepts of probability, describing data using charts, graphs and numerical measures, sampling techniques, the basic statistical distributions, confidence interval estimates, hypothesis testing, linear correlation and regression, and non-parametric statistics. If used to meet the requirements of the AA degree, a grade of “C” or higher must be obtained. 45 class hours.

Prerequisite(s): MAT 1033 (completed with a grade of “C” or higher) or satisfactory placement test score.

## **Student Life Skills**

- **SLS 1211 - Individual Discovery**

**3 cr.**

This course assists students to learn more about themselves and their relationships with other people. This is accomplished through experiences that deal with personal growth and group developmental activities that place emphasis on the defining of individual goals and interests. 45 class hours.

- **SLS 1261 - Leadership Development Studies**

**3 cr.**

This course has as its focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory; assists students in developing personal philosophies of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own abilities and styles of leadership. It provides the opportunity to develop essential leadership skills through study and observation of the application of those skills. 45 class hours.

- **SLS 1262 - Leadership Development Studies IA**

**1 cr.**

This course is the first of three courses that focus on the development of leadership ability. This course assists the student in developing an awareness of and understanding of basic leadership styles as well as developing a personal leadership style. The course will explore in detail servant leadership and the ethical and moral responsibilities of leadership. 15 class hours.

- **SLS 1263 - Leadership Development Studies IB**

**1 cr.**

This course is the second of three courses that focus on the development of leadership ability. This course assists the student in understanding the critical link between a leader's vision and his or her ability to communicate its essence powerfully. The course will provide the student with exercises and activities that help the student to understand the importance of effective teambuilding. The course will focus on the processes of decision making and guiding a group through conflict. 15 class hours. Prerequisite(s): SLS 1262 or permission of instructor.

- **SLS 1264 - Leadership Development Studies IC**

**1 cr.**

This course is the third of three courses that focus on the development of leadership ability. This course assists the student in understanding the importance of effective goal setting and techniques of goal-setting. The course will provide the student with an understanding of how to initiate change and overcome resistance to change. The course will focus on empowerment as a critical concept of effective leadership. The course will provide a brief overview of the history of leadership studies. 15 class hours. Pre or co-requisite(s): SLS 1262 or SLS 1263 or permission of instructor.

- **SLS 1501 - College Success Skills**

**3 cr.**

This course is designed to help students develop more effective and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on major study aids, lecture listening skills, note-taking, reading techniques, test-taking strategies, and report preparation. 45 class hours.

- **SLS 2401 - Career Enhancement**

**1 cr.**

This course explores the various facets of career development. Key factors of job selection, job search, and the interview will be considered. Personal traits related to job success and advancement are studied. Considerations for planning a career path are addressed. 15 class hours.

### **Student Life Skills (Technical Credit)**

- **SLS 0002 - Strategies for Student Success**

**2 tech. cr.**

This course is designed to develop and strengthen students' skills essential to success in Health Programs. Reading comprehension strategies for technical reading will be emphasized. A review of basic mathematical skills and concepts will be included. Personal development is emphasized in the areas of acquiring and practicing learning strategies, identifying learning styles and exploring career options. 60 hours of instruction. Prerequisite(s): Consent of instructor.

- **SLS 0341 - Essentials of Health Career Success**

**2 tech. cr.**

This course is designed to teach communication and career enhancement skills as applied to healthcare settings. Topics include reading comprehension, listening skills, verbal and nonverbal communication, presentation skills, proper punctuation, grammar and spelling, math symbols and using reference materials as practiced in the healthcare field. The healthcare job search process will also be addressed. 60 hours of instruction. Refer to College Catalog/Student Handbook for course sequencing in program.

### **Surgical Technology (Technical Credit)**

- **STS 0003 - Introduction to Surgical Technology**

**1 tech. cr.**

This course is designed to introduce students to the field of surgical technology. The main focus topics in this course will be orientation to surgical technology, standards of conduct, law and ethics, the surgical patient, physical environment and safety standards and biomedical science. 30 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0005, STS 0030, STS 0140, STS 0155, STS 0155L, STS 0401.

- **STS 0005 - Principles of Surgical Asepsis**

**2 tech. cr.**

This course is designed to introduce students to the principles of surgical asepsis. The main focus topics in this course will be basic microbiology, asepsis, sterilization process, decontamination process, proper operating room attire, hemostasis and emergency situations, wound healing, instruments, equipment and supplies. 60 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0003, STS 0030, STS 0140, STS 0155, STS 0155L, STS 0401.

- **STS 0030 - Pathophysiology for the Surgical Technologist**

**1 tech. cr.**

This course is designed to provide general knowledge and functions of the human body in disease and illness. The main focus topics will be: Understanding cell structure as it correlates to disease and pathologies as they relate to each body system. 30 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0003, STS 0005, STS 0155, STS 0155L, STS 0401, STS 0401L.

- **STS 0140 - Fundamentals of Surgical Technology I**

**1 tech. cr.**

This course is designed to provide the student with knowledge of the basic functions of preoperative case management. The main focus topics will be: Diagnostic procedures, Instrumentation, urinary catheterization,

skin preparation, equipment. 30 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0003, STS 0005, STS 0030, STS 0155, STS 0155L, STS 0401, STS 0401L.

- **STS 0141 - Fundamentals of Surgical Technology II**

**1 tech. cr.**

This course is designed to provide the student with the knowledge and skills to function under minimal supervision. The main focus topics will be: advanced draping, intraoperative diagnostic imaging, anesthesia, OR room turnover, advanced instrumentation. 30 clock hours. Prerequisite(s): STS 0140. Co-requisite(s): STS 0256, STS 0160.

- **STS 0150 - Surgical Procedures I**

**1 tech. cr.**

This course is designed to provide the student with knowledge of surgical procedures associated with general surgery, gynecology and obstetrics, thyroid and parathyroid, genitourinary, breast surgery, ophthalmic, otorhinolaryngologic surgery, as well as orthopedic surgery. 30 clock hours. Prerequisite(s): STS 0005. Co-requisite(s): STS 0156, STS 0156L, STS 0255.

- **STS 0155 - Sterile Technique I**

**1 tech. cr.**

This course is designed to introduce the student to the theory based portion of sterile technique. The main topics of this course will be: Preoperative case management, positioning the operative patient, introduction to intraoperative case management and intraoperative communication. 30 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0155L.

- **STS 0155L - Sterile Technique I Laboratory**

**2 tech. cr.**

This course is designed to give students hands-on learning while in a mock laboratory setting. Major topics demonstrated will be: Preoperative and intraoperative case management. 60 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0155.

- **STS 0156 - Sterile Technique II**

**1 tech. cr.**

This course is designed to provide the student with knowledge of intraoperative techniques. The main focus topics will be: handling drains and dressings; incisions, pouring and receiving medications and solutions; corrections of contaminations; handling, passing, disposing of sharps; labeling of medications; advanced care and handling of specimens. 30 clock hours. Prerequisite(s): STS 0155. Co-requisite(s): STS 0156L.

- **STS 0156L - Sterile Technique II Laboratory**

**2 tech. cr.**

This course is designed to give students hands-on learning while in a mock laboratory setting. Major topics demonstrated will be: handling drains and dressings; incisions, pouring and receiving medications and solutions; corrections of contaminations; handling, passing, disposing of sharps; labeling of medication; advanced care and handling of specimens. 60 clock hours. Prerequisite(s): STS 0155L. Co-requisite(s): STS 0156.

- **STS 0160 - Surgical Procedures II**

**1 tech. cr.**

This course is designed to provide the student with knowledge of specialty and advanced surgical procedures. The main focus topics will be: handling drains and dressings; incisions, pouring and receiving medications and solutions; corrections of contaminations; handling, passing, disposing of sharps; labeling of medication; advanced care and handling of specimens. 30 clock hours. Prerequisite(s): STS 0150. Co-requisite(s): STS 0141, STS 0256.

- **STS 0255 - Surgical Technology Clinical I**

**4 tech. cr.**

This course is designed to give students hands-on learning while in a mock laboratory setting. Major topics demonstrated will be: Preoperative and intraoperative case management. 120 clock hours. Prerequisite(s): STS 0140. Co-requisite(s): STS 0150, STS 0156, STS 0156L.

- **STS 0256 - Surgical Technology Clinical II**

**6 tech. cr.**

During this phase of the program the students will demonstrate a safe level of practice and knowledge in a clinical setting. Progress should be apparent throughout each of the three clinical courses. 180 clock hours. Prerequisite(s): STS 0255. Co-requisite(s): STS 0141, STS 0160.

- **STS 0257 - Surgical Technology Clinical III**

**10 tech. cr.**

During this phase of the program the students will demonstrate a safe level of practice and knowledge in a clinical setting. Progress should be apparent throughout each of the three clinical courses. 300 clock hours. Prerequisite(s): STS 0256. Co-requisite(s): STS 0930.

- **STS 0401 - Patient Care for the Surgical Technologist**

**1 tech. cr.**

This course is designed to introduce the student to safe patient care. The main focus topics of this course will be: total needs of the surgical patient, diagnostic procedures, patient identification, pharmacology, specimen care, patient transfer/transportation, bio/psycho/social needs of the patient, consents, special populations, tubes, drains and catheters, surgical dressings, and malignant hyperthermia. 30 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0401L.

- **STS 0401L - Patient Care for the Surgical Technologist Laboratory**

**1 tech. cr.**

This course is designed to give students hands-on learning in a mock laboratory setting. Major topics demonstrated will be: Intraoperative case management, preoperative case management and postoperative case management. 30 clock hours. Prerequisite(s): Admission to the Surgical Technology program. Co-requisite(s): STS 0401.

- **STS 0930 - Surgical Technology Certification Review**

**1 tech. cr.**

This course is designed to assess the skills that comprise the core body of knowledge for all surgical technologists and provide preparation for the national certification exam. The main focus of study will be a review of peri-operative care, intra-operative procedures, administrative and personnel, equipment sterilization and maintenance, post-operative procedures and basic science. 30 clock hours. Prerequisite(s): STS 0160. Co-requisite(s): STS 0257.

## Theatre

- **THE 1000 - Theatre Appreciation**

**3 cr.**

This course is an introductory theatre course that encompasses theatre history, theatre as a form of art, and script analysis. It also deals with the various and separate aspects that come together to form a theatrical production. The student may be required to attend theatrical productions. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021 or ENC 0022 (completed with a grade of "C" or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **THE 2010 - Survey of Drama: Ancient Greece to the Early Renaissance**

**3 cr.**

This course is an historical survey of Western Drama from the Golden Age of Greece to the High Renaissance in England. Students read well-known plays of each period. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or

ENC 0021or ENC 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **THE 2011 - Survey of Drama: High Renaissance to Present**

**3 cr.**

This course is an historical survey of Western Drama from the High Renaissance in England to the Modern Period in America. Students read well-known plays of each period, including popular contemporary pieces. Through group readings and discussions of the plays, oral interpretation, and writing, students explore theme, plot, character, and other dramatic entities. Field trips to area theaters may be scheduled. This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained. 45 class hours. Prerequisite(s): REA 0017 or REA 0011 or REA 0019 and ENC 0025 or ENC 0021or ENC 0022 (completed with a grade of “C” or higher for each course) or appropriate placement test scores. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites.

- **THE 2925A - Play Production I**

**3 cr.**

This course is designed to give the students the experience of working on a production from the pre-production planning stage through to the final performance and strike (the dismantling of sets and clean-up after the production). Students will be involved in all aspects of production in both the performance and technical areas as well as in the areas of box office and house management. In addition to working on an actual production, students will be required to attend class lectures and turn in written assignments. Students may also be asked to attend productions of plays off campus. Lab fee required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): THE 2020 or consent of instructor.

- **THE 2925B - Play Production II**

**3 cr.**

This course is a continuation of THE 2925A Play Production I. Lab fee required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): THE 2925A.



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## Course Descriptions

[Contract All Courses](#) |

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### Theatre

- **THE 2925C - Play Production III**

**3 cr.**

This course is a continuation of THE 2925B Play Production II. Lab fee required. 30 lecture hours and 30 laboratory hours. Prerequisite(s): THE 2925B.

### Theatre Performance and Training

- **TPP 1110 - Beginning Acting**

**3 cr.**

This course focuses primarily on developing the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts, and ideas. This will be accomplished by means of physical and vocal exercises, drills, games, and improvisations. Students may be required to attend several performances off campus. 30 lecture hours and 30 laboratory hours.

- **TPP 1111 - Intermediate Acting**

**3 cr.**

The course will stress techniques of textual and script analysis as it is related to characterization and performance. Students will be required to read plays as well as work on monologues and scene study. Students may be required to attend several performances off campus. 30 lecture hours and 30 laboratory hours. Prerequisite(s): TPP 1110 or consent of instructor. This course is a continuation of TPP 1110 Beginning Acting with special emphasis on the various processes of developing characterization.

- **TPP 2700 - Voice Preparation for the Actor**

**3 cr.**

This course is designed to liberate the natural voice rather than to develop a vocal technique. A clear view of the voice in the general context of human communication will be presented and the students will perform a series of exercises to free, develop, and strengthen the voice, first as a human instrument and then as the human actor's instrument. An emphasis is placed on the removal of the physical as well as the emotional blocks that inhibit the human instrument. 30 lecture hours and 30 laboratory hours. Prerequisite(s): TPP 1110 or consent of the instructor.

## Ward Clerk (Technical Credit)

- **WCL 0050 - Health Unit Coordinator Clinical**

**1.33 tech. cr.**

This course provides health unit coordinator students clinical experiences in a hospital health unit. Student achievement in this course is graded as "Pass/Fail." 40 hours of clinical instruction. Prerequisite(s): Successful completion of all other courses required in the program.

- **WCL 0055 - Health Unit Management**

**3.34 tech. cr.**

This course introduces students to the work practices and clerical duties required in a hospital health unit. Patient admission, transfer and discharge procedures, coordinating medications for administration by other hospital personnel and maintenance of patients' records will be presented. 100 hours of instruction. Prerequisite(s): HSC 0530 and OTA 0101. Refer to College Catalog/Student Handbook for course sequencing in program.

## World History

- **WOH 2040 - 20th Century World History**

**3 cr.**

This course will introduce students to important themes of political, economic and diplomatic history in the Twentieth Century. The course will examine the following general periods/topics: Imperialism, the Great War, the rise of fascism and communism, the work economic depression, the Second World War, the end of colonialism, the Cold War, globalization and the Age of Terror. This course satisfies the Gordon Rule writing requirement. A grade of "C" or higher must be attained. 45 class hours.

# Pasco-Hernando State 2014-2015 PHSC Catalog and Student Handbook College

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## District Map, College Locations, Hours of Operation, Parking

### District Map



### Campus Locations

Campus	Phone Number	Student Development	Financial Aid	Admissions
<b>1</b> <a href="#">East Campus (Dade City)</a> 36727 Blanton Road Dade City, FL 33523-7599	352-567-6701	Ext. 1310	Ext. 1312	Ext. 1311
<a href="#">North Campus</a>	352-796-	Ext. 5010	Ext. 5120	Ext. 5011

<b>2</b>	<b><u>(Brooksville)</u></b> 11415 Ponce de Leon Boulevard (U.S. 98 North) Brooksville, FL 34601-8698	6726			
<b>3</b>	<b><u>Spring Hill Campus</u></b> 450 Beverly Court Spring Hill, FL 34606	352-688- 8798	Ext. 4818	Ext. 4821	Ext. 4819
<b>4</b>	<b><u>West Campus (New Port Richey)</u></b> District Office 10230 Ridge Road New Port Richey, FL 34654- 5199	727-847- 2727	Ext. 3447	Ext. 3302	Ext. 3371
<b>5</b>	<b><u>Porter Campus at Wiregrass Ranch</u></b> 2727 Mansfield Blvd. Wesley Chapel, FL 33543	813-527- 6615	Ext. 6894	Ext. 6892	Ext. 6893

## Hours of Operation

Most administrative offices are open Monday through Friday from 8 a.m. - 4:30 p.m. Student Development, Admissions and Student Records, Financial Aid, College Store and Information Center hours of operation are: Monday through Thursday, 8 a.m. - 7:30 p.m.; and Friday, 8 a.m. - 4:30 p.m. College libraries are open Monday through Thursday, 8 a.m. - 9 p.m. (8 a.m. - 7:30 p.m. when classes are not in session) and 8 a.m. to 4:30 p.m. Friday. Libraries are closed on Fridays during summer term. Visit our [hours of operation](#) page for more details.

Between 11:00 p.m. and 7:00 a.m., and other specified times when the College is officially closed, anyone found on College property without authorization will be considered a trespasser and may be reported to local law enforcement authorities. Loitering and soliciting on College property are strictly prohibited. Anyone found loitering or soliciting who refuses to leave campus, will be reported to local law enforcement authorities.

## Traffic and Parking Regulations

PHSC provides convenient, free parking at all locations. College employees, students and visitors are expected to respect other drivers and pedestrians by following PHSC's traffic and parking regulations. Obeying these basic rules will help preserve a safe college environment and the natural beauty of our campuses. Drivers violating regulations are subject to receiving tickets by local law enforcement agencies. Vehicles parked inappropriately may be ticketed and/or towed at the owner's expense without prior warning. Please drive and park responsibly and avoid fines and costly towing fees by following these regulations.

### Do:

- Follow official traffic signs and signals as posted. The speed limit is 15 mph on all campus roads and parking lots.
- Watch for pedestrians. Pedestrians have the right-of-way.
- Report accidents and other incidents involving vehicles to local law enforcement agencies promptly. If injuries are suspected, call 911 and notify campus officials as soon as possible.

### Do not park:

- Within intersections, crosswalks, sidewalks or fire lane
- Anywhere official traffic signs prohibit stopping, standing or parking
- On grass or unpaved areas, unless clearly designated as overflow parking areas
- Along curbs, berms or driving lanes, unless painted lines designate parking spaces
- In a manner that obstructs driveways, disabled access ramps or occupies more than one designated parking space
- Longer than necessary—Overnight parking is prohibited without prior approval from the campus provost or from the vice president of administration and finance at the West Campus. PHSC assumes no liability for vehicles parked on College property.
- In a disabled parking space unless the vehicle has a valid, handicapped parking permit issued by the Department of Motor Vehicles of the state in which the vehicle is registered—Owners of vehicles parked in disabled parking spaces without a permit are subject to receiving a ticket issued by a local law enforcement agency. Vehicles inappropriately parked in a handicapped space may be towed at the owner's expense.

### Towed Vehicles

Owners of towed vehicles should make arrangements to retrieve vehicles and pay the associated towing and storage fees. Information about towing companies is posted on signs at each campus entrance. PHSC does not establish, control or derive financial gain from the towing or

storage fees charged by the local towing companies. Vehicles are towed to maintain a safe and orderly campus environment.

### **Ticketed Vehicles**

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

### **Vehicular Damage to College Property**

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

### **Violation of Traffic and Parking Regulations**

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

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

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## Fees and Expenses

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  - [Continuing Education Fees](#)
  - [Fees for Repeated Courses](#)
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  - [Limited Access and Selected Admissions Application Fee](#)
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*All fees are subject to change based on approval of the District Board of Trustees and State Legislature in accordance with FS 1009.23.*

### Course Fees

Fees for registration are due prior to the published “fees due” date. Thereafter, fees are due by the end of the business day on which students register. Students who have not paid their fees face loss of their classes; however, it is the student’s responsibility to check WISE to make sure that classes were dropped. The following schedule of fees is applicable to all students, including those in an audit status.

### Baccalaureate Credit

Florida resident	\$126.08 per credit hour
Non-Florida resident	\$476.77 per credit hour

### College Credit and College Preparatory Credit

*Includes advanced, professional and postsecondary vocational (PSV) courses. Fees include financial aid fee, student activities and services fee, technology fee and capital improvement fee. The following fees are effective with the fall 2014 term.*

Florida resident	\$105.18 per credit hour
Non-Florida resident	\$401.05 per credit hour

### Technical Credit

*Includes post-secondary adult vocational (PSAV) courses. Includes a financial aid fee and a capital improvement fee. The following fees are effective with the fall 2012 term.*

Florida resident	\$ 88.08 per credit hour
Non-Florida resident	\$352.31 per credit hour

# Continuing Education Fees

## Community and Professional Education

Course fees	\$6 per clock hour*
Lifelong Learning (NCL)	\$6 per clock hour*
Workshops	Varies per workshop

(\*Additional fees may apply)

## Fees for Repeated Courses

*Subject to change based on implementation of FS 1009.285*

On the third attempt of a college credit and/or preparatory course, students will be charged the full cost of instruction, which is equivalent to the out-of-state (non-Florida resident) fees. Previous enrollments in college credit and/or preparatory courses before Fall Term 1997 at PHSC will not apply in calculating student fees for repeated courses.

## Laboratory Fees-Credit Courses

Course Prefixes and Numbers	Fees	Course Prefixes and Numbers	Fees
BSC 1085L	\$25	EMS 2622L	\$99
BSC 1086L	\$25	EMS 2624	\$10
BSC 2010L	\$30	EMS 2624L	\$76
BSC 2011L	\$30	ENC 0025	\$5
CAP 2134	\$25	ETD 1100	\$10
CET 1179	\$40	ETD 1530	\$25
CET 1600	\$100	ETD 2110	\$25
CET 1610	\$100	ETD 2320	\$25
CET 2615	\$100	ETD 2340	\$25
CET 2620	\$100	ETD 2381	\$25
CET 2793	\$25	ISM 4011	\$25
CET 2880	\$25	MAT 0028	\$5
CGS 1000	\$25	MCB 2010L	\$28
CGS 1100	\$25	NSP 1700C	\$20
CGS 1820	\$25	NUR 1006L	\$95
CGS 2108	\$25	NUR 1021L	\$95
CGS 2304	\$25	NUR 1200L	\$57
CGS 2821	\$40	NUR 1211L	\$57
CGS 2827	\$40	NUR 2261L	\$99
CHM 1025L	\$25	NUR 2403L	\$68
CHM 2045L	\$34	NUR 2460L	\$68
CHM 2046L	\$60	OST 1100	\$25
CHM 2210C	\$25	OST 1110	\$25
CHM 2211C	\$25	OST 1764	\$25
CNT 1000	\$25	OST 1811	\$25

CNT 1401	\$25	OST 2335	\$25
CNT 2510	\$25	OST 2401	\$15
COP 1000	\$25	OST 2601	\$25
COP 1332	\$25	OST 2621	\$25
COP 1839	\$25	OST 2852	\$25
COP 2071	\$25	PEL 1111	\$60
COP 2654	\$25	PEL 1121	\$70
COP 2801	\$25	PEL 1122	\$70
CTS 1110	\$40	PEL 1341	\$10
CTS 2106	\$25	PEL 1342	\$10
CTS 2123	\$25	PEL 1441	\$5
CTS 2340	\$25	PEM 1171	\$5
CTS 2372	\$25	PEM 1172	\$5
CTS 2411	\$25	PGY 1401C	\$20
CTS 2544	\$25	PGY 1404C	\$20
DEH 1002L	\$186	PGY 2405C	\$20
DEH 1800L	\$245	PHY 1053L	\$25
DEH 2702L	\$30	PHY 1054L	\$25
DEH 2802L	\$245	PHY 2048C	\$25
DEH 2804L	\$245	PHY 2049C	\$25
DEH 2806L	\$245	REA 0017	\$5
DES 1020L	\$15	RTE 1418L	\$67.50
DES 1100L	\$133	RTE 1458L	\$50
DES 1200L	\$154	RTE 1503L	\$87.50
DES 2051L	\$107	RTE 1513L	\$62.50
EMS 1119L	\$60	RTE 1523L	\$62.50
EMS 2620	\$10	THE 2925A	\$25
EMS 2620L	\$156	THE 2925B	\$25
EMS 2622	\$20	THE 2925C	\$25

## Laboratory Fees-Technical Credit Courses

Course Letters and Numbers	Fees	Course Letters and Numbers	Fees
CJK 0020	\$60	HIM 0281	\$25
CJK 0031	\$16	MEA 0200	\$20
CJK 0040	\$572	NCG 0029	\$127.23
CJK 0051	\$50	NCG 0029	\$330.43
CJK 0061	\$22	NCG 0103	\$132.15
CJK 0076	\$7	OTA 0040	\$8
CJK 0082	\$22	OTA 0101	\$25
CJK 0096	\$8	OTA 0609A	\$25
CJK 0212	\$44.40	OTA 0611	\$25

CJK 0240	\$8	PMT 0106	\$45
CJK 0340	\$8	PMT 0112	\$45
CJK 0392	\$8	PMT 0121	\$55
CJK 0422	\$26	PMT 0122	\$35
CTS 0022	\$8	PMT 0126	\$75
CTS 0023	\$8	PMT 0130	\$3
CTS 0024	\$8	PMT 0131	\$35
CTS 0029	\$8	PMT 0134	\$45
CTS 0050	\$25	PMT 0138	\$35
CTS 0076	\$16	PMT 0145	\$15
CTS 0077	\$16	PMT 0164	\$35
CTS 0078	\$16	PMT 0165	\$25
DEA 0744L	\$25	PMT 0171	\$15
DEA 0751L	\$100	PMT 0173	\$35
DEA 0755L	\$75	PRN 0000L	\$61
DEA 0757L	\$140	PRN 0002L	\$86
DEA 0758L	\$25	PRN 0120L	\$53
EEV 0317	\$8	PRN 0204L	\$71
EEV 0504	\$8	PRN 0205L	\$54
HCP 0731L	\$36	PTN 0032L	\$156
HCP 0741L	\$36	PTN 0033L	\$290
HIM 0061	\$25	STS 0155L	\$363
HIM 0062	\$25	STS 0156L	\$499
HIM 0063	\$25	STS 0401L	\$291
HIM 0274	\$25		
HIM 0280	\$25		

## Limited Access and Selected Admissions Application Fee

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

Correctional Officer  
Dental (Dental Assisting, Dental Hygiene)  
Emergency Medical Services (Paramedic)  
Law Enforcement Officer  
Nursing (BSN, RN, PN, Transition)  
Pharmacy Technician  
Radiography  
Surgical Technology

## Special Additional Fees

All special fees are normally nonrefundable and nontransferable once paid by the student.

### EMS courses - testing fees

EMS 1119

\$50

EMS 2620	\$180	
<b>PN/Nursing courses - ATI testing and NCLEX review fee</b>		
NUR 1021	\$246.50	
NUR 1021L	\$72	
NUR 1200	\$297.50	
NUR 1211	\$164.50	
NUR 2261	\$164.50	
NUR 2403	\$215.50	
NUR 2460	\$164.50	
PRN 0000	\$269.34	
<b>PN courses - ATI testing fee</b>		
PRN 0120	\$187.33	
PRN 0204	\$187.33	
<b>PN courses - ATI skills videos</b>		
PRN 0000L	\$29.34	
PRN 0120L	\$29.33	
PRN 0204L	\$29.33	
<b>Nursing courses - ATI skills videos and clinical reasoning</b>		
NUR 1200L	\$72	
NUR 1211L	\$72	
NUR 2261L	\$72	
NUR 2403L	\$72	
NUR 2460L	\$72	
<b>NHA Testing Fee</b>		
HCP 0742	\$105	
HIM 0281	\$105	
OTA 0627	\$149	
<b>AST Gold Student Exam Bundle</b>		
STS 0003	\$115	
Application to PHSC		\$25
Application fee -limited access and selected admission programs (per program)		\$25
Application fee - international students		\$40
Career assessment for non-PHSC students		\$20
College-Level Examination Program (CLEP) - test administration fee		\$80
College-Level Examination Program (CLEP) - administrative fee		\$20
Common Placement Test (CPT/P.E.R.T.) - non-PHSC students		\$20
Common Placement Test (CPT/P.E.R.T.) - retake for PHSC students		\$5
Common Placement Test (CPT/P.E.R.T.) - retake for non-PHSC students		\$20
Commencement participation fee (includes cap and gown)		\$30
Credit by examination (per credit hour)		\$30
Criminal Justice Basic Abilities Test (CJBAT) - PHSC student		\$50
Criminal Justice Basic Abilities Test (CJBAT) - non-PHSC student		\$55

Distance learning fee (per credit hour) (See below for exceptions*)	\$16
* The following courses include the distance learning fee and a special licensure fee:	
• * College Algebra, MAC 1105 (special licensure fee of \$20 per credit hour plus distance learning fee of \$16 per credit hour)	\$36
• * Intermediate Algebra, MAT 1033 (special licensure fee of \$11.25 per credit hour plus distance learning fee of \$16 per credit hour)	\$27.25
Encore Academy Club fee (per year)	\$175
GED test or GED retake per section: Call 727-816-3483 or check with College Store for information	
Graduation application	\$15
ID Card replacement	\$10
Late registration	\$20
Lost/damaged library book (in addition to book replacement cost)	\$15
Manual dexterity test or retake	\$15
Music - Applied music courses	\$90
Music - Ensemble courses	\$20
Print service - pay-for-print (per copy)	\$0.10
Test of Adult Basic Education (TABE) non-PHSC students	\$20
Test of Essential Academic Skills (TEAS)	\$50
Test proctoring (per test)	\$25

## Student Health Insurance

Individual student health insurance - \$8

Criminal Justice: CJK 0096, CJK 0240, CJK 0280, CJK 0340, CJK 0392  
Dental Assisting: DEA 0758L  
Dental Hygiene: DEH 1002L, DEH 2804L  
Emergency Medical Technician: EMS 1431  
Medical Administrative Assistant: OTA 0627  
Nursing Assistant: HCP 0604  
Nursing - Transition: NUR 1006L (Paramedic students only), NUR 1200L (LPNs only)  
Nursing - Generic: NUR 1021L, NUR 2460L  
Paramedic: EMS 2621  
Pharmacy Technician: PTN 0032L  
Practical Nursing: PRN 0000L  
Phlebotomy: HCP 0742  
Radiography: RTE 1111L, RTE 2824  
Surgical Technology: STS 0155L, STS 0257

## Individual Professional Liability Insurance

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

Dental Assisting: DEA 0758L  
Dental Hygiene: DEH 1002L, DEH 2804L  
Emergency Medical Technician: EMS 1431  
Health Unit Coordinator: WCL 0050  
Human Services: HUS 2940  
Medical Administrative Specialist: OTA 0627  
Nursing Assistant: HCP 0604  
Nursing - Generic: NUR 1021L, NUR 2460L

Nursing - Transition: NUR 1006L (Paramedic students only), NUR 1200L (LPNs only), NUR 2403L (Paramedic and LPN)

Paramedic: EMS 2621

Pharmacy Technician: PTN 0032L, PTN 0043

Phlebotomy: HCP 0742

Practical Nursing: PRN 0000L

Radiography: RTE 1111L, RTE 2824

Surgical Technology: STS 0255, STS 0257

## **Radiation Monitoring Badge**

Radiation monitoring badge - \$60

Dental Hygiene: DEH 1002L, DEH 2804L

Dental Assisting: DEA 0758L

Radiography: RTE 1503, RTE 1523

## **EHR Electronic Health Record System**

EHR Electronic Health Record System (NEEHR Perfect EHR) - \$105

Nursing - Generic: NUR 1021L, NUR 2460L

Nursing - Transition: NUR 1200L

Practical Nursing: PRN 000L

## **FISDAP Skills Tracker**

FISDAP Skills Tracker - \$15

Emergency Medical Technician: EMS 1431

## **Medical Document Tracker**

Medical Document Tracker - \$20

Emergency Medical Technician: EMS 1431

Nursing - Generic: NUR 1021L

Nursing - Transition: NUR 1006L (Paramedic students only), NUR 1200L (LPNs only)

Paramedic: EMS 2621

Practical Nursing: PRN 0000L

Radiography: RTE 2824

Medical Document Tracker - \$35

Radiography: RTE 1111L

## **Fingerprinting**

Fingerprinting - \$52

Nursing - Transition: NUR 2403L

Nursing - Generic: NUR 2460L

Practical Nursing: PRN 0000L

## **Certified Background Check**

Criminal Background Check - \$64.75

Emergency Medical Technician: EMS 1431

Nursing - Generic: NUR 1021L

Nursing - Transition: NUR 1006L (Paramedic students only), NUR 1200L (LPNs only)

Paramedic: EMS 2621

Pharmacy Technician: PTN 0043  
Radiography: RTE 1111L  
Surgical Technology: STS 0255

Criminal Background - Second Year Recheck - \$49.75

Nursing - Generic: NUR 2460L  
Radiography: RTE 2824  
Surgical Technology: STS 0257

## Payment and Financial Obligations

Students ultimately are responsible for payment of tuition, fees, books and any other expenses incurred while attending PHSC, regardless of financial assistance provided by parents, relatives or others. Students should know and understand responsibilities regarding the payment of financial obligations.

PHSC accepts cash and personal checks as well as Discover, Visa, MasterCard and American Express credit cards for payment of tuition, fees, books and other expenses. Fees may be paid at any of the College Stores or online by credit card only through PHSC's online registration system, [WISE](#).

## Tuition Installment Plan (TIP)

The College offers a [Tuition Installment Plan](#) (TIP) for PHSC students enrolled in credit courses. TIP allows students to select installment plans spread over several months, depending on the term. The earlier students enroll, the more payment options will be available. Students should check the College academic calendar for dates and payment options. Students who choose to use TIP may enroll online. After enrollment, students may use the MyFACTS account link to access their account online. Students must contact the Financial Services office if any schedule changes are made that will affect their agreement.

## Payment Methods

### Payment by Check

Personal checks will be accepted for the payment of tuition, fees and other expenses. Checks must have full name and address printed on the check, driver's license of the person who signed the check, home and work phone number, student's name and ID number.

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

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

If students have two or more personal checks returned to the College by the bank due to nonpayment (NSF, account closed, etc.) any subsequent payments to the College must be made by cash, cashier's check, money order or credit card. In addition, students' check writing privileges to the College will be revoked for a period of five years. Any unpaid check is classified as a delinquent financial obligation. Unpaid, returned checks will be sent to either the State Attorney's office or the College's collection agency for further attempts at collection. A service fee in accordance with Florida Statutes 832.08 will be charged on all returned checks and students also may be liable for any collection fees.

### Payment by Deferment

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

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

### Payment by Third Party Sponsors

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

## Payment by Financial Aid

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

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## Unpaid Financial Obligations (Delinquent Accounts)

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

Outstanding student balances owed to PHSC may be referred to a collection agency. If this action should occur, students will be responsible for any fees and costs incurred in the collection of the amount owed, which may be based on a percentage, at a maximum of 33.33%, of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.

Delinquent accounts that have not been referred to a collection agency may be paid at any College Store via cash, check, money order, Discover, Visa, MasterCard or American Express. Payments also may be mailed to PHSC Financial Services, 10230 Ridge Road, New Port Richey, FL 34654 or paid online through [WISE](#). In order to remove restrictions from student records, payment of delinquent accounts must be made in full.

If the delinquent account has been referred to the College's collection agency, it is preferred the payment, including collection costs and fees, be made in full to the collection agency or a payment arrangement be made. In extenuating circumstances the College may accept payment in full at any College Store.

## Title IV Federal Repayment Guidelines

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

## Florida Bright Futures Repayment Guidelines

Students receiving Florida Bright Futures must reimburse the postsecondary institution for the cost of course(s) dropped or withdrawn after the initial drop/add period. Nonrefunded hours may affect the student's renewal eligibility. Please refer to the [OSFA](#) website for additional details. Review the [Financial Aid and Scholarships](#) information within this catalog or on the PHSC website [Florida Bright Futures Scholarship Program](#) page.

## Refunds of Student Tuition and Fees

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

### 1. Credit Courses

- A. A 100 percent refund of tuition and fees, with the exception of special additional fees as defined in the PHSC *Catalog and Student Handbook*, will be granted if the student "drops" a course before the end of the drop/add period for a term as specified in the College Calendar. Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows:
  1. Death of a student or the death of an immediate family member of the student (parent, spouse or child),

- as documented by the student or the student's estate, which precludes the student from being able to complete current semester's courses
2. Critical medical emergency of the student or an immediate family member of the student (parent, spouse or child) of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete the current semester's courses
  3. Active duty military service, which would preclude the student from being able to complete the current semester's courses
  4. Course/class cancellation by the College
  5. Administrative or College error
  6. Other circumstances as may be approved by the president or a designee
- B. Appeals based on the above exceptions must be in writing and submitted to the Student Development office at any College campus. Appeals initially will be reviewed by an assistant dean of student development. Appeals based upon any of the documented extenuating circumstances identified in this Board Rule will be forwarded by the assistant dean of student development to the dean of student development and enrollment management for approval or denial.
- C. Exceptions to the 100 percent refund provision are subject to federal regulations for Title IV Financial Aid repayments.
- D. The fee for late registration will be refunded when the only course in which the student is enrolled is canceled by the College, or in cases of administrative error, state employee tuition waivers or other extenuating circumstances.
- E. For courses that start at a time other than the beginning of a regular term and for which the drop/add dates are not specified in the [College Calendar](#), the final refund date shall be the end of the day on which 10 percent of the prescribed instructional hours in the course occurs.

## 2. Continuing Education/Noncredit Courses

Except for online noncredit courses, a full refund will be issued to a student who drops any noncredit course prior to the start of the first class. Exceptions to this policy will follow those listed in "1. Credit Courses". Online noncredit course fees will be refunded if the student drops prior to noon of the day before the start of the first class, but will not be refunded after that time.

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

## College Store Refunds

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

## Online Noncredit Courses

Full refunds will be issued to students who drop from any online noncredit class prior to noon of the day before the start date of the first class. No refunds will be given after this time. For contract training courses, please refer to the "Letter of Agreement" for cancellation and refund policies.

## PHSC OneCard

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

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

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

## **Contact Information**

1. Contact the Financial Aid office regarding:
    - a. Questions concerning students' financial aid including eligibility for financial aid, disbursement dates, amount of aid available and eligibility for deferment of tuition and fees
    - b. Questions concerning students' deferment not being paid by Pell, student loan or other scholarship
    - c. Deferment due dates
  2. Contact the Financial Services office for the following:
    - a. Questions concerning a dishonored check and payment of dishonored checks
    - b. Questions concerning students' accounts not being paid by a third party
    - c. Verification of students' delinquent accounts
    - d. How to pay a deferment or delinquent account
    - e. Questions concerning delinquent accounts referred to collections
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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Financial Aid and Scholarships

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-

## What is Financial Aid?

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

Students and their families have the primary responsibility for financing their higher education. However, the Financial Aid office at PHSC can assist by showing where students may be able to obtain grants, loans, scholarships and part-time employment and by showing students how to apply for this assistance.

## When Should a Student Apply?

If students plan to attend college this year, then the time to apply is now.

It often takes several months to complete the financial aid application and awarding process. **Students should plan ahead and keep the following application dates in mind:**

### **January 2, 2014**

Application processing for 2014-2015 academic year begins.

### **April 15, 2014**

Priority awarding for 2014-2015 begins. PHSC must receive the FAFSA analysis from the processor by this date and students' financial aid files must be complete and error-free for students to receive top consideration. Priority awarding includes the following funds: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Florida Student Assistance Grant (FSAG), FSAG-CAREER, Academic Competitiveness Grant (ACG) and Federal Work Study (FWS). Files completed after April 15 will be considered in order of the date received, provided funds are available.

### **April 11, 2014**

Initial deadline to apply for most PHSC scholarships.

### **June 1, 2015**

Recommended last date to apply for Federal Pell Grant for 2014-2015 school year in order to receive processed Student Aid Reports (SAR) by June 30, 2015.

**Note: PHSC must receive the first Student Aid Report (SAR) with the calculated expected family contribution (EFC) by June 30, 2015, or the student's last day of attendance, whichever comes first.**

## What are the Federal Financial Aid Application Procedures?

Financial records must be made available for financial aid purposes, including:

1. 2013 U.S. Income Tax information
2. W-2 forms and other records of money earned in 2013
3. 2013 records of nontaxable income such as veterans' noneducational benefits, child support and tax deferred pensions
4. 2013 business, farms, investments and other asset records (excluding principal residence)

Students will need the above information to complete the Free Application for Federal Student Aid (FAFSA). When completing the application, it is recommended that the income information should not be estimated. Verification of the information on the application is likely to be requested at a later date. For students classified as dependents, both the student and parent financial records must be made available for financial aid purposes.

Students may complete the 2014-2015 FAFSA or renewal application on the Department of Education's website [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**The College's Title IV Code Number is 010652. Use this code number on the FAFSA application when**



## asked for your school's code.

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

- Complete a PHSC Application for Admission and pay the \$25 application fee
- Complete the FAFSA form [online](#). Students must submit a new FAFSA each academic year, and are strongly encouraged to apply by the dates listed in the *College Catalog and Student Handbook* under “[When Should a Student Apply?](#)” Financial aid awards are not renewed automatically, students must reapply by submitting a new FAFSA for each academic year

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## How Much Will It Cost to Attend PHSC?

### Cost of Attendance

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

- Average tuition and fee charges for a full-time student based on the educational objective (AA/AS/ATD or approved technical certificate)
- Average cost of books and supplies
- Average room and board allowance (living expenses) based on whether or not the students live with parents
- Reasonable miscellaneous expenses such as transportation and personal expenses related to education

To determine need as in the example below:

Example: \$12,557 (budget)  
Minus \$ 2,000 (EFC)  
= \$10,557 (need)

The following figures are estimated expenses based on the average costs of most credit programs at 14 credit hours per term for two semesters (nine months) using 2013-2014 data: All fees are subject to change based on implementation of Florida Statute 240.035.

Allowances for costs exceeding tuition and fees for specialized PHSC 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.

Category	Cost for Students Not Living with Parents (Independent)	Cost for Students Living with Parents (Dependent)
Tuition and Fees	\$2,889.00*	\$2,889.00*
Books and Supplies	1,400.00	1,400.00
Personal Expenses	1,756.00**	1,756.00**
Transportation	2,016.00	2,016.00
Room & Board	<u>5,534.00</u>	<u>1,980.00</u>
Total for Florida residents	\$13,595.00	\$10,041.00
Total for non-Florida residents	\$21,711.00	\$18,157.00

\*Florida resident  
\*\*Includes allowances for loan fees.

## How is Need for Financial Aid Determined?

Students' financial needs are determined according to statutory formulas from the federal government. It is a systematic way of measuring a family's ability to pay for educational costs and determining how much students and their families can contribute. The formula takes into account income, some assets, family size, number of family members in college and other factors.

The end result of the need analysis is the expected family contribution. The expected family contribution (EFC) is the

amount students can be reasonably expected to pay toward the cost of education. It measures the ability, not the willingness, of the families to finance students' education.

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

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

Approximately one to two weeks after transmitting the FAFSA [online](#), students will receive a Student Aid Report (SAR), or SAR Acknowledgment. If any corrections are required to the SAR, students should submit the SAR and the documentation to validate the changes needed to the Financial Aid office. The Financial Aid office will then transmit to the Federal Processing Center the appropriate adjustments on the students' behalf. Within one to two weeks, students will receive an acknowledgment email or letter confirming the changes made to the SAR. At that point, the Financial Aid office should have received electronically the corrected SAR and then will begin completing and preparing the file for awarding. Students first should check their financial aid account on WISE to see if their Pell has been awarded. If no award is showing, then students should contact the Financial Aid office if they have not received an award letter within six weeks after the date they completed the FAFSA.

If students qualify for financial aid, award letters describing the types and amounts of aid are sent to the students provided that:

- All required forms and documents have been submitted formally to the Financial Aid office
- Students have been formally accepted for admission to the College as degree or certificate seeking students
- Students enroll in an eligible program leading to a degree or certificate. Students must be enrolled in a certificate program that is at least 600 clock hours and at least 16 weeks in length for it to qualify as an eligible program of study. View [additional information](#) regarding clock hour programs.
- Students must enroll in courses toward their declared program of study
- Except as otherwise noted, students enroll for at least six hours per semester
- Students are neither in default on a student loan, nor owe a refund on a grant
- Students make satisfactory academic progress each semester
- Students meet the U.S. citizenship and the Selective Service registration requirements
- Students have submitted to the Admissions and Student Records office an official transcript of their high school diploma or received a GED Certificate
- Students possess a valid Social Security number

## How Will Students Receive Financial Aid?

Students will be awarded financial aid for two terms (i.e., fall and spring of each year) unless otherwise noted. Therefore, students will receive half of their awards disbursed in the fall term and half in the spring. Students enrolled for less than full time in fall and/or spring terms, may have summer financial aid eligibility. Financial aid funds will be disbursed as soon after each term's drop/add date as possible, in accordance with federal regulations and College practices. Students should check their [WISE](#) accounts to see if their financial aid has been awarded.

## When Is Financial Aid Received?

Students may use their grant/scholarship award(s) to pay for registration of classes and purchase books for the term if the amount of the award is applicable to such costs. At the end of registration, any funds owed to the College for such costs will be deducted from the students' awards for the term. Once these deductions have been made by the Financial Services office, the balance of the grant awards will be disbursed to students as soon as possible after the end of the drop/add period to the student's PHSC OneCard, presented by Higher One.

Students may request to sign a loan deferment to pay for registration of classes and purchase books for the term, provided the loan has been certified and guaranteed. Students receiving a federal loan receive their loan disbursement after the end of the drop/add period via the PHSC OneCard, presented by Higher One. Delays in distributing disbursements may occur due to the large number being processed. However, PHSC personnel will process the disbursements as rapidly as possible. First-time, first-year borrowers at PHSC cannot receive the initial disbursement of their first loan until 30 days after the first day of classes in the term to which the initial disbursement applies (a federal mandate).

Work-study funds will be paid biweekly (based on hours worked) at the state minimum wage rate.

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

Students should understand how the College determines whether satisfactory academic progress is being attained and the consequences of unsatisfactory progress. Please review these standards and ask your financial aid advisor if you have any questions. Financial Aid Standards of Academic Progress and Financial Aid Appeals Process: See [Standards of Academic Progress](#) for current information.

## Veterans' Standards of Academic Progress

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

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

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

## Financial Aid Appeals for the State of Florida

In the event an appeal involves financial aid offered by the state of Florida, students must provide letters of special circumstances with supporting documentation to the assistant dean of financial aid/veterans services or designee. The appeal for the state of Florida is an additional requirement, not in lieu of, the institutional appeal requirements.

## What If Students Reduce their Course Loads?

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

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

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

Category 3 occurs when students withdraw from, audit or stop attending all classes prior to completing more than 60 percent of the payment period or period of enrollment at PHSC. A proportional amount of the Federal Title IV funds received may require repayment. This procedure is referred to as "Title IV Repayment" which is a federal U.S. Department of Education regulation. The same repayment calculation would apply to students receiving all "F" grades who do not complete 60 percent of the semester.

Late applicants who submit the necessary documents (e.g., the Student Aid Report for the Federal Pell Grant) after the first class day of the semester will be processed based on the enrollment status at the time these documents are received by the College.

## Financial Assistance Programs/Awards

**Note: The provisions of the following programs are subject to change as actions are taken by the**

## **President, Congress, and/or the Florida Legislature.**

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

## **Pell Grant (Federal)**

The [Pell Grant](#) is the largest of the government's student aid programs and is the starting point for most students seeking financial aid. Awards for the 2014-2015 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, available [online](#).
2. Application period: January 2, 2014-June 30, 2015

**Note: Priority awarding deadline date is April 15, 2015.**

### **Eligibility**

Students are eligible if they:

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

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

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

### **How to apply**

1. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Ensure that the College's name and code (**010652**) are correct
3. Meet the priority deadline: April 15, 2014

### **Eligibility**

Students are eligible if they:

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

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

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

## How to apply

1. Complete the Free Application for Federal Student Aid (FAFSA) available [online](#).
2. Ensure that the College's name and code number (**010652**) are listed correctly on the FAFSA

## Eligibility

Students are eligible if they:

1. Are a U.S. citizen or permanent resident
2. Enroll for a minimum of six credit hours per semester in an eligible AA or AS degree program
3. Have been a resident of Florida for at least 12 consecutive months
4. Demonstrate financial need as defined by the state
5. Are neither in default nor overpayment on student loans or other aid
6. Are transfer students with at least a 2.0 GPA

## Criteria for Continuing Eligibility

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

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

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

## How to apply

1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Ensure that the College's name and code (**010652**) are listed correctly on the FAFSA

## Eligibility

Students may be eligible if they:

1. Are a Florida resident and a U.S. citizen or eligible noncitizen
2. Enroll for a minimum of 180 clock hours per term (or equivalent of six semester credits)
3. Are neither in default nor overpayment on student loans or other aid
4. Demonstrate financial need as defined by the state
5. Have a 2.0 cumulative GPA

## Criteria for continuing eligibility

1. Must maintain 2.0 cumulative GPA
2. Students must complete 12 credit hours for each semester for full-time award.
3. Must complete nine credit hours for each semester for 3/4 time award
4. Must complete six credit hours for each semester for 1/2 time award

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

## First Generation Matching Grant Program (FGMG)

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

### How to apply

1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Complete the [PHSC Foundation scholarship application](#).

### Eligibility

Students may be eligible if they:

1. Are Florida residents and U.S. citizens or eligible noncitizens
2. Enroll for a minimum of six credit hours per term as a degree-seeking student
3. Are neither in default nor overpayment on student loans or other aid
4. Have not previously received a baccalaureate degree
5. Students are considered “first generation” if neither of the students’ parents earned a college degree at the baccalaureate level or higher. Students also would be eligible if they resided regularly with, and received support from, only one parent who did not earn a baccalaureate degree
6. Demonstrate financial need as defined by the state

### Criteria for continuing eligibility

1. Must maintain 2.0 cumulative GPA
2. Must complete six credit hours for each semester

## Bureau of Indian Affairs (BIA)

The BIA provides benefits for people who are at least one-quarter American Indian, Eskimo, or Aleutian, and who are in tribes served by the [Bureau of Indian Affairs](#), and who have financial need. Contact the appropriate tribal council for details and application forms. Phone number for the Bureau of Indian Affairs is 800-322-9186.

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## Federal Work Study Program (Federal/FWSP)

Part-time employment may be awarded to students with financial need as part of their financial aid award. This type of aid is classified as “self-help.” Students must earn the funds they receive through this program. Priority is given to continuing students who had [Federal Work Study](#) awarded the previous year.

### How to Apply

- Application procedures are the same as those for the Federal Supplemental Educational Opportunity Grant (FSEOG).
- Students may inquire about available FWSP positions at the Financial Aid office. If hired, students will complete additional employment documents.

### Eligibility

Students may be eligible if they

1. Are admitted to the College as regular students
2. Enroll in an eligible degree or certificate program for at least six credit hours toward the program of study
3. Are a U.S. citizen, national or permanent resident, and have met Selective Service registration requirements
4. Have financial need as determined through the FAFSA
5. Are maintaining satisfactory academic progress

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

**Note: Renewal placements are contingent upon reapplying for Federal Financial Assistance.**

## **Conditions and Terms**

1. If students are awarded work study, they should contact the Financial Aid office on their home campus for job information
2. Students will be paid biweekly at the state's minimum wage rate
3. Students and supervisors will establish a schedule that is satisfactory to both parties
4. Students are expected to work scheduled hours
5. To reduce the workload, students must notify the supervisor and the campus financial aid advisor
6. Students may not work more than 20 hours per week without prior approval from the assistant dean of financial aid/veterans services
7. Students must maintain a satisfactory standard of job performance
8. Students must maintain satisfactory academic progress
9. Students must remain enrolled in at least six credit hours during the term for which they receive a work study award

## **Florida Work Experience Program (FWEP)**

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

### **How to apply**

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

### **Initial Eligibility Requirements**

Students may be eligible if they:

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

### **Renewal Criteria**

1. Renewal applicants must have earned a minimum cumulative GPA of 2.0, and during the academic year earned
  - 12 credit hours (360 clock hours) per term for full-time enrollment, or
  - 9 credit hours (270 clock hours) per term for 3/4 time enrollment, or
  - 6 credit hours (180 clock hours) per term for 1/2 time enrollment
2. Renewal eligibility is determined at the end of the second term. Credit hours earned during the previous summer can be counted toward the total number of credit hours required for renewal
3. Demonstrate financial need by completing an error free FAFSA each academic year

## **Conditions and Terms**

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

## **Student Assistant Work Program (SAWP)**

This is an institutional work program that enables a limited number of students to work part time on campus. Special skills are usually required. Students are selected based upon their qualifications for job openings. The number of hours students may work per week are established by the assistant dean of financial aid/veterans services.

### **How to apply**

1. Students may contact any Financial Aid office about available student assistant positions
2. Students will complete additional employment documents once hired

### **Eligibility**

Students are eligible if they enroll for at least six credit hours per term. Students must reapply each year for a position.

## **Deferment of Fees**

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

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

## **Child Care Assistance**

Students who need help with child care expenses may receive assistance to offset these costs. Funds for child care are not awarded automatically; students must meet eligibility requirements and provide documentation of expenses. Funds are awarded on a first come, first served basis, contingent on the availability of funds. Students who need help with child care expenses are encouraged to contact the Financial Aid office.

## **Loans**

Financial aid awards in the form of loans must be repaid. For this reason, loans are considered to be "self-help" forms of assistance. [Federal loans](#) are not awarded automatically, but must be requested by students each academic year. Please visit our website for more information regarding [Direct Student Loans and how to apply](#).

## **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. Students must complete and submit the Free Application for Federal Student Aid (FAFSA). The FAFSA does not have to indicate financial need; however, must be complete and processed error free prior to a student's first disbursement of the academic year. Visit the website for online processing.

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

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

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

## How to Apply and Selection of Students

### New Students

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

## Eligibility

All Students must:

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

## PHSC Foundation Scholarships

The PHSC Foundation offers more than 200 endowed scholarships and over 30 annual scholarships which are made possible through generous contributions from local private businesses, foundations, civic organizations and individuals. Scholarships are awarded with the assistance of the online scholarship program software that matches the applications with the scholarship criteria designated by the donors. These matches are then provided to the scholarship selection committee, a cross-section of PHSC staff and faculty who make the final decision. Students may [apply online](#) for a [Foundation scholarship](#). The priority deadline for applying for a Foundation scholarship is the second Friday in April. Many scholarships are based on demonstrated financial need as established by the FAFSA, so all students are encouraged to submit the FAFSA, available [online](#). For more information, contact the Financial Aid office.

## Veterans Administration and Military Education Benefits

Students wishing to use Veterans Administration (VA) and/or Department of Defense (DoD) education benefits must provide proof of eligibility and meet with a veterans' representative advisor to initiate payment of benefits. PHSC highly encourages those interested in using/applying for their benefits to thoroughly research and understand what each benefit entails. Detailed information about each benefit can be found on the [VA's education website](#) or by contacting a PHSC veterans' representative. Department of Defense benefit information can be obtained through the service member's unit education representative. Note: The Department of Defense or Veterans Administration makes the final determination on a veteran/dependent's eligibility for benefits.

All degree programs and many certificate and diploma programs at the College are approved for education and training under the various U.S. Department of Veterans Affairs (VA) programs. Even though these programs are approved, it is the responsibility of veteran students to apply for benefits. The VA will not pay benefits for classes outside of students'

programs of study. See the campus veterans advisor for assistance with your initial application, any changes in your program and to initiate enrollment certification to the VA.

The VA pays most entitlements directly to students. In turn, students must pay for tuition, fees, books and supplies. Veterans who are eligible to receive benefits under Montgomery GI Bill® (MGIB) Chapter 30, 31, 35, or Chapter 1606/1607, are entitled to one deferment each academic year prior to receipt of VA benefits for payment of tuition only.<sup>1</sup> Deferments are not available for other fees, books and supplies. Veterans who receive deferments first shall complete a Veterans Deferred Payment Agreement (SVA-2) which is processed by the campus veterans advisor.

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

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.

Veterans receiving continued benefits or who have their benefits suspended are not eligible for deferments.

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

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

## Purple Heart Waivers

Recipients of the Purple Heart or other superior combat decorations are eligible for a waiver of tuition and fees for college-credit courses, providing they meet the following criteria:

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

This waiver is applicable for 110 percent of the number of required credit hours of the degree or certificate program for which the students are enrolled. Visit the Financial Aid office for information.

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## State Employee Fee Waivers

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

State employees will follow the established admission and registration process, as described in the current *Catalog and Student Handbook*, for enrolling in college-credit courses. State employees will complete PHSC's established registration process in person and complete the State of Florida form titled "State Employee Tuition Waiver Program - Intent to Apply." The State Employee Tuition Waiver Program - Intent to Apply form and the completed PHSC registration forms must be submitted to the Financial Aid office at any PHSC campus for approval and for the waiver of tuition and applicable fees no sooner than the second day of the identified drop/add period. **Fee waivers will not be approved for courses in which state employees enroll, pay fees, and then drop, and then re-enroll on the second day of the identified drop/add periods.**

State employees may enroll for up to six college-credit hours of courses per term on a space available basis. "Space available" is defined to be college credit classes that are not full at the beginning of the second day of the identified

drop/add period for the term or course. The following courses, however, are excluded from the State Employee Fee Waiver Program:

- All courses within the limited-access health programs
- All CISCO Academy courses
- Any other college credit course taught by a third party

## **Educational Costs Waivers**

If a law enforcement officer, correctional, or correctional probation officer is killed in the line of duty as specified in Florida Statutes 112.19; or a firefighter is killed in the line of duty as specified in Florida Statutes 112.191; or a teacher or school administrator is killed or injured and dies as a result of an unlawful and intentional act while he or she is engaged in the performance of teaching duties or school administrator duties or the motivation for such act is related in whole or in part to the fact that the individual is a teacher or school administrator as specified in Florida Statutes 112.1915, the State of Florida shall waive certain educational expenses that the child or spouse of the deceased law enforcement officer, correctional officer, correctional probation officer, or firefighter, or the child of a teacher or school administrator incurs while obtaining a career certificate, an undergraduate education or a postgraduate education. The amount waived by the state shall be an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours. The child or spouse may attend a state career center, a state community college or a state university. The child or spouse may attend on either a full-time or part-time basis. The benefits provided to a child under these laws shall continue until the child's 25th birthday. The benefits provided to a spouse under these laws must commence within five years after the death occurs and entitlement shall continue until the tenth anniversary of that death.

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

Only students in good standing shall receive the benefits listed.

## **Financial Aid Grievance Process**

The procedures for the financial aid grievance process, other than those that pertain to insufficient academic progress, are listed below. (Appeals relating to insufficient Financial Aid Standards of Academic Progress are processed according to the procedures contained in the District Board of Trustees Rule, 6Hx19-6.43.)

1. Students first should attempt to resolve financial aid issues locally and informally through discussion with the campus financial aid advisor and/or the assistant dean of student development (EC/NC/PC/SHC/WC)
2. If the issue cannot be settled at the campus level then the matter will be referred to the assistant dean of financial aid for review and response. The assistant dean of financial aid shall complete a thorough review of the issue and respond as soon as possible, but within 10 days, to the student.
3. In the event that the student is not satisfied with the response of the assistant dean of financial aid, the student may submit a formal written request for a review to the dean of student development and enrollment management. This written request must state fully the nature of the grievance and must include all relevant documentation available to the student.
4. Upon the receipt of a written request for review by the dean of student development and enrollment management, the dean shall review the matter as soon as possible, but within 10 days, requesting information and documentation from the student, staff and any other source of relevant information.
5. The dean of student development and enrollment management shall carefully and thoroughly consider all of the relevant information and testimony available and then shall respond to the student and assistant dean of financial aid on the matter
6. In the event that the grievance involves financial aid offered by the State of Florida, the student may be referred to the appropriate personnel in the Office of Student Financial Assistance (OSFA) for the State of Florida, in addition to but not in lieu of, the procedure outlined above.

## **Financial Aid Rights and Responsibilities**

**Students have the right to ask a school:**

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

### **Students have a responsibility to:**

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

<sup>1</sup>GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## General Course Information

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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 PHSC, 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.

Developmental education courses are not creditable as part of the basic requirements for degrees. Technical certificate courses are not creditable toward the AA degree.

Students may register for any course for which they have the necessary prerequisites (see below). A student who feels that he or she has sufficient training or experience to warrant an exception to a prerequisite should consult an advisor.

Students should not expect that all courses will be offered at each campus or in any given term. View [course schedules](#) to determine when and where specific courses are to be offered.



## Prerequisite and Corequisite Courses

A prerequisite is a requirement and/or course that must be completed successfully before a student can enroll in another course. A corequisite is a course in which a student enrolls in conjunction with, i.e., in the same term as, another closely related course. Any prerequisite(s) and/or corequisite(s) for a course are noted in the 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 (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected as to maintain a representative balance as to the type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and

associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

### Example of Course Identifier

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

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses “ENC\_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution; however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **Note:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or 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

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty

committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution
- B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question
- C. Courses in the \_900-999 series are not automatically transferable and must be evaluated individually. These include such courses as special topics, internships, apprenticeships, practica, study abroad, theses and dissertations.
- D. Applied academics for adult education courses
- E. Graduate courses
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999
- G. Applied courses in the performing arts (art, dance, interior design, music and theatre) and skills courses in criminal justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### **Courses at Nonregionally Accredited Institutions**

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled *Courses at Nonregionally Accredited Institutions* that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Kevin O'Farrell, Assistant Dean of Instructional Services, West Campus at PHSC or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at 850-245-0427 or at <http://scns.fldoe.org>.

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Glossary of College Terms

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[A](#) [C](#) [D](#) [F](#) [G](#) [L](#) [M](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#)

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### A

**Academic Year:** The school year; comprised of term I (August-December), term II (January-May), and term III (May-August). A catalog is issued for each academic year; e.g., 2013-2014.

**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 PHSC; results in a letter of admission for eligible persons. It is a prerequisite to orientation. There is a one-time nonrefundable fee of \$25.

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

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

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

**Associate in Science (AS) degree:** A degree planned to prepare students to transfer to specific bachelor's degree programs and for job entry upon completion; program lengths vary for AS degrees.

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

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

### C

**Catalog and Student Handbook:** An online document published annually. It contains the college calendar, policies, procedures, regulations, programs and course descriptions. This document may be modified during the academic year.

**CHOICES:** A computerized career exploration program available through Career and Testing Services that assists students in making career plans through assessments linked to matching educational and occupational choices.

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

**Clock Hours:** The unit of study for technical courses. In these areas, a technical credit equals 30 clock hours in class during the term; two technical credits equal 60 clock hours.

**College Credit Certificate:** A college credit program designed to prepare students to enter technical areas. College Credit Certificate programs, which vary in length, are part of AS degrees.

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

**Continuing Education:** Noncredit courses designed to meet specific technical and personal needs.

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

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

**Course Substitution:** The exchange of one course for another course required in a degree program; justification and

permission are required.

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

**Credit Hour:** Unit of college work and the same as a semester hour in AA and AS programs. Generally, the number of credit hours in a course equals the number of lecture hours in class each week.

## D

**Drop/Add:** Usually refers to the short period after terms or classes begin when a student may drop or add classes. Dates are published in the online schedule of classes and the *College Catalog and Student Handbook*. Fees are refunded only for classes dropped during the drop/add period and not after that period ends.

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

## F

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

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

## G

**Gordon Rule:** The state requirement that within the general education core, students must demonstrate writing and mathematics competencies through multiple assignments. This requirement will be satisfied by students completing the rigorous writing assignments in communication, humanities and social and behavioral science courses at PHSC and a minimum of six semester hours of math at the level of college algebra or higher. Required for awarding of the AA degree and junior standing at Florida's public universities.

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

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

## L

**Late Registration:** Registration during the drop/add period for the term; begins on the first day of classes in a term and requires payment of special \$20 late fee. Academic progress may be hindered by starting late in a course.

**Library:** This location houses print, nonprint and electronic resources to assist students with academic endeavors and personal enrichment.

## M

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

**myPHSC:** PHSC student portal provides access to student email, all enrolled courses, links to web registration, information and more.

## P

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

**P.E.R.T.** (Postsecondary Education Readiness Test: A computerized test of reading, writing and math used to determine placement into college-level courses for nonexempt students.

**PHSC:** Pasco-Hernando State College; also referred to as "the College."

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

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

Program Declaration form.

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

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

## R

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

## S

**Schedule:** The online list of courses offered each term, usually available about two weeks before registration begins.

**Semester Hour:** The official unit of measure of college credit work. Used in all Florida public colleges and universities; equates to one credit hour in AA and AS degree programs.

**Semester-Session-Term:** Used interchangeably. See Academic Year.

## T

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

**Technical Certificate Program:** Designed to provide certain job-entry skills in a short period of time. Program lengths vary. Enrollment in technical certificate programs does not result in college credit.

**Tuition:** Cost of courses based on the number of credit hours attempted plus any special course fees. Tuition is classified as in-state matriculation or out-of-state tuition.

**Transcript:** The official educational record sent directly from a high school or previous college to PHSC's Office of Admissions and Student Records. Also, the official educational record sent directly from PHSC to another college or to the requesting student. A signed request form is mandatory when asking that transcripts be sent from PHSC.

## V

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

## W

**WISE (Web Information System for Education):** Pasco-Hernando State College's web portal that allows students to use the Internet to access important student services such as: applying for admission, registering for courses, printing class schedules, checking grades, reviewing unofficial transcripts, paying fees and other obligations, viewing financial aid awards, reviewing any restrictions on their record, reviewing degree audits and more. New and first-term transfer students must meet with an advisor before using WISE for registration.

**Withdrawal:** Action taken to remove a student from a course after the drop/add period, up until the deadline date listed for the term; withdrawal may be initiated by a student or instructor by completion of forms provided by the Office of Student Development and will result in a grade of "W." No refund of fees. Withdrawals may have an effect on a student's financial aid or Standards of Academic Progress as explained elsewhere in this publication. Signature of the instructor and the official last date of attendance are required on the Withdrawal form.

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Information for New Applicants

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

### New College and Technical Credit Students

#### First - Apply for Admission

Applicants to the College must submit the admission application online with a \$25 nonrefundable fee through [WISE](#).

#### Then - Submit Transcripts

All degree seeking students, college-credit certificate seeking students, applied technology diploma seeking students and limited access technical certificate applicants must submit either an official high school transcript confirming graduation or official GED scores indicating the award of a high school equivalency diploma, official transcripts from each U.S. college or university attended and official scores from external agencies as appropriate (i.e., AP, CLEP, IB, etc.) to finalize admission to PHSC.

Transcripts should be sent to the Office of Admissions and Student Records, West Campus, New Port Richey. Official transcripts must arrive in a sealed envelope from each issuing agency or institution.



#### Apply for Federal Financial Aid

Students are strongly encouraged to apply for federal financial aid by applying directly [online](#). Any application for financial aid should be completed, including submission of all required supporting documents, at least six weeks before the deadline date when registration fees are due. Applicants for Title IV Federal Aid (e.g., Pell Grant and William D. Ford direct student loans) must submit either high school transcripts or GED scores indicating successful program completion to the Admissions and Student Records office at the West Campus, New Port Richey. Contact one of the PHSC Financial Aid offices or Veterans Administration advisors with any questions.

#### Apply for Veterans Benefits

The Veterans Educational Benefits Program is designed exclusively to provide educational assistance to veterans of the United States Armed Forces and other eligible students who receive benefits under Chapters 30, 31, 32, 33, 34, 35, 1606/1607 USC or VRAP. For additional information regarding these programs, please contact the [veterans affairs advisor](#) at your home campus.

#### Demonstrate Readiness for Coursework

Students planning to enroll in degree programs including College Career and Technical Certificate programs and/or college-level English and math courses must take a common placement test for proper placement into coursework. The common placement test assesses reading, writing and mathematics skills and recommends placement into college-level or developmental education courses. Students enrolling into most technical certificate programs must take the Test of Adult Basic Education (TABE) within the first six weeks of the program in order to assess basic skills required for certification.

Students who have a bachelor's degree, transfer credits in English and mathematics or previously taken an ACT, Accuplacer, FCAT 2.0, PERT or SAT exam within the last two years may submit validated records to Admissions to receive an [exception to testing](#). Some students may also be exempt from testing including recent graduates of a Florida public high school or active duty military. Speak to Admissions about required documentation for this exemption. Note: Test scores become inactive after two years.

## Select a Major

Students must complete a self-paced career guidance tool designed to explore values, interests, personality and skills as they relate to possible majors and careers.

- Go to: [phsc.edu/selectamajor](http://phsc.edu/selectamajor)
- Follow the instruction on creating your new account
- Complete the Work Interest, Personality, Skills, Values and Leisure Interests assessments
- Explore major areas of study that match interests and support career goals
- Select a major area of study before meeting with an academic advisor

## Attend Mandatory New Student Orientation

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

## Schedule Academic Advisement Appointment

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

## Register for Classes

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

## Last - Pay for Tuition and Fees

Students may pay tuition and fees online through [WISE](#), use the Tuition Installment Plan ([TIP](#)), or pay at the College Store on any campus. Separate payments are required for course fees and textbooks. Course fee and course material (textbooks, supplies) cannot be combined on the same check. Students should also confirm add, drops and payments by reviewing their account in [WISE](#).

## College Catalog and Student Handbook

The *College Catalog and Student Handbook* is the official document that outlines the requirements and regulations for PHSC students, subject to changes and additions approved by the District Board of Trustees. It is the responsibility of each student to be familiar with and understand these requirements and regulations.

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

## Student Email Account

PHSC students and applicants are provided access to a secure, customized Gmail address that will serve as the primary student email address used for official College communications. View the PHSC [QuistaMail and Google Apps](#) page for additional information.

## Student ID Cards

Any currently registered student enrolled in at least one college, technical (PSAV) or preparatory credit course is eligible to receive a PHSC Photo Identification Card. Student IDs are optional, but students must have one to check out library materials and use financial aid at the college stores.

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

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

## Assistance Guide

Contact any PHSC academic advisor for clarification of any term or concept included in this *College Catalog and Student Handbook*.

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## Equity Officer

### [Imani Asukile](#)

*Director of Multicultural Student Affairs and Equity Services, New Port Richey*

### [Ronteryl Black](#)

*Pre-Collegiate Program Coordinator, Take Stock in Children, College Reach-out Program, Brooksville*

## Student Development

### [Bob Bade](#)

*Dean of Student Development and Enrollment Management , New Port Richey*

### [Chiquita Henderson](#)

*Assistant Dean of Student Development, New Port Richey*

### [Arlene York](#)

*Assistant Dean of Student Development, Brooksville*

### [Vicki Ferguson](#)

*Assistant Dean of Student Development, Dade City*

### [Karin Glessner](#)

*Assistant Dean of Student Development, Spring Hill*

### [Pam Medley](#)

*Assistant Dean of Student Development, Porter Campus at Wiregrass Ranch*

### [Rebecca Shanafelt](#)

*Assistant Dean of Financial Aid/Veterans Services, New Port Richey*

### [Rick Casey](#)

*Director of Career and Testing Services, New Port Richey*

### [Estela Carrion](#)

*Director of Admissions and Student Records, New Port Richey*

### [Melissa Rushton](#)

*Information Center Coordinator, New Port Richey*

### [Steve Winterling](#)

*Athletics Director, New Port Richey*

**Ron Thiessen**

*Director of Disabilities Services, New Port Richey*

## **Academic Areas**

**John Whitlock**

*Dean of Arts and Sciences, New Port Richey*

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

**Ed Goolsby**

*Dean of Workforce Development, New Port Richey*

*(Accounting Technology, Applied Welding Technologies, Business Administration and Management, Computer Programming and Analysis, Correctional Officer, Criminal Justice Technology, Drafting and Design Technology, E-Business, Financial Services, Fire Science, Industrial Management Technology, Information Technology Security, Internet Services Technology, Law Enforcement Officer, Network Systems Technology, Office Administration, Paralegal, Encore Academy, Continuing Education and Corporate Training)*

**Jayme Rothberg**

*Dean of Health Occupations, New Port Richey*

*(American Heart Association Training Center, Dental Assisting, Dental Hygiene, Emergency Medical Services (EMS), Emergency Medical Technician (EMT), Healthcare Informatics Specialist, Health Information Technology, Health Unit Coordinator, Human Services, Medical Administrative Specialist, Medical Coder/Biller, Medical Language and Terminology, Medical Record Transcribing, Nursing Assistant, Nursing (RN - Generic and Transition), Paramedics, Pharmacy Technician, Phlebotomy, Practical Nursing, Radiography, Science of Human Nutrition, Sports Nutrition, Surgical Technology)*

**Charlie May**

*Director of Public Services Programs, Dade City*

**Patrice Koerper**

*Director of Corporate Training and Continuing Education, New Port Richey*

**Debra McGuigan**

*Coordinator of Continuing Education, New Port Richey*

**Margie Burnham**

*Project Manager TRADE Grant, New Port Richey*

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

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## Student Activities and Organizations

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  - [Student Government Association](#)
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  - [Office of Multicultural Student Affairs and Equity Services](#)
  - [Intramural Sports and Recreation Programs](#)
  - [Intercollegiate Athletics](#)
- 

### Student Activities

The mission of the Student Activities office is to enhance the curricular experience of students by providing quality programming designed to develop life and leadership skills and promote citizenship and personal growth in an enjoyable atmosphere. At the same time, PHSC also recognizes the proven need for fun and play in promoting healthy learning and student retention. PHSC offers a wide range of student clubs/organizations, activities and opportunities for students.



### Student Government Association (SGA)

Each campus has a [Student Government Association](#) (SGA). SGA represents the voice of the students on campus as well as at the district and state levels. All currently enrolled students at PHSC are automatically members of SGA.

The purpose of SGA is to promote active, responsible and cooperative citizenship through participation and self government. The SGA strives to plan and promote campus events in harmony with students' interests.

There are many exciting ways for students to share their talents with PHSC through the SGA such as the formal dance committee, sporting events on campus, scrapbooking, photography, polling the needs and desires of students and assisting with the promotion of events.

### Competitive Organizations

**Brain Bowl Team:** Brain Bowl is a game of general knowledge and quick recall. It often is called “the varsity sport of the mind” and is compared to the game show “Jeopardy.” Students compete as a team against other Florida state colleges.

**Forensics Team:** The Forensics Team competes in areas of speech such as public speaking, reading, interpretation and debate. Students compete against other Florida state colleges.

**Phi Beta Lambda (PBL)** is a national, state and local organization for students interested in business. Members learn the value of competition at the district, state and national levels. PBL members participate in leadership training,

service, social and fundraising activities.

**SkillsUSA** is a national, state and local organization for students interested in drafting and design careers. Members learn the value of competition at the regional, state and national levels. At the state and national levels, scholarships are awarded to competition winners. SkillsUSA members participate in leadership training, service, social and fundraising activities.

## **PHSC Student Ambassador Program**

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

## **Möbius-Student Literary Magazine**

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

## **Citizen Scholar Program**

The Citizen Scholar Program at PHSC is designed to engage students in service-learning and civic-engagement opportunities. Students who complete the program will graduate with a Citizen Scholar designation on their PHSC transcript and will receive a Citizen Scholar medallion.

## **Honor Societies**

### **Lamda Nu-Radiography Honor Society**

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

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

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

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

### **Phi Beta Lambda (PBL)-Business Organization**

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

### **Phi Theta Kappa-International Honor Society**

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 PHSC with a grade point average of 3.25 or higher as specified by the respective Chapters. Only courses taken at PHSC and numbered 1000 or 2000 will be considered when calculating the GPA.

Members are required to maintain a 3.25 GPA. If the student's GPA drops below 3.25 in two consecutive semesters, the

member will be removed from membership. It is the member's responsibility to be aware of his or her GPA.

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

## **Psi Beta-National Psychology Honor Society**

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

## **Tau Upsilon Alpha International Honor Society for Human Services**

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

## **Clubs and Organizations**

**3D - Developing Drafters & Designers:** Brings awareness and appreciation to the artistry and profession of drafting and related fields. This group also participates in the SkillsUSA competitions.

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

**Disney Leadership Alliance:** Focuses on leadership, learning through the experiences of Disney employees, the love of Disney and building relationships.

**Fellowship of Christian Athletes:** The mission of the group is to present to coaches, athletes and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord-serving Him in their relationships and in the fellowship of the church.

**Gay Straight Alliance/PRIDE:** Promotes education, unity, awareness and change. The organization also provides a respectful, safe place to support all students on campus.

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

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

**Men of Excellence (MOE):** Promotes and supports the academic and personal development of college students. Membership in this organization assists students with leadership skills and provides connections to the campus community.

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

**Radiography Club:** Operates with the Lambda Nu Radiography Honor Society to foster and recognize academic scholarship within the field of radiologic science. Members travel to conferences and sponsor a variety of activities on campus.

**Synergy:** Seeks to foster productive interactions among students and across diverse majors, to promote cooperation between diverse cultures on the campus and in the community. They also stimulate fellowship among students interested in sociology, to explore issues and applications in the field of sociology.

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

**Veterans Club:** Assists veterans in their needs while in school, connects them to opportunities in the community and educates students with the experiences veterans can share with them.

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

\* Not all clubs listed are active on all campuses. To obtain more information about any of these clubs and organizations, please visit a campus Student Activities office or our [Student Organizations](#) page. To inquire about starting a new club or organization, please visit a campus Student Activities office.

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## Student Activity Programs

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

**Kids and Sibs:** For students with children or siblings to involve the children in their college lives. These events range from on-campus Build-a-Buddy or Halloween events to movie nights.

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

## Student Activity Cornerstone Events

**Student Leadership Retreat:** At this event, students are provided with an excellent opportunity to get to know other students and staff. Students will also have great opportunities to learn about themselves and how to more effectively interact with others.

**Welcome Week:** The purpose of this event is to make it easy for students to get to know each other, as well as to learn about campus and community resources.

**Peace Week:** At this event, students are able to demonstrate personal expressions of what peace means to them and reflect on peace related topics and how they relate to their self-understanding and spiritual awareness. The week offers opportunities to listen to and interact with guest speakers and artists. The event encourages students to learn about cultures, ideas and belief systems.

**Leadership Week:** This event provides students with the opportunity to build skills for their future. The week offers exciting speakers and events such as an etiquette lunch and business expo.

**Art & Culture Week:** This event is focused on building awareness of cultural experience through activities such as experiential painting, films, lectures and other participatory events. The purpose of the event is to enhance socialization using art culture as a starting point, and relating contemporary culture to various historical and cultural artifacts.

## Office of Multicultural Student Affairs and Equity Services

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

## PHSC Faculty and Staff to Student Mentors Program

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

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

## **Cultural Activities**

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

## **Precollegiate Programs**

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

## **Intramural Sports and Recreation Programs**

Intramural Sports and Recreation offers students, faculty and staff the opportunity to participate in sports and activities on a competitive and recreational level. Sports include dodgeball, flag football, ultimate frisbee, basketball, volleyball and more. In addition, there are many recreational activities available on campus such as corn toss, ping-pong, pool, bingo, fantasy football and gaming tournaments. Off-campus recreation includes kayaking, bowling, golf, team competitions and more. Students also have the chance to compete against PHSC faculty and staff in the Quista Bowl flag football game held at the end of fall term and the annual softball game held at the end of spring term. Students can also attend group fitness classes such as yoga, Zumba and others.

Students are required to complete a waiver and wear appropriate attire. All intramural programs are free for PHSC students and staff to participate. Contact your Student Activities office or visit the [Student Activities](#) Web page to get more information or view a schedule of events for your campus.

## **Intercollegiate Athletics**

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

A limited number of athletic scholarships are available for those selected for intercollegiate sports. Both prospective and current students interested in intercollegiate opportunities should contact the athletics director.

## **Cheerleading**

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

## **Fitness Centers**

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

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Student Development, Advising, Registration

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### New and Transfer Student Orientation

All new and transfer students planning to register for courses at PHSC for the first time who are seeking a degree, a diploma, college certificate or a technical certificate **must attend [orientation](#) before registering for classes**. During this mandatory student orientation students will be given important information about registering for classes, adding and dropping courses, college class withdrawal requirements, financial aid and a general overview of academic policies and procedures. Orientation appointments can be made by contacting the nearest PHSC campus.



### Academic Advisement

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

Students should meet with an academic advisor regularly to ensure they are continuing on the right path toward completing their educational plan. Early advisement and registration help ensure the best selection of courses. After advisement, students who are in good academic standing with PHSC use the College's online registration system ([WISE](#)) to add or drop classes or pay course fees by published deadlines, and update personal information at any time.

Students are strongly encouraged to schedule an appointment with their advisor. Students using veteran's benefits should schedule an appointment with their VA advisor.

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

## Registration Process

Before students can register for credit courses, they must be admitted to the College. Additionally, students who are pursuing a degree, diploma or certificate must have declared a major either on their application form or through a program declaration form in order to register for the appropriate courses for their specified program of study. These forms are available in the Admissions and Student Records office and in the Student Development offices at any campus.

Most students, except for first time students and those who have not met the Standards of Academic Progress (SAP), are eligible to use the [WISE](#) online registration system. Students can also register on campus. **Students are cautioned that they are responsible for all class schedule choices.**

The beginning and ending dates for registration are published in the [College Calendar](#).

## Program of Study Declaration

Program of study changes must be reviewed by an academic advisor. Changes to programs of study must be processed before the end of the drop/add deadline for the term. Changes submitted after the add/drop deadline will be processed for the subsequent term. An advisor's signature is required to change a program of study.

## Registering and Paying for Classes

Students can register and pay for classes at any campus or eligible students can register and pay fees online through our [WISE](#) system. Payment of course fees may be deferred until the published fee payment deadline for each semester. These deadlines are published in the [College Calendar](#).

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

## Adding, Dropping, Auditing or Withdrawing from a Course

Students should note the important dates and times within each term for registration, drop/add, last date to withdraw from or audit a course and dates when fees are due. The College will adhere to the dates and times published in the current [College Calendar](#).

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

### To Add or Drop a Class Online

Eligible students may register online using the [WISE](#) system. New students and Veterans Affairs students must meet with their advisor and obtain approval to register before being allowed to register online. **Students using the WISE system for registration are reminded that they are solely responsible for any errors in registration. Students should always make a copy of their WISE transactions when adding or dropping classes. Note that students on restrictions, requiring college preparatory courses or changing courses which have a corequisite, laboratory or clinical component, will need to make these changes at the Student Development office.**

Financial aid recipients, veterans and other students whose programs require specific credit hour enrollment should be aware that dropping or withdrawing from a class may change their award eligibility and may reduce the amount of aid they receive for the term.

### To Add a Class on Campus

**Students must:**

- A. Complete a Registration Form (SAR-5), available in the Student Development office indicating the course prefix,

course number and section number for the appropriate class

- B. Take the completed registration form to the Student Development office where the staff member will input the information into the college student record system, adding the course to the student's schedule. The staff member will return a copy of the registration form to the student, along with a printout showing the student's new class schedule. The form will contain the amount of any additional fees due and the deadline to pay the additional fees.
- C. Pay on or before the published fee payment deadline. If you believe you have been approved for financial aid but fees remain unpaid, you should first check your WISE account to confirm your receipt of financial aid, then contact the Financial Aid office.

## To Drop a Class On Campus

### Students must:

- A. Complete a Registration Form (SAR-5), available in the Student Development office, indicating the course prefix, course number, and section number for the appropriate class
- B. Take the completed registration form to the Student Development office staff where the staff member will input the information into the college student records system dropping the course from the student's schedule. The staff member will return a copy of the registration form to the student, along with a printout showing the student's new class schedule.

## To Withdraw from a Class

### Students must:

- A. Complete a student initiated Withdrawal Request Form (SCN-3), which can be obtained from any Student Development office
- B. Follow the instructions on the back of the form
- C. Get the student initiated Withdrawal Request Form signed by the instructor, signifying the student's last day of attendance
- D. Return the signed form to the Student Development office to be input into the College record. Students cannot complete withdrawals online.

Students are cautioned that withdrawing from a course can have future financial consequences and can affect their eligibility or continued receipt of financial aid, including Florida Bright Futures. **All students receiving financial aid, Florida Bright Futures or veterans educational benefits are required to speak with a Financial Aid office representative before withdrawing from a class.**

Students who withdraw from a course do not receive a refund of course fees. Also, students must comply with the applicable published withdrawal dates for each term. See the [College Calendar](#) for specific deadlines.

## To Audit a Class

Students who wish to audit a course may do so at the time they register each term or before the end of the "Withdrawal" period each term. The course fees for an audited class are the same as the fees for taking the course for college credit. Students who register for "audit" classes during the registration period, including the drop/add period, will not have these "audit" classes paid for by financial aid. Please note that high school students who are dual enrollment students will not be permitted to audit a course.

## Courses Not Permitted for Audit:

- Required college preparatory courses
- Noncredit courses
- Career and technical courses, except with the permission of the appropriate academic dean

## Career and Testing Services

Multiple career resources are available on all campuses to assist current and former PHSC students with exploring, planning and obtaining careers. Professional staff are available to assist students with identifying their skills and aptitudes, learning more about a variety of career options and focusing on a career choice. Other services include

placing students into business and IT internships, student job shadowing; information about local, in-state and out-of-state job openings via an online job database; resume writing critiques, career research, interviewing techniques, labor market trends, CHOICES (computerized career assistance) and vocational and career assessments.

[Career and Testing Services](#) also provides various testing options for students, including the Postsecondary Education Readiness Test (P.E.R.T.), ACCUPLACER, Test of Adult Basic Education (TABE), General Assessment of Instructional Needs (GAIN), General Educational Development (GED) test (West Campus only - after registration and fee payment on the [MyGED](#) website), Manufacturing Skill Standards Council (MSSC) test, College-Level Examination Program (CLEP) and proctored distance learning examinations. In addition, the Criminal Justice Basic Abilities Test (BAT), Nursing Test of Essential Academic Skills (TEAS), Manual Dexterity test, State Officer Certification Examination (SOCE) and other admission, exit or certification examinations are available.

For more information about testing, visit our testing [FAQ Web page](#). [Some Florida high school and active military students may be exempt from testing.](#)

## Test of Adult Basic Education (TABE)

Please refer to the [Test of Adult Basic Education \(TABE\)](#) page of the College website for information. [Some Florida high school and active military students may be exempt from testing.](#)

## College-Level Examination Program (CLEP)

Students can earn a maximum of 45 semester hours of college credit by submitting a score of 50 or above. CLEP students will be charged a testing and service fee.

Credit may be awarded for CLEP subject examinations if submitted scores are at or above the percentile specified in rules of the State Board of Education and Internal Management Memorandum #3-20. Evaluation of CLEP credit is made after the application fee is paid and students are admitted to the College. CLEP credit will appear on the students' permanent record without indication of a grade. Credits earned through CLEP do not satisfy the program residency requirements. Students seeking this credit are strongly advised to discuss their academic plans with an advisor before registering.

## Job Placement

State, county and local employment opportunities are posted on PHSC's online job board, the College Central Network (CCN), by [Career and Testing Services](#). The CCN and Career and Testing Services staff are available to assist students in searching for full and part-time opportunities, internships, work study and student assistant openings. General information about this service and registration instructions are available online and at each campus. Career and Testing Services staff also provide professional career advising and career development services. These in-depth services are available to assist students with improving resumes, job seeking and interviewing skills to prepare for a better career.

## Internships

Local internship information may be found on the PHSC [Internships Web page](#). National internship information can be found on PHSC's online job board, the College Central Network (CCN). The CCN can be accessed from PHSC's [Career and Testing Services Web page](#) or Canvas.

## Florida Virtual Campus (FLVC)

[FLVC](#) is a free statewide advising system provided by the Florida Department of Education in conjunction with all public colleges in Florida. This advising network allows students to access advising, transfer and career planning information, obtain college grades, review the prerequisite manual for all Florida public university bachelor's degree requirements and print an unofficial college transcript. FLVC also enables students to download the [Free Application for Federal Student Aid \(FAFSA\)](#) and provides other helpful financial aid and academic information. Students are encouraged to visit the website to make use of all the important information it provides. This website is updated frequently to provide solid and current academic information.

## 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 Postsecondary Education Readiness Test (P.E.R.T.), which consists of tests covering reading, English, and mathematics including elementary algebra and arithmetic. Minimum cut-off scores have been established by Florida Administrative Code 6A-10.0315. Any student falling below these minimum scores will be advised of developmental education options and shall be allowed to enroll in the developmental education option of their choice. Students should begin developmental instruction based on the placement test results prior to completing 12 credits. However, students may continue enrollment in degree-related coursework provided they maintain continuous enrollment in developmental education for each subsequent semester until coursework requirements are completed and students demonstrate satisfactory performance in degree-related coursework. [Some Florida high school and active military students may be exempt from testing](#) and not required to enroll in developmental education instruction.

Students who require developmental education may not enroll in the following categories of college credit courses while completing their developmental education coursework:

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

The *Student Testing and Placement Chart*, a reference for course placement, is available on the [Career and Testing Services Web page](#). The College will accept P.E.R.T., ACCUPLACER, SAT, ACT and FCAT 2.0 Reading scores, provided that they are no more than two years old from the date taken, and will place students accordingly. Test modifications may be made available to students who qualify under the guidelines of the Americans with Disabilities Act (ADA) of 1974. Students should contact a PHSC academic advisor in the Student Development office, or Career and Testing Services for more information about placement testing. Exceptions to placement testing are: degreed students (AAS and higher), transfer students with “C” or higher grades on both college level English and mathematics courses, transient students (unless taking a Gordon Rule course at PHSC and have not tested previously), students who are Encore Academy members, nondegree seeking students and students who audit college-credit courses. [Active duty military and some Florida public high school graduates may be exempt from testing](#).

## **P.E.R.T. Retests**

Students are permitted to retake the Postsecondary Education Readiness Test (P.E.R.T) one time (a total of two active attempts) after 24 hours. Scores are valid for two years. An assistant dean of student development or the director of career and testing services may approve a request for a third attempt based upon documentation of extenuating circumstances. Students should be prepared prior to any attempt and may find remediation materials on the [Career and Testing Services Web page](#) or through the Teaching Learning Center on each campus. Students requesting a retest of the P.E.R.T. who have already begun any developmental education course(s) can retake the P.E.R.T. only upon referral by faculty on a case-by-case basis. Students’ who retest on the P.E.R.T. and achieve scores which place them into higher level courses and who wish to withdraw from the current developmental education course which has been tested out of, are responsible for completing the withdrawal by the College’s published deadline dates.

## **Disabilities Services**

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act or Title II of the Americans with Disabilities Act (ADAAA) Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the director of disabilities services at the West Campus or the assistant coordinator of disabilities services at any other campus, and complete a Self-Identification of Disability form. The College requires documentation of a student’s disability before providing accommodations for such disability. Prior documentation may have been useful in determining appropriate services in the past. However, documentation must validate the need for services based on the candidate’s current level of functioning in the educational setting. A school plan such as an individualized education program (IEP) or a 504 plan is insufficient documentation in and of itself, but can be included as part of a more comprehensive assessment battery. A comprehensive assessment battery and the resulting diagnostic report must include a diagnostic interview, assessment of aptitude, measure of academic achievement and information processing. Confidentiality is maintained by law.

Guidelines for the documentation of a disability are available online and through the Office of [Disabilities Services](#) on the West Campus, and at the assistant coordinators of disabilities services office at any other campus. Students requiring accommodations should meet with the director of disabilities services every term no later than the first two weeks of class to discuss their needs and concerns. Qualified students with hearing- or vision-related problems requiring special accommodations related to interpreters or assistive technology **must** contact the Office of Disabilities Services at least six weeks in advance of the first class. Dual enrollment students requesting accommodations are required to meet PHSC documentation guidelines.

Students who have a documented disability may be eligible for a reasonable course substitution for any requirement for admission or graduation. Students must be able to document that their failure to meet the requirement is directly related to the disability and that the substitution does not constitute a fundamental alteration in the nature of the program. To initiate the process, students must provide the necessary disability documentation and request a course substitution. A course substitution form should be completed with the director of disabilities services in consultation with an academic advisor. The appropriate academic dean will review the request and recommend action. If the academic dean recommends approval, the vice president of instruction/provost, West Campus must review the request for final approval. Denials of course substitution requests by the dean may be appealed to the vice president of instruction/provost, West Campus, who will make a final decision about the request.

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## **Child Care Services**

[TodayCare](#) at PHSC on the West Campus in New Port Richey houses nearly 100 children including infants and toddlers. The center offers both full-time and part-time care. It is open from 6:30 a.m. - 10 p.m. Monday through Thursday and from 6:30 a.m. - 6 p.m. Friday when classes are in session. Children of PHSC students have first priority, with PHSC faculty and staff having second priority. The center is open to the general public on a space available basis. An experienced, commercial childcare provider, TodayCare, based in Nashville, Tenn., manages this center.

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

## **Health and Health Insurance Information**

PHSC does not provide health services but does provide information for students who may want to obtain [health insurance](#). Additionally, students may wish to call the current third party provider of such services, Administrative Services, Inc., at 1-800-729-1858. Furthermore, the College assumes no responsibility for medical treatment of its students. College personnel shall provide assistance to students only in obtaining emergency medical attention from independent medical providers. As required by Florida statute, some health information, including that pertaining to acquired immune deficiency syndrome (AIDS), can be obtained from the assistant dean of student development on each campus.

## **Crime and Emergency Reporting Policies**

Students are encouraged to report any emergency or any known or suspected criminal activity occurring on campus or in connection with any College function to the Office of the Provost on the East and Spring Hill campuses; the vice president of instruction/provost, West Campus; or the associate provost of the North Campus. In the event that the provost, vice president or associate provost is not immediately available, a report may be made to any College official or employee. It is the policy of the College to report all known or suspected criminal activity occurring on campus or in connection with any College function to local law enforcement authorities for investigation and prosecution as appropriate.

## **Campus Law Enforcement**

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

## **Campus Security Officers**

The College contracts with a private security firm to provide onsite security patrols during evening hours and when the College is closed. The security officers are reachable via cell phone when on duty, and the appropriate phone number for each campus is posted in prominent locations including all classrooms. Call 911 for medical or other emergencies.

## **Crime Awareness and Prevention Programs**

As part of the mandatory new student orientation program, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

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

## **Non-Discrimination**

PHSC does not discriminate on the basis of race, gender, age, disability, religion or national origin. To ensure continued compliance in this area, PHSC has established an office of [Multicultural Student Affairs and Equity Services](#). This office will process complaints alleging discrimination on the basis of any of the above areas. The responsibilities of the director of multicultural student affairs and equity services include the receipt of complaints about noncompliance with federal or state regulations, sufficient investigation of those complaints to determine the proper College office or bodies to which the matter should be referred, assistance to the grievant in referring the complaint to the appropriate office or body for action, and follow-up on interim and final disposition of the complaints. These functions shall not replace the established grievance procedures for students or employees.

## **Student Ombudsman**

The assistant dean of instructional services serves as the student ombudsman, or student advocate for certain specific issues. These areas are limited to unresolved disputes concerning:

- a. Student access to courses
- b. Credit granted toward the degree

The student ombudsman is not involved with entry into limited access programs except as related to the two areas listed above. The student ombudsman should be contacted after a student has attempted to resolve the problem with the appropriate PHSC personnel and does not feel proper procedures were followed. Students should contact the student ombudsman by completing a Student Ombudsman form. This form is available in the Student Development office on each campus.

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Student Policies and Responsibilities

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### Academic Dishonesty: Cheating and Plagiarism

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

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

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

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



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

## Alcohol and Illegal Drugs Policy

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

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

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

## Anti-Hazing Policy

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

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

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

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## Code of Student Conduct and Disciplinary Policy

The purpose of Board Rule 6Hx19-6.13 is to establish the Pasco-Hernando State College Code of Student Conduct and student Disciplinary Policy.

### Code of Student Conduct

The following acts of misconduct are prohibited at or on any campus of the College, at any clinical or internship site, and at any College-sponsored or College-affiliated activity or event. All formal complaints alleging a violation of this rule shall be subject to the Student Disciplinary Procedures established pursuant to this rule and set forth in Internal Management Memorandum (IMM) #6-15, *Student Disciplinary Procedures*. Any student who is found to have committed an act of misconduct may be disciplined in accordance with this rule. If the student is suspected of violating a state or federal law, the incident may be reported to the appropriate law enforcement agency.

## **A. Level I Offenses**

The following described acts of misconduct shall be referred to as “Level I Offenses.” The potential sanctions for Level I Offenses may include any one, a combination of two or more or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, and/or work/service restitution. For any level offense, the president, a vice president, provost or associate provost may impose a sanction of temporary suspension, including specific conditions for readmission, against a student in circumstances in which there is reasonable concern for safety, or when the student poses a threat to himself/herself or to another student or employee. Such temporary suspension shall not exceed ten class days and may only be extended upon a specific finding by a disciplinary committee that the student continues to pose a threat.

- A.1 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcoholic beverages, except as expressly permitted by law and College regulations; or public intoxication
- A.2 Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which does not exceed \$100
- A.3 Conduct that is disorderly, lewd or indecent; breach of peace; aiding, abetting or procuring another person to breach the peace; and the use of indecent or abusive language
- A.4 Gambling, including unlawful games of chance for money or anything of value and the sale, barter or other disposition of a ticket, order or any interest in a scheme of chance by any name
- A.5 Unauthorized or fraudulent use of the College’s name, seal, emblem, nickname or motto
- A.6 Unauthorized use of College property
- A.7 Disruption or interference with teaching, administration, disciplinary proceedings or other College functions, activities or operations
- A.8 Violation of a College rule, a county ordinance or a state or federal misdemeanor offense involving no bodily injury to any person
- A.9 Unauthorized entry and/or occupancy of College facilities, including unauthorized possession, duplication or use of keys to any College facility
- A.10 Trespass on College grounds
- A.11 Conspiracy or solicitation to commit an unlawful act or to violate any College rule
- A.12 At least three or more incidences of violation of traffic rules while on College property
- A.13 Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties
- A.14 Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus
- A.15 Permitting another to use his or her College identification card, impersonating another or misrepresenting being authorized to act on behalf of another
- A.16 Knowingly instituting a false charge against another

## **B. Level II Offenses**

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

- B.1 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.2 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.3 Violation of a county ordinance or state or federal misdemeanor offense law

B.4 Violation of a state or federal felony offense law

B.5 Theft or abuse of computer time, including, but not limited to:

- a) Unauthorized entrance into a file to intentionally damage, disable or impair computing or telecommunication equipment or software
- b) Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with College computer use policies
- c) Introduction of viruses or other destructive software in College computer facilities
- d) Use of computing facilities to interfere with the work of another student, faculty member or College official
- e) Use of computing facilities to send obscene or abusive messages
- f) Use of computing facilities to interfere with the normal operation of the College computing systems

B.6 A second violation of any Level I Offense or, at the discretion of the College, multiple Level I offenses occurring at or about the same time 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 The denial of services or access to activities to an individual because of his or her race, religion, age, ethnicity, national origin, gender, marital status or disability

C.2 Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or conduct that threatens or endangers the health and safety of any person

C.3 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

C.4 Use, possession, sale, attempted sales, barter, exchange, gift or distribution of narcotic or other controlled substances except as expressly permitted by law

C.5 Illegal or unauthorized use or possession of firearms, fireworks, explosives, chemical agents or other weapons or dangerous materials

C.6 Bomb threats, false reporting of fires; any action that causes, is intended to or attempts to cause a fire, explosion, or any tampering with the safety equipment or other safety devices

C.7 Battery or physical abuse of any person resulting in bodily injury

C.8 Sexual assault in any form, including attempted or acquaintance rape, exploitative behavior, obtaining sexual favors through psychological coercion, attempts to embarrass or intimidate, or to obtain sexual favors through the inducement of alcohol or chemical drugs

C.9 Any Level I Offense or Level II Offense that results in bodily injury or death to any person

C.10 A second violation of any Level II Offense or, at the discretion of the College, multiple Level II offenses occurring at or about the same time by the same student

C.11 A third violation of any Level I Offense by the same student

## **Student Disciplinary Procedures**

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

### **I. Informal Complaints**

1. An informal complaint of any level may be addressed within three working days and disposed of by the assistant dean of student development, the Campus provost/associate provost and/or the dean of student development and enrollment management in an informal manner.

### **II. Formal Complaints**

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

After interviewing the accused student and all appropriate witnesses to the matter and reviewing documentary and other evidence related to the matter, the assistant dean of student development will take one of the following actions:

- a. Determine that no or insufficient grounds exist to believe that a violation occurred and dismiss the complaint; or:
  - b. Determine that sufficient grounds exist to believe that a violation occurred and proceed. If the alleged violation is a Level I Offense (as described in DBoT Rule 6Hx19-6.13), then the assistant dean of student development will attempt to mediate a mutually agreeable resolution with the accused student, which may include the imposition of any or all Level I sanctions, subject to review and approval by the campus provost/associate provost and/or the dean of student development and enrollment management; or:
  - c. Determine that sufficient grounds exist to substantiate that the violation that allegedly occurred was of a Level II or III Offense, and request appointment of a Disciplinary Committee to conduct a formal hearing of the complaint, subject to the review and approval of the provost/associate provost. Prepare a detailed report, including a summary of the complaint and the issues involved and a list of potential witnesses and other persons believed to have information about the complaint.
3. If the assistant dean of student development:
    - a. Was involved in the alleged violation or:
    - b. Has previously counseled the accused student or the complainant about the matter to the extent that it would be inappropriate for the assistant dean of student development to investigate or mediate the complaint, then the dean of student development and enrollment management will appoint an assistant dean of student development from another campus to handle the complaint.

### **III. Disciplinary Committee Process**

1. If the matter is not resolved by the assistant dean of student development in accordance with item 2 above, or is a Level II or III Offense, then a Disciplinary Committee will be appointed by the dean of student development and enrollment management using, as much as possible, members who have no prior knowledge of or involvement with the alleged violation. The Committee shall consist of the following members:
  - a. Dean of student development and enrollment management, Chair
  - b. Provost or associate provost or academic dean or campus associate dean (1)
  - c. Instructional personnel (1)
  - d. Assistant dean of student development or advisor (1)
  - e. Student (1) (Preferably a Student Government Association (SGA) officer)
2. In the event that the dean of student development and enrollment management:
  - a. Was involved in the alleged violation incident or in the mediation of the alleged offense, or:
  - b. Has been involved in the mediation of the alleged offense; then
  - c. The dean of student development and enrollment management shall not serve on the Disciplinary Committee hearing the complaint of such alleged offense. In the place of the dean of student development and enrollment management, the vice president of student development and enrollment management will serve as chairperson of the Disciplinary Committee.
3. The chairperson of the Disciplinary Committee will schedule a date, time and location for the Disciplinary Committee to convene to hear the complaint, taking into consideration the class schedule of the accused student and the availability of potential witnesses and Disciplinary Committee members. If at all possible, the hearing should take place within 10 business days following the referral of the matter to the dean of student development and enrollment management. The assistant dean of student development who investigated the incident shall send the accused student, via certified mail and first class mail, a summary of the complaint; a tentative list of potential witnesses; a notice of the date, time and location of the hearing; and a copy of the rules that govern the hearing. The accused student will be informed that the College equity officer will be available to assist the student with

understanding and following the College disciplinary procedures. While the equity officer will not represent the student at the hearing, the equity officer may, at the student's request, attend the hearing to provide procedural assistance to the student. The student may also have any other person present at the hearing, but this person shall be an observer only and shall not participate in the hearing.

4. The assistant dean of student development who initially investigated the complaint will make arrangements for the presentation of witnesses and evidence to the Disciplinary Committee. The Disciplinary Committee members and the accused student will be permitted to question each witness and to inspect all documentation and other evidence. The accused student will be allowed to present any witness statements and any other evidence that the student believes to be relevant to the matter. The hearing will be tape recorded, and the tape shall remain the property of the College. The accused student shall be given a copy of the tape recording upon written request.
5. At the conclusion of hearing and reviewing all the evidence, including testimony, the accused student will be given the opportunity to make a closing statement. After the closing statement, the Disciplinary Committee will decide, by majority vote, outside the presence of the accused student and any other non-Disciplinary Committee members, whether the student violated the College's Code of Student Conduct, and what, if any, sanction(s) should be imposed. The college equity officer shall not be excluded during the deliberation and voting process.
6. The decisions of the Disciplinary Committee shall be placed in writing. This decision is final. A recommendation for suspension or expulsion of the student must be referred to the president for approval and final imposition. The Disciplinary Committee may impose all other sanctions. The chair of the Disciplinary Committee shall send a copy of the committee's recommendation to the vice president of student development and enrollment management.

If the Disciplinary Committee's recommendation is for student suspension or expulsion, the vice president of student development and enrollment management will discuss this recommendation with the president for approval and final imposition before notifying the chair of the Disciplinary Committee to send the final decision to the student via certified mail and first class mail.

7. At the conclusion of the process, all records of the proceedings shall be returned to the office of the dean of student development and enrollment management for storage and retention in accordance with College policy and state law.

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## **Crime Awareness and Prevention Programs**

As part of the mandatory new student orientation program, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

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

## **Criminal Activity - Occurrence Statistics**

PHSC has experienced very little criminal activity on its campuses since its inception in 1972. In order to maintain these low crime rates, PHSC continually works to be vigilant in watching for potential problems. For more complete information on the safety standards, please visit the PHSC [Emergency Information](#) page. Crime statistics also are available at the College website or may be obtained from the office of the vice president of instruction/provost, West Campus.

The College maintains and makes available crime statistics in accordance with the federal Crime Awareness and Campus Security Act of 1990 and Florida Statutes, Chapter 1006.67. The College's crime statistics for the past three years are available through the assistant dean of student development/counselor on each of the College's campuses and can be accessed at the PHSC [Campus Crime Statistics](#) page.

## **Educational and Workplace Harassment**

In conformance with PHSC District Board of Trustees Rule, 6Hx19-2.56, *Educational and Workplace Environment*, harassment within the educational and work environment in any form, whether directed toward supervisors, employees or students, will not be condoned or tolerated by the College. 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, Porter or Spring Hill campuses, associate provost at the North Campus, or a vice president on the West Campus.

## Federal Security Report

In accordance with the Federal Student Right-to-Know and Campus Security Act (Public Law 101-542, as amended), PHSC has prepared this report addressing the security policies of the College. Any questions about these policies should be directed to the assistant dean of student development at each College location.

## Off-Campus Criminal Activity

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

## Emergencies

Fire and evacuation exits are identified in all buildings and are to be used in emergencies. In case of disaster or threat to the campus safety and security, the president or the senior college official present may cancel classes. The QuistaAlert will be utilized to contact students, staff and faculty via email, text message and phone calls. Students are reminded to update any changes in contact information through the PHSC [QuistaAlert](#) page. Local radio and television stations will be asked to carry announcements regarding cancellation and reopening in emergency situations.

Any emergency situation observed by a student should be reported immediately to the nearest College official. If a College official is not readily available a student should call 911 to report the emergency.

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

## Sexual Misconduct

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

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

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

the local law enforcement agency

## Sexual Offender/Predator Notification Procedures

Information regarding the identity and residence address of sexual offenders and predators who may be employed, enrolled or carrying on a vocation at any of PHSC's campuses may be obtained by accessing the College's [Campus Crime and Statistics](#) Web page and following the link to the Florida Department of Law Enforcement's Sexual Offenders and Predators website. If you are unable to access this information, please contact the Student Development office at any campus.

## Student and Public Complaints

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

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## Student Grievance Complaints

1. Students with complaints should first attempt to resolve them locally and informally through discussion with the following campus officials, in the order listed:
  - a. Instructor (for course/grade-related matters) Note: see Item 3 below
  - b. Associate dean (East Campus, North Campus, Porter Campus, or Spring Hill Campus), appropriate academic dean (West Campus)
  - c. Assistant dean of student development
  - d. Provost (East Campus, Porter Campus or Spring Hill Campus), associate provost (North Campus), or vice president of student development and enrollment management (West Campus)

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

2. If the issue or concern is not settled at the campus level within ten business days, then it shall be referred in writing on the Student Petition for Grievance Resolution (SCN-26) which shall be available in the offices of the assistant dean of student development, to the vice president of student development and enrollment management. The vice president of student development and enrollment management shall attempt to resolve the matter within ten business days of receipt. If this effort is unsuccessful, then the vice president of student development and enrollment management will forward the form to the vice president of instruction/provost, West Campus who will review the prior investigation with the appropriate parties. If the vice president of instruction/provost, West Campus is unable to resolve the issue, then he or she may recommend to the president the appointment of a special board to conduct a formal administrative hearing as the basis for final action by the president.
3. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may, however, be challenged under the provisions of District Board of Trustees Rule 6Hx19-6.11, *Privacy of Student Records*.
4. The student involved in a grievance resolution process may request assistance from the district director of multicultural student affairs and equity services at any point during the process. The district director of multicultural student affairs and equity services is not to represent the student grievant, but is only to aid the complainant in defining the issue(s) and in arranging appointments with campus officials. When such assistance is requested, the director of multicultural student affairs and equity services shall monitor the progress of the case to its conclusion.
5. Some decisions involving transfer or course substitution credit awarded, meeting of graduation requirements, or access to courses (i.e., collegewide availability of courses needed for graduation), may be appealed to the student ombudsman (assistant dean of instructional services).
6. All grievance proceedings shall be considered confidential and no information regarding the grievance shall be released to any person or entity unless such person or entity is involved in the investigation or subsequent disposition. Any person violating this provision may be subject to disciplinary action.

7. No person filing a complaint under this section shall be subject to any adverse action by the College or any employee or student of the College. Any person acting in a manner deemed to be retaliatory for the filing of a complaint under this procedure shall be subject to appropriate disciplinary action. Any person filing a complaint under this procedure, which complaint is determined to have been filed in bad faith or for purposes of harassment, embarrassment or to disrupt the orderly operation of the College, may be subject to disciplinary action.

## **Student Rights and Responsibilities**

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

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

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

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

### **Statement of Student Rights**

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

- The College's accreditation
- The College's admissions requirements, including limited-access programs
- The degrees and certificates offered
- The types of career and personal development resources available
- Course offerings and requirements
- Policy on class attendance and participation
- Grading policies and procedures
- The cost of attendance
- Financial aid availability
- How financial aid eligibility is determined
- How financial aid awards are calculated
- When financial aid is awarded
- Standards of academic progress requirements and their implications for course work and financial aid
- The College's refund policy
- The College's policies and procedures
- Academic and other support services availability
- Student activities availability
- Campus crime statistics
- Graduation rates
- Transfer rates
- Job placement rates
- Emergency procedures
- College operational hours
- The accommodations provided under the Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Services Act of 1973

- Complaint and grievance procedures

## Statement of Student Responsibilities

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

- Read the *College Catalog and Student Handbook*
  - Become knowledgeable about college policies and procedures
  - Provide accurate information on college forms, update that information when necessary and be the sole author of their applications
  - Meet financial obligations to the College
  - Attend regularly scheduled classes
  - Complete assignments and exams based upon course syllabus information
  - Participate in class
  - Fulfill their academic responsibilities in an honest and forthright manner
  - Secure their myPHSC (Canvas) account against unauthorized access by creating a strong password using the [self service password reset system](#)
  - Protect their myPHSC (Canvas) account from being compromised by not sharing and/or giving out passwords
  - Utilize appropriate support services when needed
  - Abide by College policies and procedures
  - Abide by the established computer use procedures
  - Be aware of academic, financial aid and graduation requirements
  - Seek help from faculty when needed
  - Seek answers to questions
  - Abide by the equipment usage policy
  - Meet published deadlines
  - Notify College officials if a condition exists which is in violation of students' rights, College policies, rules, standards or procedures
  - Join/seek out groups and individuals who will help students achieve their goals
  - Abide by state and federal laws
  - Conduct themselves in a responsible manner in and out of the classroom
  - Protect, support and contribute to a safe environment within the learning community
  - Show regard for the property of the College, its community members and visitors
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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Vision, Leadership, History

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- [College Vision and Mission Statements](#)
  - [Leadership](#)
  - [PHSC Past, Present and Future](#)
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### College Vision and Mission Statements

#### College Vision Statement

Student success through innovative learning: Imagine-Believe-Achieve!

#### College Mission Statement

Pasco-Hernando State College (PHSC) serves the educational needs and interests of its community by awarding certificates, diplomas, associate and baccalaureate degrees. As a comprehensive, multicampus learning-centered institution, PHSC utilizes various instructional modalities and support services. PHSC provides an accessible, diverse teaching and learning environment rich with opportunities for students to achieve academic success and cultural growth in a global society.

#### Leadership

- [District Board of Trustees](#)
- [PHSC Foundation](#)
- [Administration](#)

### PHSC Past, Present and Future

#### The Early Days

In the mid-1960s, community leaders lobbied to bring publicly supported higher education to Pasco and Hernando counties. In 1967, the Florida Legislature founded Pasco-Hernando Community College-the 28th and final link to the state's system of community colleges. Shortly afterward, a 100-acre parcel on Blanton Road in Dade City was purchased for \$125,000 to establish PHCC's first location, now known as the East Campus.

Dr. Milton O. Jones, a St. Petersburg Junior College dean, was named PHCC's first president in 1972. Charged with serving a diverse, 1,200 square mile district, Dr. Jones and 11 dedicated employees worked around the clock to establish



the new college-holding classes in schools, storefronts, churches, libraries and neighboring Saint Leo University.

## **Expanding Higher Education**

The College's East Campus in Dade City, was dedicated by Florida Gov. Reuben Askew in 1975. The West Campus in New Port Richey was established in 1977 on 140 acres of pristine property donated by rancher Alric C.T. Pottberg. PHCC secured 100 acres on U.S. 98 in Brooksville for the North Campus, the first Hernando County location, in 1977. The Spring Hill Center opened in 1979 to serve central and western Hernando County, later closing to make way for the permanent Spring Hill Campus on U.S. 19. The new nine-building Spring Hill Campus was established in the fall of 2010. After the Porter family donated 60 acres of prime real estate in southeast Pasco County, the College broke ground on a fifth full-service campus. The multi-storied, urban style Porter Campus at Wiregrass Ranch opened in January 2014, enrolling more than 1,600 students. In December 2012, the College was reaccredited by the Southern Association of Colleges and Schools Commission on Colleges to offer baccalaureate degrees. On January 21, 2014 the College's District Board of Trustees (DBoT) revised the College's mission to include offering bachelor's degrees and voted to officially change its name to Pasco-Hernando State College.

## **Three Leaders, One Vision**

Since the College's inception, three consecutive leaders developed resources, fostered community involvement and inspired academic excellence. The College's founding president, Dr. Milton O. Jones, served the College for 22 years, retiring in 1994. Dr. Robert W. Judson, Jr., a vice president with two decades of tenure at the College, became the first African-American community college president in Florida. Upon Dr. Judson's retirement in 2005, Dr. Katherine M. Johnson, formerly president of North Carolina's Nash Community College, was named PHSC's third president. The College thrived under the leadership of all three presidents. During Dr. Johnson's administration, the College opened both the Spring Hill and Porter campuses and transitioned to a state college. After more than a decade of dedicated service, Dr. Johnson has announced her retirement effective July 1, 2015. A national search for the College's fourth president is currently underway.

## **Community Connections**

After more than four decades of service, the College has conferred nearly 37,000 degrees and certificates. Many alumni live and work in Pasco and Hernando counties, including physicians, attorneys, college professors, teachers, nurses, law enforcement officers and countless other professionals. With an operating budget of approximately \$45 million, PHSC employs more than 450 full and permanent faculty and staff members and serves approximately 15,000 students annually.

The District Board of Trustees (DBoT) is comprised of nine Pasco and Hernando county community leaders appointed by the governor of Florida. The PHSC Foundation, launched in 1975 by 17 local business leaders, now has more than \$39 million in assets, support scholarships, program enhancements and faculty and staff development funds. Community and business leaders are appointed by the DBoT to serve on advisory boards and provide guidance on curriculum and program development.

## **Student Involvement**

Leadership, professional development and interest-based clubs are popular at PHSC. More than 50 clubs and organizations encourage students to support community service projects, explore interests and promote social interaction. Events expand awareness of the arts, culture, history and current social issues. Students enjoy opportunities to participate in regional, state and national events and competitions. The College's nationally recognized intercollegiate athletic program features men's baseball and basketball and women's softball, volleyball and cross country. Students are encouraged to participate in a variety of intramural sports, activities and exercise programs, most offered at no charge.

As the College embarks on its 41st year of service, PHSC continues to embrace our "Open Door" policy and our mission to provide affordable, quality higher education to the residents of the district we serve.

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## PHSC Foundation

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### PHSC Foundation Board of Directors

#### Executive Committee

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**Vice Chair**

George “Skip” Miller

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Marc W. Bowman

Judge Wayne Cobb

Wayne R. Coulter

James H. Kimbrough, Sr.

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

Ronald G. Thornton

Richard C. Williams, Jr.

### Pasco-Hernando State College Foundation, Inc

The Pasco-Hernando State College Foundation, Inc. was established in 1975 to seek private support to enhance the

College's educational programs. It is governed by a volunteer elected Board of Directors from Pasco and Hernando counties.

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

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

The Foundation supports employee leadership and training opportunities as well as faculty sabbaticals. The Withlacoochee River Electric Cooperative, *Tampa Bay Times* and Bank of America have endowed faculty chairs.

Students interested in scholarships should apply [online](#).

## Endowed Scholarships

Endowed funds established through the Foundation exist in perpetuity and the principal remains intact. The earned interest income and capital appreciation are used to fund the designated purpose and increase the principal to keep pace with inflation. We appreciate the generosity of the individuals and organizations that created the endowed funds listed alphabetically by fund name below.

Toni Chukri Abou-Jaoude Memorial	NAIFA North Suncoast
Alex and Dorothy Acey	New Port Lincoln-Mercury
American Association of University Women/Irene Fund	New Port Richey Noon Optimists Club
American Association of University Women/Mary Lou Knight	Myrtle ("Chris") North, R.N.
American Association of University Women/Peterson-Lipke	North Suncoast Chapter of the Florida Institute of CPA's
American Business Women's Association Palm Chapter	Earl R. and Edna M. Oehlenschlager
American Data & Computer Products, Inc.	Orange Blossom Classic Chevy Club
Anclote Earth Science Club	Andy Oravec
R. Kay Anderson	Pasco County Bar Association Memorial
John and Martha Ayers	Pasco County Medical Society Alliance
Elizabeth H. Bailey Memorial	Pasco High Alumni
Marian G. Bailey Memorial	Pasco Regional Medical Center Auxiliary Susan Gail Riley
Philip R. Bailey Memorial	Pasco Regional Medical Center Vonnie Roberts
Bank of America	Mary E. Pearson
Dr. Felisha R. Barker Memorial	George E. Peterson and Mary G. Peterson
Barnett Bank	PHSC North Campus Trees
Reverend James and Vienna Barnhardt	PHSC Performing Arts Center Volunteers
Ford W. Bowers and Donna J. Bowers	PHSC Tech Prep
Ken Boyer Memorial	PHSC Tribute
Dr. Richard C. Braun Memorial	PHi Beta Lambda Business Organization
Briggs Hopper Hall American Legion Auxiliary Zephyr Unit 118	Phi Theta Kappa
Brooksville Garden Club	Ted and Avis Phillips
Brooksville Kiwanis Club	Physicians' Memorial
Brooksville Kiwanis Foundation Betty Jo Deen	Pilot Club of Brooksville
Brooksville Kiwanis Foundation Bicentennial	Pilot Club of Zephyrhills
Brooksville Kiwanis Foundation	Thomas A. Plein Memorial
Bristol/Imhoff	Alric and Mary Pottberg
Brooksville Kiwanis Foundation Deen Family	Chester-Delores Poznanski/Voiture Locale 1576, 40/8
Brooksville Lions Club	Henry Poznanski/Voiture Locale 1576,40/8
Brooksville Regional Hospital Auxiliary	Raynes-Parker
Brooksville Woman's Club	Regency Communities
E.H. Browning, Jr.	Regional Healthcare
Anne F. Bucy	Regional Medical Center Bayonet Point
Burdzinski/Epperson Family	Edith and J. Wesley Richards
	Ridgewood High Athletic Boosters Club
	River Ridge Presbyterian Church
	Edward K. Roberts
	Rose Fund

William and Madeline Carney  
 Rose and Leonard Case Memorial  
 Judy Case  
 C.A. "Collie" Clayton Memorial  
 Community Foundation of Hernando County  
 -  
 Spring Hill  
 Community Foundation of Pasco County-  
 Myrtle  
 Baker Memorial  
 Community United Methodist Church  
 Charles E. Conger  
 Richard and Eileen Cooper  
 Dola Creekmore Memorial  
 Joseph and Susan Cristofaro  
 Dade City Fire Rescue, Inc.  
 Dade City Woman's Club Ruth Touchton  
 Dorothy B. Davidson  
 Dr. Bharat Desai and Meena Desai  
 Dingus Fund  
 Dixon Family  
 Embarq  
 Omar Ergle Memorial  
 Joseph and Julia Evessa  
 Joseph J. Evessa/Voiture Locale 1576, 40/8  
 Florida Suncoast Chapter of the Military  
 Officers  
 Florida Hospital Wesley Chapel  
 Florida Hospital Zephyrhills Foundation  
 Fotta-Hillen  
 Fraternal Order of Police Pasco County  
 Sheriff's  
 Lodge #29  
 Helene Koerner Gahlen  
 Everett and Eleanor Geller  
 Cathy Glassman Memorial  
 Greater Hernando Chamber of Commerce  
 Frances J. Hancock Memorial  
 L.C. Hawes, Sr., Methodist Church  
 Debra J. Hay  
 Dr. Michael D. Head Memorial  
 Carol Gunn Heasley Memorial  
 Hernando County Restaurant Association  
 Hernando Healthcare Foundation, Inc.  
 Hernando Healthcare Foundation, Inc.,  
 Radiography  
 Hernando Mining Association  
 Hernando REALTORS American Dream  
 Ronald Hinson Memorial  
 Paul Hlavac/Holy Trinity Lutheran Church  
 Holiday Rotary Club  
 James ("Doc" "Tex") Hollingsworth Memorial  
 Human Services Club  
 Andy and Barry Jaap Memorial  
 Alfred H. and Doris E. Jansen  
 Margaret Moore Johnston  
 Dr. Milton O. Jones, Ph.D.  
 W.A. and Aletha Jones  
 Robert Jordan Memorial  
 Dr. Robert W. and Ellen Judson  
 Junior Service League of New Port Richey  
 Rotary Club of Brooksville  
 Rotary Club of Dade City  
 Rotary Club of New Port Richey/Jeffrey M. Bigelow  
 Rotary Club of New Port Richey/Meghan E. Grey  
 Rotary Club of New Port Richey/George Gunter  
 Rotary Club of New Port Richey/William Ardeen North  
 Rotary Club of New Port Richey/Des and Mickey Little  
 Rotary Club of New Port Richey/Fred K. Marchman  
 Rotary Club of New Port Richey/Jeff Miller  
 Rotary Club of New Port Richey/Tech Prep  
 Rotary Club of Spring Hill  
 Rotary Club of Spring Hill/Israel Kacanek  
 Rotary Club of Spring Hill/Kevin Coit  
 Rotary Club of West Hernando  
 Rotary Club of Zephyrhills  
 Rotary Club of Zephyrhills Daybreak  
 Rotary Club of Zephyrhills Tech Prep  
 Diane Rowden  
 Doris Barkley Schlegel  
 Marion Steffey Schmidt  
 Seven Springs Rotary Club  
 Seven Springs Rotary Club/William (Bill)  
 Van Sickle Memorial  
 Mae A. Simpson  
 Skilled Health Services of Hernando County  
 Skilled Health Services of Pasco County  
 Harvey and Mary Snell  
 Spring Hill Art League  
 Spring Hill Garden Club  
 Mark and Helen St. Clair  
*Tampa Bay Times* Roy Bain  
 Richard Stanaback Memorial  
 James Edward Starling  
 Stephen W. Stoehr  
 David and Teresa Sturgill  
 Teresa Sturgill Memorial  
 Marjorie ("Mitzi") A. Sugg Memorial  
 Suncoast Sampler  
 SunTrust Nancy Wilkes  
 Bruce Sutherland Memorial  
 Tampa Bay Downs  
 Tampa Electric Company  
 Linda Bishop Tew Memorial  
 A. Catherine Tice  
 Janet G. Thomson  
 David Dewey Trompeter  
 Lois E. Trotter  
 Kristine Smith Ullrich  
 Irene and Jack Van Balen  
 Nicholaas Verstraten  
 Harold O. and Ruth Vincent  
 Anna F. and Frederick O. Vincent  
 Voiture Locale 1576, 40/8  
 Lisa von Borowsky  
 Woody Wynell Walls  
 Rosanne M. Weber Memorial  
 Otto and Elaine Weitzenkorn  
 Wells Fargo Foundation  
 Wesley Chapel Sunrise Rotary Club/Charlie Moore  
 West Pasco Chamber of Commerce  
 West Pasco Chamber of Commerce Tech Prep

Dr. John and Nancy Kelso  
United States Navy Captain Robert C.  
Kennedy  
Jeffrey and Kathleen Kinnunen  
Kiwanis Club of Dade City  
Kiwanis Club of Spring Hill  
Kiwanis Club of Zephyrhills  
Kiwanis Club of Zephyrhills/Jack Weidlich  
Elizabeth A Koerner Memorial  
Joan Kohr Memorial  
Marion E. Kress  
Pam Lampert Memorial  
Land O' Lakes Board of Realtors  
Land O' Lakes Rotary Club Advanced  
Technology  
Lee Ann Larmon Memorial  
Law Enforcement Roundtable  
Leadership Pasco  
Legal Assisting  
Jack Linville Memorial  
Agnes E. and Alexander V. Lucas Memorial  
Robert D. Maeser  
Julius R. Mantey/First Baptist Church of  
New Port Richey  
Marlowe Hernando Health  
Henry and Ardis Martin  
Masaryktown Community  
Benjamin L. Matzek Memorial  
Carolyn Matzek Memorial  
Alfred A. McKethan  
Medical Center of Trinity Volunteers, Inc.  
William F. and Barbara Moyse Memorial  
Ruth and W. P. (Doc) Murphy  
Musunuru Family  
Sheriff Thomas A. Mylander

West Pasco Dental Association  
West Pasco Sertoma  
Samuel and Muirene Wilke Memorial  
Marjorie Kennedy Wilson  
Kenneth W. Wrench Memorial STEM  
James and Christene Yant  
David Yenkinson and Ann V. Yenkinson

## **Other Endowments**

Arts Fund  
Bank of America Faculty Chair  
Glenn Dill Fund  
General Fund  
Ellen Gielhufe Fund  
Mary Ellen Grodrian Memorial Fund  
Horace S. Haley, Jr. & Helen L. Haley Trust  
Harres Family Fund  
Health Challenge Grant  
Theresa Henninger Scholarship/Staff and Program Development Fund  
Hospital Partnership Fund  
Roberta Pyles Kinner Fund  
Florence B. Lange Fund  
Library Development Fund  
Helen Mangan Fund  
McKethan Library  
Rao Musunuru, M.D. Art Gallery  
Nursing Staff and Development Fund  
Performing Arts Center Fund  
James L. Rosenquist Fund  
Tampa Bay Times Faculty Chair  
Theater Guild Fund  
Withlacoochee River Electric Cooperative Faculty Chair

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Where to Go for Help

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[Academic Advising](#)  
[Student Development Office](#)

**Academic Problems/Challenges**  
[Instructor, academic dean, associate deans, \(EC/NC/PC\); associate provost \(SHC\), Student Development office, Teaching-Learning Center \(TLC\)](#)

**Academic Records**  
[Admissions and Student Records office](#)

**Academic Standing (Warning, Probation, Suspension, Dismissal)**  
[Student Development office](#)

**Accidents (Reports of)**  
[Instructor, Student Development office, associate provost \(SHC\), or provost \(EC/NC/PC\)](#)

**Add, Drop, and Withdrawal Information**  
[Student Development office](#)

**Admission**  
[Admissions and Student Records office](#)

**AIDS Policies and Support Information**  
[Assistant dean of student development/counselor](#)

**Books (Purchased) and Classroom Supplies**  
[College Stores](#)

**Books (References and Check-out)**  
[Library](#)

**Building or Grounds Use by Student Organization**  
[Student Activities](#) and [associate provost, provosts \(EC/NC/SHC/PC\); vice president](#)

**Building or Grounds Use by Non-student Groups**  
[Associate provost, provosts, \(EC/NC/SHC/PC\); vice president of instruction/provost \(WC\)](#)

**Calendar of Student Activities**  
[Student Activities](#) or [Student Development office](#)

**Career Information**  
[Career and Testing Services](#) or [Student Development office](#)

**Change of Student Information**  
[WISE](#) or [Admissions and Student Records office](#)

**Change of Program (Major)**  
[Advisor, Student Development office](#)

**Continuing Education**  
[Workforce Development office](#)

**Corporate Training**

Workforce Development office

**Course Substitution**

Advisor, Student Development office; or for students with disabilities, director of disabilities services

**Clubs and Organizations**

Student Activities

**Disabled Student Services**

Director of disabilities services

**Discipline Issues**

Assistant dean of student development/counselor

**Distance Courses**

Academic Technology department

**Drug-Free Campus**

Dean of student development and enrollment management

**Educator Preparation Institute**

Coordinator, Educator Preparation Institute

**Encore Academy**

Workforce Development office

**Equity Assistance**

Director of Multicultural Student Affairs and Equity Services (Equity office)

**Evaluation of Transfer Credit**

Admissions and Student Records office

**Financial Aid**

Financial Aid office

**GED Test**

Career and Testing Services

**Gordon Rule**

Instructor (communications, humanities, social/behavioral sciences, mathematics), or Student Development office

**Graduation**

Admissions and Student Records office or Student Development office

WISE

**Grievances**

Instructor, academic deans (WC)/associate deans (EC/NC/PC); associate provost (SHC); assistant dean of student development/counselor

**Health Programs**

Dean of health occupations, Student Development office or Admissions and Student Records office

**Help with Passing a Course**

Instructor and/or Teaching-Learning Center coordinator

**Help with Personal and Social Issues**

Assistant dean of student development/counselor  
Student Assistance Program (free counseling services)

**Help with Selection of Classes or Program**

Academic advisor, Student Development office

**Internships**

Career and Testing Services

**Instructor Issues**

Instructor, academic dean, provost, associate provost (SHC), or associate dean (EC,NC)

**Job Resources**

[Career and Testing Services](#)

**Loans**

[Financial Aid office](#)

**Lost and Found**

[Student Development office](#)

**Online Courses**

[Academic Technology department](#)

**Orientation**

[Student Development office](#)

**Paying Tuition/Fees**

[College Stores](#), [WISE](#) or [Tuition Installment Program](#)

**Permission to Organize a Club**

[Student Activities](#)

**Registration**

[Student Development office](#)

[WISE](#)

**Schedule (Course) Issues**

[Student Development office](#)

**Scholarships**

[Financial Aid office](#)

**Technical Assistance - e-Student**

[Department of Academic Technology](#), [Student Helpdesk](#)

**Technical Credit Programs**

[Dean of workforce development](#), [Admissions and Student Records office](#), [Student Development office](#) or [Dean of health occupations](#)

**Testing**

[Career and Testing Services](#)

**Transcripts**

[Admissions and Student Records office](#)

**Transfer to a University**

[Academic Advisor](#), [Student Development office](#)

**Tutoring and Academic Assistance**

[Teaching-Learning Center](#) and/or [instructor](#)

**Veterans Benefits**

[VA advisor](#), [Financial Aid office \(WC\)](#), [Student Development offices \(EC, NC, SHC\)](#)

**Victims' Advocate**

[Assistant dean of student development/counselor](#)

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Administrators and Staff Directory

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### Administrators and staff

**Adams, Trevor**, Developmental Education Teaching Assistant.

**Agostinacchio, Joseph**, Campus Maintenance Mechanic I.

**Aldrich, Scott D.**, Plant Manager.

**Anderson, Amy**, Provost; BS, University of Texas at Arlington; MD, Texas Tech at Lubbock.

**Anderson, Deborah K.**, Financial Aid Specialist; AA, Pasco-Hernando Community College.

**Anderson, Maria E.**, Human Resources Specialist.

**Anderson, Penny**, Help Desk Technician.

**Anderson, Sandra E.**, Assistant Director of Admissions and Student Records; BA, State University of New York at Fredonia; MS, Florida State University.

**Anderson, Tiffany R.**, Teaching-Learning Center Coordinator; BA, University of South Florida; M.Ed., University of South Florida.

**Apostolou, Samantha**, Senior Office Assistant, Teaching-Learning Center.

**Arca, Ahmy S.**, Coordinator of Student Activities; BA, University of South Florida.

**Asukile, Imani D.**, Director of Multicultural Student Affairs and Equity Services; BA, Morris Brown College; MPA, Clark Atlanta University.

**Ausse, Henry J.**, Computer/Network Support Specialist; AAS, Milwaukee Area Technical College.

**Bade, Robert E.**, Dean of Student Development and Enrollment Management; BA, Eckerd College; MA, John F. Kennedy University.

**Badger, Gail A.**, Financial Aid Specialist; AAS, Pasco-Hernando Community College.

**Ball, Jennifer**, Recruiter/Promoter Specialist, Florida Trade Grant.

**Balogh, Jesse**, Senior Office Assistant, Student Development.

**Barnett, Jeffrey**, Senior Office Assistant, Admissions and Student Records.

**Barr, Susan M.**, Administrative Assistant I to Dean of Health Occupations; AA, Pasco-Hernando Community College.

**Beard, Timothy L.**, Vice President of Student Development and Enrollment Management; AA, Florida A&M University; BS, Florida State University; MS, Florida State University; Ph.D., Florida State University.

**Beard, Wendy G.**, Assistant Dean of Developmental Education; BS, Florida State University; MS, Florida State University.

**Beets, William**, Assistant Coach, Baseball.

**Behm, Lawrence**, Assistant Coach, Basketball; BS, Eastern New Mexico University.

**Bellamy, Cynthia L.**, Executive Administrative Assistant to Vice President of Administration and Finance; AA, Pasco-Hernando Community College.

**Bello, Rena**, Senior Office Assistant, Teaching-Learning Center; BA, Webster University.

**Beman-Cavallaro, Andrew**, Associate Director of Libraries; BS, Florida State University; MLS, University of South Florida.

**Benschoter, Kimberly**, Laboratory Technician, Computer Laboratories; AS, Pasco-Hernando Community College.

**Berger, Marcia**, Information Center Representative.

**Bering, Olivia**, Senior Office Assistant, Financial Aid.

**Bibbo, Christopher J.**, Advisor; BS, State University of New York at Binghamton; MS, Troy University; J.D., John Marshall Law School.

**Bilodeau, Christine B.**, Financial Services Assistant II, Payroll.

**Bilodeau-McKay, Nicole**, Assistant Coordinator of Disabilities Services; BA, University of Central Florida.

**Bishop, Anita M.**, Health Laboratory Assistant; ASN, Manatee Community College.

**Black, Ronteryl**, Precollegiate Program Coordinator; BS, Florida A&M University.

**Bobbie, Elizabeth H.**, Financial Aid Specialist; AS, Pasco-Hernando Community College.

**Boettcher, Courtney A.**, Assistant Director of Marketing and Communications; BS, University of Wisconsin at Madison; MS, Hodges University.

**Bohanan, Leetta**, Senior Office Assistant, Library.

**Bohart, Kymberly L.**, Science Lab Coordinator and Supervisor; AA, Manatee Community College; BS, University of Tampa.

**Boleman, Michael T.**, Courier.

**Bomgardner, Mark D.**, Computer/Network Support Specialist; AS, Pasco-Hernando Community College.

**Boragine, Richard**, Purchasing Manager.

**Bourbeau, Donna H.**, Help Desk Technician, Academic Technology; AA, Pasco-Hernando Community College.

**Bowman, Katie**, Director of Disabilities Services.

**Bowman Jr., Robert J.**, Athletic Director Emeritus; BS, Florida Southern College; M.Ed., Rollins College.

**Branscomb, Mary Ann**, Administrative Assistant I to Assistant Dean of Instructional Services; AA, Pasco-Hernando Community College.

**Brantley, Katherine G.**, Advisor; BS, Florida State University; MA, University of South Florida.

**Bratcher, Kayla**, Assistant Coach, Cross Country.

**Braun, Keith V.**, Director of Facilities; AAB, Lakeland Community College; BA, University of Phoenix.

**Bridger, Adriana R.**, Advisor; BA, Universidade Federal do Espirito Santo; MA, West Virginia University.

**Bridges, Julie**, Senior Office Assistant, Admissions and Student Records.

**Brightstone, Niki**, Advisor/VA.

**Brinker, Diana S.**, Staff Assistant, Library.

**Briscoe, Matthew**, Groundskeeper.

**Brockett, David E.**, Campus Maintenance Trades Worker.

**Brooks, Gayle W.**, Dean Emerita; BS, University of Tampa; MA, University of South Florida.

**Brunet, Sarah**, Assistant Coordinator of Disabilities Services; AA, Pasco-Hernando Community College; BS, University of South Florida.

**Buffington, Edith M.**, Financial Services Assistant II.

**Buglione, Ralph A.**, Safety and Risk Management Specialist; BSE, University of Wisconsin at Whitewater.

**Bullwinkel, Michelle**, Coordinator of Donor Relations; BS, University of Florida.

**Burdzinski, Donna R.**, Provost; BA, Purdue University; MS, Purdue University; Ed.D., University of South Florida.

**Burdzinski, Kenneth R.**, Vice President of Administration and Finance; BBA, Eastern Michigan University; MBA, Baldwin-Wallace College.

**Burnham, Margaret**, Project Manager, Florida TRADE Grant; BA, State University of New York at Fredonia; MPA, Marist College.

**Burr, Madison**, Groundskeeper.

**Butler, Douglas**, Associate Director Emeritus; BA, University of South Florida; MA, University of South Florida.

**Caddell, Stephanie I.**, Advisor; BA California State University, Long Beach.

**Calvert, Raymond J.**, Director of Libraries; BA, Florida State University; MSLS, Florida State University; M.Ed., University of South Florida.

**Capote, Clara**, Senior Office Assistant, Teaching-Learning Center; AA, Pasco-Hernando Community College.

**Carpenter, Mary B.**, Administrative Assistant III to Provost.

**Carrion, Maria E.**, Director of Admissions and Student Records; BA, City University of New York; MA, University of Connecticut.

**Carufel, Kathleen**, College Store Associate; AA, Pasco-Hernando Community College.

**Cary, Jo-Ann**, Laboratory Technician, Computer Labs; AS, Pasco-Hernando Community College.

**Casey, Frederick D.**, Director of Career Testing Services; BS, Murray State University; MA, University of South Florida.

**Castro, Medali**, Senior Office Assistant, Financial Aid; AA, Pasco-Hernando Community College.

**Chin-Hing, Theresa A.**, Senior Office Assistant, Teaching-Learning Center; AA, Pasco-Hernando State College.

**Christiansen, Adam R.**, Computer/Network Support Specialist.

**Claassen, Nancy L.**, Staff Assistant, Health Occupations; AS, Pasco-Hernando Community College.

**Clark, Bonnie M.**, Vice President of Instruction/Provost; BA, Mercyhurst College; MS, Gannon University; Ed.D., University of South Florida.

**Cloukey, Linda L.**, Staff Assistant, Library.

**Cochran, Gerardine K.**, Dean of Institutional Effectiveness; BSSE, University of Massachusetts; M.Ed., University of South Florida; Ed.D., Argosy University.

**Cohen, Nava**, Reference Librarian; BA, University of Central Florida; MA, University of South Florida.

**Coleman, Georgia D.**, College Store Manager.

**Collins, John D.**, Director of Auxiliary Services; AA, St. Petersburg College; BS, Florida State University.

**Connell, Karen L.**, Programmer Analyst; AS, Mount Wachusett Community College.

**Conner, Amber**, Office Supervisor/Head Cashier.

**Cook, Jill N.**, Financial Services Assistant.

**Cooksey, Melanie**, Associate Director of Libraries; BA, Florida State University; MLS, Florida State University; MLA, University of South Florida.

**Coss, Geralyn D.**, Staff Assistant, Dental Program.

**Cox, Sarah C.**, Advisor, Financial Aid; AA, College of Central Florida; AS, College of Central Florida; BA, Saint Leo University.

**Cox, Theresa A.**, Senior Office Assistant, Accounts Payable.

**Crick, Dallas M.**, Coordinator, Emergency Cardiovascular Care Program; BBA, Indiana Northern University.

**Cronin, Kevin F.**, Patient Simulator Technician; AS, Hillsborough Community College.

**Crum, Sherelle**, Advisor, Financial Aid; BA, St. Thomas University; MA, University of Phoenix.

**Curtis, Jennifer J.**, Administrative Assistant I to Dean of Workforce Development; AAS, Pasco-Hernando Community College; AS, Pasco-Hernando Community College.

**Davies, Melva K.**, Financial Aid Specialist; AS, Pasco-Hernando Community College.

**Davila, Lawrence**, Campus Maintenance Trades Worker.

**Davis, Eva S.**, Teaching-Learning Center Coordinator; AS, Pasco-Hernando Community College; BA, Saint Leo University; M.Ed., Saint Leo University.

**Davis-Rotolo, Laura K.**, Senior Office Assistant, Faculty Support; AAS, Pasco-Hernando Community College.

**DePace, Victoria**, Senior Office Assistant, Student Development.

**DeVito, John**, Maintenance and Grounds Assistant (1/2 time).

**DeVito, Victoria**, Advisor; BA, Trenton State College; MPS, Hodges University.

**Diaz-Santiago, Mildred**, Senior Office Assistant, Faculty Support; BS, University of Puerto Rico.

**DiPalo, John, Advisor**, Financial Aid; AA, Pasco-Hernando Community College; BS, Rasmussen College; MBA, Benedictine University.

**Dittman, Karen**, Office Assistant, Document Scanning.

**Dodge, Rhonda M.**, Executive Assistant to the President and DBoT; AS, Pasco-Hernando Community College.

**Dotson, Brenda**, Executive Administrative Assistant to Vice President of Instruction.

**Dowell, Michael J.**, Groundskeeper.

**Downey, Louise H.**, Teaching-Learning Center Coordinator; AA, St. Petersburg College; BA, University of South Florida; M.Ed., University of South Florida.

**Dozack, Caitlin**, College Store Associate.

**Driscoll, Casey**, Recruiter/Promoter; BS, SUNY at Brockport; MA, SUNY at Stony Brook.

**Duncan, Debra L.**, Encore Program Manager; AS, Pasco-Hernando Community College.

**Dushane, Christina N.**, Assistant Softball Coach.

**Dyer, Pamela**, Senior Office Assistant, Accounts Payable.

**Eden, Jacqueline U.**, Assistant Director of Career and Testing Services; AA, Hillsborough Community College; BS, University of South Florida; MBA, Saint Leo University.

**Eichelberger, Amy**, Administrative Assistant III to Provost.

**Ellerbee, T. Elaine**, Laboratory Tech, Computer Labs; AS, Pasco-Hernando Community College.

**English, Stacey**, Information Center Representative.

**Epo, Natalie T.**, Teaching-Learning Center Coordinator; MS, Troy University.

**Fair, Stacy**, College Store Associate.

**Fairbanks, Lisa M.**, Senior Office Assistant, Disabilities Services.

**Fay, Michele K.**, Executive Administrative Assistant to Vice President of Student Development and Enrollment Management.

**Ferguson, Vicki J.**, Assistant Dean of Student Development; AA, Pasco-Hernando Community College; BA, Saint Leo University; MA, Saint Leo University.

**Fey, John V.**, Coordinator of Intramural Sports and Recreation; AA, Pasco-Hernando Community College; BS, Hodges University; MS, Hodges University.

**Fiene, Maria L.**, Advisor; BFA, Eastern Michigan University.

**Fisher, Barbara**, Associate Dean of Nursing Programs; BSN, SUNY at Plattsburgh; MSN, Boston University; Ph.D., Argosy University.

**Flannery, James S.**, Instructor/Coordinator, Welding.

**Flatt, Ashley**, Senior Office Assistant, Student Activities.

**Floyd, Thomas D.**, Dean Emeritus; MNS, University of South Dakota; Ph.D., University of Florida.

**Foskey II, William H.**, Campus Maintenance Mechanic I.

**Foster, Brandon**, College Store Manager; AS, St. Johns River Community College.

**Fralli, Dominic**, Science Laboratory Coordinator/Supervisor; BA, University of South Florida; MS, University of Texas at Dallas.

**Frey, Lori**, Senior Instructional Design Coordinator; BS, University of Akron; M.Ed., University of South Florida.

**Friend, James M.**, Computer/Network Support Specialist.

**Friend, Vivian M.**, Executive Director of Human Resources; BA, University of South Florida.

**Friis, Susan (Debbie)**, College Store Associate.

**Gardner-Snell, Jennifer G.**, Senior Office Assistant, Faculty Support; AA, Pasco-Hernando State College.

**Gentile, Lisa A.**, College Store Associate; AS, Hesser College.

**Geyvandov, Artem M.**, Systems Manager; BS, Azerbaijan Institute of Oil and Chemistry.

**Giannet, Stanley M.**, Provost; AA, Thomas Edison State College; BA, University of the State of New York; MA, Universidad Inca Garcilaso De La Vega; Ph.D., Walden University.

**Gilbert, Marcia T.**, Manager of Foundation Financial Operations, Foundation; AA, St. Petersburg College; BS, University of South Florida; MAcc, University of South Florida; CPA.

**Glessner, Karin I.**, Assistant Dean, Student Development; BA, University of Maryland; MA, University of Kansas.

**Goalsby, Edwin G.**, Dean of Workforce Development; BS, University of South Florida; MS, University of South Florida; MBA, University of South Florida.

**Gordie, Neil V.**, Grounds Supervisor; BS, University of Florida.

**Green, Ronnie P.**, Campus Facilities Coordinator.

**Grotto, Michael J.**, College Store Manager; AA, Pasco-Hernando Community College.

**Grubb, Justin**, College Store Associate.

**Haddad, Sophia**, Advisor; AA, Pasco-Hernando Community College; BA, University of Alaska.

**Hagelin, Andrew**, Senior Office Assistant, Teaching-Learning Center (1/2 time).

**Hammock, Jenny**, Admissions and Student Records Assistant I.

**Harding, Wendy**, Student Development Assistant I.

**Harres, Jr., Burton H.**, Vice President of Instruction/Provost Emeritus; BS, Southeast Missouri State University; MS, Indiana University; Ph.D., University of Florida.

**Harris, Blonche**, Advisor; BA, Economics.

**Harrison, Sarah**, Senior Office Assistant, Student Activities.

**Hart, Amy**, Senior Office Assistant, Test Administrator; AA, Ozarks Technical Community College; BS, Evangel University; MA, Eastern Michigan University.

**Hartnett, Stephen**, Director of Law Enforcement Programs.

**Harts, Melissa**, Dean of Institutional Technology; BA, Fordham University; MS, Columbia University; M.Ed., Columbia University; Ed.D. Columbia University.

**Head, Arnold**, Advisor, Financial Aid.

**Head, Brian**, Instructor/Coordinator, Law Enforcement and Corrections Programs.

**Henderson, Chiquita**, Assistant Dean of Student Development; AA, Pensacola State College; BS, University of West Florida; MS, Troy University; MA, Troy University.

**Henwood, Daniel E.**, Groundskeeper.

**Hernandez, Rafael**, Senior Office Assistant, Library.

**Hidalgo, Breana L.**, Multi-media Instructional Specialist; AA, Pensacola State College; BA, University of West Florida.

**Hinds, Jessica Marie**, Developmental Mathematics Coordinator; AA, Pasco-Hernando Community College; BA, University of South Florida.

**Hixon, Maria C.**, Director of Development; BA, Marywood University.

**Hobot, Latoya**, Senior Office Assistant, Teaching-Learning Center.

**Holdsworth, Deborah A.**, Senior Office Assistant, Faculty Support; AA, Pasco-Hernando Community College.

**Hollister, Cyril W.**, Groundskeeper.

**Holmes, Charlene L.**, Senior Office Assistant, Student Development.

**Honaker, Cathy M.**, Administrative Assistant I to Dean of Arts and Sciences; AS, Pasco-Hernando Community College.

**Honaker, Roy E.**, District Textbook Manager.

**Horn, Brian S.**, Dean of Administration and Finance/Comptroller; BS, Indiana University; MBA, Indiana University.

**Horn, Tracy M.**, Staff Assistant, Marketing and Communications.

**Houck, Kelly S.**, Advisor; AA, Pasco-Hernando Community College; BS, Hodges University.

**House, Jeffrey D.**, Network Security Manager.

**Hughes, Kyle L.**, Instructor/Coordinator, Law Enforcement and Corrections; BA, Saint Leo College.

**Hyde, Barbara J.**, Senior Office Assistant, Financial Aid; AA, Pasco-Hernando Community College.

**Ingham, William H.**, Senior Office Assistant, Inventory Control; AS, Pasco-Hernando Community College.

**Isaacs, Benjamin**, Maintenance/Grounds Assistant.

**Johnson, Katherine M.**, President; AA, Florida Community College at Jacksonville; BA, University of West Florida; M.Ed., University of Montevallo; Ed.D., Florida Atlantic University.

**Johnson, Larry L.**, Project Manager; BA, National-Louis University.

**Johnson, Linda S.**, Senior Office Assistant, Accounting.

**Johnson, Richard**, Assistant Instructor/Coordinator, Law Enforcement and Corrections.

**Jones, Carol A.**, Coordinator, Educator Preparation Institute; AA, Pasco-Hernando Community College; BA, University of South Florida; M.A.Ed., University of Phoenix.

**Jones, Casey**, Senior Office Assistant, Library.

**Jones, Micheal**, Co-curricular Specialist/Instructor; Head Coach, Basketball; AA, Pasco-Hernando Community College; BS, Florida State University; MS, Nova Southeastern University.

**Jones, Milton O.**, President Emeritus; BM, Stetson University; MRE, New Orleans Baptist Theological Seminary; MSM, New Orleans Baptist Theological Seminary; Ph.D., Florida State University; Post-doctoral fellow, American Council of Education.

**Juarez, Victoria**, College Store Associate.

**Judd, Faustine L.**, Senior Office Assistant, Continuing Education; AA, Pasco-Hernando Community College; BS, University of South Florida.

**Judson, Jr., Robert W.**, President Emeritus; BS, Florida A&M University; M.Ed., Florida A&M University; Ed.D., University of Florida.

**Kachurak, Brian**, Assistant Coach, Volleyball; BA, Pennsylvania State University.

**Kenney, Jessica**, Advisor, Financial Aid; AA, Pasco-Hernando Community College; BS, University of Florida.

**Kersey, Connie J.**, Admissions and Student Records Specialist; AA, Pasco-Hernando Community College; BS, Hodges University.

**Kibbe, Anne**, Encore Academy Program Manager.

**Kielar, Karen L.**, Senior Graphics Designer; BFA, Rochester Institute of Technology.

**Kincade, Edward T.**, Assistant Campus Facilities Coordinator; AA, Pasco-Hernando Community College.

**Kincade, Shauna, P.**, Advisor; BS, Hodges University.

**King, John R.**, Administrative Assistant I to Dean of Student Development and Enrollment Management.

**Klikuszewski, Klaudia M.**, Advisor, Financial Aid; AA, Oakton Community College; BA, National Louis University; MS, University of St. Francis.

**Kneiss, Kathleen J.**, Administrative Assistant I to Student Activities and Engagement; AS, Pasco-Hernando Community College.

**Koerper, Patrice**, Director of Corporate Training and Continuing Education; BA, University of South Florida; MS, University of South Florida.

**Kosuda Jr., Edward J.**, Groundskeeper.

**Laney, Michele**, Reference Librarian.

**Langfield, Christopher**, Campus Maintenance Mechanic.

**Laracuente, Delma**, Student Development Assistant I; AA, Pasco-Hernando Community College.

**Lepore, Pamela A.**, Senior Office Assistant, Facilities and Plant Operations.

**Lewis, Carol A.**, Senior Accountant; AA, Pasco-Hernando Community College; BA, Saint Leo University; MBA, Saint Leo University.

**Lewis, Robert L.**, Groundskeeper.

**Lewis, Stephanie**, Manager of Student Financial Services.

**Longo, Benedetto**, Plant Manager.

**Lopez, Ana C.**, Senior Instructional Design Coordinator (QEP); BA, University of Florida; MA, University of South Florida; M.Ed., University of South Florida.

**Lopez, Kathleen F.**, Senior Office Assistant, Financial Aid.

**Lundquist, Ellen C.**, Senior Office Assistant, Arts and Sciences.

**Lyons, Sandre L.**, Coordinator of Student Activities, North Campus; AA, Pasco-Hernando Community College; BA,

University of South Florida.

**MacLenna, Kathleen**, Student Development Assistant I.

**Manning, Mary**, Athletic Trainer and Instructor; BS, Central Michigan University; MA, Wayne State University.

**Manning, Paul**, College Store Associate/College Store Receiving.

**Masinick, Mary Jo**, Information Center Representative; AA, Macomb County Community College.

**Mason, Bonnie**, Marketing and Communications Coordinator.

**Matuszko, Katherine**, Assistant Coach, Cross Country.

**May, Charlie**, Executive Director of Public Service Programs; BA, Saint Leo University; MS, Saint Leo University.

**Mayler, Jr., David J.**, Programmer Analyst.

**McCain, Amy**, Institutional Research and Assessment Specialist.

**McConnell, Eddie**, Assistant Instructor/Coordinator, Law Enforcement and Corrections.

**McDowell, Darcy J.**, Advisor; AA, Pasco-Hernando Community College; BA, Saint Leo University; MS, St. Leo University.

**McGee, Patricia P.**, Employment Specialist; AA, Central Carolina Technical College; BA, Saint Leo University; MS, Troy University.

**McGillivray, Fionna J.**, Advisor; BA, Concordia University; MFA, Vermont College of Norwich University.

**McLaughlin, James D.**, Plant Manager.

**McMurdo, John W.**, Groundskeeper.

**Mea, Julia A.**, Senior Office Assistant, Teaching-Learning Center; AA, Pasco-Hernando Community College.

**Medley, Pamela J.**, Assistant Dean, Student Development; BA, Miami University-Ohio; MS, Miami University-Ohio.

**Meotti, Katherine**, Manager of Financial Operations.

**Meotti, Marc R.**, Computer Operator.

**Mercer, Cynde**, Webmaster; BS, Barton College.

**Miles, Michelle**, Foundation Staff Accountant.

**Miller, Lucille T.**, Executive Director of Marketing and Communications; BA, California State College.

**Miller, Nicole**, Career and Testing Specialist; BS, Florida Southern College.

**Miller, Wayne R.**, Director of Plant Operations.

**Millman, Marissa**, Coordinator of Student Activities; BS, University of Central Florida.

**Miranda, Lisandra**, Senior Office Assistant, Student Development.

**Mobbs, Christina M.**, Senior Office Assistant, Teaching-Learning Center.

**Moistner, Rebecca**, Senior Office Assistant, Test Proctor.

**Molina, Kimberly L.**, Assistant Comptroller; AS, Pasco-Hernando Community College; AA, Pasco-Hernando Community College; BS, University of South Florida; CPA.

**Molina, Miriya**, Coordinator of Student Activities; AA, Pasco-Hernando Community College; BA, Saint Leo University.

**Monsegur, Julie S.**, Laboratory/Clinical Simulator Instructor; BS, University of Phoenix; MSN Ed., University of Phoenix.

**Montenegro, Carlos S.**, Senior Office Assistant, Admissions and Student Records.

**Montenegro, David**, Senior Office Assistant, Financial Aid.

**Moore, Timothy**, Advisor; AA, University of West Florida; BA, University of West Florida.

**Morales, Maria**, Senior Office Assistant, Financial Aid.

**Morey, Catherine A.**, Payroll Manager; AAS, State University of New York at Delhi.

**Myers, Jonathan E.**, Director of Network Services; BS, Franklin University; M.Ed., University of South Florida.

**Myers, Joyce A.**, Senior Office Assistant, Faculty Support.

**Napier, Amanda M.**, Senior Office Assistant, Admissions and Student Records; AA, Pasco-Hernando Community College.

**Napier, Ashley**, Administrative Assistant I to Dean of Institutional Technology.

**Nappier, Shelley J.**, Administrative Assistant III to Assistant Vice President of Institutional Advancement/Executive Director of the Foundation.

**O'Farrell, Kevin**, Assistant Dean of Instructional Services; BS, Toccoa Falls College; MBA, University of Central Florida; MA, University of Central Florida.

**Pagels, Jaimie A.**, Advisor, Financial Aid; AA, Pasco-Hernando Community College; BS, Hodges University.

**Pagliari, Melissa L.**, Senior Information Center Representative.

**Pakhomova, Maya G.**, Senior Instructional Design Coordinator; BA, University of the Arts; M.Ed., University of South Florida.

**Paracka, Richard J.**, Computer/Network Support Specialist; AAS, SUNY at Alfred; BS, SUNY at Brockport.

**Partin, Shawn W.**, College Store Supervisor; AA, Pasco-Hernando Community College; BA, University of South Florida.

**Paul, Vyundra G.**, Senior Office Assistant, Admissions and Student Records; AAS, Pasco-Hernando Community College; BA, Saint Leo University.

**Pawlowski, Lydia T.**, Senior Office Assistant, Admissions and Student Records.

**Perez, Gabriela**, Administrative Assistant III to Provost; AS, Pasco-Hernando Community College.

**Perry, Breanna L.**, Developmental Education/Teaching Assistant; BA, University of California; MA, University of South Florida.

**Petherbridge, Ursula C.**, Science Laboratory Coordinator/Supervisor; AAS, State University of New York at Farmingdale; BA, State University of New York at Oswego.

**Phillips, Gina**, Senior Office Assistant, Student Development.

**Phillips-Alvarez, Dominique**, Senior Office Assistant, Athletics; AA, Pasco-Hernando State College.

**Pincus, Stephanie**, Reference Librarian.

**Pinney, Lynne**, Senior Office Assistant, Faculty Support.

**Pisanczyn, Susan**, Senior Office Assistant, Admissions and Student Records.

**Planer, Susan K.**, Senior Office Assistant, Placement Center Facilitator.

**Porter, Jennifer M.**, Coordinator of State Scholarships; AA, Pasco-Hernando Community College; BS, Florida State University.

**Powell, Duane**, Plant Manager.

**Preston, Karen L.**, Web Content Manager; AS, St. Petersburg Jr. College.

**Prezioso, William**, Manager of Computer/Network Support; AS, Pasco-Hernando Community College.

**Price, Karen**, Staff Assistant, Library.

**Prockno, Christine D.**, Senior Office Assistant, Health Occupations.

**Pruett, Jeffrey J.**, Telecommunication Coordinator; AA, Pasco-Hernando Community College.

**Purrenhage, Ingrid L.**, Associate Director of Libraries; BA, Mount Holyoke College; MA, University of South Florida.

**Raposa, Laura B.**, Advisor; BS, University of West Florida; MS, Hodges University.

**Raulerson, Joy A.**, Advisor; AA, St. Petersburg College; BS, Florida State University; MS, Florida State University.

**Reddig, Heather L.**, Science Lab Coordinator; AA, St. Petersburg College; AS, St. Petersburg College; BS, University of Florida.

**Reeder, Raymond**, Systems and Database Coordinator.

**Reichow, Elizabeth A.**, Staff Assistant, Library; AS, Hennipen Community College.

**Reynolds, David F.**, HVAC and Energy Coordinator; AS, Valencia Community College.

**Rhew, Maria**, Senior Office Assistant, Library; BA, McGill University.

**Richardson, Lisa A.**, Provost; BA, University of Florida; M.Ed., National-Louis University; Ed.D., Argosy University.

**Rife, L. Andrew**, Supervisor, College Services.

**Rios, Robert J.**, Developmental Education/Teaching Assistant; MSED., Bankers Street College of Education.

**Rios-Cox, Amanda**, Senior Office Assistant, Arts and Sciences; AA, Pasco-Hernando Community College, BAS, St. Petersburg College.

**Roberts, Pamela**, Student Development Assistant I.

**Robinson, Nikki**, Financial Aid Assistant II.

**Rocco, Patricia**, Administrative Assistant III to Provost.

**Rodgers, Charles R.**, Director Emeritus; BA, University of South Florida; MA, University of South Florida.

**Rodriguez-Powell, Kattia (Kathy)**, Financial Aid Assistant II.

**Rothberg, Jayme**, Dean of Health Occupations; AS, Hillsborough Community College; AA, Hillsborough Community College; BA, University of South Florida; MS, University of Saint Francis.

**Roy, Courtney**, College Store Associate; AA, Pasco-Hernando Community College; AS, Pasco-Hernando Community College; BA, Saint Leo University.

**Rushton, Melissa A.**, Information Center Coordinator; AA, Pasco-Hernando Community College; BS, Hodges University.

**Russo, Barbara M.**, e-Advisor; BA, Queens College, City College of New York; MS, Hodges University.

**Rutzen, Emily**, Store Associate.

**Ryan, Thomas A.**, Co-curricular Specialist, Instructor and Head Coach, Softball; BS, St. Joseph's University; MS, Nova University.

**Santella, Linda**, Human Resources Assistant I.

**Santomenno, Laura J.**, Senior Office Assistant, Human Resources..

**Scaglione, Curtis**, Laboratory Technician, Computer Labs; AS, Pasco-Hernando Community College; A.A, Pasco-Hernando Community College.

**Scalf, Esther D.**, College Store Associate; AAS, Pasco-Hernando Community College.

**Scharber, Deborah L.**, Staff Accountant; AA, Pasco-Hernando Community College; BA, University of South Florida.

**Schmidt, Gail**, Senior Office Assistant, Library.

**Schneider, Maria T.**, Senior Office Assistant, Admissions and Student Records; AA, Hostos Community College.

**Schroeder, Stephen C.**, General Counsel and Executive Director of Governmental Relations; AA, St. Petersburg College; BA, University of South Florida; J.D., Stetson University College of Law.

**Schultze, Benjamin D.**, Teaching-Learning Center Coordinator; AA, St. Petersburg College; BA, University of Florida; MAT, University of South Florida.

**Scott, Janice L.**, Executive Director of Management Information Services; AS, Pasco-Hernando Community College; AA, Pasco-Hernando Community College; BS, Saint Leo University; MS, Regis University.

**Shaffer, Rodney J.**, Campus Maintenance Mechanic.

**Shaffer, Stacie N.**, Advisor, Financial Aid; AA, Pasco-Hernando Community College; BS, Hodges University.

**Shah, Rakesh**, Associate Director of Management Information Services.

**Shanafelt, S. Rebecca**, Assistant Dean of Financial Aid/Veterans Services; BS, Lee University.

**Shannon, Patricia**, Senior Office Assistant, Teaching-Learning Center.

**Shustowski, Jr., William J.**, Assistant Vice President, Institutional Advancement/Executive Director of the Foundation; BA, Assumption College; MA, Colgate College; Ph.D., University of Wisconsin-Madison.

**Siegel, Edward C.**, Director of Institutional Research and Grants; BS, Roosevelt University; MA, Mankato State College.

**Sigismondi, Holly**, Advisor.

**Simons, David**, Assistant Plant Manager.

**Smith, C. Diane**, Advisor, Financial Aid; AA, Pasco-Hernando Community College; BS, Saint Leo University.

**Smith, Keith S.**, Campus Maintenance Tradesworker.

**Smith, Marian**, Associate Director of Libraries; AS, Piedmont Virginia Community College; BA, Mary Baldwin College; MA, University of South Florida; M.Ed., University of South Florida.

**Smith, Patti A.**, College Store Manager; AS, Pasco-Hernando Community College.

**Snow, Laura**, Senior Office Assistant, Faculty Support.

**Staller, Jessica L.**, Coordinator of Foundation Events and Marketing; BS, Missouri State University.

**Staller, Todd C.**, District Maintenance/Multi trades.

**Stevens, Cheryl A.**, Information Processing Supervisor.

**Stovall, Randall H.**, Provost Emeritus; BS, University of Texas at Arlington; MA, University of Texas at Arlington; Ph.D., Oklahoma State University.

**Strasser, Deborah J.**, Benefits and Human Resources Specialist; AS, Pasco-Hernando Community College.

**Street, Danny**, Groundskeeper.

**Stremlo, Steven**, Campus Maintenance/Trades Worker.

**Stroud, David**, Advisor.

**Strouthopoulos, Karen**, Senior Office Assistant, Corporate Training.

**Struble, Carolyn**, Staff Assistant, Library.

**Sunday, Dawn**, Student Development Assistant I.

**Suto, Tiffany**, Senior Office Assistant, Student Development.

**Swingle, Michelle L.**, Paralegal; AS, Pasco-Hernando Community College.

**Teed, Deborah**, Associate Dean.

**Tennyson, Mark**, Systems and Software Application Developer; BS, St. Cloud State University.

**Tessaro, Catherine**, Advisor; AA, Pasco-Hernando Community College; BA, Saint Leo University.

**Thigpen, Duncan J.**, Associate Dean; AA, Lake-Sumter Community College; BS, Florida State University; M.Ed.,

University of South Florida.

**Thorn, Sonia B.**, Associate Dean; AS, Pasco-Hernando Community College; AA, Pasco-Hernando Community College; BS, Hodges University; MS, Hodges University.

**Tijerino, Concepcion M.**, Senior Office Assistant, Multicultural Student Affairs and Equity Services.

**Torman, Lucy**, Corporate Training and Continuing Education Specialist.

**Toscano, Helen A.**, Senior Office Assistant, Teaching-Learning Center.

**Truitt, Ryan**, Admissions and Student Records Specialist.

**Valachovic, Jennifer L.**, Senior Office Assistant, Accounts Receivable; AA, Pasco-Hernando Community College.

**Van Matre, Jennifer L.**, Science Lab Coordinator /Supervisor; AS, Jamestown Community College; BS, Coastal Carolina University.

**Van Slee, Jodi S.**, Health Laboratory Assistant; AS, Miami Dade College; AA., University of Florida.

**Velazquez, David**, Associate Director of Human Resources; AA, Pasco-Hernando Community College; BA, University of South Florida; MA, University of Phoenix.

**Vella-Murray, Rosa M.**, Associate Director, Financial Aid; BS, Saint Leo University; M.Ed., TUI University.

**Veloff, Jennifer L.**, Assistant Dean of Academic Technology; AA, St. Petersburg College; BS, University of South Florida; M.Ed, University of South Florida.

**Villa, Wendy**, Financial Aid Assistant II; AA, Saint Leo University; BA, Saint Leo University.

**Voscinar, Matthew**, Developmental Education/Teaching Assistant.

**Wachtel, Jacqueline K.**, Head Coach, Cross Country; BS, Ohio University.

**Walters, Carly**, Coordinator of Retention; AA, Eastern Florida State College; BA, Florida State University; MFA, Florida State University.

**Ward, Lynette**, Senior Office Assistant, Student Development.

**Watson, Nikisha**, Instructional Designer; BS, Xavier University; MS, University of Tampa.

**Watson, William J.**, Instructor/Coordinator, Fire Science Technology; AAS, Air University-Community College of the Air Force; BS, Waldorf College.

**Weber, William**, District Painter.

**Weltman, David W.**, Computer/Network Support Specialist.

**White, Christopher J.**, Groundskeeper.

**White, Jessica M.**, Director of Student Activities; BA, Siena Heights University; MS, Nova Southeastern University.

**Whitlock, John L.**, Dean of Arts and Sciences; BA, St. Mary's University; MA, Ball State University; Ph.D., Bowling Green State University.

**Whitney, Kimberly Z.**, Assistant Athletic Director, Instructor and Head Coach, Volleyball; BS, Kansas State University; MBA, Nova Southeastern University.

**Williams, Kim L.**, Associate Director, Financial Aid; BS, University of Maryland University College; MS, Central Michigan University.

**Williams, Wendy L.**, Financial Aid Assistant II; AS, Pasco-Hernando Community College.

**Wilson, Reginald**, Associate Dean; BA, Guilford College; MA, University of Phoenix.

**Wilt, Christopher**, Production Engineer.

**Winterling, Stephen A.**, Athletic Director, Instructor and Head Coach, Baseball; BA, University of South Florida; MS, Florida State University.

**Wise, Valerie**, Senior Office Assistant, Law Enforcement Programs.

**Wohlrs, Sandra E.**, Laboratory Technician, Computer Labs; AS, Pasco-Hernando Community College; BS, Hodges University.

**Wolfson, Lisa A.**, Financial Aid Specialist; AS, Pasco-Hernando Community College.

**Wood, Terry J.**, Senior Office Assistant, Accounts Receivable; AA, Pasco-Hernando Community College.

**Wooten, Sherry D.**, Senior Office Assistant, Purchasing.

**Wouters, Carole A.**, College Store Associate.

**Yancy, Bobby E.**, Computer/Network Support Specialist; AS, Pasco-Hernando Community College.

**York, J. Arlene**, Assistant Dean of Student Development; BA, New York University; MS, Capella University.

**Young, Marjorie P.**, Assistant Director of Libraries; BA, New College of Florida; MA, University of South Florida.

**Zarobinski, Joseph**, College Store Associate/Courier.

**Zeruto, Louella C.**, Developmental Education/Teaching Assistant; BA, University of South Florida.

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[ARCHIVED CATALOG]

## Faculty Directory

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### Faculty

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

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

**Amburgey, Deborah G.**, Professor, Language Arts; BA, University of South Florida; MS, University of South Florida.

**Beermann, Michelle D.**, Associate Professor, Mathematics; AA, Pensacola Junior College; BA, Troy State University; MS, University of West Florida.

**Bell, Carmine J.**, Professor Emerita, Language Arts; BS, Xavier University of Ohio; MA, John Carroll University; MA, University of South Florida; Ph.D., University of Virginia.

**Booker, Barbara B.**, Professor, Language Arts; AS, Pasco-Hernando Community College; BS, University of South Florida; MA, University of South Florida; Ph.D., University of South Florida.

**Borawski, Beverly L.**, Professor, Speech; BA, Western Michigan University; MA, University of South Florida; Ph.D., University of South Florida.

**Boucher, Jean**, Instructor/Program Coordinator, Health Information Technology; BS, Rasmussen College.

**Brioso, Rene R.**, Assistant Professor, Information Technology Programs/Department Chair, Information Technology; BS, University of Maryland; MS, Boston University; MIT, American Intercontinental University.

**Brusentsova, Tatyana**, Instructor, Physical Science; MS, Mendeleev University of Chemical Technology; Ph.D., Mendeleev University of Chemical Technology.

**Bunting, Ann**, Professor, Language Arts; BA, Queens College; MA (Psychology), Queens College; MA (English), Queens College; J.D., Brooklyn Law School; Ph.D., University of South Florida.

**Burbano, Juan R.**, Professor, Mathematics; BA, Saint Leo University; MA, University of South Florida; Ed.D., Nova Southeastern University.

**Cameron, Kristen S.**, Associate Professor Emerita, Nursing (ADN); AS, Pasco-Hernando Community College; BSN, Florida Southern College; MS, University of South Florida.

**Campoe, Kristi**, Instructor, Nursing (ADN).

**Capaz, Nelson**, Professor Emeritus, Information Technology Programs; BA, University of South Florida; MBA, Nova Southeastern University; Ph.D., University of South Florida.

**Carcaro, Charlene**, Assistant Professor, Nursing (PN); BSN, Adelphi University; MSN, University of Rochester.

**Carson, Gary W.**, Assistant Professor, Speech; BS, Alderson-Broaddus College; M.Div., Pittsburgh Theological Seminary; Ph.D., University of South Florida.

**Chamberlain, Linda L.**, Professor, Human Services/Program Coordinator, Human Services; BA, University of Texas; MS, Angelo State University; Psy.D., University of Denver.

**Cherry, Shirley G.**, Associate Professor, Mathematics; AA, Pasco-Hernando Community College; BS, University of South Florida; MA, University of South Florida.

**Chiaku, Cynthia**, Instructor, Nursing (PN).

**Chojna, Wojciech**, Professor, Philosophy/Ethics; Ph.D., Temple University.

**Collins, Maureen B.**, Instructor, Sociology; AA, Community College of Lake County; BA, Barat College of the Sacred Heart; MA, State University of New York.

**Cors, Gary**, Instructor, Paralegal; BA, University of South Florida; JD, Stetson University College of Law.

**Cozart, Carla C.**, Professor, Nursing (ADN); ADN, Hillsborough Community College; BSN, University of South Florida; MSN, Medical University of South Carolina; Ph.D., University of Florida.

**Craig, Barbara M.**, Associate Professor, Nursing (ADN); BSN, Florida State University; MSN, University of South Florida.

**Daviero, Vincent J.**, Assistant Professor, Business Administration; BA, Baldwin-Wallace College; MBA, Baldwin-Wallace College.

**Davis, Karen S.**, Associate Professor, Language Arts; BA, St. John's University; MA, Rutgers University.

**Dean, Janet H.**, Instructor, Biological Science; BS, Aquinas College; MS, Michigan Technological University.

**Deisler, Judith A.**, Professor Emerita, Language Arts; MA, University of Toledo; B.Ed., University of Toledo.

**de la Zerda, Amy L.**, Instructor, Speech; AA, St. Petersburg College; BA, Palm Beach Atlantic College; MA, University of South Florida.

**DeLeon, Yvonne**, Associate Professor Emerita, Business Administration and Office Administration; MA, University of South Florida; AA, Hillsborough Community College; BA, University of South Florida.

**DeMaio, Nancy E.**, Associate Professor, Nursing (ADN); AS, Edison Community College; BSN, University of Phoenix; MSN, University of Florida.

**Dickinson, Mark A.**, Instructor, Technical Health; AAS, Kent State University.

**Dovhey-Phillips, Susan E.**, Instructor, Biological Science; AA, Valencia Community College; BS, University of Central Florida; Ph.D., University of South Florida.

**Downing, Kaitlyn**, Instructor, Language Arts; BA, University of Rhode Island; MAT, Rhode Island College.

**Downing, Richard B.**, Professor Emeritus, Language Arts; BAE, University of Florida; MA, University of South Florida; Ph.D., University of South Florida.

**Durgen, Olena (Helen) V.**, Assistant Professor, Mathematics; BS, Simferopol State University in Ukraine; MS, Simferopol State University in Ukraine.

**Eason, Larry E.**, Professor Emeritus, Biological Science; BA, University of Florida; MA, University of South Florida; Ph.D., University of Florida.

**Earnest, Donna L.**, Assistant Professor, Nursing (ADN); AS, Pensacola Junior College; BSN, University of West Florida; MSN, University of Alabama at Birmingham.

**Faison, Kelvin T.**, Assistant Professor, Psychology; AA, Gulf Coast Community College; BA, Florida A&M University; M.Ed., Texas Southern University.

**Fanning, Michael F.**, Instructor, Information Technology; AS, Pasco-Hernando Community College; BA, Saint Leo University; M.Ed., University of South Florida.

**Fede, Sarah J.**, Associate Professor, Mathematics; AA, Pasco-Hernando Community College; BS, University of South Florida; MA, University of South Florida.

**Feltwell, Dennis**, Instructor, Humanities; BA, Holy Family University; MA, La Salle University; Ph.D., Duquesne University.

**Fenimore, Mary J.**, Professor, Health Occupations; AAS, Bronx Community College; BS, Long Island University; MA, Teachers College, Columbia University; Ed.D., Nova Southeastern University.

**Flow, Jenette**, Professor, Humanities and Language Arts; BA, University of South Florida; MA, University of South Florida; Ed.D., University of South Florida.

**Garcia, Patricia M.**, Assistant Professor, Nursing (ADN); AA, Miami Dade College; BS, Florida Atlantic University; MSN, University of Phoenix.

**Gavillan, Jorge**, Instructor, Mathematics; AA, Valencia Community College; BS, University of Central Florida; MS, Nova Southeastern University.

**Gille, Caitlin M.**, Assistant Professor, Biological Science; BA, University of Wisconsin, Madison; MS, University of Wisconsin, Madison.

**Gramlich, Steven A.**, Associate Professor, Information Technology Programs; BA, Washington University; MAT, Webster University.

**Greim, Lyndsi**, Instructor, Radiography; AS, Pasco-Hernando Community College; BS, University of Central Florida.

**Gumbiner, Jane H.**, Associate Professor, Mathematics; BS, Auburn University; MA, University of South Florida.

**Haller, Karl P.**, Assistant Professor, Mathematics; BS, Michigan State University; MS, University of Michigan; Ph.D., University of Arizona.

**Hanak, George**, Associate Professor, Biological Science; M.D., Medical University of Pécs.

**Harbig, Christina**, Instructor, Nursing (PN).

**Hayes, Kelli P.**, Associate Professor, Biological Science; BS, University of North Florida; MS, University of North Florida.

**Head, Cynthia L.**, Associate Professor Emerita, Mathematics; BS, Southwest Missouri State College; MA, University of Arkansas.

**Hearl, James**, Instructor, Developmental Mathematics; BA, University of South Florida; MA, University of South Florida.

**Helfrich, David C.**, Professor Emeritus, Psychology; BM, University of Rochester; M.Ed., University of Florida; Ph.D., University of Georgia.

**Hendriksen, Julie H.**, Associate Professor, Biological Sciences; BS, University of California at Irvine; MS, California State University at Long Beach.

**Hensley, Rene**, Instructor, Nursing (PN); AS, St. Petersburg Jr. College; AA, St. Petersburg Jr. College; BS, University of South Florida.

**Henton, M. Lois**, Professor Emerita, Language Arts; AA, Housatonic Community College; BS, Southern Connecticut State College; MA, University of South Florida; Ph.D., Capella University.

**Himelhoch, Luz-Ayde**, Instructor, Foreign Language; BA, University of South Florida; MA, University of South Florida.

**Hoke, Joyce A.**, Professor Emerita, Information Technology Programs; BA, Eastern Illinois University; MBA, University of South Florida.

**Honour, Riccarda B.**, Instructor, Career (technical) Credit/Health; AA, Los Angeles Valley College; AS, Pasco-Hernando Community College.

**Hughes, Kathleen E.**, Associate Professor, Psychology; BA, Rutgers University; MA, Farleigh-Dickinson University; Ph.D., Capella University.

**Insalaco, Steven A.J.**, Assistant Professor, Humanities; BA, St. Menirad College; MA, Regents College.

**Jacob, Pamela**, Instructor, Nursing (ADN); AAS, Madison Area Community College; ADN, Normandale Community College; MSN, Florida State University.

**Johns, Gary W.**, Instructor, Information Technology Programs; AA, Westark Junior College; BSE, University of Arkansas; MSCIE, University of Phoenix.

**Jones, Davina**, Professor, Speech; BA, Bethune-Cookman University; Ph.D., Bowling Green State University.

**Jones, Lisa**, Instructor, English; BA, Salisbury University; MA, Northern Arizona University.

**Kay, Richard M.**, Instructor, Psychology; AA, Broward Community College; BS, University of Florida; MS, Nova Southeastern University; MS, Carlos Albizu University.

**King, Darrin**, Instructor, Developmental Education.

**Kippenberger, Heidi**, Instructor, Nursing.

**Kornfield, Nancy**, Instructor, Nursing (ADN); BSN, University of Bridgeport; MA, New York University.

**Kranz, Carla M.**, Professor Emerita, Humanities; BA, Slippery Rock State College; MM, University of South Florida.

**La France, Valerie A.**, Assistant Professor, Mathematics; AS, Hillsborough Community College; BS, Michigan State University; MPA, Nova Southeastern University.

**LaBossiere, Jessica T.**, Instructor, English; BA, Florida Atlantic University; MA, Boston College.

**LaMarca-Frankel, Connie**, Professor, Humanities; BA, Hofstra University; MFA, University of Wisconsin.

**Laryea, Daniyal K.**, Assistant Professor, Biological Science; M.D., Dokuz Eylul University; MPH, University of South Florida.

**Lavicka, Catherine L.**, Assistant Professor, Nursing (ADN); AS, St. Petersburg College; BA, University of South Florida; BSN, University of South Florida; MSN, University of Tampa.

**Lederer, Karen**, Professor, Information Technology Programs; BA, Eckerd College; MS, University of Southern Mississippi.

**Lemoine, Lorraine**, Instructor, Nursing (PN).

**Licht, Rosanna**, Assistant Professor, Science of Human Nutrition; BS, Hunter College-The City College of New York; MPH, Hunter College-The City College of New York.

**Lin, Katherine**, Instructor, Nursing (ADN); BSN, University of South Florida; MSN, University of South Florida.

**Lischak, Tina O.**, Assistant Professor, Radiography Program/Program Co-coordinator; AS, St. Petersburg College; BA, Eckerd College.

**Lotz, Karen**, Instructor, Nursing (ADN).

**Low, Donna S.**, Associate Professor, Dental Programs/Program Co-coordinator; BS, Old Dominion University; MS, Florida State University.

**Magoulis, Bill**, Professor Emeritus, Business Administration; BS, Fairleigh Dickinson University; MBA, Fairleigh Dickinson University; Ed.D., University of Northern Colorado.

**Marshall, Edilia M.**, Instructor, Dental Programs; AA, Miami Dade College; DDM, University of Florida.

**Massias, Lydia A.**, Professor, Nursing (ADN); BSN, Barry University; MS, University of South Florida; MSN, University of South Florida; Ed.D., University of Phoenix.

**Matheny, Susan M.**, Assistant Professor, English; BS, Millersville State College; MA, Long Island University.

**Matuszko, Katherine**, Instructor, Nursing (ADN); AS, Pasco-Hernando Community College; BS, Western Governors University; MSN, Western Governors University.

**May, Jacqueline M.**, Instructor, English; BA, University of South Florida; MA, University of South Florida.

**May, John L.**, Professor, Physical Science and Chemistry; AA, St. Petersburg College; BS, University of Florida; Ph.D., University of South Florida.

**Mayer, Jr., Paul E.**, Assistant Professor, Chemistry and Physical Science; BS, Beaver College; MA, Princeton University.

**McCann, Guy W.**, Assistant Professor, Physical Science; BA, West Chester University of Pennsylvania; MA, West Chester University of Pennsylvania.

**McClelland, Stacy**, Instructor, Nursing (ADN); AA, Pasco-Hernando Community College; BS, University of South Florida; MS, University of South Florida.

**McCool, Jennifer L.**, Assistant Professor, Information Technology Programs; BS, Southern Illinois University; MS, University of Phoenix.

**McKamy, Kay E.**, Professor, Language Arts; BA, Western Illinois University; MA, Western Illinois University; Ph.D., University of South Florida.

**McNulty, Melissa S.**, Professor, Nursing (ADN); AS, Pasco-Hernando Community College; AA, Pasco-Hernando Community College; BSN, University of South Florida; MSN, University of South Florida; Ph.D., Touro University International.

**Minnick, Jessica L.**, Instructor, Information Technology Programs; AA, Hillsborough Community College; BS, University of South Florida; MEd, University of South Florida.

**Mirabella, Regina M.**, Professor, Nursing (ADN); AS, Kingsborough Community College; BSN, University of Phoenix; MSN, University of Phoenix.

**Monteavaro, Rafael**, Assistant Professor, Mathematics; BS, University of Havana; MS, University of Havana.

**Mukerjee, Anita**, Instructor, Biological Sciences; BS, University of Pune; MS, University of Pune.

**Mulieri, Patricia M.**, Professor Emerita, Language Arts; AA, State University of New York; BA, State University of New York; MS, Hofstra University; Ed.D., Nova Southeastern University.

**Mullis, Lisa**, Instructor, Nursing (ADN).

**Nail, Kenneth R.**, Professor Emeritus, Marketing; AA, St. Petersburg College; BA, University of South Florida; MS, Nova University.

**Nastelli, Deborah A.**, Associate Professor, Dental Programs/Program Co-coordinator; AAS, Northern Virginia Community College; BLS, Mary Washington College; MSHA, Virginia Commonwealth University.

**Neeld, Wendy S.**, Assistant Professor, Language Arts; BA, Houghton College; MA, California State University; MA, National University.

**Newell, Ryan**, Instructor, Mathematics.

**Newsome, Dwight H.**, Professor Emeritus, Mathematics; BA, University of South Florida; MA, University of South Florida; Ph.D., University of South Florida.

**Nickels, Frank L.**, Professor Emeritus, Business Administration and Office Administration; BA, University of South Florida; MBE, University of Mississippi; MBA, Nova University; Ed.D., Nova University.

**Niles-Gill, Jonathan**, Instructor, English; BA, Susquehanna University; MFA, University of Houston.

**Oakley-Hankins, Linda**, Instructor, Nursing (ADN).

**O'Berry, Cheryl W.**, Professor, Business Administration and Office Administration; AA, Pasco-Hernando Community College; BA, Saint Leo University; MA, University of South Florida.

**Oesch, Gary R.**, Professor, Psychology; AA, Pasco-Hernando Community College; BA, University of South Florida; MA, University of West Florida; Ed.D., University of South Florida.

**Overstreet, Kristen**, Instructor/Program Coordinator, Pharmacy Technician Program; AA, St. Petersburg College; BA, Western Governors University.

**Pak, Penny R.**, Associate Professor Emerita, Nursing (ADN); BSN, SUNY at Buffalo; MSN, University of Phoenix.

**Park, Sheridan R.**, Associate Professor, Office Administration; BA, University of Evansville; MS, Indiana University.

**Penegor, Lorinda R.**, Associate Professor Emerita, Information Technology Programs; AA, Edison Junior College; BA, Saint Leo College.

**Petroongrad, Pat**, Instructor, Mathematics; MS, College of William and Mary.

**Plant, John M.**, Assistant Professor, Drafting and Design Technology; BS, Florida Southern College; MA, University of South Florida.

**Poland, Peri W.**, Assistant Professor, Developmental Education; BA, New College; MA, University of South Florida.

**Poller, Lawrence E.**, Instructor, Philosophy and Ethics; BA, State University of New York at Oneonta; MA, University of North Carolina at Chapel Hill.

**Powell, Barbara A.**, Associate Professor Emerita, Sociology; BA, William Carey College; MA, State University of New York.

**Prescott, Frederick M.**, Assistant Professor, Mathematics; AS, Moraine Valley Community College; BA, Saint Xavier University; MST, University of Florida.

**Price, Misty R.**, Associate Professor, Accounting; AA, Pasco-Hernando Community College; BA, University of South Florida; MA, Auburn University; Ph.D., University of South Florida; CPA .

**Prince, Cynthia S.**, Instructor, Information Technology Programs; AS, Pasco-Hernando Community College; BS, Hodges University; MS, Colorado Technical University.

**Quesinberry, Deborah**, Instructor, Dental Assisting; AS, Cape Cod Community College; BAS, St. Petersburg College.

**Rawlins, Robbin R.**, Assistant Professor, Nursing (ADN); BSN, Seton Hall University; MSN, University of Phoenix; MBA, University of Phoenix.

**Ray, Jeanine F.**, Professor, Psychology; BA, Kent State University; MA, Kent State University; PhD, Kent State University.

**Sadusky, Michael**, Professor Emeritus, Psychology, Social & Behavioral Sciences; BA, St. John's University; MA, St. John's University; MA, University of South Florida.

**Sanchez, Rafael**, Instructor, Accounting; BA, University of Puerto Rico; MSA, World University; Ed.S., Saint Leo University.

**Savell, Jodi**, Instructor, Psychology; BA, University of South Florida; MA, University of South Florida.

**Schaab, Matthew**, Instructor, Surgical Technology.

**Schiffbauer, Judy A.**, Instructor, Technical Health; AS Fairmont State University.

**Scurlock, Scott B.**, Assistant Professor, EMS/Paramedic/Director, EMS; AS, St. Petersburg College; BS, Saint Leo University.

**Sekelsky, Gerry D.**, Associate Professor, Nursing (ADN); AS, Pasco-Hernando Community College; BA, Saint Leo University; MSN, University of Phoenix.

**Shimer, Carol A.**, Professor, Nursing (ADN); BS, Fairleigh Dickinson University; MS, Russell Sage College; Ed.D., Nova Southeastern University.

**Simmons, Tamala**, Instructor, Developmental Education/English; BA, South Carolina State University; M.Ed., Columbia College; D.A.H., Clark Atlanta University.

**Slaughter, Mary L**, Professor, Office Administration; AA Florida State College; BAE, University of North Florida; MAT, Jacksonville University; M.Ed., University of North Florida.

**Smith, Jason**, Instructor, Paralegal; BA, Flagler College; JD, Regent University.

**Smith, Jeremy**, Instructor, Philosophy; AA, Pasco-Hernando Community College; BA, University of South Florida; MA, University of South Florida.

**Soash, Ellen F.**, Assistant Professor, Mathematics; BS, Florida Southern College; M.Ed., University of South Florida.

**Spaziani, Eric P.**, Professor, Biological Science; BA, SUNY at Plattsburgh; MS, University of South Florida; Ph.D., University of South Florida.

**Stevens, Marnie H.**, Assistant Professor, Mathematics; AA, Hillsborough Community College; BA, University of South Florida; MA, University of South Florida.

**Sullivan, David L.**, Professor, EMS; AAS, St. Petersburg College; BA, Eckerd College; MA, University of Phoenix; Ph.D., Barry University.

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

**Sweda, Edwin J.**, Assistant Professor, Speech; BS, University of Memphis; MA, University of Memphis.

**Swihart, Marianne F.**, Associate Professor, Nursing (ADN); AS, St. Petersburg College; BSN, University of Tampa; M.Ed., National-Louis University; MSN, University of Phoenix.

**Taylor, Tana**, Instructor, Nursing (PN).

**Templeton, J. Patrick**, Professor Emeritus, Physical Science and Chemistry; BA, Central Methodist; MS, Eastern Michigan University.

**Thomson, Stacey**, Professor, Physical Science and Chemistry/Department Chair, Sciences; AA, Hillsborough Community College; BS, University of South Florida; Ph.D., University of South Florida.

**Thompson, Kathy**, Instructor, Nursing (ADN); AA, St. Petersburg College; AS, St. Petersburg College; BSN, University of South Florida; MSN, University of South Florida.

**Thorne, Gail F.**, Instructor, Mathematics; BS, Florida State University; MS, Texas A&M University.

**Torres, Irene**, Instructor, Nursing (ADN); AAS, Ulster Community College; BSN, St. Petersburg College.

**Townsend, Francine**, Instructor, Information Technology; BA, University of Florida; MS, University of Phoenix.

**Vyborny, Wanda J.**, Assistant Professor, Developmental Education; BS, Freed-Hardeman College; MA, University of South Florida.

**Wane, Daryle H.**, Professor, Nursing (Bachelor of Science in Nursing); BA, Brooklyn College; BS, SUNY Downstate Medical Center; MS, University of South Florida; Ph.D., University of South Florida.

**Ward, Joseph**, Instructor, Language Arts; BA, University of South Florida; MA, University of South Florida; JD, Florida State University.

**Wetherington, Jason M.**, Associate Professor, Mathematics; AA, Pasco-Hernando Community College; BA, University of South Florida; MA, University of South Florida.

**Whittinghill, Fred L.**, Professor, Business and Accounting; BSC, DePaul University; MBA, University of Chicago.

**Wiatrowski, Jennifer**, Associate Professor, Biological Science; BS, Beloit College; MS, Western Illinois University.

**Williams, Glynis**, Instructor, Information Technology; BS, University of Florida; MS, University of South Florida.

**Witherell, Maria R.**, Associate Professor, Mathematics; BA, Queens College; MS, Queens College.

**Wolters, Eric H.**, Assistant Professor, History; BA, Stetson University; MA, University of South Florida.

**Woodard, Gregory**, Assistant Professor, Physical Science and Physics; BS, Polytechnic Institute of New York; MS, Andrews University.

**Wrench, Phyllis H.**, Assistant Professor, Information Technology; BA, Florida State University; MS, Hodges University.

**Wyatt, Ranita E.**, Professor, Economics/Department Chair, Business Technology; AS, Amarillo College; BS, West Texas State University; MA, West Texas State University.

**Yoho, Philip**, Professor, Supervision and Management (BAS)/Department Chair, Bachelors of Applied Science degree in Supervision and Management; BS, Fairmont State College; MS, West Virginia University; DBA North Central University.

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# Pasco- 2014-2015 PHSC Catalog and Student Handbook Hernando State College

[ARCHIVED CATALOG]

## Catalog Updates

This catalog update page will display changes that are made to the catalog each applicable month following initial catalog publication. All of these changes have been made within the catalog and are highlighted on this page for quick reference. If you have any additional questions about the catalog, please contact the Information Center.

<b>May 2014 Updates</b>		
<b>Description of Update</b>	<b>Additional Information</b>	<b>Effective Term</b>
New courses added: ESC 1000, HUM 2930, WOH 2040	May DBoT Program/Course Approvals	Fall 2014
Course number change: From THE 2000 to THE 1000	May DBoT Program/Course Approvals	Fall 2014
<b>June 2014 Updates</b>		
<b>Description of Update</b>	<b>Additional Information</b>	<b>Effective Term</b>
New courses added: FFP 2510, 2521, 2541, 2706	June DBoT Program/Course Approvals	Fall 2014
Course reinstated: FFP 1000	June DBoT Program/Course Approvals	Fall 2014
Courses deleted: REA 0007, 0017; ENC 0015, 0025	June DBoT Program/Course Approvals	Fall 2014
Fee changes: EMS 1431, 2621; NUR 1006L, 1021L, 1200L, 2460L; PRN 0000L; PTN 0043; RTE 1111L, 2824; STS 0255, 0257	June DBoT Program/Course Approvals	Fall 2014
Program change: PSVC-PHT and PSVC-ST (Change to Admission to Program page: Applications are now accepted year round, deleted prerequisite requirement, deleted driver's license statement, deleted selection process statement) (Change to curriculum: Deleted prerequisite section, renamed each session	June DBoT Program Changes and Deletion	Fall 2014
Fee additions: Added baccalaureate fees	Administrative change	Fall 2014
Fee changes: FL resident credit fee from \$103.18 to \$105.18; Non-Florida resident fee from \$393.05 to \$401.05	Administrative change	Fall 2014
<b>July 2014 Updates</b>		
All "College Placement Testing" references changed to "Common Placement Testing"	Administrative change	Fall 2014
New courses added: CJK 0013, 0014, 0064, 0065, 0078, 0092, 0200, 0205, 0293, 0296, 0297	July DBoT Program/Course Approvals	Fall 2014
Revised courses/prerequisite changes: AMH 2010,	July DBoT Program/Course Approvals	Fall 2014

2020, 2070, 2091; ANT 2000, 2410; ARH 1000; AST 1002; BSC 1005, 1020, 1311; CHM 1025; CPO 2002; ECO 2013, 2023; EDF 1005; EUH 1000, 1001, 1002; GEA 2000, 2210; GLY 2010; HIS 2300; HUM 1020, 2210, 2230; INR 1015, 2002; ISS 2160, 2263; MUL 1110; OCE 2001; PAX 2000; PHI 1010, 1630, 2100; PHY 1053; POS 2041, 2112; PSY 1012; REL 2000, 2300; SPC 2608, 2716; SYG 1361, 1420, 2000, 2010, 2221, 2430, 2809; SYO 2201; THE 1000, 2010, 2011		
Course description changes: MAC 2311, 2312; MAT 1033; CJK 0007, 0008, 0071, 0082, 0086	July DBoT Program/Course Approvals	Fall 2014
Technical credit prefix/number changes: CJK 0007 to CJK 0001; CJK 0008 to CJK 0012; CJK 0071 to CJK 0077; CJK 0082 to CJK 0087; CJK 0083 to CJK 0084; CJK 0086 to CJK 0088	July DBoT Program/Course Approvals	Fall 2014
Technical credit course credit hours changes: CJK 0001 - .37 to .33; CJK 0012 - 2.30 to 2.07; CJK 0077 - 1.87 to 1.67; CJK 0087 - .80 to 1.00	July DBoT Program/Course Approvals	Fall 2014
Technical credit course clock hours changes: CJK 0001 - .11.00 to 10.00; CJK 0012 - 69.00 to 62.00; CJK 0077 - 56.00 to 50.00; CJK 0087 - 24.00 to 30.00	July DBoT Program/Course Approvals	Fall 2014
Fee additions: NCG 0029 - \$127.23; NCG 0029 - \$330.43; NCG 0103 - \$132.15	July DBoT Program/Course Approvals	Fall 2014
<b>August 2014 Updates</b>		
Notice added to Medical Coder/Biller program: Not accepting new students.	Administrative change	Fall 2014
<b>September 2014 Updates</b>		
Revised courses/prerequisite changes: ANT 2511, BSC 1050, BSC 1085, CHM 1020, EDF 2085, EME 2040, MET 2010, PSC 1121, PSC 1341	September DBoT Program/Course Approvals	Fall 2014
Course description change: LDR 3115	September DBoT Program/Course Approvals	Fall 2014
Course deletion: REA 1105		Fall 2014
<b>November 2014 Updates</b>		
New course fee added: RTE 1111L	April 2014 DBoT Program/Course Approvals	Spring 2015
Course description changes: DEH 1002, 1002L, 2005, 2300, 2400, 2605, 2702, 2702L, 2806L, 2810; DES 1100L, 1200L, 1601, 2051L; DEA 0136, 0136L, 0744L, 0751, 0751L, 0753L, 0755L, 0757, 0757L (removing professional liability insurance and/or lab fee statement(s))	November DBoT Program/Course Approvals	Spring 2015
Course prefix/number change: From SLS 1265 to LDR 1260	November DBoT Program/Course Approvals	Spring 2015
Technical credit change: PTN 0033 - from 3 to 2; PTN 0033L - from 1 to 2	November DBoT Program/Course Approvals	Spring 2015
Clock hour change: PTN 0033 - from 90 to 60; PTN 0033L - from 30 to 60	November DBoT Program/Course Approvals	Spring 2015
Fee change: NUR 1021L - Added fingerprinting fee	November DBoT Program/Course Approvals	Spring 2015
Program change: APP-DH (Deleted ENC 1102, added SYG 2000)	November DBoT Program/Course Approvals	Spring 2015

Program change: AS-HIT (Changed from selected admissions to rolling admissions and changes to application and admission requirements)	November DBoT Program/Course Approvals	Fall 2014
<b>January 2015 Updates</b>		
New course added: LIS 1000	January DBoT Program/Course Approvals	Spring 2015
Course subject change for prefix LIS: Library Science changed to Library and Information Studies	Administrative change	Spring 2015
Course number changes: DEA 0136 to DEA 0137; DEA 0136L to DEA 0137L	January DBoT Program/Course Approvals	Spring 2015
<b>February 2015 Updates</b>		
Program change: APP-LEB. Deleted CJK 0011, 0017, 0061, 0062, 0076. Added CJK 0013, 0014, 0064, 0065, 0078, 0092. Total program credits change from 25.67 to 25.68.	February DBoT Program/Course Approvals	Fall 2014
Program change: APP-LTC. Deleted CJK 0350, 0351, 0352, 0353, 0393. Added CJK 0200, 0310, 0320, 0330, 0205, 0393. Total program credits change from 5.21 to 5.74.	February DBoT Program/Course Approvals	